

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064
Phone (615) 472-4011



**WILLIAMSON COUNTY SCHOOLS
REQUEST FOR PROPOSAL # 1312
FURNITURE & FIXTURES PROGRAM**

This post (*pre-bid meeting*) document incorporates discussion points from the pre-bid meeting conducted on Tuesday, September 19, 2023. The document is being released and distributed to bidders on Friday, September 29, 2023. The document will also be published on the WCS website under Purchasing Department bid projects. This RFP opening has been rescheduled from an earlier date (as originally advertised in the Tennessean on Thursday, April 27, 2023) to a new date and time below.

Williamson County Board of Education (WCS) is accepting sealed proposals from interested and qualified full-service Furniture Vendors for our School District Comprehensive Furniture & Fixtures Program. Sealed RFP envelopes must be marked "**RFP #1312 Furniture & Fixtures Program**".

Proposers may include any related literature, brochures or other proposal materials pertinent to their submission. Sealed proposal envelopes must be mailed, or hand delivered to Williamson County Schools, Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064 Attn: Skip Decker, by or before **10:30 a.m. on Friday, October 20, 2023** at which time they will be publicly opened. Absolutely no proposals will be accepted after this time. Faxed or emailed proposals will not be accepted. Sealed proposal envelopes shall be stamped (date and time) by WCS to verify the authenticity of receipt.

IMPORTANT NOTE: A pre-bid meeting was held on Tuesday, September 19, 2023 at 2:30 p.m. for this project. Although this meeting was not mandatory, it was encouraged and recommended. The interested proposers that participated by attending the pre-bid were given specific details, requirements and specifications concerning this project. During the pre-bid the participants were allowed to ask questions. Those questions and any changes discussed are included in this document. However, if there are additional questions they must be received by or before the cut-off date of 12:00 noon on Friday, October 6, 2023. Questions will be answered in an addendum. After this time no further questions will be allowed.

**THE FOLLOWING INFORMATION MUST BE PRINTED ON
THE OUTSIDE OF THE SEALED PROPOSAL ENVELOPES**

- RFP #1312 Furniture & Fixtures Program
- Proposer's Company Name
- Company Address
- Date & Time of RFP Opening

**THE FOLLOWING MUST BE INCLUDED INSIDE
THE SEALED PROPOSAL ENVELOPE**

- Drug Free Workplace Affidavit
- Criminal Background Check Affidavit
- Certificate of Iran Divestment Act
- Non-Boycott of Israel Certificate
- Bid bond in the amount of 5% of the RFP submittal

Important Note Concerning this RFP Project:

- | | |
|--|--|
| <ul style="list-style-type: none">● Professional Service● Installation● Consulting● Design● Delivery● Quality Workmanship● Warehousing Service | <ul style="list-style-type: none">● Transportation & Materials Handling● High Output & Quality Results● Cash Flow/Credit● Proper Accounting & Reporting |
|--|--|

All of the above are equally important as the furniture pricing. Potential proposers should take all of these critical factors into consideration before submitting their proposals. WCS is seeking a competent, **FULL-SERVICE PARTNER**. This partner should also successfully administer a comprehensive program to meet the custom needs of the district. The successful proposer must have a strong-working infrastructure in Williamson County in order to effectively, efficiently and with agility meet the demands and challenging needs of WCS.

This RFP document was prepared by the WCS Purchasing Department, please read the specifications carefully. If you have questions concerning this request for RFP document, contact the WCS Purchasing Department by emailing either Skip Decker skipd@wcs.edu or Kirk Elliott kirke@wcs.edu.

- To reiterate, the project is an RFP for Furniture Equipment and Professional services. This includes but is not limited to:
 - Dedicated Experienced Team
 - Account Manager for all WCS School projects
 - Account Manager for all WCS Central Office /other projects
 - Project Designer
 - Sales Administrator
 - Project Manager.
- Williamson County Schools reserves the right to accept or reject proposals, upon the evidence (or determined by WCS Staff) before or after the RFP opening, that a proposer is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice.

