

CITY OF CROSSVILLE
REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

IMPORTANT: Read Instructions Carefully

RETURN QUOTATION TO:

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City Clerk
City of Crossville
392 N Main St
Crossville TN 38555

RFP Date Issued:

For Phone, Data, Cable 10/11/2018

Delivery required immediately upon award of bid

For more information, call: To be opened date/hour:

Lee Lawson, IT Department, 10/30/2018, 2 p.m. CT
(931) 484-5123 or lee.lawson@crossvilletn.gov

NOTICE TO BIDDER:

THIS IS NOT AN ORDER. Please enter unit prices, extensions, and amount for items listed herein specified. Be sure the specifications are followed. If you are unable to supply any of the items, please quote on the nearest substitute either on this form, or attach a letter containing such description and it will be considered as part of your quotation. Prices quoted must include all delivery charges to points of delivery indicated hereon. **We reserve the right to accept or reject any or all bids.**

Please submit a proposal for **PHONE, DATA, and CABLE** as specified.

PHONE, DATA, and CABLE SHOULD BE SUBMITTED AS SEPARATE PROPOSALS.
See attached specifications.

Bidder's Name _____

Bidder's Address _____

For further information, contact Lee Lawson, (931) 484-5123

or email lee.lawson@crossvilletn.gov

PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS

IMPORTANT INSTRUCTIONS TO BIDDERS

1. Each Request for Quote should be in a SEPARATE ENVELOPE and have typed/noted on the envelope the **CRO#, ITEM, OPENING DATE, and TIME.**
2. Specifications used in this request for proposal are intended to be open and non-restrictive. Reference to brand names, catalogs, etc., is to establish minimum standards of quality and does not preclude BUYER's consideration of proposals on comparable quality. All bidders state brand name and catalog number of product proposed.
3. All prices quoted should be on a delivered prepaid basis to the F.O.B. destination shown in the shipping instructions.
4. Insert time discount terms, in any, in space provided. Discounts are computed from date of delivery at destination or date of receipt of properly executed vendor's invoice at agency indicated above, whichever is later.
5. The City of Crossville, a municipality, is exempt from sales tax with respect to materials that it purchases for municipal projects; however, the contractor who installs, applies, or otherwise uses such materials, is liable for the use tax of those materials.
6. Unless otherwise indicated, quotations should be submitted on this form indicating unit price, total extension of each item, and grand total of quotation. In case of error in the extension prices, the unit price will govern.

TIME DISCOUNT ALL ITEMS _____
 DELIVERY: We submit the prices and agree to make delivery within ____ days after the receipt of order. This offer is for _____ calendar days from the date the bid is opened.

NOTICE: PROPOSALS WILL BE REJECTED UNLESS SIGNED IN INK

SIGNED BY: _____

Print Name: _____

Firm: _____

Address: _____

City: _____

State: _____ ZIP: _____

Date: _____ Phone: _____

In submitting this bid, it is expressly agreed that upon proper acceptance by the City of Crossville of any or all items proposed, a contract shall thereby be created with respect to the items accepted.

The City of Crossville hereby submits this request for proposals for the services of phone, Internet/Wide Area Networking, henceforth to be referred to as Data, and cable television. Please read carefully. All specifications are minimum.

Phone, Data and Cable should be proposed as separate proposals.

Proposals must include any necessary hardware, routers or devices that may be required for operation. Unless otherwise stated in proposal, any necessary equipment for any and all connections, function or use of services will be assumed to be included in pricing. Proposal must reflect any recurring charges for the use, lease or rental of any equipment necessary. It shall be the responsibility of the potential vendor to determine necessary equipment and/or labor required to make services operational.

Proposals must include charges for long distance minutes, any maintenance charges, any Federal, State or local fees or taxes that the City is not exempt from, voice mailboxes for B1 lines, charges for listing of additional numbers in local directory and any charges, fees or taxes that may be necessary to operate any services that are proposed.

Chosen proposals must provide monthly billing with costs listed out as separate items. If discounts are to be given, discounts must be listed on the item being discounted and not as a lump sum discount.

Contracts for services will be for a three (3) year period, with the option by the City to renew for one additional two (2) year term.

Tours of facilities and copies of previous billings for services are available upon request. Contact Lee Lawson at 931-484-5123, or lee.lawson@crossvilletn.gov to schedule or for further questions.

Quantities are approximate and may vary throughout the term of the contract.

