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**Harriman Utility Board Fiber Construction Project**

***Telecom Hut and Data Center Electronics RFP***

Table of Contents

[Project Summary 3](#_Toc194665772)

[Project Terminology 3](#_Toc194665773)

[RFP Package Documents 3](#_Toc194665774)

[Bid Package Contents Checklist 3](#_Toc194665775)

[Bid Package Submission Instructions 3](#_Toc194665776)

[Bid Package Private Carrier Mailing Instructions 4](#_Toc194665777)

[Bid Package USPS Mailing Instructions 4](#_Toc194665778)

[Bid Package Hand Delivery Instructions 4](#_Toc194665779)

[Bid Package Electronic Submission Instructions 4](#_Toc194665780)

[Bid Submission Terms & Conditions 5](#_Toc194665781)

[Sealed Bid Opening 5](#_Toc194665782)

[RFP Timeline 5](#_Toc194665783)

[Project Milestones: 6](#_Toc194665784)

[Bid Bond Requirements 6](#_Toc194665785)

[Evaluation Criteria 6](#_Toc194665786)

# 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 electronics and software licensing to outfit one office facility and two telecom huts. Fiber construction is scheduled to begin in May 2025, with the build-out for the office facility set for late May 2025, the first telecom hut in July, and the second telecom hut in August.HUB is seeking bidders to provide electronics for the office facility and two telecom huts.

# Project Terminology

|  |  |
| --- | --- |
| Harriman Utility Board "HUB" | Harriman Utility Board is the municipal project sponsor. They may also be referred to as "HUB" or The Client. |
| EN Communications | EN Communications is the project consultant for the Client and may also be referred to as the Consultant. |
| Electronics Supplier | The Supplier refers to a bidder that provides a proposal in response to this RFP. |
| Bidder | Also refers to the Electronics Supplier |

# RFP Package Documents

This RFP is comprised of the following documents:

* **“HUB Electronics RFP Instructions.docx”** (this document) which contains project details and bid instructions.
* **“HUB Electronics RFP Workbook.xlsx”** which contains electronics requirements and serves as the bid response document.
* **“Iran Divestment Affidavit.docx”,** 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.

* Required: Printout of all tabs of the HUB Electronics RFP Workbook.xlsx including responses to all questions and signed authorization.
* Required: An invoice of the proposed products & services including any terms and conditions that may apply.
* Required: Signed Iran Divestment Affidavit.docx
* Optional: Documents introducing company, brand, value proposition, etc.

# Bid Package Submission Instructions

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. Once the sealed envelopes have been opened publicly, electronic copies of bid proposals must be delivered within 24 hours.

*\* For all physical delivery options listed below, please ensure the sealed envelope clearly indicates the 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 ELECTRONICS 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 24 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 ELECTRONICS RFP – [Insert Company Name]”

PO Box 434

Harriman, TN 37748

## Bid Package Hand Delivery Instructions

Hand delivery of packages to the main office is allowed.

Deliver to:

Harriman Utility Board

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

200 N. Roane St

Harriman, TN 37748

## Bid Package Electronic Submission Instructions

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

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 ELECTRONICS RFP – [Insert Company Name]”

# Bid Submission Terms & Conditions

* Submit only 1 bid per envelope.
* Sealed Envelopes received after the public open may 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 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 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 | April 2 | Upcoming RFP will be advertised to full requirement. |
| RFP Documents Published &  Q/A Portal Opened | April 7 | 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 | April 16 | Portal is closed for new questions but is still accessible for review. |
| Meeting Invite Delivered | April 14 | Meeting invite shared with registered bidders for remote attendance of the sealed envelope public open. |
| Sealed Envelope Opening | April 17  (10:30 am) | Sealed envelope public open. |
| Electronic Bids Due | April 21 | Electronic copies of bid packages must be delivered after the sealed envelope public opening. |
| Bid Award | April 28 | All bidders will be notified of the final award status. |

# Project Milestones:

The table below outlines key project milestones associated with the hut installation schedule. Target dates may shift and require coordination.

|  |  |
| --- | --- |
| **EVENT** | **DATE** |
| Construction Start | May 2025 |
| Office Facility Build Out | May 2025 |
| Hut 1 Build Out | July 2025 |
| Broadband Test Customers | July 2025 |
| Hut 2 Build Out | August 2025 |
| First Broadband Customers Online | August 2025 |

# Bid Bond Requirements

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

# Evaluation Criteria

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **COMMENTS** | **WEIGHTING FACTOR** |
| Price | Overall best value for purchased equipment, material, and services. | 40% |
| Materials Availability | Availability of materials based on lead times relative to project schedule | 40% |
| Quality / References | Score will be based upon reference customer responses, overall quality practice, and warranty offering. | 20% |