



ADVERTISEMENT DATE: April 25, 2023

HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 Hickory Valley Road
Chattanooga, Tennessee 37421
(423) 498-7030
REQUEST FOR PROPOSAL

RFP 23-35, MAINTENANCE, REPAIRS, PARTS AND REMOVAL OF SCHOOL NUTRITION EQUIPMENT.

Sealed envelopes containing proposals must be sent to the Purchasing Department and addressed to the Hamilton County Department of Education, 3074 Hickory Valley Road, Chattanooga, Tennessee 37421. In the lower left corner of the envelope, print your company name, RFP Bid File Number and the time and date of opening. Proposers must submit and mark an "original" bid, one "copy", and one "USB Flash Drive" in one (1) sealed envelope. Proposal documents may be secured from the Purchasing Department at the above address and on our website at www.hcde.org via vendor registry. Proposals received shall be opened by the Purchasing Department at the time and place designated in the Request for Proposal and/or associated addenda. The opening for the RFP shall not be open to the public.

Proposals must be received in the Purchasing Department prior to the designated time for opening. Proposals received after the designated time of opening will be considered late and shall be considered Non-Responsive.

Table with 2 columns: Field Name and Value. Fields include Solicitation Number & Title, Opening/Due Date & Time, Location, Procurement Contact, Phone, Email, Pre-solicitation Meeting, Type, Date & Time, and Location.

BIDDER NAME: _____

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 Hickory Valley Road
Chattanooga, Tennessee 37421
(423) 498-7030**

REQUEST FOR PROPOSAL

**RFP 23-35, MAINTENANCE, REPAIRS, PARTS AND REMOVAL OF SCHOOL NUTRITION
EQUIPMENT.**

Sealed bids will be received addressed to the **Attention of: Denise Ellison, Hamilton County Department of Education**, 3074 Hickory Valley Road, Chattanooga, Tennessee 37421, **until 1:00PM on May 25, 2023**. Any bid received after the scheduled closing time for receipt of such bid will be considered late and shall be considered Non-Responsive.

ANTICIPATED PROCUREMENT SCHEDULE

The following is an anticipated timetable for the procurement process. HCS reserves the right to adjust the schedule, as it deems necessary. In the event significant adjustments are necessary, all affected parties will be notified. All times are for the Eastern Time Zone (ET).

#	EVENT	DATE	TIME
1	RFP MAINTENANCE, REPAIRS, PARTS AND REMOVAL OF SCHOOL NUTRITION EQUIPMENT. Posted in Vendorregistry.com	April 25, 2023	
3	Vendor clarifications, comments and questions	May 09, 2023	
6	Deadline to submit bids	May 25, 2023	1:00PM
7	Bid will be presented to the Board for approval	June 15, 2023	5:30pm
8	HCS to issue Purchase Order to the awarded vendors	July 1, 2023 or soon thereafter	

TERMS AND CONDITIONS

These terms and conditions shall be part of the Contract.

Note: Throughout this document the terms Proposer, Contractor, Company, Vendor, Firm or Bidder are used interchangeably and refer to any organization submitting a response to any solicitation. Additionally, the words terms, quote, bid, proposal are used interchangeably and refer to the submission in response to any solicitation. Hamilton County Schools, will be referenced as "HCS". The District will be used interchangeably. SNP stands for School Nutrition Program.

1. **Quality and Guarantee** - All material on which bids are submitted shall be of the quality and grade specified. Each bid must be accompanied with complete descriptions, catalog cuts, or other illustrations of each item upon which a bid is made. The names of manufacturers and stock numbers shall be clearly indicated. Approximate delivery dates are to be given for each item. Any item bid which does not completely meet stated specifications must be listed as an alternate and go through the pre-approved process.
2. **Requirements for Submitting Bids** – Only one bid package per vendor will be allowed. Bids made on forms other than the Bid Form will not be considered. No modifications or alterations to the bid documents may be made either by interlineation, supplements or deletions. Any additional materials offered by the vendor to be included in the bid submission that create a material change must be approved prior to the bid opening. The signature of the person submitting the bid shall be in longhand without erasure.
3. **Bid amendment:** If it becomes evident that an invitation must be amended, a formal written amendment will be issued to all known Bidders. If necessary, a new due date will be established.
4. **Bid delivery:** HCS requires that all bids be submitted and time/date-stamped by the date and before the time specified in the bid documents to be considered, regardless of method of delivery. The time clock in the Procurement Department shall be the official record of the time. HCS is not responsible for any technical difficulties of any vendor in the delivery of its bid. No late bids will be accepted, opened or returned.
5. **Bid forms:** Vendors must complete bid forms contained in the bid package. Failure to fully complete the bid forms may result in rejection of the bid.
 - a. All information shall be entered in ink or typed/computer generated. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid. Corrections and/or modifications received after the closing time specified will not be accepted.
6. **Bid preparation:** Prospective bidders are solely responsible for their own expenses in Bid preparation and subsequent negotiations with HCS, if any.
7. **Bid submission and transmission:** Bid must be submitted in a sealed envelope with the Bid Number/Name, the closing date and time, as well as your company name provided on the envelope. If your response envelope is enclosed in another envelope/package for delivery, the latter should also be clearly labeled with the same identifying information.
 - b. All bids are to be F.O.B. Hamilton County, TN. All responses to this invitation become the property of HCS. Bids/Bids submitted via e-mail or facsimile machine are unacceptable.
8. **Rights of Owner** - The Hamilton County Board of Education reserves the right to reject any or all bids or any part thereof, to waive technicalities and informalities, and to award a contract to other than the low bidder. The right is reserved to reduce or increase the quantity of any item; and to award contract by item

number, or group of items. Price, quality, and suitability will be considered in awarding bids. Samples to be submitted by the bidder upon request.

9. **Negotiation** – Hamilton County Department of Education may select a successful Proposer on the basis of initial offers received without discussions. Therefore, each Bid shall contain the Proposer's best terms from a cost or price, experience and technical and service standpoint. Hamilton County Department of Education reserves the right to enter into negotiations with Proposers. If Hamilton County Department of Education and the selected Proposer cannot negotiate a successful agreement, Hamilton County Department of Education may terminate said negotiations and begin negotiations with the other Proposers. Hamilton County Department of Education retains the right to negotiate with multiple Proposers simultaneously. This process will continue until a Contract has been executed or all Proposers have been rejected. No Proposer shall have any rights against Hamilton County Department of Education arising from such negotiations.
10. **Clarification of Bid Document** - Should a bidder find discrepancies in or omissions from the bid document or should he be in doubt as to its meaning, he shall at once request clarification from the Purchasing Department, at 423-498-7030 or doe_purchasing@hcde.org. This must be done prior to the date/time of the bid opening.
11. **Awarding of Contract** - Award will be made to the most responsive, responsible bidder(s) meeting specifications, whose proposal will be most advantageous to the District, price and other factors considered on this RFP by group, subject to Board approval. , HCS reserves the right to add terms and conditions, deemed to be in the best interest of HCS, during final contract negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations.
12. **Tie-Bids** - A tie bid exists where two or more vendors offer products that meet all specifications, terms and conditions at identical points, including cash discount offered for prompt payment. In such case, a tie bid will be broken by the following methods, in descending order:
 - By lot or coin toss.
13. **Tax Exemption-** Hamilton County Board of Education is a tax exempt entity/organization and will only pay those taxes for which it is obligated. Hamilton County Board of Education can provide a Government Certificate of Exemption for purchases where the entity's tax exemption may apply. All bidders should include in their bids, all sales and use tax which they are obligated to pay when making purchases for material or sub-contractor services. Sales and Use Tax shall be omitted when requesting pricing related to only equipment, supplies, product or equivalent purchases where the Certificate of Exemption would exempt Hamilton County Board of Education from paying such taxes.
14. **Meeting Specifications** - By my written signature on this bid, I (we) agree and certify that all items included in the bid meet or exceed any and all specifications covering such items. I (we) further agree, if awarded a contract, to deliver merchandise which meets or exceeds the specifications. Failure to comply with this section will result in removal of your firm from our list of bidders for at least six (6) months. This penalty does not preclude action to enforce specific performance.
15. **Declaration/Statement by Bidder** - The respondent hereby states that he, his company, or any of its employees, agents, officers or proposed sub-contractors have not violated or participated in a violation of, been convicted, or pled "nolo contendere" to any act involving an unlawful restraint of trade such as, but not limited to violations of the Sherman Act (15 U.S.C. § 1-2), the Racketeer Influenced and Corrupt Organizations Act (18 U.S.C. 1961-1968), the Hobbs Act (18 U.S.C. §1961), the mail or wire fraud statutes (18 U.S.C. §1341,1343), the false statements statute (18 U.S.C. §1001), the Tennessee Anti-Trust Act (T.C.A. § 47-25-101) or similar state or federal law. Respondent further states that he, his

company or any of its officers, agents, or employees have not been debarred by any governmental agency (Federal, state, or local).

- c. In submitting this bid, you are certifying that you are aware of the requirements imposed by T.C.A. §49-5-413(d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

16. Regulation Compliance:

- 1) **Environmental Tobacco Smoke:** Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the Tennessee "Children's Act for Clean Indoor Air of 1995," the Contractor shall prohibit smoking of tobacco products within any indoor premises in which services are provided pursuant to this Contract to individuals under the age of eighteen (18) years.
This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines.
- 2) **Equal Order 11246, "Equal Employment Opportunity":** All contracts awarded in excess of \$10,000.00 by grantees and their contractors or sub grantees shall be in compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 (October 13, 1967), and Department of Labor regulation (41 CFR Part 60). Additional information can be obtained from the U.S. Department of Labor or the State's Department of Labor.
- 3) **Energy Policy and Conservation Act.** Applies to all contracts. All contracts must recognize appropriate mandatory standards and policies relating to energy efficiency which are contained in the State's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163, 89 Statute 871) (PL94-165).
- 4) **2 CFR Appendix II to Part 200(I) Restrictions on Lobbying** - Applies to contracts renewals in excess of \$100,000.00. Contractors must comply with the certification and reporting requirements of 2 CFR 200.326.
- 5) **2 CFR Appendix II to part 200 (H)-Suspension and Debarment** - Applies to contracts expected to equal or exceed \$25,000 and contract renewals meeting the applicable dollar thresholds. Potential contractor must certify eligibility by signing the included form.
- 6) **2 CFR 200.319 (a) and (c) Drafting of Bid Specifications** - Requires that any person that develops or drafts specifications, requirements, statements of work, invitations bid, requests for proposals, contract terms and conditions or other documents for use by a State, school or institution conducting a procurement under the school nutrition programs must be excluded from competing for such procurements.
- 7) **2 CFR 200.319 Local Geographical Preferences** – Local geographical preferences shall be prohibited as specified in 2 CFR 200.319 (b), and prohibits the use of statutorily or administratively imposed in-state or local geographic preferences.
- 8) **2 CFR 200.322 Domestic Preference for Procurements** – Requires the District provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement and other manufactured products).
- 9) **T.C.A. § 50-9-113, Drug-Free Workplace Affidavit** – A form required to be signed to affirm company is in compliance.
- 10) **Certification of Compliance with Tennessee Public Chapter #587** – A background check is not a requirement of the vendor representatives as long as school nutrition staff is present for visits and deliveries. The Public Chapter 1080, (D) was amended to: (C) Exempt delivery or pick-up service providers where those services involve only scheduled visits under the supervision of school personnel.

