

STATE FISCAL YEAR 2009-2010



Solicitation Number DCA 09/10-02

INVITATION TO BID

FOR

**AUDIO-VIDEO SERVICES FOR
THE FLORIDA BUILDING COMMISSION**

**INSTRUCTIONS FOR PREPARATION
AND
SUBMISSION OF PROPOSALS**

State of Florida
Department of Community Affairs
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

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Title Page
STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS
BUREAU OF ADMINISTRATION
DCA 09/10-02
INVITATION TO BID
For
Audio/Video Services for the Florida Building Commission Meetings

Vendor Name_____

Vendor Mailing Address_____

City-State-Zip_____

Telephone Number_____

Email Address_____

Federal Employer Identification Number (FEID) _____

Registered in MyFloridaMarketPlace _____

Authorized Signature
(Manual)_____

Authorized Signature (Typed) and Title_____

Timeline

ITB: DCA 09/10-02

Audio-Video Services for the Florida Building Commission Meetings

Event	Due Date	Location
ITB Advertised - Released	July 7, 2009	Vender Bid System: http://vbs.dms.sate.fl.us/vbs/main_menu
Questions Submitted in Writing	Date/Time July 10, 2009	Submit to: Florida Department of Community Affairs Purchasing – Attention: Suzanne Davis 2555 Shumard Oak Blvd. Tallahassee, Florida 32399 Fax: (850) 414-8439 Email: Suzanne.Davis@dca.state.fl.us
Mandatory Offer's Conference (Optional Use Only.)	Date/Time NA	Where, Bld. Rm. City, State NA
Answers to Questions	Date July 14, 2009	Post electronically via the following Internet site: http://vbs.dms.sate.fl.us/vbs/main_menu
Sealed Bids/Proposal/Replies Due and Opened	Must be received PRIOR to: 2:00 PM EST July 21, 2009	Submit to: Florida Department of Community Affairs Purchasing – Attention: Tammie Kuhn, Suite 155K 2555 Shumard Oak Blvd. Tallahassee, Florida 32399
Anticipated Posting of Intent Award	Date July 22, 2009	Vender Bid System: http://vbs.dms.sate.fl.us/vbs/main_menu

SECTION 1.0 GENERAL INSTRUCTION'S TO RESPONDENTS (PUR1001)

This section explains the General Instructions to Respondents (PUR 1001) of the solicitation process. Attachment: This is a downloadable document. Please download and save this document to your computer for further review. There is no need to return this document back to the Department of Community Affairs.

<http://dms.myflorida.com/content/download/2934/11780>

Bidders/Proposers/Respondents are advised that when the terms & conditions in PUR1001 conflict with the conditions stated in the Department's terms and conditions in this solicitation, the Department's terms and conditions will prevail. Specifically, Paragraphs #3 & #5 of PUR1001 do not apply to the Department of Community Affairs at this time.

SECTION 2.0 GENERAL CONTRACT CONDITIONS (PUR 1000)

This section explains the General Contract Conditions (PUR 1000) of the solicitation process. Attachment: This is a downloadable document. Please download and save this document to your computer for further review. There is no need to return this document back to the Department of Community Affairs.

<http://dms.myflorida.com/content/download/2933/11777>

SECTION 3.0 INTRODUCTORY MATERIALS

3.1 Statement of Purpose

The purpose of this Invitation to Bid (ITB) is to solicit a qualified vendor to provide the delivery, set up, operation, monitoring and removal of the audio-video (A-V) equipment for meetings of the Florida Building Commission, and provide digital recordings on CD of all commission and advisory committee meetings.

3.2 Term

It is anticipated that the contract resulting from this Invitation to Bid will be **from the purchase order issue** date. The contractual services and equipment and accessories to be purchased under this contract must be received by June 30, 2010.

SECTION 4.0 TECHNICAL SPECIFICATIONS

4.1 General Statement

This Invitation to Bid is to purchase audio services with video equipment that the prospective contractor will be required to provide, setup, operated and break down for each scheduled meeting of the Florida Building Commission and Accessibility Council. The prospective contractor shall provide the Department with a clearly labeled CD of each meeting recorded within 10 business days after each meeting.

4.2 Specifications

Detailed specifications for this solicitation are provided as **Attachment II** in this ITB.

4.3 Delivery

The Department will be responsible for providing to the vendor the hotel/meeting location and a layout of the meeting rooms at least ten (10) days prior to the meeting date. In case of emergency cancellation, vendor must supply the Department with a contact number that can be reached 24 hours a day, 7 days a week.

