

**REQUEST FOR PROPOSAL**  
**1.0 RFP ACKNOWLEDGEMENT FORM**  
**April 15, 2011**

**Submit Proposal To:**

Pensacola State College  
Attn: Angie C. Jones, Director, Purchasing and Auxiliary Services  
Barfield Administration Building, Bldg 7, Room 737  
1000 College Boulevard, Pensacola, Florida 32504-8998  
Telephone: (850) 484-1794/ (850) 484-1839(f)  
[acjones@pensacolastate.edu](mailto:acjones@pensacolastate.edu)

**PROPOSAL TITLE: Sound System for Lou Ross Center**

**RFP #16 - 2010/11**

PROPOSALS will be received by the Purchasing Director in Room 737 of the Administration Building (Bldg 7), 1000 College Blvd, Pensacola, Florida 32504-8998, on or before **Thursday, May 5, 2011 at 10:00 a.m. CST**, the proposal opening will follow the 10:00 a.m. deadline in Room 736B.

Firm or Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

Web Address: \_\_\_\_\_ Federal Tax I.D. #: \_\_\_\_\_

Certified Minority Business Enterprise Type \_\_\_\_\_

H-African American, I-Hispanic, J-Asian/Hawaiian, K-Native American, M-Women, N-Non-Minority

Filing a false misrepresentation of MBE/WBE status is considered a felony of the second degree pursuant to Section 287.094, Florida Statutes.

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

Authorized Signature (manual) \_\_\_\_\_

Authorized Signature (typed/printed) \_\_\_\_\_

Email Address \_\_\_\_\_

**Reason for no proposal:**

DISTRICT BOARD OF TRUSTEES  
PENSACOLA STATE COLLEGE  
1000 COLLEGE BOULEVARD  
PENSACOLA, FLORIDA 32504-8998

RFP 16-2011/2011

April 16, 2011

**REQUEST FOR PROPOSALS FOR SOUND SYSTEM FOR LOU ROSS CENTER – HARTSELL ARENA,  
PENSACOLA CAMPUS FOR  
PENSACOLA STATE COLLEGE**

The District Board of Trustees of Pensacola State College, Florida hereby extends an invitation for proposals on a Sound System for Lou Ross Center – Hartsell Arena (Gymnasium) to include delivery, equipment, installation, repair, and maintenance for Building 3 on our Pensacola Campus at Pensacola State College.

The Proposal opening deadline is **Thursday, May 5, 2011 at 10:00 a.m. CST**. All Proposals must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services at the address listed below:

Ms. Angie C. Jones  
Pensacola State College  
Barfield Administration Building  
Building 7, Room 737  
1000 College Boulevard  
Pensacola, Florida 32504-8998

The enclosed **Statement of No Proposal** (Page 1) should be completed and mailed by Proposers declining to submit a Proposal for Sound System for Lou Ross Center – Hartsell Arena (Gymnasium).

**I. GENERAL CONDITIONS**

1. **SEALED PROPOSALS:** An original and four (4) copies must be mailed or delivered to the attention of Director of Purchasing and Auxiliary Services and be received in the Purchasing and Auxiliary Services Office, Pensacola State College, Barfield Administration Building 7 Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 or be delivered to the RFP opening site, no later than **Thursday, May 5, 2011 at 10:00 a.m. CST** and will be clearly marked **Sealed RFP 16-2010/2011 – Sound System for Lou Ross Center – Hartsell Arena (Gymnasium) on the Pensacola Campus**.
2. **INSTRUCTIONS TO PROPOSERS:** To insure consideration of your bid, please follow these instructions. Proposals not in compliance with conditions specified herein are subject to rejection.
3. **FACSIMILE PROPOSALS:** Due to the requirement of sealed RFP responses, facsimile Proposals will not be acceptable as valid responses.
4. **DETERMINING FACTORS:** Services, costs, specifications and capability to provide these services and equipment will be determining factors in the awarding of the Proposal.
5. **INTERPRETATIONS & QUESTIONS:** Any question(s) which requires a response which amends the RFP document in any way will be answered via addendum by the Purchasing Department to all proposers. Any verbal or written information received by proposers, which is obtained by any

means other than this RFP document or by Addenda, shall not be binding on the College.

