

REQUEST FOR PROPOSAL (RFP)

NUMBER: 20171101-BOE

SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposals for this solicitation is in the best interest of SCS.

**RFP Title: INTERCOM SYSTEM UPGRADE at
Hendersonville High School
&
Rucker Stewart Middle**

Purchasing Staff Contact:

Chris Harrison
Purchasing Supervisor
615-451-6560

chris.harrison@sumnerschools.org

Janice Wright
Purchasing Coordinator
615-451-6569

janice.wright@sumnerschools.org

Release Date: October 9, 2017

Proposal Due Date: November 1, 2017 @ 10:00 a.m.

NOTICE TO PROPOSERS

There may be one or more amendments to this RFP. In order to receive communication for any such amendments issued specifically to this RFP, the proposer must provide a Notice of Intent to Propose to the Sumner County Board of Education (SCS) Purchasing Department. The proposer must utilize this form when submitting notice. The notice may be sent by email to: Purchasing Office, purchasing@sumnerschools.org. SCS will send amendments only to those proposers which complete and return this information by the deadline list in the RFP Schedule of Events (Section 4).

RFP Number: **20171101-BOE Intercom System Upgrade**

Company Name: _____

Mailing Address: _____

_____jEMC /P

Phone Number: _____Td>BDC -

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1. Introduction/Overview
 - 1.1.

1. Introduction/Overview

1.1. Purpose

2. Requirements

2.1. Contract Term

2.1.1.1. It is the intention of SCS to award a contract for a one time, turnkey installation.

2.2. Scope of Work / Specifications

Jobsite Locations:

Hendersonville High
123 Cherokee Road
Hendersonville, TN 37075

- 150 Rooms
- The existing system is Telecore.
- The new system must be compatible with a 4-wire system.
- The existing call-in switches will require replacement as part of the upgrade.

SCS requests additional, separate pricing to include adding the Field House and ROTC rooms to the intercom system at Hendersonville High. The two areas are not attached to the main building. Refer to the diagram below for estimated distances between the areas.



Rucker Stewart Middle
350 Hancock Street
Gallatin, TN 37066

- 80 Rooms
- The existing system is Rauland.
-

1.2 SYSTEM FUNCTIONALITY

- A. The system consists of:
1. Central equipment cabinet
 2. Microprocessor control unit
 3. Power supply
 4. Zone hardware cards
 5. Administrative Telephones (ATEL)
 6. Amplifiers
 7. Station loudspeaker assemblies
 8. Call-in switches
 9. Staff telephones
 10. All associated material, hardware, wiring, and options as described herein to provide a complete working system, which meets the specified requirements.
- B. Provide the following communications functions for the system.
1. ATEL to remote loudspeaker station or remote staff phone speaker station.
 2. Administrative Telephone to Administrative Telephone.
 3. Administrative Telephone to CO/PABX telephone line (provide required equipment).
 4. Remote speaker equipped with call-in device to Administrative Telephone.
 5. Staff Phone to Staff Phone
 6. Staff Phone to CO/PABX telephone line
- C. Ensure the System:
1. Provide the facilities for paging or sounding emergency signals or time event signals to select groups or all remote speakers.
 2. Provide facilities for the control and distribution of up to two program channels to individual, selected groups, or all remote speakers.
 3. Include the facilities of a built in master clock and programmer capable of correcting appropriate secondary clock displays and controlling events based on user programmed time schedule programs.

1.3 SYSTEM PARAMETERS

- A. The System: Provide for a minimum of two (2) simultaneous open voice speech paths between Administrative Telephone (ATEL) and station loudspeakers within a 16-line group.
1. Speech Channels:
 - (a) True multiple, simultaneous, unrestricted, amplified voice channels requiring no automatic Queue or Call Stacking to access the intercom amplifier.
 - (b) Have compatibility with 3.614 0 Td (o)-4.1 (a)(r)-13.5 r a a (a)(r)-13.5 .229 T9 (p)- (gr)-.1 (1)6(g):A (07 Tw 0.22c,9

