



REQUEST FOR PROPOSALS

JOHNSON COUNTY PURCHASING AGENT
211 N. CHURCH STREET
MOUNTAIN CITY, TN 37683
Phone: (423) 727-7861

Requisition # 32596

Bid Name Communications 16-10

Sealed proposals will be received by the Johnson County Purchasing Agent until the date shown below for articles specified below, and under the following conditions, unless otherwise specified by the Johnson County Purchasing Agent:

Request for Proposals: Communications Equipment & Services

(Description on Page 3)

For: Johnson County Government

Sealed Proposals will be accepted until: December 01, 2016; 2:00 PM

Date/Time of Proposal Opening Meeting: December 01, 2016; 2:00 PM (Proposal Opening Meeting is subject to Date & Time Changes, when deemed necessary by the Purchasing Agent. An attempt will be made to notify all known involved parties, and a "Notice of Meeting Change" will be posted at the county courthouse reflecting new meeting date/time.)

Prices quoted must include all transportation charges, packing, and drayage. Proposals must be free from alteration, or erasures, and all signatures must be hand signed in ink by individual or firm making the proposal. Carefully review all sections before submission. Incomplete documents may be rejected. You may include other documentation for review inside sealed proposal envelope. The Purchasing Agent/Committee and/or the Johnson County Commission, reserve the right to waive technicalities, to reject any or all bids, to request additional information from all proposers, to use any ideas presented in proposals, and to negotiate with one or more of the finalists regarding terms of the engagement. Johnson County, TN intends to select the company that, in its opinion, best meets the County's needs. All documents become the property of Johnson County, TN when submitted, and will not be returned. Johnson County is not responsible for any cost related to proposal submissions.

RFP Return Address for the outside of the envelope: Johnson County Purchasing Agent
Dustin Shearin
211 N. Church Street
Mountain City, TN 37683

***Note:** Any potential proposal packages that are not plainly marked are considered VOID if mistakenly opened prior to the scheduled proposal opening meeting. Bidders must submit the attached Drug Free Workplace affidavit within the sealed proposal package, stating that they have a drug-free workplace program in effect at the time of submission of the proposal, in accordance with T.C.A. § 50-9-113.

All proposals will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.



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Basis of Award:

Proposals will be evaluated based upon the following criteria:

1. Understanding of the Scope of Work.
2. Delivery Schedule
3. Description of the services, materials, and systems as they relate to the proposed scope of work that your firm proposes to provide to Johnson County, TN for this project.
4. Past experience and performance of the proposer's team on similar work including: individuals in the firm assigned to do the work; cost control; quality of work, and meeting scheduled milestones. Vendor shall provide a description of at least three (3) past projects of similar scope of work within the last five (5) years.
5. Cost. Will services be performed at fair and reasonable prices?

Johnson County, TN reserves the right to conduct independent reviews and interview proposers submitting proposals prior to making any selection. Johnson County, TN will not be liable for any costs associated with your firm preparing its response to the Request for Proposals.

Proposer must be licensed in the State of Tennessee as a Licensed General Contractor. Acceptable license classifications for this project would be one of the following: S-Telecommunications; CE-F (Telephone Lines); S-Low Voltage Cabling; or CE (Electrical). A contractor with a commercial classification may also bid.

*****THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, THE ABOVE REQUISITION NUMBER & BID NAME, DATE & TIME OF BID OPENING, AND MUST BE MARKED "SEALED BID, DO NOT OPEN." IN ACCORDANCE WITH T.C.A. 62-6-119, WHEN A CONSTRUCTION BID IS IN EXCESS OF \$25,000.00 THE NAME OF THE PRIME CONTRACTOR, LICENSE NUMBER, EXPIRATION DATE AND LICENSE CLASSIFICATION OF CONTRACTOR MUST APPEAR ON THE OUTSIDE OF THE BID ENVELOPE.*****

Awarding will be made to the vendor who meets the requirements of the solicitation and has submitted the best responsive proposal. Awarding of this contract to the successful vendor is contingent upon approval by all necessary involved parties. ***Proposal awarding results will be made available upon request, and in accordance to applicable state law. ***

Proposals will not be considered unless accompanied by this complete signed original document.

A performance bond equal to 100% of the project cost shall be provided by the contractor, & issued to Johnson County, TN by an approved surety company prior to the beginning of the project.