SECTION 5.0 SPECIAL INSTRUCTIONS TO RESPONDENTS

Special Instructions taking precedence over PUR1001 will be identified accordingly in the section below. Unless the conflicting instruction is statutorily required, in which case the instruction contained in the PUR 1001 form shall take precedence.

5.1 Instructions for Bid Submittal

Electronic submission of bids is not required and will not be accepted for the Invitation to Bid.

This Special Instruction takes precedence over General Instruction #3.

- Bids may be sent by U.S. Mail, Courier, or Hand Delivered to the location indicated in the Timeline.
- All bids must be submitted in a sealed envelope and shall be clearly marked on the outside with the bid number, date and time of bid opening for which bid is intended. The Florida Department of Community Affairs is not responsible for the opening of any envelope which is not properly marked.
- It is the bidder's responsibility to assure their bid submittal is delivered at the proper place and time as stipulated in the Invitation to Bid.
- Late bids will not be accepted.
- Bidders are required to complete, sign, and return the Title Page, Price Page, Terms & Condition Page, Required Certifications Page, Reference Form, and Drug-Free Workplace Form with their bid submittal.
- Bidders shall submit all mandatory, technical, and pricing data in the formats specified in the Invitation to Bid.

5.2 Bidder Inquiries

This Invitation to Bid Special Instructions takes precedence over General Instruction #5.

Questions related to this ITB must be received in writing by the contact person listed below by the time indicated in the Timeline. The questions may be sent US mail, courier, e-mail, fax, or hand-delivered to the location indicated in the Timeline. No telephone calls will be accepted. Inquiries submitted after the period specified in the Timeline will not be addressed. Answers to questions will be posted on the MyFlorida.com Vendor Bid System web site, http://fcn.state.fl.us/owa_vbs/owa/vbs_www.main_menu.

Florida Department of Community Affairs
Attention: Suzanne Davis
2555 Shumard Oak Blvd.
Tallahassee, FL 32399
Fax: 850-414-8439
Email: Suzanne.davis@dca.state.fl.us

5.4 Special Accommodations

Any person requiring special accommodations at DCA Purchasing because of a disability should call DCA Purchasing at (850) 922-1622 at least five (5) work days prior to any pre-bid conference, bid opening, or meeting. If you are hearing or speech impaired, please contact Purchasing by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

5.5 Price Page

The Price Page is Attachment III of this ITB. It must be filled out as indicated, signed, and returned with the bid response.

5.6 References

Vendors are required to submit with their bid, three (3) references that have been provided for services of a similar size and parameters of those requested in this solicitation. Vendors shall use Attachment VI, Reference Form of this ITB to provide the required reference information. The department reserves the right to contact any and all references in the course of this solicitation evaluation and make a fitness determination, not subject to review or challenge.

SECTION 6.0 SPECIAL CONDITIONS

These “Special Conditions” shall take precedence over form PUR 1000 unless the conflicting term in PUR 1000 is statutorily required, in which case the term contained in the form PUR 1000 shall take precedence. Vendor shall use Attachment IV and V to certify vendor will comply with all the terms, conditions and specifications specified in this Invitation to Bid.

6.1 Additional Quantities

This Invitation to Bid Special Condition takes precedence over General Conditions #5. The Department reserves the right to purchase additional quantities of the items requested in this ITB for twelve (12) months from date of award on an as needed basis up to the amount shown on the bid but not to exceed the threshold for Category Two at the prices bid in this solicitation.

6.2 Cost of Bid Preparation

Neither the Department of Community Affairs nor the State is liable for any costs incurred by a bidder in responding to this Invitation to Bid.

6.3 Vendor Registration

Each vendor doing business with the State for the sale of commodities or contractual services as defined in Section 287.012, F.S., shall register in the MyFloridaMarketPlace system, unless exempted under subsection 60A-1.032, F.A.C. Also, an agency shall not enter into an agreement for the sale of commodities or contractual services as defined in Section 287.012 F.S. with any vendor not registered in the MyFloridaMarketplace system, unless exempted by rule. A vendor not currently registered in the MyFloridaMarketPlace system shall do so within 5 days after posting of intent to award.

