

The Procurement Division of Knox County, Tennessee will receive sealed proposals for the provision of **Video Surveillance Systems** as specified herein. Proposals must be received by **2:00 p.m. on May 22, 2024**. Late proposals will neither be considered nor returned.

Deliver Proposal To:

**Proposal Number 3562
Knox County Procurement Division
Suite 100
1000 North Central Street
Knoxville, Tennessee 37917**

The Proposal Envelope must show the Company Name, Proposal Number, Proposal Name & Proposal Closing Date.

SECTION I GENERAL TERMS AND CONDITIONS

- 1.1 **ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Ben Sharbel, CPPO, CPPB, Supervisor of Property Development and Asset Management, at 865.215.5765. Questions may be emailed to ben.sharbel@knoxcounty.org. Information about the Knox County Procurement Division and current solicitations may be obtained on the internet at www.knoxcounty.org/procurement.
- 1.2 **ACCEPTANCE:** Vendors shall hold their proposal firm and subject to acceptance by Knox County for a period of ninety (90) calendar days from the date of the proposal closing.
- 1.3 **ALTERNATIVE PROPOSALS:** Knox County will not accept alternate proposals. Proposers must strictly adhere to the proposal format in Section V.
- 1.4 **AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call 1-866-858-4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>.

Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.

- 1.5 **AWARD:** Award will be made to the most responsive, responsible proposer(s) meeting specifications, who presents the product and/or service that is in the best interest of Knox County. Knox County reserves the right to award this proposal on an all-or-none basis or by multiple award. **Knox County reserves the right to not award this proposal.** Award will be made in accordance with the evaluation criteria specified herein.
- 1.6 **BUSINESS OUTREACH PROGRAM:** Knox County has established a Business Outreach Program, which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses who have an interest in providing goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged contractors who may wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services. If you are a disadvantaged business and would like additional information about our Business Outreach Program please contact:

Diane Woods, CPPB, Business Outreach Administrator
Knox County Procurement
Telephone: 865.215.5760
Fax: 865.215.5778
E-Mail: diane.woods@knoxcounty.org

- 1.7 **CLOSURES:** During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of the Knox County Mayor, the Procurement Division will enact the following procedures in regards to solicitations and closures:
- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
 - Other unforeseen circumstances shall be at the sole discretion of the Procurement Director.
 - Knox County shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.
- 1.8 **CONFLICT OF INTEREST:** Vendors must have read and complied with the "non-conflict of interest" statement provided in the vendor registration process prior to the closing of this solicitation.
- 1.9 **COPIES:** Knox County **requires** that all proposals be submitted with one (1) **marked original** and three (3) exact copies. Proposers must also scan their entire response into one (1) .pdf file and submit on a flash drive.
- 1.10 **DECLARATIVE STATEMENT:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor **must** comply with the condition. Failure to comply with any such condition may result in their proposal being non-responsive and disqualified.
- 1.11 **DEFAULT:** Knox County reserves the right, in case of Contractor default, to terminate the Contract and hold the defaulting Contractor responsible for any excess costs occasioned thereby. Should the Contractor default be due to a failure to perform, Knox County reserves the right to remove the Contractor from the County's bidder's list for twenty-four (24) months.
- 1.12 **DESTINATION AND DELIVERY:** Proposers must include all destination and delivery charges in their price. **There will be no extra hidden charges. Delivery must be "free on board" to the County department.**
- 1.13 **ELECTRONIC TRANSMISSION OF PROPOSALS:** Due to the nature of this solicitation, the Knox County Procurement Division **will not** accept electronically submitted proposals. Facsimile submission is strictly prohibited.
- 1.14 **HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, "KnoxBuys". The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of purchase orders, on-line retrieval and submittal of quotes, bids and proposals for our vendor-clients and on-line requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at www.knoxcounty.org/procurement, register as a vendor in our on-line Procurement system, "KnoxBuys", if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions, please contact the Procurement Division Representative listed in Section 1.1 of this document.
- 1.15 **INCURRED COSTS:** Knox County will not be liable in any way for costs incurred by any proposer in the preparation and submission of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any required meetings, discussions or negotiations. If any oral presentations are required, Knox County advises vendors to be thorough and complete in submission of information.
- 1.16 **NON-COLLUSION:** Vendors, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.17 **PAYMENT METHOD:** Knox County utilizes two (2) methods of placing orders for products/services. The first is the use of Purchase Orders. These Purchase Orders will be issued from Knox County Procurement Division via the method selected by the vendor during registration. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.

The second method is the use of the Knox County Credit Card (VISA). Knox County intends to pay for these products using either a Knox County issued purchase order or a Knox County purchasing card (VISA). Vendors must be able to accept the Knox County credit card (VISA) for these types of transactions. Proposers that are not able to accept the credit card will not be considered for this term contract.

- 1.18 POSSESSION OF WEAPONS:** All vendors and their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. 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.
- 1.19 PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days may be required to process invoices for payment.
- 1.20 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the vendor's ability.
- 1.21 PROPOSAL DELIVERY:** Knox County **requires** proposers, when hand delivering proposals, to time and date stamp the envelope before depositing it in the proposal box. Knox County will not be responsible for any lost or misdirected mail. The time clock in the Procurement Division shall serve as the official record of time. Knox County shall not be responsible for deliveries of proposals to addresses other than the address listed on Page 1.
- Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g.: envelopes, boxes, tape) for submittals.**
- 1.22 RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, requests that proposals being submitted on paper shall:
- Be submitted on recycled paper
 - Not include pages of unnecessary advertising
 - Be made on both sides of each sheet of paper
- 1.23 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective proposer to review the entire Request for Proposal (RFP) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or proposal procedures must be received in the Procurement Division by **May 8, 2024 at 4:30 p.m.** local time. These requirements also apply to specifications that are ambiguous.
- 1.24 SIGNING OF PROPOSALS:** When submitting your proposal, in order to be considered, all proposals **must** be signed. Please sign the original in blue ink.
- 1.25 TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.26 TITLE VI OF THE 1964 CIVIL RIGHTS ACT:** "Non-discrimination 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 Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI.
- 1.27 VENDOR REGISTRATION:** Prior to the closing of this proposal, **ALL PROPOSERS** must be registered with the Procurement Division. A vendor application may be submitted online at www.knoxcounty.org/procurement. Select the On-Line Vendor Registration link and complete the forms. Vendors must be registered with the Procurement Division **prior** to submitting their proposal. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register less than twenty-four (24) hours prior to the bid opening time.

