



**REQUEST FOR PROPOSALS**  
**Intrusion and Fire System Central Monitoring Services**

The Hamblen County Department of Education will receive sealed bids for the provision of **Intrusion and Fire System Central Monitoring Services** as specified herein. Bids must be received by **8:30 a.m. EST** on Monday, **March 10, 2025**. Late bids will not be considered nor returned. The Hamblen County Department of Education is not responsible for delivery times of vendor's chosen carrier. If your bid is received after the deadline, it will be automatically disqualified.

RFP Item# IT25.03.10.3 - Intrusion and Fire System Central Monitoring Services
Closing Date March 10, 2025
Closing Time 8:30 AM EST

All questions regarding this RFP/Bid **MUST** be submitted via email by the deadline noted in this document. Please reference RFP Item Number in subject line of email. Phone calls will not be accepted. Please submit questions to [Harold@hcboe.net](mailto:Harold@hcboe.net) .

<p><b>DELIVER BIDS TO:</b></p> <p><b>IT25.03.10.3 – Intrusion and Fire System Central Monitoring Services</b></p> <p><b>Opening Date: March 10, 2025</b></p> <p><b>Hamblen County Dept. of Education</b></p> <p><b>Technology Department</b></p> <p><b>210 East Morris Blvd.</b></p> <p><b>Morristown, TN 37813</b></p> <p><b>THE BID ENVELOPE MUST SHOW THE BID NUMBER, NAME AND OPENING DATE.</b></p> <p><b>Company Name, License Number, Expiration Date</b></p>
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**SECTION I GENERAL TERMS AND CONDITIONS**

**Additional Information:**

- 1.1 Send requests for additional information to Harold Jones, Supervisor of Technology & Communications, [Harold@hcboe.net](mailto:Harold@hcboe.net) . Please reference RFP Item No. in subject line of email. Information about the Hamblen County Department of Education current bids may be obtained on the Internet at <https://www.hcboe.net/bidsandrfps>

**Remanufactured Equipment:**

- 1.2 Vendors are advised that remanufactured or refurbished equipment will not be accepted for this bid.

**Recycling Efforts:**

- 1.3 Vendors are to state the percentage of product made from recycled materials. Specify the amount of post consumer waste separately from pre-consumer recycled content.

**Conflict of Interest:**

- 1.4 Vendors must have a "non-conflict of interest" affidavit on file prior to contract award.

**Non-Discrimination:**

- 1.5 Vendors, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin, or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**Processing Time For Payment:**

- 1.6 Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.

**Alternative Bids:**

- 1.7 The Hamblen County Department of Education will not accept alternate bids (those not equal to specifications) unless authorized by the invitation to bid.

**Multiple Bids:**

- 1.8 The Hamblen County Department of Education will consider multiple bids that meet specifications.

**Taxes:**

- 1.9 The Hamblen County Department of Education purchases are not subject to taxation. Tax exemption certificates will be provided upon request.

**Delivery:**

- 1.10 Vendors are to state the delivery time in the bid. The Hamblen County Department of Education requires that vendors deliver all products FOB "free on board" to final destination.

**Bid Acceptance:**

- 1.11 Vendors shall hold their price firm and subject to acceptance by the Hamblen County Department of Education for a period of ninety (90) working days from the date of the bid opening, unless otherwise indicated in their bid.

**Electronic Transmission Of Bids:**

- 1.12 The Hamblen County Department of Education will not accept telegraphic or electronically transmitted bids.

**Award:**

- 1.13 Award will be made based upon the criteria set forth in section III of this bid document. The Hamblen County Department of Education reserves the right to award this bid on an item by item basis, a schedule basis or an "all or none" basis-whichever is in the best interest of the district. The Hamblen County Department of Education also reserves the right to not award this bid or to reject any and all bids.

**Proof Of Financial And Business Capability:**

- 1.14 Bidders must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The Hamblen County Department of Education will make the final determination as to the bidder's ability.

**Vendor Default:**

- 1.15 The Hamblen County Department of Education reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default be due to a failure to perform or because of a request for a price increase, the Hamblen County Department of Education reserves the right to remove the vendor from the district's bidders list for twenty-four months.

**Restrictive Or Ambiguous Specifications:**

- 1.16 It is the responsibility of the prospective bidder to review the entire invitation for bids (IFB) packet and to notify the Hamblen County Department of Education, Department of Instructional Technology if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Technology Department not less than one week (5 days) prior to the time set for bid opening. These

requirements also apply to specifications that are ambiguous.

**Bid Delivery:**

- 1.17 The Hamblen County Department of Education requires bidders, when hand delivering bids, to deliver said bid to the Hamblen County Dept. of Education, Department of Instructional Technology between the normal business hours of 8:00 am and 4:00 pm, Monday through Friday. The Hamblen County Department of Education is not responsible for delivery times of your carrier. If your bid is received after the deadline, it will be automatically disqualified. Inclement weather is always a possibility and the district office may be closed on bid activity dates. It is the vendor's responsibility to contact the Hamblen County Department of Education at 423-586-7700 to verify that the district office is open

**Duplicate Copies:**

- 1.18 The Hamblen County Department of Education requires that bids be submitted in duplicate.

**Term Bid Agreements:**

- 1.19 If this bid results in a term bid contract with the vendor, the Hamblen County Department of Education must receive all general price decreases that other customers receive.

**Signing Of Bids:**

- 1.20 **In order to be considered all bids must be signed. Please sign the original in blue ink.**

**Use Of Bid Forms:**

- 1.21 Vendors are to complete the bid forms contained in the bid package. Failure to complete the bid forms may result in bid rejection.

**Waving Of Informalities:**

- 1.22 The Hamblen County Department of Education reserves the right to waive minor informalities or technicalities when it is in the best interest of the Hamblen County Department of Education.

**Subcontracting:**

- 1.23 The Hamblen County Department of Education will award this bid to one vendor. The successful vendor may not subcontract the award without the written consent of the Hamblen County Department of Education.

**New Material:**

- 1.24 Unless specified otherwise in the bid package, the Contractor must provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components, and end products. Contractor submission of other than new materials may be cause for the rejection of the bid.

**EXPENSE OF BID PREPARATION:**

- 1.25 The Hamblen County Department of Education or representatives shall not be held responsible for expenses incurred in the preparation or subsequent presentations of Contractor's bid response.

