REQUEST FOR PROPOSAL

Technology Equipment, Software & Support Services

For

Campbell County Board Of Education

Campbell County, Tennessee

REQUEST FOR PROPOSAL

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1.0 INTRODUCTION

1.1 Purpose

This Request for Proposal (RFP) is offered to solicit proposals from qualified vendors for Technology hardware, software, peripherals and support for the Campbell County Board of Education, 172 Valley St, Jacksboro, TN 37757. The school system is interested in purchasing equipment for administrative purposes and classroom instruction. In order to receive consideration, the proposed system must meet the requirements of the aforementioned as here in described.

1.2 Proposal Submittal

Lisa Bowlin, Purchasing Agent, will accept seal Proposals, 555 Main Street, P.O. Box 843, Jacksboro, TN 37757 no later than time 2: 00 P. M. Date July 2, 2013. For the Campbell County Board of Education, 172 Valley St, Jacksboro, TN 37757. All Proposals must be in accordance with the conditions and instructions provided herein.

1.3 Schedule

RFP released – June 18, 2013

Closing date for proposal submittal – July 2, 2013

Oral presentations and system demonstration – (to be schedule if needed)

Evaluation completed and vendor recommended – (being schedule)

This schedule is intended as a guideline for the timing of various events in this effort. Management requirements and other factors may cause certain of these dates to vary from original intentions. In no event, however, shall the deadline for proposal submittal be changed.

2.0 GENERAL CONDITIONS

2.1 Conformity with RFP

All Proposals must conform to the requirements presented in this RFP. Proposals not in conformity may be rejected. Exceptions to any requirement must be clearly noted in vendor's response.

2.2 Uniformity of Proposals

To facilitate evaluation, all proposals must be submitted in a uniform format as described in Section 4 of this RFP. ALL PROPOSALS SHALL INCLUDE COMPLETED AND DATED PRESENTATION FORMS WHICH ARE FOUND IN APPENDIX III AND IV. FAILURE TO COMPLETE THE REQUIRED FORMS COULD RESULT IN PROPOSALS BEING REMOVED FROM THE CAMPBELL COUNTY BOARD OF EDUCATION'S CONSIDERATION.

2.3 Additional Information

All inquiries or requests for information relative to this RFP should be directed to the Campbell County Board of Education, Technology Department, 172 Valley St, Jacksboro, TN 37757, Telephone # (423) 562-0521, Facsimile (423)562-9605

2.4 Bid Bond and Performance Bond

A 10% bid bond, based on the total number of computers estimated to be purchased (quantities found on page 13 of RFP) during the contract period times the bid price of each system, must accompany proposal. A bid bond of 10% of one (1) computer of each type will cause entire bid to be rejected. Failure to enclose a bid bond will also cause entire bid to be rejected. The selected vendor will be required to furnish a 100% performance bond or other security as a guarantee of performance. All proposals must contain a statement of the vendor's willingness to furnish such security in the event the vendor receives the contract. The performance bond must extend through the contract and warranty period.

2.5 Contract

The selected vendor MAY BE REQUIRED TO EXECUTE A CONTRACT WRITTEN FOR AND BY Campbell County. The Campbell County Board of Education may not execute the vendor's standard contract. All Proposals should contain a statement indicating the vendor's willingness to accept a written contract. The vendor should indicate if this RFP and the vendor's written material could be included in the contract. Any exemptions to this requirement must be noted in the vendor's response.

2.6 Non-Collusion

Each Proposal shall contain a vendor affidavit and vendor letter a copy of which is enclosed in Appendix III and IV respectively.

2.7 Right to Reject Proposals

The Campbell County Board of Education reserves the right to reject any or all proposals, to waive technicalities or informality and to accept any proposal deemed to be in the best interest of the County.

2.8 Liability and Insurance

The selected vendor will save and hold harmless The Campbell County Board of Education from any and all legal liability arising out of the infringement of any patent or copyright in respect to the normal use of proposed or installed equipment or software.

2.9 Price Protection

Price quoted in the proposal shall be firm prices and not subject to increase during the term, July 1, 2013 and June 30, 2014, of any contractual agreement arising between The Campbell County Board of Education and a vendor. Vendors will quote on prices less any Federal Excise Tax. Vendors should stipulate the expiration date of their quoted price. The number of units listed in Appendix II is approximate. The Campbell County Board of Education reserves the right to reduce or increase these numbers.

