



WILSON COUNTY

AARON MAYNARD
FINANCE DIRECTOR

August 5, 2020

NOTICE TO PROSPECTIVE VENDORS:

You have been identified as a supplier of **RFP - 667: CONSULTANT WITH EXPERIENCE IN CABLE FRANCHISE NEGOTIATIONS BETWEEN CABLE PROVIDERS AND LOCAL GOVERNMENTS FOR THE WILSON COUNTY FINANCE DEPARTMENT**

Please refer to the attached "Request for Bids" and indicate your Bid, note all general conditions and specifications of this solicitation.

IMPORTANT: All Bids must be sealed prior to mailing or delivery to the Wilson County Finance Office and **clearly marked** on the outside of the envelope with the following information on the lower left-hand corner of Bid package.

1. **BID NUMBER:** **RFP - 667**
2. **FOR:**
CONSULTANT WITH EXPERIENCE IN CABLE
FRANCHISE NEGOTIATIONS BETWEEN
CABLE PROVIDERS AND LOCAL
GOVERNMENTS FOR THE WILSON COUNTY
FINANCE DEPARTMENT
3. **DATE & TIME OF RECEIVING & OPENING OF BIDS** **August 19, 2020 at 10:30 AM**

Wilson County assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. Wilson County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

We look forward to hearing from you and if you have any questions, feel free to telephone. Thank you for your interest in Wilson County.

Respectfully,

WILSON COUNTY FINANCE DEPARTMENT

A handwritten signature in blue ink that reads "Aaron Maynard".

Aaron Maynard
Director of Finance

WILSON COUNTY FINANCE DEPARTMENT

**Aaron Maynard, Director
228 East Main Street P.O. Box 248
Lebanon, Tennessee 37088-0248
Phone 615-443-2630
Fax 615-443-2635**

REQUEST FOR PROPOSALS

Vendor Name: _____ Vendor Contact: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email: _____

GENERAL TERMS AND CONDITIONS

1. **Responding to Proposal: RFP - 667 Consultant with experience in Cable Franchise Negotiations between Cable Providers and Local Governments for the Wilson County Finance Department**
2. **Date of Solicitation: August 5, 2020**
3. **Deadline for Receiving/Opening Proposal: August 19, 2020 at 10:30 a.m.**
4. **Proposal Format: SEALED PROPOSAL. PROPOSALS MUST BE CLEARLY MARKED WITH THE FOLLOWING RFP NUMBER AND OPENING DATE. " RFP - 667 Consultant with experience in Cable Franchise Negotiations between Cable Providers and Local Governments August 19, 2020"**
 - a. FAX BIDS WILL "NOT" BE ACCEPTABLE.
 - b. Bidder will show evidence of license expiration date and classification. Wilson County is not responsible for the confidentiality of RFPS inadvertently opened during mailing or receipt thereof.

- c. Unsealed RFPS will “NOT” be accepted. Any RFP received after time and date indicated will “NOT” be considered.
5. **Proposal Opening:** RFPS will be opened publicly and read aloud in the office of the Wilson County Director of Finance at 228 East Main Street, Room 205 at Lebanon, Tennessee on **August 19, 2020 at 10:30 a.m.**
 6. Prospective vendors who are authorized, licensed and capable are requested to submit RFPS to provide these products and/or services for the Wilson County Government. The successful Proposal must furnish bond(s) and certificate(s) of insurance as required.
 7. It shall be the responsibility of the vendor to submit a RFP response which complies with (1) the conditions and specifications of the Request for Proposal; (2) policies and procedures of Wilson County and applicable laws of the state of Tennessee; and (3) any other applicable laws, regulations and requirements.
 8. It is the intent of the Request for Proposal to secure competitive bid responses. The specifications herein are intended only to indicate the general character, style, and quality of the item(s) desired. Proposals are encouraged to propose and offer equipment, supplies or service either: (1) as specified herein, or (2) equal to or better in character, style and quality to items specified herein.
 9. Any proposal submitted should be for the *total* cost to Wilson County.
 10. Evaluation and award of RFPs will be made to one or more bidders meeting the requirements of the Wilson County Government.
 11. The undersigned hereby declares that the only person (or) persons interested in this rfp as principal (or principals) is (or are) named herein. This rfp is in all respects fair and in good faith without collusion or fraud.
 12. Bidder agrees that other parts and services not specified, but which might be needed by Wilson County in fulfillment of the procurement transaction, will be made available at prices equal to or less than the lowest price charged other non-profit or government organizations.
 13. **IMPORTANT:** Proposal must use form included in the package and must be signed by authorized representative of company/business placing proposal at time RFP is received by Wilson County Finance Department, if not the RFP will be rejected at time of bid opening.
 14. **IMPORTANT:** Proposer must sign the Monitoring of Contractors/Consultants form attached.
 15. Proposer may not withdraw a bid within **60** days after the date of opening thereof.

