

Invitation to Bid

20150414 CHEMICAL PROPORTION SYSTEM

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20150414 CHEMICAL PROPORTION SYSTEM until 9:00 a.m. CDT April 14, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Tim Williams @ tim.williams@sumnerschools.org. All proposals are subject to the Board of Education's conditions and specifications which are available from Chris Harrison, Purchasing Coordinator (615) 451-6569. All bids can be viewed on line at www.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 **9:00 A.M. Local Time APRIL 14, 2015** for **20150414 CHEMICAL PROPORTION SYSTEM**, 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 **20150414 CHEMICAL PROPORTION SYSTEM** 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: 20150414 CHEMICAL PROPORTION SYSTEM
DEADLINE: 9:00 A.M.; APRIL 14, 2015
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 **20150414 CHEMICAL PROPORTION SYSTEM** are 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 party in an amount equal to the market improvement value.



SUMNER COUNTY BOARD OF EDUCATION

**Request for Proposal (RFP) to provide:
Chemical Proportion System (CPS)**

**Issued by:
Sumner County Board of Education**

**Date Issued:
April 1, 2015**

**Response Deadline:
April 14, 2015 @ 9:00 am CT**

All documents received by the SCBOE in response to this RFP will be a matter of public record.

TABLE OF CONTENTS

INTRODUCTION

1. PROPOSAL GROUND RULES

- 1.1 Queries and Primary Contact Person
- 1.2 Proposal Schedule
- 1.3 Proposal Deadline
- 1.4 Evaluation Criteria
- 1.5 Additional Information, Investigation, and Inspection
- 1.6 Reservations and Limitations

2. SCOPE OF REQUIREMENTS

- 2.1 District Facilities
- 2.2 Chemical Management Requirements
- 2.3 Proposed Implementation
- 2.4 Additional Services

3. BID RESPONSE REQUIREMENTS

- 3.1 Program Design and Management
- 3.2 Qualifications

4. FINANCIAL PROPOSAL

- 4.1 Base Proposal
- 4.2 Alternate Proposal

APPENDICES

- Appendix A: School District Building Information
- Appendix B: Bid Form

INTRODUCTION

The Sumner County Board of Education (henceforth SCBOE), is a large school district covering 530 square miles Sumner County, Tennessee. The SCBOE has 28,440 students and approximately 3750 employees housed in 53 facilities: 26 elementary schools, eleven middle schools, nine high schools (including Annex buildings), three specialty schools, four support facilities, and one administrative building.

The purpose of the SCBOE's CPS program is to:

- Optimize chemical purchasing
- Eliminate or reduce waste of chemical cleaners and disinfectants
- Provide a safe and easy method of diluting chemicals for use

It is intended that the awarded Bidder will work in partnership with SCBOE administration and custodial staff to provide a high level of service.

PROPOSAL GROUND RULES

1.1 Queries and Primary Contact Person

All inquiries about this RFP must be made to the primary or secondary contact person for the SCBOE:

Name:	Tim Williams Senior Administrative Asst.	Judy Franke Admin. Secretary
Address:	1500 Airport Road Gallatin, TN 37066	1500 Airport Road Gallatin, TN 37066
Email:	tim.williams@sumnerschools.org	judy.franke@sumnerschools.org
Phone:	615-451-5243	615-230-0171

All questions must be received by April 8, 2015 before 9:00 am CT. The identity of Bidders who submitted questions will be kept confidential.

1.2 Proposal Schedule

The planned timeline for the CPS selection process is presented below. The SCBOE expects to select a CPS Supplier by May 2015.

Date	Action
April 1, 2015	RFP Release
April 8, 2015	Deadline for Submission of Questions
April 14, 2015	Proposals Due and Opened

1.3 Proposal Deadline

A complete response to this RFP **in a sealed envelope** should contain one signed original copy and two hard copies **received no later than 1:00 pm CT on March 31, 2015** by:

Name:	Vicky Currey Purchasing Coordinator
Address:	1500 Airport Road Gallatin, TN 37066
Email:	vicky.currey@sumnerschools.org
Phone:	615-451-6536
FAX	615-451-5241

Proposals and all conditions therein shall remain effective for at least ninety (90) days from proposal submission date.

1.4 Evaluation Criteria

The SCBOE, at its sole option, will select the proposal which best fulfills the requirements and provides the highest level of service. Proposal will be evaluated based on the following criteria:

- Quality of proposal;
- Level of service provided;
- Cost to SCBOE;
- Support data provided;
- Supplier experience and qualifications

NOTE: Final approval is subject to a vote of the Board Members of the SCBOE.

1.5 Additional Information, Investigation, and Inspection

The SCBOE may request additional information from Bidders to clarify elements of their bid proposals. The SCBOE may also make independent investigations as to the qualification of each Bidder. Such investigations may include contacting existing customers or visiting existing operations.

