

**INSTRUCTION FOR COMPLETING
COMPETITIVE SOLICITATION ACKNOWLEDGEMENT FORMS**

The Competitive Solicitation Acknowledgement Form must be completely filled in. This may be done on line then printed or you may print then fill in with pen or typewriter.

PLEASE NOTE: IF THIS IS NOT COMPLETED IT MAY BE GROUNDS FOR REJECTING YOUR SOLICITATION.

NOTICE TO RESPONDERS:

Responders must E-Mail or Fax Verification of Receipt of Competitive Solicitation. E-Mail Mary Ward at fsusolicitation@admin.fsu.edu or Fax Attention: Mary Ward, (850) 644-8921.

SOLICITATION NUMBER ITB 5348-1	UNIVERSITY DATE OF ISSUE 09/16/2009	FLORIDA STATE UNIVERSITY <h2 style="margin: 0;">COMPETITIVE SOLICITATION</h2> <h3 style="margin: 0;">ACKNOWLEDGEMENT FORM</h3>	
SOLICITATION TITLE FURNISH AND INSTALL CUSTOM LECTERN AND EQUIPMENT		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SUBMIT RESPONSES TO </div> <div style="width: 50%; text-align: right;"> FLORIDA STATE UNIVERSITY PURCHASING DEPARTMENT A1400 UNIVERSITY CENTER TALLAHASSEE, FLORIDA 32306-2370 (850) 644-6850 </div> </div>	
RESPONSES WILL BE OPENED AT 02:00 PM / MONDAY, OCTOBER 5, 2009 and may not be withdrawn within 45 days after such date and time.			
CORPORATE CHARTER NO.	F.E.I.D./S.S.NO.	Responses not received at the exact above location, by the appointed hour and date, will not be considered	
PLEASE FILL IN COMPLETE VENDOR NAME AND ADDRESS		REASON FOR NO RESPONSE	
		<div style="display: flex;"> <div style="flex: 1;"> DELIVERY WILL BE </div> <div style="flex: 1;"> CASH DISCOUNT TERMS </div> </div>	
		<div style="display: flex;"> <div style="flex: 1;"> AREA CODE </div> <div style="flex: 1;"> TELEPHONE NO. </div> </div>	
		<div style="display: flex;"> <div style="flex: 1;"> FAX NO. </div> </div>	
		Email Address: _____ Web Address: _____	
		AUTHORIZED SIGNATURE (MANUAL)	
		AUTHORIZED SIGNATURE (TYPED) TITLE	

<h3>GENERAL CONDITIONS</h3>	
<p>SOLICITATION RESPONSE SUBMISSION: All responses must contain this Acknowledgement Form with a manual signature (or a facsimile) in the appropriate space above. Responses must be typed except for those areas where the solicitation specifically allows hand written entries. If submitted by mail, do not include more than one response in an envelope. The face of the envelope shall contain the above address, the date and time of the response opening and the solicitation number. Responses not submitted on any attached response form or in another specified media may be rejected. Any manual changes made to a solicitation price must be initialed. All responses are subject to the conditions specified herein. Any response that does not comply with these conditions will be rejected.</p> <ol style="list-style-type: none"> 1. SOLICITATION RESPONSE DELIVERY: Responses must be delivered and available to be publicly displayed at the address, date and time specified above unless the solicitation specifically states otherwise. The clock in the lobby of the Purchasing Department shall be the official timepiece for determining if a response has been received in a timely manner. Responses, which for any reason are not available at this location at the prescribed time and date, will not be considered. It is the responder's responsibility to assure that his response is delivered on the correct date and time and at the specified location. If the solicitation specifications specifically allow submission by fax, the date and time indicated on the University Right Fax Server as the time received will be the official date and time of the response's receipt. Delivery of a response to the University Post Office or any other place on the University campus is not acceptable. Timely delivery of the response itself to the specified location is required. Offers by telephone are not acceptable under any circumstances. 2. NO RESPONSE SUBMITTED: If not submitting a response to this solicitation, respond by returning only this acknowledgement form with the statement "NO RESPONSE" written on it and a brief explanation in the space provided above. Failure to respond to a Solicitation by not returning a response or this acknowledgement form shall result in removal of your firm from the University's Competitive Solicitation file. To qualify as a respondent, vendor must submit a "NO RESPONSE" and it must be received no later than the stated display date and time. 3. TABULATION: Response tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. In accordance with s.119.07(3)(m), Florida Statutes, public review of responses to a competitive solicitation may be denied until the notice of a decision is posted or until 10 days after the competitive solicitation display, whichever occurs first. 4. PRICES, TERMS and PAYMENT: Prices offered shall be firm and include all packing, handling, shipping charges and delivery to the destination shown herein <div style="margin-left: 20px;"> (a) TAXES: Florida State University does not pay Federal Excise or Florida Sales Tax on direct purchases of tangible personal property. The appropriate exemption number will be printed on the face of the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property or service in the performance of contracts for the improvement of University-owned real property as defined in Chapter 192, F.S. (b) DISCOUNTS: A cash discount for prompt payment may be offered. However, such discounts shall not be considered in determining the lowest net cost for response evaluation purposes. Discounts will be computed from the date of satisfactory delivery at place of acceptance or from receipt of a correct invoice at the office specified, whichever is later. Responders are encouraged to reflect cash discounts in the unit prices proposed. (c) MISTAKES: Responders are expected to examine the specifications, delivery schedule and all instructions pertaining to supplies and services. Failure to do so will be at Responder's risk. In case of a mistake in extension, the unit price will govern. </div> 	<ol style="list-style-type: none"> (d) CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this competitive solicitation shall be a new, current standard production model available at the time of this response. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging. (e) SAFETY STANDARDS: Unless otherwise stipulated in the Competitive Solicitation, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards thereunder. (f) UNDERWRITERS' LABORATORIES: Unless otherwise stipulated in the competitive solicitation, all manufactured items and fabricated assemblies shall carry U.L. approval and reexamination listing where such has been established. (g) INVOICING AND PAYMENT: The contractor shall be paid after delivery and acceptance of the goods, less deduction if any, and submission to the University of a properly certified invoice at the prices stipulated on the purchase order. Invoices shall contain the purchase order number. An original and three (3) copies of the invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. INTEREST PENALTIES: Payment shall be made in accordance with Section 215.422.F.S., which provides that agencies have 5 working days to inspect and approve goods and services, unless the Competitive Solicitation specifications or the purchase order specify otherwise. If payment is not made within 40 days, measured from the latter of the date the correct invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to Section 55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate contact the Payable & Disbursement Services at (850) 644-5021. Payments to health care providers shall be made not more than 35 days from the date the eligibility for payment is determined, and the interest rate is 1% per month. Invoices returned to vendor due to errors will result in payment delay. Interest penalties of less than \$1.00 will not be paid unless the vendor requests payment. Invoice payment requirements do not start until a properly completed invoice is provided the University. A Vendor ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the University, may be contacted at (850) 410-9724, or by calling the State Comptroller's Hotline, 1-800-848-3792. 5. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the university, Monday through Friday, unless otherwise specified. 6. MANUFACTURER'S NAMES AND APPROVED EQUIVALENTS: Any manufacturers' names, trade names, brand names, or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive, and responses are invited on comparable brands or products of any manufacturer. The responder may offer any equivalent brand or product that meets or exceeds the specifications for an item(s). However, a Responder shall not be allowed to offer more than one brand or equivalent product on any one item. It is the Responder's responsibility to select the single equivalent brand or product that his firm sells which meets all specifications and is the lowest in cost. If a responder offers more than one equivalent brand or product on an item, only the equivalent brand or product offering the lowest response shall be considered. If an offer is based on an equivalent brand or product, the manufacturer's name and number must be indicated on the response form. Responder shall submit with his response cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous response will not satisfy this provision. The Responder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications

and not be considered an exception thereto. Florida State University reserves the right to determine acceptance of item(s) as an approved equivalent. Responses which do not comply with these requirements are subject to rejection. Responses lacking any written indication of intent to offer an alternate brand will be received and considered in complete compliance with the specifications as listed on the solicitation form. The Director of Purchasing is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the University unless evidenced by an addendum issued by the Purchasing Department.

7. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. All offerors must disclose with their response the name of any officer, or agent who is also an employee of the State of Florida, or any of its agencies. Further, all offerors must disclose the name of any State employee who owns, directly or indirectly, an interest of five (5) percent or more in the offeror's firm or any of its branches.
8. **AWARDS:** The University reserves the right to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all responses or waive any minor irregularity or technicality in responses received. When it is determined there is competition to the lowest responsive responder, evaluation of the other responses is not required. Responders are cautioned to make no assumption unless their response has been evaluated as being responsive.
9. **ADDITIONAL QUANTITIES:** For a period not exceeding ninety (90) days from the date of acceptance of this offer by the university, the right is reserved to acquire additional quantities up to the amount shown on the solicitation, but not to exceed \$25,000, at the prices listed on the response to this competitive solicitation. If additional quantities are not acceptable, the response sheets must be noted "RESPONSE IS FOR SPECIFIED QUANTITY ONLY."
10. **SERVICE AND WARRANTY:** Unless otherwise specified, the responder shall define any warranty service and replacements that will be provided during and subsequent to this contract. Responders must explain on an attached sheet to what extent warranty and service facilities are provided.
11. **SAMPLES:** Samples of items, when called for, must be furnished free of expense, on or before solicitation opening time and date, and if not destroyed may, upon request, be returned at the responder's expense. Each individual sample must be labeled with responder's name, manufacturer's brand name and number, solicitation number and item reference. A request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your response. If instructions are not received within this time, the commodities shall be disposed of by Florida State University.
12. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested and/or inspected for compliance with specifications by any appropriate testing facilities. Should the items fail testing, the University may require the offerors to reimburse the University for all costs incurred by the University in connection with the examination. The data derived from any test for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, F.S. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. Items delivered which do not comply with the competitive solicitation specification and items not delivered as per delivery date in solicitation and/or purchase order may result in responder being found in default. In which event, any and all procurement costs may be charged against the defaulting vendor. Any violation of these stipulations may also result in:
 - (a) Supplier's name being removed from the Purchasing Department's vendor mailing list.
 - (b) All State departments being advised not to do business with the supplier without written approval from the Division of Purchasing until such time as the supplier reimburses the University for all procurement and cover costs and advises the Division of corrective action taken to preclude recurrence of such failure to perform.
13. **INSPECTION, ACCEPTANCE AND TITLE:** Inspection and acceptance will be at the destination location unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the vendor named on the purchase order until accepted by the University, unless loss or damage results from negligence by the University. The vendor named on the purchase order shall be responsible for filing, processing and collecting all damages claims. However, to assist him in the expeditious handling of damage claims, the University will:
 - (a) Report any evidence of visible damage on all copies of the delivering carrier's Bill of Lading.
 - (b) Report damage (visible and concealed) to the carrier and contract supplier, confirming such reports in writing, within 15 days of delivery, requesting that the carrier inspect the damage merchandise.
14. **INTERPRETATIONS/DISPUTES:** Any questions concerning solicitation conditions and specifications shall be directed in writing to the Purchasing Office for receipt no later than two (2) days prior to the solicitation opening. Inquiries must reference the date of solicitation opening and solicitation number. No interpretation shall be considered binding unless provided in writing by the University in response to a request in full compliance with this provision.
15. **NOTICE OF SOLICITATION BONDING REQUIREMENT:** Any person who files an action protesting a decision or intended decision by the University pursuant to Section 120.57(3)(b), F.S., Rule 6C-18.055(3) and Rule 6C2-2.015(13) of the Florida Administration Code (FAC) shall post with the University at the time of filing the formal, written "Notice of Protest", a bond payable to the University in an amount equal to 10 percent of the total dollar amount of responder's response or \$10,000, whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the University may accept a cashier's check or money order in the amount of the bond. **FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST, WILL RESULT IN A DENIAL OF THE PROTEST.**
16. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this response prior to their delivery, it shall be the responsibility of the successful responder to notify the university at once, indicating the specific regulation which required an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense at the University
17. **LEGAL REQUIREMENTS:** Applicable provisions of all Federal, State, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all responses received in

response hereto and shall govern any response by the Florida State University by and through its officers, employees, and authorized representatives, or any other person, natural or otherwise. Lack of knowledge by any responder shall not constitute a cognizable defense against the legal effect thereof.

18. **PATENTS AND ROYALTIES:** The responder, without exception, shall indemnify and save harmless Florida State University and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of any purchase order resulting from this solicitation, including its use by Florida State University. If the responder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the response price shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
19. **ADVERTISING:** In submitting a response, responder agrees not to use the results therefrom as a part of commercial advertisement.
20. **ASSIGNMENT:** Any Purchase Order issued pursuant to this solicitation and the monies which may become due hereunder are not assignable except with the prior written approval of the University.
21. **LIABILITY:** The responder shall hold and save Florida State University, its officers, agents, and employees harmless against claims by third parties resulting from the responder's breach of negligence in connection with any purchase order resulting from this solicitation.
22. **FACILITIES:** The University reserves the right to inspect the responder's facilities during normal business hours with prior notice.
23. **DISQUALIFICATION OF RESPONDER:** Only one response from an individual, firm, partnership, corporation or association under the same or different names will be considered. Reasonable grounds for believing that a responder is involved in more than one response for the same item will be cause for rejection of the highest response in which such responders are believed to be involved. Any or all responses will be rejected if there is reason to believe that collusion exists between responders. Responses in which the prices obviously are unbalanced will be subject to rejection.
24. **FLORIDA RESPONDER:** Florida State University shall give preference to responders located within the State when awarding contracts whenever the commodity can be provided at no greater expense than, and at a level of quality comparable to that obtainable from a responder located outside the State.
25. **POSTING OF SOLICITATION RESPONSE TABULATIONS AND NOTICE OF PROTEST:** A Response Tabulation with recommended award(s) will be posted at the Purchasing Department for review by interested parties shortly after the scheduled opening date of this Competitive Solicitation, and will remain posted for a period of 72 hours, not including Saturdays, Sundays and Holidays. Any person who is affected adversely by the University's decision or intended decision in connection with this solicitation shall file a written "Notice of Protest" with the Director of Purchasing within 72 hours after the hour and date listed on the "Solicitation Response Tabulation" as the "Posting Time Date." A "Notice of Protest" is considered filed when it is received at the address listed on the front of the Acknowledgment Form. Failure to file a "Formal Protest" and the required bond under Rule 6C-18.055(3) FAC, and 6C2-2.015(13), within 10 days after filing the "Notice of Protest" shall constitute a waiver of proceedings under Section 120.57(3)(b), Florida Statutes.
26. **PRIDE:** It is expressly understood and agreed that articles available from the corporation identified under Chapter 946 F.S., which are the subject of, or required to carry out any purchase order resulting from this solicitation, shall be purchased from said corporation in the same manner and under the same procedures set forth in section 946.515(2), and (4), F.S.; and for purposes of this purchase order the person, firm, or other business entity carrying out the provisions of this purchase order shall be deemed to be substituted for the University insofar as dealings with such corporation are concerned.
27. **EQUAL OPPORTUNITY EMPLOYER:** The nondiscrimination clause contained in Section 202, Executive Order 11246 as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein.
28. **PUBLIC RECORDS:** Any material submitted in response to this Competitive Solicitation will become a public document pursuant to Section 119.07, F.S. This includes material which the responder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, F.S.
29. **ADDITIONAL TERMS AND CONDITIONS:** No additional terms and conditions included with the solicitation response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this solicitation. If submitted either purposely through intent or design or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this competitive solicitation are the only conditions applicable to this solicitation and the responder's authorized signature affixed to the responder acknowledgment form attests to this.
30. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity, may not submit a response on a competitive solicitation with a public entity for the construction or repair of a public building or public work, may not submit responses on leases or 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 for a period of 36 months from the date of being placed on the convicted vendor list.
31. **UNAUTHORIZED ALIENS:** The employment of unauthorized aliens by any Contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of any purchase order resulting from this Competitive Solicitation.
32. **JURISDICTION:** Any purchase order or contract resulting from this Competitive Solicitation will be governed by and under the Jurisdiction of the Law and Rules of Florida and any provisions in conflict there with shall be void and of no effect.

NOTE: NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. WHEN EXECUTED THIS SHEET AND THE ACCOMPANYING COMPETITIVE SOLICITATION CONSTITUTE AN OFFER FROM THE RESPONDER.

