GENERAL TERMS AND CONDITIONS OF SEALED BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED

1. Sealed bids must be mailed or hand delivered to the Hickman County Finance Office at 114 North Central Ave, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope **"School Network Re-Design & Upgrades"** before 10:00 AM on April 28, 2025, at which time sealed bids will be opened at the Hickman County Board of Education located at 115 Murphree Ave, Centerville, TN 37033.

For building projects that exceed $25,000, Tennessee State Contractor's License number should be listed on the outside of the envelope and a copy provided with the bid proposal. Hickman County Schools (HCS) will not accept bid responses after 10:00 AM, April 28, 2025. Proposals submitted by fax or electronic mail will not be accepted.

2. No bidder may withdraw their proposal for a period of sixty (60) days after the date and hour set for the opening of bids.

3. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form. (See "Specifications" sheet for additional detail.)

4. Affidavit Acknowledgement MUST be signed and notarized, and returned with the bid. The Conflict of Interest form must also be signed, but not notarized.

5. HCS reserves the right to reject any, all or parts of bids, and to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder.

Present Penny Mayberry
Debbie Breece

Bluegrass Computer Systems

School Network Re-Design & Upgrades

Bluegrass Computer Systems is a Managed Service Provider that has been in business for 15 years. Over the course of 15 years we have had the privilege of supporting our clients in many different ways. Our business model revolves around tailoring the support we provide to our clients. This process helps reduce extra costs, aligns protocols and processes in a more efficient manner and maximizes our ability to provide you with exactly what you need. From desktop support to level 3 networking support, we cover the gamut of technology needs all while having experience working with a number of K-12 schools.

On the following page titled "School Network Re-Design & Upgrades" you will find we have prepared a statement that outlines and includes all information and acknowledgements requested for the bid. Please don't hesitate to contact us if you have any questions or concerns.

Thank you for consideration,

Phillip Draude

Owner

270-484-1705

Bluegrass Computer Systems

pdraude@bgcsystems.com

ATTENTION:
Hickman County School District
Brad Gilbert

FROM:
Bluegrass Computer Systems
1788 Old Gallatin Rd
Portland TN 37148

SUBJECT:

School Network Re-Design & Upgrades

Technical Acknowledgements/Notes/Scope of Work

1.1 Bluegrass Computer Systems acknowledges Hickman County Schools goal to fully utilize the 10G fiber connection at the school board office and 8 schools across the county by developing a new network design and implementation of new equipment.

1.2 Bluegrass Computer Systems will design a new network topology and physical network infrastructure. Bluegrass Computer Systems will utilize new equipment purchased by HCSS to integrate/install at each location while following the new design. This also includes making necessary remediations at rack locations and organization for each location. In order to fully utilize the 10G fiber connection Bluegrass Computer Systems will provide options to relocate and run additional networking cabling where necessary. This includes terminations, labeling and network rack additions where necessary.

1.3 Bluegrass Computer Systems understands that the school district business must still be able to take place during the time of install and remediation and will provide contingencies, remote and onsite support where needed.

1.3a Bluegrass Computer Systems will maintain service and support both onsite and remote throughout the timeline of the project to ensure uptime in between scheduled downtimes of remediation.
1.4 Bluegrass Computer Systems understands that this project can take up to 3 years, fully concluding by July 2027 and payment will be made as completion of work takes place.
2.1 Pre-planning will consist of walk-throughs and extensive documentation for each network rack and their respective locations. This also includes any rack locations that will be added. The pre-planning step will utilize existing maps.
2.2 The project will be completed by utilizing existing equipment ordered by HCSS. Equipment will remain in a central location deemed secure by HCSS and prior to remediation for each school equipment will be picked up that has been designated for the school. Network and rack diagram designs will begin immediately.
2.3 Bluegrass Computer Systems understands that schedules vary for schools during the summer. There will be designated weeks for each school for the hardware remediation portion of the project.
2.4 The project will be completed in phases. Phase 1 will include hardware installation, rack and cabling remediation and initial new switch configurations. Phase 1 will not include any layer 2 or layer 3 redesign implementation. Phase 2 will include the implementation and rollout of the newly designed network. Phase 2 would be anticipated to be rolled out at the end of year 2 with contingencies of rolling out Phase 2 in year 3.
3.0 Bluegrass Computer Systems will follow the outline of scope of work to successfully complete the project and provide two primary points of contacts for support, coordination and updates.