Due to the rapid change in technology, especially computer hardware, winning bidder may be asked to negotiate pricing on new hardware or software at which time it will become part of this contract.

2.10 Right to Purchase from Any Source

The Campbell County Board of Education reserves the right to purchase any desired equipment or services from any source or sources in part or in whole as set forth in the Board of Education directives.

2.11 Delivery Date and Quantities

Vendors will specify in proposals the delivery date of their equipment, services and/or products (i.e., how long from time of order to delivery of hardware and/or software). The Campbell County Board of Education expects to start issuing purchase orders for selected materials and services within 30 days. Any purchase order not completed within 30 days of vendor's receipt of order may be cancelled at the discretion of the issuing department. Purchase orders may be any quantity from 1 to multiple machines and purchased at any time between July 1, 2013 and June 30, 2014. Partial deliveries will not be accepted unless prior approval is granted.

2.12 Vendor Commitment

Vendors must state their commitment to maintain, support and upgrade the operating (system) and hardware of the current or the public-released level for at least the term of the contract.

2.13 Maintenance/Support

Vendors must supply the names and addresses of all service organizations that will provide maintenance on all equipment and operating system proposal herein. Vendors must also specify the maximum time to elapse between the time a service call is made and the time a service representative arrives on site. Vendor must allow Campbell County Board of Education to be/become a self-maintainer for equipment purchased during the contract period until parts become obsolete.

2.14 Systems Responsibility

Notwithstanding the contents of the RFP, it is the responsibility of the vendor to verify the completeness, accuracy, and suitability of the vendor's proposal to meet the requirements of The Campbell County Board of Education.

The vendor without claim for additional payment shall provide any additional equipment required after installation to meet The Campbell County Board of Education's requirements, even if not specifically mentioned herein. It is understood that a complete system, which operates effectively and to the satisfaction of The Campbell County Board of Education, is required. The successful vendor will be obligated to provide a system that meets all guarantees in his proposal for the price contained therein and that all equipment provided operates successfully with The Campbell County Board of Education's existing systems to include networks. All equipment must be completely new.

2.15 Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documents provided by vendors will become the property of The Campbell County Board of Education when received. Supporting technical manuals will be returned at the request of the vendor. The Campbell County Board of Education retains the right to use any or all system ideas presented in any proposal, whether amended or not amended. Selection or rejection of a proposal does not affect this right.

3.0 SELECTION PROCESS

The selection of technology equipment, peripherals, software, and support services by The Campbell County Board of Education to meet their requirements will involve both objective and subjective elements. The process to be used to make this selection is outlined below.

3.1 Requests for Proposal (RFP)

The RFP is intended to provide interested vendors with uniform information concerning The Campbell County Board of Education requirements for technology equipment, peripherals, software, and support services. In responding to this RFP, VENDORS MUST ADHERE TO THE INCLUDED FORMAT AND USE THE REQUIRED FORMS.

3.2 Evaluation Criteria

The Campbell County Board of Education will use the following point system to evaluate all proposals that meet the minimum requirements:

1. Total bid price maximum 200 points
2. Service specifications
   on site response time for required support and maintenance maximum 100 points
   certified self-maintainer maximum 100 points
   terms of warranty proposal maximum 100 points
3. Hardware minimum specifications
   A. Hardware compatibility to The Campbell County Board of Education's required minimum specifications maximum 100 points
   B. Energy Star Compliant maximum 100 points
   C. Imagining, recycling, asset tagging, and training maximum 100 points
4. Campbell County Board of Education **will not accept a bid without a Bid Bond**
5. Time between order dates of equipment, final delivery, complete installation maximum 100 points

3.3 System Demonstrations

Should demonstration of proposal system be desired by The Campbell County Board of Education, the demonstrations shall be arranged in advance at a location acceptable to The Campbell County Board of Education in order to most effectively accommodate the scheduling requirements of The Campbell County Board of Education officials and personnel.

Demonstration should not exceed two hours in length and vendors should demonstrate equipment and software as similar as possible to that proposed for The Campbell County Board of Education.

3.4 Selection

Following the evaluation process described above, The Campbell County Board of Education will make all decision regarding selection of finalists, contract negotiation and the award of the contract. The decision of The Campbell County Board of Education will be considered final.

