

Invitation to Bid

20170207-BOE

Choral Risers

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 20170207--BOE until 9:30 a.m. local time February 7, 2017 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.

Questions Contact Ashley Aldridge @ Ashley.aldridge@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 Tuesday February for 20170207-BOE Standing Choral Risers** 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 **Stand Choral Risers** 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: STANDING CHORAL RISERS
DEADLINE: FEBRUARY 7, 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 **STANDING CHORAL RISERS** 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 Schools Choral Risers Specifications

EQUIPMENT INCLUDED

A. Provide all equipment and materials, and do all work necessary to furnish Choral risers, as specified herein. Choral risers shall include, but not be limited to a Hertz Furniture Model EZR-400, or equal, for use at Jack Anderson Elementary School, 250 Shutes Lane, Hendersonville TN 37075.

Provide:

(8) FR-36 Standina Choir Risers w / 4th Levels and Side Ralls including:

- (8) - FR-36 Fold &. Roll Standlna Choral Riser; 3-Level 6' Wide with Gray Carpet Tread, Hertz Furniture Part Number 307003, or equal
- (8) - FR-36 Fourth Level Add-On Step with Grav carpet Tread, Hertz Furniture Part Number 307004, or equal
- (1) - FR36 Add On Side Rall [Pair], Hertz Furniture Part Number 108349, or equal
- (2) - FR36 Side Rall Mounting Bracket, Hertz Furniture Part Number 107685, or equal

1.01 SUBMITTALS

A. Manufacturers Product Data

1. Provide manufacturers product data. Any equals shall be submitted for prior approval five business days in advance of the bid opening date to:

Janice Wright
Sumner County Schools Purchasing
1500 Airport Road
Gallatin TN 37066
janice.wright@sumnerschools.org

B. References

Vendor shall submit references of no less than three previous clients, including full contact information, which shall be included with the bid.

1.02 QUALITY ASSURANCE

A. Manufacturers warranties shall pass to the Owner and certification made that the product materials meet all applicable grade trademarks or conform to industry standards and inspection requirements.

1.03 PRODUCT DELIVERY AND STORAGE

A. Product shall be delivered to:

Jack Anderson Elementary School
250 Shute Lane
Hendersonville TN 37075
ATTN: Dr. Ashley Aldridge, Principal

B. Materials delivered to the site shall be examined for damage or defects in shipping. Any defects shall be noted and reported to the Owners representative. Replacements, if necessary, shall be immediately re-ordered, so as to minimize any conflict with the construction schedule. Sound materials shall be stored above ground under protective cover or indoors so as to provide proper protection.

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 20170207-BOE CHORAL RISERS

DEADLINE February 7, 2017 9:30 a.m.

BID TOTAL \$ _____

BID GOOD THRU _____

NOTES: _____
