

NOTE: All bids must be submitted electronically through emarylandmarketplace. Bids submitted through the mail, faxed, hand delivered, etc. will not be accepted or considered.

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AGENCY CONTRACT
FOR
AV TAPES and DISKS

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Requirements contract for supplying the using authority with their need for the following item(s) for the contract period specified below.

Releases shall be made as requested by the using authority on an "as required" basis.

Quantities stated are estimates only and are not to be construed as any minimum or maximum guarantee. Usage will be for the actual requirements of the agency and may vary appreciably from the estimated quantities. Bids limiting quantities in any way will not be accepted or considered.

Contract period: September 1, 2010 through August 31, 2011.

Contract shall remain in effect for the time period specified unless the contract is terminated by the bureau. The bureau may terminate any contract without showing cause upon thirty (30) days written notice to the contractor.

This contract is to be a firm fixed price contract. All prices contained herein shall be firm for the entire contract period.

The term of the contract will be a period of one (1) year beginning **September 1, 2010. The State reserves the unilateral option to renew the contract for two (2) additional contract periods.**

NOTE: Renewal options are at the discretion of the State and the Contractor will not be relieved of the commitment to renew the contract. Prices submitted at the time of the bid must reflect the potential increases through the term and the out years of the contract.

Delivery: All orders must be received within 3 business days after receipt of order.

Quoted price to be F.O.B. destination and include all shipping, handling and administrative charges. .

Payment terms to be net, 30 days.

A report must be furnished by the successful vendor every three (3) months detailing the purchase of all items on the contract. Format shall be at vendors option providing that, as a minimum, the report reflects the contract number, contract item number, the dollar volume purchased of each item, agency identification, and the contract total. The report must be filed within thirty (30) days after the end of each reporting period. Any exception to this mandatory requirement may result in cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, vendors who are determined to be in default of this mandatory report requirement will not be allowed to bid on any future requirements.

This procurement is being conducted as a competitive sealed bid. The award will be to the responsible bidder submitting the lowest responsible bid on a lot (all or none) basis.

Specify manufacturer and model/part number for product(s) offered in the comment section of the bid response. **FOR ITEMS LISTED AS “NO SUBSTITUTE” ONLY THE MANUFACTURER AND ITEM LISTED WILL BE ACCEPTED. NO SUBSTITUTE PRODUCTS WILL BE ACCEPTED OR CONSIDERED.**

Manufacturer’s descriptive literature with complete technical specifications must be provided upon request.

Vendors must be licensed by the manufacturer of the products offered to sell and distribute the products offered in their bid.

All videotapes, audio tapes supplied under this solicitation must be new, in original manufacturer’s factory sealed carton and NTSC format. The video, audio tape stock models named in the ITB are Sony professional media, but for all items **NOT** listed as “no substitute”, professional media products from Fuji, Maxell or Quantegy that meet or exceed Sony’s specifications are acceptable. For all lines listed as “No Substitute”, only Sony will be accepted.

Purchasing Card: The State of Maryland purchasing card must be accepted for purchases made against the contract.

Samples must be provided upon request at no cost to the State. All requested samples must be received within five (5) working days of any such request.

Prices quoted must be valid for ninety (90) days after bid opening unless otherwise provided in the State solicitation documents.

Multiple or alternate bids are not acceptable unless otherwise stated in the State solicitation documents.

This solicitation is for new products/equipment and must be free from defects. Used, refurbished or remanufactured products/equipment will not be accepted or considered unless otherwise indicated in this solicitation.

AFFIDAVITS MUST BE COMPLETED AND RETURNED WITH THE BID OR PRIOR TO BID OPENING.

Manufacturer's descriptive literature with complete technical specifications must be faxed to the buyer upon request.

Vendor must include the 9-digit zip code of company address on all invoices. Failure to do so may result in delay of payment. All products used in packing to cushion and protect during the shipment of commodities are to be made of recycled, recyclable, and/or biodegradable materials.

The goal of the State of Maryland's minority business enterprise (MBE) program is to attempt to provide a fair share of procurement contracts to certified minority business enterprises. Although There is no specific percentage requirement for MBE participation in this bid, the commodity procurement/purchasing bureau would like to know if you will have MBE participation in the bid?

Yes _____ No _____

The contractor warrants that the contractor shall comply with COMAR 21.11.08 drug and alcohol free workplace, and that the contractor shall remain in compliance throughout the term of this purchase order

*****SMALL BUSINESS/VETERANS PREFERENCE*****

This procurement has been designated as a Small Business Preference in accordance with Title 14, Subtitle 2, of the State Finance and Procurement Article of the Maryland Annotated Code. The preference percentages for this procurement are as follows:

- a. State-certified small business (not a veteran-owned or disabled veteran-owned small business) - 5%
- b. State-certified, veteran-owned small business - 7%
- c. State-certified, disabled veteran-owned small business - 8%

To be eligible for the preference, your company must have a current small business certification from the Maryland Department of General Services.

The small business size standards in Maryland are different than the Federal standards, so you cannot substitute an SBA 8(a) certification or VetBiz verification for State small business certification.

If your small business is eligible but not certified by the State, apply for certification on the Department of General Services website at www.smallbusinessreserve.maryland.gov and obtain a small business certification number.

The bidder must provide the following to the procurement officer to prove eligibility for the Percentage Price Preference:

- a. A certified small business that is not veteran-owned or disabled-veteran-owned, must provide the DGS small business certification number;
- b. A veteran-owned certified small business must provide the DGS small business certification number AND a copy of the business owner's DD Form 214 attesting to a discharge or release under conditions other than dishonorable.
- c. A service-disabled veteran-owned small business that is currently verified and registered on www.VetBiz.gov must provide the DGS small business certification number AND a copy of the letter from the U.S. Department of Veterans Affairs Verification Program showing your verification is current.
- d. A service-disabled veteran-owned small business that is NOT currently verified and registered on www.VetBiz.gov must provide the DGS small business certification number AND a copy of your DD Form 214 showing discharge or release under conditions other than dishonorable AND a copy of your Adjudication Letter from the U.S. Veterans Administration.

State Law requires that the veteran business owner be domiciled in Maryland. There is no Maryland residency requirement for owners of small businesses participating in the Preference as small businesses without the veteran-owned or service-disabled veteran-owned designation
