

## REQUEST FOR PROPOSALS Fire Alarm Testing & Inspection Service

The Hamblen County Department of Education will receive sealed bids for the provision of **Fire Alarm Testing & Inspection Service** as specified herein. Bids must be received by **8:30 a.m. EST** on Monday, **January 13, 2020**. Late bids will not be considered nor returned. The Hamblen County Department of Education is not responsible for delivery times of vendor's chosen carrier. If your bid is received after the deadline, it will be automatically disqualified.

RFP Item#  
IT20.13.01.4

–  
Fire Alarm  
Testing &  
Inspection  
Service

Closing Date  
January 13,  
2020

Closing Time  
8:30 AM EST

All questions regarding this RFP/Bid **MUST** be submitted via email by the deadline noted in this document. Please reference RFP Item Number in subject line of email. Phone calls will not be accepted. Please submit questions to [Harold@hcboe.net](mailto:Harold@hcboe.net).

### DELIVER BIDS TO:

IT20.13.01.4 – Fire Alarm Testing & Inspection Service

Opening Date: January 13, 2020

Hamblen County Dept. of Education

Technology Department

210 East Morris Blvd.

Morristown, TN 37813

**THE BID ENVELOPE MUST SHOW THE BID NUMBER, NAME AND OPENING DATE.**

**Company Name, License Number, Expiration Date**

## SECTION I GENERAL TERMS AND CONDITIONS

### Additional Information:

- 1.1 Send requests for additional information to Harold Jones, Supervisor of Technology & Communications, [Harold@hcboe.net](mailto:Harold@hcboe.net). Please reference RFP Item No. in subject line of email. Information about the Hamblen County Department of Education current bids may be obtained on the Internet at <https://www.hcboe.net/bidsandrfps>

**Remanufactured Equipment:**

- 1.2 Vendors are advised that remanufactured or refurbished equipment will not be accepted for this bid.

**Recycling Efforts:**

- 1.3 Vendors are to state the percentage of product made from recycled materials. Specify the amount of post consumer waste separately from pre-consumer recycled content.

**Conflict of Interest:**

- 1.4 Vendors must have a "non-conflict of interest" affidavit on file prior to contract award.

**Non-Discrimination:**

- 1.5 Vendors, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**Processing Time For Payment:**

- 1.6 Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.

**Alternative Bids:**

- 1.7 The Hamblen County Department of Education will not accept alternate bids (those not equal to specifications) unless authorized by the invitation to bid.

**Multiple Bids:**

- 1.8 The Hamblen County Department of Education will consider multiple bids that meet specifications.

**Taxes:**

- 1.9 The Hamblen County Department of Education purchases are not subject to taxation. Tax exemption certificates will be provided upon request.

**Delivery:**

- 1.10 Vendors are to state the delivery time in the bid. The Hamblen County Department of Education requires that vendors deliver all products FOB "free on board" to final destination.

**Bid Acceptance:**

- 1.11 Vendors shall hold their price firm and subject to acceptance by the Hamblen County Department of Education for a period of ninety (90) working days from the date of the bid opening, unless otherwise indicated in their bid.

**Electronic Transmission Of Bids:**

- 1.12 The Hamblen County Department of Education will not accept telegraphic or electronically transmitted bids.

**Award:**

- 1.13 Award will be made based upon the criteria set forth in section III of this bid document. The Hamblen County Department of Education reserves the right to award this bid on an item by item basis, a schedule basis or an "all or none" basis-whichever is in the best interest of the district. The Hamblen County Department of Education also reserves the right to not award this bid or to reject any and all bids.

**Proof Of Financial And Business Capability:**

- 1.14 Bidders must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The Hamblen County Department of Education will make the final determination as to the bidder's ability.

**Vendor Default:**

- 1.15 The Hamblen County Department of Education reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default be due to a failure to perform or because of a request for a price increase, the Hamblen County Department of Education reserves the right to remove the vendor from the district's bidders list for twenty-four months.

**Restrictive Or Ambiguous Specifications:**

- 1.16 It is the responsibility of the prospective bidder to review the entire invitation for bids (IFB) packet and to notify the Hamblen County Department of Education, Department of Instructional Technology if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Technology Department not less than one week (5 days) prior to the time set for bid opening. These requirements also apply to specifications that are ambiguous.

**Bid Delivery:**

- 1.17 The Hamblen County Department of Education requires bidders, when hand delivering bids, to deliver said bid to the Hamblen County Dept. of Education, Department of Instructional Technology between the normal business hours of 8:00 am and 4:30 pm, Monday through Friday. The Hamblen County Department of Education is not responsible for delivery times of your carrier. If your bid is received after the deadline, it will be automatically disqualified. Inclement weather is always a possibility and the district office may be closed on bid activity dates. It is the vendor's responsibility to contact the Hamblen County Department of Education at 423-586-7700 to verify that the district office is open. Please note that The Hamblen County Department of Education is closed December 24-26, 2019, and January 1, 2020.

**Duplicate Copies:**

- 1.18 The Hamblen County Department of Education requires that bids be submitted in duplicate.

**Term Bid Agreements:**

- 1.19 If this bid results in a term bid contract with the vendor, the Hamblen County Department of Education must receive all general price decreases that other customers receive.

**Signing Of Bids:**

- 1.20 **In order to be considered all bids must be signed. Please sign the original in blue ink.**

**Use Of Bid Forms:**

- 1.21 Vendors are to complete the bid forms contained in the bid package. Failure to complete the bid forms may result in bid rejection.

**Waving Of Informalities:**

- 1.22 The Hamblen County Department of Education reserves the right to waive minor informalities or technicalities when it is in the best interest of Hamblen County Department of Education.

**Subcontracting:**

- 1.23 The Hamblen County Department of Education will award this bid to one vendor. The successful vendor may not subcontract the award without the written consent of the Hamblen County Department of Education.

**New Material:**

- 1.24 Unless specified otherwise in the bid package, the Contractor must provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components, and end products. Contractor submission of other than new materials may be cause for the rejection of the bid.

**Expense of Bid Preparation:**

- 1.25 The Hamblen County Department of Education or representatives shall not be held responsible for expenses incurred in the preparation or subsequent presentations of Contractor's bid response.

**Cooperative Purchasing:**

- 1.26 Vendors are to indicate whether or not it is permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs. Indicate any additional delivery charges or minimum orders for purchases by other entities.

