

Palm Beach State College

INVITATION TO BID

ITB #11/12-11

ITB Title: Audio/Media Equipment & Supplies

Date: May 17, 2012

To: All Submitters

From: Purchasing Manager

You are invited to submit sealed proposals subject to the terms, conditions, and specifications contained herein and are hereby made part of this request.

- All proposals must be executed and submitted in a sealed envelope.
- Faxed proposals will not be accepted.
- The face of the envelope shall contain the "Invitation to Bid #11/12-11"
 - the proposal name "Multiple Vehicles"
 - the company name
 - delivered to:

Purchasing

Palm Beach State College
4200 Congress Avenue, MS #27
Lake Worth, FL 33461

- All bids must be received at the address above no later than 3:00 PM, May 29, 2012
- Bids will be opened publicly at that time.
- Bids received after this date and time will be rejected.
- Bids will not be evaluated at this time.
- The evaluation date and time is noted in the ITB document.

With the consent and agreement of the successful bidder, purchases may be made under this ITB by other community colleges, state universities, district school boards, and by other Florida public entities. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (d).

Bidders shall note exceptions to the above paragraph, if any.

In order to insure uniformity, all bids must be submitted on the enclosed forms or exact photo copies and signed by an authorized representative of the company submitting the proposal. Proposals not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.

Direct all inquiries regarding this Invitation to Bid (ITB) to the Purchasing department, in writing, by e-mail:
purchasing@palmbeachstate.edu

All inquiries, with responses, will be made available to all bidders on an equal basis without prejudice.

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Section A

GENERAL CONDITIONS

To insure acceptance of the bid, follow these instructions:

<p>SEALED PROPOSALS: All proposal sheets and forms must be executed and submitted in a sealed envelope. Do not include more than one proposal per envelope. Proposals not submitted on the attached form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection. It is the sole responsibility of the proposer to deliver the proposal to the address contained herein on, or before, the closing hour and date indicated. The College is not responsible for delays with postal delivery nor the normal delay in delivery for internal mail procedures. Palm Beach State College will not be responsible for the inadvertent opening of a proposal not properly sealed, addressed or identified.</p>	<p>DEFINITIONS: [College] refers to Palm Beach State College. [Proposer] refers to the dealer, manufacturer, contractor, or business organization submitting a proposal to the College in response to this request for proposal. [Vendor] refers to the dealer, manufacturer, contractor, or business organization that will be awarded a contract pursuant to the terms, conditions and quotations of the proposal. [Proposer] and [Vendor] will be used interchangeably. [Proposer] and [Bidder] may be used interchangeably throughout this document. [Proposal] and [Bid] may be used interchangeably throughout this document.</p>
<p>EXECUTION OF PROPOSAL: Proposals must contain a manual signature of an authorized representative in the space provided on the proposal submittal form. Proposal must be typed or printed in ink. No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the correct figure above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed will not be tabulated.</p>	<p>PROPOSAL OPENING: Shall be public, at the address indicated on the ITB document, on the date and at the time specified on the proposal form. Proposals will not be evaluated nor will questions be fielded at the time of opening. The proposal opening is to determine the vendor pool only. It is the proposer's responsibility to assure that the proposal is delivered at the proper time and place of the opening. Proposals received after the date and time will be retained, unopened, for the record. Proposals by fax, email or telephone will not be accepted.</p>
<p>PRICES, TERMS and PAYMENT: Firm prices shall be quoted, typed or printed in ink, and includes all packaging, handling, shipping charges and delivery to the destination shown herein.</p>	<p>NO BID: If not submitting a proposal, respond by returning the proposal submission form, marking it "NO BID", and explain the reason.</p>
<p>EVALUATION OF PROPOSALS: The evaluation committee intends to recommend to Palm Beach State College Board of Trustees to authorize College administration to award a contract with the proposer, or proposers, scoring the overall highest evaluation points.</p>	<p>CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this proposal shall be the new, current model in production available at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.</p>
<p>AWARDS: In the best interest of the College, the College reserves the right to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received. The College also reserves the right to make awards to one, or more, vendors based upon the recommendations of the evaluation committee.</p>	<p>TAXES: The College does not pay sales taxes on direct purchases of tangible personal property. Do not include these items on invoices. See exemption number on face of purchase order. Exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of state owned real property as defined in Chapter 192 F.S.</p>
<p>DISCOUNTS: Proposers are encouraged to reflect cash discounts in unit prices quoted. Proposers may offer a cash discount for prompt payment; however, discounts for less than 30 days will not be considered in determining the lowest net cost for proposal evaluation purposes. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.</p>	<p>MISTAKES: Proposers are expected to examine the specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the proposer's risk. In case of mistake in extension, the unit price will govern.</p>
<p>CLARIFICATION/CORRECTION OF BID ENTRY: The College reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.</p>	<p>COSTS: The College is not liable for any costs incurred by a proposer in responding to this ITB, including those for presentations, when applicable.</p>
<p>SAFETY STANDARDS: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under. Failure to comply with the condition will be considered as a breach of contract.</p>	<p>UNDERWRITERS' LABORATORIES: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall carry U.L. approval and reexamination listing where such has been established.</p>
<p>PAYMENT: Payment will be made by the College after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, be free of damage /defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the proposal. An original invoice should be submitted. Failure to follow these instructions may result in a delay in processing invoices for payment. In addition, the purchase order number should appear on bills of lading, packages, cases, delivery lists and correspondence.</p>	<p>FREIGHT TERMS: All goods will be delivered F.O.B. Palm Beach State College Central Receiving 4200 Congress Avenue Lake Worth, FL 33461 Unless otherwise specified</p>

