

Invitation to Bid

20170330-CO

Sumner County A/V Project

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20170330-CO for A/V Project. Bid responses will be opened at that time, taken under advisement and evaluated. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org. and www.sumnertn.org

Project Location

253 Airport Rd
Gallatin, TN 37066

Project Point of Contact:

Ken Weidner

kweidner@sumnerema.org

(615)714-4258

PROPOSAL REQUEST

BID# 20170330-2-CO

For

SUMNER COUNTY A/V PROJECT
253 AIRPORT ROAD



**SUMNER COUNTY BOARD OF EDUCATION
SUMNER COUNTY, TENNESSEE**

BID# 20170330-2-CO

MARCH 2017

Purchasing Staff Contact:

Vicky Currey

(615) 451-6560

vicky.currey@sumnerschools.org

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this 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 Sumner County Board of Education.

Introduction

Sumner County Government (hereinafter referred to as “Sumner County”) is hereby requesting proposals to be submitted for Sumner County A/V Project located at 253 Airport Road Gallatin, TN 37066. In addition, all other Sumner County Government Departments and Agencies may also purchase for any submitted proposal.

General Information

I. Proposal Package

All sealed proposal packages must include all of the following, when applicable. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- Three (3) complete copies of proposal
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License
- Evidence of compliance with the Sumner County Insurance Requirements, if work is performed on Sumner County Property
- Signed and completed Statement of Non-Collusion (Attachment 1)
- Properly completed Internal Revenue Service Form W-9
- Evidence of a company’s safety program and, if supported, a drug testing program (Attachment 2) Drug-Free Workplace Affidavit
- If bid is in excess of \$25,000, a certification of non-debarment must be completed (Attachment 3) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification By Contractor (Attachment 4)

NEW VENDORS

1. To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the Sumner County. At the time of requisition, the individual requesting a purchase order or disbursement will be informed if it is a new vendor and if a form W-9 is required. If form W-9 is required for a new vendor, the department head shall forward a completed form W-9 to the finance department. It can be obtained from the Internal Revenue Service's website at www.irs.gov.
2. To comply with the Tennessee Lawful Employment Act, non-employees (individuals hired as independent contractors) must have on file any 2m: of the following documents.
 - Valid Tennessee driver license or photo ID issued by department of safety
 - Valid out-of-state driver license
 - U.S. birth certificate
 - Valid U.S. passport
 - U.S. certificate of birth abroad
 - Report of birth abroad of a U.S. citizen
 - Certificate of citizenship
 - Certificate of naturalization
 - U.S. citizen identification card
 - Valid alien registration documentation or proof of current immigration registration

3. In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

II. Responses

- Proposal must include point-by-point responses to the RFP.
- Proposal must include a list of any exceptions to the requirements.
- Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract.
- If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.
- Any and all proposal requirements must be met prior to submission.
- The bidder understands and accepts the non-appropriation of funds provision of the Sumner County Government.
- If noted in the section “proposal requirements” or later requested, the contractor will be required to provide a reference list of clients that have a current contract for services with their company.

III. Clarification and Interpretation of RFP

The words “must” and “shall” in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements that Sumner County considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

In the event that any interested vendor 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 Sumner County, via email at vicky.currey@sumnerschools.org, of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before proposal’s “deadline”. All responses to inquiries will be posted on the School System website (<http://www.sumnerschools.org>) under “Invitation to Bid” and Sumner County website at www.sumnertn.org.

IV. Proposal Guarantee

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

V. Related Costs

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

VI. Insurance Requirements and Liability

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

VII. Payment Terms

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and School System's approval of conformance with specifications.

VIII. Deadline

Sealed proposals will be accepted until **March 30, 2017 10:30 a.m.** local time. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened at 10:30 a.m. 1500 Airport Rd Conference Rm March 30, 2017

IX. Withdrawal or Modification of Proposal

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

X. Package

The package containing the proposal must be sealed and clearly marked "**SUMNER COUNTY A/V PROJECT BID # 20170330- 2-CO**" and do not open on the outside of the package. Responses may be hand delivered or mailed to the following address.

Sumner County Board of Education
Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

XI. Right to Seek a New Proposal

The Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

XII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- Proposals will be examined for compliance with all requirements set forth herein.
- Proposals that do not comply shall be rejected without further evaluation.
- Proposals will be subjected to a technical analysis and evaluation.
- Oral presentations and written questions for further clarifications may be required of some or all vendors.

XIII. Discussions

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

XIV. Open Records

After the bid is awarded, all proposals will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the School System website at <http://www.sumnerschools.org> County Website www.sumnertn.org under the Bids" link.

XV. Assignment

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

XVI. Liabilities

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

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

XVII. Tax Status

Sumner County Government is tax exempt.

XVIII. Invoicing

Invoices are to be submitted to:

Sumner County Emergency Management
255 Airport Road
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.