**Title VI Of The Civil Rights Act:**

- 1.27 "Nondiscrimination in Federally Assisted Programs" - "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. section 2000 et seq.

It is the policy of the Hamblen County Department of Education that all its services and activities be administered in conformance with requirements of Title VI.

**Envelope Cover:**

- 1.28 Bids and modifications thereof shall be enclosed in sealed envelopes addressed to the Hamblen County Department of Education, Technology Department, with the name and address of the bidder, the date and hour of opening, and the bid number **"IT20.13.01.4 Fire Alarm Testing & Inspection Service"** on the face of the envelope. Electronically transmitted, telegraphic or facsimile bids will not be considered. Bids received without the envelope information will not be considered.

**Late Bids**

- 1.29 Bids and modifications or withdrawals thereof received after the time set for opening will not be considered. The Hamblen County Department of Education is not responsible for delivery times of vendor's chosen

delivery carrier. If your bid is received after the deadline, it will be automatically disqualified.

### **Discounts**

- 1.30 1. Prompt payment discounts will be included in the evaluation of bids, provided the period of the offered discount is sufficient to permit payment within such period in the regular course of business.
2. In connection with any discount offered, time will be computed from date of delivery of the supplies to carrier when delivery and acceptance are at a point of origin, or from the date of delivery at destination or port of embarkation when delivery and acceptance are at either of those points, or from date correct invoice or voucher is received in Technology Department, if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing.

### **Response Submission**

- 1.31 Responses to this RFP must be submitted in sealed packages and delivered to the Hamblen County Department of Education Technology Department, 210 E Morris Blvd. Morristown, TN, 37813, no later than 8:30 AM EST on January 13, 2020. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer will reject all late arrivals. The Vendor must submit two (2) copies of the response along with any required supporting documentation. **“IT20.13.01.4 Fire Alarm Testing & Inspection Service” should be clearly marked on the face of the envelope containing the bid along with the opening date of January 13, 2020.** Failure to comply with this may cause the bid to be misdirected and therefore not to be considered. Responses must be for the entire project. No substitutions or partial bids will be allowed. Oral, telephone, faxed or telegraphic bids shall not be considered, nor will modifications of bids by such communication be considered. The completed bid form shall be without erasures or alterations. Signatures on the proposals shall be in longhand and executed by an individual duly authorized by The Vendor to make a contract. Bids made out in pencil will NOT be accepted. Bid must be notarized. Prior to commencement of work, Vendor will name contractee as additional insured for liability purposes.

### **Interpretation and Changes**

- 1.32 The intent of this RFP is to communicate the district's requirements to any qualified and interested bidder. Our intention is to receive bids for the system services as stated in Section 1 of this RFP. The district may make corrections or changes to the RFP. If the district makes changes or corrections to the RFP it will be via a written ADDENDUM. All efforts will

be made by the district to mail or deliver any ADDENDUMS to all parties who have requested and received the RFP. ADDENDUMS will be issued as expeditiously as possible (by FAX, if necessary, followed by original documents). Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and The Vendor shall not rely upon such interpretations, corrections, or changes.

#### **Addendum**

- 1.33 It will be the responsibility of all respondents to contact The district prior to submitting a response to the RFP to ascertain if any ADDENDUMS have been issued, and to obtain any and all ADDENDUMS, execute them, and return ADDENDUM with the response to the RFP.

#### **Questions**

- 1.34 Questions regarding this RFP must be submitted in writing/email. The district must receive questions no later than five (5) business days before the bid opening or the questions will be considered null and void. Responses to all questions received in proper timeframes will be made in writing and posted with the RFP on the district website. Phone calls will not be accepted.

#### **Proposal Binding Period**

- 1.35 Prices quoted in The Vendor's response for all services and equipment will remain in effect for a period of at least 90 business days from the issuance date of The Vendor's response. However, any taxes, whether local, state, or federal, imposed on services herein provided instituted after the date of bid response may be passed on to the customer from the vendor.

#### **Omissions**

- 1.36 Omissions in the proposal of any provision herein described shall not be construed as to relieve The Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

#### **Service Length**

- 1.37 The contractual term of this contract will be one (1) years with options to renew up to five (5) years.

### **Patents and Royalties**

- 1.38 The Vendor, without exception, shall indemnify and hold harmless The district and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by The district. If The Vendor or subcontractor uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

### **Indemnification**

- 1.39 The Vendor shall indemnify and hold harmless The district, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by The district, its agents or employees) in connection with the same; or by use of any improper, material or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants or employees. The Vendor further agrees to indemnify and hold harmless The district, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city or other applicable laws, bylaws, ordinances, or regulations by The Vendor, its agents, associates, or employees. The indemnification provided above shall obligate The Vendor to defend at its own expense or to provide for such defense, at The district's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against The district which may result from the operations and activities under this district whether the installation operations be performed by The Vendor, subcontractor, or by anyone directly or indirectly employed by either. The award of this Contract to The Vendor shall obligate The Vendor to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

### **Right to Reject**

- 1.40 The district reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Hamblen County Department of Education. The district reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. The district reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to



reject the proposal of any Vendor who in the opinion of the district is not in a position to adequately perform the contract. The district reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the Hamblen County Department of Education. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the Hamblen County Department of Education.

### **Vendor Registration**

- 1.41 Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Hamblen County Department of Education, Department of Instructional Technology with the form attached to this RFP/Bid document. Registration form is only good for THIS RFP/BID. Please fax the application to (423) 585-3783 or by e-mail at *ForteB@hcboe.net* at least **5 days prior** to the bid opening. **Do not send this form with the bid. Please see last page of bid for the vendor registration form.**

### **Possession of Weapons**

- 1.42 All vendors and their employees and their agents are prohibited from possessing any weapons on Hamblen County Department of Education property without prior written consent from the Hamblen County Department of Education. In the case of a vendor whose contract requires possession of firearms or other weapons to successfully complete their contract, vendor must provide personnel who are bonded to bear said weaponry.

## **SECTION II OBLIGATIONS, RIGHTS AND REMEDIES**

THESE TERMS AND CONDITIONS SHALL BE PART OF THE CONTRACT. HAMBLEN COUNTY DEPARTMENT OF EDUCATION RESERVES THE RIGHT TO NEGOTIATE OTHER TERMS AND CONDITIONS IT DEEMS APPROPRIATE AND NECESSARY UNDER THE CIRCUMSTANCES TO PROTECT THE PUBLIC TRUST.

