



## VENDOR INFORMATION

(Please Complete Form)

The Shelby County Schools reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Schools. Successful vendor shall be paid only when delivery is complete. *\*Material safety data sheets (MSDA) must accompany all shipments covered under the Tennessee Hazardous Chemical Right To Know Law: Tennessee Public Chapter #417 – House bill #731.*

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Time Required for Delivery: \_\_\_\_\_ Days

Payment Terms: \_\_\_\_\_

Signature of Authorized Representative /S/: \_\_\_\_\_

We propose to furnish the item(s) listed at prices quoted and guarantee safe delivery **F.O.B. delivered** and as specified. These prices are submitted with a declaration that no Shelby County Schools Board of Education Commissioner or employee has a financial or beneficial interest in this transaction.

\*IS YOUR COMPANY A MINORITY-OWNED OR DISADVANTAGED BUSINESS AS DEFINED BELOW?  Yes  No

If your response is YES, check the category that properly defines your minority status:

- Black   
  American Indian   
  Alaskan Native   
  Asian American   
  Hispanic   
  Women  
 Other (Please specify \_\_\_\_\_)   
  HUB Zone   
  Small Business

“A minority business is defined as a business that is both owned and controlled by minorities and/or women. Minorities and/or women must own at least 51% of the business and control its management and daily operations. Minorities include Black, Women, American Indians, Alaskan Natives, Asian American, Hispanics and members of other groups determined to be economically or socially disadvantaged by the Small Business Administration under Section A of the Small Business Act as amended (15 USC 637 a)” HUB Zone business as determined by the Small Business Administration is a small business located within a HUBZone.

\_\_\_\_\_ CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR

**Please Note: Per the Local Vendor Preference Resolution adopted by the SCS Board of Commissioners on January 29, 2013, local vendors must have physical address located within the limits of Shelby County. A Post Office Box is not acceptable.**

\_\_\_\_\_ CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE. (Please attach copy of license to the first line item of the bid/quote.)

“Shelby county schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.”

REQUIRED DOCUMENT - PLEASE ATTACH IN E-SCHOOL MALL OR ZYCUS

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know All Men By These Presents, that I/we, \_\_\_\_\_,  
Name(s)

\_\_\_\_\_, \_\_\_\_\_  
Title(s) Name of Participant

(hereinafter "Company"), in consideration of the privilege to submit Proposals on contracts funded, in whole or in part, by the Board of Education of the Shelby County Schools, hereby consents, covenants and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Proposal submitted to Shelby County Schools or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including various local small business enterprises;

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make voluntary good faith efforts to solicit LSBEs to do business with this Company;

(4) That the promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

\_\_\_\_\_  
(Authorized Company Representative Signature)-/S/ Date

**SECOND TIER PURCHASING**

Shelby County Schools utilizes a race neutral program for all purchases and contracts. In order to set benchmarks for all Local, Small, Women Owned Business Enterprises, we ask that our vendors review and actively participate in the Fair Business Program which can be found in the Procurement Services website at: [www.scsk12.org-Procurement Services link](http://www.scsk12.org-Procurement Services link).

In order to track the purchases and contracts issued to MBE's (Minority Business Enterprises), we ask our vendors to indicate their level of second tier purchasing commitment. Second tier purchasing is defined below:

**Second-tier purchasing** is the process through which a first-tier (or prime) supplier utilizes a minority supplier either directly or indirectly.

Please indicate below the level of participation, in both dollars and percentage that would define the level of minority business enterprise participation for this project.

Second Tier Commodity \_\_\_\_\_ (Example: Office supply vendors may purchase subsets from minority owned companies. Manufacturers may purchase a certain percentage from minority suppliers. This line asks for the commodity.)

MBE category for second tier supplier - **PLEASE CHECK ALL THAT APPLY:**

- Hispanic
- Black
- Asian American
- Native American Indian
- Woman Owned

Dollars expended for this commodity, this project \$ \_\_\_\_\_

Percentage of this project \_\_\_\_\_ %

Name of Business

\_\_\_\_\_  
Signature of Authorized Representative /S/

\_\_\_\_\_  
Date





**Executive Order 12549**  
**Certification Regarding Debarment, Suspension and Other Responsibility Matters**

Any vendor who may hold a current contract with Shelby County Schools or wish to participate in a contract in the future must provide a completed certification regarding debarment, suspension, and other responsible matters as indicated in the form below. The form must be submitted by any vendor that wishes to contract with the District (SCS) for any projects which may include the use of Federal dollars. By submitting the signed form below, prospective participants certify to the best of their knowledge that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS –  
PRIMARY AND LOWER TIER COVERED TRANSACTIONS**

1. By signing and submitting this proposal, the prospective primary and/or lower tier participant ("participant") is providing the certification set out below. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction, however failure of the prospective participant to furnish a certification or explanation shall disqualify such person from participation in this transaction. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction.
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 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 termination for cause or default, suspension and/or debarment.
3. The prospective participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective participant learns that its certification was erroneous when submitted or had 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 meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective participant agrees by submitting this proposal 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 proposed for debarment under 48 CFR part 9, subpart 9.4, 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 participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all covered transactions and in all solicitations for 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 it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, 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 List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order 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 proposed for debarment under 48 CFR part 9, subpart 9.4, 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 termination of this transaction for cause or default, suspension and/or debarment.

**Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion—  
Primary and/or Lower Tier Covered Transactions**

- (1) THE PROSPECTIVE PARTICIPANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE, 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.**
- (2) The prospective participant and its principals have not, within a three (3) year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract 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.
- (3) The prospective participant and its principals are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses in Paragraph 2 of this certification.
- (4) The prospective participant and its principals have not, within a three (3) year period preceding this application/proposal, had one (1) or more public transactions (Federal, State or local) terminated for cause or default.
- (5) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Agency:** \_\_\_\_\_

**Signature /S/:** \_\_\_\_\_

**Date:** \_\_\_\_\_