Information about the registration is available, and registration may be completed, at

http://dms.myflorida.com/dms/purchasing/myfloridamarketplace/myfloridamarketplace_quick_links/vendors . Those lacking Internet access may request assistance from the MyFloridaMarketPlace Customer Service at 866-352-3776 or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, FL 32399.

For vendors located outside of the United States, please contact Vendor Registration Customer Service at 866-352-3776 (8:00 AM - 5:30 PM Eastern Time) to register.

6.4 Verbal Instructions Procedure

No negotiations, decision, or actions shall be initiated or executed by the bidder as a result of any DISCUSSIONS WITH ANY State employee. Only those communications, which are in writing from the Department of Community Affairs' Purchasing Office, may be considered as a duly authorized expression on behalf of the State. Also, only communications from bidders in writing will be recognized by the State as duly, authorized expressions on behalf of the bidder.

6.5 Identical Tie Proposals

When evaluating vendor responses to solicitations where there is identical pricing or scoring from multiple vendors, the department shall determine the order of award in accordance with Rule 60A-1.011 F.A.C.

6.6 Renewal

This Special Condition takes precedence over General Conditions #27 in PUR1000 of this solicitation.

The contract resulting from this solicitation may be renewed, in whole or in part, for a period that may not exceed 3 years or the term of the original contract, whichever period is longer. For each renewal period of this ITB, after the original contract period or after the first year of the original contract period, a negotiated annual price increase of up to five percent (5%) may be allowed by the Department. If the Department and Contractor are in agreement, the Contractor will be required to submit a letter to the Department stating the new price agreed upon. The renewal shall be in writing and subject to the same terms and conditions set forth in the original contract. The renewal shall be contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds. The renewal may not include any compensation for cost associated with the renewal.

6.7 Addenda

If the Department of Community Affairs finds it necessary to supplement, modify or interpret any portion of the bidding specifications or documents during the bidding period a written addenda will posted on the MyFlorida.com Vendor Bid System, http://fcn.state.fl.us/owa_vbs/owa/vbs_main_menu. It is the responsibility of the bidder to be aware of any addenda that might have bearing on their bid.

6.8 Unauthorized Aliens

The employment of unauthorized aliens by any bidder is considered a violation of section 274A (e) of the Immigration and Nationality Act. If the bidder knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this contract.

6.9 Certificate of Authority

All corporations seeking to do business with the State shall, at the time of submitting a bid in response hereto, either be on file or apply for registration, with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration or application shall be furnished when submitting the bid. Similarly, partnerships seeking to do business with the State shall, at the time of submitting such a bid, have complied with the applicable provisions of Chapter 620, Florida Statutes. A statement shall be required indicating that the bidder is a corporation or other legal entity. If subcontractors are used, a statement is required indicating that all subcontractors are registered with the State in accordance with Chapter 607 or 620, Florida Statutes, providing their corporate charter numbers. Information and forms may be obtained at <http://www.sunbiz.org>.

6.10 Minority and Service-Disabled Veteran Business – Participation

The Department of Community Affairs encourages minority and women-owned business (MWBE) and service-disabled veteran business enterprise (SDVE) participation in all its solicitations. Bidders are encouraged to contact the Office of Supplier Diversity at 850/487-0915 or visit their website at <http://psd.dms.state.fl.us> for information on becoming a certified MWBE or SDVBE or for names of existing businesses that may be available for subcontracting or supplier opportunities.

6.11 Bid Evaluation

Bids that do not meet the requirements specified in this ITB will be considered non-responsive. In the best interest of the State, the Department reserves the right to reject any and all bids or waive any minor irregularity or technicality in bids received. Bidders are cautioned to make no assumptions unless their bid has been deemed responsive.

6.12 Basis of Award

A single award shall be made to the responsive, responsible bidder offering the lowest grand total cost for all audio service and video equipment requested in this ITB. Vendors are cautioned that this is an all or none bid.

6.13 Conflict of Interest

Section 287.057(18), Florida Statutes, provides, “A person who receives a contract that has not been procured pursuant to subsections (1) through (5) to perform a feasibility study of the potential implementation of a subsequent contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest in not eligible to receive such contract. However, this prohibition does not prevent a vendor who responds to a request for information form being eligible to contract with an agency.” The Department of Community Affairs considers participation through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice investigation, or auditing or any other advisory capacity to constitute participation in drafting of the solicitation. Vendor shall use Attachment V, Required Certifications Page, that includes the Statement of No Involvement, to certify the vendor, its employees, and principals have no Conflict of Interest in this Invitation to Bid.

