

HAMBLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

REQUEST FOR PROPOSALS

Office of the Hamblen County Mayor
511 West Second North Street
Morristown, TN 37814

RFP TIMELINE: Times listed below are in Eastern Standard Time.

Date Issued:	TUESDAY JULY 16, 2024
RFP Title:	RFID System at New Justice Center (RFP 2024-07)
RFP Question Deadline:	TUESDAY JULY 30, 2024 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed below. Questions submitted by telephone call will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
RFP Answer Deadline:	THURSDAY AUGUST 1, 2024 @ 4:00p.m.
Proposal Submission Deadline Date & Time:	THURSDAY AUGUST 8, 2024 @ 2:00p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, proposals will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
Proposal Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building

HAMBLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting proposals for a Radio Frequency Identification and Detection (RFID) system in the new Hamblen County Justice Center, which is a three (3)-story building with basement in approximately 196,000 square feet. It will consist of a 621-bed jail facility, three (3)-courtrooms, clerk office, community service office, judges’ office suite, and jail administration.

The County’s selection process will be based on qualifications and experience with similar projects, competitiveness of proposed fees, as well as any subsequent supplemental evaluation process deemed necessary by the Justice Center RFID Committee.

Price may be a factor but will not determine the awarding of the bid. The bid will be awarded to the “best and lowest bidder” and not the “low bidder”. The County will make the determination of which bidder is the “best and lowest bid” and not the vendor. The County reserves the right to negotiate with the successful bidder on options or changes to the bid.

TABLE OF CONTENTS:

- I. Project Overview
- II. Scope of RFID System
- III. General Information for Vendor
- IV. Submission Requirements
- V. Forms:
 - a. Statement of Qualifications
 - b. References
 - c. RFID Checklist
 - d. Cost Proposal
 - e. Anti-Collusion Statement
 - f. Certificate of Compliance Iran Divestment Act
 - g. Conflict of Interest Statement
- VIII. RFP Submission Checklist

I. PROJECT OVERVIEW:

The County is currently in the building phase and nearing substantial completion of the new Hamblen County Justice Center which houses a 621-bed jail facility that is located at 440 North Jackson Street in Morristown, Tennessee, and is seeking RFID services to bring Justice Center into operational status for housing inmates.

Project Team:

Hamblen County Mayor Bill Brittain, Special Projects Coordinator Barbara Horton, and Jail Transition Team Leader Geno Hambrick.

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

Anticipated Project Schedule:

Projected Project Activity Duration	
Substantial Completion	November 2024
Move Inmates to new Facility	January 2025

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

II. SCOPE OF RFID Services:

Hamblen County Detention Center’s requirements of RFID vendor capabilities

- Ability to log all meals / scan wristbands.
 - Ability to send an alert to multiple people for three consecutive refused meals.
 - Ability to alert for diabetic snacks / special diets.
- Ability to log laundry exchange.
 - Ability to create a list for laundry with sizes needed.
- Ability to log razor pass.
 - Alert when the razor has not been turned in.
- Ability to log headcounts / scan wristbands.
- Ability to log cleaning supplies in/out of supply closets.
 - Ability to send a refill order for chemicals etc.
- Ability to log the acknowledgement of an incident in a housing unit.
- Ability to log supervisors, nurses, activities, etc. in/out of a housing unit.
- Ability to log walkthroughs.
- Ability to create / log court call list.
- Ability to log hair clippers and nail clippers in/out.
- Ability to log critical incidents.
- Ability to log rec / refused rec.
- Ability to assign duty tasks to individual Officers and or a group of Officers.
- Ability to log cell checks.
 - Cell check prior to release.
- Ability to generate a key inventory log and assign keys in/out.
- Ability to log handcuffs and leg shackle daily counts.
- Ability to create / customize logs, tasks, and counts.
- Ability to log fire drills for each shift.
- Ability to log suicide watch checks.
- Ability to create maintenance work orders.

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

III. GENERAL INFORMATION FOR VENDOR:

Project Administrator:

The County Finance Department is the sole point of contact for this procurement. All communication between prospective proposers and the County upon receipt of this RFP shall be in email form to the County Finance Department as follows:

Barbara Horton
511 West Second North Street
Morristown, TN 37814
Telephone: 423-586-1931
Email: barbara.horton@co.hamblen.tn.us (Submissions NOT accepted by Direct Email.)

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

RFP Questions and Answers:

Questions regarding this RFP will be accepted via email to the Project Administrator until 2:00p.m. TUESDAY July 30, 2024. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be posted to the Hamblen County Government website, www.hamblencountytn.gov, under the Bids & Proposals Tab no later than 5:00p.m., on THURSDAY August 1, 2024.

Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All proposals submitted shall remain sealed until the deadline for submission of proposals has expired. Once a proposal is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

Cost of Proposal Submission:

The County will not be liable for any costs incurred by any respondent in preparation of a response to this RFP, in conducting of a presentation, or any other activities related to responding to this RFP.