1.7 Reservations and Limitations

The SCBOE reserves the following rights and options:

- To reject any and all proposals that fail to meet the literal and exact requirements of the specifications provided in this RFP document;
- To accept the proposal that is, in the judgment of the SCBOE, in the best interest of the SCBOE and the SCBOE facilities;
- To reject any and all non-responsive proposals;
- To waive irregularities in any proposal as the SCBOE may elect to waive;
- To reject any and all proposals without cause;
- To issue subsequent requests for new proposals; and
- To discontinue its negotiations after commencing negotiations with a finalist, if progress is unsatisfactory, and commence discussions with another Bidder.

Bidders are expected to be knowledgeable about the sites to be served and determine the appropriate equipment to provide the required service.

The SCBOE will not reimburse any Bidder for any costs involved in the preparation and submission of proposals, in making an oral presentation, or in contract negotiations. Bidders are responsible for all costs associated with preparing and submitting the RFP.

SCOPE OF REQUIREMENTS

2.1 District Facilities

This proposal requests CPS for all buildings listed in Appendix A. The required number of CPS listed in Appendix A are estimates only and do not reflect an accurate count.

2.2 Chemical Proportion System Requirements

2.2.1 Types of Chemicals

The awarded Bidder will adhere to the following guidelines for each type of chemical.

Disinfectant/Cleaner: Rated as Virucidal, Bactericidal, Tuberculocidal, and Fungicidal.

Specifications: Must be rated to kill HIV, HCV and HBV viruses, H1N1 virus, Influenza A2/Hong Kong virus, Avian Flu, Herpes simplex Type 1 and 2, TB, MRSA and VRE on hard, inanimate nonporous environmental surfaces. Must be concentrated formula.

Uses: An all-in-one bathroom cleaner and disinfectant.

pH Neutral Cleaner: Green Seal Certified (documentation will be required)

Specifications: 1. Dries film free. Does not require rinsing. Neutral pH – will not damage or dull a floor's protective coating. Low foaming. Must be concentrated formula. 2. Must work in hard water. 3. pH value of the concentrate shall not be less than 6.8 nor more than 7.2.

Uses: A general purpose floor and washable surfaces cleaner.

Glass Cleaner: Green Seal Certified (documentation will be required)

Specifications: Leaves surfaces film free and streak free. Must be concentrated formula.

Uses: For use on glass and glass-like surfaces.

Please include a list of all chemicals, including a discount price, that work with the CPS.

In addition, for any chemicals that the SCBOE is not familiar with, the vendor must be able to supply, free of charge, a sample of each chemical in sufficient quantity to test the effectiveness of that chemical. Samples are to be supplied at the SCBOE's request only.

2.2.2 Types of Chemical Proportion System

The awarded Bidder will adhere to the following guidelines:

- (1) Must dispense for both quart size spray bottle and mop bucket.
- (2) Must be convenient and easy to use.
- (3) Cost of CPS must be listed, if applicable.
- (4) Replacement dispenser cost, if applicable, must be disclosed prior to bid being awarded.
- (5) CPS must be able to dispense up to 7 different products, plus water, without unhooking from the water source or using a tee splitter.

NOTE: The number of CPS listed in Appendix A is an estimate only and does not reflect an accurate count of the systems that will be required. More or less may be necessary.

2.2.3 Spray Bottles

Bidder must disclose availability of screen-printed spray bottles. If not available, bidder must provide labels for generic spray bottles. Any cost to the SCBOE must be disclosed.

2.2.4 MSDS

The awarded Bidder will provide the SCBOE with any MSDS information. If changes occur to the MSDS during the course of the contract, it will be the sole responsibility of the awarded Bidder to provide the new MSDS.

2.3 Proposed Implementation

The SCBOE proposes the following approach:

- Program Start Date: It is proposed that the program begin in July 2015.
- CPS Program Transition: Over a two month period from July to August, the awarded Bidder will install CPS systems into the facilities listed in Appendix A. If installation is not available by awarded Bidder, it must be disclosed.
- The awarded Bidder must disclose any installation cost, if applicable, per CPS.

2.4 Additional Services

The CPS awarded Bidder will be expected to perform a level of service to the CPS. This service will include but is not limited to the following:

- Servicing of defective CPS
- Replacement of defective CPS (Cost, if applicable, must be disclosed)
- Routine service call to gauge working condition of CPS

The awarded Bidder will provide regular training on the use of their chemicals and CPS. Any and all training provided for the use of the CPS and chemicals will be at the cost of the awarded Bidder.