FLORIDA STATE UNIVERSITY

Invitation to Bid: ITB5348-1

FURNISH AND INSTALL CUSTOM LECTERN AND EQUIPMENT

APPS CONFERENCE CENTER PRESENTATION TECHNOLOGY PROJECT

PROJECT OVERVIEW

Purpose

The newly constructed Augustus B. Turnbull III Florida State University Conference Center seeks a vendor to provide a turnkey solution for eleven smart-lecterns with associated conference room presentation technology. The successful bidder must be able to deliver a lectern with specified conference presentation technology, including the Mediasite content capturing system, incased in a lectern with a professional exterior aesthetic. It is, also, imperative that the vendor can fully integrate the smart lectern solution with other technology-based conferencing components such as our Cinemassive video-walls.

Background

The conference center, a unit of the Academic and Professional Program Services Department (APPS) at The Florida State University, is currently under construction. The 60,000 square foot building has been designed as a state-of-the-art meeting and event facility. The presentation technologies are a integral component to the overall event experience of meeting and conference attendees. The center includes eleven meeting rooms that require multiple audio-visual systems for on-site presentations as well as capturing video and webcasting to off-site locations.

This bid specifically addresses the need for a turnkey solution for smart lecterns with associated conference room presentation technology. It is important that the successful bidder is able to take the project from conception to installation while working in conjunction with other technology vendors.

Work Overview

Within the eleven meeting rooms, there are three categories of technology needs for the smart lecterns:

- 1) The three largest meeting rooms, including the auditorium, contain video-wall solutions (multiple LCD panels, no rear projection). These rooms require a professional lectern with associated technology that can integrate with the Cinemassive video-walls and have room within the lectern for the associated components.
- 2) Seven smaller, breakout rooms will contain individual LCD screens and/or traditional projection screens. These rooms require a professional lectern with associated technology that can integrate with the LCD screens.
- 3) The Dining Room will contain (4) 65" LCD panels. This room requires a professional lectern with associated technology that can integrate with the (4) LCD screens.

There are four priorities for this program: 1) The provision of a turnkey solution, 2) the ability to include Mediasite as the content capture solution within the lectern system, 3) the ability to integrate with other conference room technologies such as the Cinemassive video-walls and 4) a lectern capable of properly housing all specified equipment with a professional exterior.

The lectern shall be supplied with and be capable of holding the equipment listed in Appendix A. Additional configuration requirements for the lectern includes: the lectern shall have a retractable keyboard tray wide enough to accommodate a computer keyboard and mouse. The lectern shall provide a monitor mount that adheres to the VESA stand mounting requirements and can be flipped down and locked to provide a flat work surface when monitor is not in use. The front of the lectern and rear of the lectern shall be removable to allow for maintenance access. The dimensions should be similar to those in the attached drawings and shall accommodate the equipment listed in the bid specifications. The aesthetic of the lectern should match with the interior design selections for the meeting rooms.

The successful bidder will work in close collaboration with the Florida State University Project Manager and APPS throughout the planning, installation and training process. This vendor will be required to coordinate with other A/V vendors such as the provider of the video-wall system and the content capture systems to insure a properly functioning smart-lectern system.

Part 1 – General Provisions

The General Conditions, Special Conditions, Requirements, plus all Specifications, Drawings, and Addenda and Modifications (the Contract Documents), shall apply to this Bid.

DEFINITION OF TERMS

Within this document, the following definitions shall apply:

MANDATORY: The terms “shall” and “must” are mandatory.

INFORMATIVE: The term “will” is informative.

ADVISORY: The terms “may” and “should” are permissive.

OWNER: The Board of Trustees, Florida State University, and the Academic and Professional Program Services Department (APPS).

PROJECT MANAGER: The term “Project Manager” shall represent the contact person from APPS who is responsible for the oversight of this project.

BIDDER: The term “Bidder” shall refer to all respondents to this invitation.

CONTRACTOR: The term “Contractor” shall refer to the Successful Bidder, who has been awarded the contract for the subject job and who has responsibility for performance of the work specified herein.

PROJECT: The term “Project”, also referred to as “Program”, shall represent the systems, materials, and labor required by this document and the associated drawings.

WORK: The term "Work" shall refer to the project responsibilities described herein and in the associated drawings.

PROVIDE: The term "Provide" where used in this document and associated drawings, shall mean furnish and install.

INSTALL: The word "install" where used in this document and associated drawings, shall mean "mount, connect, test, complete, and make ready for operation".

ALL: The term "all" shall refer to the primary and ancillary components, materials and labor, plus all incidentals, as required by this project, whether or not specifically implied.

SYSTEM: The term "System" shall refer to the complete, correct and operational installation of all equipment, material, and supportive devices, which required by this project.

EMERGENCY: The term "Emergency" shall refer to any period of time whereby the correct operation and performance of the installed system cannot be achieved.

REQUIREMENTS

1. Provide and make ready for use the complete system, as specified herein and shown in the associated drawings labeled Associated Drawing 1 and Associated Drawing 2.
2. Provide and place in satisfactory condition, ready for proper operation, all wires, cables, and other material needed for the complete system required by these Bid Documents. Additional conduits and wiring shall be provided wherever necessary to complete the installation of the specific system equipment and devices. Provide all required and necessary accessories per NEC and local codes and ordinances. All material and work, which may be reasonably implied as incidental, shall be included by the Bidder, and provided with no additional cost to the Bid price.

SCOPE OF WORK

3. The work provided under this Program shall include all labor and materials, required for a complete system, permits, inspections and re-inspection fees, tools, equipment, transportation, insurance, temporary protection, temporary lighting, supervision and incidental items essential for proper installation and operation, even though not specifically mentioned or indicated but which are usually provided or are essential for proper installation and operation of all system components, as indicated in these Bid Documents.

4. These Bid Documents describe the requirements that must be met for an acceptable installation.
5. Give all notices, file all plans, pay all fees, obtain all permits and approvals from authorities having jurisdiction. Include all fees in the Bid Price.

CODES AND STANDARDS

6. The codes, standards and practices listed herein generally apply to the entire Program. The standards, guidelines, and practices required by FSU shall also apply to this Program.
7. All articles, products, materials, devices, forms or types of construction covered in this Program will be required to meet or exceed all applicable standards of manufacturer, testing, performance, capabilities, procedures and installation according to the requirements of ANSI, NEMA, IEEE, and NEC referenced documents where indicated and the manufacturer's recommended practices.
8. The installation shall comply with the governing state and local codes or ordinances. The completed system installation shall be inspected and certified by all applicable agencies that it is in compliance with all codes.
9. All materials shall be new and free of defects, and shall be U.L. listed, bear the U.L. label or be labeled or listed with an approved, nationally recognized Testing Agency. Where no labeling or listing service is available for certain types of equipment, test data shall be submitted to validate that equipment meets or exceeds available standards.
10. This Program shall be governed by the applicable publish date for the codes, standards and practices listed herein, as established by the Authority Having Jurisdiction, and are furnished as the minimum requirements.
 - a. ANSI/TIA/EIA-568B.1 "Commercial Building Telecommunications Cabling Standard"; CSA T529
 - b. ANSI/TIA/EIA-568B.2 "Balanced Twisted Pair Cabling Components"
 - c. ANSI/TIA/EIA-568B.3 "Optical Fiber Cabling Components Standard"
 - d. ANSI/TIA/EIA-569-A "Commercial Building Standard for Telecommunications Pathways and Spaces"; CSA T530.
 - e. ANSI/TIA/EIA-606 "Administration Standard for Telecommunications Infrastructure of Commercial Buildings"; CSA T528.
 - f. ANSI/TIA/EIA-607 "Commercial Building Grounding/Bonding Requirements".
 - g. ANSI/NFPA 70 National Electrical Code; CSA C22.1.
 - h. BICSI Telecommunications Distribution Methods Manuals (9th Edition)

- i. BICSI Telecommunications Installation Manuals (9th Edition)
- j. Broadcast Audio Equipment for AM, FM, Television; "Recommended Wiring Practices"
- k. Sound System Engineering, 2nd Edition, "Recommended Installation Practices"
- l. Underwriters Laboratories (UL)
- m. FCC -Federal Communications Commission
- n. ADA Requirements
- o. Occupational Safety and Health Regulations (OSHA)
- p. National Fire Protection Agency (NFPA)
- q. Florida Statutes and Administrative Rules

INTENT OF DRAWINGS

- 11. The Drawings (See Associated Drawings 1-3) are diagrammatic and are not intended to show exact locations of conduit runs, outlet boxes, junction boxes, pull boxes, etc. The locations of equipment, appliances, fixtures, conduits, outlets, boxes and similar devices shown on the Drawings are approximate only. Exact locations shall be as accepted by the Project Manager during construction. Obtain in the field all information relevant to this Contract's work, and in case of interference with other work, proceed as directed by the Project Manager and provide all labor and materials necessary to complete the work in an acceptable manner.
- 12. Notify the Project Manager of any discrepancies found during the project and do not proceed with that portion of the project, until a written definitive statement is received providing clear direction. If a conflict exists between the bid documents and any applicable code or standard, the most stringent requirement shall be included for this project. The Project Manager shall make the decision regarding questionable areas of conflict.
- 13. Device layouts are not intended to show the details required for installation. Provide all labor and materials necessary to install and place in satisfactory operation a complete system. All connections to equipment shall be made as required, and in accordance with the accepted shop and manufacturer's drawings.
- 14. Coordinate final equipment locations with governing Architectural, Civil, and Structural drawings. Layout before installation so that all Trades may install equipment in spaces available. Provide coordination as required for installation in a neat and workmanlike manner.

