

THE DISTRICT BOARD OF TRUSTEES OF
PENSACOLA JUNIOR COLLEGE, FLORIDA
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998

October 2, 2008

BID NO. 4, 2008/2009

**INVITATION TO BID (ITB) ON AUDIO VISUAL SYSTEM FOR EXECUTIVE BOARDROOM
FOR
PENSACOLA JUNIOR COLLEGE**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation to Bid (ITB) on Audio Visual System for Executive Boardroom, as specified in this bid request.

All terms and conditions included hereafter are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

Directions for submitting bids include the following:

1. **All bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, or delivered to the bid opening site, not later than 10:00 A.M., local time, Tuesday, October 14, 2008 and shall be clearly marked "SEALED ITB NO. 4, 2008/2009 – Audio Visual System for Executive Boardroom for Pensacola Junior College. Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to submit a bid, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.**

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Wednesday, October 15, 2008, at 9:00 A.M.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College. Posting normally occurs within 10 days of bid opening date.

2. 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 F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. **All bid prices shall be FOB Pensacola Junior College, 1000 College Boulevard, Pensacola, FL, 32504-8998.**
7. Failure to file a protest within the time prescribed in F.S. 120.57(3), or failure to post the bond or other security as required by F.S. 287.042(2)(c) shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All protests must be delivered to the Director of Purchasing & Auxiliary Services, Pensacola Junior College, 1000 College Blvd., Pensacola, FL. 32504 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.
8. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model number shall be clearly indicated on the bid form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.
9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.

10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the bid solicitation as provided in State Board of Education Rule 6A14.0734(2) (c). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
11. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College.
12. Any award on the basis of this bid will be contingent upon approval by The District Board of Trustees of Pensacola Junior College, Florida, and the terms of the contract to be negotiated with the successful bidder.
13. PJC's terms are "Net 30 Days" after acceptance of services/goods and receipt of an acceptable invoice.
14. Insurance: The successful bidder shall provide appropriate insurance as indicated hereafter:
 - (a) Valid workmen's compensation insurance as required by Chapter 440, Florida Statutes;
 - (b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$100,000.00 per claimant, and \$200,000.00 per incident or occurrence. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.
 - (c) Automotive liability insurance against bodily injury and property damage, in at least the amounts of \$100,000.00 per claimant, and \$200,000.00 per occurrence.
 - (d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary services office prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola Junior College, Florida, as additional insured.

We look forward to your participation in submitting a bid for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794.

Angie C. Jones
Director of Purchasing
and Auxiliary Services

SCOPE OF PROJECT

The District Board of Trustees of Pensacola Junior College, Florida, is accepting bids to provide an audio visual system that will consist of materials and labor necessary to install a sound (including wireless microphones) and an appropriate control system to an existing executive boardroom, Bldg 7, Rooms 736A and B, Pensacola Campus.

- The setup and tear-down of the room must be simple enough to be managed by non-technical personnel.
- The executive boardroom is one large room with a moveable panel divider so the systems should all be capable of split or combined use.
- PJC will provide the computer system, document camera and projector (we will consider the optional projector listed below if not cost prohibitive).
- The optional costs should include installation costs relative to the entire package – if we choose an add-on, it will only be as part of a single installation project.
- Maintenance costs per year as requested. This shall be included in the bid submittal as an **optional** item for possible award and shall not be included in the total solution costs, but listed separately.
- Bids shall include equipment specification documentation including a summary sheet listing all electrical and mechanical specifications, including manufacturer, and model numbers. Instruction, user, and operating manuals and a complete set of working drawings must be presented upon
- A physical inventory list of the installed equipment shall be provided to PJC upon complete installation. Brand, model, and serial numbers shall be included.
- The system will be used at our November 18, 2008 Board Meeting therefore, all work must be completed no later than **November 14, 2008**.
- **Warranty:** The manufacturer shall warrant the equipment to be free from defects in material and workmanship under normal use and service for a period of not less than one year from the date of installation. The obligation under all warranties shall be limited to the replacement of defective components and to the shipment of replaced parts to the purchaser FOB destination. Standard published warranties shall apply to any item not identified with the equipment manufacturer's trademark or trade name.
- Provide on the sheet attached a minimum of (3) references, including company name and address, phone number, and contract liaison for which your firm has provided audio visual systems of a similar nature.
- Pre-bid boardroom site visit can be arranged by contacting Liz Gomez, Director, Microcomputer Resources, at 850-484-1588 at least 24 hours prior to the desired date of inspections.
- **Award:** Recommendation for Award shall be made for the lowest, responsive, responsible Bidder. Bidders are cautioned to make no assumptions until PJC has entered into a contract or issued a purchase order.