The awarded Bidder must also be able to provide a web based training program. Program must consist of various different tests for new employees. A training program with a series of training videos for daily cleaning, floor care, and general cleaning. Must have program for site evaluation and be accessible from mobile devices.

BID RESPONSE REQUIREMENTS

Each Bidder must respond to Section 3.1 and Section 3.2 with a text proposal.

Note: Pricing proposals in Section 4 should be completed using the bid forms in Appendix C.

3.1 Program Design and Management

Please provide the following information:

- Please describe your plan for a CPS program for the SCBOE. Specify how it will meet the requirements noted in Section 2.2
- Comment on the feasibility of meeting the dates outlined in the Proposed Implementation approach identified in Section 2.3. Include any thoughts you may have for alternative roll-out plans that could improve the CPS implementation.
- Comment on ability of your personnel to complete the installation. If no personnel are available, suggest alternate for installation.
- Identify what resources you will devote to the SCBOE, including training or other resources you have available to provide to the SCBOE.

3.2 Qualifications

Bidders are required to list three of your current major customers. Include at least one company that you provide services to that has requirements comparable to those of the SCBOE. For each customer named, indicate:

- Number of years as a customer;
- Contact names and numbers;
- General type of business of customer;
- Services your company provides and relevant measure of success.

FINANCIAL PROPOSAL

4.1 Base Proposal

The SCBOE is seeking a CPS Provider that can meet the requirements of Sections 2 and 3. While the SCBOE recognizes that the marketplace for a CPS is broad, the SCBOE will seek a Provider that best meets its' needs. The proposal should list any and all costs requested. Failure to provide the information requested will be grounds for your proposal to be rejected.

NOTE: The SCBOE is a tax-exempt government agency.

4.1.1 Cost of Services

Using the forms provided in Appendix B, please complete the following:

- Appendix B1: A bid quote for providing, installing and maintaining a CPS. Assume a three-year contract, with two one-year renewal options. Include:
 - Include any fees, if applicable, for shipping of CPS
 - Include any fees, if applicable, for maintenance to CPS
 - Include any fees, if applicable, for installation of CPS (*This cost must not be included as part of the cost of chemicals. It must be separate*)
 - Include Dimensions of CPS

- Appendix B2: A bid quote for providing chemicals for CPS. Assume a three-year contract, with two one-year renewal options. Include
 - Break down cost of chemicals to per container and end-use cost
 - Include size of container recommended and any alternate size containers
 - Include dilution ratio
 - Include the number of individual chemical containers per case

- Appendix B3: A bid quote for providing screen-printed spray bottles, if applicable. If not available, disclose availability of labels and any cost associated.

NOTE: All shipping will be to one centralized warehouse.

NOTE: Shipping must not be billed separately.

Please note that the following dates represent a calendar school year for the SCBOE.

Base Year July 1, 2015 – June 30, 2016

Year 2 July 1, 2016 – June 30, 2017

Year 3 July 1, 2017 – June 30, 2018

**Price increases are valid for the dates provided. NO increase can happen outside of these dates.

4.1.2 Contract Period

The awarded Bidder will be under a contract with the SCBOE for a period of three years with an option for two one year extensions. The contract will begin on July 1, 2015 and will end on June 30, 2018.

4.1.3 Terms

The CPS agreement with the SCBOE will be for a three (3) year period. The SCBOE shall have the option to extend the agreement for up to two (2) one-year extension periods provided it gives notice to the contractor sixty days prior to the expiration of the agreement or extension thereof.

Effective July 1, 2016 and July 1st of each contract year, the cost of service may be adjusted to reflect

(1) Any changes, which may have occurred in the Consumer Price Index published in the month immediately prior to any renewal by the U.S. Department of Labor (“CPI”) for each year of these agreements, but not to exceed 5% each year.