PART 2 - INFORMATION TO BE SUBMITTED WITH BID

COMPANY PROFILE

- A. The Bidder shall be a firm with at least five (5) years experience in the fabrication, assembly, and installation of multimedia, television and audio-visual systems of similar magnitude and quality, as specified for the subject job.
- B. The Bidder shall possess a current State of Florida Low Voltage Contractor license Type EG/EI 069, and be regularly engaged in providing and installing non-residential, low voltage systems of this type and size for at least the immediate past five (5) years.
- C. The Bidder shall assign personnel trained in the installation and operation of each piece of equipment being installed, and are asked to submit proof with the bid response that the installers, whether employees or subcontractors, have such training. The Bidder shall, if requested by the Project manager, show proof of a specific individual's training.
- D. Provide one field foreman who has had a minimum of two (2) years previous successful experience on projects of comparable sizes and complexity. The Foreman shall be present at all times when work is being performed. **A resume of the Foreman's experience shall be submitted to Project Manager with the bid response.**

PROJECT TEAM

- E. The Bidder shall clearly identify in their bid, the Project Team members and that statement shall include Name, years with firm, and a brief resume of the employees past projects.
- F. The Bidder and Bidder's Sub-Contractors shall identify all vendors, who are intended to be used as sub-consultant/contractors for this project, and provide Project Team information for sub-contractors with the bid. FSU and the Project Manager reserve the right to reject, without prejudice, sub-consultant/contractors failing to meet the experience criteria.

G. SUB-CONTRACT

- 1. All work to be sub-contracted, the name and address of all sub-contractors, and sub-contractor qualifications shall be identified in the bid, and will remain the responsibility of the successful Bidder, as herein defined.
- 2. The successful Bidder shall have sole responsibility for the satisfactory implementation of each system, even though they may sub-contracted a portion of the installation or have certain manufacturers install their own equipment.

SIMILAR PROJECTS/REFERENCES

- H. The Bidder shall be experienced in all aspects of this work and shall be required to demonstrate direct experience on recent systems of similar type and size. FSU may elect to contact other agencies, universities or businesses in addition to the references provided. FSU shall be the sole judge of the acceptability for references. Bidder's may not use another department at FSU as a reference.
- I. Due to the limited time frame in which to qualify bidders, all bidders shall supply three (3) written references to FSU, either prior to bid opening or with their bid response. The university may elect to contact the person providing the written reference immediately after bid opening, if more information is needed. See Appendix C, Evaluation Process, for additional requirements regarding availability of the person who supplies the reference. References shall be provided on the letterhead stationary of the entity (business, state agency, governmental entity, etc.) providing the reference. References may also be mailed or emailed directly to the university's specified sole point of contact, Marcie Doolittle mcdoolittle@fsu.edu . References must arrive before the bid opening date and time, and it will be the bidder's responsibility to ensure that all 3 references are received by the University on or before the bid opening date and time.
- J. Please ask the company/entity reference to indicate that the correspondence applies to APPS Conference Center Bid ITB5348-1. At a minimum, the reference must supply the information shown below.
- How many times, and over what time period, did the reference contract with the bidder.
 - The approximate date (month and year) that the reference last used the bidder's company
 - A description of the scope of work of the project(s) performed, including the approximate dollar value of the project and the extent of installation work required.
 - Would the reference use the bidder when time for completion of the project was quite short, compared to the equipment to be provided and the extent of the installation?
 - Was the project (or projects) completed on time, at the cost quoted for the work?
 - Would the reference use the bidder's company again for a large project?
 - Would the reference recommend the bidder to others?
 - Name, title, telephone number and email address of person providing reference.
 - Best time to contact person providing the reference

If a bidder's references have questions regarding providing the reference, or if they wish to verify receipt by the University if sent prior to the bid opening date, the reference may send an email to: mcdoolittle@fsu.edu . Bidder's may also send an email to this address to verify receipt of references.

To facilitate providing the written reference information, a written reference form is provided. Use of the form by the person providing the reference is not mandatory. If the form is used, however, it shall be accompanied by a cover letter on letterhead stationary of the business or agency supplying the reference. The cover letter shall provide the name, title, and the best way to contact the person supplying the reference.

EQUIPMENT COSTS

- K. The bid shall include detailed lists of all equipment to be supplied. Each piece of equipment shall be individually priced. Equipment costs shall reflect all required modifications and accessories necessary for a complete and functional system. Unit prices will be usable for additions or deletions to the contract.
- L. FSU reserves the right to directly purchase and supply, as OFE, any item which FSU can purchase at a lower cost through state contract, Florida County or school board contract, or SUS contract.
- M. The costs of all shipping to the site and storage requirements shall be included in the bid price. It shall be the responsibility of the Bidder to make appropriate arrangements, and to coordinate with authorized personnel at the site, for the proper acceptance, handling, protection, and storage of equipment delivered.
 - 1. FSU may be able to provide some storage at the site; however, the Bidder shall remain liable against the loss or damage to any equipment and materials on FSU premises prior to final system acceptance, and shall replace, at no cost to the Owner, all equipment and materials lost or damaged on FSU premises. It shall be the Bidder's sole responsibility to provide storage security for the equipment and materials left on FSU premises.

NON-EQUIPMENT COSTS

- N. The non-equipment costs shall be specified separately on the submitted Cost Summary form and shall be detailed for each of the following categories:
 - 1. Engineering: Including all required engineering, cad drawings, run sheets, instruction manuals, etc.
 - 2. Pre-Installation: Including all fabrication, modification, assembly, rack wiring, preparation, etc., performed on the Bidder's premises.
 - 3. Installation: Including all on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises.
 - 4. General and Administrative: Including all G&A expenses, shipping, insurance, bonds, and guarantees.

WARRANTY STATEMENT

- O. To maintain certain manufacturers' warranties, said equipment must be installed, aligned and serviced by those installers authorized by said manufacturer to perform those duties. If the Bidder is not authorized by the said manufacturer, then it shall be the Bidder's sole responsibility to make the appropriate arrangements and bear all costs and consequences thereof.
- P. The Bidder shall provide a warranty on the entire system including OFE and individual pieces of equipment related to the project. The system warranty shall be for a minimum of one (1) year from the date of system acceptance by the Owner. This warranty shall obligate the Bidder to provide all equipment, material, and labor at no charge to the owner, during the warranty period, in the event of system or equipment malfunction.
- Q. This warranty does not cover equipment or system failure due to acts of nature (i.e. flood, fire, lightning or wind). This warranty does not include service calls due to user error.
- R. All manufacturer equipment warranties shall be activated in the Owner's name, with a record provided to FSU of all warranty submittals, and shall commence on the date of system acceptance.
- S. If the work of this contract causes equipment manufacturer's warranties to become void, the Bidder shall assume responsibility for all manufacturers' warranties and all material and labor to remove, replace, connect this equipment for the term established by the manufacturer's warranties.

SERVICE CONTRACT

- T. The Bidder shall offer a separate "2nd year" system warranty and a "2nd year" preventative maintenance contract, covering all installed systems. The preventive maintenance contract shall cover a minimum of four (4) visits per year, at regular intervals, to perform operation checks of the equipment, recommended manufacturer maintenance, and system adjustments/calibrations.
 - 1. The service contract shall provide for service within 24 hours of request, between 8 A.M. to 5 P.M. Monday through Friday.
 - 2. The successful Bidder shall provide three training sessions for a minimum two-hour period to the Owner with regard to the operation of each piece of equipment and system, at no cost to the Owner, between 8 A.M. to 5 P.M. Monday through Friday.