- 11) **Non-Collusion Affidavit** – The form states the proposer agrees and understands the affidavit and is required to be signed.
- 12) **Certification of Compliance with IRAN Divestment Act.** A local form required to be signed by the vendor for each bid
- 13) **Food, Drug, and Cosmetic Act**, 1938, amended 1990, 21 CFR Part 101; Nutrition Labeling and Education Act of 1990; and the Agricultural Marketing Act 1953, amended 1957 - The vendor will responsibly supply goods for the School Nutrition Department programs meeting the listed regulations for standards of identity, quality and fill; grades of foods; and product definition.
- 14) **Discovery Rights** – After purchasing your product the School Nutrition Program will be the sole user. The School Nutrition Program will respect the patent and copyright of your product and will not share with any other entity.
- 15) **Title VI of the Civil Rights Act of 1964** - No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- 16) **Title IX of the Education Amendments of 1972** - Prohibits discrimination based on gender in all programs or activities that receive Federal financial assistance. Title IX also includes same gender harassment as well as student-to-student harassment.

17. **Bid Acceptance**- Bidders shall hold their price and/or discount firm and subject to acceptance by HCS for the bid period unless otherwise indicated in their bid.

18. **Qualifications of Bidders**- A bidder may be required, before the award, to show to the complete satisfaction of HCS that it has the necessary facilities, ability, insurance, and financial resources to provide the service or goods specified.

19. **Restrictive or Ambiguous Specifications**- It is the responsibility of the prospective bidder to review the entire Request for a Proposal packet and to notify the Procurement Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of bidding procedures must be received in the Procurement Department not less than seventy-two hours prior to the time set for bid opening. These requirements also apply to specifications that are perceived to be ambiguous.

20. **TN Department Of Revenue Requirements**: Before the Contract resulting from this solicitation is signed, the apparent successful Proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax. HCS shall not approve a contract unless the Proposer provides proof of such registration. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.

21. **No Contact Policy**- After the date and time established for receipt of bids by the HCS Procurement Department, any contact initiated by any bidder with any HCS representative, other than the Procurement Division representative listed herein, concerning this solicitation is prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.

22. **TN Cooperative Purchasing**: also known as piggybacking, HCS reserves the right to extend the terms, conditions and prices of this contract to other HCS departments who express an interest in participating in any contract that results from this RFP. Total participation cannot exceed 10% of the total dollar amount of the original contract. Each of the piggyback institutions will issue their own purchasing documents for purchasing of the goods. Bidder agrees that HCS- School Nutrition Dept shall bear no responsibility or liability for any agreements between Bidder and the other HCS Department(s) who desire to exercise this option.

- 23. Acceptance:** all terms and conditions in this contract are deemed to be accepted by the vendor and incorporated in the bid, except the provision(s) which are expressly excluded by the specifications.
- 24. Additional Information:** vendors are cautioned that any statement made by any individual or employee of HCS that materially changes any portion of the bid document, either before or after the issuance of the bid documents, shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.
- 25. Alteration or amendments:** no alterations, amendment, changes, modifications or additions to any contract resulting from this bid shall be binding on HCS without the prior written approval of HCS.
- 26. Assignment:** contractors shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written consent of HCS.
- 27. Code of Conduct, 2 CFR 200.318(c)(1),** No employee, officer or agent of the Hamilton County Department of Education School Nutrition Department can participate in the selection, award of administration of a contract supported with Federal Funds if a conflict of interest, real or apparent, would be involved. Real and apparent conflicts of interest exist when:
- The employee, officer or agent; any immediate family member of same; partner or organization that employs or is about to employ any of the above or has a financial or other interest in the firm selected for the award
 - Organizational structures and personnel practices exist that undermine the independence and integrity of the procurement process
 - Gratuities, favors, or anything of monetary value are solicited or accepted from current or potential vendors on behalf of any individual or the organization before, during, or after contract award.
- 28. Code Of Ethics:** all suppliers are expected to adhere to business ethics and professional behaviors as outlined in these documents.
- 29. Compliance With All Laws:** companies submitting bids must agree to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations, including but not limited to title vi of the federal civil rights act of 1964, the equal employment opportunity act and the regulations issued there under by the federal government, the Americans with disabilities act of 1990 and the regulations issued there under by the federal government, in any manner affecting the provision of goods and/or services, and all instructions, prohibitive orders issued, and shall obtain all necessary permits.
- 30. Declarative Statement:** any statement or word (e.g., must, shall, will) are declarative statements and the vendor must comply with the conditions. Failure to comply with any such statement may result in their bid being deemed non-responsive and disqualified.
- 31. Default:** in case of default by the vendor, HCS may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to HCS. Prices paid by HCS shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the procurement director.
- 32. Deliveries:** must be accompanied by delivery tickets or packing slips. These shall contain the following information for each item delivered: purchase order number; school name, item number; name of article; quantity; and supplier.

- 33. Delivery Of Goods And Services** - it is understood and agreed that this bid shall constitute an offer which, when approved by the school board and accepted in writing by the purchasing department, will constitute a valid and binding contract between the undersigned and the Hamilton County Department of Education. Failure to supply needed material and/or services will result in removal of your firm from our list of bidders for at least six (6) months.
- 37. Contract Approval**: The RFP and the provider selection processes do not obligate HCS and does not create rights, interests, or claims of entitlement in the apparent best-evaluated Proposer or any vendor. No services or goods may be rendered without issuance of a valid HCS Purchase Order.
- 38. RFQ, RFP, and Proposal Incorporated into Final Contract**: Any Request for Qualifications and/or Request for Proposal and the provider's response to such, as amended between HCS and the successful provider, will be included as a part of the contract by reference. It should be understood that in the event of a discrepancy or ambiguity regarding the Proposer's duties, responsibilities and performance under this contract, these documents shall govern in the following order of precedence: Request For Qualifications and/or Request for Proposal and associated amendments, the Proposal/Bid Response and any amendments, technical specifications, clarifications and addenda made to the Proposal/Bid response.
- 39. Indemnifications/Hold Harmless**: contractor shall indemnify, defend, save and hold harmless HCDE, the school board, administration, and their agents and employees from any and all suits, claims, actions or damages of any nature brought because of, arising out of, or related to the contractor's performance under the terms of this contract, including the work of any sub-contractor, and without regard to any allegations of fault.
- 40. Invoices**: The Proposer shall invoice the District for services delivered to the school cafeterias and as required below prior to any payment. Invoices submitted electronically will be preferred. Statements and invoices are required to be submitted to CN_AP@hcde.org and SN-AP@hcde.org.

The Proposer agrees that an invoice shall be clear and accurate (all calculations must be extended and totaled correctly) and detail the following required information:

- Company Name
- School Name
- Purchase Order Number/Work order
- Invoice/Reference Number (assigned by the Vendor)
- Invoice Date
- Item Numbers
- Description of Service
- Description of Parts if any.
- Unit Price and Extensions by Item
- Total Amount Due for the Invoice Period
- Service Delivery Date

The Proposer understands and agrees that an invoice to the District under this Contract shall:

- include only charges for items described in this RFP.
- not include any future work but will only be submitted for completed service; and
- not include sales tax or shipping charges.

The Proposer agrees that timeframe for payment (and any discounts) begins when the District Accounts Payable representative is in receipt of each invoice meeting the minimum requirements above.

41. **Non-Collusion**: vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or federal law.
42. **Non-Conflict Statement**: vendors, by submitting a signed bid, agree that it has no public or private interest and shall not acquire directly or indirectly any interest that would conflict in any manner with the provision of its goods or performance of its services. Supplier warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of HCS as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to the contractor in connections with any goods provided or work contemplated or performed relative to the agreement.
43. **Non-Discrimination Statement**: supplier must agree that no person on the grounds of age, color, disability, gender, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran's status shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Supplier shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Suppliers covenants that it complies with the fair wage and hour laws, the national labor relations act, and other federal and state employment laws as applicable. Supplier covenants that it does not engage in any illegal employment practices.
44. **Payment Method**- The successful bidder shall be issued a purchase order per contract period. This has to be received prior to products being ordered/shipped. Purchase Order will detail the quantity, specific items(s) and the contracted price for each item.
45. **Payment Terms**: HCS payment terms are Net 30 after receipt/inspection of merchandise and receipt of invoice unless otherwise stated in the contract documents. The District does not permit late fees on invoices.
46. **Public Access to Procurement Information**: Subject to the requirements of the TN Open Records Act, information relating to the award of a particular contract shall be open to the public only after evaluation of that bid or bid has been completed. All public records pertaining to procurement shall be open for inspection during normal business hours as scheduled in advance with the Procurement Department.
47. **Protest of Award**: Any vendor who has submitted a timely bid or bid in response to a solicitation may protest the recommendation of award for a contract by submitting such protest to HCS's Director of Procurement. Any protest must be submitted in writing and be in the possession of the Procurement Department before noon (ET) of the 2nd working day following the public recommendation of contract award.

FAILURE OF A VENDOR TO FOLLOW THE PROTEST REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED IN THIS SECTION CONSTITUTES A WAIVER OF THE PROTEST AND ANY RESULTING CLAIMS.

48. **Right to Audit**: During all phases of the work and services to be provided hereunder the Provider agrees to permit duly authorized agents and employees of HCS to enter the Provider's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Provider will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid/charged under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for seven (7) years from the date of payment under this Contract for inspection by HCS or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.

- 49. Severability:** If any provisions of these Rules or any application thereof to any person or under any circumstance is held to be invalid, such invalidity shall not affect the provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end the provisions of these Rules are declared to be severable.
- 50. Taxes:** HCS is a tax-exempt organization. Sales, use or federal excise taxes should not be included in your bid.
- 51. Termination for Cause:** In the event of any breach of contract by the successful service provider(s), HCS may serve written notice to the service provider of its default, setting forth with specificity the nature of the default. If the defaulting party fails to cure its default within thirty (30) days after receipt of the notice of default, then HCS shall have the right to terminate the contract upon thirty (30) days written notice and pursue all other remedies available to HCS, either at law or in equity, HCS shall have the option of awarding the contract to the next most advantageous proposer or reissuing a bid.
- 52. Termination for Convenience:** Contract may be terminated for convenience by either party by giving written notice to the other, at least sixty (60) days before the effective date of termination unless otherwise specified in the solicitation and/or contract documents. Said termination shall not be deemed a Breach of Contract.
- 53. Termination Due To Non-Appropriation:** HCS shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of HCS's future fiscal years unless and until HCS appropriates funds for this Contract in HCS's Budget for each such future fiscal year.
- 54. Terms and Conditions:** In the event of a conflict between the specifications and these terms and conditions, the specifications will govern.
- 55. Vendor Performance -** The School Nutrition Director or designee shall be responsible for verifying contract performance. If the Vendor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Hamilton County School Nutrition Program may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Vendors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any vendor with continued poor performance will be removed from the potential vendor list for the rest of the school year and the next bid cycle.