<p>DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.</p>	<p>INTERPRETATIONS: Any questions concerning conditions and specifications shall be directed in writing to Palm Beach State College Purchasing office for receipt no later than seven(7) business days prior to the ITB opening. Inquiries must reference the date of RFP opening and ITB number</p>
<p>MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturers' names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any items(s). If proposals are based on equivalent products, indicate on the proposal form the manufacturer's name and number. Proposer shall submit with his proposal, cuts, sketches, descriptive literature, and complete specifications. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Reference to literature submitted with a previous bid will not satisfy this provision. Proposals that do not comply with these requirements are subject to rejection. Proposals lacking any written indication of intent to quote an alternate brand will be considered incomplete with the specifications as listed on the proposal form.</p>	<p>CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee or relative of the Palm Beach State College. Further, all proposers must disclose the name of any employee or family member thereof, who owns, directly or indirectly, an interest in the proposer's firm or any of its branches. The proposer shall not compensate, in any manner, directly or indirectly, any officer, agent, or employee of the College for any act or service that he/she may do, or perform for, or on behalf of any officer, agent or employee of the proposer. No officer, agent, or employee of the College shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made by anyone for, or on behalf of the College. The proposer shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this ITB.</p>
<p>ADDITIONAL QUANTITIES: The College reserves the right to acquire additional quantities at the prices quoted in this invitation. If additional quantities are not acceptable, the proposal sheets must note: For Specified Quantity Only.</p>	<p>SERVICE AND WARRANTY: Unless otherwise specified, the proposer shall define any warranty service and replacements that will be provided during and subsequent to performance of this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided</p>
<p>NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested for compliance with specifications by appropriate testing laboratories. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, Florida Statutes. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in ITB and/or purchase order may result in proposer being found in default in which event any and all procurement costs may be charged against the defaulting contractor. Any violation of these stipulations may also result in the supplier's name being removed from the vendor pool.</p>	<p>SAMPLES: Samples of items, when required, must be furnished free of expense, on or before ITB opening time and date, and if not destroyed by testing may, upon request, be returned at the proposer's expense. Each individual sample must be labeled with the proposer's name, manufacturer's brand name and number, ITB number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your proposal. If return instructions are not received with the proposal, the commodities shall be disposed of by the College.</p>
<p>PURCHASES BY OTHER ENTITIES: With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other colleges, universities, school boards, political subdivisions, or state agencies. Such purchases shall be governed by the same terms and conditions stated in the bid/proposal solicitation as provided in State Board of Education Rule 6A-14.0734(2)(d).</p>	<p>PUBLIC RECORD LAW: Any material submitted in response to this ITB will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this ITB.</p>
<p>GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed that necessitate alteration of material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify the College at once, indicating in their letter the specific regulation which required an alteration. The College reserves the right to accept or reject any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the College.</p>	<p>LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a ITB response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.</p>
<p>LIABILITY: The supplier shall hold harmless the College, its officers, agents and employees from liability of any kind in the performance of this contract.</p>	<p>ASSIGNMENT: Any Purchase Order issued pursuant to this ITB invitation and the moneys which may become due hereunder are not assignable except with the prior written approval of the College.</p>
<p>EMPLOYMENT OF ALIEN WORKERS: The College will comply with all aspects of Section 274A of the Immigration and Nationality Act. We will not knowingly engage with a company that does not adhere to these regulations and it is the obligation of the proposer to disclose any violation of such law to the College.</p>	<p>AVAILABILITY OF FUNDS: The obligations of the College under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.</p>
<p>CONTRACT: The College will provide a contract subject to the terms and conditions of this ITB. By bidding, the proposer agrees to these terms unless otherwise stipulated in writing and agreed upon by both parties.</p>	<p>PUBLIC MEETING NOTIFICATION: All meetings to judge and/or evaluate this solicitation or to make recommendations for award are held in strict compliance with Florida Statutes as they pertain to Florida in the Sunshine regulations. All meetings are fully open to all proposers as well as the public at-large.</p>
<p>INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the College.</p>	<p>CONSORTIUM PURCHASE: When an ITB is issued on behalf of a consortium, prices shall be F.O.B., Ordering Institution address. Invoices shall be delivered to the Institution placing the order unless otherwise stated.</p>

