



REQUEST FOR PROPOSAL (RFP)

Item(s) up for Bid: IT equipment and installation

Ripken Pigeon Forge LLC, (RPF) dba The Ripken Experience Pigeon Forge, (Temporary Mailing Address) – Ripken Baseball – C/O The Pigeon Forge Community Center – P.O. Box 605 - 170 Community Center Drive – Pigeon Forge, TN 37868, will accept bids by mail or hand delivered until December 22, 2015. Mail may include express mail i.e. UPS, Fed Ex for example.

RPF is stipulating specific requirements for bidding on: IT equipment and installation, including installation and configuration of equipment, and 30 days of access to installation/configuration team for support in tweaking of network. All network devices to be configured with basic IP addresses and firmware updated to the most recent version. Switches will need to be configured with 3 VLANs, management data and phone.

Be certain you have complied with all specification requirements, and have signed or caused to be signed all required documents.

Be sure to fill out the forms listed below and submit with the sealed bid.

Completed Bidding Document

Bidders Proposal

Business History

Material misstatements concerning completed actions by the bidder in any statement, or failure to complete and submit any required form may render a bid non-responsive, and may be due cause for rejection of the bid.

Bids received after the appointed date set for receipt will be returned unopened.

Please read carefully all general and specific conditions.

All bids must be submitted via mail or hand delivered to Ripken Pigeon Forge LLC/ IT Equipment and Installation Bid |Attn: David Bounds, General Manager, Ripken Baseball – C/O The Pigeon Forge Community Center – P.O. Box 605 - 170 Community Center Drive – Pigeon Forge, TN 37868.

If you have questions, please contact David Bounds at dbounds@ripkenbaseball.com

About Ripken Pigeon Forge, LLC

Ripken Pigeon Forge, LLC operates The Ripken Experience Pigeon Forge, a world-class amateur baseball complex located in Tennessee. Featuring 6 youth fields, they are designed to mimic major and minor league ballparks such as Camden Yards and Fluor Field. The facility hosts amateur baseball and softball tournaments, camps, clinics, and a variety of other special events.

About Ripken Baseball

The mission of Ripken Baseball is to inspire athletes through remarkable experiences. Ripken Baseball currently owns and operates multiple Minor League Baseball teams and plays host to numerous youth tournaments, camps and clinics at The Ripken Experience Aberdeen powered by Under Armour baseball complex in Maryland, The Ripken Experience Myrtle Beach in South Carolina, and operates The Ripken Experience Pigeon Forge in Tennessee.

Goal

RPF is looking for a company to provide IT equipment and installation for the Ripken Experience Pigeon Forge. The equipment in the attached chart, is a suggested list of equipment, but we will accept suggestions and modification requests with justification from bidder. The installation includes installing in the IT room(s), all equipment necessary to provide networking for the office (included in the list below) and mounting up to Eight (8) wireless access points for the complex – 2 on Main Bldg, 1 on Maint. Bldg, 1 in lower Concession stand, and possibly 4 more at four of the fields or Training Circle. Please price for 6 and 8 wireless locations.

Locations to be coordinated with General Manager and construction manager, depending on wireless coverage, but includes mounting in high locations, such as poles behind backstops.

Conditions:

- RPF reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal. This includes the right to request clarification of information submitted and to request additional information.
- Should vendor be found in default of their obligation under the bid proposal agreement, the vendor shall be given written notification of the event of default and given seven (7) days upon which to cure. If the vendor fails to cure within the seven (7) day cure period, the agreement shall be terminated and all parties released from their obligation under the agreement except (1) an obligation to pay monies due on date of termination or (2) an obligation to indemnify due to an occurrence prior to the date of termination which obligations shall survive the termination.
- In executing the contract agreement and performing their respective obligations, the RPF and the vendor are acting independently and not in any form of partnership or joint venture. The RPF assumes no responsibilities of liabilities to any third parties in connection with the agreement.
- Please attach or disclose any additional costs and/or delivery charges if applicable. Charges not disclosed here will not be payable.

Vendor Proposal:

- All proposals must be clearly and distinctly typed or written with ink via mail or hand delivered.
- Proposals must be on the form furnished by RPF or they will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the Bidder.
- This invitation for proposals does not commit RPF to pay any costs incurred by any vendor

- in the submission of a proposal.
- Any proposal may be deemed non-responsive by the General Manager, if it is not on the Proposal Forms provided or is not in complete conformance with any and all conditions of the bid packet.
- Additional pages may be added to the original proposal form, as deemed appropriate by the vendor

Negotiations & Modifications of Proposal:

- The final contract terms with RPF will be determined by negotiation with all qualified responders after proposals are received and reviewed.
- A vendor may modify their original proposal through the negotiation process. RPF may award the contract to the vendor whose proposal may be more favorable or advantageous to RPF. To be effective, every modification must be made in writing and signed by the vendor or his/her designee.

Contract Compliance:

- Each Proposer shall inform itself, and the Proposer awarded a contract shall comply with all federal, state and local laws, statutes, and ordinances relative to the execution of the work.
- Each Proposer shall obtain and include in his/her proposal all permits and licenses that may be required to perform the contract, i.e. copies of your business license.

