

Invitation to Bid

20170328-BOE

SANITIZER/DISINFECTANT

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, and 1500 Airport Road, Gallatin, TN 37066 for 20170328-BOE until March 28, 2017 9:30 a.m. local time Sanitizer/Disinfectant Bid# 20170328-BOE Bid responses will be opened at that time, taken under advisement and evaluated. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

Contact Question: Jaime York Jaime.york@sumnerschools.org

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:30 A.M. Local Time March 28, 2017. for 20170328-BOE Sanitizer/Disinfectant** at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said 2,502 Sq. Ft. existing tile/concrete Bathroom Floors are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: 20170328-BOE SANITIZER/DISINFECTANT
DEADLINE: March 28, 2017 @ 9:30 A.M. Local Time
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said. **Sanitizer/ Disinfectant** in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting

SANITIZER/DISINFECTANT
BIDDING GUIDELINES
School Year 2017-2018

The Sumner County Board of Education, SCBOE, is soliciting bids for SANITIZER/DISINFECTANT. Failure to meet any of the outlined specifications or requirements at any time will result in default of said bid/award, cause for termination of agreement and return of unused product. Manufacturer will be responsible for freight plus any fees incurred by the school system in sourcing another supplier.

- Bid prices are to be good from July 1, 2017 until June 30, 2018.
- Bid prices are to include all delivery charges.
- Each item will be awarded individually.
- More or Less of any item may be purchased at the bid price.
- Deliver must be made within 10 days of the date the order is placed.
- Deliveries must be scheduled at least 24 hours in advance.
- All items must be palletized, wrapped and moved to the back of the truck for unloading - there is no loading dock at warehouse.
- Items with quantity or dollar amount limitations will be rejected.
- Bids must be submitted on the included Bid Specification Sheet.

Samples:

- Bidders are required to provide exact "full size" samples, free of charge, of each product identified as "SAMPLES REQUIRED" on the Bid Specifications Sheet.
- Samples shall remain the property of SCBOE.
- All samples shall be received in the Purchasing office on or before the bid opening date and time of March 28, 2017, 9:30 A.M. Failure to do so will result in the bid being considered nonresponsive.
- Bidders shall label each product stating company name and the SCBOE Commodity Code shown on the Bid Specification Sheet. If products are being shipped by the manufacturer, the product shall state which company the manufacturer is sending the product for, along with the proper SCBOE bid number and the Commodity Code for each sample. It will not be the responsibility of SCBOE to determine which unmarked sample belong to which Bidder.

This page is required to be attached to the Price Specification Sheet

NOTES:

Company Name: _____

Address: _____

Phone: _____

Email address: _____

Signature of Authorized Company Representative

Date

Printed Name

BID SPECIFICATIONS SHEET

Bidders shall furnish each item on an "as needed basis" as indicated on the following Bid Specifications Sheet at the firm-fixed delivered unit price in accordance with the specifications and terms and conditions identified herein.

Item #	SCBOE Commodity Code	Description	Est. Annual Qty.	Bidder Specified Brand Name & Item #	Quantity per case	Case Price
1	SOAP001	HAND SANITIZER Equal to or better than Symmetry Non-Alcohol Foaming Hand Sanitizer Size: 1250 ml Waterless foaming hand sanitizer Eliminates 99.9% of common disease-causing organisms Contains 0.12% benzalkonium chloride (BAC), allantoin, and aloe Palletized for shipment SAMPLE REQUIRED	6600			\$
2	DISP005	DISPENSERS FOR HAND SANITIZER Size: 1250 ml Palletized for shipment SAMPLE REQUIRED	2200	Installation Included: YES/NO		\$
3	CHEM033	CLOROX DISINFECTANT WIPES <u>NO SUBSTITUTES</u> Size: 700 CT Bleach Free - Fresh Scent Palletized for shipment	220			\$

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE 20170328-BOE Sanitizer /Disinfectant

DEADLINE March 28, 2017 9:30 AM LOCAL TIME

BID TOTAL \$_____

BID GOOD THRU _____

NOTES: _____