### **Incorporation:**

- 2.1 All specifications, drawings, technical information, invitation to bid, bid award and similar items referred to or attached or which are the basis for this contract are deemed incorporated by reference as if set out fully herein.

**Alterations Or Amendments:**

- 2.2 No alterations, amendments, changes, modifications, or additions to this Contract shall be binding on the Hamblen County Department of Education without the prior written approval of the Hamblen County Department of Education.

**Assignment:**

- 2.3 Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation, or person without the prior written specific consent of the Hamblen County Department of Education.

**Warranty:**

- 2.4 Contractor warrants to the Hamblen County Department of Education that all items delivered and all services rendered shall conform to the specifications, drawings, bid, and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Contractor extends to the Hamblen County Department of Education all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the district. Return of merchandise not meeting warranties shall be at contractor's expense.

**Remedies:**

- 2.5 The Hamblen County Department of Education shall have all rights and remedies afforded under the U.C.C. and Tennessee law in contract and in tort, including but not limited to rejection of goods, rescission, right of set-off, refund, incidental, consequential and compensatory damages, and reasonable attorneys fees.

**Inspection And Acceptance:**

- 2.6 Warranty periods shall not commence until the Hamblen County Department of Education inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by the Hamblen County Department of Education. The Hamblen County Department of Education reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

**Order Of Precedence:**

- 2.7 In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Item Description, (2) Invitation to Bid, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.

**Severability:**

- 2.8 If any provision of this Contract is declared illegal, void, or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.

**Governing Law:**

- 2.9 This Contract shall be governed by the laws of the State of Tennessee, and all obligations of the parties are performable in Hamblen County, Tennessee. The Chancery Court and/or the Circuit Court of Hamblen County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes that arise hereunder.

**Default:**

- 2.10 If Contractor fails to perform or comply with any provision of this contract or the terms or conditions of any documents referenced and made a part hereof, the Hamblen County Department of Education may terminate this contract, in whole or in part, and may consider such failure or noncompliance a breach of contract. The Hamblen County Department of Education expressly retains all its and remedies provided by law in case of such breach, and no action by the Hamblen County Department of Education shall constitute a waiver of any such rights or remedies. In the event of termination or default, the Hamblen County Department of Education reserves the right to purchase its requirements elsewhere, with or without competitive bidding.

**Termination:**

- 2.11 The district may terminate this agreement with or without cause at anytime. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.

**Appropriation:**

- 2.12 In the event no funds are appropriated by the Hamblen County Department of Education for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the contract shall expire upon the expenditure of previously appropriated

funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

**Compliance With All Laws:**

- 2.13 Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

**Indemnification/Hold Harmless:**

- 2.14 Contractor shall indemnify, defend, save and hold harmless the Hamblen County Department of Education, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.

**Right to Inspect**

- 2.15 The Hamblen County Department of Education reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.

**Books and Records**

- 2.16 Contractor shall maintain all books, documents, accounting records, and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by district or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.

**Child Labor**

- 2.17 Contractor agrees that no products will be provided or used under this contract which have been manufactured or assembled by child labor.

### **SECTION III SPECIAL TERMS AND CONDITIONS**

#### **Intent:**

- 3.1 The intent of these specifications is to convey to prospective bidders the type of computer equipment requested by the Hamblen County Department of Education. The Hamblen County Department of Education requests that prospective bidders price the items in SECTION IV as well as state a percentage of mark-up or discount on non-specified items.

#### **Term:**

- 3.2 The contract will be for One (1) year beginning approximately July 1, 2020 and continue through June 30, 2021.

Upon mutual consent of both parties, the agreement may be renewed for four (4) additional one (1) year periods, for a total term of five (5) years.

#### **Escalation Provision:**

- 3.3 The responder warrants that the unit price stated herein shall remain firm for a period of not less than one (1) calendar year from the first day of the contract period. If the responder's unit price is increased after one (1) calendar year, the contract unit price may be increased upon approval of the responder's written request to the Purchasing Agent.

Such a request shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; (3) the amount of the change requested with documentation to support requested adjustment (i.e., appropriate bureau of labor statistics, change in manufacturer's price, etc.). Such price adjustment shall be by the same percentage as documented.

#### **Bid Modification:**

- 3.4 This bid may be modified accordingly provided that:

The aggregate of the increase in the contract unit price made under this clause shall not exceed a total of seven percent (7%) of the original contract unit price. If this contract is renewed, the percentage increase shall not exceed seven percent (7%) per contract period on the prices prevailing at the time of renewal;

The increased contract unit price may be effective after one (1) calendar year provided that the responder submits a written request, with supporting documentation, for an increase, at least thirty (30) calendar days prior to the proposed effective date of the price increase;

The increased contract unit price shall not apply to orders received by the vendor prior to the effective date of the increased contract unit price. Orders placed, via county purchase order, shall be considered to have been received by the responder after the fifth (5th) calendar day following the date of signature by the Purchasing Agent or his authorized representative;

Within thirty (30) calendar days after receipt of a responder's written request, the district Purchasing Agent may cancel, without liability to either party, any portion of the contract affected by the requested increase and undelivered at the time of such cancellation.

**Quantity Purchase:**

- 3.5 Vendor should make additional discounts available to the Hamblen County Department of Education for quantity purchases.

**Termination:**

- 3.6 Should the responders fail to meet the Requirements of this contract, the Hamblen County Department of Education may terminate the Contract upon a thirty (30) day written notice.

**Evaluation:**

- 3.7 Evaluation will be made on the following Criteria:  
This contract will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Prices of eligible services will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may include, but are not limited to transition, prior experience, including past performance, personnel qualifications, including technical excellence; management capability, including schedule compliance; cost of ineligible products and services; and flexibility of services. The Hamblen County Department of Education does not guarantee award of a contract and reserves the right to reject all bids.