<p>ADDENDA: All addenda to this ITB will be posted to the Palm Beach State College Purchasing web page containing the original solicitation. www.palmbeachstate.edu/purchasing.xml</p>	<p>PRE-DECISION DISCUSSIONS: Any discussion by the proposer with any employee or authorized representative of the College involving proposal information occurring after the proposals are opened and prior to the posting of the recommended award will result in the rejection of that proposal.</p>
<p>STATE LICENSING REQUIREMENT: All entities defined under Chapters 607, 617 or 620, Florida Statutes, seeking to do business with the College shall be on file and in good standing with the State Of Florida's Department of State.</p>	<p>DISPUTES: In case of any doubt or difference of opinion as to the specifications, equivalent products, or items to be furnished here under, the decision of the College shall be final and binding on both parties.</p>
<p>PUBLIC ENTITY CRIME INFORMATION STATEMENT: All invitations to bid as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list."</p>	<p>RETENTION OF RECORDS: Contractor agrees to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any contract resulting from this ITB for a period of five (5) years. Copies of all records shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes. Documents must be retained by contractor within the State of Florida at an address to be provided, in writing, to the College within 30 days of the contract execution. Any records not available at the time of an audit will be deemed unavailable for audit purposes. The contractor will cooperate with the College to facilitate the duplication and transfer of any said records or documents during the required retention period. The contractor shall inform the College of the location of all records pertaining to the contract resulting from this ITB and shall notify the College by certified mail within ten (10) days if/when the records have been moved to a new location.</p>
<p>ANTI-DISCRIMINATION CLAUSE: The non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations provided by the Secretary of Labor are incorporated herein.</p>	<p>PROTEST: "Failure to file a protest within the time prescribed in S. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes." All protests must be delivered to the Purchasing Manager within the time prescribed in Chapter 120, Florida Statutes to be considered valid.</p>
<p>DISCRIMINATORY VENDOR'S LIST: Any entity or affiliate who has been placed on the Discriminatory Vendors List may not submit a proposal to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity and may not transact business with any public entity.</p>	<p>AMERICANS WITH DISABILITIES ACT: The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this ITB may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts</p>
<p>SUBCONTRACTORS: The proposer is fully responsible for all work performed under the Contract resulting from this ITB. The proposer may, upon receiving prior written consent from the College's Purchasing Manager, enter into written subcontract(s) for performance of certain of its functions under the Contract. No subcontract, which the proposer enters into with respect to performance of any of its functions under the Contract, shall in any way relieve the proposer of any responsibility for the performance of its duties, including any and all liabilities that may arise out of the subcontractor's work related to the project. All payments to subcontractors shall be made by the proposer.</p>	<p>REJECTION OF PROPOSALS: The College may reject any and all proposals not meeting mandatory responsiveness requirements, which include terms, conditions or requirements that must be met by the proposer to be responsive to this ITB. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of the proposal. In addition, the College may reject any or all proposals containing material deviations. Any bid rejected for failure to meet mandatory responsiveness requirements will not be reviewed.</p>

