NOTICE TO PROSPECTIVE VENDORS:

You have been identified as a supplier of GBID-661: NEW PHONE SYSTEM FOR THE WILSON COUNTY INFORMATION TECHNOLOGY 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: GBID-661

2. FOR: NEW PHONE SYSTEM FOR THE WILSON COUNTY INFORMATION TECHNOLOGY DEPARTMENT

3. DATE & TIME OF RECEIVING & OPENING OF BIDS April 23, 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

Aaron Maynard
Director of Finance

AM: \ lh
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 BIDS

Vendor Name: ___________________________ Vendor Contact: ___________________________

Address: ________________________________________________________________

City/State/Zip: ___________________________________________________________

Telephone: ______________________________________________________________

Fax: _____________________________________________________________________

Email: ___________________________________________________________________

GENERAL TERMS AND CONDITIONS

1. **Responding to Bid:** GBID 661 New Phone System for the Wilson County Information Technology Department

2. **Date of Solicitation:** March 18, 2020

3. **Deadline for Receiving/Opening Bids:** March 23, 2020 at 10:30 a.m.

4. **Bid Format:** SEALED BID. BIDS MUST BE CLEARLY MARKED WITH THE FOLLOWING BID NUMBER AND OPENING DATE.
   "GBID 661 New Phone System March 23, 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 bids inadvertently opened during mailing or receipt thereof.

   c. Unsealed bids will “NOT” be accepted. Any bid received after time and date indicated will “NOT” be considered.
5. **Bid Opening:** Bids will be opened publicly and real aloud in the office of the Wilson County Director of Finance at 228 East Main Street, Room 205 at Lebanon, Tennessee on **March 23, 2020 at 10:30 a.m.**

6. Prospective vendors who are authorized, licensed and capable are requested to submit bids to provide these products and/or services for the Wilson County Government. The successful bidder must furnish bond(s) and certificate(s) of insurance as required.

7. It shall be the responsibility of the bidder to submit a bid response which complies with (1) the conditions and specifications of the Request for Bid; (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 Bid to secure competitive bid responses. The specifications herein are intended only to indicate the general character, style, and quality of the item(s) desired. Bidders 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 Bid submitted should be for the **total** cost to Wilson County.

10. Evaluation and award of bids 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 bid as principal (or principals) is (or are) named herein. This bid 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:** Bidder must use bid form included in bid package and bid must be signed by authorized representative of company/business placing bid at time bid is received by Wilson County Finance Department, if not bid will be rejected at time of bid opening.

14. **IMPORTANT:** Bidder must sign the Monitoring of Contractors/Consultants form attached.

15. Bidder 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 in coordination with the Wilson County Information Technology Department representative 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:** Bidder must be in compliance with the Davis Bacon Wage Act. ([http://www.gpo.gov/davisbacon/](http://www.gpo.gov/davisbacon/)) (If Applicable)

19. Bidder must show any exceptions to issued specifications and state exceptions on bid sheet and include in the bid.

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 Information Technology Department, Ken Hammonds can be reached at 615-483-7288.

22. **IMPORTANT:** Repair services response time should be No Later than 24 hours from time of call.

23. **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.
Specifications

Wilson County Tennessee VOIP Solution Needed

To include but not limited to:

- For Wilson County Courthouse, Veterans, Courthouse Annex and the Stone Building location

VOIP Server with solid state drive to support a total of 250 users

Equipped with 3 gigabit ports, 2 FXO for outside line connections and 2 FXS inside connections for fax
credit card cordless phone.

1 - T1/PRI port
2 - 15 port voicemails with unified messaging (voicemail to email)
3 - Supporting up to 80 concurrent external calls
4 - Mobile client app
5 - Advanced multi-site primary key (for branch office connections)
6 - Unlimited interact computer screen management (answer, transfer, park, etc.)
7 - 5-year warranty on hardware and software
8 - 24/7 365 technical support
9 - 112 Polycom VVX410 Speaker phones or similar/comparable phones.
10 - Training included
11 - 122 7 ft patch cables
12 - All numbers ported to the new system
13 - One dedicated conference call telephone line, with the ability to host up to 30 callers on this line
14 - Mass Emergency notification on each phone for Natural Disaster, Active Shooter, Terrorism
Threat, etc.

System and phones will connect via provided 48 port POE data switches

- Judicial Branch location

VOIP server with solid state drive to support up to 80 users via software key

Equipped with 2FXS inside connections for fax, credit card, and cordless phone. Equipped with 3 gigabit
ports

1 - System comes with 10 mobile client apps
2 - Conference bridge
3 - Multi-site branch software
4 - 5-year hardware and software warranty
5 - 10 polycom vVX410 speaker phones or similar/comparable phones
6 - All numbers ported to the new system
7 - Mass Emergency notification on each phone for Natural Disaster, Active Shooter, Terrorism
Threat, etc.
• Archives and Baptist Building locations

VoIP server with solid state drive to support up to 8 users via software key

Equipped with 2FXS inside connections for fax, credit card, and cordless phone. Equipped with 3 gigabit ports

1- System comes with 2 mobile client apps
2- Conference bridge
3- Multi-site branch software
4- 5-year hardware and software warranty
5- 4 polycom vvx410 speaker phones or similar/comparable phones
6- All numbers ported to the new system
7- Mass Emergency notification on each phone for Natural Disaster, Active Shooter, Terrorism Threat, etc.

Each location needs to be able to transfer easily to each number
Requirements in addition to the Specifications

1. 3 to 5 References
   - Name of company
   - Address
   - Numbers
   - Contact
   - Type of business
   - Size of Business (Number of phones installed/Similar size entities who are customers, etc.)

2. Repair Assistance (System Outages)
   - How quickly would you be able to respond to begin onsite repairs, if they are needed ex. 30 minutes, 1 hour, 24 hours etc.
   - Virtual connectivity response time
   - Call Assistance response time
   - Protocol on repair assistance

3. Phone System
   - Warranty on equipment
   - Installation and Labor warranty
   - Training on System use
   - Support after installation
BID SHEET
GBID – 661
NEW PHONE SYSTEM

Installation of System at each location

1. Wilson County Courthouse ____________________________
2. Veterans Building ____________________________
3. Courthouse Annex ____________________________
4. The Stone Building ____________________________
5. Judicial Branch Building ____________________________
6. Archives ____________________________
7. Baptist Building ____________________________

NOTES

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Repair Assistance (System Outages)

- How quickly would you be able to respond to begin onsite repairs, if they are needed ex. 30 minutes, 1 hour, 24 hours etc.

- Virtual connectivity response time

- Call Assistance response time

- Protocol on repair assistance
Phone System

- Warranty on Equipment

- Installation and Labor Warranty

- Training on System Use

- Support after Installation
With the passage of Public Chapter No. 817 and effective July 1, 2006, 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