- All proposals are to be complete in every detail as required. Proposals that are incomplete, contain irregularities or are not in accordance with the specifications may be rejected. WCS reserves the right to waive any formalities to accept any bids as a whole, split bid, and /or accept any individual item or items within a bid or to reject any or all bids in the best interest of WCS.
- All proposer's must provide and include in their RFP submission to WCS a completed Tennessee Drug Free Workplace Affidavit (as required by TCU 50-9-113) and a Criminal Background Compliance Affidavit (as required by TCU 49-5-413) the Iran Divestment Act Affidavit and a Non-Boycott of Israel Certificate. Affidavits are attached to this document.
- An apparent low proposer will be established from the RFP process. A contract for this project will be awarded to the lowest, best and most responsive proposal that reasonably meet specifications and qualifications. Once the successful proposer has been established through the competitive RFP process the WCS Purchasing Manager will notify the said proposer of our intent to proceed with documented award.
- The Awarded Vendor must provide to WCS the following item within (15) consecutive calendar days from the date of WCS award notice.
 - ***CERTIFICATE OF INSURANCE:*** WCS must be named as an additional insured on vendors' policy. Awarded Vendor will obtain and maintain insurance to protect vendor and owner from claims which may arise out of or result from contractor's operations under the contract. The Certificate of Liability must be for no less than \$2,000,000 and must list WCS as additional insured.
- WCS has decided to eliminate the PPLM Bond for this project.
- All proposals are ultimately subject to funding as with all WCS projects. WCS is a tax-exempt organization. Proposers are to include all sales and use tax, payroll tax, insurance, bonds, etc. as applicable by State of TN procurement laws in their proposal.
- The language of this RFP shall be binding unless mutually amended by WCS and the awarded proposer. Issuance of the award notice will take place within approximately 10 - 15 days of RFP opening.
- The terms, conditions and language of this RFP shall supersede and take precedence over any resulting contract / agreement and shall be binding unless mutually amended by WCS and proposer.
- Disputes or legal matters will be litigated in Williamson County or the Middle District of Tennessee. WCS Purchasing Manager must approve any change to original proposal specifications. For any resulting agreement from this RFP, WCS reserves the right to cancel upon 30 days written notice without penalty.

- Proposals are to be valid for a minimum of 60 days or until awarded whichever comes first. For all awarded proposals price structure will be fixed and remain in effect throughout the entire contract period. The awarded proposal will be in effect for a period of (1) year. WCS reserves the right to extend the annual option to renew at the anniversary date of the contract for five (5) annual renewals. However, renewals are not to exceed a total of (6) years which includes the first year. Awarded proposal price shall remain fixed for the duration of the agreement, including renewals, unless an increase is mutually agreed upon for extenuating circumstances.
- The awarded proposer should abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission but shall fully address the full intent and meaning of each aspect of the specifications. WCS reserves the right to waive any technicalities or formalities or informalities.
- It is the awarded proposer's responsibility to comply with all local, state and federal laws, regulations, codes, licensing, and other requirements. The proposer must be prepared to substantiate compliance upon request by the Board's representative.
- In the event a proposer fails to perform, WCS reserves the right to begin negotiations with the "next best proposer" to complete the projects or services. In addition, the vendor may forfeit future business with WCS.

SCOPE OF PROJECT

Furniture procurement and implementation obviously plays a critical role in the operations of WCS especially in new construction projects. Due to the extreme importance of this role, we place a high value on companies and or experienced account managers whose main focus is in furniture sales, design services and related project management in the K - 12 or Higher Education Market.

DEDICATED ACCOUNT TEAM

WCS requires dedicated personnel servicing our account that are knowledgeable and competent in the delivery of our comprehensive furniture program. The following roles are required with a single point of contact for each. If there is a change in personnel on our account we require notification of such changes.

1. **LEAD ACCOUNT MANAGER:** WCS requires the account to be managed professionally and properly by a high-level account executive with K - 12 Education Furniture experience. This person must have the authority to delegate and direct appropriate personnel to service our account effectively. We are seeking a relationship beyond order taking and desire a business partner that values our business and prioritizes our account.
Experienced & Effective Account Manager must be accessible and responsive to calls, texts and emails. Because future purchases and renewals will be performance based, timely installation, minimal mistakes, punch lists and corrections made in an expedient manner will be considered.