Airport: 2409 Sparta Hwy

Data: WAN

Crossville Depot: 169 N Main St

Phone: B1 – 2;

Data: Dedicated Stand Alone DSL

Meadow Park Lake: 1437 City Lake Rd

Phone: Centrex – 1; B1 – 1

Meadow Park Water Plant: 963 City Lake Rd

Phone: Centrex – 2; B1 – 1; Loops – 3

Data: WAN

Holiday Water Plant: 105 Holiday Dr

Phone: Centrex – 1; B1 – 1; Loops – 3

Data: WAN

Catoosa Utility Department: 5581 Plateau Rd

Phone: Centrex – 3; B1 – 1

Data: WAN

Public Works: 376 Sparta Hwy

Phone: Centrex – 4; B1 – 4

Data: WAN

Centennial Park: 837 Industrial Blvd

Phone: Centrex – 2; B1 – 2

Data: Dedicated Stand Alone DSL – 10M\10M; WAN

Station 2: 520 Industrial Blvd

Phone: Centrex – 1; B1 – 1

Data: WAN

Video: Cable TV

Palace Theatre: 72 S Main St

Phone: Centrex – 1; B1 – 1

Data: WAN; Dedicated Stand Alone DSL– 1M\256M

Police Department: 115 Henry St

Phone: Centrex – 4; B1 – 2

Fire Department: 141 Henry St

Phone: Centrex – 3; B1 – 1

Video: Cable TV

Duer Soccer Complex: 558 Crossroads Dr

Data: Dedicated Stand Alone – 1M\256K

City Hall: 392 N Main St

Phone: PRI – 1; DID – 23; B1 – 3

Data: Dedicated Stand Alone DSL – 1M\256K; Internet Service – 200M\200M

If current telephone equipment is not compatible, or unavailable, with your system for maintenance, new equipment must be provided. Certification of completed training for equipment is required upon the submittal of your proposal.

PRI

City Hall utilizes an in-house VoIP system with ISDN and 50 DIDs

Centrex

All other locations utilize a Centrex system for calls

B1

Standard business lines are used for fax at all locations

Loops

The City has 5 water tanks located on Lantana Road, City Cemetery, Homestead, Woodmere Mall, and Interstate Drive. Telemetry (loops) connections to these tanks will be required. The proposal must include the cost of loops to these locations, if available. If your firm is not able to provide service to one or more locations, please provide information about who will be able to provide service.

Phone Proposals should also include:

10 – Basic Voice Mail

5 – Additional Directory Listings

Long distance charges per minute

Monthly LD maintenance charges

Subscriber Access Charges

Business 911 Charges

Telephone Equipment Maintenance

Any necessary equipment, rental or leasing fees

Any service or technology deemed appropriate for function and operation of services

WAN

The City requires local network access to City Hall from 8 remote locations.

See attachment for network diagram.

Internet Service

The City requires a minimum of 200\200 Internet connection

Dedicated Stand Alone DSL

Separate DSL services will be required for public access or sensitive data at designated locations. These stand-alone services will not be connected to the City's internal network.

Data Proposals should include:

Any necessary equipment, rental or leasing fees

Any service or technology deemed appropriate for function and operation of services

Cable TV Proposals should include:

