



UNICOI COUNTY BOARD OF EDUCATION



600 N. Elm Ave • Erwin, TN 37650 • Phone: (423)743-1600 • Fax: (423)743-1615

Denise H. Brown, Director of Schools • "Educate Children, Create Citizens"

Oct 24, 2011

The Unicoi County School District invites you to respond to a Request for Proposals for School bell, clock, and alarm system.

This shall be a contract with option to extend. Quoted prices must be planned to be effective starting July 1, 2012 and end June 30, 2013.

If Unicoi County School District Technology Department does not receive funding for this project, Unicoi County School District may choose not to purchase these services.

A. Format, Due Date

Proposals are **due no later than 04:00 p.m. EST, Friday, December 2nd, 2011**. Late proposals will not be considered. Submit responses in a sealed envelope, marked "Bid Proposal – School Bell System" to:

Bruce Tolley
Supervisor of Technology
Unicoi County School District
600 N Elm St.
Erwin TN 37050
615-743-1605

All submitted proposals will be considered the property of the Unicoi County School District.

Two (2) copies of your completed proposal should be submitted.

B. Contract

The proposal should include a contract for proposed services. If the vendor does not wish to submit an actual contract with the proposal, a sample contract should be submitted with the proposal.

C. Services Requested

Bidding vendor must visit Unicoi County High School to analyze how to best connect into the existing clocks/alarm system to utilize the most of the existing hardware. The current system utilizes a 12 year old computer using Sprint Teknet that controls bell schedules and sets the clocks. At least 1 year warranty on all hardware/customer service. Training for HS and Technology Staff on the new system

D. Hardware Requested

Replacement control system for setting clocks and bell schedule. Bided controller system must be able to interface with existing clocks and bells made by Dukane. System must allow for connecting the Unicoi County High School with the clocks and bells from the Unicoi County CTE wing of Unicoi County High School. Currently there is a separate system at the Vocational school for clocks and the bells are connected into the PA announcement system at the CTE Center.

E. Vendor Background

Company Information

List your company's legal name, address, and telephone number. Include parent company information if applicable.

References

Provide a minimum of 3 references for customers with operations similar to ours that your company has worked with in the past two years. Include contact names and telephone numbers, and addresses.

Vendor Authorizations

Provide Company authorizations

Technical Support

Provide normal support hours. Provide technical certifications of all staff members.

Universal Service Participation

Vendor must participate in the Universal Service Fund program and provide SPIN.

F. Confidentiality

All material submitted by Unicoi County School District must be treated as confidential and cannot be used for any other purpose than the response to this RFP. Information submitted by any vendor will be considered confidential to Unicoi County School District and will not be used for any other purpose than evaluating vendor responses.

G. Selection Process

A number of factors will influence Unicoi County School District's decision in selecting the vendor. These factors include a technical evaluation based upon the vendor's ability to deliver these services in a timely manner. Equally important is vendor evaluations

based upon vendor reputation, past performance with similar projects, service and support resources.

No other factor will receive more weight than cost; however, please note that Unicoi County School District will evaluate the cost-effectiveness based on features, functionality, support services and implementation difficulties; and is not obligated to select the lowest price bidder.

H. Disclaimer and Cancellation

The Unicoi County School District reserves the right and to waive any informality received where such acceptance, rejection, or waiver is considered to be in the best interest of the Unicoi County School District. Unicoi County School District also reserves the right to reject any proposal where evidence or information submitted by the Vendor does not satisfy the UCSD that the Vendor is qualified to carry out the requirements of the contract documents.

This RFP does not commit Unicoi County School District to any specific course of action. Unicoi County School District reserves the right to not select any vendor or purchase any goods or services resulting from this RFP. Unicoi County School District may chose not to purchase these services if Unicoi County School District cannot fund the project.

Either party may cancel any contract signed under this RFP with 60 days written notice.

The Unicoi County Board of Education reserves the right to reject or take exception to any part of or all bids.

Please return bids **by 04:00 p.m. EST, Friday, December 2nd, 2011**. Mark sealed enveloped "Bid Proposal – School Bell System" and return to Bruce Tolley, Technology Supervisor, 600 North Elm Ave., Erwin TN 37650.