

REQUEST FOR PROPOSAL (RFP)

NUMBER: 20190829-BOE

SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposals for this solicitation is in the best interest of SCS.

RFP Title: **Hendersonville High Upgrade to LED Lighting Project**



Purchasing Staff Contact:

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Purchasing Supervisor	Purchasing Coordinator
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Release Date: August 1, 2019	Proposal Due Date: August 29, 2019 @ 1:30 p.m. Local Time
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Any alterations to this document made by the proposer may be grounds for rejection of proposals, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.

NOTICE TO PROPOSERS

There may be one or more amendments to this RFP. In order to receive communication for any such amendments issued specifically to this RFP, the proposer must provide a Notice of Intent to Propose to the Sumner County Board of Education (SCS) Purchasing Department. The proposer must utilize this form when submitting notice. The notice may be sent by email to: Purchasing Office, purchasing@sumnerschools.org. SCS will send amendments only to those proposers which complete and return this information by the deadline list in the RFP Schedule of Events (Section 4).

RFP Number: **20190829-BOE Hendersonville High Upgrade to LED Lighting Project**

Company Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

Authorized Signature _____

Printed Name _____

Date _____

Emailed amendments will be sent in a Microsoft Word (Office for Windows) or Portable Document Format (pdf) format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award or any other legal remedies available to the Sumner County Board of Education.

Amendments will also be posted on the SCS website <https://sumnerschools.org/index.php/current-bids-and-rfps> and attached to the solicitation listing as a PDF or WORD file. Check the particular solicitation on the Current Bids and RFPs webpage for any posted amendments.

By completing and returning this form, the Proposer has expressed its intent to provide a proposal for **20190829-BOE Hendersonville High Upgrade to LED Lighting Project**.

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1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is soliciting proposals to provide LED lighting upgrade services at Hendersonville High.

1.2. Contact Information

Unauthorized contact regarding this RFP with employees or officials of SCS other than the Purchasing Supervisor named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFP to the Purchasing Supervisor, who is SCSs only official point of contact for this RFP.

RFP Procedures	RFP Specifications
Chris Harrison Purchasing Supervisor 1500 Airport Road Gallatin, TN 37066 chris.harrison@sumnerschools.org	

2. Requirements

2.1. Scope of Work / Specifications

The Contractor shall provide all the necessary engineering, material procurement, management, labor, materials, tools, equipment, supplies, services, components and disposal/recycling necessary to complete an upgrade to LED lighting to the satisfaction of SCS. The project is located at 123 Cherokee Road, Hendersonville, TN 37075.

2.1.1. Description of Work

- A. Upgrade of building lighting fixtures required for the project are shown in the lighting audit data (Attachment "A") and shall include but is not limited to the following areas:
- **Interior Lighting**
 - General Areas
 - Classroom
 - Cafeteria
 - Kitchen
 - Gymnasium
 - Stairwells
 - Emergency Lighting
 - **Exterior Lighting**
 - Mechanical Rooms
 - Canopy Lights
 - Wall Packs
 - Sign Lights
 - Parking Lot Lights
 - The Contractor must verify that all counts are accurate. SCS shall not accept change order requests, submitted by the Contractor, for additional lights.
 - Classroom lights are to be dimmable.
- B. Types of LED light fixtures required for the project may include:
- LED Retrofit Kit
 - LED New Fixture
 - Tube replacement LED solutions are not acceptable
- C. Removal and disposal/recycling of existing fixtures, bulbs, etc. Use of SCS dumpsters, waste receptacles, etc. is prohibited. The Contractor must provide any receptacles necessary to complete the demolition portion of the project.
- D. For the purpose of this RFP, the Contractor shall assume that all existing electrical infrastructure: poles, conductors, electrical panels, breakers, etc. is in good working order and only fixture upgrade is required.
- E. Contractor shall warrant all labor and replace defective LED fixtures and parts thereof for a period of one year from the date of project acceptance.

2.1.2. Lighting Fixtures

- A. The proposed LED product must be UL listed.
- B. The proposed LED must carry a 5-year warranty from the date of installation.
- C. The LED manufacturer shall have produced LED fixtures/retrofit kits for a minimum of 5 years at the time of this RFP.

2.1.3. Submittal

The Contractor shall include the following in addition to all the required forms:

- A. LED lighting schedule for each area of the building
- B. LED lighting product data
- C. Tentative project schedule

2.1.4. Building Walk-thru

It is recommended that the Contractor conduct a walk-thru of the jobsite to verify the accuracy of the counts. SCS has set aside August 15 and August 20 as dedicated dates for a walk thru. The building tour will begin promptly at 9:00 a.m. leaving from the front office.

SCS personnel must accompany any Contractor's representative throughout the building and grounds. As such, SCS cannot guarantee any additional dates will be available for a walk-thru due to our personnel's regular job assignments.

The Contractor is required to check in and out at the front office and will be required to present any required identification.

2.2. Standard Contractor Obligations

- Shall provide and obtain all necessary permits with Local, County, etc. agencies as required by law and as required in the Scope of Work.
- Shall schedule all necessary inspections with Local, County, etc. agencies as required by law.
- Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations and requirements.
- Shall have property trained and experienced staff to facilitate the services specified in the Scope of Work. If applicable, the Contractor shall provide documentation that staff has received the manufacturers' certification to complete the services specified in the Statement of Work.

