

CITY OF MORRISTOWN, TENNESSEE
REQUEST FOR PROPOSAL – Police Alarm System

REQUEST FOR PROPOSAL

Office of Finance
100 West First North Street
Morristown, TN 37814

INTRODUCTION

The City of Morristown is requesting proposals from qualified vendors to replace or upgrade the existing police alarm system. The proposed scope of services and product is discussed herein.

Proposer shall return proposals in **SEALED** envelope to:

City of Morristown
Attn: Jeanna Vanek
100 West First North Street
Morristown, TN 37814

Public opening of sealed proposals will be held at the above address at the deadline date and time listed below.

DATE ISSUED:	Friday, November 17, 2023
RFP TITLE:	Police Alarm System
RFP DEADLINE DATE & TIME:	Tuesday, December 5, 2023 at 2:00 PM Eastern Standard Time (local prevailing time)
RFP OPENING LOCATION:	City of Morristown; Training Room, First Floor
CONTACT NAME:	Jeanna Vanek, Purchasing Assistant
CONTACT PHONE:	423-585-4622
CONTACT EMAIL:	purchasing@mymorristown.com
DEADLINE FOR QUESTIONS:	The deadline to submit questions in writing is 5:00 PM Eastern Time on Tuesday, November 28 2023. Questions to be submitted via email to purchasing@mymorristown.com . Answers will be published by 5:00 PM on Wednesday, November 29 2023.

Signature of Authorized Representative:

Name of Company:

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TERMS AND CONDITIONS

1. **REQUIREMENTS FOR SEALED PROPOSAL SUBMISSION.**
 - a. COMPLETE, UNBOUND, ORIGINAL, sealed proposal.
 - b. Complete and original invitation to proposal with “Proposer Initial” completed by authorized representative.
 - c. All proposals shall be submitted SEALED, envelope clearly marked with the Proposal name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
 - d. Copy of IRS W-9 Form.

2. **Proposals RECEIVED ON TIME.** Proposals and amendments thereto, if received by the City of Morristown’s Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the PROPOSER to see that the bid is received by the City of Morristown’s Finance Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal bids will not be accepted. Any proposal received after the opening date and time will remain unopened and on file. The City of Morristown will not be responsible for bids received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.

3. **TAX EXEMPT.** The City of Morristown is a tax exempt entity. The successful vendor will be provided with an executed copy of tax exempt form.

4. **ANTI-COLLUSION.** The proposal certifies by signing this document that the bid is made without prior understanding, agreement, or accord with any person submitting a bid for the same services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.

5. **AWARD IN WHOLE OR IN PART.** The City of Morristown reserves the right to: award by item, groups of items, or total bid; to reject any and/or all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Morristown.

6. **OPEN RECORDS ACT.** Once the proposer document is submitted to the City of Morristown and is opened, it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.

7. **PAYMENT TERMS.** The City of Morristown pays from monthly statements for services rendered. Payments are made within 15 days of the previous month’s statement being received in the City of Morristown’s Finance Office.

8. **RECEIPT DOES NOT CONSTITUTE AWARD.** Receipt of your proposal by the City of Morristown is not to be construed as an award for services.

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9. **AVAILABILITY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
10. **AUTHORIZED SIGNATURE.** All proposals must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
11. **NO SUBMISSION.** If you choose to not respond to this sealed proposal request, advise City of Morristown of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list/e-mail list.
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The proposer agrees that all applicable Federal, State and Local laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout and they will be deemed to be included in the contract the same as though written in full. The bidder shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Morristown and its representatives against any claim or liability arising from or based on any violations of the same, whether by the bidder, the bidder's subcontractors, suppliers, or others by the bidder or the employee of any of them.
13. **DRUG-FREE WORKPLACE.** The proposer understands that the City of Morristown operates a drug-free workplace program. Any good or service provided to the City of Morristown by the bidder must comply with all State and Federal drug-free workplace laws, rules and regulations. The bidder agrees to comply by the execution of the "Bidder Initial" located at the bottom of the page.
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Morristown's Finance Office representatives on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance's Office.
15. **NON-DISCRIMINATION.** During the performance of this contract, the bidder agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the bidder. The bidder agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
16. **RIGHT TO WITHDRAWAL.** Proposers have the right to request withdrawal of their bid from consideration due to error by giving notice at any time before and not later than two (2) days after bids are publicly opened.
17. **ORIGINAL PROPOSAL DOCUMENT.** The original proposal document maintained by the City of Morristown's Finance Office shall be considered the official copy document.

