



Office of Procurement Services

UNSEALED INVITATION FOR BIDS

IFB # 10-11-07FDC

Issue Date: April 18, 2010 **Commodity Code:** 19518

Title: Wireless clock system (Furnish and Deliver)

Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services, MSC 5720
1031 South Main Street, 2nd Floor
Harrisonburg, VA 22807

Delivery: As soon as possible

UNSEALED BIDS will be received until **April 22, 2010 @ 11:00 AM.** Bid responses can be faxed to 540.568.7935 or 540.568.7936 or emailed to chestefd@jmu.edu.

All inquiries for information should be directed to:

Buyer Name: Doug Chester **Email:** chestefd@jmu.edu **Phone:** 540.568.4272 **Fax:** 540.568.7935

In compliance with this Invitation for Bids and to all the conditions imposed herein, the Bidder offers and agrees to furnish the service at the price(s) indicated on the Bid Form. This bid is subject to the provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, The General Terms and Conditions as found on JMU Procurement Services website, <http://www.jmu.edu/procurement/vendor/gentc.pdf> and the Special Terms and Conditions attached to this bid. Call 540-568-4254 if you require a copy of the above referenced terms & conditions.

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4300-or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Bid results will not be given over the phone. Low bidder will be notified in a timely manner. Bid results may be obtained by emailing cullertl@jmu.edu.

NOTE: BIDDERS NEED ONLY RETURN THE SIGNED BID FORM (ATTACHMENT A)



College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

SPECIAL TERMS AND CONDITIONS

ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this bid, no indication of such sales or services to James Madison University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

AWARD: The Commonwealth will make the award on a total sum basis to the lowest responsive and responsible bidder. The purchasing office reserves the right to conduct any test it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.

BID ACCEPTANCE PERIOD: Any bid response to this solicitation shall be valid for 60 days. At the end of the 60 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

COOPERATIVE PROCUREMENT: Under the authority of the Code of Virginia 2.2-4304, Cooperative Procurement, it is the intent of this solicitation to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or James Madison University's affiliated corporations may access any resulting award if authorized by the successful bidder.

Participation in this cooperative procurement is strictly voluntary. If authorized by the successful bidder, this solicitation may be extended to the public bodies indicated above to purchase at fees in accordance with this solicitation. The successful bidder will notify James Madison University in writing of any such institutions accessing this solicitation. No modification of this solicitation or execution of a separate solicitation is required to participate. The successful bidder will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the successful bidder and will fully and independently administer their use of this solicitation to include contractual disputes, invoicing and payments without direct administration from James Madison University. James Madison University shall not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the successful bidder to extend this solicitation. It is understood and agreed that James Madison University is not responsible for the acts or omissions of any entity and will not be considered in default of this solicitation no matter the circumstances.

Use of this solicitation does not preclude any participating entity from using other agreements, contracts or competitive processes as the need may be.

DELIVERY NOTIFICATION: The Agency shall be notified 24 hours prior to delivery of any items so that personnel may be available to allow access to the building and verify items received. Notification shall be made to the individual listed on the purchase order.

EVA BUSINESS-TO-GOVERNMENT CONTRACTS & ORDERS: The solicitation/contract will result in one purchase order(s) with the eVA transaction fee specified below assessed for each order.

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:

- (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
- (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

EXTRA CHARGES NOT ALLOWED: The bid price shall be for complete installation ready for the Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.

LATE BIDS: To be considered for selection, bids shall be received by the issuing office by the designated date and hour. The official time used in the receipt of bids is that time on the automatic time stamp machine in the issuing office. Bids received in the issuing office after the date and hour designated are automatically non-responsive and will not be considered. **The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, faxing or the intra-university mail system. It is the sole responsibility of the bidder to ensure that its bid reaches the issuing office by the designated date and hour.**

ORDERING OPTION: James Madison University may, during the first 90 days after the contract is awarded, with the concurrence of the contractor, place additional orders under the contract at the original unit price through the issuance of separate purchase orders. The aggregate of such additional orders shall not exceed 100% of the quantity originally stated in the contract.