Failure to deliver within the time specified or within a reasonable amount of time, or failure to make replacements of a rejected item immediately will constitute authority to purchase on the open market so as to replace the item(s) rejected and/or not received. On all such purchases, the Vendor agrees to promptly reimburse schools for excess costs incurred by such a purchase. Reasons for product rejection may be any one of the following:

- Quality
- Price
- Serviceability of item (damage)
- Product does not meet bid specifications

Breach - A party shall be deemed to have breached the contract if any of the following occurs:

- 1) Failure to provide products or services that conform to contract requirements or
- 2) Failure to maintain/submit any report required hereunder; or
- 3) Failure to perform in full or in part any of the other conditions of the contract
- 4) Violation of any warranty

Hamilton County School Nutrition Program actions in event of a breach –

Upon the occurrence of any event of breach, the School system may take any one, or more, or all, of the following actions:

- a. Give the Vendor a written notice of the breach requiring it to be remedied within thirty days from the date of the notice, unless another time line is specified; and in the event of breach is not remedied within the time limit, terminate this contract with notice provided to the Vendor;
- b. Give the Vendor a written notice specifying the event of breach and suspending all payments to be made under this contract and ordering that the portion of the contract price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the HCS SNP determines that the Vendor has cured the breach, shall never be paid to the Vendor;
- c. Set off against any other obligation the HCS SNP may owe to the Vendor any damages the HCS SNP suffers by reason of any event of breach;
- d. Treat the contract as materially breached and pursue any of its remedies at law or in equity, or both.

56. Non-Compliance. If a proposer materially fails to comply with any terms of an award, whether stated in a Federal Statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstance(s):

- Temporarily withhold cash payments pending correction of the deficiency by the proposer or more severe enforcement action
- Disallow all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate the current award for the proposer
- Withhold further awards for the program
- Take other remedies which may be legally available
- Excluding the current bidder from rebidding from current bid as well as the next bid cycle.

57. Warranties: Vendor warrants to HCS that all items delivered and all services rendered shall conform to the specifications, drawings, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Vendor extends to HCS all warranties allowed under the U.C.C. Vendor shall provide copies of warranties to the HCS. Return of merchandise not meeting warranties shall be at Vendors expense.

58. Insurance Requirements: The Vendor shall maintain the following minimum insurance requirements throughout the duration of the Agreement unless otherwise stated herein. HCS reserves the right to request additional documentation or additional policies be provided at its sole discretion and where deemed in its best interest. HCS in no way represents that the insurance required is sufficient or adequate to protect the Vendor's interest or liabilities.

Vendor shall provide Worker's Compensation Insurance as required by applicable laws of the State of Tennessee and shall provide liability insurances as required. All insurance must be occurrence based. Vendor shall add Hamilton County Department of Education as additional named insured by policy endorsement and provide a certificate of insurance evidencing such coverage and endorsement number (#) for each additional named insured. Complete copies of insurance policies must be provided, if requested. A failure to provide said documentation will be considered a contract breach and grounds for termination of contract or pending award recommendation.

Insurance Required	
Coverage	Amount
Workers Compensation	Statutory Limits of Tennessee
Employers Liability	\$1,000,000 per occurrence

Commercial General Liability	\$1,000,000 each occurrence; \$2,000,000 aggregate
Auto (Truck) Liability	\$1,000,000 each occurrence

59. Waiving of Informalities: HCS reserves the right to waive minor informalities or technicalities when it is in the best interest of HCS.

60. Provisions Required by Law Deemed Inserted: Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such assertion or correction.

61. Assurance Statement:

The vendor hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any

other financial assistance extended in reliance on the representations and agreements made in this assurance.

62. Governing Law/Jurisdiction: The Agreement shall be governed by the laws of the State of Tennessee. Any action brought in law or in equity to enforce any provision of the entire Agreement shall be filed in the appropriate state court in Hamilton County, Tennessee. In any action to enforce this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees. By submission of a proposal and acceptance of a Purchase Order or Contract, Vendor hereby agrees to adhere to Governing Law/Jurisdiction requirements as described herein.

HCS DOES NOT DISCRIMINATE ON THE BASIS OF AGE, COLOR, DISABILITY, GENDER, GENETIC INFORMATION, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEXUAL ORIENTATION, OR VETERAN'S STATUS IN THE EVALUATION AND AWARD OF BIDS.

SPECIAL TERMS & CONDITIONS

1. Contract Period

The Vendor shall be responsible for furnishing and delivery to the HCS School Nutrition Department the commodity or services described herein on an “as-needed basis” for School Year 2023-2024. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for up to four additional years (five years total). The vendor is allowed to petition for price re-determination (price increases/decreases) by March 1 each year. The Contract Period is to begin on July 01, 2023 and end on June 30, 2024.

2. Renewal Provision- The contract may be renewed for up to four additional years (five years total) with price redeterminations upon mutual agreement by the vendor and the Hamilton County Department of Education School Nutrition program. The vendor must petition items for price redetermination (price increases/ decreases) by February 1 of each year for consideration in the next contract period:

February 1, 2024 – for contract period of July 1, 2024 – June 30, 2025

February 1, 2025 – for contract period of July 1, 2025 – June 30, 2026

February 1, 2026 – for contract period of July 1, 2026 – June 30, 2027

February 1, 2027 – for contract period of July 1, 2027 – June 30, 2028

3. Contract Period- The contract period ends June 30, 2024.

4. Price Re-determination- Price re-determination is allowed annually at the time of contract renewal and at the frequency agreed upon prior to contract award, as outlined in the technical proposal. The Bureau of Labor, Consumer Price Index – All Urban consumers, U.S. Water and Sewerage Services will be the comparison index that will be used for price-redeterminations. Since the indexes are subject to revision after originally published, the most current index will be used. Base Index at the time of renewal (latest available) divided by the index at the time of the beginning of the contract period, or last price revision. For the potential contract renewal for July 1, 2024: December 2023 Index divided by July 2023 Index. For the potential contract renewal for July 1, 2025: December 2024 Index divided by July 2024 Index. The contract value using the price re-determinations must fall within the acceptable range. If the contract value is not within the acceptable price range, the vendor must revisit the pricing. Price increases based on uncontrollable events will not be accepted. If the pricing requirements cannot be met, the bid will not be approved for purchasing and will have to be re-bid.

5. Pricing: the price must be firm for the contract period. All materials/parts pricing will be up to the discretion of the proposer but each proposer must understand that cost plus a percentage in any form is an unallowable pricing method and will deem the bid unresponsive. The labor section in this RFP will be weighted up to 25 points. The proposer has the option to quote parts at cost or develop a matrix that allows parts to be priced in a fair manner. This section of the RFP will be weighted up to 20 points and will be evaluated in the following manner. If the materials/ parts are to be priced at cost – the full weight will be earned (20 points) - for each matrix offered a fair determination of weight will be made by the evaluator. The successful bidder will be the one who provides labor cost and materials/parts matrix that is the most financially advantageous to the District. The District reserves the right to audit cost records periodically or the duration of the bid

10. .

11. Contact Information-The successful bidder must furnish the School Nutrition Department office with a local contact name and number for potential issues during the contract period. This contact should be available 24 hours.

12. By the vendor’s signature on the face of this bid, they certify this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

13. .

14. Bankruptcy Or Insolvency- In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of seller, or in the event of breach of any of the terms hereof including the warranties of the seller, the District may cancel this contract or affirm the contract and hold the seller responsible for damages.

15. Responsibility For Supplies- The Proposer shall be responsible for the items in this RFP until they are delivered at the designated delivery point; and the proposer shall bear all risk for rejected and recalled after notice of rejection. These will be replaced free of charge upon notice of recall/rejection or if wrong items are bought. No deliveries can be left on a dock or other outside location or with any other person than the school nutrition manager or designee.

16. Record Retention- All records shall be maintained by the proposer for three (3) years after final payment has been made or until all disputes are resolved. All such records must be made available to the State Agency, the United States Department of Agriculture, the Comptroller General of the United States, or any of their duly authorized representatives.

Records must be retained for at least the Federal record retention period of three (3) years; however, records must be retained longer if the following occurs:

A) Until all pending matters are resolved. Pending matters include contract disputes, audits, investigative and review findings.

B) The Federal record retention period begins with the later of the date:

1) The final payment is made under the contract,

2) The contract concludes; or

3) The final claim for reimbursement for the fiscal year in which the contract concludes is submitted.

C) For renewable contracts, records of the initial procurement through the conclusion of the final renewal must be maintained.

17. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable local, state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Proposer by the District or acquired by the Proposer on behalf of the District shall be regarded as confidential information in accordance with the provisions of applicable local, state and federal law, local, state and federal rules and regulations, departmental policy, and ethical standards. Such confidential information shall not be disclosed, and all necessary steps shall be taken by the Proposer to safeguard the confidentiality of such material or information in conformance with applicable local, state and federal law, local, state and federal rules and regulations, departmental policy, and ethical standards.

The Proposer's obligations under this section do not apply to information in the public domain; entering the public domain but not from a breach by the Proposer of this Contract; previously possessed by the Proposer without written obligations to the District to protect it; acquired by the Proposer without written restrictions against disclosure from a third party which, to the Proposer's knowledge, is free to disclose the information; independently developed by the Proposer without the use of the District's information; or, disclosed by the District to others without restrictions against disclosure. Nothing in this paragraph shall permit Proposer to disclose any information that is confidential under federal, state or local law or regulations, regardless of whether it has been disclosed or made available to the Proposer due to intentional or negligent actions or inactions of agents of the District or third parties.

Work performed for the District is subject to strict standards of confidentiality pertaining to the work performed and status of individual kitchens. Employees of the Proposer are not to share information

concerning the work performed or conditions found in the cafeterias/kitchens except to their direct supervisor/company designees and to the Director of School Nutrition/designees.

It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Contract.

- 18. Documentation**- All aspects of each procurement, including the rationale for the procurement selected, contract type selected and basis for contract price must be documented. All records documenting the procurement history, including all extensions and renewals, must be retained for the greater of the State's record retention requirements or for the Federal record retention period. Records must be retained beyond this period until all pending matters are resolved. Failing to maintain required records can result in audit and review findings, cost disallowances and prevent the School Nutrition department from effectively responding to RFP protests and contract disputes.
- 19. Independent Successful Proposer**- The parties hereto, in the performance of this Contract, shall not act as employees, partners, joint ventures, or associates of one another. It is expressly acknowledged by the parties hereto that such parties are independent contracting entities and that nothing in this Contract shall be construed to create an employer/employee relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. The Successful proposer, being an independent Successful proposer and not an employee of the District, agrees to carry adequate public liability and other appropriate forms of insurance, including adequate public liability and other appropriate forms of insurance on the Successful proposer's employees, and to pay all applicable taxes incident to this Contract.
- 20. Limitation Of Liability**- The parties agree that the Proposer's liability under this Contract shall be limited to services actually rendered that have not been previously paid for but for which the warranty is still in place and as may be addended, PROVIDED THAT in no event shall this section limit the liability of the Proposer for intentional torts, criminal acts, or fraudulent conduct.
- 21. District Liability**-The District shall have no liability except as specifically provided in this Contract. HCS shall not be responsible for any payment, insurance, or incurred liability.
- 22. Subject To Funds Availability** - The Contract is subject to the appropriation and availability of District funds. In the event that the funds are not appropriated or are otherwise unavailable, the District reserves the right to terminate the Contract upon written notice to the Proposer. Said termination shall not be deemed a breach of Contract by the District. Upon receipt of the written notice, the Proposer shall cease all work associated with the Contract. Should such an event occur, the Proposer shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Proposer shall have no right to recover from the District any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- 23.** Proposer shall acknowledge that it and its employees serve as independent proposers and that HCS shall not be responsible for any payment, insurance, or incurred liability.
- 24. RFP Cancellation**-The District reserves the right, at its sole discretion, to cancel or to cancel and reissue this RFP in accordance with applicable laws and regulations and does not guarantee that a contract award will result from this RFP.
- 25. Removal Of Proposer's Employees**- The successful proposer agrees to utilize only experienced, responsible and capable people in the performance of the service. The District may require that the successful proposer remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of the District.