- 1.28 **WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

These terms and conditions shall be part of the contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

- 2.1 **ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 **APPROPRIATION:** In the event no funds are appropriated by Knox County 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.
- 2.3 **ASSIGNMENT:** 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 Knox County.
- 2.4 **BOOKS AND RECORDS:** 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 County 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.
- 2.5 **CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract that have been manufactured or assembled by child labor.
- 2.6 **COMPLIANCE WITH ALL LAWS:** 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.
- 2.7 **CRIMINAL HISTORY CHECK:** Any and all successful vendors, vendor employees, and any vendor sub-contractors and its employees that perform services at Knox County Schools must submit to a criminal history records check at vendor's expense. This is conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the employee to have contact with students or enter school grounds when students are present. Reference Tennessee Code Annotated Section 49-5-413. Proposers must submit Exhibit C, Affidavit of Compliance with Tennessee Criminal History Records Check.
- 2.8 **DEFAULT:** 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, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of contract.

Knox County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive solicitation.

- 2.9 **GOVERNING LAW; VENUE:** This agreement shall be exclusively construed, governed, and controlled by the Laws of the State of Tennessee without regard to principles of law, including conflicts of law, of any other jurisdiction, territory, country, and/or province. Any dispute arising out of or relating to this agreement shall exclusively be brought in the Chancery Court or the Circuit Court of Knox County, Tennessee. Each party consents to personal jurisdiction thereto and waives any defenses base on personal jurisdiction, venue and inconvenient forum.

- 2.10 INCORPORATION:** All specifications, drawings, technical information, Request for Proposal, Proposal 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.
- 2.11 INDEMNIFICATION/HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, 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.
- 2.12 INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.
- 2.13 INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County 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.
- 2.14 IRAN DIVESTMENT ACT:** By submission of this RFP, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint submittal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each respondent is not on the list created pursuant to Tennessee Code Annotated § 12-12-106. Proposers must submit with their proposals the completed Exhibit B Iran Divestment Act/ No Boycott of Israel.
- 2.15 LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.16 NO BOYCOTT OF ISRAEL:** Pursuant to Tennessee Code Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response 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 currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel. Proposers must submit with their proposals the completed Exhibit B Iran Divestment Act/ No Boycott of Israel.
- 2.17 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex, national origin, or any trait or characteristic found to be an illegal consideration, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
- Contractor covenants that it has no public or private interest, and shall not acquire directly or indirectly any interest which would conflict, in any manner, with the provision of its goods or performance of its services. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
- 2.18 ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Contract, (2) Request for Proposal (3) Contractor's Response, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.

- 2.19 **REMEDIES:** Knox County 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 offset, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
- 2.20 **RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.
- 2.21 **SEVERABILITY:** 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.
- 2.22 **TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges by submission of their signed bid or proposal that they are current in its respective Federal, State, County and City taxes of whatever kind or nature and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.
- 2.23 **TERMINATION:** Knox County may terminate this agreement with or without cause at any time. 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.
- 2.24 **WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, proposal 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 Knox County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County. Return of merchandise not meeting warranties shall be at contractor's expense.

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 **INTENT:** The intent of these specifications is to convey to prospective proposers the general type and qualities of an IP based video surveillance system including video management software to view, record, control and manage the entire system for Knox County Schools. The system shall be able to interface existing cameras. Award will be based on Best Value. Best Value means more than low cost. It includes initial cost, service quality and other factors detailed herein.
- 3.2 **ACCEPTANCE:** Proposers are advised that the payment of an invoice does not necessarily constitute as an acceptance of services that are provided. Acceptance requires a specific written action by Knox County so stating.
- 3.3 **ADDITIONS/DELETIONS:** Knox County reserves the right to add goods/services to this agreement or delete goods/services that have become obsolete in demand. Pricing for any additional goods/services will be negotiated with the vendor. Approvals must be in writing; there will be no verbal authorizations. Knox County may delete from the Contract goods/services in the pricing sheet without terminating the entire Contract.
- 3.4 **AUTHORIZED DEALER/RESELLER:** Proposers **must** submit, with their proposal, signed written factory documentation that they are authorized dealers/resellers for the product which they are proposing. If the proposer is the manufacturer of the product they are proposing, a signed statement stating that fact **must** be included with their proposal. Failure to comply with this request may be just cause for rejection of their proposal.
- 3.5 **AWARD STATUS:** Knox County intends to issue an initial one (1) year award. Upon the mutual agreement of the awarded firm and Knox County, the contract may be extended for four (4) additional one (1) year terms. This may result in a total of five (5) years. Should Knox County desire not to renew, no reason needs to be given. Knox County and Knox County Schools reserves the right to purchase these items/services from other sources if the need arises. Knox County and Knox County Schools reserves the right to revoke the award if a pattern of unavailability arises with the vendor.
- 3.6 **CHANGES AFTER AWARD:** It is possible that after award, Knox County may change its needs or requirements. Knox County reserves the right to make such changes after consultation with the vendor. Should additional costs arise, Knox County reserves the right to consider accepting these charges provided the vendor can document the increased costs. Knox County also reserves the right to accept proposed service changes from the vendor if they will lower the cost to Knox County and/or provide improved service.

3.7 COMPLIANCE WITH ALL APPLICABLE REGULATIONS: Contractor agrees and covenants that the company, its agents and employees will comply with all City, County, State and Federal codes, laws, rules and regulations applicable to the business to be conducted under this Contract. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the Contractor shall bear all costs arising from them.

3.8 CONTACT PERSONNEL: It shall be essential to the success of this Contract to develop a good working relationship with the Contractor. It is imperative that the Knox County account be handled efficiently and professionally. Knox County should be assigned no more than two (2) Contractor contacts to handle billing inquiries and service related issues. In the event one or both contacts leave the Knox County account, the successful Contractor shall formally introduce the new contacts to County personnel. These contacts must be knowledgeable of the County's account to avoid any interruption of service.

