

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

October 15, 2009

BID NO. 3, 2009/2010

**INVITATION TO BID (ITB) ON AUDIO VISUAL SERVICES TO INCLUDE
EQUIPMENT, INSTALLATION, REPAIR AND MAINTENANCE FOR CLASSROOMS**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation to Bid (ITB) for Audio Visual Services to include Equipment, Installation, Repair, and Maintenance for Classrooms, 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, Thursday, November 5, 2009 and shall be clearly marked "SEALED ITB NO. 3, 2009/2010 – Audio Visual Services to Include Equipment, Installation, Repair, and Maintenance for Classrooms". 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 **Monday, November 9, 2009, at 10:00 A.M.** in the Barfield Administration Building No. 7, Room 736, and 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College and online at

<http://www.pjc.edu/visitors/vendors/currTabs.asp>. 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.

15. Any discussion by the bidder with any employee or authorized representative of the College involving proposal information occurring after the bids are opened and prior to the posting of the recommended award will result in the rejection of that bid.
16. All addenda to this ITB will be posted to the PJC Purchasing web page containing the original solicitation located at <http://www.pjc.edu/visitor/vendors/currSolicit.aspx>.
17. The College shall not be responsible for the payment of any travel expenses for the contractor which occurs as a result of award resulting from this ITB.

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 Audio Visual Services to include equipment, installation, repair, and maintenance of technology in a classroom environment across all campuses and centers within the college district. The college wishes to standardize the technology used in classrooms in order to provide consistency with easy to use electronics and functional systems. The college expects to complete approximately 35 new classrooms in the current fiscal year, ending June 30, 2010, as well as to retrofit no less than 25 current classrooms with equipment to realize the standardization requested. The number of classrooms listed are estimates only and are non-binding to Pensacola Junior College. The College reserves the right to purchase greater or less quantities at the unit prices listed herein with all pricing remaining firm throughout the current fiscal year. The project will include the following:

REQUIREMENTS

New Standard Classroom

- Epson 83+ projector (or approved equivalent) including all necessary mounting hardware
- Single pair of 8" Bose Model 16 (or approved equivalent) speakers installed in the ceiling including all necessary mounting hardware
- Elmo TT02S document camera (or approved equivalent)
- Extron mini amplifier
- Extron MLC IP+DV+ control system including all necessary mounting hardware
- Blue Ray/ VHS combination player – must also play standard DVD and CD
- Pull down matte screen 96" wide with all necessary mounting hardware
- Extron wall plate including 2 VGA, 1 RCA set, 1 3.5mm audio
- All cables needed for 2 computer connections and 1 video player (wall/ceiling installed)
- 15' patch cables from wall to lectern including VGA, RCA and audio for 2 computers, 1 video player
- Installation costs for above specifications
- Extron programming costs to control 3 devices (2 computers, 1 video player)
Computer Comforts ULS1 with casters, 2 RSHA shelves, custom faceplates and filler plates

Retrofit Classroom

- Single pair of 8" Bose Model 16 (or approved equivalent) speakers installed in the ceiling including all necessary mounting hardware
- Elmo TT02S document camera (or approved equivalent) Extron mini amplifier
- Extron MLC IP+DV+ control system including all necessary mounting hardware
- Extron wall plate including 2 VGA, 1 RCA set, 1 3.5mm audio
15' patch cables from wall to lectern including VGA, RCA and audio for 2 computers, 1 video player
- Installation costs for above specifications
- Extron programming costs to control 3 devices (2 computers, 1 video player)
- Computer Comforts ULS1 with casters, 2 RSHA shelves, custom faceplates and filler plates

Additional Requirements:

- Programming **must** be done by a certified Extron programmer/installer. Please provide proof of certification with your bid submittal.
- There will be a **non-mandatory pre-bid meeting held on Monday, October 26, 2009 at 10:00 a.m.**, in Building 7, Room 736, Barfield Administration Building, on the Pensacola Campus. An on-site visit of classrooms can be arranged by calling Liz Gomez at (850) 488-1588.
- PJC will provide computer system, electrical and network connectivity for connected equipment
- A physical inventory list of the installed equipment shall be provided to PJC upon complete installation. Brand, model, and serial numbers shall be included.
- 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.
- **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 node identified with the equipment manufacturer's trademark or trade name.
- 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.
- The successful bidder must maintain a local service department within a 100 mile radius of Pensacola Campus and stock sufficient replacement parts and equipment components to provide the specified warranty service. The contractor must be able to provide prompt, on-site service not to exceed a 24 hours response time, Monday through Friday.
- 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.
- **Award:** Recommendation for Award shall be made to the lowest responsive and responsible Bidder. Bidders are cautioned to make no assumptions until PJC has entered into a contract or issued a purchase order.

BID SHEET

Part I - New Standard Classrooms to include:

			Unit Cost	Total
1	Each	Epson 83+ projector (or approved equivalent)	\$ _____	\$ _____
1	Each	Single pair of 8" Bose Model 16 speakers installed in the Ceiling (or approved equivalent)	\$ _____	\$ _____
1	Each	Elmo TT02S document camera (or approved equivalent)	\$ _____	\$ _____
1	Each	Extron mini amplifier	\$ _____	\$ _____
1	Each	Extron MLC IP+DV+ control system	\$ _____	\$ _____
1	Each	Extron wall plate including 2 VGA, 1 RCA set, 1 3.5mm audio	\$ _____	\$ _____
1	Each	Blue Ray/ VHS combination player – must play standard DVD and CD	\$ _____	\$ _____
1	Each	Pull down matte screen 96" wide	\$ _____	\$ _____
1	Lot	All cables needed for 2 computer connections and 1 video player (wall/ceiling installed)	\$ _____	\$ _____
1	Lot	15' patch cables from wall to lectern including VGA, RCA and audio for 2 computers, 1 video player	\$ _____	\$ _____
1	Each	Computer Comforts ULS1 with casters, 2 RSHA shelves, custom faceplates and filler plates	\$ _____	\$ _____
1	Lot	Extron programming costs to control 3 devices (2 computers, 1 video player)	\$ _____	\$ _____
1	Lot	Installation for Part I		\$ _____
Total for Part I				\$ _____

Part II – Retrofit Current Classrooms to include:

1	Each	Single pair of 8" Bose Model 16 speakers installed in the ceiling (or approved equivalent)	\$ _____	\$ _____
1	Each	Elmo TT02S document camera (or approved equivalent)	\$ _____	\$ _____
1	Each	Extron mini amplifier	\$ _____	\$ _____
1	Each	Extron MLC IP+DV+ control system	\$ _____	\$ _____
1	Each	Extron wall plate including 2 VGA, 1 RCA set, 1 3.5mm audio	\$ _____	\$ _____
1	Lot	15' patch cables from wall to lectern including VGA, RCA and audio for 2 computers, 1 video player	\$ _____	\$ _____
1	Each	Elmo TT02S document camera (or approved equivalent)	\$ _____	\$ _____
1	Each	Computer Comforts ULS1 with casters, 2 RSHA Shelves, custom faceplates and filler plates	\$ _____	\$ _____
1	Lot	Extron programming costs to control 3 devices (2 computers, 1 video player)	\$ _____	\$ _____
1	Lot	Installation for Part II		\$ _____
Total for Part II				\$ _____

Hourly rate for repairs \$ _____/hour

*Estimated time for completion after ARO _____

***(Approximately 20 new rooms are to be completed by January 5, 2010. PJC will be closed from 12/18/09 – 1/01/10 so a holiday work schedule will be worked out with successful vendor in order to meet deadline).**

All pricing shall include delivery, cabling, mounting hardware, Extron accessories/cables/hookups and programming and all other associated costs.

***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.**

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

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:

- (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 AUTHORIZED REPRESENTATIVE:

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

DATE: _____