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

Revisions to the RFP:

In the event it becomes necessary to revise any part of this RFP, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, www.hamblencountytn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this RFP in whole or in part prior to the execution of a contract.

Period of Performance:

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin upon award of a contract.

Subcontract Terms:

The successful respondent will not subcontract any portion of their duties under this RFP or subsequent contract without the prior written consent of the County.

Contract Terms:

All items in this RFP must be included with the proposal submission. All contracts between parties as a result of this RFP shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

Contract Termination:

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the Vendor a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the Vendor with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the Vendor. The Vendor shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

No Obligation Contract:

The County reserves the right to accept or reject any or all proposal submissions at its sole discretion without penalty and to not issue a contract as a result of this RFP. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

Right To Withdraw:

Respondents have the right to request withdrawal of their proposals from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

Commitment of Funds:

Approval by the Hamblen County Legislative Body is required to legally commit the County to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The awarded vendor will submit invoices to the County Finance Department based on the timeline outlined in the contract. The invoices will include a detailed account of the following:

1. A description of the work performed;
2. The date(s) the work was performed; and
3. If applicable, an itemized list, including receipts, of all reimbursable expenses as outlined in the contract.

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

IV. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete proposal packet either electronically or in a sealed envelope based on the instructions below. Proposals, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. Eastern Standard Time on THURSDAY AUGUST 8, 2024.

Instructions for Submitting Proposals Electronically:

PLEASE READ THOROUGHLY: Electronic submissions should NOT be sent directly to anyone at the Mayor’s Office but addressed to Barbara.horton@co.hamblen.tn.us, **VIA ‘WETRANSFER.COM’**, an internet-based computer file transfer service. The message line of the WeTransfer page should state: **RFID SYSTEM AT NEW JUSTICE CENTER RFP, THURSDAY AUGUST 8, 2024 @ 2:00P.M.** Please note: Proposal should be submitted no earlier than SATURDAY AUGUST 3, 2024 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to THURSDAY AUGUST 8, 2024 @ 2:00p.m.

Instructions for Submitting Hard Copies of Proposals:

Envelopes **must** arrive **sealed** and clearly **marked** with **RFID SYSTEM AT NEW JUSTICE CENTER (RFP 2024-07), AUGUST 8, 2024 @ 2:00P.M.** on the outside of the envelope to the Hamblen County Mayor’s Office, 511 West Second North Street, Morristown, TN 37814, Attention: Barbara Horton.

Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service whether in-person or electronic. Late proposals will not be accepted.

Proposal Content:

All items listed below must be included in your submission.

1. Statement of Qualifications Form (attached)
2. Completed Projects (attached)
3. Anti-Collusion Statement (attached)
4. Certificate of Compliance with Iran Divestment Act (attached)
5. Conflict of Interest Statement (attached)

Statement of Qualifications Form:

The respondent must complete the statement of qualifications on pages 11 & 12 of this document. This includes contact information, education, experience, three (3) references and proposed cost. If the respondent would like to list more than three (3) references for previous projects, those can be listed on a separate sheet and submitted with this document.

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

Insurance Requirements:

a. Certificates of Insurance

Upon award of this project, the Vendor **must** provide to Hamblen County Government certificates of the insurance requirements listed below before duties commence. Policies shall be endorsed to provide Hamblen County Government at least thirty (30) days written notice of reduction, cancellation or intent not to renew coverages as listed. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the Vendor **must** cease work on this project.

b. Liability Coverages

1. The Commissioning Agent shall furnish at their own expense and keep in full force during the terms of this contract the following coverages which shall list Hamblen County Government as an additional insured:

- General liability insurance covering bodily injury and property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate and products/completed operations in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate.
- Professional liability insurance in the minimum sum of \$2,000,000 limit per occurrence.
- Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage.
- Umbrella liability insurance in the minimum sum of \$3,000,000 for each occurrence.

2. Worker's Compensation Compliance

The Vendor shall also comply with all requirements of the Workers' Compensation Law and shall at their own expense, maintain such insurance, including waiver of subrogation in favor of Hamblen County and employer's liability, as will protect the Vendor from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by anyone directly or indirectly employed by the Vendor.

*** Proof of insurance shall be verified before contract approval.**

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 15 of this RFP that this proposal is made without prior understanding, agreement, or accord with any other person submitting proposals for the same service and that this submission 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.

Iran Divestment Act:

The respondent must certify on page 16 of this RFP that neither they nor any of their successors, parent companies, subsidiaries or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Conflict of Interest:

The respondent must certify on page 17 of this RFP that they have no conflict of interest between the company and Hamblen County Government.

Signatures:

The Statement of Qualifications Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, Conflict of Interest Statement, and all RFP Amendments must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

Non-Discrimination: During the performance of this contract, the contractor 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 state or federal law relating to discrimination in employment, except where one or more of these are bona fide occupational qualifications reasonably necessary to the normal operations of the contractor.

HAMBLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

V. FORMS:

a) STATEMENT OF QUALIFICATIONS

Information of company or individual with whom the contract would be written	
Legal Name:	
Address:	
Phone:	
Email Address:	
Experience (Years in Business):	
Name & Email Address of Primary Point-of-Contact (if different from information listed above)	

If any subcontractors are to be used on this project, their information **must** be listed below. If no subcontractors will be used indicate that below by selecting the option, “NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT”.

Subcontractor Information:	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact Email Address:	
List any Tennessee license held relevant to this project:	
NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT:	

HAMBLÉN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

STATEMENT OF QUALIFICATIONS continued...

b) REFERENCES

List a minimum of three (3) completed projects that demonstrate your experience with RFID Systems, preferably of large-scale projects.

Completed Project #1	
Reference Name & Location of Project:	
Year(s) Service(s) Provided:	
Size of Location:	
Reference Contact Information:	
Completed Project #2	
Reference Name & Location of Project:	
Year(s) Service(s) Provided:	
Size of Location:	
Reference Contact Information:	
Completed Project #3	
Reference Name & Location of Project:	
Year(s) Service(s) Provided:	
Size of Location:	
Reference Contact Information:	

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

c) RFID CHECKLIST

Please read each function/ability and check whether your product can provide these services.

ABILITY	YES	NO
• Ability to log all meals / scan wristbands.		
○ Ability to send alert to multiple people for three consecutive refused meals.		
○ Ability to alert for diabetic snacks / special diets.		
• Ability to log laundry exchange.		
○ Ability to create a list for laundry with sizes needed.		
• Ability to log razor pass.		
○ Alert when razor has not been turned in.		
• Ability to log headcounts / scan wristbands.		
• Ability to log cleaning supplies in/out of supply closets.		
○ Ability to send a refill order for chemicals etc.		
• Ability to log the acknowledgement of an incident in a housing unit.		
• Ability to log supervisors, nurses, activities, etc. in/out of a housing unit.		
• Ability to log walkthroughs.		
○ With notes		
• Ability to create / log court call list.		
• Ability to log hair clippers and nail clippers in/out.		
○ Ability to send an alert if clippers are still out at shift change.		
• Ability to log critical incidents.		
• Ability to log rec / refused rec.		
• Ability to assign duty tasks to individual Officers and or a group of Officers.		
• Ability to log cell checks.		
○ Cell check prior to release.		
○ With notes		
• Ability to send messages to employees equipped with a handheld device.		
• Ability to generate a key inventory log.		
○ Assign keys in/out.		
○ Alert when keys have not been returned.		
• Ability to log handcuffs and leg shackle daily counts.		
• Ability to create / customize		
○ Logs		
○ Tasks		
○ Counts		
○ Forms		
• Ability to log fire drills for each shift.		
• Ability to log suicide watch checks.		
○ With notes		
• Ability to create maintenance work orders.		

HAMBLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

d) COST PROPOSAL

RFID COST PROPOSAL

	Implementation Costs	Per Year Maintenance / Software Costs	Total Cost
One Year Contract:	\$ _____	\$ _____	\$ _____
Three Year Contract:	\$ _____	\$ _____	\$ _____
Five Year Contract:	\$ _____	\$ _____	\$ _____

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

e) ANTI-COLLUSION STATEMENT

By signing this form, the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this RFP being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFP, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent's authorized agent. All signatures must be original and not photocopies.

Signature

Title

Printed Name

Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government's Terms and Conditions.

HAMBLEEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

f) 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 these qualifications, each respondent certifies, and in the case of a joint submission each party certifies, under penalty of perjury, that to the best of their knowledge and belief that each respondent is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date

HAMBLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

HAMBLEN COUNTY GOVERNMENT
COMPANY / CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement

THE AFFIANT STATES TO HAMBLEN COUNTY GOVERNMENT IN 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 HAMBLEN COUNTY GOVERNMENT 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 HAMBLEN COUNTY COMMISSION HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF THE HAMBLEN COUNTY GOVERNMENT.

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 a 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: _____

HAMBLEN COUNTY GOVERNMENT
Request for Proposals – RFID System at New Justice Center (RFP 2024-07)

VIII. RFP SUBMISSION CHECKLIST:

- Proposal is labeled on the outside of the envelope or in the subject line, if electronically delivered, '**RFID SYSTEM AT NEW JUSTICE CENTER RFP – (2024-07)** **THURSDAY AUGUST 8, 2024 @ 2p.m.**' as instructed on page 8 Section IV of this document
- *COMPLETE ORIGINAL SIGNED & INITIALED RFP PACKET***
- Statement of Qualifications Form completed (page 11 V.a. of this document)**
- List of References Form completed (page 12 V.b. of this document)**
- RFID Checklist Completed (page 13 V.c. of this document)**
- Cost Proposal Completed (page 14 V.d. of this document)**
- Anti-Collusion Statement Signed (page 15 Section V.e. of this document)**
- Certification of Compliance with Iran Divestment Act completed and signed (page 16 Section V.f. of this document)**
- Conflict of Interest Statement completed, signed and notarized (page 17 of this document)**
- Copy of IRS W-9 Form**