3.9 CONTRACT EXECUTION: The award of this proposal will result in a Contract between Knox County and the successful proposer(s). The Contract must be voted on by the Knox County Commission and Knox County Board of Education and receive a majority vote. The successful firm(s) may be required to be present at the full Commission Meeting and Board of Education Meeting to answer questions relating to the services performed. Adequate notification will be given by the Knox County Procurement Division if the firm(s) will need to attend this meeting.

The Knox County Procurement Division will draft this Contract and no vendor forms (i.e. Terms and Conditions, Service Agreements, or other standard Company forms, etc.) will be accepted as Contract attachments. The submission of such forms may cause the disqualification of the vendor's proposal.

3.10 DRUG-FREE WORKPLACE: If the Contractor has five (5) or more employees receiving pay the Contractor shall have a drug-free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code, and **must** provide the affidavit provided herein (Exhibit D) as required by Public Acts, 2000, Chapter 918.

3.11 ENTRANCE TO KNOX COUNTY SCHOOL SITES: Only authorized employees of the successful vendor(s) are allowed on the premises of Knox County School buildings. Vendor's employees are **NOT** to be accompanied in their work area by acquaintances, family members, assistants or any person unless said person is an authorized employee of the Vendor(s). All employees must wear a company uniform or name badge identified with the Company name at all times.

3.12 EVALUATION CRITERIA: This proposal will be evaluated using the following criteria:

Vendor Capacity	30 Points
Support	25 Points
Cost	25 Points
System Functionality & Features	20 Points

Knox County may select an Evaluation Committee for this solicitation to thoroughly review and score all submitted responsive and responsible proposals. Each evaluator will have the ability to award up to 100 points, based on the Evaluation Criteria, per submission.

3.13 EVALUATION REVIEW: Knox County reserves the right to use all pertinent information that might affect the County's judgment as to the appropriateness of an award to the best evaluated proposer. This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider's proposal, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the proposal closing. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of Knox County.

3.14 EXCEPTIONS TO SPECIFICATIONS: Vendors taking exception to any part or section of these specifications shall indicate such exceptions in their proposal response. Failure to indicate any exceptions shall be interpreted as the vendor's intent to fully comply with the specifications as written. Conditional or qualified offers are subject to rejection in whole or in part. Any exceptions shall be included in Section V, Part VIII of the submittal.

- 3.15 GRATUITIES AND KICKBACKS:** It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.
- 3.16 INSURANCE:** The successful proposer(s) must carry the insurance as indicated on the Insurance Attachment, Exhibit A. As proof of the vendor's willingness to obtain and maintain the insurance, the proposer must complete, sign and have its insurance agent sign the attachment and submit it with their proposal. Upon receipt of the Notification of Intent to Award, the successful proposer will be required to submit a Certificate of Insurance showing the specified coverage and naming Knox County as additional insured.
- 3.17 INVOICING REQUIREMENTS:** Knox County Schools prefers to use Credit Cards as payment for these services. As several different departments may use this Contract, please adhere to the following guidelines for Knox County Schools. **Follow the guidelines of other departments when they purchase from you.** Do not put Knox County Schools charges on any other department and do not put the charges of other departments on KCSMO.
- 3.17.1 EMAIL OR MAIL ALL INVOICES FOR KNOX COUNTY SCHOOLS TO:**
Knox County Schools Technology Department
Attn: John Dendrinis, IT Procurement Manager
P.O. Box 2188
Knoxville, Tennessee 37901
john.dendrinis@knoxschools.org
- 3.17.2 TRACKING NUMBER:** All invoices must have a Knox County Purchase Order number on them or they will be returned. Knox County Schools uses Purchase Order numbers for tracking. You will only have one number per invoice. If paid by credit card no tracking number or purchase order will be required.
- 3.17.3 INVOICE DETAIL:** At a minimum, these items must be shown on the invoice:
a. The grand total amount
b. An itemized list detailing the description, quantity and cost of each item or service provided (not if the job was a "Not to Exceed" project.)
c. The location delivered to (e.g. XYZ School)
d. The date the work/materials were performed/delivered
e. A statement that the price invoiced is per the bid/quote
f. The Purchase Order Number (if applicable)
- 3.17.4 SUBMIT ONE ORIGINAL INVOICE AND ONE COPY OF IT.**
- 3.17.5 INVOICES ARE TO BE ORIGINAL, WITH A UNIQUE REFERENCE NUMBER. PREFERABLY INVOICES WILL BE WHITE.**
- 3.17.6 REVIEW OF INVOICES:** Invoices will be reviewed for adherence to bid terms and/or the quotation.
- 3.17.7 VARIATION:** Variation from the Contract terms on quotations is strictly prohibited. It will help speed payment if the invoice notes the proposal number or name. It will be even more helpful if the invoice clearly states that the charges are in accordance with the proposal or quotation terms. While failure to follow these guidelines may slow down the payment process, following these steps will ensure a faster payment.
- 3.17.8 UNPAID INVOICES:** If invoices for Knox County Schools are unpaid after thirty (30) days, please contact John Dendrinis at 865.594.1851 to ascertain the status.
- 3.18 LICENSING:** All Contractors must be properly licensed by the State of Tennessee and all other authorities having jurisdiction. **COPIES OF ALL SUCH LICENSES AND/OR PERMITS ARE TO BE SUBMITTED WITH THE PROPOSAL. FAILURE TO SUBMIT COPIES OF SUCH MAY LEAD TO PROPOSAL REJECTION.**