3. System defects and failures, occurring during the warranty period and defined as "Emergency Service," shall be corrected and repaired within 36 hours of notification of such defects and failures. If this is not accomplished, if requested by Owner, and, necessary, replace defective component at no additional cost to Owner.

SCHEDULE OF IMPLEMENTATION

- U. The successful bidder shall complete all work. The Contractor shall obtain from the owner projected dates when the relevant areas will be available for the on-site installation, and indicate the various pertinent terminal dates after award of contract for completion of design, pre-installation work, on-site installation work, testing and acceptance.

DETERMINATION OF LIQUIDATED DAMAGES-

- V. The Florida State University shall evaluate the implications of a delay in the project, considering interest costs, loss of use, costs of equipment rental, costs to rent alternative space, additional architect/Project Manager fees, and any other costs that are projected to be incurred as a result of the delay.

$$\begin{array}{rcl} \text{The daily interest cost} & = & \frac{\text{construction amount} \times .07}{\text{Total project calendar days}} \end{array}$$

Other costs related to delayed completion may be added to the amount generated by the formula, for a total, daily, liquidated damages amount.

W. CALENDAR OF EVENTS

Time deadline is close of business, 5:00 p.m., unless otherwise indicated. Bids are due at 2:00 p.m. on the date shown in the Calendar of Events below (unless an amendment to the bid is issued by Purchasing.)

1. Bid Issued and Advertised September 17, 2009
2. Site Visit / Pre-bid meeting September 23, 2009

Site visit location: Construction Trailer / APPS Conference Center

Attire: Construction Area / Closed-toe shoes are required.

Site visit time: 11:00 a.m.

Pre-bid conference location: President's Conference Room, 201 Westcott Hall

Pre-bid conference time: 1:00 p.m.

Campus Map:

<http://www.facilities.fsu.edu/SpaceMgt/Maps/MainCampusMap.pdf>

APPS Construction Trailer: Purple "Construction" Legend; Building 10
Westcott Hall: Garnet Legend; Building 1

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|----|--|------------------------|
| 3. | Last Day For Bidders to Submit Written Questions | September 28, 2009 |
| 4. | FSU Posts Responses and Addenda | September 29, 2009 |
| 5. | Bid's Due: 2:00 p.m. | October 5, 2009 |
| 6. | Award Posted on or about: October 6, 2009 | |
| 7. | Purchase Order Issued on or about: | October 9, 2000 |
| 8. | Project Completion/Final Acceptance (Turn-over) | December 7, 2009 |

X. GENERAL

1. The single point of contact for all matters relating to this Invitation to Bid will be Marcie Doolittle, Director of Purchasing, Florida State University, A1400 University Center, Tallahassee, Florida 32306-2370. Phone: 850-644-9719, Email: mcdoolittle@fsu.edu . No communications with any other FSU employee, or any other individual, shall be considered binding upon Florida State University. Information given orally shall not be binding upon FSU. Changes or modifications to specifications, terms, and conditions shall be official only when covered by an addendum to this bid. Addenda are issued only by the Florida State University Purchasing Department.
2. **Respondents to this solicitation or persons acting on their behalf shall not contact any employee or officer of the Florida State University Board of Trustees, a University Direct Support Organization, or The Florida State University concerning any aspect of this solicitation, except in writing to the Chief Procurement Officer or as provided in this solicitation document, from the date of release of this solicitation through the end of the 72-hour period following the University's posting of the notice of intended award, in accordance with BOG Regulation 18.002. Violation of this provision may be grounds for rejecting a response."**
3. Bids MUST be delivered to the location shown on the front of the bid cover sheet. Delivery to another location will not constitute compliance with the requirement that all bids be delivered to the FSU Purchasing department by the day, date, and time specified herein.
4. As permitted under Chapter 119, Florida Statutes, bid results will be made public when a decision is made, or within ten (10) days, whichever date is earlier. Bids will be received on the day, date, and time specified in the Schedule, but results will not be made available on that day. A list of those submitting a bid will be available on the bid opening date.

5. Questions are due by the close of business on the date shown. Bidders are strongly urged to email all questions to Marcie Doolittle mcdoolittle@fsu.edu. Questions will not be accepted after the close of business (5:00pm) on the date shown in the Schedule.
6. Bidders are encouraged to examine all specifications, terms, and conditions immediately, including addenda and responses to questions, if issued. Except for minor issues of clarification, all questions and answers will be sent in the form of an addendum to all bidders.
7. Bidders are strongly urged to attend the Pre-Bid Meeting and Site Visit. Failure to attend will not relieve the bidder of full responsibility for full knowledge of all measurements, installation requirements and configurations. No plea of ignorance by a bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the bid and bid documents will be accepted as a basis for verifying the requirements of the bid or contract or the compensations to the contractor.
8. Participating Bidders are asked to return the "BIDDER REGISTRATION FORM" as soon as possible (refer to Attachment 'B')

EXCEPTIONS AND PROPOSED MODIFICATIONS

- Y. These specifications and related drawings shall be binding in letter and intent on the Bidder. It will further be assumed that the Bidder has examined the design and specifications in detail, and is prepared to take full responsibility for the performance of the complete installation as designed and specified. If a manufacturer has discontinued any listed items, Owner shall reserve the right to accept or reject the current replacement product.
1. The Bidder is expected to base their bid on materials and equipment complying fully with the drawings and program specification. In the event the Bidder bases their bid on materials or equipment, which does not conform, they shall be responsible for providing materials and equipment, which fully conform at no additional fee to the Bid price. In any case; where a specification, for any item that is required, is not shown, the Bidder shall provide only the best quality equipment or material consistent with the quality of other specified equipment and material. The items of equipment shall be provided in the quantity as shown by the drawings or in the quantity as specified herein.
 - a. The use of acceptable equipment does not relieve the Bidder of responsibility for the substituted equipment. The Bidder, at no cost to the Owner, shall remove and

replace with the specified equipment any equipment or system that shows evidence of improper operation, function, or size.

PART 3 - SUCCESSFUL BIDDER

PROVISIONS

A. GENERAL

1. The Contractor shall be responsible for delivering a turnkey system to the Owner.
2. The Contractor shall provide all equipment and materials, whether specifically mentioned herein or not, to ensure a complete and operating system. The OFE equipment and materials are specifically exempted from this requirement.

B. PROJECT MEETINGS

1. The Contractor shall arrange or attend meetings, as required, to coordinate work connecting to or affected by the work of others.
2. The Contractor shall schedule progress meetings, in conjunction with the Project Manager.

C. COORDINATION

1. Compare drawings and specifications with those of other Trades and report any discrepancies to the Project manager. Obtain from the Project Manager written instructions to make the necessary changes in any of the affected work. All work shall be installed in cooperation with other Trades installing interrelated work. Before installation, all Trades shall make proper provisions to avoid interferences in a manner approved by the Project manager.
2. Locations of devices and equipment shall be adjusted to accommodate the work with interferences anticipated and encountered. Determine the exact routing and location of all system components prior to fabrication or installation.

3. Lines, which pitch, shall have the right of way over those, which do not pitch. For example, plumbing drains shall normally have the right of way. Lines whose elevations cannot be changed shall have the right of way over lines whose elevations can be changed.
4. All work shall be installed in a way to permit removal (without damage to other parts) of all system components provided under this scope of work, which require periodic replacement or maintenance. All supportive assemblies for the system shall be arranged in a manner to provide clearances in accordance with applicable codes and standards.
5. Where discrepancies exist in the Scope of Work as to who provides items such as active/passive electronics, termination hardware, patch cabling, etc. such conflicts shall be coordinated between the Trades involved. It is the intent of this document that all work shall be provided complete as one guaranteed maximum price.
6. Where drawing details, plans or program requirements are in conflict and where sizes of the same item run are shown to be different within these documents, the most stringent requirement shall be provided. Prior to ordering or installation of materials and equipment, all items, which appear to be in conflict, shall be brought to the attention of the Project manager.
7. Working clearances about electronic equipment shall be per the NEC.

D. INVESTIGATION OF SITE

1. Before commencing the work, verify the conditions at the premises including, but not limited to, location and all dimensions, characteristics and relationship to adjacent facilities, site utilities, equipment types, and all adjoining work on which this work is in anyway dependent according to the intent of these Contract Documents.
2. No waiver of responsibility for defective and inadequate work or additional cost, as a result of existing conditions, will be accepted.