26. Licensure-The apparent successful Proposer (and Proposer employees as applicable) must hold all necessary, appropriate business and professional licenses to provide service as required. The District will require any Proposer to submit copies of proper licensure along with the proposal.

27. Disclosure Of Proposal Contents-

- Each proposal and all materials submitted to the District in response to this RFP become the property of the District. Selection or rejection of a proposal does not affect this right. By submitting a proposal, a Proposer acknowledges and accepts that the full proposal contents and associated documents will become open to public inspection in accordance with the laws of the District.
- The District will hold all proposal information, including both technical and cost information, in confidence during the evaluation process. Notwithstanding the foregoing, a list of actual Proposers submitting timely proposals may be available to the public, upon request, after technical proposals are reviewed and the recommended proposer is approved by the Board.

28. Proposal & Proposer Prohibitions-

- A proposal must not include the Proposer's own contract terms and conditions that constitute material change. If a proposal contains such terms and conditions, the District, at its sole discretion, may determine the proposal to be a non-responsive counteroffer and reject it.
- A proposal must not restrict the rights of the District or otherwise qualify the offer to deliver products and services as required by this RFP. If a proposal restricts the rights of the District or otherwise qualifies the offer to deliver products and services as required by this RFP, the District, at its sole discretion, may determine the proposal to be a non-responsive counteroffer and reject it.
- A proposal must not propose alternate services (i.e., offer products or services different from those requested and required by this RFP). The proposer cannot contract with third party vendor to deliver the contract services. The District will consider a proposal of alternate products or services or third-party contracts to be non-responsive and reject them.
- A Cost Proposal must not result from any collusion between Proposers. The District will reject any Proposal that was not prepared independently without collusion, consultation, communication, or agreement with any other Proposer. Regardless of the time of detection, the District will consider any such actions to be grounds for proposal rejection or contract termination.
- A Proposer must not provide, for consideration in this RFP process or subsequent contract negotiations, incorrect information that the Proposer knew or should have known was materially incorrect or subject to record. If the District determines that a Proposer has provided such incorrect information, the District will deem the Proposer's proposal non-responsive and reject it.
- A Proposer must not submit more than one Technical Proposal and one Cost Proposal in response to this RFP. If a Proposer submits more than one Technical Proposal or more than one Cost Proposal, the District will deem all of the proposals non-responsive and reject them.
- A Proposer must not submit a proposal as a prime proposer while also permitting one or more other Proposers to offer the Proposer as a sub-proposer in their own proposals. Such may result in the disqualification of all Proposers knowingly involved.

29. Proposal Errors & Revisions - A Proposer is liable for any and all proposal errors or omissions. A Proposer will not be allowed to alter or revise proposal documents after the Proposal Deadline time and date given.

30. Proposal Withdrawal - A Proposer may withdraw a submitted proposal at any time before the Proposal Deadline time and date detailed in the RFP deadline time and date by submitting a written request signed by an authorized Proposer representative. After withdrawing a proposal, a Proposer may submit another proposal at any time prior to the Proposal Deadline.

SCOPE OF SERVICES

RFP XX-XX MAINTENANCE, REPAIRS, PARTS AND REMOVAL OF SCHOOL NUTRITION EQUIPMENT

1. SUMMARY OF SCOPE

Hamilton County Schools (HCS) seeks to contract with a qualified, experienced, and professional vendor to furnish and deliver maintenance, repairs, parts and removals of equipment for the School Nutrition Program to the school kitchens and SNP warehouse.

2. DETAILED SCOPE OF SERVICES

The District intends to procure a time and materials contract for the repairs (or removal as needed) of School Nutrition equipment. The proposer shall be required to repair in a timely and quality manner all SNP equipment located at approximately 74 various school cafeterias and SNP service center throughout the Hamilton County Department of Education district. This RFP also allows the SNP department to purchase parts for repairs done separately from this agreement as well as handle preventive maintenance and minor repairs in-house or through a third party is needed.

Group #1 Coolers/Freezers

The scope of this RFP- Group #1 includes the repair, the removal (as needed) and labor (plus cost of parts/supplies) of cooling/freezing equipment located in the kitchens of Hamilton County Schools and located in the kitchens of Hamilton County Schools (SNP service center), Hamilton County, Tennessee. The cooling/freezing equipment vary from pass-through,reach ins, walk ins, milk boxes, cold merchandizers, cold wells and ice cream boxes. The School Nutrition department reserves the right to purchase parts for internal repairs, to perform preventive maintenance activities and minor in-house repairs.

The list of equipment and brands starting on page 35.

Group #2 Kitchen Equipment /Hot

The scope of this RFP-group #2 includes the repair and labor (plus cost of parts/supplies) of kitchen equipment (cooking, heated serving, variety of baking and steaming units, proofing, warming units and small appliances such as floor mixers, slicers, VCM's, etc.), and the removal of equipment as needed, located in the kitchens of Hamilton County Schools (SNP service center), Hamilton County, Tennessee. The School Nutrition department reserves the right to purchase parts for internal repairs, to perform preventive maintenance activities and minor in-house repairs.

Group # 3 Dish Machine

The scope of this RFP-group #3 includes the repair and labor (plus cost of parts/supplies), and the removal of dish machines and booster heaters as needed, located in the kitchens of Hamilton County Schools, Hamilton County, Tennessee. The School Nutrition department reserves the right to purchase parts for internal repairs, to perform preventive maintenance activities and minor in-house repairs.

Group # 4 Ice Machine

The scope of this RFP-group # 4 includes the repair and labor (plus cost of parts/supplies) and the removal (as needed) of Ice Machines located in the kitchens of Hamilton County Schools, Hamilton County, Tennessee. The School Nutrition department reserves the right to purchase parts for internal repairs, to perform preventive maintenance activities and minor in-house repairs.

Work orders:

- **Notification:** an email with the description of the service requested and the information on the piece of equipment will be sent by email to the successful proposer.
- **Dispatching:** It is required that the proposer dispatches a technician and notifies School Nutrition maintenance dispatcher his availability to get to the site within one (1) hour upon receipt of an emergency work order, for group #1, and within two (2) hours for groups #2, 3, and 4; and it is preferred that they arrive within four (4) hours upon receipt of a regular work order.
- **Billable time:** the work order starts when the technician arrives to the school kitchen and ends when leaves the building and the manager has signed the ticket.
- **Estimates:** The technician will analyze the problem and give an estimate cost of repair (parts and labor) plus an estimate of time needed, before service is performed, technician is to call SN Maintenance Dispatcher at (423) 498 7290 to provide the information described. To submit quotes for parts needed over \$500, please email Martha Marrufo at marrufo_m@hcde.org or call (423) 498-7289 for authorization.
- **Updates:** status of the work orders must be sent to the School Nutrition maintenance dispatcher after every visit. A notification must be emailed to SN_Maintenance@hcde.org
- **On site:** Repair work shall be performed on site as much as possible. Any component parts that require removal to another location for repairs must be approved by the Director of School Nutrition, or designee.
- **Completion:** All repairs are expected to be completed within twenty-four (24) hours. If unable to complete within this timeframe, the Proposer shall notify the School Nutrition Department maintenance dispatcher (423 498 -7290) or at SN_Maintenance@HCDE.ORG of the anticipated completion time and adhere to that schedule. If repairs are further delayed, the SNP reserves the right to seek other means for repair services without being in breach of the Contract. Repeated incidences of repair delays or inability to repair may result in the Contract being terminated and the Proposer in breach of the Contract.
- **Equipment:** The Proposer agrees that each work order submitted is to be assigned to one piece of equipment, shall clearly and accurately detail the following required information. The reports to be sent to the manager and email to sn_maintenance@hcde.org, one legible digital copy to be sent with the invoice.

The form must include:

- Date of Service and time period
- Type of Service/Equipment repaired, including model/brand/serial number
- School Name and Address
- P.O. Number and the School Nutrition Program work order number
- Proposer Name
- Proposer Address
- Proposer's Service Technician name or I.D. number plus signature. Helper's information is to be provided also, if used.
- Complete itemization and detail of work performed, including parts
- Authorized Signature of the School Cafeteria Manager or designee

Availability: The Proposer shall be in a position to be available for repair work 24 hours per day, seven (7) days per week. The successful Proposer will provide contact names, numbers and email addresses for daytime hours and after hour needs. Except in the case of an emergency, all repairs are to be performed during that particular cafeteria's regular operating hours (list attached).

New Material. Unless specified otherwise in the RFP package, the Proposer must provide new parts/supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components and end products. Proposer submission of other than new materials may be cause for the rejection of the proposal or grounds for contract breach. "Factory approved equal" parts are preferred if performance is not compromised; the use of generic parts must be approved by the SNP Director or designee. The Proposer can only use factory approved equal parts or

generic parts if the cost of retro-fitting them does not exceed the cost of the brand specific part nor compromises performance or warranty. Otherwise, the specific brand part is to be used. The Proposer can only work on the equipment authorized by the assigned work order number. No work is to be done without it being within the scope of the work order. (For example, if a manager requests other equipment not on the work order to be repaired, it cannot be done on that particular work order.)

The District cannot guarantee any minimum hours of work that may be required during the course of the contract. Proposals for repair work shall be based on the Proposer's rate per hour for labor and materials. Pricing for the materials/parts is to be determined by the matrix.

Other Information:

- Copies of completed, detailed work orders/reports must be submitted with appropriate invoice.
- The Proposer understands and agrees that an invoice to the District under this Contract shall include only charges for service described in this RFP and in accordance with Payment Terms and Conditions; not include any future work but will only be submitted for completed service; and not include sales tax or shipping charges.
Shipping charges may be added for authorized emergency shipping at the SNP request.
- Proposer agrees to provide company uniforms and/or ID badges to all its service personnel.
- Proposer agrees to provide personnel who are highly skilled/qualified in their craft and to provide experienced supervision as well as planning as a condition of this contract.
- The Asbestos Management Plan for each school must be consulted prior to any work being done, if service requires disruption of floor, ceiling, or wall structures.

SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

Interested proposers shall include the following information in their submittal responses to this solicitation. The following format and sequence should be followed in order to provide consistency in the proposer's response and to ensure each proposal receives full consideration. It is requested that proposers use 8 ½ x 11 sheet pages only with minimum font size of 10 points and with tabs or section dividers to separate sections as defined below. More than one section is permitted on one page unless otherwise indicated below. Undesignated information shall be inserted at the rear of each package. Place page numbers at the bottom of every page, excluding dividers. Proposal documents should not contain links to other web pages; such links may not be reviewed for evaluation purposes.

Submittal package is requested to not exceed **20 pages** printed single-sided; **page restriction excludes required forms found herein and dividers. PLEASE INCLUDE PAGE TABS/SECTION DIVIDERS** so that those evaluating your submittal can easily compare each section with others that are submitted. If any of the information provided by the Proposer is found to be, in the sole opinion of the Evaluation Committee and Procurement Management Director, substantially unreliable their proposal may be rejected.

Proposers shall submit one (1) original hard copy (clearly marked as such), one (1) "copy", and one (1) electronic version on a USB flash drive containing the proposal submittal in an unlocked PDF format. HCS may request specific files be submitted in specialty format (IE: Provide a products formulation sheets.) Vendor shall accommodate such specialty requests as stated within the submittal requirements describe herein. Should files not be provided in the format or quantity as requested, Vendor may be deemed Non-Responsive and therefore ineligible for award. In case of any discrepancies, the original will be considered HCS in evaluating the Proposal, and the "copy" and electronic version are provided for the agency's administrative convenience only.