WCS often has large scale projects requiring a seasoned / experienced professional to manage the project. Therefore, the Lead Account Manager must have a proven 4-5 years' experience in furniture sales and management with emphasis on project management of K-12 Educational projects. WCS would like to review the resume of the Account Manager to be assigned to the districts account. If our designated account Manager is out of the office on a vacation, illness or work-related travel, a reliable 2nd person who can step up and manage the account is required. Additionally, installation supervisor must have comparable experience due to the complexity and scope of WCS projects.... The lead account executive must be competent and professional to occasionally meet, collaborate and serve in possible advisory roles with WCS executive members. The lead account executive will monitor and keep abreast of WCS capital projects through WCS Board meetings and budget process — in order to engage strategic planning, ideas and value with the Purchasing Dept. Finally, this position requires that the Lead Account Manager live in the Nashville, Tennessee metropolitan area and be able to visit a school any day for which assistance is needed.

2. **CAD DESIGNER:** WCS requires a CAD Designer with at least 5 years of experience with the ability to be on-site when necessary and be able to collaborate to turn projects around efficiently.
 3. **FIELD REPRESENTATIVE:** WCS also requires a representative with at least 5 years of K-12 furniture experience that is knowledgeable of products and able to meet with WCS teachers, principals and central office employees to assess and respond to district needs.
 4. **OPERATIONS MANAGER:** The Operations Manager will oversee the installation crews, warehousing, etc. to ensure timely and quality operational performance.
 5. **ACCOUNTING CONTACT PERSON:** Our contact in accounting should be responsive to our quote and invoicing questions and be accurate in producing detailed reporting and other information relevant to our account.
- Required reporting: A weekly perpetual activity report of all open and closed furniture transactions is required to be prepared and emailed to WCS Purchasing Manager as an Excel spreadsheet by 9:00 am Tuesday morning. The information required to be included: PO number, PO date, dollar amount of PO, project description, installation date, invoice date, invoice number, invoice amount and any related notes.

PURCHASE ORDERS: Purchase orders must be completed at one time. Awarded Vendor will hold items until all are ready to be installed.

INVOICING: WCS requires net 30 from date of invoice which must be after 100% project completion and punch list is cleared. Partial invoices will not be accepted for incomplete week. We do NOT wish to receive statements — we pay by invoice. Supporting documentation required with the invoice includes the original PO, original quote, and a signed work ticket with WCS authorization of project completion. Vendor must finish project to get paid, no piece mill invoices will be accepted.

- WCS must be approved by your company for a revolving credit limit of \$1.5 - 2 million. We do not intend to complete individual credit applications for transactions. Similarly, we expect that your company will have similar credit capacity with the manufacturers so that delays are not incurred because of credit issues.
- Successful proposer must have an excellent rapport and experience with various manufacturers to provide optimal — maximum discounts and to take care of warranty claims and issues or other related issues in an expedient manner. Failure to abide and uphold this commitment will result in a notice of cancellation of any awarded contract.
- The proposer shall quote a percentage discount off the manufacturer's catalog list price no more than 30 manufactures should be used. Due to the bulk load of several catalogs, it is not necessary to submit manufacture catalogs in your bid packet. Upon the evaluation of proposals, WCS may request catalogs — at which time they should be made available in a timely manner. Submitted proposals should be no longer than 40 pages maximum. We wish to receive the most competitive pricing on your bid based upon annual aggregated spend and do not wish to receive tiered, complicated proposals.

INSTALLATIONS: An experienced installation crew supervisor is required. Crew members must be uniformed personnel with appearance and conduct appropriate for school district and central office on-site work. Proposer should disclose how installation will be completed, will installer be company personnel or outsource crews. Vendor must provide and insure installers and all employees providing services or equipment on their behalf are background checked and drug free. It is the sole responsibility of the vendor to provide and complete these background checks and provide proof of such if necessary.