<p>INSURANCE REQUIREMENTS: When performing a service, construction work or any type of installation is required on College property, the successful vendor is required to supply a Certificate of Insurance evidencing coverage during the period the vendor is providing services per the following:</p> <ol style="list-style-type: none"> 1. Workers compensation and employee's liability in accordance with the laws of the State of Florida. 2. Bodily injury liability, minimum of \$1,000,000 per person and \$1,000,000 per accident. 3. Property damage liability, minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate. 4. Umbrella liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. 5. Contingent coverage for sub-contractors for liability at the site. <p>The bidder must list any sub-contractor that will perform work under this bid. The Certificate of Insurance must be provided to the College prior to the commencement of any work.</p>	<p>PROPOSAL INQUIRIES: The proposer may examine this ITB to determine if the College's requirements are clearly stated. If there are any requirements that restrict competition, the proposer may request, in writing, to the College that the specifications be changed. The proposer that requests changes to the College's specifications must identify and describe the proposer's difficulty in meeting the specifications, must provide detailed justification for a change, and must recommend changes to the specifications. Proposer's failure to request changes shall be considered to constitute proposer's acceptance of the specifications. The College shall determine what changes to this ITB shall be acceptable to the College. If required, the College shall issue an addendum reflecting the acceptable changes to this ITB, which shall be available to all proposers in order that all proposers shall be given the opportunity of proposing to the same specifications</p>
<p>VERBAL INSTRUCTIONS: No negotiations, decisions, or actions shall be initiated or executed by the proposer as a result of any discussions with any College employee. Only those communications that are in writing from the College's Purchasing staff identified in this ITB shall be considered a duly authorized expression on behalf of the College. Only communications from the proposer's representative that are in writing and signed will be recognized by the College as duly authorized expressions on behalf of the proposer.</p>	<p>TERMINATION AT WILL: The Contract resulting from this ITB may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery</p>
<p>INCLUSION OF SUPPORTING DOCUMENTS: All those submitting sealed replies in response to this Request for Proposals understand that the ITB document, the sealed reply, and all documents and/or materials represented in presentation to the committee shall be a complete record and shall be included in the final contract.</p>	<p>PROPOSED RULES FOR WITHDRAWAL: A submitted proposal may be withdrawn by submitting a written request for its withdrawal to the College, signed by the proposer/contractor, prior to the bid opening date.</p>
<p>FORCE MAJEURE: Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the Contract resulting from this ITB or interruption of performance resulting directly or indirectly from acts of God, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.</p>	<p>SUBSTITUTION OF KEY PERSONNEL: In the event the successful proposer desires to substitute any key personnel submitted with his/her proposal, either permanently or temporarily, the College shall have the right to approve or disapprove the desired personnel change in advance in writing.</p>