- 3.19 NEGOTIATION:** Knox County may select a successful proposer on the basis of initial offers received without discussions. Therefore, each proposal shall contain the proposer's best terms from a cost or price and service standpoint. Knox County reserves the right to enter into Contract negotiations with the highest-rated proposer. If Knox County and the selected proposer cannot negotiate a successful agreement, Knox County may terminate said negotiations and begin negotiations with the next highest-rated proposer. Knox County retains the right to negotiate with multiple proposers simultaneously. This process will continue until a Contract has been executed or all proposals have been rejected. No proposer shall have any rights against Knox County arising from such negotiations.
- 3.20 NEWS RELEASES BY VENDORS:** As a matter of policy, Knox County does not endorse the services of a contractor. A contractor will not make news releases concerning any resultant contract from this solicitation without the prior written approval of Knox County.
- 3.21 NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any proposer with any Knox County representative, other than the Procurement Division representative listed herein, concerning this Request for Proposal, is strictly prohibited. Any such unauthorized contact may cause the disqualification of the proposer from this procurement transaction.
- 3.22 PRICING:** The Contractor warrants that the unit price stated shall remain firm for a period of twelve (12) months from the first day of the contract period. After the first contract year (and each subsequent year thereafter), the Contractor(s) written request for a price increase must be given to Knox County to consider. Such a request shall include at a minimum, (1) the cause for the adjustment and (2) the amount of the change requested with documentation to support the requested adjustment. Price increases will only be considered during the renewal period(s). If the price increase is rejected, the Contractor may:
- Continue with the existing prices
 - Request a lower price increase
 - Not accept the renewal offer
- If a price increase is approved by Knox County, the approval notification will be in writing and the contractor will be notified of the new price schedule and effective date of increase. This documentation will become part of the proposal file. No approvals will be authorized verbally.
- 3.23 PROPOSAL EVALUATION:** In evaluating the proposals, Knox County and Knox County Schools reserves the right to use any or all of the ideas from the proposals submitted without limitation and to accept any part or all, of the successful proposal in selecting an operation which is judged to be in the best interest of Knox County. All material submitted becomes the property of Knox County.
- 3.24 PROPOSAL FORMAT:** This solicitation is in the Request for Proposal (RFP) format. At the specified date and time, each proposer's name will be publicly read aloud. No further information will be given at this time. Evaluation of the proposals will proceed as expeditiously as possible and successful, as well as unsuccessful, notification will be given.
- 3.25 PROPOSER OBLIGATION:** Proposer(s) shall become fully acquainted with conditions relating to the scope and restriction attending the execution of the work under this RFP. The failure or omission of a proposer to become acquainted with existing conditions shall in no way relieve the proposer of any obligations with respect to this RFP or to the contract.
- 3.26 PUBLIC RECORDS ACT:** Knox County is subject to the Tennessee Public Records Act 10-7-503 et seq. Bidders are cautioned that all documents submitted on behalf of this Invitation for Bid shall be open to the public for viewing and inspection and Knox County will comply with all legitimate requests.
- 3.27 QUANTITIES:** Knox County does not guarantee any amount of goods or services will be ordered under this agreement. Knox County will purchase these items or services on an as-needed basis.
- 3.28 QUOTATIONS:** The successful Contractor(s) may be required upon request to prepare and submit (prior to commencing work) a written quotation or estimate for each project. Estimates shall include but not be limited to the cost of labor, material, a detailed description of the scope of work, and inspection services. Quotations shall remain firm for (90) days from receipt by Knox County. All estimate and quotation preparation shall be provided at no cost or obligation. Estimates shall be based upon the resulting contract prices.

- 3.29 REJECTION OF PROPOSALS:** Knox County reserves the right to reject any and all proposals received as a result of this request and to waive any informality, technical defect or clerical error in any proposal, as the interests of the County may require. Non-acceptance of any proposal will be devoid of any criticism of the proposal and of any implication that the proposal is deficient in any manner. Non-acceptance of any proposal shall be construed as meaning simply that the County does not deem the proposal to be acceptable or that another proposal was deemed to be more advantageous to Knox County for the particular services proposed.
- 3.30 REMOVAL OF VENDORS' EMPLOYEES:** The successful Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. Knox County and Knox County Schools may require that the successful Contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued association under this contract is inconsistent with the interest of Knox County and Knox County Schools.
- 3.31 RIGHT TO SEPARATELY BID PROJECTS:** Knox County and Knox County Schools reserves the right to separately bid any project when it is in their best interest.
- 3.32 SAFETY:** Vendor will ensure that its employees observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds. All buildings, appurtenances and furnishings shall be protected by the Vendor from damage, which might be done or caused by work performed under this Contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the Vendor. The contractor is responsible for training their employees in Safety and Health Regulations for the job, assuring compliance with Tennessee Occupational Safety and Health Regulations and any other Regulatory Agency.
- The vendor shall erect, install, and maintain all temporary public walks, warning signs, barricades, and other protective means as may be necessary for the protection of the public from injury. The vendor shall assume all responsibility for properly securing the work area for the safety of its employees, school staff, students and the general public
- 3.33 SCHEDULING OF WORK:** Vendor(s) shall cooperate with officials in performing work so that interference with the normal program will be held to a minimum. Work will normally be scheduled for regular work hours and not for overtime hours.
- 3.34 SIGN-IN FOR KNOX COUNTY SCHOOLS:** Vendors must sign the Vendor Check-In Log at each school site where work is to be performed. Ask for the "Maintenance & Contractor's Sign-in Book" in the office area. Failure to sign-in will negate Knox County Schools responsibility to pay the resulting invoice. Vendors do not have to sign-in if the office area of the facility is locked.
- 3.35 SUBCONTRACTING:** Any subcontracting must be approved, in advance, by both Knox County and Knox County Schools. Knox County and Knox County Schools may terminate the Contract if subcontracting is done without approval. All third-party contractors that may be used for providing services should be listed in the proposal. Contractors and their third party must adhere to all terms and conditions set forth for this proposal. Knox County will not have any contractual liability for any subcontractors.
- 3.36 SUBCONTRACTORS:** Proposers are strongly encouraged to solicit minority owned and operated subcontractors for this proposal and during the duration of the award.
- 3.37 SUBMIT QUESTIONS:** Prospective proposers may submit questions concerning this solicitation until **May 8, 2024 @ 4:30 p.m. local time**. Submit questions as noted in Section 1.1.
- 3.38 WORKMANSHIP:** Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion of the services. All work shall be executed by personnel skilled in their respective lines of work.

SECTION IV SPECIFICATIONS

- 4.1 SCOPE OF SERVICES:** The Knox County School district is the third largest district in the State of Tennessee with an enrollment of over 59,000 students in grades PK-12. Teaching and support staff exceed 8,000 across 88 school sites and 3 administrative sites. The district maintains & supports surveillance cameras at every site.