4.0 PROPOSAL FORMAT

Proposals should be written in a concise, straightforward and forthright manner. Superficial marketing statements and materials should be avoided. Proposals should be organized in the following manner, using forms contained in the appendices where appropriate:

1. Hardware
   A. Proposed equipment configuration and specifications, for all proposed hardware elements to include manufacturer manuals if requested. The vendor should list any deficiencies of manuals on specifications or features as related to The Campbell County Board of Education's required specifications.

   B. Purchase Cost per Unit
      1. Warranty period by system type (list by total warranty period, total onsite warranty, total parts and labor depot warranty and parts only warranty period).
      2. Proof of Energy Star Compliance.

2. Estimated time frame for delivering the proposed hardware.

3. Support
   A. Maintenance responsiveness.
      1. Indicate number of qualified maintenance personnel located within a reasonable distance (within 100 miles.)
      2. Estimate the average response time to make a service request. Describe how repairs or replacement of equipment or parts will be conducted. (on-site or other)
      3. Indicate the average time to return equipment to normal operating conditions.
      4. Warranty
         Give details on how warranty calls are handled and what is covered.
         (E.g. Onsite – with response time and loaner information. Mail in – cross-shipped or repair and return, with turnaround time.)

      5. List of five (5) references currently serviced by your company using similar hardware and software. Provide the organization's name, address, and name and telephone number of contact person.

REQUEST FOR PROPOSAL

APPENDICES, REQUIRED PRESENTATION FORMS

Appendix I – Describes location of sites where equipment may be installed.

Appendix II, III, and IV – Are REQUIRED forms itemizing cost for hardware and software, vendor affidavit, and vendor letter respectively. Failure to use the required forms will be considered grounds for rejection of proposal.

APPENDIX I

Description of

The Campbell County Board of Education School System

The Campbell County Board of Education School System has thirteen schools, a Central Office and three Adult Education centers. The distance from the Central Office to individual schools varies from less than one mile to a maximum of 34 miles. Each location may receive some of the proposed equipment. The bid price must include shipping or delivery and setup based on purchase order. Machines may be purchased in any quantity.

1. Central Office Jacksboro
2. Adult Education
3. Caryville Elementary
4. Jacksboro Middle
5. Jacksboro Elementary
6. Campbell County High School
7. LaFollette Elementary
8. LaFollette Middle School
9. Valley View Elementary
10. Wynn Elementary
11. White Oak Elementary
12. Jellico High School
13. Jellico Elementary
14. Elk Valley Elementary
15. Learning Academy

The attached forms will be used to provide a description of vendor's proposal and the cost to The Campbell County Board of Education School System. These forms may not include all the components of a complete system, but the cost should reflect the cost of a complete system to include assembly, delivery and/or installation in desired locations. Vendors may attach additional type written pages to describe areas of their proposal in more detail.

APPENDIX II

Description of Hardware

Intel Core i3 based Computer System

The Campbell County Board of Education proposes to purchase approximately 150 Intel Core i3 based, 3.3 GHz computer systems during the contract period, please note section 2.9. All computer system must be new. We will not accept refurbished, re-boxed, or reconditioned machines. Software purchased must come preinstalled. System must also be FCC Class B Certified, UL Listed, and Energy Star Compliant. All software must have original diskettes and manuals for each computer.

Intel i5 based Computer System

The Campbell County Board of Education proposes to purchase approximately 75 Intel Core i5, 3.2Ghz computer systems during the contract period, please note section 2.9. All computer system must be new. We will not accept refurbished, re-boxed, or reconditioned machines. Software purchased must come preinstalled. System must also be FCC Class B Certified, UL Listed, and Energy Star Compliant. All software must have original diskettes and manuals for each computer.

Intel Core i3 Computer Specifications

The following are minimum specifications. Please note any proposed changes from these specifications on your proposal.