6.14 Standard Contract/Purchase Order

Each respondent shall review and become familiar with the department's Standard Contract and/or Purchase Order which contains administrative, financial and non-programmatic terms and conditions mandated by federal or state statute and policy of the Department of Financial Services. Use of one of these documents is mandatory for departmental contracts as they contain the basic clauses required by law. **The terms and conditions contained in the Standard Contract or Purchase Order are non-negotiable.**

ATTACHMENT II

Specifications of Services Needed

AUDIO VIDEO SERVICES FOR THE FLORIDA BUILDING COMMISSION

Description of Work Being Procured/Objectives: The purpose of this Invitation to Bid (ITB) is to select a qualified contractor to provide Audio-Video Services for the Florida Building Commission Meetings. Qualified bidders must be experienced in providing full audio/video services as specified for the Florida Building Commission and the Accessibility Council meetings generally scheduled bi-monthly in central Florida. Vendor must also be capable of responding to any changes in the published schedule of the commission for sites, dates and times. The selected contractor shall provide and continually operate the equipment listed below for both Technical Advisory Committee (TAC) meetings and the commission plenary session for digital recording, public announcement system and hearing impaired capabilities. Equipment must be set up and ready at least one hour prior to the scheduled meeting time. Bid shall include individual equipment prices (broken out by type of equipment), plus all travel expenses and include a price per meeting. Bidders may also bid on select meetings, e.g., not all meetings, but must include a price per meeting (broken out by type of equipment).

The Department will be responsible for providing to the vendor a layout of the meeting rooms at least ten (10) days prior to the meeting date. In case of emergency cancellation, vendor must supply the Department with a contact number that can be reached 24 hours a day, 7 days a week.

The Department and the Vendor shall provide a representative to inventory and verify equipment that is used for each meeting. The inventory sheet must be initialed by both the Department and the Vendor. A copy shall be provided to the Vendor if necessary.

The Vendor is responsible for providing an Uninterruptible Power Supply (UPS) for each meeting.

Vendor is responsible for providing hotel/meeting site with certificate of insurance when required and any necessary forms as requested by the hotel at no cost to the Department.

Vendor shall provide the Department with a clearly labeled CD of each meeting recorded within 10 business days after each meeting. After the 10th business day and the Department has not received the recorded copy, copy is damaged or is not audible, a five percent (5%) fee will be charged by the Department to the contractor. The contractor shall not charge an additional fee for replacing a lost or damaged CD.

Technical Advisory Committees (TACs) meet for one - two days at the same location immediately preceding the formal meeting of the Florida Building Commission and Accessibility Council. The meeting dates and times for both TACs and commission plenary sessions for the 2009-2010 fiscal years are:

August 10-12, 2009	Crowne Plaza, Melbourne
October 12-14, 2009	Embassy Suites, Tampa
December 7-9, 2009	Rosen Centre, Orlando
February 1-3, 2010	TBA
April 5-7, 2010	TBA
June 7-9, 2010	TBA

Cost: This ITB is predicated on the cost to provide, setup, operate/monitor and breakdown of the actual audio visual (AV) equipment specifically requested and used in the meetings for the Florida Building Commission from the anticipated equipment specified below: Contractor shall ensure

backup equipment is sufficient to allow for equipment failure and the addition of the one meeting room. Bid shall include individual equipment prices, as well as a cost per meeting price.

	1 st Day 2 rooms	2 nd Day 3 rooms	3 rd Day 1 Conference Room
Microphones*	20	20	20
Recorders	2	3	1
Overhead Projectors	1	0	0
8' Screen	2	1	1
10' x 14' Screen	2	2	2
Mixers, 4 Channel	1	2	2
Mixers, 16 Channel	1	1	1
Mixers, 24 Channel	1	1	1
Assisted Listening System*	1	0	0
Wireless Lavalier Microphone	1	1	1
LCD Projector	0	0	0
Set of Speakers (2 on stands, 2 on floor)	1	1	1

*Assisted Listening System consists of 4 receivers, 2 ear buds, 2 Silhouette Telecoil Couplers, similar to Williams Sound Inc. 005WC. Microphones shall have a user on-off switch.