3. Source Selection and Contract Award

- Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to SCS, taking into consideration price and the other evaluation criteria set forth in the RFP.
 - General Criteria to be determined "Responsive"
 - § Does the proposal include all required information, included completed attachment forms and affidavits?
 - § Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?
 - General Criteria to be determined "Responsible"
 - § Does the Proposer demonstrate an understanding of SCSs needs and proposed approach to the project?
 - § Does the Proposer possess the ability, capacity, skill and financial resources to provide the service?
 - § Can the Proposer take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely fashion?
 - § Does the Proposer have the character, integrity, reputation, judgement, experience and efficiency required for the project?
- SCS reserves the right to enter into discussions with Proposers which have submitted proposals determined to be reasonably like of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.
- SCS reserves the right to negotiate price and contract terms and conditions with the most qualified proposer(s) to provide the requested service. If a mutually beneficial agreement with the lowest responsive and responsible Proposer is not reached, SCS reserves the right to enter into contract negotiations with the next lowest Proposer and continue this process until an agreement is reached.
- Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this RFP to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the "piggyback" Institutions will issue their own purchasing documents for purchase of the goods/services. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

4. Schedule of Events

RFP Issued	August 1, 2019
Walk-thru available dates	August 15 & August 20 starting @ 9:00 a.m.
Questions DEADLINE	August 22, 2019
RFP Submission DEADLINE	August 29, 2019 @ 1:30 p.m. Local Time

5. Instructions for Proposal

5.1. Required Forms

- Proposer must complete and submit the Attachments in Section 6. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments.
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License.
- For all vendors with annual purchases in excess of \$50,000; a Sumner County Business License must be on file with the SCS Finance Department. Evidence of the license must be provided within ten (10) working days following notification of award; otherwise, SCS may rescind its acceptance of the Proposer's proposal.
- Copy of State of Tennessee License (if applicable) in respective field.
- If applicable, the Proposer must include a copy of the contract(s) the Proposer will submit to be signed.

5.2. New Vendors

- To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form W-9 (Attachment 6.9) included in this RFP.
- To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals paid directly by the employer in exchange for the individual's labor or services) must have on file one (1) of the following documents:
 - A valid Tennessee driver's license or photo identification;
 - A valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee;
 - A birth certificate issued by a U.S. state, jurisdiction or territory;
 - A U.S. government issued certified birth certificate;
 - A valid, unexpired U.S. passport;
 - A U.S. certificate of birth abroad (DS-1350 or FS-545)
 - A report of birth abroad of a U.S. citizen (FS-240);
 - A certificate of citizenship (N560 or N561);
 - A certificate of naturalization (N550, N570 or N578);
 - A U.S citizen identification card (I-197 or I-179); or
 - Valid alien registration documentation or other proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal name and current alien admission number or alien file number (or numbers if the individual has more than one number).

5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirements for the proposal. The Proposer who may have employees, contractors, subcontractors or agents working on SCS properties shall carry current certificates for general and professional liability insurance and for workers' compensation as indicated below. The owner or Principal of each Proposer must also be insured by workers' compensation if they perform any of the services on SCS properties. There will be no exceptions to the insurance requirement. Proposer also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, SCS may rescind its acceptance of the Proposers proposal.

- **General Liability**

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000

- **Workers Compensation**

Workers Compensation	Tennessee Statutory Limits
Employer's Liability	\$500,000

5.4. Clarification and Interpretation of RFP

The words "must" and "shall" in the RFP indicate mandatory requirements. Taking exception to any mandatory requirement shall be considered grounds for rejection. There are other requirements that SCS considers important but not mandatory. It is important to respond in a concise manner to each section and submit an itemized list of all exceptions.

5.5. Proposal Package

The package containing the proposal must be sealed and clearly marked on the outside of the package:

"20190829-BOE Hendersonville High Upgrade to LED Lighting Project"
DO NOT OPEN

All sealed proposals packages must include all of the following. Any sealed proposals are subject to rejection as non-conforming if any applicable item is not included.

- One (1) Complete Original
- One (1) electronic format (CD/USB Drive)
- Original Signature on Original Proposal. NO copied or digital signatures.

- Compensation/Price Data
 - Address all costs associated with performance of the contracted services.
- Past Performance and References
 - Provided a minimum of three (3) client references for similar projects in size and scope successfully completed by Proposer within the last three (3) years. Attachment 6.3.
 - SCS may also consider other sources of pertinent past performance information, including the districts own experience with the Proposer.

5.8. Request for Clarification of Proposals

Requests for clarification of proposals shall be distributed by the Purchasing Supervisor in writing (or email).

5.9. Protests

In the event that any interested party finds any part of the listed specifications, terms or conditions to be discrepant, incomplete or otherwise questionable in any respect; it shall be the responsibility of the concerned party to notify the SCS Purchasing Office of such matters immediately upon receipt of the RFP. All notifications must be sent to the Purchasing Supervisor via email at purchasing@sumnerschools.org.

Any actual or prospective Proposer who is aggrieved in connection with the RFP or award of a contract may protest to the Purchasing Supervisor and/or the Sumner County Board of Education at its regularly scheduled meeting.

ATTACHMENT "A"

Hendersonville High School - Lighting Audit Data						
Area Information			Existing Lighting			
	Area	Room	Quantity	Fixture	Fixture Attributes	Hours of Operation
1	1st Floor	101	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
2	1st Floor	102	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
3	1st Floor	103	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
4	1st Floor	104	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
5	1st Floor	105	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
6	1st Floor	106	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
7	1st Floor	107	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
8	1st Floor	108	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
9	1st Floor	109	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
10	1st Floor	110	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
11	1st Floor	111	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
12	1st Floor	113	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
13	1st Floor	114	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
14	1st Floor	115	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
15	1st Floor	116	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
16	1st Floor	117	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
17	1st Floor	118	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
18	1st Floor	119	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
19	1st Floor	120	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
20	1st Floor	121	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
21	1st Floor	122	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
22	1st Floor	123	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
23	1st Floor	124	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
24	1st Floor	125	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
25	1st Floor	126	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
26	1st Floor	127	10	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
27	1st Floor	128	10	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
28	1st Floor	129	4	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
29	1st Floor	130	4	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
30	1st Floor	132 Band Room	12	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
31	1st Floor	132 Band Room	4	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	364
32	1st Floor	132 Band Room	1	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	8,760
33	1st Floor	132 Band Room	5	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	8,760