It is the responsibility of the proposer to submit a proposal that best meets the requirements outlined in this Request for Proposal. It is the intent HCS to award a contract for the service described herein as a result of this Request for Proposal. HCS reserves the right to reject any or all such proposals.

COVER PAGE: Introduction

- RFP Number & Name
- Company's Name & Address
- Company's Contact Person & Information (phone, fax and email address)
- How many years has Proposer been in business under present name?
- Under what other former names has your organization operated?

Cover Page: Introduction does NOT count towards page restriction requested herein.

1. **Proposal Requirements-** A response to this RFP requires two parts, a Technical Proposal and a Cost Proposal.

- Technical Proposal.
 - The RFP Attachment A: Technical Proposal & Evaluation Guide details specific requirements for making a Technical Proposal in response to this RFP. The guide includes mandatory requirement items, general qualifications and experience items, and technical qualifications, experience, and approach items all of which must be addressed with a written response and, in some instances, additional documentation.

NOTICE: A technical proposal must not include any pricing or cost information. If any pricing

or cost information, amounts of any type (even pricing relating to other projects) is included in any part of the technical proposal, the District will deem the proposal to be non-responsive and reject it. Cost proposals are to be entered on RFP Attachment B.

- A Proposer must use the RFP Attachment A, Technical Proposal & Evaluation Guide to organize, reference, and draft the Technical Proposal by duplicating the attachment, adding appropriate proposal page numbers as required, and using the guide as a table of contents covering the Technical Proposal.
- A proposal should be prepared, with emphasis on completeness and clarity. A proposal, as well as any reference material presented, must be written in English and must be written on standard 8-1/2" x 11" pages. All proposal pages must be numbered.
- All information and documentation included in a Technical Proposal should respond to or address a specific requirement detailed in the RFP Attachment A, Technical Proposal & Evaluation Guide. All information must be incorporated into a response to a specific requirement and clearly referenced. Any information not meeting these criteria will be deemed extraneous and will not contribute to evaluations.

2. The District may determine a proposal to be non-responsive and reject it if:

- the Proposer fails to organize and properly reference the Technical Proposal as required by this RFP and the RFP Attachment A, Technical Proposal & Evaluation Guide; or
- the Technical Proposal document does not completely respond to, address, or meet all of the requirements and proposal items detailed in the RFP Attachment A, Technical Proposal & Evaluation Guide.
- the RFP is not returned in its entirety with appropriate questions answered and pages signed, documented as required.

3. **Cost Proposal.** A Cost Proposal must be recorded on an exact duplicate of the RFP Attachment B., Cost Proposal & Scoring Guide.

A Cost Proposal worksheet must be submitted in Microsoft Office Excel Workbook format as well as a hard copy of Cost Proposal bid worksheets as a backup. No other form will be considered. All Bidders must submit a Microsoft Office Excel Workbook file on a USB flash drive (readable by Microsoft Windows 11 version) with the bid worksheets. In case of errors in extensions, the unit price shall prevail.

NOTICE: If a proposer fails to submit a cost proposal exactly as required, the District will deem the proposal to be non-responsive and reject it.

- A Proposer must only record the proposed cost exactly as required by the RFP Attachment B, Cost Proposal & Scoring Guide and must NOT record any other rates, amounts, or information.
- The proposed cost shall incorporate ALL costs for services per category as specified.
- A Proposer must sign and date the hard copy of the Cost Proposal.
- A Proposer must submit the Cost Proposal and the Technical Proposal in different sealed envelopes and place them in the package with the other RFP forms.

4. **Proposal Delivery** - A Proposer must deliver (via hand carry, mail, carrier or the like) a proposal in response to this RFP as detailed below. The District will not accept a proposal delivered by any other method (electronic, facsimile, or the like).

A Proposer must ensure that both the original and copy of Technical Proposal and Cost Proposal documents meet all form and content requirements detailed within this RFP for such proposals including, but not limited to, required signatures.

A Proposer must ensure that the Purchasing Agent receives a proposal in response to this RFP no later than the Proposal Deadline time and date designated on the front cover of the RFP.

Hamilton County Department of Education
 Purchasing Department
 3074 Hickory Valley Road
 Chattanooga, TN 37421

5. **Proposal Evaluation & Contract Award**

- Evaluation Categories & Maximum Points

The School Nutrition Evaluation Team will consider qualifications, experience, technical approach, and cost in the evaluation of proposals and award points in each of the categories detailed below (up to the maximum evaluation points indicated) to each apparently responsive proposal.

EVALUATION CATEGORY	MAXIMUM POINTS POSSIBLE
General Qualifications & Experience (refer to RFP Attachment A., Part 2)	10
Technical Qualifications, Experience & Approach (refer to RFP Attachment A Part 3)	40
Cost Proposal (Refer to RFP Attachment B.)	50

- Evaluation Process

The proposal evaluation process is designed to award the contract resulting from this RFP not necessarily to the Proposer offering the lowest cost, but rather to the responsive and responsible Proposer offering the best combination of attributes based upon the evaluation criteria. (“Responsive Proposer” is defined as a Proposer that has submitted a proposal that conforms in all material respects to the RFP. “Responsible Proposer” is defined as a Proposer that has the capacity in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.) Upon request, the Proposer shall submit documentation substantiating the Proposer’s financial responsibility.

- **Technical Proposal Evaluation.** The RFP Proposal Evaluation Team (consisting of the School Nutrition Director or designee and at least two other School Nutrition employees) will use the RFP Attachment A, Technical Proposal & Evaluation Guide to manage the Technical Proposal Evaluation and maintain evaluation records.

The Evaluation Team reserves the right, at its sole discretion, to request Proposer clarification of a Technical Proposal or to conduct clarification discussions with any or all Proposers. Any such clarification or discussion will be limited to specific sections of the proposal identified by

the Team. The subject Proposer must put any resulting clarification in writing as may be required and in accordance with any deadline imposed by the District.

The Director of School Nutrition or designee will review each Technical Proposal to determine compliance with RFP Attachment A, Technical Proposal & Evaluation Guide, Part 1—Mandatory Requirements. If the Director of School Nutrition determines that a proposal may have failed to meet one (1) or more of the mandatory requirements, the Proposal Evaluation Team will review the proposal and document the team's determination of whether:

- a. the proposal adequately meets requirements for further evaluation;
- b. the Team will request clarifications or corrections; or,
- c. the Team will forward the RFP to the Purchasing Agent to determine the proposal non-responsive to the RFP and reject it.

Proposal Evaluation Team members will evaluate each Technical Proposal (that appears responsive to the RFP) against the evaluation criteria in this RFP and will score each in accordance with the RFP Attachment A, Technical Proposal & Evaluation Guide, Part 2 and Part 3.

For each proposal evaluated, a designated team member will calculate the average of the Proposal Evaluation Team member scores for RFP Attachment A, Technical Proposal & Evaluation Guide, Part 2 and Part 3, and record each average as the proposal score for the respective Technical Proposal section.

Before Cost Proposals are reviewed, the Proposal Evaluation Team will review the Technical Proposal Evaluation record and any other available information pertinent to whether or not each Proposer is responsive and responsible. If the Proposal Evaluation Team identifies any Proposer that appears not to meet the responsive and responsible thresholds such that the team would not recommend the Proposer for Cost Proposal Evaluation and potential contract award. The Cost Proposal envelope won't be open. The team members will fully document the determination.

- **Cost Proposal Evaluation.** The Director of School Nutrition or designee will review the Cost Proposal for evaluation of each apparently responsive and responsible Proposer that the Proposal Evaluation Team has effectively recommended for potential contract award and will calculate and record each Cost Proposal score in accordance with the RFP Attachment B, Cost Proposal & Scoring Guide.

Total bottom line cost for the Cost Proposal Section will be determined by multiplying each total unit cost, the estimated usage figure and adding the extended dollar figures. In the event a vendor fails to quote a price on an item, the highest price for that item from all bids received will be inserted to calculate the bottom line price. In the event that no vendor provides a price, a zero will be entered for all vendors for that item. The District will recalculate usage and line extensions to make necessary conversions for differences in pack size. The bottom line total will be adjusted if mathematical conversions and extensions indicate the need for correction. Mathematical calculations involving decimals must be carried to two (2) places.

- **Total Proposal Score.** The team designee will calculate the sum of the Technical Proposal section scores and the Cost Proposal score and record the resulting number as the total score for the subject Proposal (refer to RFP Attachment C, Proposal Score Summary Matrix).

6. Contract Award Process

- The Director of School Nutrition will determine the apparent best-evaluated proposal. (To recommend a contract award to a Proposer other than the one receiving the highest evaluation process score, the Director of School Nutrition must provide written justification and obtain approval from the District Purchasing Director.)

- The Director of School Nutrition or designee will submit the Proposal Evaluation Team determinations and proposal scores to the HCS Purchasing Agent for consideration along with any other relevant information that might be available and pertinent to contract award.
- The School Nutrition Proposal Evaluation Team reserves the right to make an award without further discussion of any proposal.
- The Purchasing Director will submit the request for approval of the recommended proposer to the next earliest Board meeting. All proposers will be notified by this Director as to the status of their proposal submission.

HAMILTON COUNTY DEPARTMENT OF EDUCATION
Chattanooga, Tennessee 37421
SOLICITATION RESPONSE & BID/PROPOSAL FORM

RFP 23-35 MAINTENANCE, REPAIRS, PARTS AND REMOVAL OF SCHOOL NUTRITION EQUIPMENT.

1. Vendor Name _____
2. Vendor Address _____
3. City _____ State _____ Zip _____
4. Telephone Number _____ Fax Number _____
5. Contact Person _____
6. Contact Person's email address _____
7. By submission of this bid/proposal, each Vendor and each person signing on behalf of any Vendor certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Vendor is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.
8. Authorizing Signature _____
(Sign)
9. Authorizing Print Name & Title: _____
10. Vendor's Hamilton County Business License Number _____
(If Applicable) Attach A Copy Of The License.
11. I Acknowledge the Receipt Of: (Please Write "Yes" If You Received One)
Addendum 1 _____ Addendum 2 _____ Addendum 3 _____ Addendum 4 _____
12. Do you accept the Terms and Conditions of the solicitation/contract? Yes _____ No _____
13. May other Government Agencies in Tennessee purchase these products/services at the same prices as this bid/proposal? Yes _____ No _____
14. Will you accept E-commerce payments? Yes _____ No _____
15. Pricing: Complete following page Bid/Proposal Form

REMINDER:

All questions pertaining to this solicitation must be submitted electronically to doe_purchasing@hcde.org no later than **May 09, 2023** prior to the Opening/Due date designated herein. Failure to submit a question in the timeframe indicated above may result in the question going unanswered at the discretion of HCS.

An extension to the opening date does not guarantee an extension to the question deadline period. Such will be communicated in associated addendum posting.

It is the sole responsibility of the Vendor to ensure they receive/obtain all solicitation related documentation.

PROPOSAL STATEMENT OF ASSURANCES

The Proposer must sign and complete the Proposal Statement of Certifications and Assurances below as required, and it must be included in the Technical Proposal (as required by RFP Attachment A., Technical Proposal & Evaluation Guide, Part 1, Item 7.).

