Invitation To Bid

CATOOSA COUNTY – 2026-22 VIRTUAL SERVER REFRESH

Submittal Deadline:

Thursday, November 12, 2026, at 2:00 PM

Catoosa County Board of Commissioners
Attention: Projects Administration Department
800 LaFayette Street
Ringgold, GA 30736

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I. Introduction:

Catoosa County Board of Commissioners are seeking sealed written bids, from qualified vendors, to provide a virtual infrastructure refresh which includes hardware, licensing, and warranty support.

II. Submittal Deadline:

TWO (2) Copies of your Bid must be sealed and delivered in person, by mail or overnight delivery service to the office of the Board of Commissioners, 800 Lafayette Street, Ringgold, GA 30736 no later than **2:00 p.m. EST on Thursday, November 12, 2026.** Bids will be publicly opened and read aloud. Bids received after said time will not be accepted.

Bids shall include a cover letter that includes your plan for accomplishing the Scope of Work.

The envelope shall state "**ITB- 2026-22 Virtual Server Refresh** to prevent accidental opening.

Bids shall be identified on the exterior of the sealed envelope with all the information required by law, including the name of the project and the Respondent's name, address and license number, expiration date and classification (as applicable).

Please address the submittal to:
Projects Administrator
Catoosa County Board of Commissioners
800 LaFayette Street
Ringgold, GA 30736

III. Pre-Proposal Conference:

N/A

IV. Inquiries:

All questions concerning this ITB and all questions arising prior to award are to be addressed via email to BidQuestions@catoosacountyga.gov

Deadline for questions is: **12:00 P.M. EST on Friday, November 6, 2026.**

Responses and/or Addendum will be published on the Catoosa County Website on:
Monday, November 9, 2026.

It is the sole responsibility of the bidder to review the Catoosa County website at www.catoosacountyga.gov/bids before submitting their Bid.

V. Conduct of Work:

Any work that is unsatisfactory to the County's representative will be called to the attention of the Contractor, and the Contractor will be required to properly service the area in question and take steps to improve the overall results. Failure by the Contractor to comply with such requests will result either in the correct work being done by others, with the cost charged to the Contractor, or in deductions being imposed. If the Contractor fails to rectify the unsatisfactory conditions, the County has the right to hire professionals at Contractor's expense.

To avoid interruption in, or interference with the proper execution of County business, the Contractor will provide a Construction Schedule for the entirety of the work, with a minimum of two days' notice to the Project Administrator of specific activities with potential of affecting county business.

Failure to provide services in accordance with the specifications may result in nonpayment of services by adjustment of fee.

VI. Right of Refusal:

Catoosa County reserves the right to accept or reject any and all proposals, to waive formalities, technicalities or irregularities and to re-advertise if necessary.

VII. Protection and Damages:

The successful Contractor shall without additional expense to the County, be responsible for all damages to persons or property that occurs as a result of the contractor's fault or negligence in connection with the execution of the work and shall be responsible for the proper care and protection of the work performed. Breakage or loss of equipment or other property, including that of a County employee, shall be repaired or replaced at the Contractor's expense.

The successful Contractor shall take all precautions necessary for the protection against injury of all persons engaged at the site in the performance of the work. The Contractor shall observe all pertinent safety practices and comply with applicable safety regulations. i.e. (O.S.H.A.).

VIII. Indemnification:

The County shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom, arising out of resulting from the performance of the products or from the services, of which, the County is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the Contractor, or any subcontractor or any of their agents or employees, or arises from any job-related injury. The Contractor agrees to indemnify the County and pay the cost of the County's legal defenses, including the fees of attorneys as may be selected by the County, for all claims described in the hold harmless clause herein. Such payment on behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

It is agreed by the parties hereto that specific consideration has been received by the Contractor under this agreement for this hold harmless/indemnification provision.

IX. Terms and Conditions:

A. All Bids and supporting materials as well as correspondence relating to this ITB and/or RFP become property of Catoosa County Board of Commissioners (CCBOC) when received. Any proprietary information contained in the submittal should be so indicated. However, a general indication that the entire contents, or a major portion, of the Bid is proprietary will not be honored.

B. All applicable State of Georgia and Federal Laws, County and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent, the Contractor and Project throughout and are herein incorporated. The Agreement with the Contractor, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

C. Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.

D. From the date CCBOC receives a Respondents Bid through the date a contract is awarded to a contractor, no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's Bid.

E. All materials submitted in connection with this ITB and/or RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Catoosa County. All such materials shall remain the property of Catoosa County and will not be returned to the respondent.

F. Failure to submit all the mandatory forms for this ITB and/or RFP package shall be just cause for the rejection of the qualification package. However, Catoosa County reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a Bid as non-responsive.

G. In case of failure to deliver goods in accordance with the contract terms and conditions, Catoosa County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Catoosa County may have.