The proposal should be of sufficient detail to allow RPF to fully and clearly understand:

- Prices of equipment and cost of installation
- The Vendors' ability to procure all necessary permits or business license.
- The vendors' ability to complete the project as early in 2016 as possible (not later than February)
- Brief outline of vendors' history in similar type(s) of operations and business references;
- Any other considerations the vendor deems relevant

Schedule:

- Issue RFP: December 3, 2015
- Deadline for submittal of Proposal: December 22, 2015.
- Review, discussion and negotiations completed by: January 7, 2015
- Execution of Purchase by: January 14, 2016
- Installation completed by: February 28, 2016

Thank you for your interest.

For any additional questions regarding this unique business opportunity, please contact David Bounds, General Manager at dbounds@ripkenbaseball.com.

Business History

Where is your business located? _____

How many years have you been in business? _____

How many other businesses have you provided Wifi systems for? _____

Business References

Please list 4 organizations for whom you provide/provided service in the past 2 years:

Organization Name: _____

Organization Location: _____

Contact Person: _____

Contact Phone #: _____

Organization Name: _____

Organization Location: _____

Contact Person: _____

Contact Phone #: _____

Organization Name: _____

Organization Location: _____

Contact Person: _____

Contact Phone #: _____

Organization Name: _____

Organization Location: _____

Contact Person: _____

Contact Phone #: _____

The undersigned Bidder declares that he/she has read and fully understands the Request for Proposal and that the information contained herein is true and correct to the best of their knowledge. Bidder also agrees that his/ her Proposal shall remain open and not withdrawn for a period of not less than sixty (30) days from the scheduled bid opening date.

SUBMITTED BY:

Signature of Authorized Representative Firm Name

Title Street Address

Date City, State, Zip

Telephone Number

Vendor Proposal Form

IT equipment and installation at Ripken Experience – Pigeon Forge

Business Name: _____
 Contact Person: _____ Email: _____
 Business Phone: _____ Cell: _____
 Mailing Address: _____ City: _____ Zip: _____

Equipment Price (Please indicate per unit cost , including any shipping & handling, etc)

Manufacturer Part #	Qty	Description	Cost Per Item	Total Cost
MR72-HW	8	Cisco MR72 IEEE 802.11ac 1.17 Gbit/s		
MA-ANT-20	10	Meraki 4/7 dBi Dual-Band Omni Antenna		
MR12-HW	3	Cisco MR12 IEEE 802.11n 300 Mbit/s		
MA-ANT-25	3	Meraki Dual-Band Patch Antenna, 8 /		
LIC-ENT-3YR	8	Meraki Enterprise Cloud Controller for		
SMT1500R2X180	1	APC Smart-UPS 1500VA LCD RM 2U		
01-SSC-4275	1	Dell NSA 2600 Network Security		
J9836A#ABA	1	HP 2920-48G-POE+ Switch - 44 Ports -		
U3ND7E	1	HP Foundation Care Exchange Service -		
J9727A#ABA	2	HP 2920-24G-POE+ Switch - 20 Ports -		
U3NB8E	2	HP Foundation Care Exchange Service -		
J9731A	3	HP Expansion Module - 2 x SFP+ 2 x		
JG926A#ABA	6	HP 1920-24G-PoE+ (370W) Switch - 24		
J4858C	12	HP Mini-GBIC Transceiver Module - 1 x		
J9150A	6	HP ProCurve Gigabit Ethernet SFP+		
J9821A	1	HP 5406R z12 Switch - Manageable - 6 x		
J9828A	1	HP 5400R 700W PoE+ z12 Power		
J9538A	1	HP Expansion Module - 8 x SFP+ 8 x		
SC450R1X542	8	APC Smart-UPS SC 450 w/Network		

Is Sales Tax included in the per unit cost? Yes or No

Project Coordination and Installation Cost: _____

This should include: submitting project plan with deadlines, coordinating work with construction company and site manager, as well as other partners to have the equipment installed and working in each specified location by February.

Total Cost (Equipment + Project Coordination and Installation costs): _____

Background Checks

Because we are dealing with youth, all employees or contractors that may come in contact with youth at our complex are required to pass a background check.

Does your company utilize a background check company to screen employees? Yes / NO (circle one)

Name of Company: _____

If no, will you implement and provide proof prior to work beginning? _____

Insurance: What type and amount of insurance does your company have?

***Vendors with no general or liability insurance will not be accepted. Proof of Minimum \$500,000 insurance is required.

Infrastructure / Electricity / Space

RPF will provide space and required electricity within The Ripken Experience Pigeon Forge Main IT and other locations, as needed. Such space location and size will be mutually agreed upon by RPF and the selected vendor.

Delivery and Receipt of Equipment

Receipt and Delivery of the equipment is to be handled by vendor in coordination with RPF. All package slips, manuals, warranty information, must be provided to RPF.

The City of Pigeon Forge reserves the right to waive informalities, to accept or reject any bid and/or any part thereof, and to accept the bid deemed in the best interest of the City of Pigeon Forge. The City of Pigeon Forge is an EOE and complies with ADA and Title VI.

It is the policy of the City of Pigeon Forge not to discriminate on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, the agency/program/contractor certifies and warrants it will comply with this policy.