EXECUTION

A. INSTALLATION

1. All connections of stranded wire to screw terminals shall be by insulated spade lugs, crimp fastened to wire. No splices shall be made within a conduit run. All non-terminal block connections shall be made with an approved connection method to maintain a rating determined to be accepted by the Project manager.
2. All conductors shall be marked with wrap type labels. All terminal block terminations shall be labeled. The inside portion of the terminal cabinet doors shall display a protected terminal cabinet drawing with all connections shown and described as to color code, number assigned to connection function of conductor and destination.
3. Wire shall be guided within terminal cabinets by cable supports. All conductors shall be neatly led to terminations, strapped and dressed, and adequately supported.
4. All equipment cabinets and racks shall be labeled with an engraved plastic laminate label riveted to the door or permanently affixed to the frame. Cabinet designation shall be as shown on the contract drawings.
5. All equipment shall be mounted in accordance with the manufacturers instruction and shall be plumb. The Contractor shall coordinate the location of all conduit, boxes and requirements. The Contractor shall examine boxes at the proper time to assure correct box alignment and type. All screws shall be of the correct type for each device as to head size, material and slot type.
6. All cables shall be grouped according to the signals being carried. In order to reduce signal contamination, separate groups shall be formed for the following cable types:
 - a. Power
 - b. Control
 - c. Video
 - d. Audio (<-20dBm)
 - e. Audio (between -20dBm and +20dBm)
 - f. Audio (>+20dBm)
 - g. CCTV
 - h. Security access control (ACS)
7. All cables (excluding cable assemblies) shall be cut to the length dictated by the run. For equipment mounted in drawers or on slides, the interconnecting cables shall be provided with a service loop of appropriate length.

8. The system, upon notification of completion, shall be complete in every respect, clean, operating and properly adjusted.

B. EQUIPMENT SIZE AND HANDLING

1. Investigate each space in the structure through which equipment must pass to reach its final location. If necessary, the equipment shall be required to ship in sections of specific sizes to permit the passing through the necessary areas within the structure.
2. All equipment shall be kept upright at all times. When equipment has to be tilted for ease of passage through restricted areas during transportation, the manufacturer shall be required to brace the equipment suitably, to insure that the tilting does not impair the functional integrity of the equipment.

C. WORKMANSHIP

1. The installation of materials and equipment shall be performed in a neat, workmanlike and timely manner by an adequate number of craftsmen knowledgeable of the requirements of the Contract Documents. They shall be skilled in the methods and craftsmanship needed to produce a quality level of workmanship. Personnel who install materials and equipment shall be qualified by training and experience to perform their assigned tasks.
2. Acceptable workmanship is characterized by first-quality appearance and function, conforming to applicable standards of building system construction, and exhibiting a high degree of quality and proficiency which is judged by the Project Manager as equivalent or better than that ordinarily produced by qualified industry tradesmen.
3. Personnel shall not be used in the performance of the installation of material and equipment who, in the opinion of the Project manager, are deemed to be careless or unqualified to perform the assigned tasks. Material and equipment installations not in compliance with the Contract Documents, or installed with substandard workmanship and not acceptable to the Project manager, shall be removed and reinstalled by qualified craftsmen, at no change in the contract price.

D. PROTECTION AND CLEAN UP

1. Suitably protect all equipment provided under this Project during installation. Restore all damaged surfaces and items to "like new" condition before a request for substantial completion inspection.
2. All materials shall be properly protected and all conduit openings shall be temporarily closed by the Contractor to prevent obstruction and damage. Post notice prohibiting the use of all systems provided under this Program, prior to completion of work and acceptance of all systems by the Owner's representative. The Contractor shall take precautions to protect his materials from damage and theft.
3. The Contractor shall furnish, place and maintain proper safety guards for the prevention of accidents that might be caused by the workmanship, materials, equipment or systems provided under this Program.
4. Keep the job site free from all debris and rubbish. Remove all debris and rubbish from the site and leave premises in clean condition on a daily basis.

E. "REPORT ON PROGRESS OF WORK" MEMO

1. Items noted by the Project manager, Owner or Owner's Representatives during installation and before final acceptance, which do not comply with the Contract Documents shall be listed in a "Report on Progress of Work" memo, which shall be processed for action. The Contractor shall have these items corrected, and shall sign and enter the date on which the item was corrected, and return the signed memos so items can be reviewed and inspected. Failure to return the signed memos shall be cause for disallowing requests for payments.
2. Items noted, after acceptance, and during the one-year guarantee period shall be reviewed by the Contractor in the same manner as above. The signed memos are to be returned by the Contractor when the items have been corrected.

F. AS-BUILT DOCUMENTATION

1. The Contractor shall provide two (2) sets of black or blue line on white drawings to maintain and submit record "as-built drawings". One set shall be maintained at the site and at all times, be accurate, clear, and complete, showing the actual location of all

equipment as installed. The Record Drawings shall show actual locations of all underground lines and accurate wiring diagrams of all systems marked in colored pencil "As Installed". The "As-Built" drawings shall show all Work installed complete to the present stage of progress, the device from which each homerun is taken, and the location of all junction boxes and access panels. These drawings shall be available to the Project manager's field representatives at all times.

- a. Copy of as-built drawings shall contain the following.
 - (1) Changes and/or deviations from the construction (bid) prints.
 - (2) All communication outlet addresses and locations.
 - (3) Horizontal cable routing.
 - (4) Backbone cable routing.
 - (5) Copy of all copper and fiber cable test results.
2. At the completion of the Work, transfer onto the Second set all changes marked in colored pencil and submit to the Project manager. The "As-Built" drawings shall be made available to the Project Manager to make the final punch list of the work completed under this Contract.
3. Upon Contractor's completion of the Project manager's final punch list, a set of prints with all "As-built" changes shall be submitted to the Project Manager for review. Upon completion of the Project manager's review, the Contractor shall provide updated disks and a reproducible set of drawings, which include final As-built conditions and the Project manager's review comments, if any.
4. All cable test results along with documented testing procedures shall be included in a separate binder. The binder shall also contain:
 - a. Complete operating instructions
 - b. Complete schematic drawings
 - c. Complete maintenance instructions

G. START-UP CONNECTIONS

1. This Contractor shall provide 1 technician for (3) three days beginning with the first scheduled move-in date. This technician shall assist the owner start-up and punch list

services throughout the building during the move-in period. It is at this time that all Owner provided connectivity schedules for system services will be provided to the Contractor.

H. TRAINING

1. The Contractor shall provide on-the-job training by a suitably qualified instructor, to personnel designated by the Owner, to instruct them in the operation and maintenance of the systems.
2. All user training shall take place after the systems are operational, and after the system has completed the acceptance tests. Training shall consist of the following sessions:
 - a. Introduction to the system for FSU technical staff during final check out and testing. (2-4 Hours)
 - b. (3) – 2 hour sessions, prior to first use of the systems. Dates will be determined by the Owner.

I. OPERATING AND MAINTENANCE INSTRUCTIONS

1. Thoroughly instruct the Owner, to the complete satisfaction of the Project manager, in the proper operation of all systems and equipment provided. The Contractor shall make all arrangements, via the Project manager, as to whom the instructions are to be given in the operation of the systems and the period of time in which they are to be given. The Project Manager shall be completely satisfied that the Owner has been thoroughly and completely instructed in the proper operation of all systems and equipment before final payment is made. If the Project Manager determines that complete and thorough instructions have not been given by the Contractor; to the Owner, then the Contractor shall be directed by the Project Manager to provide whatever instructions are necessary until the intent of this paragraph has been fulfilled.
2. Submit to the Project Manager for approval five (5) typed sets, bound neatly in loose-leaf binders, of all instructions for the installation, operation, care and maintenance of all equipment and systems, including instructions for the ordering and stocking of spare parts for all equipment installed under this Program. The lists shall include part number and suggested suppliers. Each set shall also include an itemized list of component parts that should be kept on hand and where such parts can be purchased.

3. Information shall indicate possible problems with equipment and suggested corrective action. The manuals shall be indexed for each type of equipment. Each section shall be clearly divided from the other sections. A sub index for each section shall also be provided.

J. SYSTEM CHECK-OUT

1. Before Acceptance Tests are scheduled, the Contractor shall perform their own system check-out. The Contractor shall furnish all required test equipment and shall perform all work necessary to determine and modify performance of the system to meet the requirements of this program. This work shall include the following:
 - a. Test all video and audio systems for compliance.
 - b. Check all control functions, from all controlling devices to all controlled devices for proper operation.
 - c. Adjust, balance and align all equipment for optimum quality and to meet the manufacturer's published specifications. Establish and mark normal settings for all level controls and record these settings in the "System Operation and Maintenance Manual".
 - d. Check all optical projection images for average light level, light fall-off, image alignment and size. The Contractor shall determine that all mounted display devices and cameras are vibrationless in operation.
 - e. Maintain documentation of all performance tests for reference by the Owner during the Acceptance Testing.
2. The systems upon completion, shall be complete in every respect-clean, operating and properly adjusted and in perfect operating condition.