**Cooperative Purchasing:**

- 1.26 Vendors are to indicate whether or not it is permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs. Indicate any additional delivery charges or minimum orders for purchases by other entities.

**Title VI Of The Civil Rights Act:**

- 1.27 "Nondiscrimination in Federally Assisted Programs"- "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. section 2000 et seq.

It is the policy of the Hamblen County Department of Education that all its services and activities be administered in conformance with requirements of Title VI.

**Envelope Cover:**

- 1.28 Bids and modifications thereof shall be enclosed in sealed envelopes addressed to the Hamblen County Department of Education, Technology Department, with the name and address of the bidder, the date and hour of opening, and the bid number "IT25.03.10.3 Intrusion and Fire System Central Monitoring Services" on the face of the envelope. Electronically transmitted, telegraphic or facsimile bids will not be considered. Bids received without the envelope information will not be considered.

**Late Bids**

- 1.29 Bids and modifications or withdrawals thereof received after the time set

for opening will not be considered. The Hamblen County Department of Education is not responsible for delivery times of vendor's chosen delivery carrier. If your bid is received after the deadline, it will be automatically disqualified.

### **Discounts**

- 1.30 1. Prompt payment discounts will be included in the evaluation of bids, provided the period of the offered discount is sufficient to permit payment within such period in the regular course of business.
2. In connection with any discount offered, time will be computed from date of delivery of the supplies to carrier when delivery and acceptance are at a point of origin, or from the date of delivery at destination or port of embarkation when delivery and acceptance are at either of those points, or from date correct invoice or voucher is received in Technology Department, if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing.

### **Response Submission**

- 1.31 Responses to this RFP must be submitted in sealed packages and delivered to Hamblen County Department of Education Technology Department, 210 E Morris Blvd. Morristown, TN, 37813, no later than 8:30 AM EST on March 10, 2025. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer will reject all late arrivals. The Vendor must submit two (2) copies of the response along with any required supporting documentation. **“IT25.03.10.3 Intrusion and Fire System Central Monitoring Services” should be clearly marked on the face of the envelope containing the bid along with the opening date of March 10, 2025.** Failure to comply with this may cause the bid to be misdirected and therefore not to be considered. Responses must be for the entire project. No substitutions or partial bids will be allowed. Oral, telephone, faxed, or telegraphic bids shall not be considered, nor will modifications of bids by such communication be considered. The completed bid form shall be without erasures or alterations. Signatures on the proposals shall be in longhand and executed by an individual duly authorized by The Vendor to make a contract. Bids made out in pencil will NOT be accepted. Bid must be notarized. Prior to commencement of work, Vendor will name contractee as additional insured for liability purposes.

### **Interpretation and Changes**

- 1.32 The intent of this RFP is to communicate the district's requirements to

any qualified and interested bidder. Our intention is to receive bids for the system services as stated in Section 1 of this RFP. The district may make corrections, or changes to the RFP. If the customer makes changes or corrections to the RFP it will be via a written ADDENDUM. All efforts will be made by the district to mail or deliver any ADDENDUMS to all parties who have requested and received the RFP. ADDENDUMS will be issued as expeditiously as possible (by FAX, if necessary, followed by original documents). Interpretations, corrections, or changes to the RFP made in any other manner will not be binding and The Vendor shall not rely upon such interpretations, corrections, or changes.

#### **Addendum**

- 1.33 It will be the responsibility of all respondents to contact The district prior to submitting a response to the RFP to ascertain if any ADDENDUMS have been issued, and to obtain any and all ADDENDUMS, execute them, and return ADDENDUM with the response to the RFP.

#### **Questions**

- 1.34 Questions regarding this RFP must be submitted in writing/email. The district must receive questions no later than five (5) business days before the bid opening or the questions will be considered null and void. Responses to all questions received in proper timeframes will be made in writing and posted with the RFP on the district Website. Phone calls will not be accepted.

#### **Proposal Binding Period**

- 1.35 Prices quoted in The Vendor's response for all services and equipment will remain in effect for a period of at least 90 business days from the issuance date of The Vendor's response. However, any taxes, whether local, state, or federal, imposed on services herein provided instituted after the date of bid response may be passed on to the customer from the vendor.

#### **Omissions**

- 1.36 Omissions in the proposal of any provision herein described shall not be construed as to relieve The Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

### **Service Length**

- 1.37 The contractual term of this contract will be one (1) years with options to renew up to five (5) years.

### **Patents and Royalties**

- 1.38 The Vendor, without exception, shall indemnify and hold harmless The district and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by The district. If The Vendor or subcontractor uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

### **Indemnification**

- 1.39 The Vendor shall indemnify and hold harmless The district, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by The district, its agents or employees) in connection with the same; or by use of any improper, material or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants or employees. The Vendor further agrees to indemnify and hold harmless The district, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city or other applicable laws, bylaws, ordinances, or regulations by The Vendor, its agents, associates, or employees. The indemnification provided above shall obligate The Vendor to defend at its own expense or to provide for such defense, at The district's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against The district which may result from the operations and activities under this Contract whether the installation operations be performed by The Vendor, subcontractor, or by anyone directly or indirectly employed by either. The award of this Contract to The Vendor shall obligate The Vendor to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.



### **Right to Reject**

- 1.40 The district reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Hamblen County Department of Education. The district reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. The district reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of the district is not in a position to adequately perform the contract.
- The district reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of Hamblen County Department of Education. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the Hamblen County Department of Education.

### **Vendor Registration**

- 1.41 Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Hamblen County Department of Education, Department of Instructional Technology with the form attached to this RFP/Bid document. Registration form is only good for THIS RFP/BID. Please fax the application to (423) 585-3783 or by e-mail at *ForteB@hcboe.net* at least **5 days prior** to the bid opening. **Do not send this form with the bid. Please see last page of bid for the vendor registration form.**

### **Possession of Weapons**

- 1.42 All vendors and their employees and their agents are prohibited from possessing any weapons on Hamblen County Department of Education property without prior written consent from Hamblen County Department of Education. In the case of a vendor whose contract requires possession of firearms or other weapons to successfully complete their contract, vendor must provide personnel who are bonded to bear said weaponry.

## **SECTION II OBLIGATIONS, RIGHTS AND REMEDIES**

THESE TERMS AND CONDITIONS SHALL BE PART OF THE CONTRACT. HAMBLEN COUNTY DEPARTMENT OF EDUCATION RESERVES THE RIGHT TO NEGOTIATE OTHER TERMS AND CONDITIONS IT DEEMS APPROPRIATE AND NECESSARY UNDER THE CIRCUMSTANCES TO PROTECT THE PUBLIC TRUST.