1	Total Price	40 Points
2	Staffing to perform scope of work in timely manner	15 Points
3	Prior Experience – Specifically K-12	15 Points
4	Compliance with Bid Specifications	10 Points
5	Promptness of	20

	delivery/Schedule Availability/Service Plan	Points
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## VENDOR SERVICE PLAN

Vendors should include a complete description of the products and services offered in their Proposal. The Service Plan should include, but not be limit to:

1. A summary of the products or services to be provided.
2. When applicable, a timeline showing how the Vendor plans to deliver products and/or services to fulfill any contract issued as a result of this RFP.
3. Key staff members at the Vendors organization that will be assigned to the account or will otherwise be part of an implementation team.
4. Any resource requirements on the part of the school system necessary in order for the Vendor to meet its obligations under an agreement resulting from this RFP.
5. Any hardware, software, or other technology the school system must have in order to use the Vendors products or services.
6. Any alternative ideas or proposals that should be considered by the school system in addition to the base proposal.

### **Response:**

- 3.8 Vendors shall bid in the following manner:

Provide, with their bid, a copy of the most recent vendor pricelist.

State the percentage of mark-up or discount from the aforementioned price list to the Hamblen County Department of Education.

Vendors shall submit their responses with the products, F.O.B. destination to the Hamblen County Department of Education, Department of Instructional Technology, 210 East Morris Blvd., Morristown, TN 37813.

Pricing for these services and products must be provided in the Bid Response Form provided with this RFP. The vendor's bid may include additional quote pages in the vendor's preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the district to compare pricing from all vendors using the Bid Response Forms. Reference statements, such as "See Page XX", "Refer to Page XX", etc. should not be entered in the Bid Response Form. Failure to provide the information requested in this RFP in the requested format is reason for rejection, without consideration.

**Quantities:**

- 3.9 The Hamblen County Department of Education does not guarantee any quantities during the term of this agreement. However, it is to be noted that the Hamblen County Department of Education expended approximately one hundred thousand (\$100,000.00) dollars during the previous fiscal year.

**Warranty:**

- 3.10 All products shall be, as a minimum, warranted for three years on parts & labor.

Responders shall specify variations in length and conditions in section V.

Vendors shall serve as liaison and/or service provider during the term of warranty.

**SECTION IV VENDOR RESPONSE:**

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**4.1 Fire Alarm Inspection Requirements**

**Project Description And Scope Of Work**

The bidder must provide the following information in response to this Request for Proposal.

These specifications outline specific services with regard to testing, Inspections, and preventative maintenance for the fire alarm system for the Hamblen County Department of Education. All work shall be in compliance with NFPA72. Due to the nature and vital importance of these life safety systems, the contractor must be qualified to maintain these systems. Any maintenance recommended by the manufacturer other than that listed here shall also be considered as part of these specifications. Contractor must return the fire alarm system to full operation whenever equipment problems are discovered during routine inspection or when the Safety Officer requests service.

The technicians will remain the Contractor's employees subject to his direction at all times.

The Contractor must be and have been in the business of testing,



inspecting, and maintaining fire alarm systems for at least three (3) years. The Contractor should be able to list the number of technicians available to work on these systems.

The Contractor shall provide proof that all technicians who will be working on these systems shall have a current license from the State of Tennessee for fire alarm inspections. Copies of such licensure are proof of this criterion and shall be supplied upon request by the Hamblen County Department of Education. The Contractor should list the amount of technicians in his/her employ capable of working on these systems.

All lead service personnel shall be qualified and experienced (minimum of three (3) years) in the inspection, testing and maintenance of Fire Alarm control panels and all peripheral equipment. All personnel provided as a result of this contract award must be direct employees of the awarded contractor. The Hamblen County Department of Education will not allow for utilization of temporary personnel or day laborers to service this contract.

Upon request, a list of inspection dates will be made available.

A clear, readable copy of the inspection report will be left on site. A clear, readable copy of the inspection report, signed by the Safety Officer (or designee) will be submitted with invoice.

#### **A. SCOPE OF WORK**

Inspections will be performed between 8:00 AM and 4:00 PM as arranged with Safety Officer (or designee). All inspections will be coordinated at least two weeks in advance with the Safety Officer. The district prefers to have these inspections done during periods of time when students and staff are not present. Typically this will be during Fall Break (Usually around October 14 -18, Thanksgiving Holiday (1 day prior to Thanksgiving), and Winter Break (Usually around December 23 – January 3, excluding days prior to Christmas Day, Christmas Day, and the day following Christmas Day).

No trip charges, fuel surcharges, or mileage will be allowed. All prices are to be F.O.B. jobsite.

Upon request, any parts that need to be replaced must be returned to owner for disposal.

- All testing, cleaning, and inspections shall be performed by properly trained, full-time permanent employees of the Vendor. The employees shall be under the control and direct responsibility of the contractor.
- All Vendor employees shall wear a visible identification badge while on the Hamblen County Department of Education premises.
- All Vendor employees shall adhere to the building rules and regulations (i.e. no hat, no smoking, parking, etc.) .
- The Vendor shall provide all vehicles, tools, test instruments, personal protection equipment, and any other equipment necessary.
- Test and inspections shall be scheduled in advance, and at the Hamblen County Department of Education's convenience. A schedule shall be provided to the Hamblen County Department of Education on a regular basis.
- The Hamblen County Department of Education will be responsible for providing access to all areas to be inspected, whether with a key, or with personnel.
- The Vendor shall comply with all permits, and license requirements of the Hamblen County Department of Education.

## **B. WORK PLAN**

### **1. CONTROL PANEL:**

- a. Activate each zone and test the following:
  - i. Proper operation of zone light. Document results on inspection report.
  - ii. Proper operation of Auxiliary Functions (ground faults, supervisory circuit operation, and auxiliary control functions such as door release and fan shutdown).
  - iii. Proper output to remote annunciators.
  - iv. Proper operation of city connection.
  - v. Proper operation of trouble lamps and devices.
- b. All lamps and switches should be properly labeled.
- c. Copy of operating instructions should be conspicuously located.