The following specifications are considered the minimum requirements for the video surveillance system. These specifications are based on products offered by Avigilon. Proposers must propose as specified or an approved equivalent. Knox County shall have final authority as to the determination of an approved equivalent.

- 4.2 CAMERA SPECIFICATIONS:** The following camera specifications are considered the minimum requirements desired by Knox County Schools.

4.2.1 IP CAMERA SYSTEMS H3 SERIES - H.264 MEGAPIXELS:

Avigilon	3.0-H4A-DO1-B	3.0 Megapixel (1080p) Day/Night Outdoor Dome, 3-9mm f/1.2 lens
Avigilon	3.0-H4A-DP1-B	3.0 Megapixel (1080p) Day/Night Pendant Dome, 3-9mm f/1.2 lens
Avigilon	3.0-H4A-DC1-B	3.0 Megapixel (1080p) Day/Night In-Ceiling Dome, 3-9mm f/1.2 lens
Avigilon	5.0-H4A-D1-B	5.0 Megapixel (1080p) Day/Night Indoor Dome, 3-9mm f/1.2 lens
Avigilon	5.0-H4A-DO1-B	5.0 Megapixel (1080p) Day/Night Outdoor Dome, 3-9mm f/1.2 lens
Avigilon	5.0-H4A-DP1-B	5.0 Megapixel (1080p) Day/Night Pendant Dome, 3-9mm f/1.2 lens
Avigilon	5.0-H4A-DC1-B	5.0 Megapixel (1080p) Day/Night In-Ceiling Dome, 3-9mm f/1.2 lens

Avigilon	3.0W-H4A-BO1-IR-B	3.0 Megapixel WDR, 3-9mm f/1.2 P-Iris lens, Integrated IR
Avigilon	3.0W-H4A-BO2-IR-B	3.0 Megapixel WDR, 9-22mm f/1.6 P-iris lens, Integrated IR
Avigilon	5.0-H4A-BO1-IR-B	5.0 Megapixel 3-9mm f/1.2 P-Iris lens, Integrated IR
Avigilon	5.0-H4A-BO2-IR-B	5.0 Megapixel 9-22mm f/1.2 P-Iris lens, Integrated IR
Avigilon	1.0W-H3PTZ-DP45	1.0 Megapixel (720p) WDR Day/Night, 20x, Pendant Dome
Avigilon	2.0W-H3PTZ-DP30	2.0 Megapixel (1080p) WDR Day/Night, 20x, Pendant Dome

4.2.2 HD H.264 DOME CAMERA ACCESSORIES:

Avigilon MNT-PEND-WALL	Gooseneck wall bracket for use with HD-H.264-DP Pendant Dome Cameras
Avigilon HD-H264-DC-PNL	Metal ceiling panel for use with the HD-H264-DC in-ceiling dome cameras to replace or reinforce the existing ceiling tile in suspended ceiling installations.
Avigilon HD-H264-D-SMOKE	Replacement smoked transparent cover, includes dome bubble and camera cover for indoor domes. Reduces light transmission by 50% compared to the standard clear cover.
AvigilonHD-H264-DOP-SMOKE	Replacement smoked transparent cover, includes dome bubble and camera cover for outdoor and pendant domes. Reduces light transmission by 50% compared to the standard clear cover.
AvigilonHD-H264-DC-SMOKE	Replacement smoked transparent cover, includes dome bubble and camera cover for in-ceiling domes. Reduces light transmission by 50% compared to the standard clear cover.

- 4.3 HEAD END/MONITORING & RECORDING:** The following specifications are considered the minimum requirements desired by Knox County Schools.

Avigilon	1C-ACC6-ENT	Enterprise HD NVMS for up to 1 camera channels & 1 viewing
Avigilon	4C-ACC6-ENT	Enterprise HD NVMS for up to 4 camera channels & 1 viewing
Avigilon	8C-ACC6-ENT	Enterprise HD NVMS for up to 8 camera channels & 1 viewing

Avigilon	16C-ACC6-ENT	Enterprise HD NVMS for up to 16 camera channels & 1 viewing
Avigilon	24C-ACC6-ENT	Enterprise HD NVMS for up to 24 camera channels & 1 viewing
Avigilon	48C-ACC6-ENT	Enterprise HD NVMS for up to 48 camera channels & 1 viewing

4.4 MOBILE USERS APPLICATIONS: The following application is considered the minimum requirements desired by Knox County Schools.

Avigilon GATE-HD-NVMS-STD Server Gateway - to connect the free IPAD mobile clients

4.5 NVR EQUIPMENT: The following NVR Equipment is considered the minimum requirement desired by Knox County Schools:

4.5.1 SERVERS:

Avigilon	HD-NVR4-PRM-64TB-NA	HD NVR4 PRM 64TB 2U Rack Mnt, Windows Server 2016
Avigilon	HD-NVR4-PRM-96TB-NA	HD NVR4 PRM 96TB 2U Rack Mnt, Windows Server 2016
Avigilon	HD-NVR4-PRM-128TB-NA	HD NVR4 PRM 128TB 2U Rack Mnt, Windows Server 2016
Avigilon	HD-NVR4-PRM-157TB-NA	HD NVR4 PRM 157TB 2U Rack Mnt, Windows Server 2016

4.6 PROFESSIONAL SERVICES: The following services are considered the minimum requirements desired by Knox County Schools.