Intel Core i3 3.3 ghz (3 mb cache) or better CPU chip (boxed processor with fan) with minimum 1333 MHz bus and Intel board and chipset. System must include the following equivalent or better: 4 gig DDR3 ram, 500 gig SATA hard drive, SATA DVDRW Drive (drop in tray) with ability to add one more drives, Sound Blaster compatible sound, Headset with detachable/replaceable cords or speakers w/headphone jack (as per purchase order), Windows compatible keyboard, Optical Wheel Mouse w/pad, Second Nic 10/100/1000 megabit Realtek compatible, Video must support use of 2 vga monitors simultaneously, USB port access on front of case and rear of case, 19" LCD monitor, Windows 7 Pro 64 bit downgraded from Windows 8 as per license downgrade rights with media and license, Small From Factor case and Energy Star Compliant minimum 90% efficient **(No Desktop Case)**, all cables and cords necessary to have a complete and working system. Warranties to be three years on site 48 hour next business day, with agreement to let The Campbell County Board of Education Technology Department remove defective parts and returned for repair or replacement.

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System or Equipment	**Proposed if Different**
Core i3 3.3 GHz or better	_____
4 gig DDR3 (expandable to 32 gig)	_____
3meg Cache	_____
500 gig SATA hard drive	_____
19" LCD (Energy Star Compliant)	_____
DVDRW (Disk drop in tray not snap in)	_____
Windows keyboard	_____
Video (must support use of 2 VGA monitors simultaneously)	_____
Optical Scroll Mouse	_____
Mouse Pad	_____
Windows 7 Pro 64 bit	_____
10/100/1000 mb Realtek (compatible) NIC w/RJ45 connection	_____
Headphones (must have detachable/replaceable cord)	_____
4 usb 3.0 ports minimum front and back, also sound accessible on front	_____
3 SATA Drive availability (includes above drives)	_____
Minimum 1 PCI free 1- PCI-Express, Small Form Factor with 1 internal 3.5 bays, 1 5.25 bays and Energy Star compliant minimum 90% efficient	_____
Sound Blaster compatible sound	_____

County's Cost for each Core i3 System

Delivered to site no setup	Delivered and setup includes attaching to network if connection available at station, surge protector if required activate Windows, and removal of all packing/shipping materials.
_____	_____

Intel Core i5 Computer Specifications

The following are minimum specifications. Please note any proposed changes from these specifications on your proposal.

Intel Core i5 3.2 ghz (6mb cache) or better CPU chip (boxed processor with fan) with minimum 1333 MHz bus and Intel board and chipset. System must include the following equivalent or better: 8 gig DDR3 ram, 500 gig SATA hard drive, SATA DVDRW Drive (drop in tray) with ability to add two more drives, Sound Blaster compatible sound, Headset with detachable/replaceable cords or speakers w/headphone jack (as per purchase order), Windows compatible keyboard, Optical Wheel Mouse w/pad, Second Nic 10/100/1000 megabit Realtek compatible, Video must support use of 2 vga monitors simultaneously, USB port access on front of case and rear of case, 19" LCD monitor, Windows 7 Pro 64 bit downgraded from Windows 8 as per license downgrade rights with media and license, Slim Line case and Energy Star Compliant minimum 90% efficient **(No Desktop Case)**, all cables and cords necessary to have a complete and working system. Warranties to be three years on site 48 hour next business day, with agreement to let The Campbell County Board of Education Technology Department remove defective parts and returned for repair or replacement.

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System or Equipment	**Proposed if Different**
Core i5 3.2 GHz or better	_____
8 gig DDR3 (expandable to 32 gigs)	_____
3meg Cache	_____
500 gig SATA hard drive	_____
19" LCD (Energy Star Compliant)	_____
DVDRW (Disk drop in tray not snap in)	_____
Windows keyboard	_____
Video (must support use of 2 VGA monitors simultaneously)	_____
Optical Scroll Mouse	_____
Mouse Pad	_____
Windows 7 Pro 64 bit	_____
10/100/1000 mb Realtek (compatible) NIC w/RJ45 connection	_____
Headphones (must have detachable/replaceable cord)	_____
4 usb 3.0 ports minimum front and back, also sound accessible on front	_____
4 SATA Drive availability (includes above drives)	_____
Minimum 1 PCI free 1- PCI-Express,	
Mini tower case with 2 internal 3.5 bays, 2 5.25 bays and Energy Star compliant minimum 90% efficient	_____
Sound Blaster compatible sound	_____

County's Cost for each Core i3 System

Delivered to site no setup

_____

Delivered and setup includes attaching to network if connection available at station, surge protector if required activate Windows, and removal of all packing/shipping materials.