XIX. Contract Nullification

Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by Sumner County.

XX. Applicable Law

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

The successful contractor(s) agrees that they shall comply with all local, state, and federal law statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event that any claims should arise with regards to this contract for a violation of any such local, state, or federal law, statues, rules, or regulations, the provider will indemnify and hold Sumner County harmless for any damages, including court costs or attorney fees, which might be incurred.

Any contract will be interpreted under the laws and statutes of the state of Tennessee.

Sumner County does not enter into contracts which provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

Additionally, it is a violation of state statues to purchase materials, supplies, services, or any other item from a vendor that is a commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.

Sumner County A/V Project

Instructions to Bidders:

1. It is the intention of these documents to form a guide for a complete and properly Video Wall capable of 24/7 operation. The equipment and hardware listings herein represent the major items of the systems' prerequisites. The major items of equipment shall be furnished as indicated to meet or exceed the quantity shown. However, where an item of equipment or hardware that may not be specifically shown but is required for complete and properly operating audio, projector switcher and video wall systems operation or installation, it shall be furnished by the Audiovisual Contractor for this project.
2. All equipment must be new, current production, with original warranty; suitable for continuous operation. Refurbished, demo, B-Stock or used equipment will not be accepted under any circumstances. See spreadsheet for items for this project.
3. Where the documents lists a manufacturer for a particular item of equipment, the Audiovisual Contractor shall meet or exceed the specifications of said item.
4. Company must be an authorized reseller for all products listed

Qualifications:

1. The Audiovisual Contractor must be an "Audiovisual Systems Contractor" with experience in the fabrication, assembly and installation of audiovisual systems similar in magnitude to this project. Documentation to this effect shall be provided with this bid return. Furthermore, documentation of the proposed audiovisual project team indicating industry experience, length of employment, industry certifications while employed by the bidding entity. Failure to demonstrate these qualifications will render the response noncompliant.
2. Contractor must have a valid Tennessee Contractor's license with an appropriate Audio Visual Systems Classification, **Submit copy of license with bid.**
3. Contractor must have been in business for at least five (5) years, and have a staffed facility including a fully dedicated service department or equivalent resources, within 50 miles of the site.
4. The Audiovisual Contractor must demonstrate the technical staff is qualified with industry certifications to perform the work by providing the following certificates with their bid response: InfoComm APEx certification, Planar Clarity Matrix LCD Video Wall system Installation course, Biamp TesiraForte, Crestron DCM-E, DMC-T, Crestron Advanced Programmer, InfoComm CTS-D, CTS-I. Additionally, provide the names and current certifications for CTS (CTS-I minimum, CTS-D preferred) systems engineers, in-house programmer assigned to the project (Crestron Advanced Programming and CTS certificates . **Provide copies of all certifications as required.**
5. The Audiovisual Contractor must demonstrate their ability to maintain a suitably staffed and equipped service organization and must regularly offer maintenance services for systems of this type and size.
6. The Audiovisual Contractor must demonstrate the ability to perform a pre-test on all systems built at the factory prior to being deployed that certifies the system's readiness for installation. All system functions must be tested as it will be installed and used onsite.
7. Provide resumes for Project Manager, Engineers, Project Foreman, Control System Programmer(s) to include longevity with company, education, and project experience in addition to the required Certifications.

8. Audiovisual Contractor shall possess licensed copies of approved AutoCAD software, and shall have on staff competent personnel capable of generating necessary drawings in a timely fashion, and according to standards as required. CAD capabilities shall include but not be limited to, the ability to import from and export to, building plans and drawings as may be necessary.
9. Documentation shall include three customer references of similar projects whose size, value, scope, and complexity are similar to that being proposed. Each project must have been in full operational condition for at least 1 year. Project references submitted must have been installed by the company submitting the bid; not an individual with project references from previous employment.
10. Contractor must provide a detailed organization chart of your company's local workforce.
11. By submitting a bid, Contractor agrees to allow Customer access to all storage, office and warehouse spaces at any time during the contract period.
12. Contractor to provide their AV Systems Integration Process, describing what processes your firm takes in the System process- from post-bid to final completion.

Project Completion deadline is June 15, 2017.