**Question Deadline.** Any questions concerning any condition or requirement of this RFP must be received in the Purchasing Office, in writing, **by 9:00 a.m. on Wednesday, April 27, 2011.**

**Submittal of Questions.** Any question or comment concerning any portion of this RFP must be submitted, in writing, **to Angie C. Jones, Purchasing Director, via facsimile 850-484-1839 or email at [acjones@pensacolastate.edu](mailto:acjones@pensacolastate.edu) or may be contacted via telephone at 850-484-1794.**

No other Pensacola State College employee or College Board of Trustee Member may be contacted. Questions must be received, in writing, on or before the date established above. If necessary, an Addendum will be issued.

Any additional information pertaining to this RFP or to the services being sought hereunder obtained in a manner other than as described in the preceding paragraph should be regarded as unofficial. Pensacola State will not be bound in any way by information so obtained, or by a Proposer's reliance thereon.

6. **COST DISCUSSIONS:** The Proposer must not discuss cost information, except for clarification requested by the College Purchasing Director, prior to the posting of proposal results, with any employee, board member or authorized representative of the College. Violation of this restriction will result in **REJECTION** of the said bid.
7. **ADDENDA:** All addenda issued during the time of proposing shall become part of the Proposing Documents, and receipt thereof must be acknowledged in writing with the proposal (see Tab #7). The College accepts no responsibility for inaccurate proposals due to missed information contained in any addendum. Each Proposer should ensure that they have received all addenda and amendments to the RFP before submitting their proposals. Please access the college web site at <http://www.pensacolastate.edu/visitors/vendors/cursolicit.aspx> for any addenda.
8. **LATE PROPOSALS:** Proposals will be publicly opened, read aloud and recorded, on the date and time indicated, at the location specified in the bid request. It is the Proposer's responsibility to make certain that his/her bid is in the hands of the Purchasing Director prior to the opening time at the specified location. Pensacola State College accepts no responsibility for late or misdirected mail deliveries. Late Proposals will not be considered.
9. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of authorized representative in the space provided. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by RFP proposers to his/her Proposal price or terms must be initialed.
10. **PROPOSAL OPENING:** Shall be public, on the date, location and the time specified on the RFP cover letter. It is the proposer's responsibility to assure that his/her Proposal is delivered at the proper time and place of the Proposal opening. Proposals which for any reason are not delivered as specified will not be considered. Offers by telegram, telephone or fax are not acceptable. A Proposal may not be altered after opening of the Proposals.
11. **INTERPRETATIONS/DISPUTES:** Any questions concerning conditions and specifications shall be directed in writing to the Director of Purchasing with receipt prior to the Proposal opening. Inquiries must reference the date of Proposal opening and RFP number. No interpretation shall be considered binding unless provided in writing by Pensacola State College in response to requests in full compliance with this provision. Any person who is adversely affected by the College's decision or intended decision concerning a procurement solicitation or contract award and who

wants to protest such decision or intended decision shall file a protest in compliance with Section 120.57(3)(b), Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3) (b), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Proposers shall thoroughly examine and be familiar with the Proposal specifications. The failure or omission of any responder to receive or examine these documents shall in no way relieve any responder of obligations with respect to this Proposal or the subsequent contract.

12. **CONFLICT OF INTEREST:** The award there under is subject to the provision of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of Pensacola State College. Further, all proposers must disclose the name of any Pensacola State College employee who owns directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.
13. **CLARIFICATION:** The College reserves the right to request clarification of information submitted and to request additional information of one more Proposers, if needed.
14. **CONSIDERATION OF PROPOSALS:** As its best interest may require and at its sole discretion, Pensacola State College reserves the right to make award(s) by the individual service, group of services, all or none, or any combination thereof; to reject any and all Proposals or waive any minor irregularity, technicality or element deemed immaterial by the college, at its sole discretion, in the Proposals received. The College reserves the right but is not obligated, to negotiate with the prevailing responder in order to improve a term or condition so that it is more beneficial to the College. All such waivers or negotiations, and the justifications therefore, will be reduced to writing. Proposers are cautioned to make no assumptions unless their Proposal has been evaluated as being responsive to all Proposal requirements, submission requirements, general conditions and special conditions of this Request for Proposal. The College shall not be responsible for any cost or expense incurred by the Proposer in preparing or submitting a proposal or any cost prior to the execution of the contract agreement.
15. **QUALIFYING PROPOSERS:** Pensacola State College reserves the right to require a Proposer to submit such evidence of qualifications as it may deem necessary and may consider any evidence available concerning the financial and other qualifications of the Proposer.
16. **PROPOSAL AWARD:** Award is expected to be made to the Proposer who best meets the requirements of Pensacola State College considering responsibility, responsiveness and price. A written contract and/or purchase order detailing agreed terms will be rendered between the College and the successful proposer. Terms of the contract will include any and all items as specified in the proposal, plus mutually agreed terms and conditions.
17. **GOVERNMENTAL RESTRICTION:** In the event any court ruling, administrative rule, or governmental restrictions are interpreted or imposed so as to necessitate alteration of the material quality of the services offered in this Proposal to its completion, it shall be the specific regulation which required an alteration. The College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the College.
18. **DEFAULT:** Failure to perform according to this RFP and/or resulting contract shall be cause for your firm to be found in default in which event any and all re-procurement costs may be charged against your firm. Any violations of these stipulations may also result in the Vendors name being removed from Pensacola State College vendor mailing list.