- Approximately 20% of WCS installations (especially systems installations) require a skilled, experienced carpenter to make field cuts and some occasional millwork. It is critical that vendors carefully protect the schools, floors, walls, ceilings, canopies, etc. during deliveries and installations.

TURNKEY SERVICES: Vendor must provide 100% turnkey service — complete delivery, assembly and installation. This includes any pre-site visits, quotes or cad services. No dropships from manufacturers at WCS locations unless pre-approved by WCS Purchasing for a coordinated large, new school installation. Vendor must ensure 100% complete removal of project debris away from the school premises. WCS dumpsters cannot be used for this purpose. This may include delivery to the warehouse to be stored. Turnkey installations of new furniture include removal of old, obsolete furniture from the school and transportation to the surplus warehouse so this must be included in bid price. This furniture must be inventoried for later sale at WCS surplus auction. Trash should be disposed of at the vendor's location.

- Quotes must be turned around quickly, accurately and efficiently with itemization, detailed manufacturer list price, WCS discounted price, illustrations/pictures of items and CAD diagrams of project when applicable. Note: if a school is using its on funds the district is not responsible for paying that invoice. This should be documented prior to PO issuance.

MANAGED WAREHOUSE: Vendor must provide a full-service warehouse within 4 - 5 miles of the WCS central office with approximately 3,500 square feet of concrete floor space. The WCS items must be partitioned/secured. Industrial racks including the floor result in at least 3 tiers are required. The ceiling of the warehouse must have at least 18 foot clearance. The warehouse must include all utilities, manpower, security and material handling equipment. WCS must have convenient access Monday — Friday year-round. Weekend access may be needed on occasion and will be coordinated ahead of time. To reiterate this warehousing space and services must be factored into the turnkey price.

- WCS will typically have multiple projects under one consolidated purchase order. We typically state on each purchase order that the vendor must issue one consolidated detailed invoice pursuant to the PO — after all work has been successfully completed Vendor must understand this may be several weeks. The awarded proposer / vendor must have the financial stability to accommodate this type of invoicing and payment arrangement and not request partial payments from WCS. Partial payments (for partially completed projects) will not be honored.
- Awarded proposer must be able to provide multiple furniture line solutions. Awarded proposer must provide a minimum of 5 manufacturer / furniture product lines that are appropriate for public K— 12 utilizations as previously noted no more than 30 manufacturer lines. WCS desires the ability to add new furniture manufacturers / lines during the term of the contract. These new lines must be added with approval by WCS, at comparable discount arrangements. Successful vendor must maintain letters of Representation/Authorization to provide WCS products from each of the Manufacturers offered on this contract. The Authorization must be specific to this RFP and Contract and addressed to WCS.
- Any manufactures offered without such an authorization will not be considered. In the event the manufacturer distributes thru open "distributor / warehouse / wholesaler" a letter from the entity may authorize the vendor accordingly.
- WCS will give the awarded proposer the general plan and budget for a project and will expect the vendor to produce a binder/proposal of design, furniture recommendations and related images and details to support project proposal for WCS personnel to review and approve.
- Furniture Project Management pursuant to this RFP includes but is not limited to the following:
 - Major Project visibility and management
 - Room by Room Layouts
 - Product choices and comparisons
 - Product specifications sheets, finishes, fabrics, sizes image of product etc..
 - Room by room department and overall costing
 - Virtual punch list (plan grid) and onsite installation documentation
 - Detailed proposal, delivery tickets, comprehensive invoice
 - Day to Day Purchase Management

