

**REQUEST FOR PROPOSALS
FOR A CONFERENCE CAMERA TRACKING SYSTEM**

**SUMNER COUNTY GOVERNMENT
SUMNER COUNTY, TENNESSEE**

The Sumner County Clerk's office is seeking bids for a conference camera tracking system with high definition pan-tilt-zoom cameras to be installed in the Sumner County Commission Chambers located at 355 North Belvedere Drive, Bethel Brown Commission Chambers, Gallatin, Tennessee, 37066. Sealed Proposals must be received by **12:00 p.m. CST on May 15, 2017**. Late Proposals will be neither considered nor returned.

Proposals will be opened at an unspecified time after the deadline. If you would like to be present at time of opening, an official request must be sent to lauren@sumnercountylaw.com.

Deliver Proposals to:

Lauren Walker, Staff Attorney
Sumner County Administration Building, Room 303
355 North Belvedere Drive
Gallatin, TN 37066

The envelope exterior must show the company name, address, and closing date.
No faxed or e-mailed Proposals will be accepted.

A. SCOPE OF WORK

Requirements in this document are generalized and do not represent a comprehensive list of features. Applicants are encouraged to provide creative solutions and identify additional functionality and capabilities to assist the County in accomplishing its objectives. Proposals should be comprehensive and include all hardware, material, and labor needed to complete the installation.

Camera system features shall include the following:

- Three (3) high-definition (HD) pan-tilt-zoom (PTZ) T-Cam Camera tracking packages with related PC software and licenses or comparable equipment capable of live streaming;
- One (1) T-Cam module or comparable equipment;

- A minimum of three (3) SDI cables or comparable product compatible with HD PTZ cameras;
- A minimum of three (3) Cat6 shielded cables or comparable equipment compatible with HD PTZ cameras;
- Software and hardware capable of controlling HD PTZ cameras that can switch between meeting participants;
- Conference camera tracking system must be capable of integration with Arbor Media video streaming and video hosting services; and,
- A two-year warranty covering all parts and labor must be included.

The proposal must include all initial and annual costs (software licenses, maintenance, video streaming services, etc.). Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and Sumner County's approval of conformance with specifications.

B. RFP SUBMITTAL REQUIREMENTS

Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract. Any and all proposal requirements must be met prior to submission. The following documentation must also be provided: evidence of or ability to obtain a valid State of Tennessee Business License and/or Sumner County Business License; and evidence of compliance with the Sumner County Government's Insurance Requirements, and, a completed Internal Revenue Service Form W-9.

Sumner County Government is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

Proposals must be received by **12:00 p.m. CST on May 15, 2017**. Late Proposals will be neither considered nor returned. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements. No faxed or e-mailed Proposals will be accepted.

C. EVALUATION

Sumner County reserves the right to use all pertinent information (including that learned from sources other than disclosed in the RFP process) that might affect the County's judgment as to the appropriateness of a qualified applicant. This information may be appended to the evaluation process results. Sumner County reserves the right to conduct written and/or oral discussions/interviews after the submittals have been reviewed. The purpose of such discussions/interviews is to provide clarification and/or additional information, which is in the best interest of Sumner County.

Sumner County will evaluate the submitted proposals and make a determination of the successful vendor.

D. ACCEPTANCE

Respondents shall hold their submittal firm and subject to acceptance by Sumner County for a period of one hundred and twenty (120) business days from the date of the Proposal closing.

E. INSURANCE OR BOND

Each applicant who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general insurance or workers' compensation for injury to their employees or participants related to the activities outlined in this RFP of a minimum of \$1,000,000.00. Successful applicants must post a \$1,000,000.00 bond, letter of credit, or insurance policy covering the proceeds of the auction naming Sumner County.

F. RESERVATION OF RIGHTS

The County reserves the right to request additional information if necessary, or to request an interview with vendor(s), or to reject any and all Proposals with or without cause, and, in its sole discretion, waive any irregularities or informalities, such as minor elements of non-compliance with regard to the requirements of this RFP, in the Proposals submitted. The County further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting Proposals. In the event that all Proposals are rejected, the County reserves the right to re-solicit Proposals.

Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

G. OPEN RECORDS ACT

After Proposals are accepted, all Proposals will be subject to the Tennessee Open Records Act, and the Proposals will be available to the public upon written request. Summary information on Proposals submitted will be posted on the Sumner County Government website at <http://www.sumner.tn.org/> under the "Bids" link.

H. TITLE VI OF THE 1964 CIVIL RIGHTS ACT

Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability, or veteran status. The successful vendor agrees that they shall comply with all local, state, and federal law, statutes, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

I. FORUM SELECTION

Any contract will be interpreted under the laws and statutes of the state of Tennessee. Sumner County does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from this Proposal shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

J. INDEMNIFICATION

In the event that any claims should arise with regards to any contract related to this RFP for a violation of any such local, state, or federal law, statutes, rules, or regulations, the provider will indemnify and hold Sumner County harmless for any damages, including court costs or attorney fees, which might be incurred.

K. NULLIFICATION

Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the vendor has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the vendor, but no further sums shall be owed to the vendor.

L. ADDITIONAL INFORMATION

In the event that any interested vendor finds any part of the listed specifications, terms, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify Sumner County, via email at lauren@sumnerocuntylaw.com, of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before proposal's "deadline". All responses to inquiries will be posted on the Sumner County website (<http://www.sumnertn.org/>) under "Bids. Questions will not be answered individually, but posted for all interested vendors to see.