

## Purpose

Hickman County School System is seeking a qualified vendor to provide on-call repair services for intercom systems in eight (8) schools. These systems are critical for daily operations and emergency communications.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope with “**School Intercoms**” by March 10, 2026, 10:00 AM. Bids will be opened on March 10, 2026, 10:00 AM at the above address.

## System Overview

Hickman County Schools operates intercoms from multiple manufacturers. There are 2 schools with IP-based intercoms, 4 schools with Telecor head units, 1 with a Bogen head unit and 1 with a Rauland head unit.

System components include, but are not limited to:

- Classroom speakers and call buttons
- Administrative and office control stations
- Head-end units, servers, switches, and amplifiers
- Emergency paging and all-call functionality
- Integration with bell and clock

## Scope of Services

The selected vendor shall provide on-call repair services for all schools, including but not limited to the following:

### A. On-Call Repair and Troubleshooting

- Diagnosis of intercom failures or performance issues
- Repair or replacement of defective intercom stations, speakers, amplifiers, servers, or related components
- Coordination with school administration to minimize disruption to instruction
- Emergency service response for critical communication or paging failures

### B. Parts and Materials

- Provide and install manufacturer-approved or compatible replacement parts
- All repairs will require a quote in order to secure a purchase order
- Clearly identify labor, travel and parts costs on all quotes and invoices

### C. Response Time

Keeping intercoms operational at our schools is vital. The target maximum time to respond to request(s) for assistance is 1 business day. Response time only applies to **scheduling** a technician and does not mean that a technician must be on-site within 1 business day of initial contact.

Please complete the following:

Answers provided here must be valid for a minimum of 60 days from the bid opening date.

### Experience and Qualifications

Years experience servicing public schools or other public entities \_\_\_\_\_ years

Years experience servicing intercom systems \_\_\_\_\_ years

Qualifications, training, and certifications of service personnel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you familiar with the systems and equipment being used by Hickman County Schools? \_\_\_\_\_

### Responsiveness and Service Capabilities

Will you respond to calls to schedule service within 1 business day? \_\_\_\_\_

Are you licensed and insured to work in Tennessee? \_\_\_\_\_

### Pricing Structure

Minimum charge/Trip charge \_\_\_\_\_

Hourly Labor Rate \_\_\_\_\_

Travel Costs, if not part of minimum \_\_\_\_\_

Equipment Pricing Method \_\_\_\_\_ %(discount or markup)  
(e.g., list price less discount, markup percentage of wholesale cost)

Please provide at least three (3) references from K–12 schools or other publicly funded facilities

School/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **Contract**

Initial contract term will be for the remainder of FY26 and all of FY27, concluding June 30, 2027. This contract can be renewed up to three (3) additional one-year terms :

This bid is for on-call repair services only and does not guarantee a minimum number of service calls or total expenditure. Either party may request termination of this contract with 90 days written notice.

## **Evaluation Criteria**

Bids will be evaluated using the following criteria:

### **Experience and Qualifications**

The bidder's demonstrated experience providing similar on-call repair services, including work for school systems or comparable public entities. Consideration may include years in business, staff qualifications, certifications, and familiarity with applicable systems and equipment.

### **Responsiveness and Service Capabilities**

The bidder's ability to respond promptly to service requests. This includes availability, response time commitments, staffing levels, and service coverage.

### **Cost and Pricing Structure**

The reasonableness, competitiveness, and clarity of proposed pricing, including minimum charges, labor rates, and equipment charges. Pricing will be evaluated for overall value and transparency.

### **References and Past Performance**

The quality of references and evidence of past performance on similar projects or contracts, including reliability, timeliness, workmanship, and customer satisfaction.

The district reserves the right to negotiate with the lowest responsible bidder.

All work must comply with applicable safety codes and district policies.

Background checks are required for technicians working on campus.

## **Contact information:**

Hickman County Schools  
115 Murphree Ave, Centerville, TN 37033  
931-729-3391  
Derek Newsom  
derek.newsom@hickmank12.org

## **ACKNOWLEDGEMENT**

### **AMERICANS WITH DISABILITIES ACT**

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of the bidder.

### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 BACKGROUND CHECKS**

Bidder shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires any person, corporation or entity who enters into or renews a contract with a local board of education, to provide a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

### **DRUG FREE WORKPLACE REQUIREMENTS**

Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with Tennessee Code Annotated Section 50-9-112.

### **COMPLIANCE AGREEMENT WITH PUBLIC CHAPTER 587 of 2007**

Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49- 5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

### **IRAN DIVESTMENT ACT**

Under the Iran Divestment Act, T.C.A. §§ 12-12-101--12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer is required under T.C.A. § 12-12-106 to create a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of this state, and any such contract is declared void ab initio under § 12-12-110.

On or after July 1, 2016, every bid or proposal submitted to a political subdivision where competitive bidding is required must contain the following statement, submitted by the bidder under 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."*

### **Background Checks**

Should your company be awarded this bid in accordance with T.C.A. § 49-5-413, background checks with fingerprinting must be performed on employees that will be entering school grounds.

## **COLLUSION AMONG BIDDERS**

The bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.

1. Bidder is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
2. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any municipal official concerning exchange of money or other things of value for special consideration in the letting of a contract.
3. no officer or employee of HCS either directly or indirectly, owns any interest in the bidder's business.

## **NON-BOYCOTT OF ISRAEL**

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/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 supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

## **ACKNOWLEDGEMENT**

The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements. Failure to properly acknowledge issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

SIGNATURE OF AUTHORIZED AGENT \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**This Acknowledgment must be completed, signed by an authorized agent, notarized and submitted with bid documents.**

# Hickman County Government

## Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or other otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

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I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_