

## **Specifications for Television Service at Northwest Correction Complex**

### I. Scope

#### A. Scope of Service

Contractor shall furnish, install, and maintain all equipment necessary to provide a system capable of delivering the required television channels. The system may be Cable TV, Direct Broadcast Satellite (DBS), C-Band Satellite or any combination thereof. Quoted price shall include all equipment, maintenance and programming cost. As mentioned in number 3 below, a dedicated channel will also be required at no additional cost. If required, the State will provide adequate ground space with a clear view of the sky for the installation of ground mounted dishes (1 meter or larger). This ground space will be within 300 feet of the equipment room. The State will provide an environmentally controlled room for the contractor's equipment.

##### 1. Location of Service

Northwest Correctional Complex (NWCX)  
960 State Route 212  
Tiptonville, TN 38079

##### 2. Number of service drops service shall be provided to a total of 1,248 service drops.

##### 3. Base Channels to be provided at minimum. The following Channels listed below shall be provided if available in the area:

NBC, ABC, CBS, FOX, BET, CNN, ESPN, CMT, TBS, USA, TNT, Spike, Discovery, PBS, VH-1, Univision, ESPN2, A&E, History, ABC Family, CNN HLN, Turner Classic Movies, The Learning Channel, Animal Planet, SYFI, Hallmark, HGTV, Travel, GAC, Fox Sports, FS1, FX, FX Movies, NBC sports, TV One, BET, AMC, IFC, Church and TBN. At least one (1) dedicated channel for facility to connect playback equipment (DVD/VHS) and message scroll shall also be provided at no additional cost. Contractor is responsible for the maintenance and upkeep of all free channels.

If a channel listed above is not available, an explanation of such must be listed in your bid.

##### 4. Point of Delivery for Service

Contractor shall be responsible for providing the channels listed to a single point of delivery. Internal distribution and maintenance of the 1,248 drops shall be the responsibility of the State. Contractor will be required to provide all items for channels that are included. Facility will not provide any equipment to provide service.

#### B. Description of the Facility

Northwest Correctional Facility (NWCX) is a Security Level III (Close Custody to Medium Custody) Correctional Facility located in extreme Northwest Tennessee. NWCS's operational capacity is 2,377 inmates. The total number of actual

television sets is not known. There are a total of 1,248 inmate cells that are authorized to have television sets.

## II. Bidder/Contractor Requirements

### A. Minimum Qualifications:

1. Licensed in accordance with all Industry, Federal, State, and Local Board(s) requirements.
2. Minimum of three (3) references with contracts in effect for comparable services and approximate size and scope with satisfactory/exceptional performances and service.

### B. Requirements and Responsibilities

1. The vendor awarded this contract is to have an established and qualified full-time service staff with the ability to receive and dispatch service technicians upon request of the Institution.
2. Vendor will provide telephone numbers and/or beeper numbers to personnel to contact on an as needed basis for emergency and non-emergency service calls. An outside answering service and/or voicemail system is not acceptable to the State as a contact for non-emergency and/or emergency situations. The vendor will be expected to respond to an emergency situation within a 4 hour response timeframe.
3. Vendor to have technical skills, materials, tools, parts inventory, and equipment that is necessary to maintain the equipment covered under this contract.
4. During the course of the work, the contractor will maintain a clean work area and upon completion of the job, the contractor will clean the area and remove all debris and trash from the work site. All work shall be performed in a workman like manner.
5. Service shall be provided within 48 hours of notification that service is required. All labor, including travel, parts, and replacement equipment required to maintain the system shall be provided at the month rate quoted.

## III. Inspection and Walk-through Contact

Lori Phillips, Procurement Officer  
Northwest Correctional Complex  
960 State Route 212  
Tiptonville, TN 38079  
Telephone: 731-253-5261  
Fax: 731-253-5270  
E-mail: [lori.e.phillips@tn.gov](mailto:lori.e.phillips@tn.gov)

## IV. Security Requirements – Correctional Institution:

The vendor is advised that this is a Correctional Institution and you are required to strictly abide by all Tennessee Department of Correction and Northwest Correctional Complex Policies and Procedures at all times. Deviations from these policies by the vendor or the vendor's employees will not be tolerated and will be considered grounds for immediate contract cancellation. Contractor's employees and vehicles are subject to search:

Per TDOC Policy 506.06, all persons and property are subject to search. Drugs, alcohol, firearms, ammunition, explosives, and weapons are prohibited. Violators will be prosecuted.

Contracts may request an orientation meeting at the beginning of the contract period to familiarize their staff with applicable security requirements.

#### V. Bidding Requirements

Suppliers must bid on all lines listed within the Event through the Edison system. Each line is set up in order to obtain the bid price per the unit of measure listed for service required under this procurement. The total amount of potential service drops are listed in the Scope, section A and B above and should be considered when placing a bid. Any other variation of the bid, bid factors, or terms and conditions, other than expressly placed within the event and its attachments, may be determined by the State, at its sole discretion, to be a non-responsive counteroffer and reject it.

Line 1: This line should be bid based off of the scope listed in section A. above. The service drops and channels listed all need to be taken into consideration when placing a bid. If all items listed in section A are not covered in your bid, then it will be found nonresponsive.

Line 2: This line should be bid based off of the monthly charge associated to any additional channels over the base channels, those not mentioned in section A.3., which would **not** require any additional equipment to add to the existing channels in A.3.

Line 3: This line should be bid off of the monthly charges for channels that **would** require additional equipment for television services that may be requested. Items may vary in price, however only one bid will be accepted for this line.

#### VI. Tobacco Free Facility

Northwest Correctional Complex is a Tobacco Free facility. Any tobacco product(s) outside a secure vehicle will be considered contraband on State Property. This Rule applies to all Staff, Contractors, and Visitors.

**\*An Itemized invoice will be required from the awarded vendor upon monthly completion of services rendered.**