The Proposer does, hereby, expressly affirm, declare, confirm, certify, and assure ALL of the following:

1. The Proposer will comply with all of the provisions and requirements of the RFP.
2. The Proposer will provide all the items and service (including delivery) as defined in the Scope of the RFP for the total contract period.
3. The Proposer accepts and agrees to all terms and conditions set out in the RFP.
4. The Proposer acknowledges and agrees that a contract resulting from the RFP shall incorporate, by reference, all proposal responses as a part of the contract.
5. Both the Technical Proposal and the Cost Proposal submitted in response to the RFP shall remain valid for at least 90 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract pursuant to the RFP.

By signing this Proposal Statement of Assurances, below, the signatory also certifies legal authority to bind the proposing entity to the provisions of this RFP and any contract awarded pursuant to it. If the signatory is not the Proposer (if an individual) or the Proposer's company *President or Chief Executive Officer*, this document must attach evidence showing the individual's authority to bind the proposing entity.

****DO NOT SIGN THIS DOCUMENT IF YOU ARE NOT LEGALLY AUTHORIZED TO BIND THE PROPOSING ENTITY****

SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____

PROPOSER LEGAL ENTITY NAME: _____

PROPOSER FEDERAL EMPLOYER IDENTIFICATION NUMBER (or SSN): _____

**ATTACHMENT A
TECHNICAL PROPOSAL & EVALUATION GUIDE**

PART1: MANDATORY REQUIREMENTS. The Proposer must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below.

The Contract Administrator will review the proposal to determine if the Mandatory Requirement Items are addressed as required and mark each with pass or fail. For each item that is not addressed as required, the Proposal Evaluation Team must review the proposal and attach a written determination. In addition to the Mandatory Requirement Items, the Contract Administrator will review each proposal for compliance with all RFP requirements.

PROPOSER LEGAL ENTITY NAME:		
	Part 1— Mandatory Requirement Items	Circle One:
1	The Proposal must be delivered to the District no later than the Proposal Deadline specified in the RFP.	Pass / Fail
2	The Technical Proposal must NOT contain cost or pricing information of any type.	Pass / Fail
3	The Technical Proposal must NOT contain any restrictions of the rights of the District or other qualification of the proposal.	Pass / Fail
4	A Proposer must NOT submit alternate proposals, change language or format, or submit more than one bid for the same proposal or more than one bid from different locations for the same company.	Pass / Fail
5	A Proposer must NOT submit multiple proposals in different forms (as a prime and a sub-proposer).	Pass / Fail
6	The Proposer must submit the completed RFP with all appropriate acknowledgements, forms, requested documents, notary and general signatures, as required. Proposer may not add additional sheets unless requested.	Pass / Fail
7	Provide the Proposal Statement of Certifications and Assurances completed and signed by an individual empowered to bind the Proposer to the provisions of this RFP and any resulting contract. The document must be signed without exception or qualification.	Pass / Fail
8	Provide a statement, based upon reasonable inquiry, of whether the Proposer or any individual who shall perform work under the contract has a possible conflict of interest (e.g., employment by the District) and, if so, the nature of that conflict. NOTE: Any questions of conflict of interest shall be solely within the discretion of the District, and the District reserves the right to cancel any award.	Pass / Fail
9	The proposer must submit all local, state, and federal agency licensing requirements for their company.	Pass / Fail
	<i>District Use – Contract Administrator Signature, Printed Name & Date:</i>	

**ATTACHMENT A CONT.
TECHNICAL PROPOSAL & EVALUATION GUIDE**

PART 2: GENERAL QUALIFICATIONS & EXPERIENCE. On a separate page(s) the Proposer must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below. Proposal Evaluation Team members will independently evaluate and assign up to the maximum score for each response to PART 2—General Qualifications & Experience Items. The maximum points for this PART 2 are ten (10).

PROPOSER LEGAL ENTITY NAME:				
Proposal Page # (Proposer complete s)	Item Ref.	Part 2— General Qualifications & Experience Items	Max Pts	Item Score
	2.1.	Detail the name, e-mail address, mailing address, telephone number of the person the District should contact regarding the proposal.	0.5	
	2.2.	Describe the Proposer's form of business (<i>i.e.</i> , individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and business location (physical location or domicile).	1	
	2.3.	Detail the number of years the Proposer has been performing the services described in this RFP.	1.5	
	2.4.	State whether or not there have been any mergers, acquisitions, or sales of the Proposer within the last ten years. If so, include an explanation providing relevant details.	0.5	
	2.5.	Provide three (3) customer references from individuals (who are <u>not</u> current or former officials or staff of the District) for projects similar to the services sought under this RFP. Detail the name, e-mail address, mailing address, telephone number, and facsimile number for each reference.	1.5	
	2.6.	State whether or not the Proposer has been declared in default of any contract	1	
	2.7.	State whether or not the Proposer or, to the Proposer's knowledge, any of the Proposer's employees, agents, independent proposers, or sub-proposers, proposed to provide work on a contract pursuant to this RFP, have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony. If so, include an explanation providing relevant details.	1	
	2.8.	State whether or not, in the last ten (10) years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors. If so, include an explanation providing relevant details.	1	
	2.9.	State whether or not there is any material, pending litigation against the Proposer that the Proposer should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this RFP or is likely to have a material adverse effect on the Proposer's financial condition. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the Proposer's performance in a contract pursuant to this RFP. NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Proposer must be properly licensed to render such opinions. The District may require the Proposer to submit proof of such licensure detailing the state of licensure and licensure number for each person or entity that renders such opinions.	1	
	2.10.	State whether or not your company has ever been sanctioned or found in violation (past, present, pending) of any local, state or federal environmental violations. If so, include an explanation providing relevant details.	1	
SCORE (for all Part 2—Qualifications & Experience Items above) (maximum possible score = 10):				
District Use – Evaluator Identification:				
District Use – Contract Administrator Signature, Printed Name & Date:				

ATTACHMENT A CONT.

TECHNICAL PROPOSAL & EVALUATION GUIDE

PART 3: TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH. On a separate page(s) the Proposer must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below. A Proposal Evaluation Team, made up of three (3) School Nutrition employees, will independently evaluate and score the proposal's response to each item.

PRINTED NAME & TITLE				
PROPOSER LEGAL ENTITY NAME:				
Proposal Page # (Proposer completes)	Item Ref.	Section C–Technical Qualifications, Experience & Approach Items	Max Point	District Use ONLY
	3.1.	Provide a sample work order form and an invoice, as requested in this RFP. Explain procedure to assure manager's signatures in every work ticket to meet bid language.	5	
	3.2.	Provide a brief, descriptive statement detailing evidence of the Proposer's ability to deliver the services sought under this RFP by group.	5	
	3.3.	Describe if there is any equipment listed that the proposer will not work on it. please see Equipment lists by group starting on page 35.	5	
	3.4.	Provide a list of the Proposer's personnel who will be servicing the proposal requirements, including prior experience and copies of completed training, factory endorsed certifications, etc.	5	
	3.5.	Detail the estimated call response time (time to arrive on site) after notified by the District. Provide a brief statement detailing the location of the Proposer's centralized office and call center, 24/7 availability.	5	
	3.6.	Provide a brief, descriptive statement detailing any warranty of labor, materials, etc. offered to the District, including warranties for generic parts.	5	
	3.7.	Identify how many service trucks will be servicing this proposal and the dispatch location for the identified service trucks on a daily basis.	5	
	3.8.	Describe the Proposer's number of employees, client base, and location of offices. Identify which office location is closest to Chattanooga, TN and the number of employees based at that location that will service our equipment.	5	
Total Score (maximum possible score = 40):				
		<i>District Use – Evaluator Identification:</i>		
		<i>Contract Administrator Signature, Printed Name & Date:</i>		

ATTACHMENT B

COST PROPOSAL SCHEDULE

PRINTED NAME & TITLE:			
PROPOSER LEGAL ENTITY NAME:			
Group #1 <input type="checkbox"/> Cooler/Freezers Group #2 <input type="checkbox"/> Kitchen Equipment Group #3 <input type="checkbox"/> Dish Machine/Booster heaters Group #4 <input type="checkbox"/> Ice Machines			
Cost Item Description	Proposed Cost	<i>District Use ONLY</i>	
		Maximum Evaluation Points Awarded	Evaluation Points Score
Service Visit Fee/ Minimum Fee:	\$	5	
Technician – Regular time hourly rate	\$ /HOUR	10	
Technician – After hour/hourly rate	\$ /HOUR	2	
Technician's helper – Regular hourly rate	\$ /HOUR	2	
Technician's helper – After hour/ hourly rate	\$ /HOUR	1	
Other Fee: Specify type of fee and amount		5	
Use a separate page for answers to this section			
Materials/parts: Matrix- Template of Matrix on page 34		20	
If you charge a service fee or minimum fee, provide the calculation that details the charges.		1	
Detail how you calculate Saturdays, Sundays and holidays for each project's billing rate. Assume a 4hrs job		1	
Provide explanation of potential discounts and/or rebates. This includes parts/supplies as well as paying invoices early.		1	
Method of Purchasing parts. 1) Does the Proposer buy equipment parts directly from the manufacturer? ___Yes ___No Provide explanation on separate page.		1	
Are the Generic parts subjected to the matrix as well as the OEM parts? Explain:		1	
Grand Total Score (maximum possible score = 50):			
Contract Administrator Signature, Printed Name & Date:			

MATRIX

Instructions:

There is an established price range for the parts, add the fixed fee per each price range. A cost-plus percentage method is not allowed.

Hamilton County Schools
School Nutrition Program
Parts Pricing Matrix

Price Range	Fixed Fee
\$0.01-\$5.00	
\$5.01-\$10.00	
\$10.01-\$15.00	
\$15.01-\$25.00	
\$25.01-\$50.00	
\$50.01-\$75.00	
\$75.01-\$100.00	
\$100.01-\$125.00	
\$125.01-\$150.00	
\$150.01-\$175.00	
\$175.01-\$200.00	
\$200.01-\$250.00	
\$250.01-\$500.00	
\$500.01-\$750.00	
\$750.01-\$1,000.00	
\$1,000.01-\$1,500.00	
\$1,500.01-\$2,000.00	
\$2,000.01-\$3,000.00	
\$3,000.01-\$4,000.00	
\$4,000.01-\$5,000.00	
\$5,000.01-up	

Group # 1 Coolers/Freezers

Brand	Equipment	Check () if your company is an Authorized Service Provider	Check () if have Certified Technician
Delfield	Walk- in freezer		
	Ice cream box		
	Pass-thru cooler		
	Reach-in cooler		
	Reach-in freezer		
	Cold wells serving line		
Hobart	Pass-thru cooler		
	Reach-in freezer		
Thermo Kool	Walk-in cooler		
	Walk-in freezer		
Kolpak	Walk-in cooler		
	Walk-in freezer		
True Temp	Reach-in cooler		
	Reach-in freezer		
	Milk box		
McCalls	Reach-in cooler		
	Reach-in freezer		
Weidman	Walk-in cooler		
	Walk-in freezer		
Koch	Pass-thru cooler		
	Reach-in cooler		
Victory	Reach-in cooler		
	Reach-in freezer		
	Pass-thru cooler		
Frida America	Walk-in cooler		
	Walk-in freezer		
Tatco	Walk-in cooler		
	Walk-in freezer		
American Panel	Walk-in cooler		
	Walk-in freezer		
Glenco	Reach-in cooler		
	Pass-thru cooler		
Dawn	Reach-in freezer		
Butcher	Walk-in cooler		
	Walk-in freezer		
Manitowoc	Reach-in freezer		
Heatcraft	Walk-in freezer		
Artic	Walk in freezer		
Jamison	Walk-in cooler		
	Walk-in freezer		
Raetone	Reach-in cooler		
Thermo King	Reefer Truck		