_____

Price the following

Computers any and all components associated with computers, including but not limited to keyboards, base units, monitors, mice, etc. Removal and recycling of old equipment (does not have to be equipment which we are replacing) – data destruction/security overwrite and EPA-compliant recycling or disposal. Schedule a pickup based on the schools needs and scheduled with the school. Pickup should not be needed more than once per quarter.

Price per piece or per pound, attach pricing schedule if necessary.

_____

Image management and deployment services; include the number of images that may be maintained. State if delivered machines have image pre-installed to restore computer with all software that was originally installed.

_____

Asset tagging with barcode, including electronic copy of spreadsheet as orders are filled. Example of the layout is Invoice number, barcode, School/department, and where available room; if drop shipped then just school or department.

_____

Number of certificate(s) for a free training class on Windows 7/8 for Campbell County Tech Staff per 50 computers ordered

_____

Cost to become a self-maintainer (explain in detail what is required to be a self-maintainer)

_____

_____

_____

_____

_____

_____

Options that can be purchased either with system or separately (No Minimum or Maximum)

Optional Equipment	Brand Proposed	Price
Discount to remove monitor from system		
Add 2nd dual video card to Mini Tower (describe available ports and memory)		
Upgrade i3 from 4 gig to 8 gig ram		
Upgrade i5 from 8 gig to 16 gig ram		
Wireless keyboard and mouse upgrade		
Upgrade Mini Tower from i5 to i7		
Upgrade SFF i3 to i5		
Mini Tower media card reader		
Small Form Factor media card reader		
Upgrade hd to 1TB		
Upgrade to HD to SSD (state size)		

APPENDIX III

Vendor Affidavit

Hold Harmless Release

6.0 VENDOR AFFIDAVIT

VENDOR AFFIDAVIT

I, _____ representing _____, (company) do hereby request that I have completed the questionnaire submitted with my bid/rfp and do hereby attest to the accuracy of this information.

I accept that I can be required to demonstrate the features of the equipment and software, which I have stated, is currently present in the system that I am proposing.

I acknowledge that any misrepresentation of the product will result in immediate disqualification from any consideration in the proposal process.

I further recognize that The Campbell County Board of Education reserves the right to make its award for any reason considered advantageous to the jurisdiction. The product solution selected may be without respect to price and other factors.

Date_____

Signature _____

Name _____

Title _____

Firm _____

Address _____

City _____ State _____ Zip Code_____

Phone _____

Please return this form and the attached questionnaire with your proposal.

JOSH PARKER, CHAIRMAN
179 McCarty Road
LaFollette, TN 37766

JOHNNY CREEKMORE
VICE CHAIRMAN
950 Indian Mountain Road
Jellico, TN 37762

RECTOR MILLER
228 Matthew Lane
LaFollette, TN 37766

DANNY WILSON
938 Glade Springs Road
LaFollette, TN 37766

HOMER RUTHERFORD
132 Wood Haven Lane
LaFollette, TN 37766

CAMPBELL COUNTY

Board of Education

172 Valley Street
Jacksboro, Tennessee 37757
Phone: 423-562-8377 • Fax: 423-566-7562

Donnie Poston
Director of Schools

JOHNNY BYRGE
1005 Rose Hill Drive
LaFollette, TN 37766

SCOTT HILL
223 Hollifield Drive
Jacksboro, TN 37757

EUGENE LAWSON
P.O. Box 149
Caryville, TN 37714

MIKE ORICK
P.O. Box 106
Caryville, TN 37714

J.L. "SARGE" COLLINS
201 Old Wooldridge Pike
Jellico, TN 37762

RELEASE

Comes_____, an, officer, employee or duly authorized agent, acting with real authority, releases and holds harmless the Campbell county Board of Education, The Director of Schools, their agents and employees from any liability resulting from a violation of Tennessee Code Annotated Section 49-5-413, and specifically acknowledges that all persons in their or close proximity to school children, as contemplated in said statute, are in full compliance with the requirements thereof.

_____

Name

_____

Title

Business Name and Address

_____

_____

_____

CAMPBELL COUNTY
Department of Finance
Jeff Marlow, Director
P.O. Box 843 • 555 Main Street
Jacksboro, TN 37757
Office: 423-562-6201 • Fax: 423-562-0535

MEMORANDUM

TO: All Vendor Supplying Goods and/or Services to Any and All Departments, Divisions and Agencies of Campbell County Government

FR: Jeff Marlow, Director of Finance Campbell County Government

RE: Required Vendor Documentation

DATE: October 11, 2010

This memo is to advise you of the enhanced purchasing procedures of Campbell County Government for any and all Funds, Departments, Divisions and Agencies thereof. These enhanced purchasing procedures require all vendors wishing to do business with Campbell County to provide certain minimum documentation.