H. By submitting a Bid package, the Contractor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting Bids on contracts by any agency of the State of Georgia.

I. Any contract resulting from this ITB and/or RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of Catoosa County in the State of Georgia. The Contractor shall comply with applicable federal, state, and local laws and regulations.

J. It is understood and agreed between the parties herein that Catoosa County shall only be bound to accept a bid and enter into a contract with the successful bidder for the Project advertised hereunder to the extent of the amount of funds allocated and available, or which may hereafter be allocated or become available, for the Project by the Catoosa County Board of Commissioners.

K. Following review of all qualified Bids, selection of a suitable Contractor, a recommendation will be made to the Catoosa County Board of Commissioners by the project representative.

L. Contractor must have minimum Worker's Comp and General Liability Insurance in full force and effect. No Bid will be considered unless it is accompanied by satisfactory evidence that the Contractor holds any and all necessary or required Federal, State or local licenses and/or permits. Pursuant to O.C.G.A. § 13-10-91, all contractors and sub-contractors performing work within the State of Georgia on a contract with a public employer must register and participate in a federal work authorization. Each Respondent shall submit with its bid a copy of current Business License &/or Occupational Tax Certificate issued in Georgia. If Contractor cannot provide this License, it will be required to obtain one from Catoosa County if it is the Awarded Respondent.

M. Catoosa County reserves the right to accept the lowest responsive & responsible Bid that is determined to be in the best interest of the County. Catoosa County reserves the right to accept or reject any and all bids, to waive formalities, technicalities or irregularities and to re-advertise if necessary

X. Specifications:

The Vendor shall provide a **hardware/license(s) ONLY** bid for:

- 3 Host Hypervisors – 24 core each (AMD or Intel)
- 768 Gibibyte (Gib) of Memory (8 x 32Gib) with at least 4 open slots (256Gib per Host)
- Minimum 216 Gigahertz (GHz) Base Clock (per core base x total cores) total across all processors.
- 1 Storage Array – Storage Area Network (SAN) – All Flash – 50 Tebibyte (TiB) usable storage or more with space to add at least 10TiB more without changing the array or replacing drives (adding drives is acceptable)
- VMware VVF Licensing – 3 Years
- Windows Server 2022 Data Center with Software Assurance Licensing
- 400 User Client Access Licenses for Server 2022
- 4-hour on-site / 5-Years 24/7 hardware support

Detailed Specifications

The purpose of this specification is to describe a virtual infrastructure refresh which includes hardware, licensing, and warranty support. Please include any order sheets so all information can be reviewed. If awarded, the equipment shall be delivered to:

Ringgold Telephone Company
Attn: Marlon Aragon
7734 Nashville St
Ringgold, GA 30736

Minimum Specifications	Bidders Response (Yes/No) (If No Explain)
Hardware	
1. Host Hypervisors – 24 core each (AMD or Intel): **Qty 3**	
2. 768 Gibibyte (Gib) of Memory (8 x 32Gib) with at least 4 open slots (256Gib per Host)	
3. 216 Gigahertz (GHz) Base Clock (per core base x total cores) total across all processors.	
4. 1 Storage Array – Storage Area Network (SAN) – All Flash – 50 Tebibyte (TiB) usable storage or more with space to add at least 10TiB more without changing the array or replacing drives (adding drives is acceptable)	
Licensing	
1. VMware VVF – 3 Years	
2. Windows Server 2022 Data Center with Software Assurance	
3. 400 User Client Access Licenses for Server 2022	
Warranty	
1. 4-hour on-site / 5-Years 24/7 hardware support	

CATOOSA COUNTY BOARD OF COMMISSIONERS

BID FEE FORM

DESCRIPITON OF BID: 2026-22 Virtual Server Refresh

Item/Description	Total Price Bid	Delivery Time (Weeks)
Total Hardware Cost	$	
VMware VVF License – 3 years	$	[redacted]
Windows Server 2022 License	$	
400 User CALs for Server 2022 License	$	
4-hour on-site / 5-Yr 24/7 Hardware Support	$	

Total Cost	$

THIS BID FEE SHALL REMAIN EFFECTIVE FOR _____60_____ DAYS.

COMPANY NAME: _____

ADDRESS: _____

CONTACT: _____ CELL: _____

EMAIL: _____

ACKNOWLEDGEMENT OF ADDENDA: _____#1, _____#2, _____#3, _____#4

_____	_____	_____
Authorized Representative/Name & Title (Print or Type)	Authorized Representative (Signature)	Date

_____	_____	_____
Catoosa County Chairman (Print)	Catoosa County Chairman (Signature)	Date

LOCAL VENDOR PRIVILEGE QUALIFICATIONS

Pursuant to the Catoosa County Purchasing Policy, a local vendor privilege gives qualifying vendors, who are within 4% of the lowest cost, the opportunity to agree to match the lowest cost within 24 hours. (If more than one local vendor meets the qualifications, the lowest local vendor will be given the first opportunity to agree to match the lowest cost. If they refuse, the next lowest vendor will get the opportunity and so on until all local vendors within the 4% range have been given an opportunity.)