PRODUCT INFORMATION: The bidder shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications (**if bidding other than specified**) with the bid to enable James Madison University to determine if the product meets the requirements of the solicitation. **Failure to do so will cause the bid to be considered non-responsive.**

WARRANTY (COMMERCIAL): The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty must be furnished with the bid.

ATTACHMENT A - SPECIFICATIONS & BID FORM/PRICING SCHEDULE

(Page 1 of 2) All pages shall be returned in order to be considered responsive

PROJECT: Wireless clock system (Furnish and Deliver)

IFB BID #: 10-11-07FDC **(Unsealed Bids Due: April 22, 2010 @ 11:00 a.m.)**

****Unsealed bids can be faxed to 540-568-7935 or 540-568-7936****

TO: DOUG CHESTER
JAMES MADISON UNIVERSITY
PROCUREMENT SERVICES, MSC 5720
1031 SOUTH MAIN STREET, 2ND FLOOR
HARRISONBURG, VA 22807

The undersigned bidder proposes to furnish the following in accordance with the contract documents, including addenda noted below (if applicable), for the prices quoted below. Company Name: _____

State your **firm delivery date:** _____ *This may be a factor in making an award.*

*****Awarded vendor must be registered with eVa at the time of bid submission.*****

DESCRIPTION	QTY	Unit Price	Extended Price
DuraTime – RC100 – Master Clock/Transmitter for 2.4 GHz wireless clock system (website link) - http://www.duratimeclocks.com/products/masters/index.php	1		
DuraTime – RC425R – Four digit, 2.5 inch LED clock with 2.4 GHz synchronization – LED color: Red (website link) - http://www.duratimeclocks.com/products/digitals/index.php	21		
DuraTime – RC440R – Four digit, 4.0 inch LED clock with 2.4 GHz synchronization – LED color: Red (website link) - http://www.duratimeclocks.com/products/digitals/index.php	1		
DuraTime – RC140 – Wireless plug-in wall repeater for 2.4 GHz. Wireless clock system (website link) - http://www.duratimeclocks.com/products/repeaters/index.php	1		
TOTAL EXTENDED PRICE → → → → → (Include delivery charges in unit price)			

If bidding other than specified please clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the bid to enable James Madison University to determine if the product meets the requirements of the solicitation. Failure to do so will cause the bid to be considered non-responsive.

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified to perform all work included in the scope of the Contract.

Bidder: _____
(Name of Firm)

By: _____
(Signature)

(Printed Name)

Title: _____

Date: _____ Payment Term: _____

Business Address: _____

FEI: _____

Phone: _____ Fax: _____

Email _____

Website: _____

RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA: Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the [CODE OF VIRGINIA](#), SECTION 2.2-3100 – 3131?

[] YES [] NO IF YES, EXPLAIN: _____

DISQUALIFICATION OF VENDORS: By signing this bid, the undersigned certifies that this person/firm/ corporation is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, nor is this person/firm/ corporation a part of any Agency of the Commonwealth of Virginia. We have attached an explanation of any previous debarments(s) and copies of notice(s) of reinstatement(s).

ENCOURAGEMENT OF MINORITY VENDORS: It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of minority business enterprises and to encourage the participation of minority businesses in State procurement activities. Toward that end, James Madison University encourages minority firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities.

PLEASE INDICATE IF YOUR COMPANY IS: SMALL, WOMAN OR MINORITY OWNED BUSINESS: ☐ YES ☐ NO

IF YES : ☐ SMALL ☐ WOMAN ☐ MINORITY

IF MINORITY: ☐ AA ☐ HA ☐ AsA ☐ NW

Department of Minority Business Enterprise Certification Number: _____

FOR DEFINITIONS SEE: www.dmb.e.virginia.gov/documents/Definitions.doc

Are you registered with The Commonwealth's E-Procurement System eVA? YES [] NO []