All vendors are required to complete and return a Vendor Acknowledgement Letter and a W-9 Tax Identification Form, copies attached, to the Campbell County Department of Finance. Additionally, all vendors are required to submit a current copy of their Business License, unless the business entity is exempt from the requirement to have a business license by State Law. Further, all vendors are required to submit a copy of a valid Certificate of Liability Insurance, if performing work on County Property. These documents will be kept on file in the Finance Office, and must be resubmitted on an annual basis.

Lastly, as vendors are solicited/engaged to perform or provide goods and/or services, they must submit a Vendor Certification of Eligibility and Non-Collusion Form, copy attached. All of the foregoing documents are required to be on file in the Finance Office in order for a vendor to be on the County's approved vendor list to supply goods and/or services to Campbell County Government.

If you have any questions, please contact Jeff Marlow, Campbell County Director of Finance or Lisa Bowlin, Deputy Director/Purchasing Agent, at (423) 562-6201.

FINANCE DEPT. USE ONLY

Vendor #: _____

Vendor Acknowledgement Letter

Return to: Campbell County Department of Finance
Attention: Accounts Payable Bookkeeper
P.O. Box 843
Jacksboro, TN 37757

This letter is to acknowledge that _____ Company/Vendor
(Printed Company/Vendor Name)
has been advised of the Purchasing Procedures of Campbell County Government (see enclosed memo), and is fully aware that the intent of these purchasing procedures is to control authorized purchases through the use of a centralized purchasing system which utilizes Purchase Orders. By signing and returning this letter, the authorized representative of the above named Company/Vendor acknowledges awareness and acceptance of the Purchasing Procedures of Campbell County Government, and such Company/Vendor specifically agrees not to provide any goods and/or services to any department, agency, or division of Campbell County Government without the prior receipt of a fully executed Purchase Order. Further, by signing and returning this letter, the authorized representative of the above named Company/ Vendor acknowledges that any sales made to any department, agency, or division of Campbell County Government without prior receipt of a fully executed Purchase Order may result in the return of, delayed payment of, or non-payment of items provided without prior receipt of a fully executed Purchase Order.

By: _____ _____
(Signature of Authorized Representative) (Date)

_____ _____
(Printed Name of Authorized Representative) (Title of Authorized Representative)

_____
(Print Full Company Name)

_____
(Company Address)

_____
(Company Address)

_____
(Telephone Number)

CAMPBELL COUNTY
Department of Finance
Jeff Marlow, Director
P.O. Box 843 • 555 Main Street
Jacksboro, TN 37757
Office: 423-562-6201 • Fax: 423-562-0535

MEMORANDUM

TO: All Vendors Supplying Goods and/or Services to Campbell County Government
All Officials, Department Heads and Employees of Campbell County Government

FROM: Jeff Marlow, Director of Finance, Campbell County Government

RE: Purchases Without Approved Purchase Orders

This memorandum is to advise all vendors supplying goods and/or services to Campbell County government of the County's required purchasing procedures. Among other things, the procedures require that a **purchase order signed by the Campbell County Director of Finance and the Purchasing Agent must be issued prior to any purchase** by any agency, office or department of Campbell County government. This purchase order number must be included on the invoice for the goods and/or services purchased. Additionally, recurring items for services rendered which do not require purchase orders such as utility bills, telephone bills, rental agreements, lease agreements and other contractual arrangements must be signed by the Campbell County Director of Finance in addition to any other signatures of any other representatives of Campbell County.

CAMPBELL COUNTY GOVERNMENT WILL NOT PAY INVOICES WHICH DO NOT INCLUDE AN APPROVED PURCHASE ORDER NUMBER OR OTHER APPROVED CONTRACTUAL AGREEMENTS.

Sales made without an approved purchase order shall not be considered sales made to Campbell County government. Certain acquisitions do not require a purchase order such as utilities, phone or items required on a monthly, quarterly or annual subscription basis. However, these items must also be signed by the Director of Finance before any such item is binding upon Campbell County government. Any vendor who makes sales of goods and/or services to any agency, office or department of Campbell County **without an approved purchase order or proper documentation signed by the Director of Finance, will be required to seek payment and/or return of goods purchased from the individual to whom the sale was made.**

*Enclosed is a form letter to sign and return to the Department of Finance stating that you understand and will comply with the Campbell County Purchasing Procedures.