K. ACCEPTANCE

1. Acceptance of the System, by the Project Manager, shall be based on the Contractor's compliance with this Program criteria and the Owner's satisfaction.

2. The systems upon completion, shall be complete in every respect-clean, operating and properly adjusted and in perfect operating condition.
3. System Acceptance Tests will not be performed until the Contractor's system check-out has been completed. The Acceptance Tests will be supervised by the Owner and will consists of the following:
 - a. A physical inventory will be taken of all equipment on site and will be compared to the equipment lists in the contract documents.
 - b. The Contractor shall demonstrate the operation of all system equipment.
 - c. Both subjective and objective tests will be required by the Owner to determine compliance with the specifications. The Contractor shall be responsible for providing test equipment for these tests.
 - d. All final, "As-Built" documents shall be on hand, and delivered to the Owner at this time.
 - e. In the event further adjustment is required, or defective equipment must be repaired or replaced, tests may be suspended or continued at the option of the Owner.

L. FINAL OBSERVATION

1. All work shall be completed, and all forms and other information shall be submitted for acceptance one week prior to the request for final observation of the installation.

PROJECT MANAGER'S FINAL INSPECTION

2. Before requesting a final inspection, all system certificates, final as-built drawings and brochures shall be provided to the Project Manager one week prior to final inspection.

PART 4 - PRODUCTS

4.01 GENERAL

A. METHOD

1. Products shall be as specified herein unless approval to substitute items is granted in writing by the person designated as the sole point of contact via addendum to this bid.
2. When a product is specified to be in accordance with a trade association or government standard requested by the Project manager, the Contractor shall provide a certificate that the product complies with the referenced standard. Upon request of Project Manager, the Contractor shall submit supporting test data to substantiate compliance.

B. SUBMITTALS

1. Submittals shall conform to all requirements as set forth by Florida State University, this Program, and the specific information noted herein.
2. Manufacturers literature shall be submitted before the start of construction. The product brochures and specification sheets shall be a part of the submittal package provided by the Contractor.
3. Shop drawings for unspecified equipment will not be reviewed. It is the Contractor's responsibility to provide all material in accordance with the project Program and Drawings. Material not provided in accordance with these documents will be removed and replaced at the Contractor's expense. Shop drawings shall be submitted for the following:
 - a. Equipment specified herein.
 - b. Ancillary and Miscellaneous hardware & software
 - c. Wire and cable
 - d. Termination hardware
 - e. Supportive Devices & Materials
4. Submittals shall include the following information to the extent applicable to the particular item:
 - a. Manufacturer's name and product designation or catalog number.
 - b. Device ratings.
 - c. Standards or specifications of ANSI, ASTM, EIA/TIA, ICEA, IEEE, ISA, NEMA, NFPA, OSHA, UL, or other organizations, including the type, size, or other designation.
 - d. Dimensioned plan, sections, and elevations showing means for mounting, conduit connections, and grounding, and showing layout of components.
 - e. Materials and finish specifications, including paints.

- f. List of components including manufacturer's names and catalog numbers.
 - g. Internal wiring diagram indicating all connections to components and the terminals for external connections.
 - h. Manufacturer's instructions and recommendations for installation, operation, and maintenance.
 - i. Manufacturer's recommended list of spare parts.
- 5. Prior to submittal, all shop drawings and product data sheets shall be checked for accuracy and contract requirements. Submittals shall bear the date checked and shall be accompanied by a statement that the submittals have been examined for conformity to the Program and Drawings. This statement shall also list all discrepancies with between the Program and Drawings. Submittals not so checked and noted shall be returned to Contractor un-reviewed.
- 6. The Project manager's review shall be only for conformance with the design concept of the project and compliance with the Program and Drawings.
- 7. No material shall be ordered or shop work started until the Project manager's acceptance of submittals has been received.
- 8. Submittals of Technical Information Brochures shall be at the start of construction, or no later than 15 days after Award of the Contract. Each brochure shall consist of an adequately sized, hard-cover, 3-ring binder for 8-1/2" X 11" sheets. Provide correct designation on outside cover and on end of brochure. When one binder is not enough to adequately catalog all data, an additional binder shall be submitted.
- 9. First sheet in the submittal shall be a photocopy of the Index pages in this Program. Second sheet shall be a list of project Contact Addresses. Third sheet shall list Project Information. Provide reinforced separation sheets tabbed with the appropriate specification reference number and typed index for each section in the specification schedule. Technical Information consisting of marked catalog sheets or shop drawings shall be inserted in the brochure in proper order on all items specified and shown on drawings. At the end of the submittal, provide and insert a list of Bid Exceptions and all addenda applicable to this Program.
- 10. Submit 3 copies. Provide separate tag marking on an individual copy for the Owner, Architect, Project Manager and Contractors.
- 11. Title drawings to include identification of Project and names of Owner, Project manager, Contractor, and/or supplier, data, number sequentially and indicate in general:

- a. Fabrication and Erection dimensions.
 - b. Arrangements and sectional views.
 - c. Necessary details, including complete information for making connections with other work.
 - d. Kinds of materials and finishes.
 - e. Descriptive names of equipment.
 - f. Modifications and options to standard equipment required by the contract.
 - g. Leave blank area, size approximately 4 by 2-1/2 inches, near title block (for Project manager's signature imprint).
 - h. In order to facilitate review of shop drawings, they shall be noted, indicating by cross reference the contract drawings, notes, and specification paragraph numbers where items occur in the contract documents.
 - i. See specific sections of specifications for further requirements.
12. When returned to the Contractor, submittals will be marked with Project manager's stamp. If box marked "Revise and Resubmit" is checked, submittal is not accepted. Correct and resubmit as noted. Comply with notation making necessary corrections on submittal and resubmit for final record.
13. Note that the acceptance of submittals, or other information submitted in accordance with the requirements specified herein, does not assure that the Project manager, Owner, or Owner's Representative, attests to the dimensional accuracy and dimensional suitability of the material or equipment involved, the ability of the material or equipment involved or the performance of equipment. Acceptance of submittals does not invalidate the plans and Program specifications if in conflict, unless a letter requesting such change is submitted and accepted on the Project manager's letterhead.
14. Provide one sample of materials and finishes. Each sample shall be tagged, labeled, or marked, "Sample offor (PROJECT). Accompany samples with copy of manufacturer's instructions regarding installation, and maintenance.
15. The Contractor is responsible for any delays in job progress occurring directly or indirectly from late submissions or resubmissions of submittals, product data, or samples.

C. EQUIPMENT CERTIFICATION

1. All specific equipment, including accessories to the system and including all wire and cable, shall be listed in the Underwriters' Laboratories product directory and/or shall be listed by a recognized materials Testing Agency in accordance with applicable building codes and requirements.

D. EQUIPMENT, MATERIALS, AND SUPPORTS

1. Each item of equipment or material shall be manufactured by a company regularly engaged in the manufacture of the type and size of equipment, shall be suitable for the environment in which it is to be installed, shall be approved for its purpose, environment, and application, and shall bear the Testing Agency label.
2. Each item of equipment or material shall be installed in accordance with instructions and recommendations of the manufacturer; however, the methods shall not be less stringent than specified herein.
3. Provide all devices and materials, such as screws, channels, angles, and other attaching means, required to fasten enclosures, cabinets, and other equipment and materials to be mounted on structures.
4. Equipment shall at all times during construction be adequately protected against mechanical injury or damage by the elements. Equipment shall be stored in dry permanent shelters. If apparatus has been damaged, such damage shall be repaired at no additional cost or time extension to the Contract. If apparatus has been subject to possible injury, it shall be thoroughly cleaned, dried out and put through tests as directed by the Manufacturer and Project manager, or shall be replaced, if directed by the Project manager, at no additional cost to the Contract.

E. IDENTIFICATION OF EQUIPMENT

1. All system components shall be identified as specified in this Program. Such identification shall be in addition to the manufacturer's nameplates and shall serve to identify the item's function and the equipment or system, which it serves or controls.

F. SURFACE MOUNTED EQUIPMENT

1. Surface mounted devices, cabinets, panels, etc. shall have a factory applied finish or shall be painted as accepted by Owner and Project manager. All materials shall be approved for the surface, on which it is to be installed. Finishes shall be in accordance with other applicable sections of these specifications.