- d. If installed, conduct same tests from remote annunciators. Document test results on inspection form.
- e. Inspect and clean interior of control and annunciator panel and exterior of all panel cabinets. Remove dust and dirt from all circuit boards and power supplies, amplifiers, chargers, and relays. Visually inspect all circuit boards for signs of excessive heat buildup or fatigue. Check power supply, amplifier, and annunciator output voltages. Document test results and observation on inspection report.
- f. Replace fuses as necessary.
- g. Verify operation of audible and visible trouble signals. Verify operation of panel trouble signals and panel ring-back feature for systems using a trouble silencing switch which requires resetting. Document test results on inspection report.
- h. On systems equipped with zone disconnect or isolating switches, verify that each switch performs its intended function and a trouble signal is received when a zone is disconnected. Document test results on inspection form.
- i. On systems equipped with a ground detection feature, verify that ground fault indication is given whenever any installation conductor is grounded. Document test results on inspection report.
- j. On systems equipped with a digital alarm communicator transmitter or other means of transmitting alarm and trouble signals off-site, actuate and appropriate initiating device or trouble circuit and verify that the appropriate signal is received off-site.
- k. On systems equipped with sealed lead acid standby batteries, perform the following tasks: -Disconnect A.C. power and check open circuit voltage -Measure standby current -Measure battery voltage under full load including operating all signaling devices for five (5) minutes with battery charger disconnect -Document all test results on inspection report -Verify that all signaling devices operate properly under battery power -Clean all connections - Check battery charger for proper operation -Inform owner in writing if batteries fail the test

## Testing of Devices

In accordance with NFPA 72, chapter 7, and manufacturer's recommended procedures, peripheral devices shall be functionally testing in the following manner:

- **Smoke Detectors:** shall be functionally tested using a smoke generator, punk stick or other method acceptable to the manufacturer. Any canned aerosol smoke that leaves an oily residue shall not be used for testing of smoke detectors because of the danger of fouling. **Magnet testing does not satisfy a proper functional test of smoke detectors and shall not be used for functional testing.** No device that uses open flame or acid smoke shall be used to test smoke detectors.
- **Heat Detectors:** (both rate of rise and fixed temperature) shall be tested with a device that administers an accurate and controlled temperature heat source. A device that uses an open flame shall not be used to test a heat detector.
- **Manual pull stations:** shall be activated to verify operation, the electrical contacts shall be inspected for integrity, and the device shall be inspected to ensure a secure mounting.
- **Audible and visible signaling devices:** shall be tested at least once during the inspection process to ensure proper operating and volume levels. After which, each initiating device shall be tested silently for minimal disturbance.
- **Beam Detectors:** shall be tested by introducing smoke, other aerosol, or a manufacturer approved optical filter into the beam path.
- **Duct Detectors:** per manufacturer's recommended test methods, detector alarm response shall be verified through the end sampling port on each pipe run; airflow through all other ports shall be verified as well

### 2. PULL STATIONS:

- a. Test for alarm by activating pull station.
- b. Verify proper zone annunciation.
- c. Spot test for trouble reporting by removing one wire from terminal strip.

### 3. HEAT DETECTORS:

- a. Test for alarm by increasing the temperature of Rate of Rise Type Detectors. This type should respond to a ratio of 15 degrees per minute increase. (RE: 5 degrees=20 seconds, 10 degrees=40 seconds, 15 degrees=60 seconds.)
  - b. Fixed temperature detectors will require replacement if activated by increasing temperature-rating level. Testing of wiring is necessary and is accomplished by shorting across terminals.
  - c. Verify proper zone annunciation.
  - d. Spot test for trouble by removing one wire from terminal.
4. SMOKE DETECTORS:
- a. Using an approved smoke-generating device, test for alarm by injecting smoke into the detector chamber. Detector should respond within 3 to 5 seconds.
  - b. Check for proper operation of indicating lamps and auxiliary relays if used.
  - c. Check for proper location.
  - d. Verify proper zone annunciation.
  - e. Spot test for trouble reporting by removing detector from circuit. Removing power from detector should also report trouble if 4-wire type.
5. SMOKE DETECTORS:
- a. Using a U. L. listed calibrated sensitivity testing device, test per the instructions of the sensitivity tester being used.
  - b. Record test results on approved sensitivity test report.
  - c. Sensitivity must be greater than .5% and less than 3.8%.
  - d. Any detector, which fails to test within above range, must be cleaned and then re-tested. Failure to test within range after cleaning will require detector replacement. Cleaning to be performed according to manufacturer's instructions.
6. SIGNAL DEVICES: (audible)
- a. Check each for audibility.
  - b. Check for proper location.
  - c. Spot test for trouble reporting by removing wire from device.
7. SIGNAL DEVICES: (visual)
- a. Check each for illumination.
  - b. Check for proper location.
  - c. Spot test for trouble reporting by removing wire from device.
8. DOOR HOLDERS:

- a. Check for release on alarm. Door should close rapidly and completely.
9. FAN SHUTDOWN:
  - a. Depending on system design, verify when and how shutdown is accomplished. Check as necessary to assure proper operation.
10. BATTERIES:
  - a. Visually check for leakage, corrosion, and proper connection.
  - b. Disconnect AC power and test operation of system while on battery power.
  - c. Load test annually using an approved calibrated battery tester per manufacturer's recommended procedures.

## **Documentation**

Documentation must be printed on a form adequate for all fire alarm control panel testing and contain:

- The location of each device tested, including system address or zone location (preferably on a provided floor map).
- Test results and applicable voltage readings.
- Any discrepancies found shall be noted individually and on a separate summary page.
- Signed inspection documentation shall be provided to the Hamblen County Department of Education.

## **Damage Repair**

Vendor shall correct, repair, or replace any inspection related damage which is caused by vendor, within 10 calendar days, depending upon parts availability. All costs, both material and labor, are the responsibility of the vendor. Existing fire alarm system deficiencies are excluded from this requirement.

## **New Systems**

New facilities, remodeled facilities, or the replacement of complete systems that occur during the term of the agreement, will be priced using device counts provide by the Hamblen County Department of Education and added to the total contract price if required.

## **Device Counts**

The pricing for this agreement is based on device counts provided by the Hamblen County Department of Education. The Vendor accepts a 10% deviation in counts to the advantage of either the Hamblen County Department of Education or the Vendor.

**Note:** At any time if any network wiring should have to be performed for any reason it MUST adhere to standard structure cabling requirements (termination in a patch panel) and requirements of the Hamblen County Department of Education's Technology Department. Any deviation from these standards must have prior approval from the school system's Senior Network Administrator or the Supervisor of Instructional Technology. Failure to follow the standard will require the vendor to address and fix any deficiency at the cost of the vendor.