**Incorporation:**

- 2.1 All specifications, drawings, technical information, invitation to bid, bid award, and similar items referred to or attached or which are the basis for this contract are deemed incorporated by reference as if set out fully herein.

**Alterations Or Amendments:**

- 2.2 No alterations, amendments, changes, modifications or additions to this Contract shall be binding on the Hamblen County Department of Education without the prior written approval of the Hamblen County Department of Education.

**Assignment:**

- 2.3 Contractor shall not assign or sub-contract this agreement, its obligations, or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Hamblen County Department of Education.

**Warranty:**

- 2.4 Contractor warrants to the Hamblen County Department of Education that all items delivered and all services rendered shall conform to the specifications, drawings, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Contractor extends to the Hamblen County Department of Education all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the district. Return of merchandise not meeting warranties shall be at contractor's expense.

**Remedies:**

- 2.5 The Hamblen County Department of Education shall have all rights and remedies afforded under the U.C.C. and Tennessee law in contract and in tort, including but not limited to rejection of goods, rescission, right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorneys fees.

**Inspection And Acceptance:**

- 2.6 Warranty periods shall not commence until the Hamblen County Department of Education inspects and formally accepts the goods and/or services. The terms, conditions, and timing of acceptance shall be determined by the Hamblen County Department of Education. The Hamblen County Department of Education reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

**Order Of Precedence:**

- 2.7 In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Item Description, (2) Invitation to Bid, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.

**Severability:**

- 2.8 If any provision of this Contract is declared illegal, void, or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.

**Governing Law:**

- 2.9 This Contract shall be governed by the laws of the State of Tennessee, and all obligations of the parties are performable in Hamblen County, Tennessee. The Chancery Court and/or the Circuit Court of Hamblen County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes that arise hereunder.

**Default:**

- 2.10 If Contractor fails to perform or comply with any provision of this contract or the terms or conditions of any documents referenced and made a part hereof, the Hamblen County Department of Education may terminate this contract, in whole or in part, and may consider such failure or noncompliance a breach of contract. The Hamblen County Department of Education expressly retains all its remedies provided by law in case of such breach, and no action by the Hamblen County Department of Education shall constitute a waiver of any such rights or remedies. In the event of termination for default, the Hamblen County Department of Education reserves the right to purchase its requirements elsewhere, with or without competitive bidding.

**Termination:**

- 2.11 The district may terminate this agreement with or without cause at anytime. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.

**Appropriation:**

- 2.12 In the event no funds are appropriated by the Hamblen County Department of Education for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

**Compliance With All Laws:**

- 2.13 Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

**Indemnification/Hold Harmless:**

- 2.14 Contractor shall indemnify, defend, save, and hold harmless the Hamblen County Department of Education, its officers, agents, and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees, or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents, or employees.

**Right to Inspect**

- 2.15 The Hamblen County Department of Education reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.

**Books and Records**

- 2.16 Contractor shall maintain all books, documents, accounting records, and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by the district or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.

**Child Labor**

- 2.17 Contractor agrees that no products will be provided or used under this contract which have been manufactured or assembled by child labor.

**SECTION III SPECIAL TERMS AND CONDITIONS**

**Intent:**

- 3.1 The intent of these specifications is to convey to prospective bidders the type of computer equipment requested by the Hamblen County Department of Education. The Hamblen County Department of Education requests that prospective bidders price the items in SECTION IV as well as state a percentage of mark-up or discount on non-specified items.

**Term:**

- 3.2 The contract will be for One (1) year beginning approximately July 1, 2025 and continue through June 30, 2026.

Upon mutual consent of both parties, the agreement may be renewed for four (4) additional one (1) year periods, for a total term of five (5) years.

**Escalation Provision:**

- 3.3 The responder warrants that the unit price stated herein shall remain firm for a period of not less than one (1) calendar year from the first day of the contract period. If the responder's unit price is increased after one (1) calendar year, the contract unit price may be increased upon approval of the responder's written request to the Purchasing Agent.

Such a request shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; (3) the amount of the change requested with documentation to support requested adjustment (i.e., appropriate bureau of labor statistics, change in manufacturer's price,

etc.). Such price adjustment shall be by the same percentage as documented.

**Bid Modification:**

3.4 This bid may be modified accordingly provided that:

The aggregate of the increase in the contract unit price made under this clause shall not exceed a total of ten percent (10%) of the original contract unit price. If this contract is renewed, the percentage increase shall not exceed ten percent (10%) per contract period on the prices prevailing at the time of renewal;

The increased contract unit price may be effective after one (1) calendar year provided that the responder submits a written request, with supporting documentation, for an increase, at least thirty (30) calendar days prior to the proposed effective date of the price increase;

The increased contract unit price shall not apply to orders received by the vendor prior to the effective date of the increased contract unit price. Orders placed, via county purchase order, shall be considered to have been received by the responder after the fifth (5th) calendar day following the date of signature by the Purchasing Agent or his authorized representative;

Within thirty (30) calendar days after receipt of a responder's written request, the district Purchasing Agent may cancel, without liability to either party, any portion of the contract affected by the requested increase and undelivered at the time of such cancellation.

**Quantity Purchase:**

3.5 Vendor should make additional discounts available to the Hamblen County Department of Education for quantity purchases.

**Termination:**

3.6 Should the responders fail to meet the Requirements of this contract, the Hamblen County Department of Education may terminate the Contract upon a thirty (30) day written notice.

**Evaluation:**

- 3.7 Evaluation will be made on the following Criteria:  
 This contract will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Prices of eligible services will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may include, but are not limited to transition, prior experience, including past performance, personnel qualifications, including technical excellence; management capability, including schedule compliance; cost of ineligible products and services; and flexibility of services. The Hamblen County Department of Education does not guarantee award of a contract and reserves the right to reject all bids.