Listing of packages offered in proposal

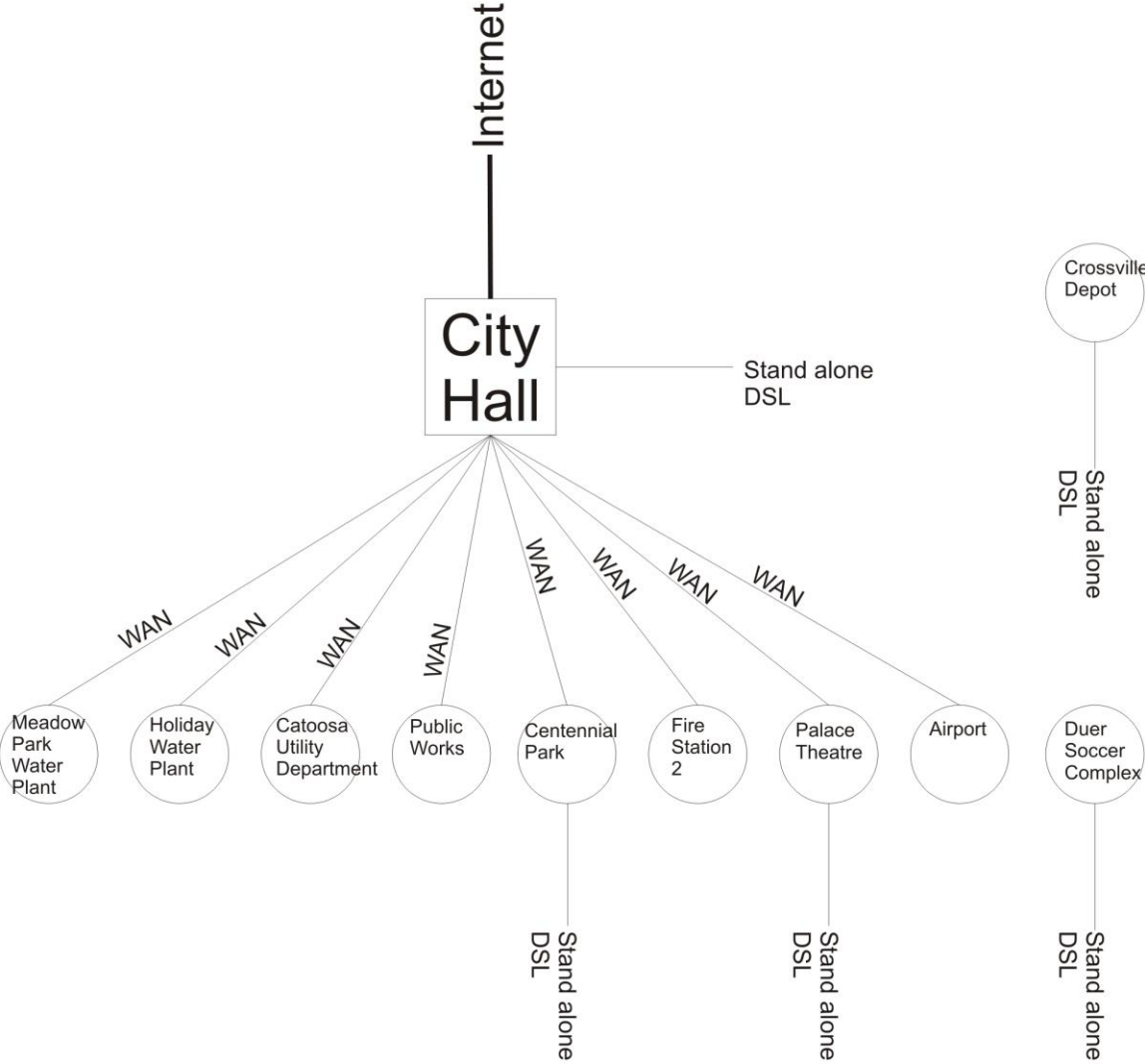
Any necessary equipment, rental or leasing fees

Any service or technology deemed appropriate for function and operation of services

Any labor or materials that must be purchased by the City for installation

| | Address | PRI | DID | Centrex | B1 | Loops | WAN | Internet 200/200 | Stand- alone DSL | Video |
|----------------------------|------------------------|-----|-----|---------|----|-------|-----|---------------------|------------------------|-------|
| Airport | 2409 Sparta Hwy | | | | | | 1 | | | |
| Crossville Depot | 169 N Main St | | | | 2 | | | | 1 | 1 |
| Meadow Park Lake | 1437 City Lake Rd | | | 1 | 1 | | | | | |
| Meadow park Water Plant | 963 City Lake Rd | | | 2 | 1 | 3 | 1 | | | |
| Holiday Water Plant | 105 Holiday Dr | | | 1 | 1 | 3 | 1 | | | |
| Catoosa Utility Dept | 5581 Plateau Rd | | | 3 | 1 | | 1 | | | |
| Public Works | 376 Sparta Hwy | | | 4 | 1 | | 1 | | | |
| Centennial Park | 837 Industrial Blvd | | | 2 | 2 | | 1 | | 1 | |
| Station 2 | 520 Industrial Blvd | | | 1 | 1 | | 1 | | | 5 |
| Palace Theatre | 72 S Main St | | | 1 | 1 | | 1 | | 1 | |
| Police Dept | 115 Henry St | | | 4 | 2 | | | | | |
| Fire Dept | 141 Henry St | | | 3 | 1 | | | | | 8 |
| Duer Soccer Complex | 558 Crossroads Dr | | | | | | | | 1 | |
| Crossville City Hall | 392 N Main St | 1 | 50 | | 3 | | | 1 | 1 | |
| | | | | | | | | | | |
| | | 1 | 50 | 22 | 17 | 6 | 8 | 1 | 5 | 14 |

Data diagram for City of Crossville



Information portrayed here is for design purposes only. The City makes no claims as to the accuracy.

IRAN DIVESTMENT ACT

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

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 hereto 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.

I affirm, under the penalties of perjury, this statement to be true and correct.

| | |
|------|---------------------|
| Date | Signature of Bidder |
| | Company |

A bid shall not be considered for award nor shall any award be made where the foregoing certification has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The City of Crossville may award a bid to a bidder who cannot make the certification, on a case-by-case basis, if:

- (1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or renewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The City of Crossville makes a determination that the goods or services are necessary for the City of Crossville to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