1. STANDARD TERMS AND CONDITIONS

<p>Amendments: Palm Beach State College reserves the right to amend this ITB prior to the proposal due date. All amendments and additional information will be posted to the Palm Beach State College Purchasing Web site: www.palmbeachstate.edu/purchasing.xml Proposers should check this Web page daily for new information.</p>	<p>Contract Discussions: Prior to award, the apparent successful firm may be required to enter into discussions with the College to negotiate the contract agreement for services. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions initiated with the next highest scoring firm.</p>
<p>Confidentiality Requirements: Proposals are subject to the Florida public records laws. The College cannot protect proprietary data submitted in proposals.</p>	<p>Financial Information For services and construction, the proposer will submit an audited financial statement for the most recent 12-month period. As a minimum, the audited financial statement shall consist of the firm's balance sheet and statement of operations and the firm's bonding capacity. This financial requirement may be satisfied by the firm's surety submitting a certification regarding the firm's bonding capacity, which must equal or exceed \$1 million dollars. In this regard, the firm's surety must be a licensed surety qualified to conduct business in the State of Florida and rated "(A-)" or better in the most recent A.M. Best Guide and qualified to do business within the State.</p>

Section B

SCOPE OF SERVICES AND REQUIREMENTS

B1. PROJECT SUMMARY

The intent and purpose of this Invitation to Bid to secure firm pricing for Audio/Media Equipment and related supplies for the Classroom Building C (CRC) & Public Safety Training Center (PSTC) buildings projects, under construction at our Lake Worth Campus location. We anticipate the products for the CRC building to be purchased during the month of June 2012 and the PSTC building to be purchased during the month of February 2013.

B2. SCHEDULE: This request for proposals will be governed by the following schedule:

Release of ITB	May 16, 2012
Deadline for Written Questions	May 22, 2012
Answers to Questions posted on Palm Beach State College Purchasing website www.palmbeachstate.edu/purchasing.xml	May 24, 2012
Proposals Due	May 29, 2012
Evaluation/screening of proposals	May 30, 2012 – May 31, 2012
Purchase recommendation posted onto purchasing website	June 4, 2012

B3. CONTRACT TERM: This is a one-time purchase for projects

B4. PROJECT STATEMENT OF WORK

PRICE:

The firm pricing must be held for the duration of these projects. Palm Beach State College will not accept any bids that do not guarantee a firm price. All prices shall include delivery and/or shipping and handling charges to Palm Beach State College.

APPROVAL:

An order will be placed with the understanding that all items delivered must meet the approval of Media Department, Palm Beach State College.

AWARD:

The bid will be awarded to overall low bidder, or item by item whichever is in the best interest of the College.

EQUIVALENTS:

No alternates will be accepted. Items quoted must be as specified.

DISCONTINUED SPECIFIED PRODUCT:

In the event, that a specified item has been discontinued by the manufacturer, the bidder is to bid the same style but indicate in bid pricing summary the correct model number. Bidder is to provide detailed specifications including a picture of the product and confirmation from the manufacturer that the product has been discontinued by them. The College reserves the right to reject the alternate model and has sole discretion on the alternate make and model.

EXTENDED PRICING:

Bidder is requested to indicate if additional quantities of the items purchased at the same firm price quoted herein throughout and beyond these projects: YES _____ or NO _____.
Indicate beyond Date: _____.

QUANTITY:

The quantities shown are as accurate as possible. The College reserves the right to increase or decrease the total quantities for both projects.

INSTALLATION OF ITEM 6 ONLY:

There is only one item in this bid package that will require installation. Indicate at Bid Pricing Summary page the installation cost to this item. All other items will not require installation and will be purchased products only.

DEBRIS FOR ITEM 6 ONLY:

Vendor shall be responsible for the prompt removal of all debris at time of installation of item 6 only.

