

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

June 21, 2007

BID NO. 12, 2006/2007

**INVITATION TO BID (ITB) ON
CAMPUS SIGNS, FABRICATION AND INSTALLATION
FOR
PENSACOLA JUNIOR COLLEGE**

The District Board of Trustees of Pensacola Junior College hereby extends an Invitation to Bid (ITB) on campus signs for Pensacola Junior College, 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 2:00 P.M., local time, July 17, 2007 and shall be clearly marked "SEALED ITB NO. 12, 2006/2007 – Campus Signs, Fabrication and Installation, 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.

Pre-bid Conference

Due to the scope of work, a **mandatory** pre-bid conference will be held at Bldg. 7, Room 736 at 10:00 a.m., local time, on **July 3, 2007**. PJC staff will be present to answer questions and explain the intent of ITB documents. At this meeting, any suggested modifications may be presented in writing to, or discussed with PJC staff as a possible addendum to the ITB. Only attendees will be able to submit a bid.

Familiarity of Sites

Each bidder should take a self-directed tour of the Pensacola Campus prior to the pre-bid conference, if possible. By submitting a bid, the Bidder acknowledges that he or she is familiar with the sites and the scope of work prior to submitting the bid.

Quantities

Quantities 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 contract period.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **July 19, 2007, at 2:00 P.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. 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.
12. 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.
13. ALL BIDS SHALL BE SUBMITTED ON THIS FORM, AND SHALL BE PROPERLY SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM OR ENTITY SUBMITTING THE BID, IN ORDER TO BE CONSIDERED. FAILURE TO COMPLETE AND RETURN RESPONSE ON THIS FORM MAY BE CAUSE FOR REJECTION OR THE RESPONSE.

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

The bid is for Fabrication and Installation of Campus Signs for Pensacola Junior College. You are cordially invited to bid on the basis of the following specifications:

SPECIFICATIONS

SLAT & POST SIGNS:

- Size: 5 ft. wide x 4 ft. high with up to (8) Removable horizontal slats
- Distance from bottom of sign to ground: 30 inches
- Posts will be buried approximately 30” in the ground
- Background color of signs: PMS 343 Green
- Lettering color: White
- Height of letters: 3 inches (Font type to be determined after award of bid)
- Construction Materials: Baked enamel aluminum with Vinyl Copy made of High Performance Reflective vinyl (3M or Avery)
- PJC Logo will be centered in white letters on top slat

NOTE: The contractor must ensure that the final sign structures meet standard engineering guidelines, are structurally sound, and are fabricated to withstand Category I hurricane winds. Contractor shall submit engineer drawings to scale, noting all dimensions and material recommendations for Pensacola Junior College’s approval.

CAMPUS MAP HOLDER:

- Aluminum, 3’H x 4’W x 3”D
- 4’ X 4’ posts to buried approximately 30” in the ground
- Distance from bottom of sign to ground: 30 inches
- Plexiglas, single opening, stainless steel, hinged on top, locking door
- PMS 343 Green

NUMBER SIGNS:

- Constructed of anodized aluminum, stud mounted, 18 inches high
- Colors: Dark Bronze or Aluminum
- Font Style: (Font type to be determined after award of bid)
- The current building numbers will need to be removed

NOTE: SEE ATTACHMENTS A and B FOR LISTING OF SIGNS, WORDING, AND NUMBERS

BID SHEET

<u>FABRICATION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1. Aluminum Post & Slat Sign, one-sided , with:			
(1) removable slats	_____	_____	_____
(2) removable slats	_____	_____	_____
(3) removable slats	_____	_____	_____
(4) removable slats	_____	_____	_____
(5) removable slats	_____	_____	_____
(6) removable slats	_____	_____	_____
(7) removable slats	_____	_____	_____
(8) removable slats	_____	_____	_____
2. Aluminum Post & Slat Sign, two-sided , with:			
(1) removable slats	_____	_____	_____
(2) removable slats	_____	_____	_____
(3) removable slats	_____	_____	_____
(4) removable slats	_____	_____	_____
(5) removable slats	_____	_____	_____
(6) removable slats	_____	_____	_____
(7) removable slats	_____	_____	_____
(8) removable slats	_____	_____	_____
3. Campus Map Holder	_____	_____	_____
4. Numbers, 18" high (each)			
Bronze	_____	_____	_____
Aluminum	_____	_____	_____

TOTAL FOR FABRICATION: _____

<u>INSTALLATION</u>	<u>BID PRICE</u>
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1. Install Post & Slat Signs	
2. Remove existing numbers from buildings	_____
3. Install new building numbers	_____

TOTAL FOR INSTALLATION _____

GRAND TOTAL _____

Note: Please fill in the unit prices regardless if we are asking for that number of slats in this bid. This will be information for additional signs in the future.

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: _____

BID SUBMITTED BY:

FIRM OR ENTITY NAME

ADDRESS

CITY, STATE, & ZIP CODE

TELEPHONE NUMBER/FAX NUMBER

TYPED OR PRINTED NAME OF REPRESENTATIVE

SIGNATURE OF REPRESENTATIVE

DATE