A. IN THE CASE OF A PROPOSAL, AWARD IS MADE BASED ON MANY CRITERIA OTHER THAN JUST THE LOWEST COST, SO THIS PRIVILEGE MAY OR MAY NOT COME INTO CONSIDERA- TION DEPENDING ON THE PROPOSAL SCORE BEFORE COST IS FACTORED IN.

In order to qualify for this privilege, a vendor must meet all of the following criteria:

1. The contractor must have an established place of business within Catoosa County.
2. The contractor must have at least two (2) employees who have been working for six (6) months or longer before requesting a local vendor privilege.

Bidders claiming local vendor privilege for any Bid, Price Quote, or RFP must submit an Affidavit of Eligibility with their bid or quote response.

For questions or assistance relating to the County's local vendor preference policy, call us at 706-965-2500.

Preference for Georgia Products

In accordance with the provisions of O.C.G.A. §36-84-1, et. seq., when contracting for or purchasing supplies, materials, equipment or agricultural products, excluding beverages for immediate consumption, Catoosa County shall give preference, as far as may be reasonable and practicable under the circumstances and without otherwise sacrificing quality, to such supplies, materials, equipment and agricultural products which are manufactured and/or produced in the State of Georgia.

LOCAL VENDOR PRIVLEGE AFFIDAVIT NEXT PAGE

CATOOSA COUNTY GOVERNMENT
Finance Department
800 LaFayette Street
Ringgold, Georgia 30736

LOCAL VENDOR PRIVILEGE

AFFIDAVIT OF ELIGIBILITY

Complete all areas below. Submit with your Bid, Quote or Proposal Documents.

1. LEGAL NAME OF FIRM:

Mailing Address: Physical Address (if different):

_____ _____

_____ _____

_____ _____

2. Month and Year your business was established in Catoosa County: _____

3. Does your business have more than two (2) or more employees who have worked at the above location for six (6) months or longer? ☐ YES ☐ NO

4. All employees working at the firm are legally authorized to work in the United States? ☐ YES ☐ NO

5. Bid or RFP # for which that firm is requesting the local vendor privilege:

_____

****

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local privilege shall be prohibited from bidding on Catoosa County products and services for a period of one (I) year.

Authorized Signature:_____

Date: _____

Printed Name & Title: _____ Phone: _____

Email: _____

CATOOSA COUNTY BOARD OF COMMISSIONERS

NON-COLLUSION AFFIDAVIT OF RESPONDENT

DESCIPTION OF BID: 2026-22 Virtual Server Refresh **LOCATION:** Catoosa County, Georgia

STATE OF: _____ **COUNTY OF:** _____

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (Owner, Partner, Officer, Representative, or Agent) of _____, the Respondent that has submitted the attached Proposal;

(2) He/She is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such Proposal;

(3) Such Respondent's Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has not colluded, conspired, connived, or agreed, directly or indirectly, with another Respondent or person, to put in a sham Bid, or that such other person shall refrain from responding to the Request for Bids, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person to fix the Contract Price of affiant or any other Respondent, or to fix any overhead, profit, or cost element of said Contract Price, or of that of any other Respondent, or to secure an advantage against the Catoosa County Board of Commissioners or any other person interested in the proposed contract; and that all statements contained in said Bid are true, and further, that such Respondent has not directly or indirectly submitted this Bid, or contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by a collusion, conspiracy, connivance or unlawful agreement on the part of the respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____
(Affiant)

Subscribed and sworn to before me this _____day of _____, 20____

_____
(Notary Public in and for)

_____
(County) [NOTARY SEAL HERE]

My commission expires _____, 20__

RESPONDENT'S CHECKLIST

_____ Two (2) Copies (one (1) original and one (1) photocopy) contain the following documents: all documents shall be fully completed, signed, and dated:

_____ Bid Fee Form (See Page 8)

_____ All Applicable Affidavit Forms (See Page 11)

_____ Local Vendor Privilege (If Applicable: See Pages 9-10)

_____ Copy of W9

_____ Proof of Business License and/or Occupational Tax Certificate

VENDOR'S IDENTIFICATION

THIS FORM SHALL BE ATTACHED TO THE SEALED ENVELOPE CONTAINING YOUR BID.

Failure to provide the following information on the sealed envelope could be considered a non-responsive bid.

BIDDER INFORMATION:

Company Name: _____

Address: _____

_____

_____

Phone Number: _____

SEALED BID FOR CATOOSA COUNTY GOVERNMENT

PROJECT INFORMATION:

Project Name: 2026-22 Virtual Server Refresh

Bid Opening Date: Thursday, November 12, 2026

Bid Opening Time: 2:00 PM EST