SPECIFICATIONS

Sound System: (Installation costs must be incorporated into price)

- 8-10 *Shure or approved equivalent Wireless Microphones – NO GOOSENECK – with storage case
- Speakers throughout both sides of the room (Rooms 736A and B) – with ability to split by room or keep together
- Integrated recording of meetings

Video System: (Installation costs must be incorporated into price)

- Install customer provided projection
- Add wall plate to Room 736A with VGA, RCA and 3.5 audio

Control System: (Installation costs must be incorporated into price)

- Include 1 wall-mounted touch panel
- Ability to manage the following:
 - 2 computers (customer supplied)
 - 1 projector (customer supplied)
 - 1 document camera (customer supplied)
 - Sound + microphones
 - Audio recording devices
 - Existing electric screen

Optional Add-ons (budget dependent) (Installation costs must be incorporated into price)

- 2 LCD TVs – one for each side of the room, split or together
- 1 3000 lumens projector for Room 736B
- 2 wireless audience microphones (handheld)
- Teleconferencing addition (wireless)
- 1 tabletop wireless touch panel

***Equipment listed is approved and preferred. If bidding other than specified, as listed herein, provide full detailed specifications on the item you are bidding and submit with your bid. Failure to provide these specifications may result in the rejection of your bid.**

BID SHEET

1	Lot	Sound, Video, and Control System (Includes <u>all</u> costs associated with project)	\$ _____
1	Lot	Estimated time for completion after ARO (Must be completed by November 14, 2008)	_____

Optional Costs:

			Unit Cost	Total
2	Lot	LCD TVs – one for each side of room (split or together) (include installation)	\$ _____	\$ _____
1	Lot	3000 Lumens Projector for 736B (include installation)	\$ _____	\$ _____
2	Lot	Wireless Audience Microphone System (include installation)	\$ _____	\$ _____
1	Lot	Teleconferencing Addition (wireless) (include installation)	\$ _____	\$ _____
1	Lot	Tabletop wireless touch panel (include installation)	\$ _____	\$ _____
1	Year	Annual Maintenance Cost		\$ _____

All pricing shall include installation, delivery, and all other associated costs.

Please submit Attached W9 back with bid. Payment will not be made without it.

**Request for Taxpayer
 Identification Number and Certification**

Give form to the requester. Do NOT send to the IRS.

Name (If a joint account or you changed your name, see Specific Instructions on page 2.) _____

Business name, if different from above. (See Specific Instructions on page 2.) _____

Check appropriate box: Individual/sole proprietor Corporation Partnership Other _____

Address (number, street, and apt. or suite no.) _____

City, state, and ZIP code _____

Requester's name and address (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 2. *Notes: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.*

Social security number
OR
Employer identification number

List account number(s) here (optional) _____

Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here: _____ Signature _____ Date _____

Purpose of form. A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you sold, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS prefers you use a Form W-9 (certificate of foreign status). After December 31, 2000, foreign persons must use an appropriate Form W-9.

Notes: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part I instructions and the separate instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Abuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

IDENTICAL TIE BIDS - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

SIGNATURE OF VENDOR

REPRESENTATIVE: _____

TYPED OR PRINTED NAME OF VENDOR

REPRESENTATIVE _____

BIDDING FIRM OR ENTITY NAME: _____

REFERENCES

- | | | |
|----|--|-----------------------|
| 1. | | FIRM OR ENTITY |
| | | CONTACT PERSON |
| | | ADDRESS |
| | | DATE/TERM of CONTRACT |
| | | TELEPHONE NUMBER |
| | | |
| 2. | | FIRM OR ENTITY |
| | | CONTACT PERSON |
| | | ADDRESS |
| | | DATE/TERM of CONTRACT |
| | | TELEPHONE NUMBER |
| | | |
| 3. | | FIRM OR ENTITY |
| | | CONTACT PERSON |
| | | ADDRESS |
| | | DATE/TERM of CONTRACT |
| | | TELEPHONE NUMBER |

BID SUBMITTED BY:

FEDERAL TAX I.D. NUMBER

FIRM OR ENTITY NAME

ADDRESS

CITY, STATE & ZIP CODE

TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME
OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

DATE: _____