4.6.1 CABLING INSTALLATIONS:

- New cabling to cameras and/or encoders
- Installation Services – Security (Conduit Installation)
- Conduit Hangars, Fasteners, and Supplies - (Cable Installation)
- 24 Port Modular Patch Panel
- UPS – 1500va & 3000va power backup unit rack mount

4.6.2 CERTIFIED INSTALLATION SERVICES: (when specifically requested to be included)

- Interior Camera installation - w travel (up to 4)
- Exterior Camera installation - w travel (up to 4)
- Encoder Camera installation (4) - w travel
- Interior Camera installation
- Exterior Camera installation
- Encoder Camera installation (4)
- Tow-Behind Man Boom - (daily rate) for exterior installations per Customer scope of work requirements beyond safely utilizing heights beyond 16ft
- Scissor Lift - (daily rate) for interior or exterior installations per Customer scope of work requirements beyond safely utilizing heights beyond 16ft
- Head - End equipment installation

4.7 PROPOSER REQUIREMENTS: The following are the minimum requirements that each Proposer must demonstrate.

4.7.1 GENERAL REQUIREMENTS:

- Proposers must be currently providing service to a minimum of three (3) school districts with demographics similar to Knox County.
- Proposer must be Avigilon (or equivalent) certified by supplier – provide copy of certification letter.
- Proposer must have staff that is factory certified by the manufacturer of all network camera products to be installed. Provide copy of certification.
- Proposers must agree to Knox County Schools cabling standards, attached as Exhibit E.
- Proposer must be able to produce high quality design documents. Proposer shall provide a sample design using the Avigilon Design Tool (or equivalent).

4.7.2 SUPPORT REQUIREMENTS:

- Proposer must accept, service, and monitor current Avigilon installations.
- In order to maintain system operation with minimal downtime, proposer must show evidence of stock in their local inventory of any IP cameras included in their proposal. Additionally, Proposer must maintain a minimum stock (5 units) of the top 3 models of cameras in use in Knox County. These will be identified and agreed upon by the vendor and KCS at least annually.
- Proposer must provide a named account representative.
- Support must be available 24 hours a day, 7 days a week.

4.7.3 SYSTEM REQUIREMENTS:

- All proposers must include specification documents on equipment submitted. This should include factory detailed sheets listing the standard equipment proposed.
- All proposed software and hardware shall include a five-year warranty, both parts and labor, from date of acceptance.
- The system must support Single-Sign-On for District Staff Access.
- The system must support an alternate method for authentication for non-district users.
- The system must support multiple roles that are customizable by the district.

Note: Failure to respond to Section 4.7 may be just cause for rejection of proposal.

- 4.8 DEMONSTRATION:** Vendor must be able to provide a demonstration of the system they are proposing to the Knox County Schools staff.
- 4.9 INSTALLATION:** Contractor shall be required to fully install the video surveillance system. This includes, but is not limited to, setup of cameras, servers, and encoders as well as connecting all components of the system. Installation shall not be deemed complete until the designated Knox County Schools representative has verified and signed off on the installation and that all aspects are working properly. Installation will be in numerous locations. The cost of installation **must** be included in the price of the system. **There will be no extra hidden charges.**
- 4.10 MANUALS:** The successful vendor shall furnish all owner and operator's manuals for all components of the video surveillance system listed above.
- 4.11 WARRANTY:** The video surveillance system must include a five (5) year warranty. Detailed warranty information must be included in the response.
- 4.12 NON-PROPRIETARY EQUIPMENT:** Knox County Schools desires a product that would reflect bringing our existing systems up to current, state-of-the-art equipment that is of an open technology. That means that it is not proprietary and can easily interface with the equipment of any other Contractor if the need arises.

SECTION V PROPOSAL FORMAT

Proposers shall use the following format for the preparation and submission of their proposals. Failure to follow this format may be just cause for rejection of proposals. Cost of preparation of proposals is the sole responsibility of the proposer. Knox County requires that proposals being submitted be one (1) marked original and three (3) exact copies. An electronic copy on flash drive, in one complete file, is also required.

Part I SIGNED (in blue ink) TRANSMITTAL LETTER AUTHORIZING THE PROPOSAL

Part II PROPOSER INFORMATION

- Company Name, Address, and telephone numbers
- Contact name(s), telephone number(s), and current email address
- Proposers Vendor Number as assigned by Knox County Procurement Division
- Proposer's Knox County Business License (if applicable)
- Proposer's Employer Identification Number (EIN)
- Copies of all licenses, permits and professional certifications for company and employees
- Acknowledgment of Addenda (if applicable)

Part III VENDOR CAPACITY

Proposers are to provide a narrative indicating their complete capacity and ability to provide the equipment and services related to this RFP. Proposers must demonstrate that they meet the requirements listed in Section 4.7.1 – General Requirements. Proposers shall include a brief description of the firm submitting the proposal including number of years in business, principal parties, and an organizational chart with key personnel assigned to Knox County Schools clearly marked. Proposers must show the ability to install the requested devices and cabling in a manner that meets applicable federal, state, and local standards. This section shall also include, but is not limited to the following:

- List other software systems for which you integrate such as threat reporting, security reporting, or ticketing/help desk systems. If none, list none.
- Include your full catalog of services.
- List number of Technicians assigned to or stationed in the East Tennessee Region.
- List number of Technicians available to support projects in the East Tennessee Region.
- List number and Type of Vehicles assigned to the East Tennessee Region.
- List number of staff trained in AutoCAD.
- List number of staff trained in Avigilon Design Tool (or equivalent). Include a sample design.
- Include three (3) customers of similar size to the Knox County School District and a description of completed project(s) for each. Include a contact name, phone number and email address.

Part IV SUPPORT

Proposers must demonstrate that they meet the requirements listed in Section 4.7.2 – Support Requirements. Proposer must provide a named account representative, as required by Knox County Schools, in addition to any standard support offerings. Proposers must provide a one-page resume for the named account representative. This section shall also include, but is not limited to the following:

- Describe the process for Application Support including usage, application issues or questions, and account management.
- Describe the process for Technical Support for IT Staff. Examples include login and authentication issues, hardware or warranty problems, other technical issues that are beyond basic use of the product. List your mean time-to-resolution for technical issues. List your uptime service level agreement for Knox County Schools.
- Describe the process for replacing failed equipment (in or out of warranty). List your mean time to arrival of replacement parts from request. List your mean time to arrival of field installation personnel from request.