1	Total Price	40 Points
2	Staffing to perform scope of work in timely manner	15 Points
3	Prior Experience – Specifically K-12	5 Points
4	Adequacy/Compliance with Bid Specifications	10 Points
5	Promptness of Delivery/Schedule Availability/Service Plan	15 Points
6	Local or in-state vendor/office	5 Points
7	Vendor Capabilities: Demonstrated ability of vendor to provide services/product (including references), reputation of vendor, vendor’s past relationship with district if applicable	10 Points

**VENDOR SERVICE PLAN**

Vendors should include a complete description of the products and services offered in their Proposal. The Service Plan should include, but not be limit to:

1. A summary of the products or services to be provided.

2. When applicable, a timeline showing how the Vendor plans to deliver products and/or services to fulfill any contract issued as a result of this RFP.
3. Key staff members at the Vendors organization that will be assigned to the account or will otherwise be part of an implementation team.
4. Any resource requirements on the part of the school system necessary in order for the Vendor to meet its obligations under an agreement resulting from this RFP.
5. Any hardware, software, or other technology the school system must have in order to use the Vendors products or services.
6. Any alternative ideas or proposals that should be considered by the school system in addition to the base proposal.

**Response:**

- 3.8 Vendors shall bid in the following manner:

Provide, with their bid, a copy of the most recent vendor pricelist.

State the percentage of mark-up or discount from the aforementioned price list to the Hamblen County Department of Education.

Vendors shall submit their responses with the products, F.O.B. destination to the Hamblen County Department of Education, Department of Instructional Technology, 210 East Morris Blvd., Morristown, TN 37813.

Pricing for these services and products must be provided in the Bid Response Form provided with this RFP. The vendor's bid may include additional quote pages in the vendor's preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the district to compare pricing from all vendors using the Bid Response Forms. Reference statements, such as "See Page XX," "Refer to Page XX," etc. should not be entered in the Bid Response Form. Failure to provide the information requested in this RFP in the requested format is reason for rejection, without consideration.

**Quantities:**

- 3.9 The Hamblen County Department of Education does not guarantee any quantities during the term of this agreement. However, it is to be noted that the Hamblen County Department of Education expended approximately one hundred thousand (\$100,000.00) dollars during the previous fiscal year.

**Warranty:**

- 3.10 All products shall be, as a minimum, warranted for three years on parts & labor.

Responders shall specify variations in length and conditions in section V.



Vendors shall serve as liaison and/or service provider during the term of warranty.

## **SECTION IV VENDOR RESPONSE:**

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### **4.1 Intrusion and Fire System Monitoring Requirements Project Description**

Products to be most commonly purchased (Specifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers' itemization numbers, etc. is intended to set quality and feature standards and does not exclude bids from others as long as quality and feature standards are met). :

Equivalent bids will be accepted as long as they are an equivalent for these specifications.

Vendors may submit alternative equipment as long as the equipment is an equivalent make and model. All equipment shall be new, factory-sealed equipment currently available from the manufacturer; the District will not accept proposals of used, remanufactured, refurbished, "B stock," returns, open-box, discontinued, "gray market," or equipment in any condition other than new and factory-sealed with all original manufacturer warranties. The Hamblen County Department of Education reserves the right to adjust quantities prior to purchasing to meet the needs of the school system, and shall have the sole discretion to evaluate, ascertain, and determine whether any item proposed or offered by any bidder is in fact an equivalent or better for any item listed below. It is the vendor's responsibility and obligation to provide documentation and other evidence that alternative equipment is functionally equivalent or better. Failure to show equal functionality may result in the disqualification of the bid.

These specifications outline specific services with regard to Security System and Fire Panel Monitoring Services for the Hamblen County Department of Education. Due to the nature and vital importance of these

life safety systems, the contractor must be qualified to monitor these systems. The service requested is for security intrusion and fire panel monitoring at all district location of district owned equipment.

Under this contract, the vendor shall provide Intrusion and Fire System Central Station Monitoring of all systems. Vendor shall furnish all parts, labor, equipment, tools, transportation and mileage, and any other activities to fulfill the requirements of these specifications.

The technicians will remain the Contractor’s employees subject to his direction at all times.

The monitoring service must have proven experience in the security/fire panel monitoring business for a minimum of 15+ years.

Pricing quoted shall be the School Districts final actual cost, and shall include all materials, labor, equipment, permits, and any other activity required to provide the level of service specified in this proposal.

**A. SCOPE OF WORK**

The following are the list of schools/sites and their current configuration.

**Each site is connected to the network with an AES Intellinet Transceiver. The successful vendor will maintain that configuration and not only connect to the network, but also add the ability of the Mesh Radio Network. POTS lines are not used in any location. Successful vendor will provide all necessary hardware and components to maintain the current setup without use of POTS lines for both Fire Alarm and Instrustion/Security Panels.**

Location	Fire Alarm Panel Model	Intrusion/Security Panel Model
<b>Alpha Intermediate School</b> 5620 Old Us Highway 11E Morristown, TN 37814	Firelite ES-200X Connected to Primary Building	DSC 4020
<b>Alpha Primary School</b> 5626 Old Highway 11E Morristown, TN 37814	Firelite ES-200X	DSC 4020

<b>East Ridge Middle School</b> 6595 St. Clair Road Morristown, TN 37891	Firelite MS-9200UDLS	DSC 4020
<b>Fairview-Marguerite Elementary School</b> 2125 Fairview Road Morristown, TN 37813	Firelite ES-200X – no sprinkler system	DSC 4020
<b>Hillcrest Elementary School</b> 407 South Liberty Hill Road Morristown, TN 37814	Firelite MS-9200 – no sprinkler system	DSC 4020
<b>John Hay Elementary School</b> 501 Brittan Court Morristown, TN 37814	Firelite MS-9200 – no sprinkler system	DSC 4020
<b>OLD Lincoln Heights Elementary School ANNEX</b> 215 Lincoln Avenue Morristown, TN 37813	Firelite MS-9200 - Tied to Lincoln Heights Middle School – One physical building	DSC 4020
<b>Lincoln Heights Middle School</b> 219 Lincoln Avenue Morristown, TN 37813	Firelite MS-9200	DSC 4020
<b>Manley Primary School</b> 551 West Economy Road Morristown, TN 37814	Firelite ES 200X	DSC 4020
<b>Manley Intermediate School</b> 555 West Economy Road Morristown, TN 37814	Faraday MPC-1500	DSC 4020
<b>Meadowview Middle School</b> 1623 Meadowview Lane Morristown, TN 37814	Firelite ES 200X	DSC 4020
<b>Miller Boyd Alternative School</b> 376 Snyder Road Morristown, TN 37813	FireLite 905 OUD – no sprinkler system	DSC 4020
<b>Morristown Hamblen High School East</b> Wellness/Administration/Batting Cage One Hurricane Lane Morristown, TN 37813	Firelite MS-9600UD WITH EVAC	DSC 4020