Brand	Equipment	Check () if your company is an Authorized Service Provider	Check () if have Certified Technician
Traulsen	Reach-in cooler		
	Reach-in freezer		
	Pass Thru Cooler		
Bally	Walk-in cooler		
Chill Air	Walk-in cooler		
	Walk-in freezer		
Masterbilt	Walk-in cooler		
	Walk-in freezer		
	Reach in Cooler		
	Reach in Freezer		
Southeast	Walk-in freezer		
Piper Products	Cold Wells serving line		
Shellymatic	Milk box		
	Ice cream box		
Draghetto	Ice cream box		
Kelvinator	Ice cream box		
Artic Star	Ice cream box		
Color Point	Ice cream box		
	Cold Wells Serving line		
Beverage Air	Milk box		
	Cold Merchandizer		
Caravell Schwan's	Ice cream box		
ACE	Ice cream box		
Carrier	Milk box		

Group #2 Kitchen Equipment/Hot			
Brands	Equipment	Check () if your company is an Authorized Service Provider	Check () if have Certified Technician
Cleveland	Compartment steamer		
	Steam kettle		
	Tilt skillet		
	Braising pan		
Crescor	Proof cabinet		
	Warmer		
Delfield	Pass-thru warmer		
	Portable serving line		
Garland	Convection oven		
	Gas range		
Hobart	Mixer		
	VCM		
	Food processor		
	Food slicer		
	Pass-thru warmer		
	Deep fryer		
Blodgett	Combi oven		
	Convection Ovens		
Elite	Portable serving line		
EtcO	Range		
Groen	Steam kettle		
	Compartment steamer		
	Tilt skillet		
GE	Range		
	Convection oven		
	Add-a-foot cook top		
Market Forge	Convection oven		
	Tilt skillet		
	Compartment steamer		
	Steam kettle		
Progressive	Portable serving line		
SCE	Portable serving line		
Aerohart	Cold serving line		
Glenco	Pass-thru warmer		
Legion	Braising pan		
	Tilt skillet		
Blakeslee	Mixer		

	Combi-oven		
	Compartment steamer		
	Deep fryer		
	Range		
Vulcan	Tilt skillet		
Buffet Mobile	Serving line		
Lincoln	Pizza oven		
Pitco	Deep fryer		
Hotpoint	Deep fryer		
	Convection oven		
Duke	Serving line		
Hatco	Serving line		
Color Point	Portable serving line		
Fry Master	Deep fryer		
Herrick	Pass-thru warmer		
TurboChef	Speed oven		
Piper Products	Serving line		

Group #3 Dish Machines			
Brand	Equipment	Check () if your company is an Authorized Service Provider	Check () if have Certified Technician
Hobart	Dish machine		
	Booster Heater		
Hatco	Booster Heater		
Other Brands/provide list	Dish machine		
Other Brands/provide list	Booster Heater		

Group #4 Ice Machines

Brand	Equipment	Check () if your company is an Authorized Service Provider	Check () if have Certified Technician
Scotsman	Ice machine		
	Water dispensers		
Manitowoc	Ice machine		
Microban	Ice machine		
Hoshizaki	Ice machine		
Ice-o-matic	Ice machine		

SCHOOL	MANAGER	CAFETERIA	HOURS
ALLEN ELEM	PAULA NABORS	843-4725	5:45am-1:45pm
ALPINE CREST ELEM	JEANELLE VINEYARD	874-1922	6:00am-2:00pm
APISON ELEM	CONNIE OCHSENBEIN	498-6896	6:00am-2:30pm
BARGER ACADEMY	CARRIE SILVIS	893-3579	6:00am-2:30pm
BATTLE ACADEMY	KRISTY KIRKLEY	498-6862	6:00am-2:30pm
BIG RIDGE ELEM	MICHELLE SMITH	843-4798	6:30am-2:30pm
BRAINERD HIGH	CECILIA FRAZIER	855-2621	5:30am-2:00pm
BROWN ACADEMY	SHERI DENT	498-6872	6:00am-2:00pm
BROWN MIDDLE	APRIL WHITE	344-1443	5:30am-2:00pm
CCA	TAMMY BEARDEN	498-7369	6:00am-2:30pm
CENTRAL HIGH	JENNIFER MCNABB	344-1454	5:30am-2:00pm
CLIFTON HILLS ELEM	ASHLEY BREEN	493-0359	6:00am-2:30pm
CSAS	CYNTHIA MCGEE	498-6847	6:00am-2:00pm
CSLA	DARLINA (SHONTE) GIBSON	855-2608	6:00am-2:00pm
DAISY ELEM	SHAWNTA HILLIAN	332-8818	6:00am-2:30pm
DALEWOOD MIDDLE	CECILIA FRAZIER	493-0325	6:15am-1:15pm
DONALDSON, CALVIN ELEM	TRAMMELL HYMES	825-7261	6:00am-2:30pm
DUPONT ELEM	MARANDA HENDERSON	870-0617	6:00am-2:00pm
EAST BRAINERD ELEM	APRIL STAFFORD	855-2673	6:00am-2:30pm
EAST HAMILTON HIGH	FRANCISCO ISAAC	893-3544	6:00am-2:00pm
EAST HAMILTON MIDDLE	AMBER PFENDLER	498-6802	5:30am-1:30pm
EAST LAKE ACADEMY	SABRINA BARBREE	493-0336	6:00am-2:30pm
EAST LAKE ELEM	DESTINI STRICKLAND	493-0371	6:00am-2:30pm
EAST RIDGE ELEM	CHARLENE FINN	493-9299	6:00am-2:30pm
EAST RIDGE HIGH	THELMA NEAL	867-6217	5:30am-2:00pm
EAST RIDGE MIDDLE	KIMBERLY STEVENS	867-6213	5:30am-2:00pm
EAST SIDE ELEM	SHEMECA BELL	493-7783	6:00am-2:30pm
HARDY ELEM	TERESA CARTER	493-0305	6:00am-2:30pm
HARRISON ELEMENTARY	JENNIFER ELLIOTT	344-1432	6:00am-2:30pm
HIXSON ELEM	DENISE McDaniel	870-0622	6:00am-2:30pm
HIXSON HIGH	CHASITY HIGDON	847-4803	5:30am-1:30pm
HIXSON MIDDLE	TRACY SWEATT	847-4820	5:30am-2:00pm
HOWARD SCHOOL	JOANNA SHEETS	498-6856	6:00am-1:30pm
HUNTER MIDDLE	SUSAN KELLEY	344-1483	6:00am-2:30pm
LOFTIS MIDDLE	KELLY HOUSTON	843-4756	6:00am-2:00pm
LOOKOUT MTN ELEM	LINDSAY REECE	825-7388	6:30am-2:30pm
LOOKOUT VALLEY ELEM	NANCY AITKEN	825-7375	6:10am-2:10pm
LOOKOUT VALLEY M/H	DEBORAH BOYD	825-7355	5:30am-1:30pm
MCCONNELL ELEM	TAMMY BROWN	843-4703	6:00am-2:30pm
MIDDLE VALLEY ELEM	JOANNA SHEETS	843-4701	6:00am-2:30pm
NOLAN ELEM	BRENDA CAMP	886-0872	6:00am-2:30pm
NORMAL PARK LOWER	CHAD PHILLIPS	498-6884	6:00am-2:30pm
NORMAL PARK UPPER	CHAD PHILLIPS	498-6887	6:10am-2:40pm
N. HAMILTON CO. ELEM	MELINDA (STARR) RICHEY	332-8852	6:00am-2:00pm
OOLTEWAH ELEM	DEWANDA BENNING	498-6901	6:00am-2:30pm

SCHOOL	MANAGER	CAFETERIA	HOURS
OOLTEWAH HIGH	ALBERT MILLER	498-6921	6:00am-2:30pm
OOLTEWAH MIDDLE	MICHELL LEAMON	498-6911	6:00am-2:30pm
ORCHARD KNOB ELEM	APRIL BURKHART	493-0386	5:30am-2:00pm
ORCHARD KNOB MIDDLE	LANIKA BENFORD	493-7797	6:00am-2:30pm
RED BANK ELEM	TAMMY LAMBERT	874-1919	6:00am-2:30pm
RED BANK HIGH	DONNA LENNON	874-1905	6:00am-2:30pm
RED BANK MIDDLE	DIANE SMITH	874-1911	6:00am-2:30pm
RIVERMONT ELEM	VALERIE SKIPPER	870-0612	6:00am-2:00pm
SALE CREEK HIGH	RHONDA WRIGHT	332-8822	6:00am-2:00pm
SEQUOYAH HIGH	SHEILA WILLIAMS	843-4709	5:45am-1:45pm
SHEPHERD, BESS T. ELEM	NICOLE TURITTO	855-2672	6:00am-2:30pm
SIGNAL MOUNTAIN M/H	JACKIE ELLIS	886-0877	6:00am-2:30pm
SMITH, WALLACE A. ELEM	GINGER FERGUSON	344-1427	6:00am-2:30pm
SNOW HILL ELEM	BRANDI DALTON	344-1459	6:00am-2:00pm
SODDY DAISY HIGH	TONI CRANMORE	332-8836	5:30am-2:00pm
SODDY DAISY MIDDLE	BRENDA EGGER	332-8857	5:30am-1:30pm
SODDY ELEM	PATRICIA DAVIDSON	332-8841	6:00am-2:00pm
SPRING CREEK ELEM	PATRICIA HAVEN	855-6140	6:00am-2:30pm
STEM SCHOOL	GLENDA DOUTHARD	531-6270	
THRASHER ELEM	DONNA WARREN	886-0884	6:15am-2:15pm
TYNER HIGH ACADEMY	CHARLENE FINN, TEMP. MNGR	855-2637	6:30am-2:00pm
TYNER MIDDLE ACADEMY	PATRICIA HAVEN	855-2650	6:45am-2:00pm
WESTVIEW ELEM	BRANDI DYE	855-6144	6:00am-2:00pm
WOLFTEVER CREEK ELEM	VICKI PITTMAN	933-3674	6:00am-2:30pm
WOODMORE ELEM	THAILIA SMITH	493-0393	5:30am-2:00pm

Score Summary Matrix

GROUP #1 REFRIGERATION/FREEZER EQUIPMENT	<i>PROPOSER NAME</i>		<i>PROPOSER NAME</i>		<i>PROPOSER NAME</i>	
GENERAL QUALIFICATIONS & EXPERIENCE (maximum: 10)						
	AVERAGE :		AVERAGE:		AVERAGE:	
TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH (maximum: 40)						
	AVERAGE :		AVERAGE:		AVERAGE:	
COST PROPOSAL (maximum: 50)						
	SCORE:		SCORE:		SCORE:	
TOTAL PROPOSAL EVALUATION SCORE: (maximum: 100)						
<i>Contract Administrator Signature, Printed Name & Date:</i>						