Project location:

253 Airport Road
Gallatin Tn. 37066

Project Point of contact:

Ken Weidner
kweidner@sumnerema.org
(615) 714-4258

1	PLANAR	3x3 55" UHD	1.00
1	PLA9977782	Clarity Matrix with G2 Architecture, LX55HDU-L, 1920x1080	9.00
1	PLA9020676	Redundant Supply Option - Sold per LCD panel.	9.00
1	PLA5724314	Trim, Rgt, Wall, MX55HDU-L Cosmetic Trim for Matrix MX55HDU to cover the Right edge of the LCD. 1 per row of the video wall. Landscape Only.	3.00
1	PLA5724315	Trim, Lft, Wall, MX55HDU-L Cosmetic Trim for Matrix MX55HDU to cover the Left edge of the LCD. 1 per row of the video wall. Landscape Only.	3.00
1	PLA5724316	Trim, Top, Wall, MX55HDU-L Cosmetic Trim for Matrix MX55HDU to cover the Top edge of the LCD. 1 per column of the video wall. Landscape Only.	3.00
1	PLA5724317	Trim, Btm, Wall, MX55HDU-L Cosmetic Trim for Matrix MX55HDU to cover the Bottom edge of the LCD. 1 per column of the video wall. Landscape Only.	3.00
1	PLA1750918	CABLE ASSY-DISPLAY PORT 3FT/1M MOSAIC CONTENT CABLE (DP)	3.00
1	PLA1751009	Cable Assy, DATA, CATX, 200FT	9.00
1	PLA1751010	Cable Assy, PWRDC, 48V, 200FT - 200-foot (60-meter) Primary Power Cable - to provide a 48V power connection from the Power Supply Module to the Display.	2.00
1	PLA1750993	CABLE ASSY-PWR,DC,LOOP, 8FT	7.00
2	CREDMMD16X16RPS	16x16 DigitalMedia™ Switcher w/Redundant Power Supply	1.00
3	CREDMC4KHDDSPHDCP2	4K HDMI® Input Card w/Downmixing for DM® Switchers	9.00
4	CREDMC4KHDO	2-Channel 4K HDMI® Output Card for DM	6.00
5	CRETSW1060BS	10.1" Touch Screen, Black Smooth	1.00
6	CRECENSWPOES	5-Port PoE Switch	1.00
7	CRECP3N	3-Series Control System®	1.00
8	VFIPD3004	Economy Podium, Fully Mobile, Keyboard Tray, Flip Up Shelf for Document Camera and Rack Mount. Rear Access Door. 44"Hx30"Wx25"D. *Select finish*	1.00
9	SHUMX418C	Cardiod, 18" Gooseneck Condenser Mic	1.00
10	MISCELLANEOUS	Podium Disconnect Plate TBD	1.00
11	VANRDM060	60 Redmere Thin HDMI Cable	6.00
12	SHUSLX12485SM58H5	Includes SLX4 Diversity Receiver, SLX1 Bodypack Transmitter, Microflex®WL185 Cardioid Lavalier Microphone, SLX2/SM58 Handheld Transmitter with SM58 Microphone	1.00
13	BIATESIRAFORTEVI	TesiraFORTE DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, Sona™ Acoustic Echo Cancellation (AEC) technology (all 12 inputs), and 2 channel VoIP interface	1.00
14	LABE42	2x200w amplifier	1.00
15	TNY80017990	L/SPEAKER AMS 8DC BLACK	6.00
16	NECNPPA672W13ZL	WXGA LCD, 6700 Lumen Integration Project	1.00
17	CHFRPAU	Universal Rpa	1.00
18	CHFCMA443	CMA440 and CMS003	1.00
19	MIDDLEATLANTIC	Rack system Must Fit in Existing Furniture	1.00
20	DAL79013L	Dalite 16:9 HDTV Format wall mounted screen 58"H x 104"W x 119" Diag	1.00
21	LABOR	M3 Installation Labor (Note: Video Wall mounting surface in concrete and is not 100% even) Site visit recommended.	1.00
22	PROGRAMMINGTN	System Programming	1.00
23	MISCELLANEOUS	Cables, Connectors, Hardware, Etc.	1.00
24	SHIPPING	Shipping	1.00
25	LIFTRENTAL-WEEK	Weekly Lift Rental <include lift type, lift size, date(s) needed>	1.00
26	MISCELLANEOUS	Local Mon. TBD	2.00

ATTACHMENT 1

STATEMENT OF NON-COLLUSION

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

Company _____

Address _____

Phone _____

Fax _____

Respondent (Signature) _____

Respondent (Print Name and Title) _____

Authorized Company Official (Print Name) _____

ATTACHMENT 2

DRUG-FREE WORKPLACE

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

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

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

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

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any contractors providing goods or services to Sumner County Government must comply with all State and Federal drug free workplace laws, rules and regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT (attached page 2).

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 Government 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. The Company is in compliance with all State and Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer: _____

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

Notary Public

My commission expires: _____

ATTACHMENT 3

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

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

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

Name of Participant Agency

Name and Title of Authorized Representative

Signature of Authorized Representative Date

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

ATTACHMENT 4

CERTIFICATION BY CONTRACTOR

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

_____ **Title**

_____ **Name**

_____ **Date**

_____ **Witness**

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE 20170330-CO A/V PROJECT

DEADLINE March 30, 2017 10:30 AM CDT

BID TOTAL \$ _____

BID GOOD THRU _____

NOTES: _____