- Detailed proposals for sign off
 - Comprehensive Proposal
 - Specifications Sheet for each line of proposal
 - Product Image
 - Finishes offer and approve
 - Cost
 - Inventory Management
 - E-mail notification (to be designated WCS user) of all items checked into inventory
 - Online Auction capability for district wide ongoing sale if desired by WCS.
- As permissible through the State of Tennessee Cooperative Purchasing Laws - the awarded proposer may opt or agree to extend the terms and conditions of the awarded contract to other Middle Tennessee counties, cities, governments and school systems and municipalities.
 - WCS PO for Furniture & Fixtures that falls under \$249,000 must be 100% turnkey satisfactorily delivered, assembled, installed with all debris removed from the WCS facility premises by or before 70 consecutive calendar days from date of WCS purchase order... Failure to comply and perform contractual duties and meet this 70 day requirement ...will result in \$150 per consecutive calendar days liquidated damages (penalty) which shall be deducted from the final invoice until project is 100% satisfactorily complete.
 - Any WCS PO for Furniture & Fixtures that is over \$250,000 must be 100% turnkey satisfactorily delivered, assembled, installed with all debris removed from the WCS facility premises by or before 150 consecutive calendar days from date of WCS purchase order... Failure to comply and perform contractual duties and meet this 80 day requirement _will result in \$250 per consecutive calendar day liquidated damages (penalty) which shall be deducted from the final invoice until project is 100% satisfactorily complete. This is a Performance Based Contract... liquidated damages will be enforced.
 - There is a remote possibility that WCS may consider awarding the bid to a primary and secondary vendor. Therefore, WCS reserves the right to accept any bids as a whole, split bid, and /or accept any individual item or items within a bid or to reject any or all bids in the best interest of WCS.
 - If awarded successful bidder fails to perform, then WCS reserves the right to cancel the agreement and begin negotiations with the next best bidder.
 - WCS anticipates spending on average approximately \$1,200,000 - \$2,000,000 in district furniture purchases annually (conservative estimate). Upon initial award an immediate order for various schools may be placed.

- Also in July, an open PO will be issued for instances whereby WCS requires obsolete furniture removal or transfer without new furniture being purchased. This open PO will be used for these services.
- On certain occasions, it may be more feasible to require two men and a truck with tools and equipment to be utilized for miscellaneous transfers. Vendor will include a rate per hour which will be used for these purposes. WCS Purchasing Manager will determine appropriateness of the terms for the situation.
- CAD design work that is requested without a new furniture purchase can be billed to WCS at a rate of \$40.00 per hour. This is likely a rare occurrence.
- Service Technician may be used for fixing or tweaking certain projects that might arise during the contract. Vendor will supply an hourly rate for these services.

QUALIFYING FEATURES: Pursuant to the terms, conditions and qualifying features of a request for proposal, certain qualitative factors allow WCS to make valid determinations and informed award decisions to be in the best interest of the district. . . WCS anticipates several participating bidders on the project. In an attempt to qualify bidders regarding service to be provided reference will be utilized. It is certainly not necessary to have conducted business with WCS previously to bid on the proposal. WCS will consider their performances (specific to furniture & fixtures projects) as a reference to be relevant in the evaluation process. . . However, past positive experience with WCS could certainly be a plus.

INSTRUCTIONS TO PROPOSERS

COMPLIANCE WITH THE RFP: Proposals must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the RFP may result in disqualification. By signing proposal, proposer acknowledges that he/she has read and understands the requirements for the proposal. The response to the RFP will be included as an attachment to the contract to ensure compliance without additional cost to WCS.

PROPOSAL PREPARATION COSTS: WCS will not be liable in any manner for costs incurred by any vendor for preparation of proposal, communication, travel and associated expenses, and/or demonstration.

REJECTION OF PROPOSALS: WCS reserves the right to accept or reject in whole or in part any or all proposals submitted.

ACCEPTANCE OF PROPOSALS: WCS shall accept proposals that are submitted properly. However, WCS reserves the right to request clarifications or corrections to proposals.

REQUESTS FOR CLARIFICATIONS OF PROPOSALS: Request by WCS for clarification of proposals shall be in writing. Said requests should not alter the vendor’s pricing information contained in its cost proposal.

