

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

July 07, 2009

BID NO. 1, 2009/2010

**INVITATION TO BID (ITB) ON AUDIO VISUAL EQUIPMENT AND INSTALLATION  
FOR BUILDING 11 CLASSROOMS ON PENSACOLA CAMPUS**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation to Bid (ITB) for Audio Visual Equipment and Installation for Building 11 Classrooms on Pensacola Campus, 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, Tuesday, August 4, 2009 and shall be clearly marked "SEALED ITB NO. 1, 2009/2010 – Audio Visual Equipment and Installation for Building 11 Classrooms on Pensacola Campus. 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 **Thursday, August 6, 2009, at 11:00 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 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/visitior/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 equipment and installation for classrooms in Building 11 on the Pensacola Campus. The project will be part of a renovation of the building and will take place prior to re-populating with staff and students. The project will include the following:

Fifteen (15) standard classrooms to include:

- 1 - Crestron Control System - Per Crestron quote 36314 REV 4 3/27/09
- 1 - 60" Plasma TV with RS232 – (LG 60PG30FC or approved equivalent) wall mounted
- 1 - Elmo TT02s Document Camera
- 2 - Bose model 16 (or approved equivalent) White Ceiling mounted speakers
- 1 - DVD/VCR with Tuner (LG RC897T or approved equivalent)
- 1 - Computer Comforts SS-30 lectern with side shelf, ECA interact, 7 outlet surge
- 2 - Custom shelf/faceplates for 19" rack in lectern
- Cabling, mounting hardware, Crestron accessories/cables/hookups
- Installation
- Crestron programming

One (1) Special Purpose "TEAL" room to include:

- 1 - Crestron control system as specified above in standard classrooms
- 2 - 60" Plasma TVs with RS232 – (LG 60PG30FC or approved equivalent) wall mounted
- 1 - Elmo TT02s Document Camera
- 4 - Bose model 16 (or approved equivalent) White Ceiling mounted speakers
- 1 - DVD/VCR with Tuner (LG RC897T or approved equivalent)
- 1 - Computer Comforts SS-30 lectern with side shelf, ECA interact, 7 outlet surge
- 2 - Custom shelf/faceplates for 19" rack in lectern
- Cabling, mounting hardware, Crestron accessories/cables/hookups
- Installation
- Crestron programming

- Prospective bidder **must** be an authorized Crestron dealer. Please provide proof with bid submittal.
- Programming **must** be done by a certified Crestron programmer. Please provide proof of certification with your bid submittal.
- There will be a **non-mandatory pre-bid meeting held on July 15, 2009 at 2:00 p.m.** There will drawings and details of the classrooms available.

- 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 the 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 - 15 Standard Classrooms to include:**

			<b>Unit Cost</b>	<b>Total</b>
1	Lot	Crestron Control System	\$ _____	\$ _____
1	Each	60" Plasma TV with RS232 – (LG 60PG30FC or approved equivalent) Wall-mounted	\$ _____	\$ _____
1	Each	Elmo TT02s Document Camera	\$ _____	\$ _____
2	Each	Bose Model 16 (or approved equivalent) White Speakers Ceiling-mounted	\$ _____	\$ _____
1	Each	DVD/VCR with Turner (LG RC897 or approved equivalent)	\$ _____	\$ _____
1	Each	Computer Comforts SS-30 Lectern with side Shelf, ECA interact, 7 outlet surge	\$ _____	\$ _____
2	Each	Custom shelf/faceplates for 19" rack in lectern	\$ _____	\$ _____
			Subtotal:	\$ _____
Subtotal \$ _____ X 15 =			Total	\$ _____

**Part II - One (1) Special Purpose "TEAL" classroom to include:**

1	Lot	Crestron Control System (Includes <u>all</u> costs associated with project)	\$ _____	\$ _____
2	Each	60" Plasma TV with RS232 – (LG 60PG30FC or approved equivalent) Wall-mounted	\$ _____	\$ _____
1	Each	Elmo TT02s Document Camera	\$ _____	\$ _____
4	Each	Bose Model 16 (or approved equivalent) White Speakers Ceiling-mounted	\$ _____	\$ _____
1	Each	DVD/VCR with Turner (LG RC897T or approved equivalent)	\$ _____	\$ _____
1	Each	Computer Comforts SS-30 Lectern with side Shelf, ECA interact, 7 outlet surge	\$ _____	\$ _____
2	Each	Custom shelf/faceplates for 19" rack in lectern	\$ _____	\$ _____
			Subtotal:	\$ _____
Subtotal \$ _____ X 1 =			Total	\$ _____

Part I Total \$ \_\_\_\_\_ + Part II Total \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

**BID SHEET – CONT'D**

1 Lot Installation for Part I \$ \_\_\_\_\_

1 Lot Installation for Part II \$ \_\_\_\_\_

Grand Total of Part I, Part II, Installation Part I and Part II \$ \_\_\_\_\_

**Option:**

1 Year Annual Maintenance Cost \$ \_\_\_\_\_

**All pricing shall include delivery, cabling, mounting hardware, Crestron 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.**

1 Lot Estimated time for completion after ARO \_\_\_\_\_  
(Must be completed by October 2, 2009)



**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: \_\_\_\_\_

