

# Event Details

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
33501-0000011318	Sell	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
33501 - Contractors Board Inspectors			
<b>Start Time</b>		<b>Finish Time</b>	
11/15/2019 09:00:00 CST		12/20/2019 14:00:00 CST	

**Bidder:** PUBLIC EVENT DETAILS  
**Submit To:** Commerce & Insurance  
Call for Shipping Information  
United States  
**Contact:** Kayla Cook  
**Phone:** 615/741-9496  
**Email:** Kayla.R.Cook@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Event Description

This event is to bid an agency term contract for Tennessee Contractors Board inspectors for agency: Department of Commerce and Insurance. Terms & conditions, evaluation model, and bidder instructions are attached. Agency Contact: Kayla R. Cook  
Kayla.R.Cook@tn.gov, 615-741-9496  
Questions regarding the solicitation may be sent to the solicitation coordinator via email no later than December 3, 2019 at 2:00pm CST.  
READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.  
If the Review and bid on this event link included in the e-mail notification does not work, please go to <http://www.edison.tn.gov/> and click the link to the Supplier Portal Home Page. Log in with your vendor ID and password in order to search bid opportunities.  
NOTE: Internet Explorer and Firefox are the recommended browsers to access the Supplier Portal and bid on events. Google Chrome is not supported and should not be used. Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357  
Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
33501-0000011318	Sell	RFx	2
<b>Event Round</b>	<b>Version</b>		
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33501 - Contractors Board Inspectors			
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the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <http://www.edison.tn.gov>

(Maintain supplier information)

Central Procurement Office Website:

<https://www.tn.gov/generalservices/procurement>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

### General Comments

- This is an ITB event to bid an agency term contract for Tennessee Contractors Board inspectors.

### General Questions

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.				
IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.		Yes		<input type="text"/>
Required: Yes Mandatory Response:Yes				

### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory Response:No

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
33501-0000011318	Sell	RFx	3
Event Round	Version		
1	1		
Event Name			
33501 - Contractors Board Inspectors			
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### Response Comments

Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

### Response Comments

Please enter the number of days, from the bid opening date, after which your bid offer will expire:

0

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
33501-0000011318	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
33501 - Contractors Board Inspectors			
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11/15/2019 09:00:00 CST	12/20/2019 14:00:00 CST		

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United States

**Contact:** Kayla Cook  
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**Email:** Kayla.R.Cook@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Response Comments

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-public-information-library.html>

Required: Yes Mandatory ResponseNo

### Response Comments

In preparing bid(s), all respondents shall comply with the requirements of Tenn. Code Ann. § 62-6-119 in providing the specified information within the sealed bids. Any bid not in strict compliance with the requirement of Tenn. Code Ann. § 62-6-119 shall be rejected.

Note: Submit additional subcontractor's information as an attachment to the bid comments.

For bids over \$25,000 requiring a contractor's license, Respondent shall provide the following for contractor and any subcontractors, if applicable:  
Company's Tennessee State Contractor License Number  
License Classification(s) Applicable to Bid  
License Expiration Date

Required: Yes Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
33501-0000011318	Sell	RFx	5
Event Round	Version		
1	1		
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33501 - Contractors Board Inspectors			
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Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

### Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

### Response Comments

Please complete the Evaluation Model attachment and attach here once completed.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.  
Your bid will need to be edited online to include attachment responses.**

### Response Comments

Please provide proof of a valid Tennessee driver's license.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.  
Your bid will need to be edited online to include attachment responses.**

# Event Details (cont.)

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Event ID	Format	Type	Page
33501-0000011318	Sell	RFx	6
Event Round	Version		
1	1		
Event Name			
33501 - Contractors Board Inspectors			
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11/15/2019 09:00:00 CST	12/20/2019 14:00:00 CST		

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**Event Currency:** US Dollar  
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### Response Comments

Please provide proof of an education equivalent to graduation from a standard high school.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.  
Your bid will need to be edited online to include attachment responses.**

### Response Comments

Provide a statement indicating if the Respondent has obtained either certification through a national certification program such as the International Code Council as either a: residential inspector; commercial inspector; mechanical inspector; plumbing inspector; or electrical inspector AND has at least two (2) years of full time building construction experience or building codes inspection experience in the field of residential or commercial construction;

OR

Provide a statement indicating if the Respondent has obtained at least four (4) years of post secondary education in construction and has a minimum of one (1) year experience in the construction industry.

OR

Provide a statement that the Respondent has at least four (4) years of full time building construction experience or building codes inspection experience in the field of residential or commercial construction.

OR

Provide a statement of whether or not the Respondent has a license or certification from any division or regulatory board with the Tennessee Department of Commerce and Insurance, such as a Contractor; Home Inspector; Engineer; or as a Codes Inspector.