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ATTACHMENT III

PRICE PAGE

VENDOR NAME: _____

BID COST:

Total Cost per meeting # 1	\$ _____
Total Cost per meeting # 2	\$ _____
Total Cost per meeting # 3	\$ _____
Total Cost per meeting # 4	\$ _____
Total Cost per meeting # 5	\$ _____
Total Cost per meeting # 6	\$ _____
Total for all meetings	\$ _____

Individual Equipment Pricing

This should include the total cost to provide, setup, operate/monitor and breakdown of the actual audio visual (AV) equipment specifically requested and used in the meetings. Be aware meetings are normally 3-4 days in duration to include equipment listed in previous section but may require more or less equipment due to the circumstances for that particular meeting.

20	Microphones*	\$ _____	Each
6	Recorders	\$ _____	Each
3	8' Screen	\$ _____	Each
6	10' x 14' Screen	\$ _____	Each
5	Mixers, 4 Channel	\$ _____	Each
3	Mixers, 16 Channel	\$ _____	Each
3	Mixers, 24 Channel	\$ _____	Each
1	Assisted Listening System*	\$ _____	Each
3	Wireless Lavalier Microphone	\$ _____	Each
4	Set of Speakers	\$ _____	Each
(2 on stands, 2 on floor)			

*Assisted Listening System consists of 4 receivers, 2 ear buds, 2 Silhouette Telecoil Couplers, similar to Williams Sound Inc. 005WC. Microphones shall have a user on-off switch.

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ATTACHMENT IV

BIDDER SIGNATURE OF TERMS AND CONDITIONS PAGE

I have examined the terms, conditions, specifications and the instructions to bidders herein and agree, provided that I am awarded the contract specified in this Invitation to Bid, to provide the above-described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME _____ By _____

Signature of Authorized Representative

STREET _____ NAME _____

Type or Print Clearly Name of Authorized Representative

CITY _____ TITLE _____

STATE _____ ZIP CODE _____ FEID _____

PHONE NUMBER _____ FAX Number: _____

DATE _____ E-Mail Address: _____

INCLUDE THIS FORM WITH THE BID SUBMISSION

(Intentionally left blank)

ATTACHMENT V

REQUIRED CERTIFICATIONS

.....

**ACCEPTANCE OF GENERAL INSTRUCTIONS AND CONTRACT
CONDITIONS**

I hereby certify that should my company be awarded this contract, it will comply with all the terms and conditions specified in the Invitation to Bid including the General Instructions to Respondents (PUR1001) and General Contract Conditions (PUR1000) incorporated into this contract.

Signature of Authorized Official

Date

.....

**STATEMENT OF NO INVOLVEMENT
CONFLICT OF INTEREST STATEMENT (NON-COLLUSION)**

I hereby certify that my company, its employees, and its principals, had no involvement in performing a feasibility study of the implementation of the subject contract, in the drafting of this solicitation document, or in developing the subject program. Further, my company, its employees, and principals, engaged in no collusion in the development of the instant bid. This bid is made in good faith and there has been no violation of the provisions of Chapter 287, Florida Statutes, the Administrative Code Rules promulgated pursuant thereto, or any procurement policy of the Department of Community Affairs. I certify I have full authority to legally bind the bidder to the provisions of this bid.

Signature of Authorized Official

Date

.....

*An authorized official is an officer of the vendor's organization who has legal authority to bind the organization to the provisions of the bid. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the offer if signed by other than the President, Chairman or owner.

ATTACHMENT VI

Bidder Reference Form

BID: _____

Bidder Name: _____

Vendors are required to submit with their bid, three(3) references that have been provided for services of a similar size and parameters of those requested in this solicitation. Vendors shall use this attachment V, Reference Form of this ITB to provide the required reference information. The department reserves the right to contact any and all references in the course of this solicitation evaluation and a fitness determination, not subject to review or challenge.

1.) Name of Company/Agency: _____

Contact Person: _____

Phone Number: _____

Address: _____

Email Address: _____

2.) Name of Company/Agency: _____

Contact Person: _____

Phone Number: _____

Address: _____

Email Address: _____

3.) Name of Company/Agency: _____

Contact Person: _____

Phone Number: _____

Address: _____

Email Address: _____

Signature of Authorized Representative

ATTACHMENT VII

CERTIFICATION OF DRUG-FREE WORKPLACE

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals are received from respondents which are both certified minority businesses (as set forth above), and which are equal with respect to price, quality and service, the proposal 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. In order to have a drug-free workplace program, a business shall:

- I-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.
- I-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.
- I-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).
- I-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.
- I-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.
- I-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.

VENDOR'S SIGNATURE