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18. **CLOSED FOR BUSINESS.** If the City of Morristown is closed for business at the time scheduled for the bid opening, for whatever reason, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
19. **PROPOSAL APPROVAL BY LEGISLATIVE BODY.** The proposal awarding must be approved by the City of Morristown, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with proposal any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Morristown may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Morristown.
22. **FORCE MAJEURE.** The City of Morristown or bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders or any other force majeure event.
23. **PURCHASE ORDERS.** The City of Morristown utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Morristown.
24. **IRAN DIVESTMENT ACT.** 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 part 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 TCA 12-12-106.
25. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Morristown, the City reserves the right to reject any proposal based on unsatisfactory past performance.
26. **ADDENDA.** In the event that it becomes necessary to revise any part of this bid, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their bid.
27. **QUESTIONS.** All questions shall be directed to the proposal contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to purchasing@mymorristown.com.

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OVERVIEW

The City of Morristown is seeking proposals from qualified vendors for replacing or upgrading our Police Alarm System. The qualified proposer will work to maintain all units through an agreement. The agreement will include but is not limited to installation, testing, inspecting, cleaning, and calibrating.

The project seeks to update or replace the monitoring and alarm system inside and surrounding various high-security areas. Proposer should determine the usefulness of any/all of the existing equipment and connectivity, which the proposer may incur into proposed solutions at their option should doing so not limit system capabilities.

The City’s preference is that the project be completed by the end of March 2024, assuming an award by the end of December 2023.

Upon the approval of the selected proposal, the City of Morristown is seeking an initial contract that will need to be a minimum two (2) year term with automatic annual renewals subject to the City’s approval of price and term changes. At any point following the initial 2 year term, the city may seek new proposals as it deems appropriate. **Please provide a sample agreement with proposal.**

Appointments for a site visit to view our current system can be made through email at purchasing@mymorristown.com and should be requested in advance, the last day available for a site visit will be Tuesday, November 28th. The purpose of this appointment is to allow proposers the opportunity to ask any specific questions regarding the specifications of the proposal and to view our current system.

Items and quantities below are based on what is estimated to be necessary at a minimum but is not absolute. Proposers are encouraged to provide descriptions as appropriate to describe their proposed solution(s) and/or how other products, services, or components are recommended.

Please provide a general description of what solution(s) are proposed. The description should include details about tracking and reporting capabilities such as opening, closing, alarm setting etc. Description should also include details about the different uses / utility of remote access or web-based application functions.

Installation shall be completed with professional, quality workmanship including orderly and concealed wiring and rack mounted hardware, where applicable.

9 -10 Cameras
6 Locations (2 are outdoors – one of which is across the street from the main facility)
1 Monitor
1 Keypad
Hardwired connectivity – (except/unless where proposer may recommend reliable alternatives)

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UPS Battery Back-up
4 Door Sensor Alarms
Remote View App
Software

STATEMENT OF QUALIFICATIONS

Proposer Qualifications:

1. The proposer shall provide assurance that a supervisor is available to monitor and program the installation. Please detail your level of availability.
2. Proposer shall provide in detail their experience in Alarm Systems, and to include the type and level of training acquired.
3. Proposer is responsible for all licenses and permits required to upgrade or replace the alarm system, and shall be responsible for any and all associated costs. Please include all licenses and permits with proposal.
4. Proposer shall provide five (5) references for similar alarm system agreements.