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

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Event ID	Format	Type	Page
33501-0000011318	Sell	RFx	7
Event Round	Version		
1	1		
Event Name			
33501 - Contractors Board Inspectors			
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United States

**Contact:** Kayla Cook  
**Phone:** 615/741-9496  
**Email:** Kayla.R.Cook@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Response Comments

Please provide the number of years the Respondent has been in business, number of employees, client base, and location of offices.

Required: Yes Mandatory ResponseNo

### Response Comments

Provide a statement indicating the geographical area(s) that the Respondent is available to provide service.

Required: Yes Mandatory ResponseNo

### Response Comments

Provide a statement of whether or not the Respondent has any current contracts with the State of Tennessee or has completed any contracts with the State of Tennessee within the previous five (5) years. If so, provide the following information for all of the current and completed contracts: the procuring State agency name, a brief description of the contract's scope of services, the contract period, and the contract number.

Required: Yes Mandatory ResponseNo

### Response Comments

Provide a statement that the Respondent does not have any open complaints from any licensing agency or division with the Tennessee Department of Commerce and Insurance, including the Tennessee Board for Licensing Contractors and has not been disciplined by any Board/Agency within the last five (5) years prior to submitting this application.

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

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33501-0000011318	Sell	RFx	8
Event Round	Version		
1	1		
Event Name			
33501 - Contractors Board Inspectors			
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**Event Currency:** US Dollar  
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### Response Comments

Provide a statement of whether there is any material, pending litigation or court judgments relative to the field of construction against the Respondent that the Respondent should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this ITB or is likely to have a material adverse effect on the Respondent's financial condition or could challenge their opinion as a subject matter expert. If such exists, list each separately and include the court and case number, explain the relevant details, and attach a copy of the complaint.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.  
Your bid will need to be edited online to include attachment responses.**  
**Response Comments**

Provide a statement of whether the Respondent or, to the Respondent's knowledge, any of the Respondent's employees, agents, independent contractors, or subcontractors, involved in the delivery of goods or performance of services on a contract pursuant to this ITB, have been convicted of, pled guilty to, or pled nolo contendere to any felony. If so, include an explanation providing relevant details.

Required: Yes Mandatory ResponseNo

### Response Comments

Provide a statement of whether there are any pending or in progress Securities Exchange Commission investigations involving the Respondent. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it will impair the Respondent's performance in a contract pursuant to this ITB.

Required: Yes Mandatory ResponseNo



# Event Details (cont.)

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Event ID	Format	Type	Page
33501-0000011318	Sell	RFx	9
Event Round	Version		
1	1		
Event Name			
33501 - Contractors Board Inspectors			
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### Response Comments

Provide a current bank reference indicating that the Respondent's business relationship with the financial institution is in positive standing. Such reference must be written in the form of a standard business letter, signed, and dated within the past three (3) months.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.**  
**Your bid will need to be edited online to include attachment responses.**  
**Response Comments**

Provide customer references from individuals who are not current or former State employees for projects similar to the goods or services sought under this ITB and which represent: two (2) accounts Respondent currently services that are similar in size to the State; and three (3) completed projects.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.**  
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**Response Comments**

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

- List the Service Organization:
- List the Service Organizations Address:
- List the Area(s) in TN that the Service Organization will Service:
- List the Service Organizations Phone Number:
- List the Service Organizations Toll Free Number:
- List the Service Organizations Pager or Cell Phone:
- List the Service Organizations Fax Number:
- List the Service Organizations Email Address:
- List the Service Organizations Website:

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

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33501-0000011318	Sell	RFx	10
<b>Event Round</b>	<b>Version</b>		
1	1		
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33501 - Contractors Board Inspectors			
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### Response Comments

Associated Terms:

#### **Service Organization**

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Please complete and attach Attachment B included in the Terms and Conditions document.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.  
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### Response Comments

# Event Details (cont.)

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33501-0000011318	Sell	RFx	11
<b>Event Round</b>	<b>Version</b>		
1	1		
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## Line Details

**Line:** 1   **Item ID:**   **Line Qty:** 1.00   **UOM:** Each   **Bid Qty:**   
**Required:** Yes   **Reserve Price:** No

**Description:** Dummy Line: Please complete evaluation model.

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes   Mandatory Response: No				

### Response Comments

# Event Details (cont.)

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33501-0000011318	Sell	RFx	12
<b>Event Round</b>	<b>Version</b>		
1	1		
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## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# Event Details (cont.)

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33501-0000011318	Sell	RFx	13
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## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Each

**Description:** Dummy Line: Please complete evaluation model.

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	
<b>Quantity:</b>	1		
<b>Due Date:</b>	12/10/2019		
<b>Freight Terms:</b>			
<b>Ship Via:</b>			

# Event Details (cont.)

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33501-0000011318	Sell	RFx	14
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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016