WARRANTY:

The successful bidder shall fully guarantee all items furnished hereunder against defect in material and/or workmanship for a period of one year from date of final payment by the College. Should any defect in materials or workmanship excepting ordinary wear and tear, appear during the warranty period, the successful bidder shall repair and replace same, at no cost to the College, immediately upon written notice from the Media Director or the Purchasing Manager.

Bid Price Summary:

QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1) 7 ea	Amplifier, Audio, Extron MPA152 Part #EXT6084402 Bldg qty: CRC = 1 PSTC = 6	\$ _____	\$ _____
2) 40 ea	Amplifier, VGA Distrib., Extron P2DA2+ Part #EXT6004603 Bldg qty: CRC = 16 PSTC = 24	\$ _____	\$ _____
3) 2 ea	Audio Switcher, Extron SW2VGA Part # EXT6025722 Bldg qty: CRC = 0 PSTC = 2	\$ _____	\$ _____
4) 40 ea	Audio Switcher, Extron SW4VGA Part # EXT6025822 Bldg qty: CRC = 16 PSTC = 24	\$ _____	\$ _____
5) 35 ea	Audio Switcher, Remote Ctrl, Extron, IR102 Part #EXT7022401 Bldg qty: CRC = 15 PSTC = 20	\$ _____	\$ _____

Bid Price Summary Continued:

- | | | | | |
|-----|-------|---|----------|----------|
| 6) | 35 ea | Audio, Enhancement Ultimate II
Part # SE-CAE-50W3
Unit consist of the following components:
1 ea Ultimate II amplifier with power supply #KIT3000-0002
1 ea Microphone handheld kit w/mic & battery #KIT3100-0064
1 ea Microphone Teardrop kit w/mic, battery & charge #KIT3100-0063
4 ea Ceiling speaker kit w/1 speaker, 1 tile & 1 of 50 footer #KIT3300-0202
Plenum speaker & wire
1 ea Panasonic dome sensor w/plenum cable #KIT3400-0203
1 ea Installation/Labor charge
Bldg qty: CRC = 15 PSTC = 20 | \$ _____ | \$ _____ |
| 7) | 35 ea | Cable, Startech, USB/AA, 6'
Part #394363
Bldg qty: CRC = 15 PSTC = 20 | \$ _____ | \$ _____ |
| 8) | 35 ea | Cart, Cubby, Extron, AC USB AAP
Part # 7060812
Bldg qty: CRC = 15 PSTC = 20 | \$ _____ | \$ _____ |
| 9) | 35 ea | Cart, Cubby, Extron, black, 300S (no AC)
Part # 6071200
Bldg qty: CRC = 15 PSTC = 20 | \$ _____ | \$ _____ |
| 10) | 35 ea | Cart, Cubby, Extron, bracket, AAP
Part #7027101
Bldg qty: CRC = 15 PSTC = 20 | \$ _____ | \$ _____ |
| 11) | 35 ea | Cart, Cubby, Extron, blank plate
Part #7009011
Bldg qty: CRC = 15 PSTC = 20 | \$ _____ | \$ _____ |
| 12) | 35 ea | Cart, Provantage, Swing Arm mount
Part #ERGTOJY 45241026
Bldg qty: CRC = 15 PSTC = 20 | \$ _____ | \$ _____ |
| 13) | 35 ea | Cart, Spectrum Nes-1 42"
Part # 55231IDTK, 55239B
Cart Specs:
Toekick Indigo; Organix/Drk Grey (55231IDTK)with
Adapter Plate for ES carts, Black (55239B)
Optional Doc camera shelf Indigo Orgnx/Drk Grey(55140ID)
Rack Rail option for Links, 42⊕55139) Cantilever Shelf, rack
Mount, 2RU, Black (97504B) Key set (2) for carts CH751(55142)
NOTE: Adapter plate(bridge) has one 4 gang cutout for SP control
Unit and one cutout for Extron cubby and one cutout for swing arm
Mount. Placement of cutouts on bridge & shelf for CRC & PSTC combined:
18 ea – Monitor (R), SP Ctrl (L), Shelf (L)
17 ea – Monitor (L), SP Ctrl (R), Shelf (R)
Bldg qty: CRC = 15 PSTC = 20 | \$ _____ | \$ _____ |