<b>Morristown Hamblen High School West</b> 1025 Sulpher Springs Road Morristown, TN 37813	Firelite MS-9600	DSC 4020
<b>Russellville Intermediate School</b> 5273 Old Andrew Johnson Hwy Russellville, TN 37860	Faraday MPC-1500	DSC 4020
<b>Russellville Primary School</b> 5655 Old Russellville Pike Russellville, TN 37860	Firelite MS-9200UDLS – no sprinkler system	DSC 4020
<b>Union Heights Elementary School</b> 3366 Enka Highway Morristown, TN 37813	Firelite ES 200X	DSC 4020
<b>West Elementary School</b> 235 West Converse Street Morristown, TN 37813	FireLite MS-9200	DSC 4020
<b>West View Middle School</b> 1 Indian Path Morristown, TN 37813	FireLite ES-200x	DSC 4020
<b>Whitesburg Elementary School</b> 7859 East Andrew Johnson Highway Morristown, TN 37891	Firelite MS-9200 - no sprinkler system	DSC 4020
<b>Witt Elementary School</b> 4650 S Davy Crockett Parkway Morristown, TN 37816	FireLite MS-9200 – no sprinkler system	DSC 4020
<b>Hamblen County Dept. of Ed</b> 210 East Morris Blvd. Morristown, TN 37813	Firelite MS-5UD – no sprinkler system	DSC 4020
<b>Hamblen County Dept. of Ed Maintenance Department</b> 353 Boyd School Rd. Morristown, TN 37813	Currently No System	DSC 4020
<b>Hamblen County Dept. of Ed Transportation Department</b> 462 Snyder Rd. Morristown, TN 37813	Currently No System	DSC 4020

Lincoln Heights Elementary School 1523 Dr. Martin Luther King Jr. Pkwy Morristown, TN 37813	Firelite ES1000X	DSC Neo HS2128
Miller Boyd Annex 425 Snyder Road Morristown, TN 37813	TBD	DSC Neo HS2128

### Monitoring

- Monitoring will be performed 24 hours a day, seven days a week transmitted to the central station and provide appropriate dispatch response to the alarm. The Hamblen County Department of Education will provide protocols for each school on alarm management and control.
- In general, the central station will dispatch fire alarm to the appropriate 911 dispatch center immediately on receipt of the alarm.
- In general, the central station will dispatch intrusion security alarm to the appropriate dispatch center immediately on receipt of the alarm.
- The central monitoring station will report the location of the alarm(s) when notifying 911 and school personnel. 911 should not be called during normal school working hours except for fire alarms. Supervisory or Informational alarms should be reported to the school or office during normal hours.
- Maintain a call list for each facility and perform calls on receipt of the alarm. The Technology Department of the Hamblen County Department of Education will provide the monitoring vendor with the call lists.
- The central monitoring station will provide special dispatching instructions as required.
- The monitoring facility must be UL listed and certified.
- Provide monitoring and alarm dispatching of the existing intrusion security and fire alarm control panels/communicators.
- Perform call list updates within 24 hours.
- A daily test signal should be sent daily to monitored systems.

Proposal submitted shall include all equipment (such as but not limited to any equipment required to report to Central Station), labor, materials, and other activity required for the monthly monitoring of:

- UL Fire System Monitoring
- UL Burglary System Monitoring
- UL Elevator System Monitoring (not required at all locations)

## **Reporting**

- The monitoring service will maintain and provide alarm, alarm verification, and dispatching reports as determined by the Hamblen County Department of Education and make available reports to the district.
- Monitoring history/reports/logs are to be maintained for a period of at least three (3) months for easy retrieval.
- Archive history/reports/logs for a period of at least five (5) years is desirable.
- Provide web based access to report history for the Hamblen County Department of Education. The web portal should provide some management features such as adding and removing contacts, updating contact information, search monitoring history of triggered alarms, who was contacted, and notes for each alarm.

## **General**

- Programming may occasionally be required for the alarm systems on a time and materials basis with the issuance of a written authorization by the Hamblen County Department of Education.
- The vendor shall employ only persons duly licensed by the State of Tennessee to perform the work required for which applicable Tennessee Law requires a license.
- The monitoring service must have proven experience in the security/fire panel monitoring business for a minimum of 15+ years.
- The monitoring service must provide prompt and professional service.
- Monitoring service shall show satisfactory evidence that they maintain as an integral part of their organization, and under their control, a fully equipped service department capable of providing timely maintenance.
- The bidder that is awarded the contract will bear all cost of re-programming the security/fire panels in all schools and offices in the Hamblen County School District.
- All new systems added during the contract period will be added at a pro-rata cost.
- Provide a web based app and/or iOS & Android app for managing system status such as ability to place school accounts on a "Test" for Maintenance, Inspection, or emergency situation.

The Hamblen County Department of Education reserves the right to cancel the contract with the vendor for nonperformance at any time during the contract period. Nonperformance includes, but is not limited to: failure to supply good quality service, failure to provide services for the full term of the contract,

installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.

The bid and any resulting contract do not restrict the Hamblen County Department of Education from using other security and fire alarm monitoring services from other vendors.

Billing: (1) Billing issues should have every attempt made to have those resolved and either credit/adjustments made within two(2) monthly billing cycles. If the issue can not be resolved with two(2) billing cycles a timeline for resolution needs to be agreed upon and resolved within that timeframe.

(3)Departmentalization/division is desirable on billing (ex. locations separated and grouped together). (4) A designated contact person to handle the account with a direct phone number and email address. The district would also like the ability to request a different designated contact person if desired. (5) The ability to manage the districts account online.

- All Vendor employees shall wear a visible identification badge while on Hamblen County Department of Education premises.
- All Vendor employees shall adhere to the building rules and regulations (i.e. no hat, no smoking, parking, etc.)
- The Vendor shall provide all vehicles, tools, test instruments, personal protection equipment, and any other equipment necessary.
- The Vendor shall comply with all permits, and license requirements of Hamblen County.

## **New Systems**

New facilities, remodeled facilities, or the replacement of complete systems that occur during the term of the agreement, will be priced using device counts provided by the Hamblen County Department of Education and added to the total contract price if required.