19. **LEGAL REQUIREMENTS:** Applicable provisions of all Federal, State, county and local laws and of all ordinances, rules, written opinions and regulations thereof shall govern development, submittal and evaluations of all Proposals received in response hereto and shall govern any and all claims and disputes which may arise between those submitting a Proposal response hereto and the College. Lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. Proposers have certain rights under Chapter 120, Florida Statutes. Failure to follow proper procedures for a timely protest shall constitute a waiver of all further proceedings under Florida Statute 120.57(3) (b).
20. **ADVERTISING:** By submitting a Proposal, responder agrees not to use the results as a part of any commercial advertising.
21. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposals will become a public document pursuant to Section 119.07, Florida Statutes. This includes materials which the responder 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(3), Florida Statutes.
22. **REASONABLE ACCOMMODATIONS:** Any person(s) requiring reasonable accommodations, in accordance with the provision of the American with Disabilities Act, for attendance at the scheduled pre-proposal conference or Proposal opening, will contact the Office of the Director of Purchasing at least seventy-two (72) hours in advance of the scheduled pre-proposal conference or Proposal submission deadline.
23. **PROTESTING A DECISION:** In accordance with Section 287.042(2) (c), Florida Statutes, any person who files an action protesting a decision or intended decision pertaining to contracts administered or purchases by the College pursuant to Section 120.57(3) (b), Florida Statutes, shall post at the time of filing the formal written protest, a bond payable to the College in an amount equal to 1 percent of the total volume of the contract. The bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the college prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond, cashier's check, official bank check, or money order shall be returned to him or her. If the person protesting the award prevails, he or she shall recover from the college all costs and charges which shall be included in the final order of judgment, excluding attorney's fees. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.
- A. Protest to the Solicitation. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation.
- B. Protest to a Solicitation Amendment. Any notice of intent to protest or formal written protest to any amendment issued by the College must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

C. Protest of a Decision to Award or Notice of Intent to Recommend an Award. Any person who is adversely affected by the College's decision or intended decision shall file a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. Any notice of protest or formal written protest to the award or intended award which is filed before the bid tabulation posting is null and void. To be considered, a notice of intent to protest and a formal written protest must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes.

24. **PIGGYBACK LANGUAGE:** With the consent and agreement of the successful Proposer(s) purchases may be made under this RFP by other community colleges, state universities, District school boards and by other educational institutions or governmental entities within the state of Florida. 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) (c).
25. **PUBLIC ENTITY CRIME:** 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 Proposals 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 FS 287.016, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Your signature on the proposal price sheet certifies that the proposer has not committed any public entity crimes as specified.
26. **TAXES:** Sales to Pensacola State College are exempt from state sales tax. State sales tax certificate of exemption will be issued upon request.

FLORIDA SALES TAX EXEMPTION NO: 85-8012557294C-2

27. **INSURANCE:** The successful Proposer 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 \$200,000.00 per claimant, and \$300,000.00 per incident or occurrence. The District Board of Trustees, Pensacola State 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 \$200,000.00 per claimant, and \$300,000.00 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 State College, Florida, as additional insured.

**NOTE: Any and all special conditions and specifications attached hereto which vary from these general conditions shall have precedence and shall control.**

**II. TENTATIVE CALENDAR:** The following are important pre-scheduled dates regarding this RFP, though all dates are subject to change, if required.

