

Invitation to Bid

20141125-02 - WHITEBOARD

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20141125-02 - WHITEBOARD until 9:30 a.m. CDT Tuesday, November 25, 2014. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Chris Harrison, Purchasing Department at chris.harrison@sumnerschools.org. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:30 A.M. Local Time TUESDAY, NOVEMBER 25, 2014** for **20141125-02 - WHITEBOARD**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **20141125-02 - WHITEBOARD** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: 20141125-02 - WHITEBOARD
DEADLINE: 9:30 A.M.; TUESDAY, NOVEMBER 25, 2014
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **20141125-02 - WHITEBOARD** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

20141125-02 – WHITEBOARD

The Sumner County Board of Education, herein known as “School System”, is soliciting bids for the purchase of whiteboards. The bid shall be for materials only. The installation shall be completed by the School System.

Interest bidders must include cost of delivery to the following address:

Sumner County Board of Education
1500 Airport Road
Gallatin, TN 37066

The School System shall inspect the shipment for damaged or warped product. The vendor shall, at its' sole expense, replace any damaged item with a new whiteboard. The vendor shall not receive payment until all items received are verified free of damage.

SPECIFIC INFORMATION

The following specifications are based on the Ghent Spectra M3 Series Magnetic Whiteboard. The School System shall accept equal to or better than this version.

- Writing Surface: Painted Steel
- Magnetic: Yes
- Frame: Aluminum
- Tray Material: Aluminum
- Width: 12 ft.
- Height: 4 ft.
- Construction: Single piece
- Warranty: 20 year

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE 20141125-02 - WHITEBOARD

DEADLINE TUESDAY, NOVEMBER 25, 2014 @ 9:30 A.M.

BID AMOUNT \$ _____ EACH

\$ _____ GRAND TOTAL

BID GOOD THRU _____

NOTES: _____