**Note:** At any time if any network wiring should have to be performed for any reason it MUST adhere to standard structure cabling requirements (termination in a patch panel) and requirements of the Hamblen County Department of Education's Technology Department. Any deviation from

these standards must have prior approval from the school system’s Senior Network Administrator or the Supervisor of Instructional Technology. Failure to follow these standards will require the vendor to address and fix any deficiency at the cost of the vendor.

4.2 Percentage of “discount off” from current Price List on catalog items not listed on these pages.

**SECTION V VENDORS INFORMATION AND PRICING**

**Schedule of Events**

5.1 The following is the required schedule of events for this project. The schedule may change the results of the responses and a final schedule will be established prior to established prior to contracting with the vendor.

Event	Date
1. Release of RFP to Bidders	February 13, 2025
2. Mandatory Bidder’s Conference at D.O.E.	N/A
3. Deadline for Proposal Submission	March 10, 2025
4. Evaluation of Responses	Beginning March 10, 2025 until completed
5. Contract Award	To be determined
6. Installation Starts	To be determined after receipt of order
7. Installation Completed	To be determined

**SECTION VI MAINTENANCE, SUPPORT SERVICES, AND TRAINING**

**Training**

6.1 If any training on any installed equipment is required, Vendor shall provide a minimum of one day’s training at no cost to The district. Vendor must provide a per day quote for additional days of training.

**SECTION VII VENDOR QUALIFICATIONS**



**Omissions:**

- 7.1 Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

**Price Quotations:**

- 7.2 Price quotations are to include the furnishing of all materials, equipment, maintenance and training manual, tools, and the provision of all labor and services necessary or proper for the completion of the work.

**SECTION VIII RESPONSE TO BID**

**Warranty:**

- 8.1 Vendor must provide confirmation of the Support Warranty.  
Vendor may state any additional vendor-supplied warranty.

**SECTION IX ADDITIONAL TERMS, CONDITIONS AND AWARD CRITERIA**

**Quantities:**

- 9.1 The Hamblen County Department of Education does not guarantee any quantities during the term of this agreement. Consequently, the utilization of the contract may vary significantly from fiscal year to fiscal year. The successful vendor is not guaranteed a specific amount of sales during the contract period.

**Multiple Vendors:**

- 9.2 The Hamblen County Department of Education reserves the right to select multiple vendors for this term bid to insure that appropriate resources will be available in the event of multiple, simultaneous large projects or the cessation of business by one or more of the vendors.



# SECTION VIII VENDOR INFORMATION AND PRICING – Intrusion and Fire System Central Monitoring Services

Vendor Name \_\_\_\_\_

License Number \_\_\_\_\_

Vendor Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

FAX # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Toll Free # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

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

Authorizing Signature \_\_\_\_\_

HCDOE Business License Number (If Applicable) \_\_\_\_\_

*(Contractors: PLEASE ENCLOSE A COPY OF LICENSE WITH BID)*

State of TN Sales Tax Number (If Applicable) \_\_\_\_\_

I acknowledge the receipt of:

Addenda 1  Yes  No

Addenda 2  Yes  No

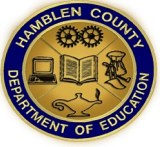
Addenda 3  Yes  No

***Please list all warranty information concerning length and coverage below:***

Guaranteed days till delivery after receipt of order \_\_\_\_\_ Days

Percentage of Mark-Up or Discount *(Vendors shall bid one or the other)* \_\_\_\_\_ % Mark-Up  
\_\_\_\_\_ % Discount

Manufacturer Pricing Discount (Items not specifically mentioned in bid) \_\_\_\_\_ %  
Discount



**Bid Response Form – Intrusion and Fire System Central Monitoring Services**

**Page 1 of 10**

Pricing for these services and products must be provided in the Bid Response Form provided with this RFP. The vendor's bid may include additional quote pages in the vendor's preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the district to compare pricing from all vendors using the Bid Response Forms. Reference statements, such as "See Page XX", "Refer to Page XX", etc. should not be entered in the Bid Response Form. Failure to provide the information requested in this RFP in the requested format is reason for rejection, without consideration.

TO: The Hamblen County Department of Education, Morristown, Tennessee

VENDOR:

\_\_\_\_\_  
*Name of Firm*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

Representative's Name (Type or Print): \_\_\_\_\_

\*Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

TN Licenses Number: \_\_\_\_\_

Operating as an individual corporation organization and existing under the laws of  
Tennessee, or a Partnership, or a joint venture consisting of,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\*Signature certifies the proposed solution and services meet all requirements outlined in this document and the vendor will comply with all specified requirements unless exceptions are noted below.



**Bid Response Form – Intrusion and Fire System Central Monitoring Services**  
**Page 2 of 10**

**EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS**

(Attach additional pages if needed)

Signature on Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted.

Check one of the following responses to the General Terms and Conditions:

We take no exceptions/deviations to the general terms and conditions (Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below: (Note: Unacceptable exceptions shall remove your proposal from consideration for award. The Hamblen County Department of Education shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)

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## Bid Response Form – Intrusion and Fire System Central Monitoring Services

Pricing for these services and products **MUST be provided in the Bid Response Form provided with this RFP**. The vendor's bid may include additional quote pages in the vendor's preferred format. However, **all pricing must be entered in the Bid Response Form**, as a minimum, to enable the district to compare pricing from all vendors using the Bid Response Forms. Reference statements, such as "See Page XX", "Refer to Page XX", etc. should not be entered in the Bid Response Form. Failure to provide the information requested in this RFP in the requested format is reason for rejection, without consideration. Specifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers' itemization numbers, etc. is intended to set quality and feature standards and does not exclude bids from others as long as quality and feature standards are met.