- E. Provide the ATEL with display windows to visually annunciate the status of the system. The windows display the following:
 - 1. A 16-character alphanumeric LCD display.
 - 2. When no calls are in the system, the ATEL shall display current time, day of week, and date.
 - 3. Sequential display of calls in queue.
 - 4. Configuration menu display
- F. Capable of answering the next call in the calls waiting stack by depressing only one button. System not incorporating this repeat single button response feature for answering calls shall not be acceptable.
- G. Provide the ability to store up to 128 calls in the calls waiting stack.
- H. Provide the ability to forward its call-in coverage to another ATEL.
 - 1. Provide an indication shown in both the ATEL forwarding Coverage of calls and the ATEL to which call coverage is being Forwarded to.
 - 2. When in the Forward Coverage mode and ATEL: Visibly annunciates incoming calls, and it can be used to make and answer calls or other assigned functions without undoing the Forwarding function.
- I. A user programmable "Call Cancel" feature allows the ATEL to cancel all pending normal calls under its control while leaving the higher priority level calls in the calls waiting stack.
- J. It shall be possible to manually activate and sound the time event signal to any of the thirty-two (32) multipurpose zones from the ATEL.
- K. Provide the capability for an ATEL to reset the priority level of any remote call-in device through the use of a set priority button on the ATEL control panel.
 - 1. The ATEL: Provide a "lock-out" mode for this function allowing it only to be activated when the ATEL is in intercommunication with the remote station.
 - 2. This function prevents unauthorized tampering with the priority level settings from an unauthorized ATEL.
 - 3. The system: Provide visual feedback of the priority setting when this function is engaged.
- L. Provide with a built-in tone generator, which provides for both time signal tone and user accessible (optional) tones (single chime, repetitive chime, steady tone, hi-lo alarm, wail, and warble) for use as manually, activated emergency or other signals. 25 tones are available.
- M. Provide a dedicated control labeled "PAGE" with all Administrative Telephones (ATEL's).
 - 1. The operation of this control gives access to all or particular zones for:
 - (a) Tone signaling distress or emergency signals.
 - (b) Emergency voice announcements.
 - (c) Program distribution.
- N. Provide a Program button on each ATEL for selection and distribution of one or two program channels to remote stations.
 - 1. The program channels: Distributed via the ATEL to a room or rooms, paging zones, or all rooms (remote speaker stations).
 - 2. Provide a Scan function at the ATEL to review the remote stations (rooms) selected to each of the program channels.
- O. Provide a Hold button on each ATEL to place an internal or external call on a hold status, freeing the ATEL operator to perform other functions.
- P. Provide a Scan mode to permit the ATEL operator to review room assignments of each of the program channels, call-in coverage of rooms assigned to his/her ATEL, and which of the other ATEL's (if there is more than one) are forwarding their calls to this ATEL.

- Q. A designated ATEL within a Starcall System: The ability to enter the user accessible functions for data input and programming.
 - 1. A "security code" number is required to enter this programming mode.
 - 2. When the ATEL has accessed the programming mode, the display window is used to provide prompts and other information for programming the system.
- R. The Administrative Telephone (ATEL): The ability to operate with external telephone lines provided and other information for programming the system.
- S. Each Administrative Telephone (ATEL): Provided with integral, permanently affixed operating instructions on a pull-out operating guide located under the unit and accessible by the user.

1.6 SYSTEM MEMORY AND INTEGRATION

- A. The user programmable functions: Contained(pr)4.6 5.1 (ne)2p2.6 (i)pr(psr6 Td(A)05 tw 2.422 k72EMC /LB ()6.8 (A)(f)8.8 ((f)8

PART 2 PRODUCTS

2.1 SYSTEMS COMPONENTS

*Any reference to a specified manufacturer

- D. Supplemental Power Supply:
 - 1. Provide the supplemental power supply for systems up to twenty-four (24) Administrative Telephones (ATEL's).
 - 2. The power supply: Capable of providing sufficient DC power to support (24) Administrative Telephones (ATEL's).
 - 3. Mount the power supply in a standard 19 inches equipment rack with a height not to exceed 5-1/4 inches.
 - 4. The Supplemental Power Supply: Dukane Model 17A365.

- E. Telephone Interface:
 - 1. Provide the required circuitry to interface the Starcall System to central office (CO) or PABX telephone lines.
 - 2. Capable of performing the following telephone functions as required by the system: line seizes, line hold, hookswitch flash, ring detection, and the generation of DTMF signals for dialing.
 - 3. Provide CO/PABX circuit card and telephone interface with the ability to support up to eight (8) external CO/PABX lines.
 - (a) The initial line capacity: Two (2) lines.
 - (b) The line capacity: Expandable in increments of two (2) for a total of eight (8).
 - (c)

2.3. Standard Contractor Obligations

- 2.3.1.1. Shall provide and obtain all necessary materials, equipment and labor to perform all items listed in the Scope of Work.
- 2.3.1.2. Shall provide and obtain all necessary permits with Local, County, etc. agencies as required by law and as required in the Scope of Work.
- 2.3.1.3. Shall schedule all necessary inspections with Local, County, etc. agencies.

4. Schedule of Events

RFP Issued	October 9, 2017
Pre-Bid Meeting <i>(if required)</i>	N/A
Questions DEADLINE	October 20, 2017
RFP Submission DEADLINE	November 1, 2017 @ 10:00 a.m.
Board Approval Date ESTIMATED <i>(if required)</i>	November 14, 2017
Purchase Order Release ESTIMATED	November 15, 2017

5. Instructions for Proposal

5.1. Required Forms

- Proposer must complete and submit the Attachments in Section 6. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments.
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License. For all vendors anten Tmeteneetententenenex-0.7 (ncr)-29.6eenn,rn0- Td;-3.279.6 (5 (e)-3b(ten)5u5 (e)-sr)-23-3i.5 (e)-.-3

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirements for the proposal. The Proposer who may have employees, contractors or agents working on SCS properties shall carry current certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or Principal of each Proposer must also be insured by workers' compensation if they perform any of the services on SCS properties. There will be no exceptions to the insurance requirement. Proposer also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, SCS may rescind its acceptance of the Proposers proposal.

