

Invitation to Bid

20161115-CO

Installation of Server Racks and Cabling for the Sumner County Emergency

Communication Center

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 20161115-CO until 2:00 p.m. local time November 15, 2016. Bid responses will be opened at that time, taken under advisement and evaluated. 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 \_\_\_\_\_

Mandatory Pre-Bid meeting October 24<sup>th</sup> 2016 1:00 pm local time located

255 Airport Rd  
Gallatin TN 37066

Questions may be directed to Mike Cook at [mcook@sumnerecc.org](mailto:mcook@sumnerecc.org)

# REQUEST FOR PROPOSAL

for

## INSTALLATION OF SERVER RACKS and CABLING FOR Sumner County Emergency Communications Center



SUMNER COUNTY GOVERNMENT  
Gallatin, Tennessee

Bid # 20161115-CO  
October 2016

## Introduction

**NEW VENDORS**

1. To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the Sumner County Finance Department. At the time of requisition, the individual requesting a purchase order or disbursement will be informed if it is a new vendor and if a form W-9 is required. If form W-9 is required for a new vendor, the elected official or department head shall forward a completed form W-9 to the finance department. It can be obtained from the finance department, the Sumner County web site, or the Internal Revenue Service's website at [www.irs.gov](http://www.irs.gov).
2. To comply with the Tennessee Lawful Employment Act, non-employees (individuals hired as independent contractors) must have on file any two (2) of the following documents.
  - " Valid out-of-state driver's license
  - " U.S. birth certificate
  - " Valid U.S. passport
  - " U.S. certificate of birth abroad
  - " Report of birth abroad of a U.S. citizen
  - " Certificate of citizenship
  - " Certificate of naturalization
  - " U.S. citizen identification card
  - " Valid alien registration documentation or proof of current immigration registration
3. In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

**II. Responses**

- " Proposal must include point-by-point responses to the RFP
- " Proposal must include a list of any exceptions to the requirements
- " Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract
- " If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed
- "

for Proposal. All questions must be received by 5:00 pm on October 14, 2016. Responses to inquiries will be posted on the Sumner County website, [www.sumnertn.org](http://www.sumnertn.org).

#### **IV. Proposal Guarantee**

Vendors must guarantee that all information included in their proposal will remain valid for a period of **90 days** from the date of proposal opening to allow for evaluation of all proposals.

#### **V. Related Costs**

Sumner County Government is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

#### **VI. Insurance Requirements and Liability**

Each bidder or respondent to the RFP who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on Sumner County properties. There will be no exceptions to the insurance requirement.

#### **VII. Bond Requirements**

Per state statute, Sumner County requires a performance bond or bank letter of credit for any construction projects that exceed \$25,000 upon bid award.

#### **VIII. Payment Terms**

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless otherwise specified, shall be made by check to the order of the Sumner County Finance Department. The Sumner County Finance Department does not allow the practice of picking up checks in person.

#### **IX. Deadline**

Sealed proposals will be accepted until **November 15th, 2016 @ 2:00 pm**. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened and read aloud. The reading of the bids will begin at 2:00pm. Questions may be directed to Mike Cook at [mcook@sumnerecc.org](mailto:mcook@sumnerecc.org).

**X. Withdrawal or Modification of Proposal**

A submitted proposal may be withdrawn and/or modified and resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

**XI.**

**Package**

The package containing the proposal must be sealed and clearly marked **BID# 20161115-CO %INSTALLATION OF**

**XVI. Assignment**

Neither the vendor nor Sumner County may assign this agreement without prior written consent of the other party.

**XVII. Liabilities**

The vendor shall indemnify Sumner County Government against liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors.

Sumner County Government has no obligation for the payment of any judgment or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.

**XVIII. Tax Status**

**XXI. Applicable Law**

Sumner County, Tennessee is an equal opportunity employer. Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability or veteran status. The



## **Specific Information (Page 2)**

Each cable will be labeled with a corresponding letter followed by a consecutive number. Both the jack, each end of the cable and the punch panel will be labeled. Red cables will start with the letter N. Orange cables will start with the letter T. Yellow

**ATTACHMENT 1**

**STATEMENT OF NON-COLLUSION**

The undersigned affirms that they are dully authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Respondent (Signature) \_\_\_\_\_

Respondent (Print Name and Title) \_\_\_\_\_

Authorized Company Official (Print Name) \_\_\_\_\_

## **ATTACHMENT 2**

### **DRUG-FREE WORKPLACE**

Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance



**ATTACHMENT 3**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
2. Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it
  - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;
  - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participant Agency

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

\_\_\_\_\_ I am unable to certify to the above statement. Attached is my explanation.

**ATTACHMENT 4**

**CERTIFICATION BY CONTRACTOR**

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

\_\_\_\_\_ Title

\_\_\_\_\_ Name

\_\_\_\_\_ Date

\_\_\_\_\_ Witness

Purchasing Department  
1500 Airport Road  
Gallatin, TN 37066