RESPONSE FORMAT

1. PROPOSERS MUST SUBMIT, (2) HARD COPIES, OF THE PROPOSAL RESPONSE along with an electronic copy (thumb drive preferably). Proposal size shall not exceed 40 pages.
2. PROPOSALS MUST BE ACCOMPANIED BY ALL REQUIRED DOCUMENTS. The items listed below shall be submitted with each proposal and shall be in the order shown.
 - Each section shall be clearly labeled with pages numbered and separated by tabs. Failure by the proposer to include all listed items may result in the rejection of the proposal. Responses to the RFP shall be submitted by **identifying each category by the referenced headings as detailed below:**
3. **COVER PAGE:** The cover page that contains the name of the proposer, at a minimum, should be the first sheet of the proposal. A table of contents may be provided also.
4. **EXECUTIVE SUMMARY:** Provide a description (overview) of your company's proposal to meet the requirement of the RFP.
5. **QUALIFICATIONS:** Provide information pertaining to your company's abilities and capabilities to successfully provide the furniture and fixtures products and implementation services required by Williamson County Schools District. Responses should address the following:
 1. *When was the company founded?*
 2. *How long has your company been involved in the sale and support of furniture and fixtures to school systems? (Provide supporting Proof)*
 3. *How many school districts in Tennessee currently use your services? Please provide a list and a contact person.*
 4. *Please provide at least three reference sites comparable to WCS and in close proximity as possible where your comprehensive furniture and fixtures solution has been implemented. Include the following information about each site: District Name, Location of District, Number of employees broken down by hourly and salaried, name of individual we may contact for references, phone and email. Reference information must be provided. Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your proposal. If proposer has engaged or conducted business with WCS in the past — then this direct experience shall also be taken into consideration in this RFP process.*

EVALUATION OF PROPOSALS

Outlined below are the general criteria that will be used to evaluate vendor qualifications

1. Ability to meet requirements identified in RFP specifications that meet (or exceed) the district needs as described here within.
2. Experience of vendor in providing comprehensive furniture and fixtures and service and infrastructure.
3. Pricing strategy must be most competitive and aggressive overall pricing based upon WCS anticipated annual volume. Bidders are cautioned not to propose lesser / inferior quality furniture.
4. WCS seeks high quality products that will stand the test of time in the public K-12 environment -- therefore, avoid proposing certain deeply discounted (*in attempts to skew the results*) furniture items that will most likely never or rarely be purchased by WCS. Furniture proposed must be relevant to WCS FFE program and consistent with high quality standards.
5. Completeness of response, vendor should complete and answer all questions to the best of their ability and expertise.
6. Proposers should include any "out of the box" value added services or compelling amenities they may provide, programs to enhance relationships, etc.

EVALUATION PROCESS

WCS expects proposers to submit competitive responses to this RFP that will meet WCS requirements identified in the RFP specifications. Based on proposer's responses to this RFP, Williamson County Schools District plans to negotiate final terms and details with a single vendor for the Comprehensive Furniture and Fixtures project. Williamson County Schools District reserves the right to deny all proposals. Vendors should complete all changes and clarifications to proposals before submitting for evaluation. Williamson County Schools District Purchasing Department will evaluate and assess each proposal. The proposals will be evaluated based on the content and solutions offered using the following criteria:

I. Subjective and Qualitative Analysis **Weighted 40 Points**

<u>Points</u>	<u>Criteria</u>
1	Proposer Information, Clarity and length of proposal
2	Executive Summary
5	Proposer's Qualifications
2	Client References & Similar Projects
5	Implementation Plan & Project Staffing
5	Technical Specifications, Quality & Reliability
5	Warehouse distribution capabilities General & Technical Checklists
15	Valued added, additional services proposer may bring to the table, beyond what's required in the RFP Specifications.

II. Objective and Quantitative Analysis **Weighted 60 Points**

- 60 Pricing, cost, percentage discount, quality of goods/brands offered

Pricing may be evaluated based upon weighted purchase history by furniture categories. Proposers will be ranked based upon pricing and assigned values in this section of RFP analysis in 3 point increments — lowest bidder receives 60 points, next lowest 57, next 54 and so on)

100 Points Maximum (for both sections)

EVALUATING & ACCEPTANCE OF PROPOSALS: The evaluation team shall accept all proposals that are properly submitted. However, the team reserves the right to request clarifications or corrections to proposals. Acceptance of a proposal by Williamson County School District or a submission of a proposal to the school district offers no rights upon the proposer nor obligates Williamson County School District in any manner. After completion of the evaluation — WCS will begin to negotiate and select a firm that is determined to be the best value, interest and best solution for WCS District.

