

## Invitation to Bid

### 20150224 RFP-VISITOR MANAGEMENT SYSTEM

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 20150224 RFP-VISITOR MANAGEMENT SYSTEM until 9:00 a.m. CDT Tuesday, February 24, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Chris Brown-Asst. Director for Information Service @ [chris.brown@sumnerschools.org](mailto:chris.brown@sumnerschools.org). 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](http://www.sumnerschools.org).

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until 10 A.M. Local Time TUESDAY, FEBRUARY 24, 2015 for 20150224 RFP-VISITOR MANAGEMENT SYSTEM , at which time the responses will be opened, taken under advisement and evaluate BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled deadline for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment ca(--)/TT8a 1(n)-3hoTdYnlud/a8 4: c

# PROPOSAL REQUEST

20150224RFPVISITORMANAGEMENTSYSTEM

SUMNER COUNTY BOARD OF EDUCATION  
SUMNER COUNTY, TENNESSEE

DEADLINE FEBRUARY 24, 2015 @ 9:00 A.M.

## INTRODUCTION

The Sumner County Board of Education, herein known as the "School System", is requesting a proposal for 20150224 RFP-VISITOR MANAGEMENT SYSTEM. In addition, all other Sumner County Government Departments and Agencies may also purchase from any submitted proposal.

## GENERAL INFORMATION

### I. Proposal Package

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

- x Three (3) complete copies of proposal
- x Signed and completed Statement of Non-Collusion (Attachment 1)
- x Properly completed Internal Revenue Service Form W-9

### New Vendors

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 School System. 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 [www.irs.gov](http://www.irs.gov).

To comply with the Tennessee Lawful Employment Act, non-employees (individuals hired as independent contractors) must have on file two (2) of the following documents:

- x Valid Tennessee Driver License or photo ID issued by the Department of Safety
- x Valid out-of-state Driver License
- x U.S. Birth Certificate
- x Valid U.S. Passport
- x U.S. Certificate of Birth Abroad
- x Report of Birth Abroad of a U.S. Citizen
- x Certificate of Citizenship
- x Certificate of Naturalization
- x U.S. Citizen Identification Card
- x Valid Alien Registration Documentation **Proof of Current Immigration Registration**

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

- x Proposal must include point-by-point responses to the RFP
- x Proposal must include a list of any exceptions to the requirements
- x 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
- x If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed
- x Any and All proposal requirements must be met prior to submission
- x The bidder understands and accepts the non-appropriation of funds provision of School System
- x If noted in the section "proposal requirements" later requested, the contractor will be required to provide a reference list of clients that have 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 the School System 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 of the listed specifications, notes, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the School System, via email [ajicity.currey@sumnerschools.org](mailto:ajicity.currey@sumnerschools.org) such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before proposal's "deadline".

## 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

School System 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 School System properties shall provide copies of certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each

## 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. The School Systems accepts "Net 30" terms.

## VIII. Deadline

Sealed proposals will be accepted until TUESDAY, FEBRUARY 24, 2015 @ 9:00 A.M. Proposals received after that time will be deemed invalid. Bidders mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions.

## 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 "20150224 RFP-VISITOR MANAGEMENT SYSTEM" 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

Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of the School System.

## XII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making a selection, the School System 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 a proposal price.

- x Proposals will be examined for compliance with all requirements set forth herein
- x Proposals that do not comply shall be rejected without further evaluation
- x Proposals will be subjected to a technical analysis and evaluation
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## XXI. Specific Information

The purpose of this RFPs to solicit vendors for a Visitor Management System (VMS) solution. The RFPs are intentionally broad in nature to allow vendors to be as specific as possible as to their services offered and price.

The submitted RFP must include detail information for the following topics:

### VISITOR MANAGEMENT SYSTEM

- x Company Introduction/Overview
- x Detailed Overview of solution
  - ¾ Must include a centralized management and administration component to track visitors and access at a district level as well as school level.
  - ¾ Must access local, state, and federal database for criminal history via state issued identification.
  - ¾ Must be expandable for multiple locations.
  - ¾ Must be similar or equal to Lobby Guard Visitor Management System.
- x List of Software/Equipment
- x Pricing
  - ¾ The pricing shall be used for budgetary purposes only.
  - ¾ The pricing must include any licensing fees (one time and/or annual)

STATEMENT OF NON-COLLUSION

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has prepared this proposal in collusion with any other respondent, and that the contents of this proposal 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  
(\_\_\_\_\_

## DRUG – FREE WORKPLACE

The School System 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 School System employees and contractors to remain sober 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 – The School System 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 – The School System 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 School System Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any contractor(s) providing goods or services to School System 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 the Sumner County Board of Education to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred 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: \_\_\_\_\_

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS

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