LOCATION	Brand	Model	Pull Stations	Photoelectric Smoke Detectors	Duct Smoke Detectors	Heat Detectors	Horn Strobe	Speaker Strobe	Strobe Only	Fire Doors	Sprinkler Riser	Voice EVAC	Other (Specify)
<b>Alpha Intermediate School</b> 5620 Old Highway 11E Morristown, TN 37814	FireLite	ES-200X - Connected to Alpha Primary Building	9	15	4	1	18	0	0	8	1	N	
<b>Alpha Primary School</b> 5626 Old Highway 11E Morristown, TN 37814	FireLite	ES-200X	19	15	6	4	20	0	0	8	2	N	
<b>Hamblen County Department of Ed</b> 210 East Morris Blvd. Morristown, TN 37813	FireLite	MS-5UD	8	10	0	0	0	22	4	0	0	Y	
<b>East Ridge Middle School</b> 6595 St. Clair Road Whitesburg, TN 37891	FireLite	MS-9200 UDLS	17	58	14	1	48	4	0	6	1	Y	
<b>Fairview-Marguerite Elementary School</b> 2125 Fairview Road Morristown, TN 37813	FireLite	ES-200X	12	42	4	0	40	0	0	8	0	N	
<b>Hillcrest Elementary School</b> 407 South Liberty Hill Road Morristown, TN 37814	FireLite	MS-9200	32	96	4	0	45	0	56	14	0	N	
<b>John Hay Elementary School</b> 501 Brittan Court Morristown, TN 37814	FireLite	MS-9200	24	12	4	1	15	0	0	14	0	N	
<b>Lincoln Heights Elementary School</b> 215 Lincoln Ave. Morristown, TN 37813	FireLite	MS-9200 Connected to Lincoln Middle One Building	27	7	7	0	20	0	8	7	1	N	
<b>Lincoln Heights Middle School</b> 219 Lincoln Ave. Morristown, TN 37813	FireLite	MS-9200	27	7	12	0	45	0	0	8	1	N	
<b>Manley Intermediate School</b> 555 West Economy Road Morristown, TN 37814	Faraday	MPC-1500	26	23	4	0	44	0	0	4	1	N	
<b>Manley Primary School</b> 551 West Economy Road Morristown, TN 37814	Simplex	4020	9	16	4	1	22	0	0	4	1	N	
<b>Meadowview Middle School</b> 1623 Meadowview Lane Morristown, TN 37814	Simplex	4020	37	12	4	0	48	0	0	6	2	N	
<b>Morristown Hamblen High School East</b> Wellness/Administration/Batting Cage One Hurricane Lane Morristown, TN 37813	FireLite	MS-9600 UD w/EVAC	97	147	29	14	0	105	10	50	3	Y	
<b>Morristown Hamblen West High 1025</b> Sulphur Springs Road Morristown, TN 37813	FireLite	MS-9600	48	97	12	0	0	60	1	52	3	Y	
<b>Miller Boyd Alternative School</b> 376 Snyder Road Morristown, TN 37813	FireLite	905 OUD	10	8	0	0	7	0	0	0	0	N	
<b>Russellville Intermediate School</b> 5273 Old Andrew Johnson Hwy Russellville, TN 37860	Faraday	MPC-1500	26	22	4	0	43	0	1	4	1	N	
<b>Russellville Primary School</b> 5655 Old Russellville Pike Russellville, TN 37860	FireLite	MS-9200 UDLS	10	16	2	0	9	0	0	14	0	N	
<b>Union Height Elementary School</b> 3366 Enka Highway Morristown, TN 37813	Simplex	4020	12	8	4	0	20	0	0	4	1	N	
<b>West Elementary School</b> 235 West Converse Street Morristown, TN 37813	FireLite	MS-9200	20	14	4	0	26	0	0	9	1	N	
<b>West View Middle School</b> 1 Indian Path Morristown, TN 37813	FireLite	ES-200X	17	58	14	1	48	4	0	6	1	Y	
<b>Whitesburg Elementary School</b> 7859 East Andrew Johnson Highway Whitesburg, TN 37891	FireLite	MS-9200	13	7	4	0	17	0	4	2	0	N	
<b>Witt Elementary School</b> 4650 S Davy Crockett Parkway Morristown, TN 37816	FireLite	MS-9200	16	15	4	0	14	0	0	4	0	N	



- 4.2 Percentage of “discount off” from current Price List on catalog items not listed on these pages.

## **SECTION V VENDORS INFORMATION AND PRICING**

### **Schedule of Events**

- 5.1 The following is the required schedule of events for this project. The schedule may change the results of the responses and a final schedule will be established prior to contracting with the vendor.

Event	Date
1. Release of RFP to Bidders	December 8, 2019
2. Mandatory Bidder's Conference at D.O.E.	N/A
3. Deadline for Proposal Submission	January 13, 2020
4. Evaluation of Responses	Beginning January 13, 2020 until completed
5. Contract Award	To be determined
6. Installation Starts	To be determined after receipt of order
7. Installation Completed	To be determined

## **SECTION VI MAINTENANCE, SUPPORT SERVICES, AND TRAINING**

### **Training**

- 6.1 If any training on any installed equipment is required, Vendor shall provide a minimum of one day's training at no cost to the district. Vendor must provide a per day quote for additional days of training.

## **SECTION VII VENDOR QUALIFICATIONS**

### **Omissions:**

- 7.1 Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

### **Price Quotations:**

- 7.2 Price quotations are to include the furnishing of all materials, equipment, Maintenance, and training manual, tools, and the provision of all labor and

services necessary or proper for the completion of the work.

## **SECTION VIII RESPONSE TO BID**

### **Warranty:**

- 8.1 Vendor must provide confirmation of the Support Warranty.  
Vendor may state any additional vendor-supplied warranty.

## **SECTION IX ADDITIONAL TERMS, CONDITIONS AND AWARD CRITERIA**

### **Quantities:**

- 9.1 The Hamblen County Department of Education does not guarantee any quantities during the term of this agreement. Consequently, the utilization of the contract may vary significantly from fiscal year to fiscal year. The successful vendor is not guaranteed a specific amount of sales during the contract period.

### **Multiple Vendors:**

- 9.2 The Hamblen County Department of Education reserves the right to select multiple vendors for this term bid to insure that appropriate resources will be available in the event of multiple, simultaneous large projects, or the cessation of business by one or more of the vendors.