April 15, 2011	RFP Release Date (On or About)
April 25, 2011 9: 00 a.m. CST	Mandatory Pre-proposal Conference <i>Bldg 3, Lou Ross Center – Hartsell Arena</i>
April 27, 2011 by 9:00 a.m.	Written questions due
April 27, 2011	Estimated Addendum Release
May 5, 2011 NLT 2:00 p.m. CST	Proposals due (at location specified in Section 1.0)
May 6-10, 2011	Committee Individual Evaluations
May 11, 2011 9:00 a.m.	Public Evaluation <i>Bldg 7, Room 736 (Administration Bldg)</i>
May 11, 2011	Estimated Posting Date of Award Recommendation
June 4-10	Work must be done during this week

Pensacola State is closed on Fridays for the summer beginning May 13 through August 10, 2011.

Please note that Pensacola State reserves the right to modify this schedule as necessary to meet the needs of the college. Respondents will be notified in writing, via an RFP addendum, of any changes to this schedule.

**III. INSTRUCTIONS TO PROPOSERS**

- A. Proposer must propose to execute all phases of the proposal in a single bid. The proposal must be signed by an officer of your firm with the authority to commit the firm.
- B. It is the intent of Pensacola State to purchase items that are operable within the systems outlined in this RFP; therefore, the Proposer is required to deliver complete, working systems. Should it be discovered that the Proposer failed to identify equipment required for fully operational systems, the Proposer shall supply those items at no charge to Pensacola State.
- C. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American with Disabilities Act for attendance at the scheduled RFP opening shall contact the Purchasing and Auxiliary Services office, at least seventy-two (72) hours in advance of the scheduled proposal opening deadline.
- D. All prices shall be **FOB Pensacola State College**, 1000 College Boulevard, Pensacola, FL 32504-8998.
- E. A **mandatory Pre-proposal conference** will be held for vendors who intend to respond to this RFP. The purpose of the conference is to provide for questions and answers regarding terms, conditions, or specifications of the RFP. There will also be an on-site visit immediately following review of the RFP. Answers to any questions that might arise will be in the form of Addenda to the Request for Proposal, prior to the proposal opening. All such revisions must be acknowledged by signature and returned with the proposal. Failure to attend this meeting will result in rejection of your proposal. The pre-proposal conference will be held on **Monday, April 25, 2011 at 9:00 a.m., CST, in Bldg 3, Hartsell Arena.**

- F. The Purchasing Director may choose to call for additional Pre-proposal conference(s) if, in the sole judgment of the Purchasing Director, there is a need for such conference (s) in order to promote competition.
- G. Vendors are responsible for the information contained in such addenda, whether or not they acknowledge receipt. The College is under no obligation to communicate such addenda to vendors who notify the College that they will not be responding to this RFP. The College shall reject vendor's responses to addenda if such responses are received after the RFP closing date and time.
- H. Pensacola State will provide computer system, electrical and network connectivity for connected equipment
- I. A physical inventory list of the installed equipment shall be provided to Pensacola State upon complete installation. Brand, model, and serial numbers shall be included.
- J. 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.
- K. The successful Proposer 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.
- L. Delivery (including inside delivery to site) must be included in proposal.

#### IV. SCOPE OF PROJECT

Pensacola State College is accepting proposals to provide a complete sound system for the Hartsell Arena located at 1000 College Blvd, Bldg 3. The proposal requires de-install of existing equipment and installation of modern, state of the art sound equipment, and shall include all components required to provide an easily managed system that provides adequate sound throughout all areas of the arena floor. All items proposed must meet, at a minimum, the specifications hereinafter provided. **Due to down time of any games and prior to Kid's College and camps beginning in June Pensacola State College must have this project completed the week of June 4-10, 2011.**

The installation will include the removal of existing speakers located in the ceiling of the arena. The speakers will be replaced by speakers rigged in a way that covers the maximum areas of the arena. Floor and wall panels will be installed to allow the system connections. A retracting connection is desired at the west side bleachers. An equipment rack will be installed in a storage closet adjacent to the main floor to house amplifiers and associated equipment for the sound system. A rolling rack will be provided that will house wireless microphones, tuner, and CD player with iPod dock. A networked zone controller will allow Pensacola State to control the system from the arena floor and provide remote access. A touch-screen wall controller will be provided as well as a security cover.

#### General Vendor Requirements

- The vendor should submit a complete sound system with the components listed below at a minimum.
- The manufacturer must have been in continuous manufacturing of proposed sound and system for no less than ten (10) years. The vendor must have been a seller/supporter of the equipment



for no less than 3 years.

#### **A. Specific product requirements**

All items proposed must meet, at a minimum, the specifications hereinafter provided. Respondents should reply to each requirement with their products technical specification value where applicable.

