



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.

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## 1. Introduction/Overview

### 1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals for the upgrade of intercom systems at North Sumner Elementary and Oakmont Elementary.

### 1.2. Contact Information

Unauthorized contact regarding this RFP with employees or officials of SCS other than the Purchasing Supervisor named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFP to the Purchasing Supervisor, who is SCS's only official point of contact for this RFP.

RFP Procedures	RFP Specifications
Chris Harrison Purchasing Supervisor 1500 Airport Road Gallatin, TN 37066 <a href="mailto:chris.harrison@sumnerschools.org">chris.harrison@sumnerschools.org</a>	Rickey Swindle Maintenance Supervisor – Electronics 1500 Airport Road Gallatin, TN 37066 <a href="mailto:rickey.swindle@sumnerschools.org">rickey.swindle@sumnerschools.org</a>

## 2. Requirements

### 2.1.



- 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 4.1 (e) 2 (i)-3.9 (n)-9.1 (e) ]J

(P)-2.1 (r)-1Et210-1aoo7-7( f@5.2 .9 (t)-1em.1 (e t))1.(e4-9e .1 1T.5 3

D. Call-



- S. Intercom system shall have the capability of overriding all sound systems throughout the campus i.e. classroom sound systems, auditorium and cafeteria sound systems.

#### 1.4 SYSTEM MASTER CLOCK

- A. Provide a built-in master clock and programmer capable of performing the following functions.
1. Displaying the time of day in either 12 or 24-hour format at the Telephones (ATEL's).
  2. Providing 500 discrete time event, 16 schedules and 32 multipurpose zones.
    - (a) The time of day in hours and minutes.
    - (b) The day or combination of seven (7) days of the week the event is to occur.
    - (c) Selection of any one or any combination of thirty-two (32) zones or outputs to be activated.
    - (d) Selection of any one of sixteen schedules to allow for maximum flexibility due to special circumstances or seasonal changes.
  3. Provide for an editing and review routine to permit the user to change and edit time events, zones, and schedules without having to reprogram the entire sequence.
  4. Provide for user selectability of both tone and duration time of tone signal.
  5. Capable of correcting compatible brands of secondary clocks.
- B. The time display: Protected by a built-in lithium battery, which automatically corrects Administrative Telephone (ATEL) time, displays upon restoration of power which was caused by AC power failure.
- C. Output points, activated by the master clock, provided in the system for use in controlling external sounders and other devices.

#### 1.5



- C. Supply the system to allow operation of the intercommunications functions during loss of AC power. The use of U.P.S. type power supplies will not be acceptable unless supplied at the contractor's expense.
- D. Provide an uninterruptible power supply for the clock/intercom with the capacity for operating the intercom system under normal idle load for 2 hours and then operating the system at full power to all speakers for 5 minutes.

1.7 SUBMITTALS

- A. Shop drawings submit under provisions of Section 01330, "Submittal Procedures".

2.1 SYSTEMS COMPONENTS

7. Provide with a 7 foot multiple conductor cable for power, data, and audio signals. Provide this with a multi-pin connector for ease in installation and maintenance. Provide the handset with a standard modular type 5-foot coil cord.
  8. The ATEL: Dukane Model 7A1110.
- C. ATEL Wall Mounted Connector Assembly:
1. Provide each ATEL with a wall plate and mating connector for the ATEL cable. Mount this connector on a standard single gang plate of stainless steel.
  2. The connector plate shall be included with ATEL.
- 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.

## G. Equipment Rack:

1. The central equipment: Housed in a standard 19 inches equipment rack. Provide sufficient vertical size to contain all of the specified equipment to be housed within. Provide the rack with a locking rear door and removable side panels. Fill all unused front panel space with the appropriate size blank panels.
2. The Equipment Rack: Dukane Model #110-3592 (77 inches high).

## H. Remote Devices:

1. Classroom/room speakers: 8 inches with line matching transformers with 1/2, 1, 2, and 4-watt taps. Tap according to room requirement.
2. Speakers: Dukane #5A531.
3. Install Classroom/room speakers in a common clock/speaker enclosure.
4. Install corridor-ceiling speakers in a ceiling grille: Dukane #6A342 with 145-226 back box and 180-2 mounting rails. Spacing of approximately 30' centers, no less than one per corridor.
5. Call back pushbuttons.
  - (a) Provi1 (P)3.9 (cb.2 ( 14jEMC /I)5.1 ( baa)-4 (t8u)-6.11)-4 (t(.))1 (2 ( 1n (ns)10a)2.9 (v)11.y4jEMC ut)2.6 (t)

- D. Provide all program bells and classroom buzzers wiring in separate conduit.
- E. Provide isolating barrier in clock/speaker enclosure to keep wiring separated.

## 2.2. Standard Contractor Obligations

- x Shall provide and obtain all necessary materials, equipment and labor to perform all items listed in the Scope of Work.
- x Shall provide and obtain all necessary permits with Local, County, etc. agencies as required by law and as required in the Scope of Work.
- x Shall schedule all necessary inspections with Local, County, etc. agencies as required by law.
- x Shall strictly adhere to all specifications, engineered drawings and any other form of documentation related to the completion of the Scope of Work. SCS reserves the right to withhold partial or all payment until the work is completed to the specifications and satisfaction of SCS. Any work not completed to specifications will be the Contractor's sole responsibility and expense to redo.
- x Shall di

3. Source Selection and Contract Award

- x Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to SCS, taking into consideration price and the other evaluation criteria set forth in the RFP.
  - o General Criteria to be determined "Responsive"
    - f Does the proposal include all required information, included completed attachment forms and affidavits?
    - f Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?