If you have any questions about this memorandum, please contact Jeff Marlow, Campbell County Director of Finance or Lisa Bowlin, Deputy Director/Purchasing Agent, at (423)562-6201.

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see Instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Vendor Certification of Eligibility and Non-Collusion

RE: QUOTE/PROPOSAL/BID FOR _____

_____

The undersigned authorized representative(s) state(s) with respect to our Informal Quote, Proposal and/or Formal Bid submittal to Campbell County, Tennessee, and/or to its applicable departments, officials, employees and agents:

I/We hereby certify that the preparation and submission of any price quotes provided in response to informal solicitations, requests for proposals, and/or formal bid solicitations, have been prepared independently; without consultation, communication, and/or agreement with any other bidder or potential bidder as to prices, terms, and/or conditions of the goods and/or services being quoted.

I/We hereby certify as follows: If the proposed purchase is awarded to myself and/or to my/our firm, as applicable, that no member or members of the governing body, elected official or officials, employee or employees of Campbell County, or any person representing or purporting to represent Campbell County, or any family member of any of the person(s) and/or group(s) stated above, including parents, spouse(s), or child/children, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit, of whatsoever type or nature, on account of the act of awarding and/or accepting and/or executing the subject purchase requisition, purchase order, proposal, and/or contract which would be considered a bribe, kickback, under the table payment(s), illegal payment(s), conflict of interest, or any other conduct which is prohibited in any manner under Tennessee and/or Federal law generally, whether by statutory or common law, as applicable.

I/We hereby certify as a means of full disclosure that if I/We have a family relationship of any kind with the requisitioning representative(s) of Campbell County to which our response to informal solicitations, requests for proposals, and/or formal bid solicitations is being submitted for review and consideration, such family relationship is fully disclosed in the space provided immediately below. I/We further acknowledge that failure to fully disclose any such relationships may result in our immediate and permanent disqualification from any consideration in the present or future solicitation processes for informal solicitations, requests for proposals and/or formal bid solicitations.

Full Disclosure of Respondent's Family Relationships to Requestor

Names of Family Members	Family Relationship
_____	_____
_____	_____

I/We hereby certify that I/we have full authority to bind myself and/or the company named below, as and to the extent applicable, and that I/we have personally reviewed the information contained in our response to this informal solicitation, requests for proposal, and/or bid package, as applicable, and all attachments and materials and appendices, and do hereby attest to the accuracy of all information contained in response to this informal solicitation, request for proposal and/or formal bid solicitation, including all attachments and materials and exhibits, if and as applicable.

I/We hereby certify that this response to informal solicitation, request for proposals and/or formal bid solicitation is submitted by the undersigned on my/our/its own behalf and not as a front or shill for some other entity, and that if awarded the response to informal solicitation, request for proposal and/or bid contract the undersigned is fully qualified to perform same and is not disqualified by reason of any conflict or other reason of whatsoever type or nature, and that the acceptance and performance of said proposal/bid/contract will not be in violation of any local, state, or federal policies, regulations, contract requirements, or laws, without limitations.

I/We acknowledge that any misrepresentation will result in immediate and permanent disqualification from any consideration in the present or future solicitation processes for informal solicitations, requests for proposals and/or formal bid solicitations.

The undersigned further recognize(s) that Campbell County reserves the right to reject any and all bids and/or proposals without cause, or to make its award of any and all bids and/or proposals for any lawful reason.

The use of the singular and plural and gender herein shall be all inclusive and interchangeable and shall be interpreted as appropriate to the circumstances.

All statements herein are material to the eligibility of the undersigned to be considered with respect to this and any future responses to informal solicitations, requests for proposals and/or formal bid solicitations.

_____ _____

(Signature of Authorized Representative) (Date)

_____ _____

(Printed Name of Authorized Representative) (Title of Authorized Representative)

_____

(Organization Type; Corporation, LLC, Partnership, Proprietorship)

_____

(Print Full Company Name)

_____

(Company Address)

_____

(City, State, Zip Code)

_____

(Telephone Number)