1) References

   a. For several years, BCS has provided HCSS onsite and remote technology services. While mainly focusing on enterprise network, server, and wireless tasks, BCS has had opportunities to provide onsite assistance for help desk and IT maintenance tickets. This has given us a strong familiarity with each school's needs from an IT perspective.
   b. For the past 10 years, BCS has provided a similar service to Charleston R-1 School District in Charleston, MO. Charleston R-1 is another K-12 school district with large scale wired and wireless network, as well as a VMWare Virtual Server and Altigen On Prem PBX. Mr. Nate Burton is the technology director and can provide a reference to our service. Mr. Burton can be reached at 573-233-6012.

2) **Pricing**

a. Pricing stated is for the entirety of the project and includes materials required to complete the project.
b. Pricing shall be $182,000

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AFFIDAVIT ACKNOWLEDGEMENT

AMERICANS WITH DISABILITIES ACT

Bidders shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of the bidder.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 BACKGROUND CHECKS

Bidder shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires any person, corporation or entity who enters into or renews a contract with a local board of education, to provide a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

DRUG FREE WORKPLACE REQUIREMENTS

Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with Tennessee Code Annotated Section 50-9-112.

COMPLIANCE AGREEMENT WITH PUBLIC CHAPTER 587 of 2007

Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49- 5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

IRAN DIVESTMENT ACT

Under the Iran Divestment Act, T.C.A. §§ 12-12-101--12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over $1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer is required under T.C.A. § 12-12-106 to create a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of this state, and any such contract is declared void ab initio under § 12-12-110. On or after July 1, 2016, every bid or proposal submitted to a political subdivision where competitive bidding is required must contain the following statement, submitted by the bidder under penalties of perjury:

> *"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 § 12- 12-106."*

COLLUSION AMONG BIDDERS

The bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.

1. Bidder is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
2. neither the bidder nor anyone subject to the bidder's direction or control has been a party;

a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,

b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor

c. in any discussions between bidders and any municipal official concerning exchange of money or other things of value for special consideration in the letting of a contract.

3. no officer or employee of HCS either directly or indirectly, owns any interest in the bidder's business.

NON-BOYCOTT OF ISRAEL

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/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 supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of $250,000 or more and to suppliers with 10 or more employees.

The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements. Failure to properly acknowledge issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

SIGNATURE OF AUTHORIZED AGENT _____

Subscribed and sworn to before me this 17 **day of** April, **20** 25

Signature of Notary Public Mary Ann Bennett

My Commission Expires 11/21/26

MARY ANN BENNETT
STATE OF TENNESSEE NOTARY PUBLIC
SUMNER COUNTY

The Affidavits Acknowledgment must be completed, signed by an authorized agent and notarized and submitted with bid documents.

Hickman County Government

Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

(a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly , in the purchase of any supplies, materials, equipment or contractual services for the county.

(b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or other otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 4/17/25 Name: Philip Deane

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

X I have no conflict of interest to report.

____ I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

_____

_____

_____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 4/17/25 Signature: _____

School Network Re-Design and Upgrade Specs - Hickman County Schools

1 -- Description of Project

1.1 Hickman County Schools has worked with ENA to secure a 10G fiber connection at the school board office. The school system would like to utilize this connection and distribute this to each of our eight schools. We are also looking for a redesign/upgrade of our network at this time to utilize its full capacity. The school district has purchased network switches to be included in these upgrades.

1.2 In a response to this proposal, the vendor will describe how they will achieve this goal along with all costs involved. The buildings involved will include our Central Office and our eight K-12 schools. The school district understands that this could be a two to three year project with the majority of "network down time" being during the summer months. The completion of the entire project to be finished by July 2027.

1.3 The vendor understands that school district business must still be able to take place during this time and any contingencies should be in place for that to be achieved. The vendor agrees to be available remotely and/or on site during any down time due to network upgrades. The vendor agrees to have someone on site within 24 hours of a reported outage if necessary during the project.