Part V

COST

Proposers are to provide a percentage discount offered on MSRP pricing for all products to Knox County Schools. All costs must include all shipping charges (FOB Destination). All electronics prices (cameras, servers, electronic hardware) shall include a 5-year manufacturer-supported warranty. All prices submitted must be free of all federal, state, and local taxes unless otherwise imposed by a government body and applicable to the materials on this bid. Provide the following hourly costs:

- Provide labor cost to install/connect an interior camera to the system. Interior Cameras (Assume penetration and resealing of a firewall is required)– scope of work includes running CAT6 cabling to designated camera location as determined by Knox County Schools, mounting the camera at the designated location, connecting to an existing switch provided by Knox County Schools, and focusing the camera.
- Provide labor cost to install/connect an interior camera to the system. Interior Camera (Assume no penetration and resealing of a firewall is required)– scope of work includes running CAT6 cabling to designated camera location as determined by Knox County Schools, mounting the camera at the designated location, connecting to an existing switch provided by Knox County Schools, and focusing the camera.
- Provide labor cost to install/connect an exterior camera to the system. (Assume penetration and resealing of a firewall is required). Exterior Cameras include running CAT6 cabling to designated camera location as determined by Knox County Schools, mounting the camera, penetrating and resealing walls where applicable, connecting to an existing switch provided by Knox County Schools inside the building, and focusing the camera.
- Provide hourly labor costs to provide service and maintenance on a system.
- Provide hourly labor costs to commission, program and provide training on a system.

All cabling shall be installed in conduit where exposed and shall conform to Knox County Schools cabling standards regarding j-hooks and cable tray in all other areas. For proposal purposes assume a 250' cable run for all pricing below.

Part VI

SYSTEM FUNCTIONALITY & FEATURES

Proposers are to fully demonstrate the complete functionality and features of the products and system they are proposing. Proposers must demonstrate that they meet the requirements listed in Section 4.7.3 - System Requirements. This section shall also include, but is not limited to the following:

- Describe the system's Single-Sign-On capabilities. Does the system support SAML Single-Sign-On (SSO) or other SSO integration with Azure Active Directory? If there is an additional charge for this service, it must be included in the proposed cost.
- Describe the system's alternate method for authentication for non-district users.
- Describe the multiple roles that are customizable by the district. Examples include administration, security, school site administrator, etc.
- Describe the system's automatic notifications of failed hardware or recording issues including the notification options and the ability to customize the notifications and when they are delivered.
- Describe how the system can be customized to meet the needs of an individual district or school.
- Describe the functionality of the system to save, bookmark, or otherwise hold footage for investigative use.
- Describe the system's ability to operate across multiple platforms. Knox County Schools end users operate a variety of desktop and mobile operating system platforms including Microsoft, Apple and Google. List all supported operating systems and/or browser platforms.
- Describe your process for managing software/license updates.
- Describe available reports within the platform and include examples.
- Address if the platform has an available API or the ability to schedule and/or export reports.

Part VII

ATTACHMENTS

- Submit the completed Insurance Checklist (Exhibit A) per Section 3.16.
- Submit the Affidavit of Compliance with the Iran Divestment Act & No Boycott of Israel (Exhibit B) per Sections 2.14 and 2.16.
- Submit the Affidavit of Compliance with Tennessee Criminal History Records Check (Exhibit C) per Section 2.7.
- Submit the Affidavit of Compliance with Drug Free Workplace Requirements per Section 3.10.

Part VIII

EXCEPTIONS

Proposers are to include any and all exceptions taken to this solicitation under this part per Section 3.14. Do not mark through or otherwise alter the language of this RFP in your response

Failure to include any of the above information or any other information requested may result in the proposer being disqualified.

**EXHIBIT A
KNOX COUNTY PROCUREMENT DIVISION
INSURANCE CHECKLIST
RFP NUMBER 3562**

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 23.

REQUIRED:	NUMBER	TYPE OF COVERAGE	COVERAGE LIMITS																																										
YES	1.	WORKERS COMPENSATION	STATUTORY LIMITS OF TENNESSEE																																										
YES	2.	EMPLOYERS LIABILITY	\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT																																										
YES	3.	<p style="text-align: center;">AUTOMOBILE LIABILITY</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>ANY AUTO-SYMBOL (1)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	<input checked="" type="checkbox"/>	ANY AUTO-SYMBOL (1)														<table border="1" style="width: 100%;"> <tr> <td>COMBINE SINGLE LIMIT (Per -Accident)</td> <td style="text-align: center;">\$1,000,000</td> </tr> <tr> <td>BODY INJURY (Per -Person)</td> <td></td> </tr> <tr> <td>BODY INJURY (Per-Accident)</td> <td></td> </tr> <tr> <td>PROPERTY DAMAGE (Per-Accident)</td> <td></td> </tr> </table>	COMBINE SINGLE LIMIT (Per -Accident)	\$1,000,000	BODY INJURY (Per -Person)		BODY INJURY (Per-Accident)		PROPERTY DAMAGE (Per-Accident)																				
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YES	4.	<p style="text-align: center;">COMMERCIAL GENERAL LIABILITY</p> <table border="1" style="width: 100%;"> <tr> <td></td> <td>CLAIM MADE</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>OCUR</td> <td>EACH OCCURRENCE</td> <td style="text-align: center;">\$ 1,000,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>FIRE LEGAL LIABILITY</td> <td style="text-align: center;">\$ 100,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MED EXP (Per person)</td> <td style="text-align: center;">\$ 5,000</td> </tr> <tr> <td></td> <td colspan="3">GEN'L AGGREGATE LIMITS APPLIES PER</td> <td>PERSONAL & ADV INJURY</td> <td style="text-align: center;">\$ 1,000,000</td> </tr> <tr> <td></td> <td>POLICY</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>PROJECT</td> <td>LOC</td> <td>GENERAL AGGREGATE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">\$ 2,000,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>PRODUCTS-COMPLETED OPERATIONS/AGGREGATE</td> <td style="text-align: center;">\$ 2,000,000</td> </tr> </table>		CLAIM MADE	<input checked="" type="checkbox"/>	OCUR	EACH OCCURRENCE	\$ 1,000,000					FIRE LEGAL LIABILITY	\$ 100,000					MED EXP (Per person)	\$ 5,000		GEN'L AGGREGATE LIMITS APPLIES PER			PERSONAL & ADV INJURY	\$ 1,000,000		POLICY	<input checked="" type="checkbox"/>	PROJECT	LOC	GENERAL AGGREGATE						\$ 2,000,000					PRODUCTS-COMPLETED OPERATIONS/AGGREGATE	\$ 2,000,000	LIMITS
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				PRODUCTS-COMPLETED OPERATIONS/AGGREGATE	\$ 2,000,000																																								
YES	5.	PREMISES/OPERATIONS	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE																																										
YES	6.	INDEPENDENT CONTRACTOR	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																										
YES	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																										
NO	8.	XCU COVERAGE	NOT TO BE EXCLUDED																																										
YES	9.	UMBRELLA LIABILITY COVERAGE	\$1,000,000.00																																										
		PROFESSIONAL LIABILITY																																											
NO	10.	ARCHITECTS & ENGINEERS	\$1,000,000 PER OCCURRENCE/CLAIM																																										
NO		ASBESTOS & REMOVAL LIABILITY	\$2,000,000 PER OCCURRENCE/CLAIM																																										
NO		MEDICAL MALPRACTICE	\$1,000,000 PER OCCURRENCE/CLAIM																																										
NO		MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM																																										
YES	11.	MISCELLANEOUS E & O	\$500,000 PER OCCURRENCE/CLAIM																																										
NO	12.	MOTOR CARRIER ACT ENDORSEMENT	\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)																																										
NO	13.	MOTOR CARGO INSURANCE																																											
NO	14.	GARAGE LIABILITY	\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE																																										
NO	15.	GARAGEKEEPER'S LIABILITY	\$500,000 COMPREHENSIVE \$500,000 COLLISION																																										
NO	16.	INLAND MARINE BAILEE'S INSURANCE	\$																																										
NO	17.	DISHONESTY BOND	\$																																										
NO	18.	BUILDERS RISK	PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.																																										
NO	19.	USL&H	FEDERAL STATUTORY LIMITS																																										