#### **B. Complete System to include:**

- Qty 8 15" Two Way Speakers to be configured to gain the best performance covering the maximum space within the arena
- Dual Channel Amplifier
- Qty 12 Analog Inputs
- Qty 4 Analog outputs
- Programmable Wall Controller
- Qty 16 channel mixer
- Qty 2 Wireless Mic System Handheld
- Qty 2 Wireless Mic System Lavalier
- Qty 4 Handheld Microphones with on/off switch
- AM/FM Signal Processor
- Qty 1 CD Player with Apple Ipad dock
- Rolling Rack for Mixer and microphones
- Stationary Rack for all other needed components to be housed in closet adjacent to arena
- All additional switching, controlling, mixing equipment, cabling, installation, programming and services to create the above referenced sound system.

**C. 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 and turn on. 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.

#### **V. EVALUATION PROCESS**

The Evaluation Team will review the responses and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent by the Team. Selection of a supplier will not be made solely on the basis of the lowest price.

The Purchasing Department representative will facilitate and record the rank order assigned by each evaluator and then an overall Committee ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the College may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the evaluation process in order to assist with the selection of the Best Value Respondent(s). The Evaluation Committee may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Committee.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Wednesday, May 11, 2011 at 9:00 am. CST** in the Barfield Administration Building No. 7, Room 736, 1000 College Boulevard, Pensacola, Florida 32504-8998. Solicitation tabulations and award recommendations will be posted in the Purchasing and Auxiliary Services Office and on the Pensacola State College website <http://www.pensacolastate.edu/visitors/vendors/currtabs.aspx>

## VI. EVALUATION CRITERIA

The following criteria will be used to evaluate qualified Proposal responses and to determine the lowest or best Proposal:

Understanding of Project	30 points
Experience	15 points
References	10 points
Pricing	25points
Deliverability	10 points
Support	10 points

Each Proposal will be evaluated and points will be awarded to each of the major criteria as stated above. Proposer with the highest total number of points will be determined to be the selected responder and the remaining respondents will be rank ordered. The contract proposer shall honor all terms and conditions of this RFP, their proposal and the subsequent contract.

Proposals shall include all of the information solicited in this RFP, and any additional information that the Proposer deems pertinent to the understanding and evaluating of the proposal. **Proposals shall be organized and sections tabbed in the following order.** The Proposer should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. All proposals shall include, at a minimum, the following information. Failure to supply all of the information requested may result in the proposal being excluded from consideration.

Tab #1      **Understanding of Project:**

Provide equipment and necessary information (model numbers, etc.) to prove that proposer has thorough understanding of project and ability to meet specifications.

Tab #2      **Experience:**

Provide a profile showing company history and work done similar to that proposed herein within the last 5 years and including the name of the person who would be responsible.

Tab #3      **References:**

Submit a detailed list of at least three (3) clients receiving similar equipment within the last three years.

Tab #4      **Pricing:**

Proposal Reply Sheet should be submitted here. Annual cost for a service contract during the warranty period, if required, for software and/or hardware upgrades must be stated. If a service contract is required after the warranty period, cost must also be stated. See Attachment B

- Tab #5      **Deliverability:**  
Submit that your firm will be able to complete the project in the time manner listed in Section IV.
- Tab #6      **Support:**  
Provide documentation specifying support of the equipment proposed.
- Tab #7      **Insurance:**  
  
Attach evidence of the required insurance coverage. A properly completed ACORD Form is preferable.
- Tab #8      **Drug-Free Workplace Certification**  
  
All Proposers shall properly complete, notarize and submit Attachment B,
- Tab #9      **Addenda Acknowledgement:**  
  
Please submit all addenda (if any) related to this bid here.
- Tab #10     **Other Information:**  
  
Provide any information that will provide insight to the evaluators about the qualifications, fitness and abilities of the Proposer. This information should be succinct.

**CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM**

IDENTICAL TIE RFP's - Whenever two or more Proposals 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 Proposal received from a business that certified that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Proposals 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 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 PROPOSAL 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 PROPOSAL, 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 Representative: \_\_\_\_\_

Typed or printed name of representative: \_\_\_\_\_

Responding Proposer name: \_\_\_\_\_

Price Sheet

Total Cost of Project (including inside delivery, equipment, and installation) \$ \_\_\_\_\_

Please attach a separate listing of the line item costs.

If warranty service does not cover all expenses, include service costs here and include detailed narrative of what is included in service contract.

Service Contract 1<sup>st</sup> year \_\_\_\_\_  
Service Contract per year after 1<sup>st</sup> year \_\_\_\_\_