1.4 Payment to be made as completion of work takes place. This will be more in depth with contract made with the vendor.

2 -- Maps and Layouts of Existing Facilities

2.1 Maps can be provided. Please contact brad.gilbert@hickmank12.org for more information.

2.2 Map Notes - Maps provided under this RFP are not guaranteed for scale and only provide representation for bidding purposes. Maps are not guaranteed for 100 percent accuracy as there may have been minor alterations to some facilities that may or may not affect work.

2.3 Site Visits - Site visits can be requested at brad.gilbert@hickmank12.org. Visits are subject to availability of the Technology Coordinator and of the school's schedule.

3 -- Service and Support

Proposer shall include service and support plan for contingencies mentioned in part 1.3. Support (remote/on-site) for network upgrades to be in place for one year upon completion.

4 -- Installation

Please discuss all pertinent elements and methodologies of installation including but not limited to:
a) Pre-planning
b) Sourcing/Product Acquisition
c) Delivery/Set-up/Storage/Security
d) Installation
i) Schedule - Please include your understanding of working in occupied K-12 space, school hours, administration support and partnership, safety, clean-up, and potential schedule.

CONTRACTOR QUALIFICATIONS

Contractor shall submit a statement pertaining to the labor/staff that will be utilized in the performance of this contract. This statement should include experience, qualifications, training, etc.

- Tennessee State Contractor License is required
- Single Point of Contact - Please identify and detail qualifications of the Single Point of Contact from your company for this contract. While Hickman County Schools may interact with multiple layers of staff, contractor must provide one point of accountability for all material aspects of the contract including installation, warranty, service, etc.
- Any outsourced work must be aligned with rules of this agreement and understands the parameters of working in a K-12 environment.

PERMITS

If applicable, the Contractor will be required to be in compliance with all Federal, State, City, and local laws, rules and regulations and shall be responsible for all coordination and cost associated with license(s), permits, etc.

SCOPE OF WORK

1.) Create rack diagrams for each location

2.) Create network diagrams

3.) Remove and install MDFs and IDFs (equipment) from network racks

1) Switch locations moved to primary IDF/MDF locations

2) Network Drop Additions

3) Manage/Coordinate Locations for Install

4) Verify Proper Implementation and Terminations

4.) Install new equipment using the rack diagrams

5.) Identify patch panel and network drop pairing

a.) Label network drops

b.) Label switches

6.) Switch Configurations (existing and new)

a.) Add to Aruba Central

b.) Configure switching

7.) Test network connectivity

Switch Re-locations, Network Drop and IDF additions

1) Verify Proper Implementation and Terminations

2) Switch locations moved to primary IDF/MDF locations

3) Network Drop Additions

4) Manage/Coordinate Locations for Install

5) Verify Proper Implementation and Terminations

1.) Create VLAN diagrams

a.) Based off number and type of devices

b.) Indicate flow of traffic between VLANs

2.) Create new subnet documentation based off of VLAN diagrams

a.) Detail gateway and subnet masks

b.) Document DHCP pools

3.) Update devices to DHCP, as needed

- Signs
- HVAC
- Printers
- Point to Points
- Servers

4.) Configure core switches

a.) Configure and tag VLANs

b.) Configure ACLs

c.) Create subnets

5.) Configure access switches

a.) Configure and tag VLANs

6.) Configure DHCP servers

7.) Configure Clearpass

a.) Establish device roles

b.) Pair with VLAN segmentation

c.) Set devices to be assigned to VLAN

8.) Update static IP addresses

a.) Identify all devices setup with a static IP

- Signs
- HVAC
- Printers
- Point to Points
- Servers

b.) Use new subnets

9.) Test network connectivity and follow-ups

NEW EQUIPMENT AVAILABLE

9 - Aruba JL658A - (Core Switches)

18 - Power Supplies

36 - Aruba 6200F 24 port switch

17 - Aruba 6200F 48 port switch

50 - 1M DAC cables

10 - 3M DAC cables

53 - Aruba 5yr 6200F switch license

9 - Aruba 5yr 6300M switch license

17 - Short Depth APC 750VA UPS

10 - Regular Depth 1500VA UPS