Contractor shall provide Insurance Coverage information in the following amounts prior to the beginning of the project. Coverage shall be in effect throughout the term of the project. Insurance documents provided shall name Johnson County, TN as an endorsement. Coverage shall include at a minimum:

- Commercial General Liability - \$1,000,000 per occurrence.
- Comprehensive Automobile Liability - \$1,000,000 per occurrence.
- Worker's Compensation Insurance - \$1,000,000 per occurrence.
- Professional Liability Insurance - \$1,000,000 per occurrence & \$1,000,000 in the aggregate.



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Johnson County, TN reserves the right to waive or impose any additional insurance or bond requirements, during the contract negotiation and execution phase.

Please feel free to call Johnson County Purchasing Agent, Dustin Shearin with any questions you may have. (423) 727-7861

DESCRIPTION OF GOODS/SERVICES WANTED

Communications Equipment & Services

Specifications: Request for proposals & pricing for the following projects within Johnson County as requested per the following information.

Listed below are preliminary details for the respective project.

Project Location: Various Johnson County, TN Government Offices

Office	Address
Senior Citizens Center	128 College Street
Litter Control	158 Election Avenue (Next Door)
Election Commission	158 Election Avenue
Assessor of Property	210 College Street
Purchasing Agent	211 North Church Street
Veteran's Affairs/Safety	208 College Street
Accounts and Budgets	211 North Church Street
Johnson County Library	219 North Church Street
Register of Deeds	222 West Main Street
Clerk & Master	222 West Main Street
Circuit Court Clerk	222 West Main Street
Trustee's Office	222 West Main Street
General Sessions Judge	222 West Main Street
County Clerk's Office	222 West Main Street
County Mayor's Office	222 West Main Street
Solid Waste Transfer Station	398 Industrial Park Road
Johnson County Highway Dept.	196 Pleasant Valley Road

- **Scope of Project:** Your response to this RFP should include the following components; Internal Data Wiring, Data Switching w/PoE, Wireless Data System, Broadband Internet (symmetrical), Hosted VoIP Business Telephone System and standard telephone service lines (POTS) as indicated. A comprehensive maintenance plan for all equipment and services provided.

Please find the details of the requirements for each system described below.



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Internal Data Wiring –

- Wiring should be terminated Cat5e or Cat 6 wiring from applicable wiring closet/MDF/IDF to each hosted VoIP set and wireless access point location and capable of transmitting at speeds of up to 1Gb/sec.
- Wiring should be installed, properly terminated, tested and labeled to BICSI standard.

Data Switching

- Ethernet switches should be quoted with the following minimum guidelines:
 - 10/100/1000
 - Layer 2 and Layer 3 (as needed)
 - PoE (802.3af)
 - VLAN capable
 - 802.1Q VLAN tagging

Wireless Data System -

- System should include a wireless data platform with the following attributes:
 - Gigabit service capable
 - 2.4GHz 802.11n and 5GHz 802.11ac Wi-Fi
 - Layer 2 and Layer 3 services
 - 10/100/1000
 - 2.4GHz 802.11 b/g/n 2x2 MIMO, high-power
 - 5GHz 802.11 a/n/ac 4x4 MU-MIMO, implicit/explicit dynamic beamforming
 - 8 SSIDs per band (2 SSID subscriber default)
 - Auto channel selecting and interference detection
- The wireless data equipment should be able to provide WEP, WPA, TKIP and AES security
- Signal strength should be consistent with a -70dB or better providing wireless service throughout the specific facilities.

Hosted VoIP Business Telephone System -

- System should be configured for an approximate total of 51 telephone sets and have the capacity for up to 100 telephone sets. The system must also have the capacity for at least 10 telephone lines for future expansion.
- Telephone sets must have a display that indicates Caller ID information etc. and three sets configured with cordless headsets.
- A voicemail system accessible to all telephone sets should be included.
- System should be configured with a minimum of a two-hour battery backup.
- System should come equipped to provide music on hold

Telephone Services -

- Telephone services should include a minimum of 13 POTS lines to be used across all locations and should include the following attributes:
 - All major calling features
 - Long Distance
 - Voice Mail



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Broadband Internet -

- Internet speeds of 120Mbps or greater for, 13 services at 6-10 locations

Maintenance Plan -

- Comprehensive maintenance plan options must be provided including but not limited to all data switching, wireless data, and hosted VoIP equipment as required by this RFQ.