34	1st Floor	132 Band Room	49	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
35	1st Floor	132 Band Room	2	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	364
36	1st Floor	132 Practice Rooms	5	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
37	1st Floor	132 Recording	4	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,200
38	1st Floor	133	1	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
39	1st Floor	133	2	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	8,760
40	1st Floor	133	15	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
41	1st Floor	133	2	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	364
42	1st Floor	134	1	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	8,760
43	1st Floor	134	8	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,200
44	1st Floor	135	3	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
45	1st Floor	135	13	F-F96T12-2	Industrial Strip-8 foot-Open - no lens-Surface	1,200
46	1st Floor	136	3	F-F32T8-2	Troffer-2X4-Parabolic-Recessed	1,200
47	1st Floor	136	1	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
48	1st Floor	136	13	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
49	1st Floor	136	8	HAL-H90-1	Track-Medium-PAR38-Dimmable	364
50	1st Floor	137	2	F-F32T8-2	Troffer-2X4-Prismatic-Recessed	1,200
51	1st Floor	137	13	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
52	1st Floor	137	1	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	8,760
53	1st Floor	138	2	F-F32T8-2	Troffer-2X4-Prismatic-Recessed	1,200
54	1st Floor	138	25	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
55	1st Floor	138	5	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
56	1st Floor	138	5	F-F32T8-2	Industrial Strip-4 foot-Open - no lens-Surface	1,200
57	1st Floor	138	12	F-F32T8-2	Strip-4 foot-Open - no lens-Surface	1,200
58	1st Floor	139	1	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	8,760
59	1st Floor	139	8	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
60	1st Floor	140	11	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
61	1st Floor	140	1	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	8,760
62	1st Floor	141	11	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
63	1st Floor	141	1	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	8,760
64	1st Floor	142	1	CFL-CF13W-1	Medium	364
65	1st Floor	142	2	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
66	1st Floor	142	2	F-F34T12-2	Industrial Strip-4 foot-Open - no lens-Surface	364
67	1st Floor	142	22	F-F96T12-2	Industrial Strip-8 foot-Open - no lens-Suspended	1,200
68	1st Floor	143	8	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
69	1st Floor	143	1	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	8,760
70	1st Floor	144	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
71	1st Floor	144 Hall	2	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200

72	1st Floor	145	2	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
73	1st Floor	145	8	F-F96T12-2	Industrial Strip-8 foot-Open - no lens-Surface	1,200
74	1st Floor	146	2	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	1,200
75	1st Floor	146	6	F-F96T12-2	Industrial Strip-8 foot-Open - no lens-Surface	1,200
76	1st Floor	147	9	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
77	1st Floor	148	9	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
78	1st Floor	149	9	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
79	1st Floor	150	9	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
80	1st Floor	151	9	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
81	1st Floor	152	9	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
82	1st Floor	153	9	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
83	1st Floor	A/V	4	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
84	1st Floor	A/V Production	4	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
85	1st Floor	Archives	8	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,200
86	1st Floor	Basketball Locker Room Boys	10	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
87	1st Floor	Basketball Locker Room Girls	10	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,200
88	1st Floor	Basketball Locker Room Girls	10	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	728
89	1st Floor	Basketball Office	4	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,200
90	1st Floor	Cafe	2	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
91	1st Floor	Cafeteria	8	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	8,760
92	1st Floor	Cafeteria	67	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	3,120
93	1st Floor	Cafeteria Side Hall	13	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	3,120
94	1st Floor	Cheer Storage	4	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,200
95	1st Floor	Counseling/Old Main Office	8	CFL-CF13W-1	Medium	1,040
96	1st Floor	Counseling/Old Main Office	1	CFL-CF13W-1	Medium	364
97	1st Floor	Counseling/Old Main Office	3	F-F34T12-2	Troffer-2X4-Parabolic-Recessed	1,040
98	1st Floor	Counseling/Old Main Office	1	F-F32T8-2	Troffer-2X4-Parabolic-Recessed	1,040
99	1st Floor	Counseling/Old Main Office	8	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
100	1st Floor	Counseling/Old Main Office	1	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
101	1st Floor	Counseling/Old Main Office	1	F-F34T12-2	Troffer-2X4-Prismatic-Emergency Ballast	8,760
102	1st Floor	Counseling/Old Main Office	4	F-F34T12-3	Troffer-2X4-Parabolic-Recessed	1,040
103	1st Floor	Counseling/Old Main Office	6	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,040
104	1st Floor	Counseling/Old Main Office	2	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	8,760
105	1st Floor	Counseling/Old Main Office	1	F-F34T12-3	Troffer-2X4-Prismatic-Emergency Ballast	8,760
106	1st Floor	Counseling/Old Main Office	8	F-F34T12-4	Troffer-2X4-Parabolic-Recessed	1,040
107	1st Floor	Counseling/Old Main Office	1	F-F32T8-4	Troffer-2X4-Parabolic-Recessed	1,040
108	1st Floor	Counseling/Old Main Office	1	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,040
109	1st Floor	Counseling/Old Main Office	1	INCAN-I40-1	Medium	1,200

110	1st Floor	Counseling/Old Main Office	2	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	1,200
111	1st Floor	Counseling/Old Main Office	5	INCAN-I60-1	Medium	1,200
112	1st Floor	Faculty Cafeteria	8	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	3,120
113	1st Floor	Front Main Office	2	CFL-CF13W-1	Medium	1,040
114	1st Floor	Front Main Office	1	F-F17T8-1	Strip-2 foot-Open - no lens-Surface	1,040
115	1st Floor	Front Main Office	36	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,040
116	1st Floor	Front Main Office	3	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	364
117	1st Floor	Gym Bathrooms	1	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
118	1st Floor	Gym Bathrooms	12	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	3,120
119	1st Floor	Hall 111-130	1	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
120	1st Floor	Hall 111-130	4	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,200
121	1st Floor	Hall 132	4	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
122	1st Floor	Hall 132	1	INCAN-I60-1	Medium	364
123	1st Floor	Hall 132-139	10	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
124	1st Floor	Hall 132-139	1	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	364
125	1st Floor	Hall 140-146	1	F-F34T12-2	Troffer-2X4-Prismatic-Emergency Ballast	3,120
126	1st Floor	Hall 140-146	12	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
127	1st Floor	Hall 140-146	2	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	364
128	1st Floor	Hall 140-146	1	F-F32T8-2	Strip-4 foot-Open - no lens-Surface	364
129	1st Floor	Hall 140-146	1	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	364
130	1st Floor	Hall 140-146 RRs	2	F-F34T12-2	Troffer-1X4-Prismatic-Recessed	3,120
131	1st Floor	Hall 140-146 RRs	6	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,200
132	1st Floor	Hall 147-149	1	CFL-CF13W-1	Medium	1,200
133	1st Floor	Hall 147-149	3	CFL-CF13W-1	Medium	364
134	1st Floor	Hall 147-149	2	F-F17T8-1	Strip-2 foot-Open - no lens-Surface	364
135	1st Floor	Hall 147-149	3	F-F32T8-3	Troffer-2X4-Prismatic-Emergency Ballast	8,760
136	1st Floor	Hall 147-149	7	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	3,120
137	1st Floor	Hall/Storage Near Mens Lockers	6	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
138	1st Floor	Hall/Storage Near Mens Lockers	4	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	1,040
139	1st Floor	Hall 150-153	2	F-F17T8-1	Strip-2 foot-Open - no lens-Surface	364
140	1st Floor	Hall 150-153	5	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	3,120
141	1st Floor	Hall 150-153	6	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	8,760
142	1st Floor	Janitor Closet Near 113	1	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	728
143	1st Floor	Kitchen	49	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,040
144	1st Floor	Kitchen	11	F-F34T12-3	Troffer-2X4-Prismatic-Emergency Ballast	1,200
145	1st Floor	Library	8	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	8,760
146	1st Floor	Library	2	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,200
147	1st Floor	Library	42	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200