**PROPOSAL COVER SHEET
WILLIAMSON COUNTY SCHOOLS**

**REQUEST FOR PROPOSAL # 1312
FURNITURE & FIXTURES PROGRAM**

This Proposal Cover Sheet must be attached as the first page of the submitted packet.

Representatives Printed Name: _____ **Title:** _____

I have carefully read the specifications, terms, conditions and instructions contained within this document. I understand, comprehend and agree to all the language set forth in this document. By signing this document below and submitting my proposal in a sealed envelope to Williamson County Schools, I fully acknowledge, and accept the language contained within.

Notice to Proposer: If you find any of the language, terms, conditions or specifications unacceptable — then please do not submit a bid package for this project.

AUTHORIZED REPRESENTATIVES SIGNATURE: _____

DATE: _____

Company Name: _____

Address: _____

Phone Number: _____ Email: _____

ITEM I

BID COST Please list manufactures, include current catalog, and quote discount form manufacturer's list price. Name of Manufacturer MSRP / Catalog Discount %...includes turnkey delivery, assembly and installation.

The following are types of furniture that WCS will typically purchase:

- Conference tables
- Systems Furniture
- Files — lateral & other
- Classroom furniture
- Teacher's desk
- Library furniture
- Lobby furniture
- Music- Science, Art, classroom furniture, cafeteria tables, folding chairs, folding tables, desk chairs and any other aforementioned categories.

Proposers should attach to this proposal a list with Manufacturers List Price with Discount using this format:

Catalog list Price _____ **WCS Discount** _____ **Qty** _____ **Extended New Price** _____

PROPOSAL COVER SHEET
Page Two
WILLIAMSON COUNTY SCHOOLS
RFP #1312
FURNITURE & FIXTURES PROGRAM

Company Name: _____ Date: _____

ITEM II

- SIZE OF WAREHOUSE STORAGE AREA THAT WILL BE DEVOTED TO WCS
_____ Square Footage (Floor Space)
- THE STORAGE AREA IS HOW MANY MILES FROM THE WCS CENTRAL
OFFICE, 1320 West Main Street, Franklin, TN 37064
_____ miles

ITEM III

- A. Hourly rate for CAD designer \$ _____
- B. Hourly rate for employee to complete carpenter work or repairs \$ _____
- C. Hourly rate for two men and a truck with tools and equipment \$ _____

ITEM IV

Proposer agrees to allow other Tennessee County or Local Public-School Districts, Local Governments or Municipalities to "piggyback" on the WCS — RFP # 1312 award as allowable and applicable through TN Cooperative Purchasing Laws

Yes _____ No _____

DRUG-FREE WORKPLACE AFFIDAVIT

State of _____

County of _____

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

1. The under signed is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Code Annotated.
3. The Company is in compliance with T.C.A. 50-9-113.
Further affiant saith not.

Principal Officer _____

STATE OF _____

COUNTY OF _____

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

Witness my hand and seal at office this _____ day of _____ 20__

Notary Public

My commission expires:

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (Hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. 49-5-4 13 as amended effective September 1 , 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to criminal history records check to be conducted 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 and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. 49-5-413.

Further affiant saith naught.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally _____ appeared with whom I am personally acquainted (or proved

to me on the basis of satisfactory evidence), and who acknowledged that he/she is the of _____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office 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 proposal 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.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Date

NON-BOYCOTT OF ISRAEL CERTIFICATION

Tenn. Code Ann. § 12-4-119 prohibits public entities from entering into a contract for services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in and will not be engaged in for the duration of the contract, a boycott of Israel. This applies to any contract entered into on or after July 1, 2022. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees.

A boycott of Israel means engaging in refusals to deal, terminating business activities or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken: (1) In compliance with, or adherence to, calls for a boycott of Israel, or (2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Certification Requirements.

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:

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Printed Name and Title of Authorized Official

Signature of Authorized Official

Date

STATE OF _____

COUNTY OF _____

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

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

Notary Public My commission expires: _____