GROUP #2 KITCHEN EQUIPMENT	PROPOSER NAME		PROPOSER NAME		PROPOSER NAME	
GENERAL QUALIFICATIONS & EXPERIENCE (maximum: 10)						
	AVERAGE		AVERAGE:		AVERAGE:	
	:					
TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH (maximum: 40)						
	AVERAGE		AVERAGE:		AVERAGE:	
	:					
COST PROPOSAL (maximum: 50)						
	SCORE:		SCORE:		SCORE:	
TOTAL PROPOSAL EVALUATION SCORE: (maximum: 100)						
<i>Contract Administrator Signature, Printed Name & Date:</i>						

GROUP #3 DISH MACHINE	<i>PROPOSER NAME</i>		<i>PROPOSER NAME</i>		<i>PROPOSER NAME</i>	
GENERAL QUALIFICATIONS & EXPERIENCE (maximum: 10)						
	AVERAGE :		AVERAGE:		AVERAGE:	
TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH (maximum: 40)						
	AVERAGE :		AVERAGE:		AVERAGE:	
COST PROPOSAL (maximum: 50)						
	SCORE:		SCORE:		SCORE:	
TOTAL PROPOSAL EVALUATION SCORE: (maximum: 100)						
<i>Contract Administrator Signature, Printed Name & Date:</i>						

GROUP #4 ICE MACHINE	<i>PROPOSER NAME</i>		<i>PROPOSER NAME</i>		<i>PROPOSER NAME</i>	
GENERAL QUALIFICATIONS & EXPERIENCE (maximum: 10)						
	AVERAGE :		AVERAGE:		AVERAGE:	
TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH (maximum: 40)						
	AVERAGE :		AVERAGE:		AVERAGE:	
COST PROPOSAL (maximum: 50)						
	SCORE:		SCORE:		SCORE:	
TOTAL PROPOSAL EVALUATION SCORE: (maximum: 100)						
<i>Contract Administrator Signature, Printed Name & Date:</i>						

CERTIFICATE OF COMPLIANCE

By indication of the authorized signature below, the Proposer/Bidder does hereby make certification and assurance, under penalty of perjury, of the Proposer's/Bidder's compliance with all provisions of this bid/bid and the following items:

1. the laws of the State of Tennessee and Hamilton County;
2. Title VI of the Civil Rights Act of 1964;
3. Title IX of the Education Amendments of 1972
4. the condition that no amount shall be paid directly or indirectly to an employee or official of Hamilton County Department of Education as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer/Bidder in connection with the procurement under this Bid/RFP.

Signed _____ Dated _____

Print Name _____ Email _____

Company _____ Telephone No. _____

Address _____ Fax No. _____

City _____ State _____ Zip _____

AUTHORIZATION TO BIND

By signing this proposal, I certify and acknowledge that the information contained in this document is true and correct, containing **NO** misrepresentations. The information is **NOT** tainted by any collusion. I certify and acknowledge that I have reviewed and approved the release of this proposal/bid for HCS's consideration. Further, I am authorized to bind my company to the responses and pricing in these proposal/bid documents, and any subsequent negotiations, as well as execute the actual Contract documents, if selected.

Authorized Signature (Officer of the Company)

Name of Authorized Signer (Printed or Typed)

Title of Authorized Signer

Firm Name

Taxpayer Identification Number

Firm Address, City and Zip Code

Telephone Number

Fax Number

Email Address

Date

**Drug-Free Workplace Requirements & Affidavit
TENNESSEE CODE ANNOTATED, § 50-9-113**

- (1) Each Contractor or Subcontractor with no less than five (5) employees receiving pay shall submit an affidavit stating that such employer has a drug-free workplace program in effect at the time of submission of bids. Said program shall comply with Title 50, Chapter 9, TCA.
- (2) If it is determined that an employer subject to the provisions of this section has entered into a contract for this Project and does not have a drug-free workplace pursuant to the referenced requirements, such employer shall be prohibited from entering into another contract with any local government or state agency until such employer can prove compliance.
- (3) The written affidavit shall be submitted with the Construction Contractor's Bid Form, and the Bid shall not be considered complete if said affidavit is not included, and the Bid shall be rejected as Non-Responsive. For all other product or service contracts submission of the affidavit is encouraged only.
- (4) For purposes of compliance with this section, any private employer shall obtain a certificate of compliance with the applicable portions of the Drug-Free Workplace Act from the Department of Labor and Workforce Development.

(To be submitted with bid by construction contractor with 5 or more employees and encouraged for all others)

AFFIDAVIT

I _____, president or other principal

Officer of _____, swear or affirm that the
(Name of Company)

Company has a drug-free workplace program that complies with Title 50, Chapter 9, Tennessee Code Annotated, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with the Tennessee Code Annotated, § 50-9-113.

President of Principal Officer

For: _____

STATE OF TENNESSEE }
COUNTY OF _____ }

Subscribed and sworn before me by _____, President

or principal officer of _____,

On this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____

Instructions for Non-Collusion Affidavit

- (1) This non-collusion affidavit is material to any contract awarded pursuant to this bid.
- (2) This non-collusion affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
- (3) Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that such statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
- (4) In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.
- (5) The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, and intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

**Non-Collusion Affidavit
(Attachment C)**

State of _____

County of _____

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____, its affiliates, subsidiaries, officers, directors and
(Name of my Firm)
employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the
(Name of my Firm)

above representation are material and important and will be relied on by Hamilton County Department of Education in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Hamilton County Department of Education of the true facts relating to submission of bids for this contract.

(Signature and Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY OF
_____, 20 _____

NOTARY PUBLIC:

My Commission Expires: _____

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., ("Act"). This form must be submitted with any bid or bid regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Company Name

Signature of Authorized Official

State of _____

County of _____

The foregoing instrument was signed and acknowledged before me, by means of physical presence or personally known, this _____ day of _____, 20____, by

_____ who has produced _____ as identification.
(Print or Type Name) (Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of these Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

Hamilton County Board of Education Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective participant / vendor certifies, by submission of this bid, that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or agency.

Where the prospective participant / vendor is unable to certify to any of the statements in this Certification, such prospective participant / vendor shall attach an explanation to this bid.

Organization Name

Name(s) and Title(s) of Authorized Representative(s)

Signature

Certification of Compliance with Tennessee Public Chapter # 587

The General Assembly of the State of Tennessee requires any person, corporation or other entity who enters into or renews a contract with a local board of education comply with Tennessee Public Chapter #587 (TPC587).

TPC587 requires persons, employees of the person or corporation that have direct contact with school children or access to school grounds when children are present to have supplied to the corporation a fingerprint sample and have conducted a criminal history records check by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds. (The Public Chapter 1080, (D) was amended to: “A person whose contract is for the performance of a service at a school-sponsored activity, assembly or even at which school officials or employees are present when the service is performed and where the activity, assembly, or event is *conducted under the supervision of school officials or employees.*”

TPC587 provides guidance for employees who have been convicted of an offense that is classified as a sexual offense or a violent sexual offense.

I have read the attached TENNESSEE PUBLIC CHAPTER # 587 and certify compliance with the regulations.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds. Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards and that all sub recipients shall certify and disclose accordingly to undersigned.

Name & Address of Consultant/Contractor/Vendor

Name & Title of Submitting Authorized Official

Signature of Authorized Official

Date

Complete as applicable only.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0013

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input style="width: 100%;" type="text"/> * Street 1: <input style="width: 60%;" type="text"/> Street 2: <input style="width: 40%;" type="text"/> * City: <input style="width: 30%;" type="text"/> State: <input style="width: 30%;" type="text"/> Zip: <input style="width: 15%;" type="text"/> Congressional District, if known: <input style="width: 50%;" type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: <div style="border: 1px solid black; height: 100px;"></div>		
6. * Federal Department/Agency: <input style="width: 100%;" type="text"/>	7. * Federal Program Name/Description: <input style="width: 100%;" type="text"/> CFDA Number, if applicable: <input style="width: 50%;" type="text"/>	
8. Federal Action Number, if known: <input style="width: 100%;" type="text"/>	9. Award Amount, if known: \$ <input style="width: 80%;" type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix: <input style="width: 10%;" type="text"/> * First Name: <input style="width: 30%;" type="text"/> Middle Name: <input style="width: 30%;" type="text"/> * Last Name: <input style="width: 40%;" type="text"/> Suffix: <input style="width: 10%;" type="text"/> * Street 1: <input style="width: 60%;" type="text"/> Street 2: <input style="width: 40%;" type="text"/> * City: <input style="width: 30%;" type="text"/> State: <input style="width: 30%;" type="text"/> Zip: <input style="width: 15%;" type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix: <input style="width: 10%;" type="text"/> * First Name: <input style="width: 30%;" type="text"/> Middle Name: <input style="width: 30%;" type="text"/> * Last Name: <input style="width: 40%;" type="text"/> Suffix: <input style="width: 10%;" type="text"/> * Street 1: <input style="width: 60%;" type="text"/> Street 2: <input style="width: 40%;" type="text"/> * City: <input style="width: 30%;" type="text"/> State: <input style="width: 30%;" type="text"/> Zip: <input style="width: 15%;" type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input style="width: 100%;" type="text"/> * Name: Prefix: <input style="width: 10%;" type="text"/> * First Name: <input style="width: 30%;" type="text"/> Middle Name: <input style="width: 30%;" type="text"/> * Last Name: <input style="width: 40%;" type="text"/> Suffix: <input style="width: 10%;" type="text"/> Title: <input style="width: 30%;" type="text"/> Telephone No.: <input style="width: 30%;" type="text"/> Date: <input style="width: 30%;" type="text"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048 Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction. According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (<https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page above in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment: Immigration Law Affidavit Certification

This Affidavit is required and should be signed by an authorized principal of the Consultant/Contractor/Vendor and submitted with HCS Procurements where applicable. Further, Consultant/Contractor/Vendor are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, upon request by HCS personnel. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company.

HCS will not intentionally award HCS contracts to any vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act (“INA”).

HCS may consider the employment by any vendor of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by HCS.

Vendor attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at any time upon request by HCS.

Name & Address of Consultant/Contractor/Vendor

Name & Title of Submitting Authorized Official

Signature of Authorized Official Date

Cut along the outer border and affix this label to your sealed solicitation envelope to identify it as a “Sealed Submission/Proposal”.

PROPOSAL DOCUMENTS • DO NOT OPEN

SOLICITATION No.:	23-35
SOLICITATION TITLE:	MAINTENANCE, REPAIRS, PARTS AND REMOVAL OF SCHOOL NUTRITION EQUIPMENT
OPENING/DUE DATE:	MAY 25, 2023
TIME DUE:	Prior to: 1:00PM
SUBMITTED BY:	_____ (Name of Company)
DELIVER TO:	Hamilton County Board of Education Attn: Purchasing Department 3074 Hickory Valley Road Chattanooga, TN 37421

***Notices:**

- The Date Due/Submission Deadline Date/Opening Date as stated on this label and other forms contained herein may have been updated via issuance of Addenda against this project. It is the sole responsibility of the Contractor/Vendor to monitor the HCS solicitation for any updates to the Date Due/Submission Deadline Date/Opening Date via Addenda. This label or other original forms may not be updated. Contractor/Vendor may strike through and update Date Due/Submission Deadline Date/Opening Date at their discretion to match any updates to this date that have been published via Addenda.
- Submissions received after the time and date of the Date Due/Submission Deadline Date/Opening Date will not be accepted at the sole discretion of HCS.
- Some submissions may require the Vendor to provide the company name, Tennessee Contractor’s license number, expiration date, license classification and company address on the outside of the sealed bid envelope in accordance with TCA 62-6-119. Where this is requested within the project documents the Vendor is solely responsible for compliance with this request.

PLEASE PRINT CLEARLY