

Invitation to Bid

20160412 OXYGEN & ACETYLENE LEASE AGREEMENT

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 20160412 OXYGEN & ACETYLENE LEASE AGREEMENT until 9:00 a.m. CDT April 12, 2016. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Dr. Gay Burden at gay.burden@sumnerschools.org. 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.

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 12, 2016** for **20160412 OXYGEN & ACETYLENE LEASE AGREEMENT**, 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 **20160412 OXYGEN & ACETYLENE LEASE AGREEMENT** 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: 20160412 OXYGEN & ACETYLENE LEASE AGREEMENT
DEADLINE: APRIL 12, 2016 @ 9:00 A.M.
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 **20160412 OXYGEN & ACETYLENE LEASE AGREEMENT** 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.

20160412 OXYGEN & ACETYLENE LEASE AGREEMENT

The Sumner County Board of Education, herein known as "School System", is soliciting bids for a lease agreement to provide oxygen and acetylene cylinders. The lease is to include cylinder inspecting, servicing, maintaining and replacing. The selected vendor is required to check cylinders for refills on a weekly basis. A site visit may be required; however the vendor has the option to contact the authorized individual at each location via telephone to verify if a refill is necessary. The vendor agrees to honor the terms & conditions of this lease with other School System departments as well as any Sumner County Government agency.

The lease agreement shall provide a firm price for a period of one (1) year. The lease agreement period shall be valid beginning July 1, 2016 thru June 30, 2017. The lease shall provide an option to extend the term for an additional four (4), 1-year periods. Subsequent terms shall begin July 1st thru June 30th of the following year and so on. The vendor must provide written notification of price increase for the lease to the Career & Technical Education Supervisor of the School System no later than April 30th of the expiration year. If notification is not received by the deadline, the School System shall have the option to renew the contract for an additional 1-year term at the previous lease agreement price.

The vendor shall provide a separate cost for refilling the cylinders. The price for refills shall be firm beginning July 1, 2016 thru June 30, 2017. Subsequent terms shall be valid beginning July 1st thru June 30th of the following year and so on. Any change in the bid price for refills shall require proof of increase and have proper authorization from the Career & Technical Education Supervisor of the School System. The deadline to submit change in pricing shall be April 30th of the expiration year. The School System shall not pay invoices indicating a price increase that has not been properly approved.

The lease agreement shall be terminated if, in the sole determination of the School System, the vendor has failed to provide a proper level of service. The lease agreement shall also be terminated if the vendor fails to provide proof of increase and obtain proper authorization for price increases to refill cylinders.

A list of cylinders currently in use by locations is included. The list is provided only as a guide for quantities presently used. The vendor shall provide additional cylinders as needed. All requests for additional cylinders must be approved by the Career & Technical Education Supervisor of the School System. In the event a cylinder is returned as no longer needed, the vendor must provide written notification immediately to the Career & Technical Education Supervisor of the School System.

All deliveries for cylinders and refills must be made during school hours. The vendor must coordinate deliveries/refills with the authorized individual at each location. The School System shall not be responsible for any charges related to failed deliveries/refills that did not follow the outlined method.

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 20160412 OXYGEN & ACETYLENE LEASE AGREEMENT

DEADLINE APRIL 12, 2016 @ 9:00 A.M.

BID GOOD THRU JUNE 30, 2017

	1-Year Lease Per Cylinder	Refill Cost Per Cylinder
Oxygen (337 CF)	_____	_____
Acetylene (150 CF)	_____	_____
Argon MIG Mix (75/25, 135 CF)	_____	_____
Argon MIG Mix (75/25, 337 CF)	_____	_____
Argon (337CF)	_____	_____
Nitrogen (337 CF)	_____	_____