Appendix A: School District Building Information

Facility Type / Building Name	Address	CITY	ZIP	# of CPS REQUIRED
Administration and Maintenance				
Administration Building	695 East Main St	Gallatin	37066	3
E.B. Wilson	695 East Main St	Gallatin	37066	1
Teacher Center	695 East Main St	Gallatin	37066	2
James W. Hawkins Bldg. – Material Center	695 East Main St	Gallatin	37066	1
Support Services Bldg.	1500 Airport Rd.	Gallatin	37066	4
Elementary Schools				
Beech Elem.	3120 Long Hollow Pike	Hendersonville	37075	6
Benny Bills Elem.	1030 Union School Rd	Gallatin	37066	4
Bethpage Elem.	420 Old Hwy 31E	Bethpage	37022	3
Burrus Elem.	Drakes Creek Road	Hendersonville	37075	4
Clyde Riggs Elem.	211 Fountain Head Rd	Portland	37148	4
Gene Brown Elem.	115 Gail Dr	Hendersonville	37075	4
George Whitten Elem.	140 Scotch St	Hendersonville	37075	3
Guild Elem.	1018 South Water St	Gallatin	37076	6
H.B. Williams Elem.	115 S. Palmer Chapel Rd	White House	37188	4
Howard Elem.	805 Long Hollow Pike	Gallatin	37066	4
Indian Lake Elem.	505 Indian Lake Rd	Hendersonville	37075	5
J.W. Wiseman Elem.	922 South Broadway	Portland	37148	4
Jack Anderson Elem.	250 Shute Ln	Hendersonville	37075	4
Lakeside Park Elem.	204 Dolphus Dr	Hendersonville	37075	3
Madison Creek Elem.	1040 Madison Creek Rd	Goodlettsville	37072	4
Millersville Elem.	1248 Louisville Hwy	Goodlettsville	37072	2
Nannie Berry Elem.	138 Indian Lake Rd	Hendersonville	37075	4
North Sumner Elem.	1485 North Sumner Rd	Bethpage	37022	2
Oakmont Elem.	3323 Highway 76	Cottontown	37048	2
Portland Gateview Elem.	1098 Gateview Dr	Portland	37148	4
Station Camp Elem.	1020 Bison Tr	Gallatin	37066	4
Union Elementary	516 Carson St	Gallatin	37066	3
Vena Stuart Elem.	780 Hart St	Gallatin	37066	4
Walton Ferry Elem.	732 Walton Ferry Rd	Hendersonville	37075	3
Watt Hardison Elem.	300 Gibson St	Portland	37148	4
Westmoreland Elem.	4178 Hawkins Dr	Westmoreland	37186	4
Middle Schools				
Ellis Middle	100 Indian Lake Rd	Hendersonville	37075	5
Hawkins Middle	487A Walton Ferry Rd	Hendersonville	37075	4
Knox Doss Middle @ Drakes Creek	1338 Drakes Creek Rd	Hendersonville	37075	5
Portland East Middle	604 South Broadway	Portland	37148	5
Portland West Middle	110 Nolan Private Dr	Portland	37148	6
Rucker Stewart Middle	350 Hancock St	Gallatin	37066	5
Shafer Middle	240 Albert Gallatin Rd	Gallatin	37066	6
Station Camp Middle	281 Big Station Camp Blvd	Gallatin	37066	5
T.W. Hunter Middle	2101 New Hope Rd	Hendersonville	37075	6
Westmoreland Middle	4128 Hawkins Dr	Westmoreland	37186	6
White House Middle	2020 Highway 31W	White House	37188	6

continued –

High Schools				
Beech High	3126 Long Hollow Pike	Hendersonville	37075	8
Beech High Annex	3126 Long Hollow Pike	Hendersonville	37075	4
Gallatin High	700 Dan Herron Dr	Gallatin	37066	15
Hendersonville High	123 Cherokee Rd	Hendersonville	37075	15
Portland High	600 College St	Portland	37148	8
Station Camp High	1040 Bison Tr	Gallatin	37066	15
Westmoreland High	4300 Hawkins Dr	Westmoreland	37186	8
White House High	508 Tyree Springs Rd	White House	37188	8
White House High Annex	508 Tyree Springs Rd	White House	37188	3
Specialty Schools				
E.B. Wilson – Night High School	102 Indian Lake Rd	Hendersonville	37075	3
Merrol Hyde Magnet	128 Township Dr	Hendersonville	37075	4
R.T. Fisher Alternative School	455 North Boyers St	Gallatin	37066	2

Appendix B2: Bid Form

CHEMICAL

	Chemical Type & Name	Container Size	Container Cost	Dilution Rate	End - Use Cost	Quarts Made per Container	# Containers per Case
<i>example</i>	<i>Disinfectant / Cleaner ABC Cleaner</i>	<i>1 Quart or 32 ounces</i>	<i>\$12.00 / Container</i>	<i>1/2 oz. / gallon</i>	<i>\$0.19 / quart</i>	<i>64</i>	<i>4</i>
<i>required</i>	Disinfectant/Cleaner						
<i>required</i>	pH Neutral Cleaner						
<i>required</i>	Glass Cleaner						

*****Alternate Container Sizes and Cost Breakdown*****

	Chemical Type & Name	Container Size	Container Cost	Dilution Rate	End - Use Cost	Quarts Made per Container	# Containers per Case
<i>required</i>	Disinfectant/Cleaner						
<i>required</i>	pH Neutral Cleaner						
<i>required</i>	Glass Cleaner						

Appendix B3: Bid Form

SPRAY BOTTLES

Do you have Screen-Printed Spray Bottles available? YES NO

Cost per spray bottle _____

If Screen-Printed Bottles not available, do you have labels? YES NO

Cost _____

NOTES