## SECTION VIII VENDOR INFORMATION AND PRICING – Fire Alarm Testing & Inspection Service

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

License Number \_\_\_\_\_

Vendor Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Toll Free # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Person \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

HCDOE Business License Number (If Applicable) \_\_\_\_\_

*(Contractors: PLEASE ENCLOSE A COPY OF LICENSE WITH BID)*

State of TN Sales Tax Number (If Applicable) \_\_\_\_\_

I acknowledge the receipt of:

Addenda 1 ☐ Yes ☐ No

Addenda 2 ☐ Yes ☐ No

Addenda 3 ☐ Yes ☐ No

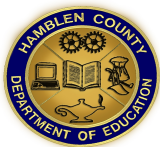
***Please list all warranty information concerning length and coverage below:***

Guaranteed days till delivery after receipt of order \_\_\_\_\_ Days

Percentage of Mark-Up or Discount *(Vendors shall bid one or the other)* \_\_\_\_\_ % Mark-Up

\_\_\_\_\_ % Discount

Catalog Pricing Discount *(Items not specifically mentioned in bid)* \_\_\_\_\_ % Discount



## Bid Response Form – Fire Alarm Testing & Inspection Service

Page 1 of 10

Pricing for these services and products must be provided in the Bid Response Form provided with this RFP. The vendor's bid may include additional quote pages in the vendor's preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the district to compare pricing from all vendors using the Bid Response Forms. Reference statements, such as "See Page XX", "Refer to Page XX", etc. should not be entered in the Bid Response Form. Failure to provide the information requested in this RFP in the requested format is reason for rejection, without consideration.

TO: The Hamblen Department of Education, Morristown, Tennessee,

VENDOR:

\_\_\_\_\_  
*Name of Firm*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

Representative's Name (Type or Print): \_\_\_\_\_

\*Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

TN Licenses Number: \_\_\_\_\_

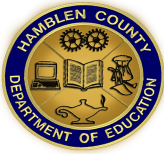
Operating as an individual corporation organization and existing under the laws of Tennessee, or a Partnership, or a joint venture consisting of,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

\*Signature certifies the proposed solution and services meet all requirements outlined in this document and the vendor will comply with all specified requirements unless exceptions are noted below.



## Bid Response Form – Fire Alarm Testing & Inspection Service

Page 2 of 10

### EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS

(Attach additional pages if needed)

Signature on Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted.

Check one of the following responses to the General Terms and Conditions:

\_\_\_\_\_ We take no exceptions/deviations to the general terms and conditions (Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

\_\_\_\_\_ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below: (Note: Unacceptable exceptions shall remove your proposal from consideration for award. The Hamblen County Department of Education shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)

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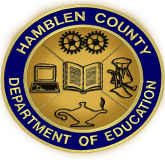
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## Bid Response Form – Fire Alarm Testing & Inspection Service

Page 3 of 10

Pricing for these services and products **MUST be provided in the Bid Response Form provided with this RFP**. The vendor's bid may include additional quote pages in the vendor's preferred format. However, **all pricing must be entered in the Bid Response Form**, as a minimum, to enable the district to compare pricing from all vendors using the Bid Response Forms. Reference statements, such as "See Page XX," "Refer to Page XX," etc. should not be entered in the Bid Response Form. Failure to provide the information requested in this RFP in the requested format is reason for rejection, without consideration. Specifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers' itemization numbers, etc. is intended to set quality and feature standards and does not exclude bids from others as long as quality and feature standards are met.

Fire Alarm Inspection		
<b>Cost by location</b>		
Alpha Intermediate	\$ _____	
Alpha Primary	\$ _____	
East Ridge Middle	\$ _____	
Fairview-Marguerite Elementary	\$ _____	
Hillcrest Elementary	\$ _____	
John Hay Elementary	\$ _____	
Lincoln Heights Elementary	\$ _____	
Lincoln Heights Middle	\$ _____	
Manley Primary	\$ _____	
Manley Intermediate	\$ _____	
Meadowview Middle	\$ _____	
Miller-Boyd Alternative	\$ _____	
MHHS East	\$ _____	
MHHS West	\$ _____	
Russellville Intermediate	\$ _____	
Russellville Primary	\$ _____	
Union Heights Elementary	\$ _____	
West Elementary	\$ _____	

West View Middle Whitesburg Elementary Witt Elementary Hamblen County Dept. of Ed	\$ _____ \$ _____ \$ _____ \$ _____	
Any Additional Costs? If yes, specify what this charge covers:  _____ _____ _____ _____ _____ _____ _____	\$ _____ one-time      \$ _____ recurring	
_____ _____ _____ _____ _____ _____ _____		
	\$ _____ recurring	
<b>Total:</b>	\$ _____ one-time \$ _____ recurring	

<b>Additional Costs :</b>		
Specify Item: _____	\$ _____ per _____	

Specify Item: _____	\$ _____ per _____	
Specify Item: _____	\$ _____ per _____	
Total Additional Costs	\$ _____ one-time  \$ _____ recurring	
Total Cost	\$ _____	

1. Can your company perform the work during our preferred time window?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Alternate timeline: \_\_\_\_\_

2. Total number of employees in your company? \_\_\_\_\_

3. Total number of employees qualified to perform work in this RFP? \_\_\_\_\_

4. Total number of years in business with this company name? \_\_\_\_\_

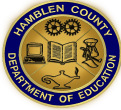
Please attach vendor service plan:

### VENDOR SERVICE PLAN

1. A summary of the products or services to be provided.
2. When applicable, a **timeline** showing how the Vendor plans to deliver products and/or services to fulfill any contract issued as a result of this RFP.
3. **Key staff members** at the Vendors organization that will be assigned to the account or will otherwise be part of an implementation team.
4. Any **resource requirements** on the part of the school system necessary in order for the Vendor to meet its obligations under an agreement resulting from this RFP.



5. Any **hardware, software, or other technology** the school system must have in order to use the Vendors products or services.
6. Any **alternative ideas or proposals** that should be considered by the school system in addition to the base proposal.



## Notarized Bid Compliance Form – Fire Alarm Testing & Inspection Service

Having carefully examined the invitation to bid documents prepared by the Hamblen County Department of Education entitled IT20.13.01.4 Fire Alarm Inspection Service, and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the Proposal, for the total contract price shown and under the terms of the attached contract. **It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing, and with all other local, state, federal laws, and that no legal requirement has been violated in making or accepting this proposal in awarding a contract to him or in the delivery of products.** In submitting this proposal, it is understood that the right is reserved by the district to reject any or all proposals and waive all technicalities/informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of Ninety (90) days from the opening there of.