148	1st Floor	Library	3	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	8,760
149	1st Floor	Library	8	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
150	1st Floor	Library	2	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	364
151	1st Floor	Locker Room	35	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
152	1st Floor	Main Corridor	1	CFL-CF13W-1	Medium	364
153	1st Floor	Main Corridor	24	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
154	1st Floor	Main Corridor	1	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	364
155	1st Floor	Main Corridor	2	F-F32T8-2	Strip-4 foot-Open - no lens-Surface	728
156	1st Floor	Main Corridor	29	CFL-CF50-1	10-in Can-Medium-Open - no lens-Recessed	1,200
157	1st Floor	Main Corridor Administration	2	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
158	1st Floor	Main Corridor Administration	1	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	1,200
159	1st Floor	Main Corridor Administration	1	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
160	1st Floor	Main Corridor Concessions	3	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	728
161	1st Floor	Main Corridor Concessions	1	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
162	1st Floor	Main Corridor Lecture Room	1	F-F32T8-3	Troffer-2X4-Parabolic-Recessed	1,200
163	1st Floor	Main Corridor Lecture Room	3	F-F34T12-3	Troffer-2X4-Parabolic-Emergency Ballast	1,200
164	1st Floor	Main Corridor Lecture Room	22	F-F34T12-3	Troffer-2X4-Parabolic-Recessed	1,200
165	1st Floor	Main Corridor RRs	14	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
166	1st Floor	Main Entrance	4	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
167	1st Floor	Main Entrance	7	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	8,760
168	1st Floor	Main Entrance	24	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	3,120
169	1st Floor	Main Entrance Faculty Gym	4	CFL-CF13W-1	Medium	3,120
170	1st Floor	Main Entrance Faculty Gym	1	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
171	1st Floor	Main Entrance Faculty Gym	2	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	8,760
172	1st Floor	Main Entrance Faculty Gym	7	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	3,120
173	1st Floor	Main Entrance Faculty Gym	3	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	1,200
174	1st Floor	Main Hallway	22	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
175	1st Floor	Mens Locker	9	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
176	1st Floor	Mens Locker Hall	8	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
177	1st Floor	Mens Locker Hall	1	CFL-CF42W-1	10-in Can-Medium	8,760
178	1st Floor	Old Main Entrance	4	MH-MH100-1	10-in Can-Mogul-Open - no lens-Recessed	3,120
179	1st Floor	Old Main Entrance	17	CFL-CF42W-1	10-in Can-Medium-Open - no lens-Recessed	3,120
180	1st Floor	Old Main Entrance	27	CFL-CF42W-1	10-in Can-Medium-Open - no lens-Recessed	8,760
181	1st Floor	Old Main Entrance	25	CFL-CF42W-1	8-in Can-Medium-Open - no lens-Recessed	3,120
182	1st Floor	PE Locker Room Boys	20	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
183	1st Floor	PE Locker Room Girls	22	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
184	1st Floor	Soccer Locker Rooms	23	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
185	1st Floor	Ticket Booth	2	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200

186	1st Floor	Training	7	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
187	2nd Floor	201	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
188	2nd Floor	202	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
189	2nd Floor	203	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
190	2nd Floor	204	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
191	2nd Floor	205	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
192	2nd Floor	206	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
193	2nd Floor	207	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
194	2nd Floor	208	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
195	2nd Floor	209	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
196	2nd Floor	210	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
197	2nd Floor	211	19	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
198	2nd Floor	212	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
199	2nd Floor	213	12	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
200	2nd Floor	214	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
201	2nd Floor	215	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
202	2nd Floor	216	12	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
203	2nd Floor	217	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
204	2nd Floor	218	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
205	2nd Floor	219	10	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
206	2nd Floor	220	13	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
207	2nd Floor	221	13	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
208	2nd Floor	222	10	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
209	2nd Floor	223	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
210	2nd Floor	224	10	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
211	2nd Floor	225	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
212	2nd Floor	227	2	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
213	2nd Floor	227	13	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
214	2nd Floor	228	2	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
215	2nd Floor	228	12	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
216	2nd Floor	228 Storage	2	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	728
217	2nd Floor	229	8	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
218	2nd Floor	229 TWA	3	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	728
219	2nd Floor	230	15	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
220	2nd Floor	231	13	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
221	2nd Floor	231	2	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
222	2nd Floor	231 Storage	3	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	728
223	2nd Floor	232	14	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200

