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**Harriman Utility Board Fiber Construction Project**

***IP Space RFP***

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# Project Summary

The Harriman Utility Board (HUB) in Roane County, TN, is launching a fiber construction project to deliver high-speed broadband internet access across its service territory. The project entails constructing 395 miles of mainline fiber, initially serving 2,920 homes and businesses. The network is designed to eventually cover the entire HUB service area, which encompasses 7,300 homes and businesses, with potential for future expansion.This project requires IP Space for logical network management. Fiber construction is scheduled to begin in June 2025, with the initial network configuration to begin in late June.HUB is seeking bidders to provide IP Space for the project.

# Project Terminology

|  |  |
| --- | --- |
| Harriman Utility Board "HUB" / The Client | Harriman Utility Board is the municipal project sponsor. They may also be referred to as "HUB" or The Client. |
| EN Communications / Consultant | EN Communications is the project consultant for HUB, and may also be referred to as the Consultant. |
| IP Space Supplier / Supplier / Bidder | The service and/or materials provider responding to this RFP as identified in the Authorization tab. |

# RFP Package Documents

This RFP is comprised of the following documents:

|  |  |
| --- | --- |
| HUB IP Space RFP Instructions.docx | (This document), which contains a project schedule summary, RFP schedule summary, and instructions to successfully submit bid response packages. |
| HUB IP Space RFP Workbook.xlsx | The workbook provides detailed project requirements. It is also the primary document for the bidder to respond to the necessary business, legal, and pricing inquires. |
| Iran Divestment Affidavit.docx | This affidavit is a Tennessee state requirement for Suppliers. |

# Bid Package Contents Checklist

The bid package submitted for consideration should contain the following documentation in the order listed. ***Any required items that are missing may result in disqualification.***

|  |  |  |
| --- | --- | --- |
| **Count** | **Item** | **Requirement** |
| 1 | Printout of all tabs of the HUB IP Space RFP Workbook.xlsx including responses to all questions, bid pricing, and signed authorization. | Required |
| 2 | An official quote of the proposed products & services including any terms and conditions that may apply. The quote should be valid for at least 2 weeks after the published Bid Award date. | Required |
| 3 | Printout of signed Iran Divestment Affidavit.docx | Required |
| 4 | Documents introducing company, brand, value proposition, etc. | Optional |

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# Bid Package Submission Instructions

Please note, the bid package submission process requires two steps in the sequence listed below. Failure to follow the first step or the proper sequence will result in immediate disqualification from the bid.

**Step 1 – Physical delivery of sealed envelope bid package for public open**

This RFP process will require a sealed bid open of physical documents. Sealed bid packages must be delivered to the client before the scheduled public opening by one of the methods documented below.

*\* For all physical delivery options listed below, please ensure the sealed envelope clearly indicates the RFP Name and Bid Company Name.*

**Bid Package Private Carrier Mailing Instructions**

Private carriers (UPS, FedEx, etc.) deliver directly to the HUB main office location.

Ship to:

Harriman Utility Board

c/o Randy Cantrell – HUB IP SPACE RFP – [Insert Company Name]”

200 N. Roane St

Harriman, TN 37748

**Bid Package USPS Mailing Instructions**

USPS packages are delivered to a PO box and must arrive 48 business hours before the Sealed Bid Public Open to be included in the Sealed Bid Public Open.

Ship to:

Harriman Utility Board

c/o Randy Cantrell – HUB IP SPACE RFP – [Insert Company Name]”

PO Box 434

Harriman, TN 37748

**Bid Package Hand Delivery Instructions**

Hand delivery of packages to the main office cashiers is allowed.

Deliver to:

Harriman Utility Board

c/o Randy Cantrell – HUB IP SPACE RFP – [Insert Company Name]”

200 N. Roane St

Harriman, TN 37748

**Step 2 - Bid Package Electronic Submission Instructions**

Electronic packages should be transmitted after the Public Open within 24 hours. Electronic package submissions transmitted before the Sealed Bid Public Open will disqualify the bidder.

Email instructions are as follows:

1. Attach package items to email and send to:
   1. [randy.cantrell@entrustsol.com](mailto:randy.cantrell@entrustsol.com)
   2. [ashley.hawkins@entrustsol.com](mailto:ashley.hawkins@entrustsol.com)
2. Subject line should read: “HUB IP SPACE RFP – [Insert Company Name]”

# Bid Submission Terms & Conditions

* Submit only 1 bid per sealed envelope.
* Sealed Envelopes received after the public open will be disqualified.
* Bids that do not include all the required content listed above may be disqualified.
* Submitting the electronic copy before public opening may result in disqualification.
* Failure to mark the bid company name clearly on the envelope may result in disqualification.

The Client reserves the right to reject any and all proposals, to waive any irregularities in the proposal, to make the award to more than one bidder, to accept any part or all of the proposal, or to accept the proposal which is in the best interest of the Client.

# Sealed Bid Opening

The sealed bid opening will be conducted by the Client at their main office facilities at the address below. Bidders are welcome to attend the bid opening by arriving onsite at least 15 minutes before the scheduled opening and requesting to be escorted to the RFP meeting room. A conference call will be established and emailed out to registered bidders to attend the opening remotely.

Sealed Bid Opening Meeting Location:

Harriman Utility Board

200 N. Roane St

Harriman, TN 37748

# RFP Timeline

The RFP timeline is shown in the table below.

|  |  |  |
| --- | --- | --- |
| **EVENT** | **DUE DATE**  ***(Time in EST)*** | **COMMENTS** |
| Advertise RFP & Publish Intent to Bid Registration Form  RFP Documents Published | April 24 | Upcoming RFP will be advertised to full requirement. |
| Q/A Portal Opened | April 30 | Last day to register with ITB form. RFP documents will be made available for download to all registered bidders. First bidder questions may be submitted. |
| Q/A Portal Closed | May 9 | Portal is closed for new questions but is still accessible for review. |
| Meeting Invite Delivered | May 9 | Meeting invite shared with registered bidders for remote attendance of the sealed envelope public open. |
| Sealed Envelope Opening | May 14  (10:30 am) | Sealed envelope public open. |
| Electronic Bids Due | May 15 | Electronic copies of bid packages must be delivered after the sealed envelope public opening. |
| Bid Award | May 27 | All bidders will be notified of the final award status. |

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# Project Timeline

The table below outlines key project milestones associated with the IP Space acquisition. Target dates may shift and require coordination.

|  |  |
| --- | --- |
| **EVENT** | **DATE** |
| Construction Start | June 2025 |
| Initial Logical Network Setup | June 2025 |

# Bid Bond Requirements

A bid bond will not be required for this bid activity.

# Criteria

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **COMMENTS** | **WEIGHTING FACTOR** |
| Price | Overall best value for purchased equipment, material, and services. | 25% |
| Availability | Availability of materials based on lead times relative to project schedule | 25% |
| ARIN Approved Vendor | The bidder must already be registered as an approved vendor with ARIN. | 25% |
| Quality / References | Score will be based upon reference customer responses, overall quality practice, and warranty offering. | 25% |