The undersigned declares that the person or persons signing the Proposal is/are fully authorized to sign on behalf of the firm listed and to fully bind the firm listed to all of the conditions and provisions thereof. In view of the terms of this Invitation to Bid, the undersigned proposes to furnish all items for a total sum of:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

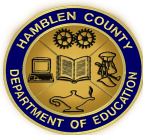
Date: \_\_\_\_\_

***THIS BID MUST BE NOTARIZED*** Sworn and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



**NON –COLLUSION INDEPENDENT PRICE DETERMINATION  
NON-DISCRIMINATION AFFIDAVIT**

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Vendors, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, or national origin.

I agree to abide by all terms and conditions of this bid and certify that I am authorized to sign this bid for the vendor.

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

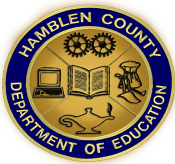
AUTHORIZED SIGNATURE \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME HERE

DATE \_\_\_\_\_

Please indicate which of the following apply to your company:

- \_\_\_\_\_ African Owned
- \_\_\_\_\_ Asian Owned
- \_\_\_\_\_ Caucasian Owned
- \_\_\_\_\_ Hispanic Owned
- \_\_\_\_\_ Native American Owned
- \_\_\_\_\_ Other Owned
- \_\_\_\_\_ Woman Owned



## NOTICE TO PROPOSERS

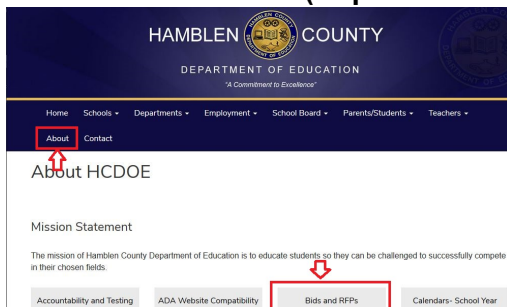
There may be one or more amendments to this proposal solicitation. If your company desires to receive copies or notices of any such amendments, you **must** provide the information requested below to the Hamblen County Department of Education's Department of Instructional Technology. Please send this information to Betina Forte via fax at (423) 585-3783 or by e-mail at [ForteB@hcboe.net](mailto:ForteB@hcboe.net). **The Hamblen County Department of Education will send amendments only to those firms which timely complete and return this form via fax or provide the requested information by timely e-mail.**

RFP number	<b>IT20.13.01.4 Fire Alarm Testing &amp; Inspection</b>
Company name	_____
Mailing address	_____ _____ _____
Phone number	_____
Fax number	_____
Contact person	_____
E-mail address	_____

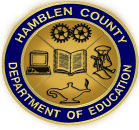
**Send amendments by (check one):** ☐ fax  
☐ e-mail

E-mailed amendments will be sent in a PDF format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Hamblen County Department of Education.

**Amendments also will be posted on the Hamblen County Department of Education's web site (<http://www.hcboe.net>) in a PDF format.**



RFP IT20.13.01.4



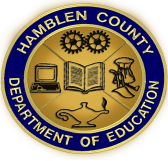
## Hamblen County Department of Education Vendor Registration Form

Please send this information to Betina Forte via fax at (423) 585-3783 or by e-mail at [ForteB@hcboe.net](mailto:ForteB@hcboe.net).

**This form MUST BE RECEIVED by The Hamblen County Department of Education PRIOR TO BID OPENING. Do not send this form with the bid.**

RFP number	<b>IT20.13.01.4 Fire Alarm Testing &amp; Inspection</b>
Company name	_____
Mailing address	_____
	_____
	_____
Phone number	_____
Fax number	_____
Contact person	_____
E-mail address	_____
SPIN Number (FCC Vendor Number/Identifier)	_____

Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Hamblen County Department of Education, Department of Instructional Technology. Please fax the application to (423) 585-3783 or by e-mail at [ForteB@hcboe.net](mailto:ForteB@hcboe.net) at least **5 days prior** to the bid opening. **Do not send this form with the bid.**



## Reference Form – Fire Alarm Testing & Inspection Service

Three recent references (school systems similar in size to the Hamblen County Department of Education (10,000 students, 18 schools, 23 sites including district site or larger preferred.)

<b>District Reference #1</b>	
<b>Contact</b>	
<b>Phone</b>	
<b>Address</b>	
<b>Scope of Services</b>	
<b>Email address of Contact</b>	
<b>District Reference #2</b>	
<b>Contact</b>	
<b>Phone</b>	
<b>Address</b>	
<b>Scope of Services</b>	
<b>Email address of Contact</b>	
<b>District Reference #3</b>	
<b>Contact</b>	
<b>Phone</b>	
<b>Address</b>	
<b>Scope of Services</b>	
<b>Email address of Contact</b>	



## Hamblen County Department of Education

### Response Cover Sheet

<b>Name of Respondent</b>			
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone</b>	<b>Fax</b>	<b>Web Address</b>	
<b>Primary Contact for Clarification</b>		<b>Primary Contact Email Address</b>	
<b>Authorized Signatory</b>		<b>Authorized Signatory Email Address</b>	
<b>Respondents DUNS No.</b>			



## **Hamblen County Department of Education**

### **Bid Response Label**

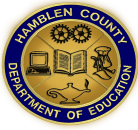
#### **DELIVER BIDS TO:**

**Hamblen County Dept. of Education  
Technology Department  
210 East Morris Blvd.  
Morristown, TN 37813**

**IT20.13.01.4 Fire Alarm Testing & Inspection Service  
Opening Date: January 13, 2020**

**CONTRACTORS LICENSE NUMBER AND EXPIRATION DATE OF LICENSE  
& EXPIRATION DATE (If applicable):**





## Iran Divestment Act Certification Form – Fire Alarm Testing & Inspection Service

This certification must be completed by each bidder in order to be considered.

I understand that under the Iran Divestment Act, T.C.A. 12-12-101-12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer, as required by T.C.A. 12-12-106, has created a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of the State of Tennessee, and any such contract will be considered void *ad initio* under T.C.A. 12-12-110. The list is published on the Tennessee Department of General Services website at:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

### CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. 12-12-106.

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Bidder Name

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Bidder Signature

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Date of Certification