224	2nd Floor	232	2	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
225	2nd Floor	233	17	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
226	2nd Floor	233	2	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
227	2nd Floor	234	13	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
228	2nd Floor	234	2	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
229	2nd Floor	235	8	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
230	2nd Floor	236	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
231	2nd Floor	237	9	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
232	2nd Floor	238	9	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
233	2nd Floor	239	11	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
234	2nd Floor	240	9	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
235	2nd Floor	241	9	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
236	2nd Floor	242	9	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
237	2nd Floor	243	9	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
238	2nd Floor	244	9	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
239	2nd Floor	245	11	F-F32T8-4	Troffer-2X4-Prismatic-Recessed	1,200
240	2nd Floor	Athletic Office	2	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
241	2nd Floor	Boys RRs	8	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
242	2nd Floor	Closets/Mechanical 236-245	6	F-F17T8-1	Strip-2 foot-Open - no lens-Surface	728
243	2nd Floor	Closets/Mechanical 236-245	1	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	728
244	2nd Floor	Closets/Mechanical 236-245	1	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	8,760
245	2nd Floor	Closets/Mechanical 236-245	6	F-F32T8-2	Strip-4 foot-Open - no lens-Surface	728
246	2nd Floor	Girls RRs	7	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
247	2nd Floor	Guidance	15	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
248	2nd Floor	Hall 201-210	23	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
249	2nd Floor	Hall 211-217	28	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
250	2nd Floor	Hall 228-235	18	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
251	2nd Floor	Hall 236-245	29	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	3,120
252	2nd Floor	Hall 236-245	17	F-F32T8-3	Troffer-2X4-Prismatic-Emergency Ballast	8,760
253	2nd Floor	Hall Balcony	3	F-F34T12-2	Troffer-2X4-Prismatic-Emergency Ballast	3,120
254	2nd Floor	Hall Balcony	24	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
255	2nd Floor	Lobby	27	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
256	2nd Floor	Main Office	3	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,040
257	2nd Floor	Maintenance	6	F-F96T12-2	Strip-8 foot-Open - no lens-Surface	3,120
258	2nd Floor	Office	10	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
259	2nd Floor	Office	14	F-F34T12-3	Troffer-2X4-Prismatic-Recessed	1,040
260	2nd Floor	PE Storage	3	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	728
261	2nd Floor	Storage Chemical	6	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	728

262	2nd Floor	Storage New Area	10	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	728
263	2nd Floor	Storage Rooms	7	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	728
264	2nd Floor	Teacher Work Area near 239	1	F-F17T8-2	Strip-2 foot-Open - no lens-Surface	1,200
265	2nd Floor	Teacher Work Area near 239	3	F-F32T8-3	Troffer-2X4-Prismatic-Emergency Ballast	8,760
266	2nd Floor	Teacher Work Area near 239	1	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	728
267	2nd Floor	Teacher Work Area near 239	4	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	1,200
268	2nd Floor	TWAs	5	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	1,200
269	2nd Floor	TWAs	3	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	3,120
270	2nd Floor	TWAs	5	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,040
271	2nd Floor	226	9	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
272	Auditorium	Backstage	2	CFL-CF13W-1	Medium	1,200
273	Auditorium	Backstage	2	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	1,200
274	Auditorium	Backstage	1	F-F96T12-2	Strip-8 foot-Open - no lens-Surface	1,200
275	Auditorium	High Cans	58	INCAN-I100-1	8-in Can-Medium-Open - no lens-Dimmable	1,200
276	Auditorium	Low Cans	27	LED-L12-1	8-in Can-Medium-Open - no lens-Dimmable	1,200
277	Auditorium	Control Booth	3	INCAN-I100-1	8-in Can-Medium-Frosted-Dimmable	1,200
278	Gym	2nd Floor Mechanical Rooms	2	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
279	Gym	2nd Floor Mechanical Rooms	8	F-F34T12-4	Troffer-2X4-Prismatic-Recessed	1,200
280	Gym	Main Gym	12	F-F32T8-2	Strip-4 foot-Open - no lens-Surface	3,120
281	Gym	Main Gym	49	F-F54T5HO-4	Highbay-2X4-Open - no lens-Suspended	3,120
282	Gym	Mechanical Room	6	F-F96T12-2	Strip-8 foot-Open - no lens-Surface	3,120
283	Gym	Offices	2	F-F32T8-3	Troffer-2X4-Prismatic-Recessed	3,120
284	Gym	Offices	3	F-F32T8-2	Strip-4 foot-Open - no lens-Surface	3,120
285	Gym	Storage	1	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	1,200
286	Gym	Upstairs Gym	20	F-F54T5HO-4	Highbay-2X4-Open - no lens-Suspended	3,120
287	Gym	Walking Track	18	LED-L25-1	Wallpack-Clear-Wall	3,120
288	Stairwells	Gym Stairs Exit	2	LED-L40-1	Wallpack-Prismatic-Wall	8,760
289	Stairwells	Near 106	2	MH-MH150-1	10-in Can-Mogul-Open - no lens-Recessed	8,760
290	Stairwells	Near 106	2	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
291	Stairwells	Near 106	2	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
292	Stairwells	Near 119	2	MH-MH150-1	10-in Can-Mogul-Open - no lens-Recessed	8,760
293	Stairwells	Near 119	2	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
294	Stairwells	Near 119	1	F-F32T8-2	Strip-4 foot-Open - no lens-Emergency Ballast	8,760
295	Stairwells	Near 119	2	F-F34T12-4	Troffer-2X4-Prismatic-Emergency Ballast	8,760
296	Stairwells	Near 147	7	F-F32T8-3	Strip-4 foot-Emergency Ballast	8,760
297	Stairwells	Near 150	7	F-F32T8-3	Strip-4 foot-Emergency Ballast	8,760
298	Stairwells	Open Stairwell Near Gym	2	MH-MH150-1	10-in Can-Mogul-Open - no lens-Recessed	3,120
299	Stairwells	Other Stairwells	9	F-F96T12-2	Strip-8 foot-Open - no lens-Emergency Ballast	8,760