## 5. Instructions for Proposal

### 5.1. Required Forms

- x 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.
- x Evidence of a valid State of Tennessee Fusedn-0.7 (e)4.9 ( )-4.3 (s)-4.3 ( )PT3.6 (r)3374 0 TdDhn



### 5.3. Acknowledgement of Insurance Requirements

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, subcontractors or agents working on SCS properties shall carry current certificates for general and professional liability insurance and for workers' compensation as indicated below. 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.

x

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000

x

Workers Compensation	Tennessee Statutory Limits
Employer's Liability	\$500,000

### 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:

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.

- x One (1) Complete Original
- x Two (2) additional copies of the Original
- x One (1) electronic format (CD/USB Drive)

The outside of the proposal package must be labeled as follows (if applicable):

1. Name of Company anamenm1T omm10.0067 9om2(y)-7.5 (a)-3.3 (l3 (m)-9 O4 Tm10.w)-2.4-9.3 (e)a r ,067-9 B3

- x Compensation/Price Data
  - o Address all costs associated with performance of the contracted services.
- x Past Performance and References
  - o Provided a minimum of three (3) client references for similar projects in size and scope successfully completed by Proposer within the last three (3) years. Attachment 6.3.
  - o 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](mailto: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.



Attn: Purchasing Supervisor  
1500 Airport Road  
Gallatin, TN 37066

Date \_\_\_\_\_

I, \_\_\_\_\_, a duly authorized representative of  
\_\_\_\_\_ hereby submit our bid for

in accordance with the specifications and instructions set forth in these bid documents.


Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Vendor Legal Name \_\_\_\_\_

Address \_\_\_\_\_  
( ) ( )

: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

- x 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;
- x 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
- x Are not presently indicated 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 judgement rendered against it:
  - o 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;
  - o 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
  - o 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 Participating 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.

The undersigned Proposer has carefully examined all instructions, requirements, specifications, terms and conditions of the RFP and certifies:

- x It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms and conditions of the RFP.
- x All statements, information and representations prepared and submitted in response to the RFP are current, complete, true and accurate. Proposer acknowledges that the Sumner County Board of Education (SCS) will rely on such statements, information and representations in selecting the successful proposer(s).
- x That the prices quoted shall be SCSs pricing for the products and/or service.
- x It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- x Proposer acknowledges that the contract may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by SCS, in its sole discretion.
- x All purchase orders must be duly authorized and executed by SCS and subject to the terms and conditions of the RFP.

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the piggyback Institutions will issue their own purchasing documents for the goods/services. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

VENDOR LEGAL NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_







The Sumner County Board of Education 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 Board of Education employees and contractorenun



Failure to examine any drawings specifications, or instructions will be at the proposer's risk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.

RFP SUBMITTAL / SIGNATURE: Proposal shall give the full name and business address of the bidder. If the proposer is a corporation, the name shall be stated as it is in the corporate charter. Proposals must be signed in ink by the proposer's authorized agent. Unsigned proposals will be rejected. Proposals are to be sealed and the outside of the envelope is to reference the RFP number. The person signing the proposal must show their title, and if requested by the institution, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Proposer understands that by submitting a proposal with an authorized signature, it shall constitute an offer to SCS. Proposals must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the W9. Electronic submissions via email, fax, etc. shall not be accepted.

SCS is not responsible for any costs incurred by any vendor pursuant to the RFP. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

All proposers must be in compliance with T.C.A. § 62-6-119 at the time of proposal submission and provide evidence of compliance with the applicable provisions of the chapter before such proposal may be considered.

Proposals are to be received in the location designated in the RFP no later than the specified date and time. Late submissions will NOT be opened or considered.

No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and must be initialed in ink by person signing the proposal.

Specifications: Reference to available speci

In order to comply with the provisions of the Tennessee Open Records Act, all proposals will be publicly opened and are subject to public inspection after the award upon written request. Proposers may be present at ITB opening. Summary information will be posted the SCS website, [www.sumnerschools.org](http://www.sumnerschools.org) under the Invitation to Bid link.

SCS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless otherwise specified by the proposer to accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the proposal documents, cessation of need, unavailability of funds, or any other reason approved by SCS.

- a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified proposer. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered, and the delivery terms will be taken into consideration.
- b. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor.
- c. Prices quoted on the response (if any) are to be considered firm and binding until the said equipment, supplies or services are in the possession of SCS.
- d. SCS reserves the right to order more or less than the quantity listed in the proposal.
- e. If a proposer fails to state a time within which a proposal must be accepted, it is understood and agreed that SCS shall have ninety (90) days to accept.
- f. No purchase or contract is authorized or valid until the issuance of a SCS purchase order in accordance with SCS policy. No SCS employee is authorized to purchase equipment, supplies or services prior to the issuance of such a purchase order.
- g. The contract may not be assigned without written SCS consent.
- h. If the appropriate space is marked on the ITB, other Institutions (such as State, Local and/or Public Agencies) may purchase off the contract during the same period as SCS.
- i. The awarded proposer will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by T.C.A. §12-4-201.
- j. If the project cost is in excess of \$25,000 a performance bond must be secured by the requesting part in an amount equal to the market improvement value.