Intrusion and Fire Alarm System Central Monitoring Services		
	Intrusion/Security Panel Monitoring	Fire Panel Monitoring
<b>Cost by location</b>		
Alpha Intermediate	\$ _____ per month	\$ _____ per month
Alpha Primary	\$ _____ per month	\$ _____ per month
East Ridge Middle	\$ _____ per month	\$ _____ per month
Fairview-Marguerite Elementary	\$ _____ per month	\$ _____ per month
Hillcrest Elementary	\$ _____ per month	\$ _____ per month
John Hay Elementary	\$ _____ per month	\$ _____ per month
Elementary	\$ _____ per month	\$ _____ per month
Lincoln Heights Middle	\$ _____ per month	\$ _____ per month
Manley Primary	\$ _____ per month	\$ _____ per month
Manley Intermediate	\$ _____ per month	\$ _____ per month
Meadowview Middle	\$ _____ per month	\$ _____ per month

Miller-Boyd Alternative	\$ _____ per month	\$ _____ per month
MHHS East	\$ _____ per month	\$ _____ per month
MHHS West	\$ _____ per month	\$ _____ per month
Russellville Intermediate	\$ _____ per month	\$ _____ per month
Russellville Primary	\$ _____ per month	\$ _____ per month
Union Heights Elementary	\$ _____ per month	\$ _____ per month
West Elementary	\$ _____ per month	\$ _____ per month
West View Middle	\$ _____ per month	\$ _____ per month
Whitesburg Elementary	\$ _____ per month	\$ _____ per month
Witt Elementary	\$ _____ per month	\$ _____ per month
Hamblen County Dept. of Ed	\$ _____ per month	\$ _____ per month
Maintenance Department	\$ _____ per month	\$ _____ per month
Transportation Department	\$ _____ per month	\$ _____ per month
Lincoln Heights Elementary	\$ _____ per month	\$ _____ per month
Miller Boyd Annex	\$ _____ per month	\$ _____ per month
Any Additional Costs? If yes, specify what this charge covers:	\$ _____ one-time	\$ _____ one-time
_____		
_____		
_____		
_____		
_____		
_____		
_____		

	\$ _____ recurring	\$ _____ recurring
Programming Fees (if applicable) Transition/Conversion Costs	\$ _____ one-time \$ _____ one-time	\$ _____ one-time \$ _____ one-time
<b>Total:</b>	\$ _____ recurring	\$ _____ recurring
	\$ _____ one-time	\$ _____ one-time
	\$ _____ recurring	\$ _____ recurring

Additional Costs :	Intrusion/Security Panel Monitoring	Fire Panel Monitoring
Specify Item: _____	\$ _____ per _____	\$ _____ per _____
Specify Item: _____	\$ _____ per _____	\$ _____ per _____
Specify Item: _____	\$ _____ per _____	\$ _____ per _____
Total Additional Costs	\$ _____ one-time	\$ _____ one-time
	\$ _____ recurring	\$ _____ recurring
<b>Total Cost</b>	\$ _____	\$ _____

1. Total number of employees in your company? \_\_\_\_\_

2. Total number of employees qualified to perform work in this RFP? \_\_\_\_\_

3. Total number of years in business with this company name? \_\_\_\_\_

Please attach vendor service plan:

**VENDOR SERVICE PLAN**

1. A summary of the products or services to be provided.
2. When applicable, a **timeline** showing how the Vendor plans to deliver products and/or services to fulfill any contract issued as a result of this RFP.
3. **Key staff members** at the Vendors organization that will be assigned to the account or will otherwise be part of an implementation team.
4. Any **resource requirements** on the part of the school system necessary in order for the Vendor to meet its obligations under an agreement resulting from this RFP.
5. Any **hardware, software, or other technology** the school system must have in order to use the Vendors products or services.
6. Any **alternative ideas or proposals** that should be considered by the school system in addition to the base proposal.



**Intrusion and Fire Monitoring Service Major Feature Checklist**

MONITORING	YES	NO	ITEM
			Monitoring will be performed 24 hours a day, seven days a week transmitted to the central station and provide appropriate dispatch response to the alarm. The Hamblen County Department of Education will provide protocols for each school on alarm management and control.
1			
			In general, the central station will dispatch fire alarm to the appropriate 911 dispatch center immediately on receipt of the alarm.
2			
			In general, the central station will dispatch intrusion security alarm to the appropriate dispatch center immediately on receipt of the alarm.
3			
			The central monitoring station will report the location of the alarm(s) when notifying 911 and school personnel. 911 should not be called during normal school working hours except for fire alarms. Supervisory or Informational alarms should be reported to the school or office during normal hours.
4			
			Maintain a call list for each facility and perform calls on receipt of the alarm. The Technology Department of the Hamblen County Department of Education will provide the monitoring vendor with the call lists.
5			
			The central monitoring station will provide special dispatching instructions as required.
6			
			The monitoring facility must be UL listed and certified.
7			

**REPORTING**

8			Provide monitoring and alarm dispatching of the existing intrusion security and fire alarm control panels/communicators.
9			Perform call list updates within 24 hours.
10			A daily test signal should be sent daily to monitored systems.
11			The Alarm Monitoring Center will notify users up to five times in the first hour
12			Ability to notify based on call lists - List for actual emergencies and a list for troubles/informational alerts/states
1			The monitoring service will maintain and provide alarm, alarm verification, and dispatching reports as determined by the Hamblen County Department of Education and make available reports to the district.
2			Monitoring history/reports/logs are to be maintained for a period of at least three (3) months for easy retrieval.
3			Archive history/reports/logs for a period of at least five (5) years is desirable.
4			Provide web based access to report history for the Hamblen County Department of Education. The web portal should provide some management features such as adding and removing contacts, updating contact information, search monitoring history of triggered alarms, who was contacted, and notes for each alarm.

**GENERAL**

1			Programming may occasionally be required for the alarm systems on a time and materials basis with the issuance of a written authorization by the Hamblen County Department of Education.
2			The vendor shall employ only persons duly licensed by the State of Tennessee to perform the work required for which applicable Tennessee Law requires a license.
3			The monitoring service must have proven experience in the security/fire panel monitoring business for a minimum of 15+ years.
4			The monitoring service must provide prompt and professional service.
5			Monitoring service shall show satisfactory evidence that they maintain as an integral part of their organization, and under their control, a fully equipped service department capable of providing timely maintenance.
6			The bidder that is awarded the contract will bear all cost of re-programming the security/fire panels in all schools and offices in the Hamblen County School District.
7			Separate pricing for other items are included as specified in RFP
8			Use AES Intellinet Transceiver

**WEB/APP  
FEATURES**

9			POTS lines are not used
10			Mesh Radio Network
11			Provide all maintenance for equipment including replacement of batteries
1			Provide a web based app and/or iOS & Android app for managing system status such as ability to place school accounts on a "Test" for Maintenance, Inspection, or emergency situation.
2			Users can log in to their accounts, view and change schedules, and request permanent changes
3			Users can put accounts on test, or schedule future tests
4			Users can view recent history and account activations
5			Users can review and modify their call lists
6			Users can add, delete, modify, and reorder party lists
7			Users can receive text notifications for low battery, communication failure, and more



1		The solution provider will provide training and of district and school personnel.
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**Notarized Bid Compliance Form – Intrusion and Fire System Central Monitoring Services**

Having carefully examined the invitation to bid documents prepared by the Hamblen County Department of Education entitled **IT25.03.10.3 Intrusion and Fire System Central Monitoring Services**, and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the Proposal, for the total contract price shown and under the terms of the attached contract. **It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing, and with all other local, state, federal laws, and that no legal requirement has been violated in making or accepting this proposal in awarding a contract to him or in the delivery of products.** In submitting this proposal, it is understood that the right is reserved by the Customer to reject any or all proposals and waive all technicalities/informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of Ninety (90) days from the opening there of.