20. CARRIER RATING SHALL BE BEST'S RATING OF A-VII OR BETTER OR ITS EQUIVALENT.
21. THE COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON ALL COMMERCIAL, GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND UMBRELLA LIABILITY POLICIES.
22. CERTIFICATE OF INSURANCE SHALL SHOW THE RFP NUMBER AND TITLE.
23. OTHER INSURANCE REQUIRED _____.

INSURANCE AGENT'S STATEMENT AND CERTIFICATION: I HAVE REVIEWED THE ABOVE REQUIREMENTS WITH THE PROPOSER NAMED BELOW.

AGENCY NAME: _____ **AUTHORIZING SIGNATURE:** _____

PROPOSER'S STATEMENT AND CERTIFICATION: IF AWARDED THE CONTRACT, I WILL COMPLY WITH THE CONTRACT INSURANCE REQUIREMENTS.

PROPOSER NAME: _____ **AUTHORIZING SIGNATURE:** _____

EXHIBIT B
KNOX COUNTY PROCUREMENT DIVISION
IRAN DIVESTMENT ACT/NO BOYCOTT OF ISRAEL
RFP NUMBER 3562

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint 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 proposer is not on the list created pursuant to Tennessee Code Annotated Section 12-12-106.

Pursuant to Tennessee Code Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel.

Authorized Signature: _____
(Sign in BLUE ink)

**EXHIBIT C
RFP NUMBER 3562**

AFFIDAVIT OF COMPLIANCE

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK

TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(To be submitted with bid by contractor)

I, _____, president or other principal

Officer of _____, swear or affirm that the
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE}
COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or Principal Officer of _____,

On this _____ day of _____, 2____.

Notary Public

My Commission expires: _____

**EXHIBIT D
RFP NUMBER 3562**

AFFIDAVIT OF COMPLIANCE

WITH

DRUG-FREE WORKPLACE REQUIREMENTS OF

TENNESSEE CODE ANNOTATED, § 50-9-113

(To be submitted with bid by construction contractor with five (5) or more employees)

I, _____, President or other Principal

Officer of _____, swear or affirm that the
Name of Company

Company has a drug-free workplace program that complies with Title 50, Chapter 9, Tennessee Code Annotated, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 50-9-113.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE}

COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or Principal Officer of _____,

On this _____ day of _____ 2_____.

Notary Public

My Commission expires: _____

EXHIBIT E
RFP NUMBER 3562
Knox County Schools Cabling Standards

Knox Video Surveillance Standards
March 2024

Material Information

Cabling Material Description	Manufacturer Model Number
CommScope 1U Modular Patch Panel	760207274 CPP-UDDM-M-1U-24
Systemax GigaSPEED X10D® CAT6 MGS600 Series Information Outlet, orange	760092379 MGS600-112
Systemax GigaSPEED XL® Category 6 U/UTP Cable, plenum, orange jacket	700210024 (Plenum) 700212103 (Riser)
GigaSPEED XL® GS8E Stranded Cordage Modular Patch Cord, Orange Jacket, 1 Foot	CPC3312-06F001
GigaSPEED XL® GS8E Stranded Cordage Modular Patch Cord, Orange Jacket, 7 Foot	CPC3312-06F007

UPS Model Description	Manufacturer Model Number
APC Smart-UPS 1500VA UPS w/ Network Card	SRT1500RMXLA-NC
APC Smart-UPS 2200VA UPS w/ Network Card	SRT2200RMXLA-NC

Installation Information

- Knox County Schools (KCS) will provide and configure all network switches. Rack installation may be required.
- KCS will provide all NVR Servers. Rack installation assistance may be required.
- All horizontal cable runs for cameras should terminate inside a modular patch panel located in an IDF or MDF.
 - Horizontal cable runs for cameras **MAY NOT BE RUN TO WALL/PLYWOOD MOUNT SWITCHES.**
 - Horizontal cable runs should not be terminated into SMB's inside of a network cabinet.
 - If cabinet entry chase nipple is 75% full, a new chase nipple entry will be required.

- Security Camera Cables MAY NOT BE run to Server Cabinets.
- A *minimum* of 10-foot service loop is required on network cabinet end.

Installation Information (cont)

See the images below for an example of how a cabinet should look once work is complete.

KCS has standardized on 1' patch cables in all network cabinets where possible. To achieve this, patch panels are alternated leaving 1U for rack-mounted switches for every 48 drops.