16. Payment will be made within thirty (30) days of the date vendor billing is received and approved by authorized Wilson County representative(s).
17. The Wilson County Director of Finance reserves the right to increase or decrease quantities to be purchased over the life of this agreement, and to reject any/or all bids or any part of any bid. No contract for purchase will be an obligation of Wilson County until a purchase order is issued for the product by the Wilson County Finance Department.
18. **IMPORTANT:** Proposer must be in compliance with the Davis Bacon Wage Act. (<http://www.gpo.gov/davisbacon/>) (If Applicable)
19. Proposer must show any exceptions to issued specifications and state exceptions on RFP sheet and include it in the RFP.
20. Should the successful Vendor(s) fail to comply and or meet the general requirements, Wilson County Government shall reserve the right to terminate this agreement within 30 days of written notification.
21. The successful vendor(s) will contact and make all arrangements with Finance Department, Aaron Maynard can be reached at 615-443-2630.
22. Under T.C.A. § 12-4-113 (formerly § 12-4-126),
 - a. No addendum to the bid documents is permitted within less than 48 hours of the bid opening (excluding weekends and legal holidays), unless the bid deadline is extended for a reasonable time as determined by the purchasing agent, which cannot be less than 48 hours (excluding weekends and legal holidays), to allow for any necessary changes to the bid documents and to allow bidders to resubmit their bids if necessary.
 - b. Any questions concerning the bid documents must be received by the designer no less than 96 hours before bid opening.
 - c. These provisions do not apply to contracts funded in whole or in part with state or federal highway funds.

Summary

Wilson County Government is requesting proposals from qualified and capable firms to provide consulting services to negotiate between cable providers and Local governments.

Submittal Requirements

Any Proposal that does not demonstrate the ability and means to provide these services will be considered non-responsive and will not be eligible for award of the contract. Accordingly, interested individuals/ companies are required to submit

- A cover letter
- Statement of qualifications
- Summary of how they would accomplish the scope of service
- Must show years of experience by providing supporting documentation in relation to any governmental experience in regard to this project. Attach any other pertinent documents regarding your experience.
- Must provide up to 5 references in relation to this scope of work

Business License

The consultant selected must possess a business license while conducting any work under this contract.

Insurance

The consultant must maintain specified minimum insurance requirements during the entire time of the engagement. To confirm this requirement, within 15 days from the execution of the agreement, the selected firm shall furnish Wilson County Government satisfactory evidence of the insurance requirement and evidence that each carrier is required to give at least 30 days prior written notice of the cancellation agreement. Wilson County Government shall be named additional insured under the selected firm's policies as noted in the agreement.

Note: the provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice. Wilson County Government is not liable for any cost incurred by the proposer in the preparation and or presentation of the proposal.

Scoring

Wilson County Government intends to evaluate the proposals generally in accordance with the criteria itemized below. We will review how closely an applicant's proposal is to meeting the expectations set forth in the RFP.

Category maximum points/ Total possible points 100

1. Work plan
2. Experience/Track Record
3. Local knowledge
4. Stability/ financial strength/ depth
5. Fee in relation to scope of work

Scope of Work

1. Provide technical review of existing cable systems to determine compliance with the franchise agreements, applicable codes and best practices, assess system repair and capacity.
2. Provide guidance and assistance in surveying the community regarding the services provided by the current carrier, compliance with the franchise agreement, and identification of current and future community needs.
3. Provide expertise and assistance to the cities in preparation for and throughout franchise renewal negotiations including financial analysis, legal review and drafting of the franchise agreements and or ordinances.

Requirements Sheet

Write Yes or No in the following blanks, if you have met that requirement.

Cover Letter _____

Statement of Qualifications _____

(Local Knowledge) (Stability/ financial strength/ depth)

Summary of Plan to Accomplish scope of work _____

(Work Plan)

Business License _____

Insurance _____

Years of Experience/Track Record _____

References _____

State the fee in relation to this project.

Fee in Relation to Scope of Work _____

Name of Vendor/Bidder:

IRAN DIVESTMENT ACT CERTIFICATION

With the passage of Public Chapter No. 817 and effective July 1, 2016, the General Assembly of the State of Tennessee added an additional chapter to the Tennessee Code Annotated cited as the "Iran Divestment Act." Codified in T.C.A. §12-12-101 et. seq., the General Assembly implemented the authority granted under federal law, specifically Section 202 of the Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195).

This title requires the state chief procurement officer to publish a list of persons and entities determined to be engaged in investment activities with Iran on the state's website. Those who are included on this list are prohibited from contracting with any political subdivision of this state and any contract entered into shall be void. The Tennessee Department of General Services, Central Procurement Office has adopted the list created by South Carolina, which will be posted on the state website. The link below will provide access to the list of entities that are covered by the Act:

In addition, when competitive bidding is required, every bid or proposal made to a political subdivision of the state shall contain the following statement affirmed by the bidder as true under the penalties of perjury:

"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 §12-12-106."

The affirmation by each bidder may be submitted electronically. No bid shall be considered for award where this condition is not met, except under very narrow limitations stated in the act.

The undersigned hereby certifies that he or she is authorized by the entity listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

VENDOR GUARANTEES, WARRANTIES, ETC.

I HAVE READ THE GENERAL TERMS AND CONDITIONS AND SPECIFICATIONS OF THIS BID SOLICITATION AND AGREE TO ABIDE BY SAME:

DATE OF BID

COMPANY NAME

VENDOR REPRESENTATIVE
(MUST BE SIGNED)

AUTHORIZED TITLE

STATE/BUSINESS LICENSE NB.

EXPIRATION DATE

MONITORING OF CONTRACTORS/CONSULTANTS

Name of Contractor: _____

Date Completed: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

I hereby assure that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.I, 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity regarding Wilson County Government.

Declaration of respondent: I declare that I have completed this form to the best of my knowledge and believe it to be true and correct.

Name of Authorized Official

Date