Bid Price Summary Continued:

14) 35 ea	Ceiling Kit, Suspended, Chief Part # CMS440 Bldg qty: CRC = 15 PSTC = 20	\$ _____	\$ _____
15) 35 ea	Data Projector Mount, Chief Part# RPMAU Bldg qty: CRC = 15 PSTC = 20	\$ _____	\$ _____
16) 35ea	Data Projector, Epson Part # 915W Bldg qty: CRC = 15 PSTC = 20	\$ _____	\$ _____
17) 35 ea	Document Camera, Avermedia, F50 Part # AVEVISIONF50 Bldg qty: CRC = 15 PSTC = 20	\$ _____	\$ _____
18) 5 ea	Interface Box, for Conference Table Includes: 1 ea Interface I TT SC (Interface 1 table top, Corded (SC) – 72” single circuit, black textured Finish 1 ea telecom plate w/4 RJ45-CAT6 data connectors #A-BL-B-B-B-B-B 1 ea telecom plate w/1 mini stereo F/F #A-BL-L-37 1 ea 15 pin HD VGA F/F connectors 2 ea blank telecom plates #A-BL Bldg qty: CRC = 1 PSTC = 4	\$ _____	\$ _____
19) 7 ea	Keyboard, Wireless, + Mouse, Logitech, MK260 Part # 920-002950 Bldg qty: CRC = 1 PSTC = 6	\$ _____	\$ _____
20) 2 ea	Monitor Mount, LED, 46”, Chief, FIT, fixed Part # RXF2 Bldg qty: CRC = 0 PSTC = 2	\$ _____	\$ _____
21) 5 ea	Monitor Mount, LED, 55”, Sanus, Tilt, LP Part # VMPL3B Bldg qty: CRC = 1 PSTC = 4	\$ _____	\$ _____
22) 2 ea	Monitor, LED, 46” Samsung Part # UN46D6000S Bldg qty: CRC = 0 PSTC = 2	\$ _____	\$ _____
23) 5 ea	Monitor, LED, 55” Samsung Part # UN55D6000S Bldg qty: CRC = 1 PSTC = 4	\$ _____	\$ _____
24) 40 ea	Mouse, Remote, Interlink, Jade Part # ILEVP4910 Bldg qty: CRC = 16 PSTC = 24	\$ _____	\$ _____

Bid Price Summary Continued:

25) 35 ea	SP Classroom Control Modular Panel, Pixie Pro Part # SPX2-MP-IR Bldg qty: CRC = 15 PSTC = 20	\$ _____	\$ _____
26) 35 ea	SP Classroom Control NRC, Pixie Pro Part # SPC-NCR-1142 Bldg qty: CRC = 15 PSTC = 20	\$ _____	\$ _____
27) 35 ea	SP Classroom Control Puck, Pixie Pro Part # PX2-PUC Bldg qty: CRC = 15 PSTC = 20	\$ _____	\$ _____
28) 14 pr	Speakers, Extron, Part # 4210313 Bldg qty: CRC = 2 PSTC = 12	\$ _____	\$ _____
29) 35 ea	Symposium, Smart Part # SSID518NB Bldg qty: CRC = 15 PSTC = 20	\$ _____	\$ _____

BID TOTAL \$ _____

Section C

INSTRUCTIONS AND INFORMATION

C1. PROCESS FOR SUBMITTING PROPOSALS

a) Packaging of Proposal

The proposal must be plainly identified as:

Name of Proposing Company

Audio/Media Equipment & Supplies ITB Number 11/12-11

Due: May 29, 2012 @ 3:00 P.M.