5.4. Clarification and Interpretation of RFP

The words "must" and "shall" in the RFP indicate mandatory requirements. Taking exception to any mandatory requirement shall be considered grounds for rejection. There are other requirements that SCS considers important but not mandatory. It is important to respond in a concise manner to each section and submit an itemized list of all exceptions.

5.5. Proposal Package

The package containing the proposal must be sealed and clearly marked on the outside of the package:

"20171101-BOE Intercom System Upgrade"
DO NOT OPEN

All sealed proposals packages must include all of the following. Any sealed proposals are subject to rejection as non-conforming if any applicable item is not included.

- One (1) Complete Original
- Two (2) additional copies of the Original
- One (1) electronic format (CD/USB Drive)
- Original Signature on Original Proposal. NO copied or digital signatures.

- Compensation/Price Data
 - Address all costs associated with performance of the contracted services.
- Past Performance and References
 - Provided a minimum of two (2) client references for similar projects in size and scope successfully completed by Proposer within the last three (3) years. Attachment 6.3.
 - SCS may also consider other sources of pertinent past performance information, including the districts own experience with the Proposer.

5.8. Request for Clarification of Proposals

Requests for clarification of proposals shall be distributed by the Purchasing Supervisor in writing (or email).

5.9. Protests

In the event that any interested party finds any part of the listed specifications, terms or conditions to be discrepant, incomplete or otherwise questionable in any respect; it shall be the responsibility of the concerned party to notify the SCS Purchasing Office of such matters immediately upon receipt of the RFP. All notifications must be sent to the Purchasing Supervisor via email at purchasing@sumnerschools.org.

Any actual or prospective Proposer who is aggrieved in connection with the RFP or award of a contract may protest to the Purchasing Supervisor and/or the Sumner County Board of Education at its regularly scheduled meeting.

ATTACHMENT 6.1 – Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration:

Name: _____

Address: _____

Phone Number: _____ (office)

_____ (mobile)

Email Address: _____

Attn: Purchasing Supervisor

ATTACHMENT 6.3 – References

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

**Proposers may copy this page and submit additional references.*

ATTACHMENT 6.5 – Condition of Submitting Proposal

ATTACHMENT 6.7 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract.

SIGNATURE & DATE:

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor.

DRUG-FREE WORKPLACE AFFIDAVIT (page 2)

STATE OF _____

COUNTY OF _____

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

1. The undersigned 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 because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.
- 3.

ATTACHMENT 6.9 – W9

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Page 2

Check appropriate box for federal tax classification. Check only **one** of the following. See instructions on page 3.

Individual or proprietor
 Sole proprietor or partner
 S corporation
 Partnership
 Trust/estate
 Exempt recipient (Do not check this box unless you are an exempt recipient as defined in the instructions on page 3.)

Exemption from FATCA reporting

9. **PROHIBITIONS/NO VENDOR CONTRACT FORM/TENNESSEE LAW.** Acceptance of gifts from vendors is prohibited. TCA §12-3-106. The contract documents for purchase under this bid request shall consist of the successful bidder's bid and SCSs purchase order. **The bidder may request exceptions to terms and conditions and/or request SCS to accept other terms and conditions by means of subsequent documents such as invoices, warranty agreements, license agreements, etc. All subsequent document shall be open to revision for impermissible language. SCS reserves the right to render the bid unresponsive and subject the bid to rejection if successful terms cannot be negotiated. The contract shall be governed by Tennessee law.**

10. **PROHIBITION ON HIRING ILLEGAL IMMIGRANTS.** Tennessee Public Chapter No. 878 of 2006, TCA 12-4-124, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by this reference.

11. **SALES AND USE TAX.** Before the Purchase Order/Contract resulting from this RFQ is signed, the apparent successful bidder must be registered with the Department of Revenue for the
11.

ATTACHMENT 6.11 – Vendor Checklist

Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection

1. **Submission of Proposal**

___ On-Time Submittal

- Deadline is listed in Section 4 – Schedule of Events
- Late Proposals will be IMMEDIATELY DISQUALIFIED

___ A Proposer may not submit alternate proposals unless requested.

___ Tax not included in cost proposal.

___ Clearly marked outside of envelope/package.

- Bid Number and “DO NOT OPEN”
- Vendor Name, License Number, Expiration Date & License Classification (if applicable)
-