The undersigned declares that the person or persons signing the Proposal is/are fully authorized to sign on behalf of the firm listed and to fully bind the firm listed to all of the conditions and provisions thereof. In view of the terms of this Invitation to Bid, the undersigned proposes to furnish all items for a total sum of:

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

Title: \_\_\_\_\_

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

**THIS BID MUST BE NOTARIZED** Sworn and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



**NON –COLLUSION INDEPENDENT PRICE DETERMINATION  
NON-DISCRIMINATION AFFIDAVIT**

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Vendors, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, or national origin.

I agree to abide by all terms and conditions of this bid and certify that I am authorized to sign this bid for the vendor.

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME HERE

DATE \_\_\_\_\_

Please indicate which of the following apply to your company:

- \_\_\_\_\_ African Owned
- \_\_\_\_\_ Asian Owned
- \_\_\_\_\_ Caucasian Owned
- \_\_\_\_\_ Hispanic Owned
- \_\_\_\_\_ Native American Owned
- \_\_\_\_\_ Other Owned
- \_\_\_\_\_ Woman Owned





# NOTICE TO PROPOSERS

There may be one or more amendments to this proposal solicitation. If your company desires to receive copies or notices of any such amendments, you **must** provide the information requested below to the Hamblen County Department of Education's Department of Instructional Technology. Please send this information to Betina Forte via e-mail at *ForteB@hcboe.net*. **The Hamblen County Department of Education will send amendments only to those firms which timely complete and return this form via fax or provide the requested information by timely e-mail.**

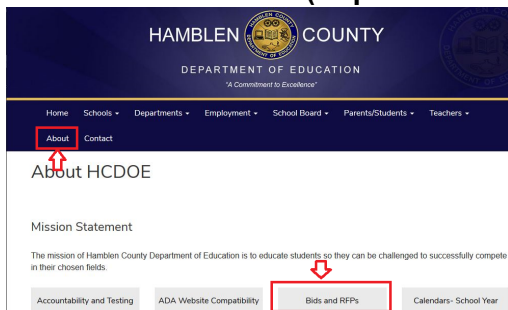
RFP number	<b>IT25.03.10.3 Fire Alarm Testing &amp; Inspection</b>
Company name	_____
Mailing address	_____
	_____
	_____
Phone number	_____
Fax number	_____
Contact person	_____
E-mail address	_____

**Send amendments by (check one):**

e-mail

E-mailed amendments will be sent in a PDF format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Hamblen County Department of Education.

**Amendments also will be posted on the Hamblen County Department of Education's web site (<http://www.hcboe.net>) in a PDF format.**



RFP IT25.03.10.3

Intrusion and Fire System Central Monitoring Services



## Hamblen County Department of Education Vendor Registration Form

Please send this information to Betina Forte via e-mail at [ForteB@hcboe.net](mailto:ForteB@hcboe.net).

**This form MUST BE RECEIVED by The Hamblen County Department of Education PRIOR TO BID OPENING. Do not send this form with the bid.**

RFP number

**IT25.03.10.3 Intrusion and Fire System Central  
Monitoring Services**

Company name

\_\_\_\_\_

Mailing address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number

\_\_\_\_\_

Fax number

\_\_\_\_\_

Contact person

\_\_\_\_\_

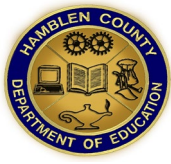
E-mail address

\_\_\_\_\_

SPIN Number (FCC Vendor  
Number/Identifier)

\_\_\_\_\_

Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Hamblen County Department of Education, Department of Instructional Technology. Please e-mail at [ForteB@hcboe.net](mailto:ForteB@hcboe.net) at least **5 days prior** to the bid opening. **Do not send this form with the bid.**



## Reference Form – Intrusion and Fire System Central Monitoring Services

Three recent references (school systems similar in size to the Hamblen County Department of Education (10,000 students, 18 schools, 23 sites including district site or larger preferred.)

<b>District Reference #1</b>	
<b>Contact</b>	
<b>Phone</b>	
<b>Address</b>	
<b>Scope of Services</b>	
<b>Email address of Contact</b>	
<b>District Reference #2</b>	
<b>Contact</b>	
<b>Phone</b>	
<b>Address</b>	
<b>Scope of Services</b>	
<b>Email address of Contact</b>	
<b>District Reference #3</b>	
<b>Contact</b>	
<b>Phone</b>	
<b>Address</b>	
<b>Scope of Services</b>	
<b>Email address of Contact</b>	



## Hamblen County Department of Education

### Response Cover Sheet

<b>Name of Respondent</b>			
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone</b>	<b>Fax</b>	<b>Web Address</b>	
<b>Primary Contact for Clarification</b>		<b>Primary Contact Email Address</b>	
<b>Authorized Signatory</b>		<b>Authorized Signatory Email Address</b>	
<b>Respondents DUNS No.</b>			



## Hamblen County Department of Education

### Bid Response Label

#### **DELIVER BIDS TO:**

**Hamblen County Dept. of Education  
Technology Department  
210 East Morris Blvd.  
Morristown, TN 37813**

**IT25.03.10.3 Intrusion and Fire System Central Monitoring  
Services**

**Opening Date: March 10, 2025**

**CONTRACTORS LICENSE NUMBER AND EXPIRATION DATE OF LICENSE  
& EXPIRATION DATE (If applicable):**



## Iran Divestment Act Certification Form – Intrusion and Fire System Central Monitoring Services

This certification must be completed by each bidder in order to be considered.

I understand that 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, as required by T.C.A. 12-12-106, has created 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 the State of Tennessee, and any such contract will be considered void *ad initio* under T.C.A. 12-12-110. The list is published on the Tennessee Department of General Services website at:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

### CERTIFICATION

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 T.C.A. 12-12-106.

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Bidder Name

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Bidder Signature

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Date of Certification