WARRANTIES

Proposer shall ensure that all work, materials, parts, equipment, and workmanship to be of good quality, free from faults and defects, and in conformance with proposal specifications. All work, materials, parts, equipment, and workmanship not conforming to these requirements may be considered defective and rejected by the City of Morristown. Proposer ensures that the warranty for work completed will be one (1) year after completion of services. The warranty for materials, parts, and equipment shall be the standard manufacturers' warranties.

INSURANCE

Selected bidder will name the City of Morristown as an additional insured in the amount of \$1 million with proof of workers compensation of at least \$500,000 and maintain such insurance for the duration of the contract. Proof of insurance shall be verified before contract approval.

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SELECTION CRITERIA

Proposals will be evaluated based on the evaluation criteria described below. The City may conduct such investigations as deemed necessary to establish the responsibility, qualifications, and financial abilities of the proposer. Proposals shall be prepared at the proposer's discretion; however, all proposals should be structured to include the following criteria:

1. Statement of Qualifications (Point Value: 25 Points)

Describe your experience and all qualifications applicable to the requirements listed above. Values will be based on the proposer's experience and qualifications of the individuals that will be working directly with the City of Morristown. Please include your organizational chart that specifically identifies the individuals that will be working directly with the City of Morristown to provide the requested services.

2. Availability (Point Value: 10 Points)

Please detail the availability of a supervisor to monitor the project as well as staffs' ability to meet time estimates and adhere to scheduling. Proposer must be able to adhere to the City of Morristown's schedule.

3. References (Point Value: 25 Points)

At least three (3) references in total should be provided for similar projects. References shall include project description, location, contact person, address, and phone number.

4. Compensation and Solutions (Point value: 40 Points)

Review of the proposal. Pricing for each line item is requested. The price shall encompass all fees associated with delivery and installation, including ongoing maintenance / support cost information.

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COMPENSATION AND SOLUTIONS

Police Alarm System

Description	Cost
System Type	Upgrade or Replacement
Camera System	\$ _____
Installation	\$ _____
Ongoing Maintenance/Support Cost Information	\$ _____
Project to be completed by the end of March 2024 (assuming an award by the end of December 2023)	Do you agree to the timeframe? Yes or No

Additional Fees/Explanation of Additional Fees:

Proposers may add additional pages necessary or other documentation describing your statement of qualifications, your proposed solutions, and other pertinent information.

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VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form the proposer agrees that he/she has not divulged to, discussed, or compared his/her bid with other proposers and has not colluded with any other proposer or parties regarding the bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this sealed proposal invitation, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services as described herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the proposer or the proposer's authorized agent. All signatures must be original and not photocopies.

COMPANY NAME:	
CONTACT PERSON:	
CONTACT PERSON TITLE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	
FEDERAL TAX ID # (or Social Security #, if applicable)	
LICENSE #	
STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DATE:	

**By signing this form, the proposer signifies understanding and agreement with the City of Morristown's Terms and Conditions.

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EXCEPTIONS

Proposer MUST sign the appropriate statement below, as applicable.

Proposer understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Proposer takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

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THE CITY OF MORRISTOWN, TENNESSEE
COMPANY/CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement

THE AFFIANT STATES TO CITY OF MORRISTOWN, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID CITY OF MORRISTOWN, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDED AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS SEALED BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF MORRISTOWN CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF MORRISTOWN.

This certification shall be included with the bid. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____
NAME (PRINT) _____ PHONE _____
TITLE _____ FAX _____
SIGNATURE _____ DATE _____

.....
(TO BE COMPLETED BY NOTARY)

STATE OF: _____

COUNTY OF: _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.

Witness my hand and seal at office this day of _____, 20__

Notary Public

My commission expires: _____

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BIDDER’S CERTIFICATION OF COMPLIANCE
WITH
IRAN DIVESTMENT ACT
Tenn. Code Ann. § 12-12-101 et seq.

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the “Company”) and, after being duly authorized
by the Company so to do, makes oath that:

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 the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date