300	Stairwells	To Walking Track/New Area	1	MH-MH150-1	10-in Can-Mogul-Open - no lens-Recessed	8,760
301	Stairwells	To Walking Track/New Area	2	F-F34T12-2	Troffer-2X4-Prismatic-Recessed	8,760
302	Stairwells	To Walking Track/New Area	1	CFL-CF42W-1	10-in Can-Medium-Open - no lens-Recessed	8,760
303	Stairwells	Upstairs Gym	1	MH-MH150-1	Wallpack-Mogul-Wall	8,760
304	Stairwells	Upstairs Gym	4	F-F34T12-2	Troffer-2X4-Prismatic-Emergency Ballast	8,760
305	Stairwells	Upstairs Gym	1	F-F34T12-4	Troffer-2X4-Parabolic-Recessed	8,760
306	Stairwells	Upstairs Gym	2	CFL-CF42W-1	10-in Can-Mogul	8,760
307	Exterior	Mechanical Rooms	10	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	728
308	Exterior	Mechanical Rooms	4	F-F34T12-2	Strip-4 foot-Open - no lens-Surface	1,200
309	Exterior	Parking Lot Poles	17	HPS-HPS400-1	Shoe Box-Mogul-Clear-Brown	4,380
310	Exterior	Wall Packs	9	HPS-HPS70-1	Wallpack-Medium-Prismatic-Photocell	4,380
311	Exterior	Wall Packs	3	MH-MH250-1	Wallpack-Mogul-Prismatic-Wall	4,380
312	Exterior	Wall Packs	12	CFL-CF32W-2	Wallpack-Plug-in 4 Pin G24Q-Prismatic-Wall	4,380
313	Exterior	Wall Packs	5	LED-L40-1	Wallpack-Prismatic-Wall	4,380
314	Exterior	Wall Packs	3	MH-MH400-1	Wallpack-Mogul-Prismatic-Wall	4,380
315	Exterior	Wall Packs	2	MH-MH100-1	Wallpack-Medium-Prismatic-Wall	4,380
316	Exterior	Wall Packs	1	MH-MH400-1	Wallpack-Mogul-Prismatic-Photocell	4,380
317	Exterior	Wall Packs	2	LED-L40-1	Wallpack-Prismatic-Wall	4,380
318	Exterior	Canopy Lights	10	HPS-HPS100-1	6-in Can-Medium-Open - no lens-Recessed	4,380
319	Exterior	Canopy Lights	1	LED-L20-1	Canopy -Prismatic-Surface	4,380
320	Exterior	Canopy Lights	2	LED-L30-1	8-in Can-Medium-Open - no lens-Recessed	4,380
321	Exterior	Canopy Lights	1	F-F34T12-2	Vapor Tight-4 foot-Clear-Surface	4,380
322	Exterior	Canopy Lights	1	LED-L12-1	6-in Can-Medium-Open - no lens-Recessed	4,380
323	Exterior	Sign Lights	2	LED-L15-1	Flood-Clear-Ground	4,380

ATTACHMENT 6.1 – Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration:

Name: _____

Address: _____

Phone Number: _____ (office)

_____ (mobile)

Email Address: _____



Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

ATTACHMENT 6.2 – Bid Form/Certification
20190829-BOE Hendersonville High Upgrade to LED Lighting Project

Date _____

Total Project Cost \$ _____

Authorized Signature _____

Title _____

Printed Name _____

Vendor Legal Name _____

Address _____
(street) *(city, state, zip)*

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the piggyback Institutions will issue their own purchasing documents for the goods/services. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

ATTACHMENT 6.3 – References

1. **Project Name/Location:** _____
Agency/Department: _____
Date of Project: _____ Dollar Value: _____
Project Manager/Contact: _____
Phone: _____ Email: _____

2. **Project Name/Location:** _____
Agency/Department: _____
Date of Project: _____ Dollar Value: _____
Project Manager/Contact: _____
Phone: _____ Email: _____

3. **Project Name/Location:** _____
Agency/Department: _____
Date of Project: _____ Dollar Value: _____
Project Manager/Contact: _____
Phone: _____ Email: _____

4. **Project Name/Location:** _____
Agency/Department: _____
Date of Project: _____ Dollar Value: _____
Project Manager/Contact: _____
Phone: _____ Email: _____

**Proposers may copy this page and submit additional references.*

ATTACHMENT 6.4 – Certification Regarding Debarment or Suspension

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
- Have not, within the three-year period preceding the proposal, had one or more public transactions (federal, state or local) terminated for cause or default; and
- Are not presently indicated or otherwise criminally or civilly charged by a government entity (federal, state or local) and have not, within the three-year period preceding the bid, been convicted or had a civil judgement rendered against it:
 - For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction (federal, state or local) or a procurement contract under such a public transaction;
 - For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participating Agency: _____

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

____ I am unable to certify to the above statement. Attached is my explanation.

ATTACHMENT 6.5 – Condition of Submitting Proposal

The undersigned Proposer has carefully examined all instructions, requirements, specifications, terms and conditions of the RFP and certifies:

- It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms and conditions of the RFP.
- All statements, information and representations prepared and submitted in response to the RFP are current, complete, true and accurate. Proposer acknowledges that the Sumner County Board of Education (SCS) will rely on such statements, information and representations in selecting the successful proposer(s).
- That the prices quoted shall be SCSs pricing for the products and/or service.
- It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- Proposer acknowledges that the contract may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by SCS, in its sole discretion.
- All purchase orders must be duly authorized and executed by SCS and subject to the terms and conditions of the RFP.

VENDOR LEGAL NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

ADDRESS: _____

PHONE: _____ (office)
_____ (mobile)

EMAIL: _____

ATTACHMENT 6.6 – Statement of Non-Collusion

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company: _____

Address: _____

Phone: _____(office)

_____ (mobile)

Respondent Signature: _____

Respondent (Print Name & Title): _____

Authorized Company Official (Print Name): _____

ATTACHMENT 6.7 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: <i>(or Social Security Number)</i>	

The Contractor, identified above, does hereby attest, certify, warrant and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract, **T.C.A. § 12-3-309**.

SIGNATURE & DATE: _____

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor.

ATTACHMENT 6.8 – Drug Free Workplace Affidavit

The Sumner County Board of Education is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County Board of Education employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Sumner County Board of Education to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state and any local government to provide contracted services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9 of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113 and all applicable Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer: _____

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

Notary Public

My commission expires: _____

ATTACHMENT 6.9 – W9

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
---	--	--

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																									
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width:20px; height: 20px;"></table></td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width:20px; height: 20px;"></table></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> </tr> </table>	Social security number		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> </tr> </table>													-	<table border="1" style="width:20px; height: 20px;"></table>	-	<table border="1" style="width:20px; height: 20px;"></table>					
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| **Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter. | |

Part II Certification			
Under penalties of perjury, I certify that:			
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.			
Sign Here	<table style="width:100%;"> <tr> <td style="width:60%;">Signature of U.S. person ▶</td> <td style="width:40%;">Date ▶</td> </tr> </table>	Signature of U.S. person ▶	Date ▶
Signature of U.S. person ▶	Date ▶		