Additional Information –

- Traditional Fax lines are used in some offices, and should be included in the proposal.
 - Vendor must be willing to work with Johnson County to complete projects in multiple phases as determined upon negotiations.
 - Finance Options may be included with the proposal, but are not required.
 - Multiple office locations are included in this request. Some locations may not require a complete communications system, and should be included as a secondary site in the equipment configuration as allowable.
 - Certain security type systems are located at various locations, and there functions should be noted and necessary provisions take to include any necessary equipment within the proposal.
 - These project specifications may not include all necessary details required for a true proposal, and a site visit is strongly recommended.
 - Cost Savings Analysis preferred, but not a requirement of the proposal.
- Walkthrough of project areas shall be completed prior to submission of proposal. Vendor will make arrangements directly with the Purchasing Agent to set up date and time of access to the secured facility. At this scheduled time the contractor will have access to take any measurements of most project areas, discuss project details and any necessary questions needed for proposal purposes.
 - Vendor shall provide warranty information for all components of installed materials & project.
 - Total Project Cost shall include all products, items, & equipment necessary for project completion, including associated travel costs, & labor.

For further project details and/or questions please call Phone # 423-727-7861.

NOTES: This project is being let contingent upon funds being available and cannot be started until the Purchasing Agent has issued a Purchase Order & a Notice to Proceed.

Written terms and conditions, all necessary insurance, permits, and license documentation, & a performance and payment bond shall be in place prior to any work being completed. All terms, conditions, and/or contracts shall be reviewed by the County Attorney as to acceptable form.

The local government will pay the Contractor per Johnson County policy **after** having received satisfactory project completion and a detailed invoice for this project in accordance with awarded proposal.



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Vendor Contact Information

Company Name: _____

Company Mailing Address: _____

Primary Contact Information:

Name _____

Phone # _____

Secondary Contact (If Applicable):

Name _____

Phone # _____

CONFLICT OF INTEREST (ACCORDING TO: T.C.A. 5-14-114) - No member of County of Johnson Legislative body, and no other officer, employee, or agent of the County of Johnson who exercises any functions or responsibilities in connection with the carrying out of the Project to which this Contract pertains, shall have any personal interest in, and/or receive any monies or anything of value directly or indirectly from this Contract.

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

NON-COLLUSION AFFIDAVIT – The agent of the vendor hereby certifies to the best of his/her knowledge and belief that this proposal to Johnson County, TN has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said proposal have not be communicated by the undersigned, nor by any employee or agent of the vendor, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said proposal.

The undersigned firm or individual(s), proposes to follow all conditions set forth in this document, to furnish and deliver to the place designated, the named supplies/services at the prices quoted within the proposal, same to be charged to Johnson County. We guarantee all the above named goods/services to be in accordance with specifications or equal.

(Printed Name)

_____ Date: _____
(Authorized Signature)



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Proposal Package Checklist:

- Review Specifications & Requirements within Request For Proposal Document.
- Fully Signed Original Request for Proposals Document (Include all pages originally provided).
- Completed Drug Free Workplace Affidavit.
- W-9 Information.
- Contractor Specific Proposal Information Documents.
- Any other information necessary for review by Purchasing Agent or Johnson County Government.
- Properly prepared envelope according to requirements.

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see Instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	Johnson County Government 211 North Church Street Mountain City, TN 37683
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number	

Employer identification number	

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

DRUG FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with _____ County government to provide construction 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 pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. §§ 50-9-113 and 50-9-114.

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: _____



JOHNSON COUNTY PURCHASING DEPT.

211 North Church Street
Mountain City, Tenn. 37683
423-727-7861

DUSTIN SHEARIN
PURCHASING AGENT

CONTRACT MONITORING

Johnson County requires that sub-recipients maintain records of those ethnic and gender groups who are awarded bids on projects.

FOR TITLE VI COMPLIANCE, WE ASK VOLUNTARY DISCLOSURE OF THE FOLLOWING INFORMATION:

GENDER: MALE _____ FEMALE _____

RACE: CAUCASIAN _____

AFRICAN AMERICAN _____

HISPANIC _____

OTHER (PLEASE SPECIFY) _____

Johnson County in accordance with Title VI of the Civil Rights Act of 1964, Stat. 252, 41 U.S.C. 2000d to 2000d-4 and Title 49 Code of Federal Regulations, hereby notifies all proposer's that it will affirmatively insure that in any contract entered into pursuant to this bid proposal, Disadvantaged Business Enterprises (DEB's) will be afforded full opportunity to submit proposals in response to bid invitations and will not be discriminated against on the grounds of race, creed, color, sex, national origin, or handicap in consideration for an award.