Outer mailing boxes, envelopes, containers, etc., must display the ITB number. This includes outer carrier boxes and labels. Palm Beach State College will not be held responsible for proposals that are misdirected or mishandled because of the omission of this number.

Any additional information sent separately from the proposal package or at a later date (i.e. addendums, clarifications, proposal withdrawal requests, etc.) must be received by the proposal due date and the ITB number clearly identified on the outside of the package.

b) Number of Proposal Copies

Submit an original printed copy and one (1) electronic copy of your proposal on a USB drive.

C2. EVALUATION CRITERIA

The evaluation of proposals received on time will be conducted in the following two phases:

a) Administrative Review Phase

The proposals will be reviewed for the following administrative requirements:

Proposal was submitted by the due date and time

- (i) All documents (originals and copies) requiring a signature have been signed
- (ii) Correct number of proposal copies have been submitted
- (iii) The proposals that pass the administrative review will be reviewed for completeness to ensure that all mandatory requirements are addressed satisfactorily in the project statement of work.

Failure to adhere to the above administrative requirements may result in the rejection of the submitted proposal.

Appendix A

PROPOSAL SUBMITTAL FORM

Purchasing Department
Palm Beach State College
4200 Congress Avenue MS#27
Lake Worth, FL 33461

This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Request, and further, that the items of materials and/or services rendered do meet minimum specifications set forth in this Invitation.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a proposal for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this proposal for the bidder.

ITB	11/12-11	Audio/Media Equipment & Supplies
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Vendor Name	
--------------------	--

Bidding As (check one)	Corporation	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Other (explain)	
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Address	
----------------	--

City		State		Zip Code	
-------------	--	--------------	--	---------------------	--

Telephone		Fax	
------------------	--	------------	--

E-Mail	
---------------	--

Representative Title	
---------------------------------	--

Signature	
------------------	--

Appendix A

PROPOSAL SUBMITTAL FORM

Purchasing Department
Palm Beach State College
4200 Congress Avenue MS#27
Lake Worth, FL 33461

This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Request, and further, that the items of materials and/or services rendered do meet minimum specifications set forth in this Invitation.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a proposal for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this proposal for the bidder.

ITB	11/12-11	Audio/Media Equipment & Supplies
------------	-----------------	---

Vendor Name	
--------------------	--

Bidding (check one)	As	Corporation	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Other (explain)	
----------------------------	-----------	--------------------	--------------------------	-------------------	--------------------------	------------------------	--

Address	
----------------	--

City		State		Zip Code	
-------------	--	--------------	--	-----------------	--

Telephone		Fax	
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E-Mail	
---------------	--

Representative Title	
-----------------------------	--

Signature	
------------------	--

Appendix B

FORM FOR SUBMITTING WRITTEN QUESTIONS

Written Questions for ITB No.	11/12-11
ITB Title	Audio/Media Equipment & Supplies

Company Name	
Date	
Deadline for Questions	

Type your questions in the section below. Leave the answer section blank. You are not limited to 10 questions. All questions should be sent via email to: purchasing@palmbeachstate.edu before the deadline.

	Questions	Answers [leave blank]
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Appendix C

STATEMENT OF NO BID

ITB No.	11/12-11
ITB Title	Audio/Media Equipment & Supplies

Palm Beach State College
Purchasing Department
4200 Congress Avenue MS#27
Lake Worth, FL 33461

Attn: Purchasing Manager

We, the undersigned, have declined to bid on your bid number **11/12-11** for a(n) **Audio Media Equipment & Supplies** for the following reason(s):

_____ We do not offer this product / service.

_____ Our current workload would not afford us the time to devote to your project.

_____ Unable to meet specifications.

_____ Unable to meet insurance / bond requirements.

We understand that if the "No Bid" is not executed and returned that our name may be removed from the list of qualified bidders for Palm Beach State College.

Company Name _____

Signature _____

Company Address _____

Telephone Number _____