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/ir9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**ATTACHMENT 6.10 – Standard Terms & Conditions
SUMNER COUNTY BOARD OF EDUCATION (SCS)**

1. PREPARATION AND SUBMISSION OF BID.

- a. Failure to examine any drawings, specifications, or instructions will be at the proposer's risk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.
- b. RFP SUBMITTAL / SIGNATURE: Proposal shall give the full name and business address of the bidder. If the proposer is a corporation, the name shall be stated as it is in the corporate charter. Proposals must be signed in ink by the proposer's authorized agent. Unsigned proposals will be rejected. Proposals are to be sealed and the outside of the envelope is to reference the RFP number. The person signing the proposal must show their title, and if requested by the institution, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Proposer understands that by submitting a proposal with an authorized signature, it shall constitute an offer to SCS. Proposals must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the W9. Electronic submissions via email, fax, etc. shall not be accepted.
- c. SCS is not responsible for any costs incurred by any vendor pursuant to the RFP. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.
- d. All proposers must be in compliance with T.C.A. § 62-6-119 at the time of proposal submission and provide evidence of compliance with the applicable provisions of the chapter before such proposal may be considered.
- e. Proposals are to be received in the location designated in the RFP no later than the specified date and time. Late submissions will NOT be opened or considered.
- f. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and must be initialed in ink by person signing the proposal.
- g. Specifications: Reference to available specifications shall be sufficient to make the terms of the specifications binding on the proposer. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the proposer to that manufacturer or specific article, unless specifically stated. Comparable products of other manufacturers will be considered if proof of compatibility is contained in the proposal. Proposers are required to notify SCS's Purchasing Supervisor whenever specifications/procedures are not perceived to be fair and open. The articles on which the proposal is submitted must be equal or superior to that specified. Informative and Descriptive Literature: The proposer must show brand or trade names of the articles proposed, when applicable. It shall be the responsibility of the proposer, including proposer's whose product is referenced, to furnish with the proposer such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of proposer.
- h. Samples: Samples of items when called for, must be furnished free of expense, and if not destroyed will, upon proposer's request within ten (10) days of RFP opening, be returned at the proposer's expense. Each sample must be labeled with the proposer's name, manufacturer's brand name and number, RFP number and item reference.
- i. Time of Performance: The number of calendar days in which delivery is to be made after receipt of order shall be stated in the RFP and may be a factor in making an award, price notwithstanding. If no delivery time is stated in the bid, bidder agrees that delivery is to be made within two weeks (10 business days) of order.
- j. Transportation and delivery charges should be included in the price and be fully prepaid by the vendor to the destination specified in the RFP. Proposal prices shall include delivery of all items F.O.B. destination.
- k. New materials and supplies must be delivered unless otherwise specifically stated in the RFP.
- l. Alternate/multiple bids will not be considered unless specifically called for in the RFP.
- m. Only proposals submitted on RFP forms furnished by SCS will be considered.
- n. By signing this RFP where indicated, the proposer agrees to strictly abide by all local, state and federal statutes and regulations. The proposer further certifies that this proposer is made without collusion or fraud.
- o. Error in Proposal. In case of error in the extension of prices in the proposal, the unit price will govern. Late submissions will NOT be opened or considered. Proposers are cautioned to verify their proposals before submission, as amendments received after the ITB deadline will not be considered. No proposals shall be altered, amended or withdrawn after opening. After proposal opening, a proposer may withdraw a proposal only when there is obvious clerical error such as a misplaced decimal point, or when enforcement of the proposal would impose unconscionable hardship due to an error in the proposal resulting in a quotation substantially below the other proposals received. Proposal withdrawals will be considered only upon written request of the proposer.

2. **OPEN RECORDS.** In order to comply with the provisions of the Tennessee Open Records Act, all proposals will be publicly opened and are subject to public inspection after the award upon written request. Proposers may be present at ITB opening. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitation to Bid link.
3. **ACCEPTANCE AND AWARD.** SCS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless otherwise specified by the proposer to accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the proposal documents, cessation of need, unavailability of funds, or any other reason approved by SCS.
 - a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified proposer. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered, and the delivery terms will be taken into consideration.
 - b. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor.
 - c. Prices quoted on the response (if any) are to be considered firm and binding until the said equipment, supplies or services are in the possession of SCS.
 - d. SCS reserves the right to order more or less than the quantity listed in the proposal.
 - e. If a proposer fails to state a time within which a proposal must be accepted, it is understood and agreed that SCS shall have ninety (90) days to accept.
 - f. No purchase or contract is authorized or valid until the issuance of a SCS purchase order in accordance with SCS policy. No SCS employee is authorized to purchase equipment, supplies or services prior to the issuance of such a purchase order.
 - g. The contract may not be assigned without written SCS consent.
 - h. If the appropriate space is marked on the ITB, other Institutions (such as State, Local and/or Public Agencies) may purchase off the contract during the same period as SCS.
 - i. The awarded proposer 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 T.C.A. §12-4-201.
 - j. If the project cost is in excess of \$25,000 a performance bond must be secured by the requesting part in an amount equal to the market improvement value.
4. **PAYMENT.** Payment terms must be specified in the proposal, including any discounts for early payment. Partial payments will not be approved unless justification for such payment can be shown. Terms will be NET 30 days. Payment will not be made until the conditions and specifications of the RFP are inspected and approved as conforming by persons appointed by SCS.
5. **DEFAULT OF SELECTED VENDOR.** In case of vendor default, SCS may procure the articles or services from other sources and hold the defaulting vendor responsible for any resulting cost. If the awarded vendor violates any terms of their response, the contract, SCS policy or any law, they may be disqualified from proposing for a period of two years for minor violations or longer for major violations. Proposals from disqualified proposers will not be accepted during the period of disqualification.
6. **INSPECTION OF PURCHASES.** Articles received which are not equivalent will not be accepted and will be picked up by the vendor or returned to vendor, shipping charges collect. SCS shall have a reasonable period in which to inspect and accept or reject materials without liability. If necessity requires SCS to use nonconforming materials, an appropriate reduction in payment may be made.
7. **TAXES.** SCS is tax exempt; do not include taxes in quotation. Vendors making improvements or additions to or performing repair work on real property for SCS are liable for any applicable sales or use tax on tangible personal property used in connection with the contract or furnished to vendors by the state for use under the contract.
8. **NONDISCRIMINATION.** SCS is an equal opportunity employer. SCS and bidder agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to employees or applicants for employment and/or students, because of race, religion, creed, color, sex, age, disability, veteran status or national origin. In the event that any claims should arise with regards to violations of any such local, state or federal law, statues, rule or regulations, the vendor will indemnify and hold SCS harmless for any damages, including court costs or attorney fees, which might be incurred.

9. **PROHIBITIONS/NO VENDOR CONTRACT FORM.** Acceptance of gifts from vendors is prohibited. T.C.A. §12-4-106. The contract documents for purchase under this RFP shall consist of the successful proposer's bid and SCS's purchase order. **The proposer may request exceptions to terms and conditions and/or request SCS to accept other terms and conditions by means of subsequent documents such as invoices, warranty agreements, license agreements, etc. All subsequent document shall be open to revision for impermissible language. SCS reserves the right to render the proposal unresponsive and subject the proposal to rejection if successful terms cannot be negotiated.**
10. **PROHIBITION ON HIRING ILLEGAL IMMIGRANTS.** Tennessee Public Chapter No. 878 of 2006, T.C.A. §12-3-309, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by this reference.
11. **SALES AND USE TAX.** Before the Purchase Order/Contract resulting from this RFP/RFQ is signed, the apparent successful proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax as required by T.C.A. §12-3-306.
12. **ASSIGNMENT.** Neither the vendor nor SCS may assign this agreement without prior written consent of the other party.
13. **LIABILITIES.** The vendor shall indemnify SCS against liability for any suits, actions or claims of any character arising from or relating to the performance under this agreement by the vendor or its subcontractors. SCS has no obligation for the payment of any judgement or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.
14. **APPLICABLE LAW.** Any contract shall be interpreted under the laws and statutes of the State of Tennessee. SCS does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from this RFP shall be brought in the state courts in Sumner County, TN or in the United States Federal District Court for the Middle District of Tennessee.
- Additionally, it is a violation of state statutes to purchase materials, supplies, services or any other item from a vendor that is a commissioner, official, employee or board member that has any financial or beneficial interest in such transaction, T.C.A. §12-4-101.
15. **FUNDS.** The Proposer understands and accepts the non-appropriation of funds provision of SCS.
16. **DATA PRIVACY AND SECURITY**. Personal Information (PI) includes but is not limited to that information protected by HIPAA, the HITECH Act, FERPA, or Gramm-Leach-Bliley) or such information which would allow a third party to gain access to the personal, medical or financial records of any of any party. Vendor represents and warrants that its collection, access, use, storage, disposal and disclosure of PI complies with all applicable federal and state privacy and data protection laws. Vendor represents and warrants that Vendor will maintain compliance with the SSAE 16 standard, and shall undertake any audits and risk assessments Vendor deems necessary to maintain compliance with SSAE16. If PI provided by SCS to Vendor is subject to FERPA. Vendor agrees that in its handling of FERPA data it will perform as a school official as that term is defined by FERPA regulations. Vendor acknowledges that its improper disclosure or re-disclosure of PI covered by FERPA may, under certain circumstances, result in Vendor's exclusion from eligibility to contract with SCS for at least five (5) years. Vendor shall provide SCS with the name and contact information for an employee of Vendor who shall serve as SCS's primary security contact and shall be available to assist Customer twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with any security incident in which it is reasonably suspected that there has been a breach of information security. Vendor shall immediately mitigate or resolve any Security Incident, at Vendor's expense and in accordance with applicable privacy rights, laws, regulations and standards. Vendor shall reimburse SCS for actual costs incurred by SCS in responding to, and mitigating damages caused by, any Security Incident, including all costs of notice and/or remediation incurred under applicable law as a result of the Security Incident.
17. **IRAN DIVESTMENT ACT.** By submission of this proposal, each proposer and each person signing on behalf of any proposer certified, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to T.C.A. §12-12-106.

ATTACHMENT 6.11 – Vendor Checklist

Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection**1. Submission of Proposal**

- ___ On-Time Submittal
 - Deadline is listed in Section 4 – Schedule of Events
 - Late Proposals will be IMMEDIATELY DISQUALIFIED
- ___ A Proposer may not submit alternate proposals unless requested.
- ___ Tax not included in cost proposal.
- ___ Clearly marked outside of envelope/package.
 - RFP Number and “DO NOT OPEN”
 - Vendor Name, License Number, Expiration Date & License Classification (if applicable)
 - Other License data as required in Section 5.6 – Proposal Package
- ___ No erasures on proposal documents.

Correct Format:

- ___ One (1) Complete Original (*Section 5.6 & Attachment 6.2*)
- ___ One (1) Electronic format copy - CD/USB Drive (*Section 5.6*)
- ___ Original Signature on Original Proposal. NO copied or digital signatures (*Section 5.6 & Attachment 6.2*)

2. Required Forms

- ___ Evidence of Business License (*Section 5.1*)
- ___ Completed “Contact Information” form (*Attachment 6.1*)
- ___ Signed and dated “Bid Form/Certification” form (*Attachment 6.2*)
- ___ Complete “Reference” form (*Attachment 6.3*)
 - Must meet the criteria established in Section 5.8 – Evaluation of Proposals.
- ___ Signed and dated “Certification Regarding Debarment or Suspension” form (*Attachment 6.4*)
- ___ Signed and dated “Condition of Submitting Proposal” form (*Attachment 6.5*)
- ___ Signed and dated “Statement of Non-Collusion” form (*Attachment 6.6*)
- ___ Signed and dated “Attestation Re Personnel” form (*Attachment 6.7*)
- ___ Signed, dated and notarized “Drug Free Workplace Affidavit” form (*Attachment 6.8*)
- ___ Signed and dated “IRS Form W-9” form (*Attachment 6.9*)

*This checklist does not represent a complete list of, or replacement for, the mandatory requirements listed in the RFP. This checklist is ONLY A TOOL meant to assist in the prevention of disqualification.

**Notations on proposals that materials submitted be kept confidential will not be honored. All proposal documents and contracts become public record.