APPENDIX 'A'

SYSTEM REQUIREMENTS

The Contractor must provide equipment, services, coordination, installation and guarantees for a total of 11 conference rooms and exterior spaces contained in the new FSU Conference Center. These rooms include an auditorium, dining room, 2 boardrooms, 7 classrooms and lobby area.

The project concept for each room is to provide a smart lectern housing a full-featured variety of audio/visual and computer equipment offering presentations formats for live and web viewing and broadcasting. Interaction between rooms, participants and presenters on or off-site is key to the project concept.

The equipment will be controlled through a touch screen associated to the lectern and easily managed by staff or speaker. This touch screen must control all software and hardware associated with the lectern operation and presentation requirements.

The presentation images will be viewed on either LCD monitors placed on the walls or multi-panel video walls designed for the rooms. All resources need to integrate with the video-wall product from the vendor, Cinemassive in the 3 rooms containing video walls. The remaining (7) rooms have 1 LCD and the dining room has 4 LCDs. Images will be shared between rooms and video wall panels provide multiple imaging capabilities.

The presentation sound shall be provided by pairs of wall speakers placed through the rooms with associated equipment housed within the lectern walls and wireless microphones used by the presenters.

Robotic color cameras shall be mounted for projecting images onto the LCDs or video walls, which can provide clear images for staging and for webcast capabilities. Some cameras should be hi-definition but all must provide at least 1080p resolution.

This smart lectern must have the capacity to house these multiple audio-visual and computer components and must offer operational software/hardware to insulate for heat and sound. Minimum of 2 U shelves may provide for housing equipment and associated products hardware. Lecterns must allow for front and rear access to equipment.

The configuration and requirements must integrate the software/hardware needed for webcasting provided by Sonic Foundry Mediasite Recorders. 1 recorder per room will also need to sit inside the lectern.

Project installation includes all equipment, power lectern and wall plates, cabling, mounting of LCDs and necessary accessories for connections to make the system operational.

Items to be included	Preferred Brand	Qty
Custom Lectern		11
2U Rack Shelves (based on equipment to be housed)		22
Media Controllers w/ software		22
70v Audio Amplifier (150 Watt Mixer)		11
8x8 RGBHV w/Stereo Audio Matrix Switcher		2
8 x4 Matrix Switcher	<i>PathFinder</i>	10
PWR Plate w/ Power Outlet (2 per)		22
VGA Umbilical Cable 15 ft		11
Power Conditioner Lectern base		11
6 input Scaller/ Switcher w/Stereo Audio	<i>MAS-6200A</i>	11
VGA D/A		22
19" Touch Screen Panel Monitor (Mount & Flip)		11
CS Digital Audio Processor	<i>Nexia</i>	11
Blu Ray Player	<i>Sony BDPS350</i>	11
UHF Lavalier Wireless Microphone Kit	<i>Shure PGX-1493</i>	11
PC for Lectern Dell OptiPlex 740 slim form factor or equal		11
Camera Shelves		12
PTZ Robotic Color Camera	<i>Sony EVI-D70</i>	7
360 Speed Dome PTZ-W 36X Zoom Netcam (White)		5
50Ft Audio/Visual Control Cable Package		33

Consumables		33
Custom Wall Plates		26
150 Watt Wall Speakers (Pair)	<i>Atlas Sound SM82-B</i>	24
65" TV w/ 1920x1080 resolution		13
Brackets for LCD wall mount		13
Sonic Foundry Mediasite RL Recorders		10

I. Standard Room Configuration (7 Total)

1. Lectern

- Should be able to house all required equipment listed below. Design specifications are provided in Associated Drawings 1-3.
- Should allow for easily accessible power/video/audio/network connections for two additional sources (e.g. laptop and document camera)
- This smart lectern must have the capacity to house these multiple audio-visual and computer components and must offer operational software/hardware to insulate for heat and sound. Minimum of 2 U shelves may provide for housing equipment and associated products hardware. Lecterns must allow for front and rear access to equipment.
- Alternate items will be considered provided they meet specifications.

2. Media Controller

- Configurable media controller capable of directly controlling multiple RS-232, IR and Contact Closure controlled devices such as A/V switchers, monitors, DVD players, document cameras, etc.
- Software that provides a graphical user interface for the controller should also be provided.

3. 19 in. Touch Screen Panel Monitor

- To be used for Media Controller Software and as display for PC

4. PC

- Dell FX160 or similar
- 1U rack mountable

5. 8x4 Audio/Video Matrix Switcher

- The PathFinder 8x4 RGBA (RGBHV + Stereo Audio Matrix) or similar.
- Alternate items will be considered provided they meet specifications.

6. 6 Input Scaller/Switcher with Stereo Audio

- The MAS-6200A or equivalent device.

- Should be able to provide high quality scaling from Standard Definition, High Definition and Computer video sources to resolutions that match HD display described below (1920x1080).
 - It should include a 4x1 stereo audio switcher with balanced output and adjustable delay.
- 7. 70v Audio Amplifier**
- The MT-MXA-150 or equivalent device.
- 8. Digital Audio Processor**
- Rack Mountable Speaker Processor.
 - NEXIA-SP or equivalent device.
- 9. UHF Lavalier Wireless Mic Kit**
- The Shure PGX-1493 or equivalent device.
- 10. 150 Watt Wall Speakers (2 pairs/room)**
- Atlas Sound SM82 or similar
 - White
- 11. Blu Ray DVD Player**
- Sony BDPS350 or similar
- 12. 65 in LCD monitor**
- Able to support 1920x1080 resolution
- 13. PTZ Robotic Color Camera**
- Sony EVI-D70 or equivalent
- 14. SonicFoundry MediaSite RL Recorder**

II. Auditorium Room Configuration (1)

1. Lectern

- Should be able to house all required equipment listed below in addition to equipment necessary for **Cinemassive Video Wall**. Design specifications are provided in Associated Drawings 1-3.
- This smart lectern must have the capacity to house these multiple audio-visual and computer components and must offer operational software/hardware to insulate for heat and sound. Minimum of 2 U shelves may provide for housing equipment and associated products hardware. Lecterns must allow for front and rear access to equipment.
- Should allow for easily accessible power/video/audio/network connections for two additional sources (e.g. laptop and document camera)
- Alternate items will be considered provided they meet specifications.

2. Media Controllers

- Configurable media controller capable of directly controlling multiple RS-232, IR and Contact Closure controlled devices such as A/V switchers, monitors, DVD players, document cameras, etc.
- Software that provides a graphical user interface for the controller should also be provided.
- Media Controller device and software should be able to interface with **Cinemassive Video Wall**.

3. 19 in. Touch Screen Panel Monitor

- To be used for Media Controller Software and as display for PC

4. PC

- Dell FX160 or similar
- 1U rack mountable

5. 8x8 Audio/Video Matrix Switchers

- The PathFinder 8x8 RGBA (RGBHV + Stereo Audio Matrix) or similar.
- Alternate items will be considered provided they meet specifications.

6. 6 Input Scaller/Switcher with Stereo Audio

- The MAS-6200A or equivalent device.
- Should be able to provide high quality scaling from Standard Definition, High Definition and Computer video sources to resolutions that match HD display described below (1920x1080).
- It should include a 4x1 stereo audio switcher with balanced output and adjustable delay.

7. 70v Audio Amplifier

- The MT-MXA-150 or equivalent device.

8. Digital Audio Processor

- Rack Mountable Speaker Processor.
- NEXIA-SP or equivalent device.

9. UHF Lavalier Wireless Mic Kit

- The Shure PGX-1493 or equivalent device.

10. 150 Watt Wall Speakers (2 pairs/room)

- Atlas Sound SM82 or similar
- White

11. Blu Ray DVD Player

- Sony BDPS350 or similar

12. HD PTZ-W Robotic Color Camera (2 unit)

- 360 Speed Dome PTZ-W 36X Zoom Netcam
- White

13. SonicFoundry MediaSite RL Recorder

III. Dining Room Configuration (1)

1. Lectern

- Should be able to house all required equipment listed below. Design specifications are provided in Associated Drawings 1-3.
- This smart lectern must have the capacity to house these multiple audio-visual and computer components and must offer operational software/hardware to insulate for heat and sound. Minimum of 2 U shelves may provide for housing equipment and associated products hardware. Lecterns must allow for front and rear access to equipment.
- Should allow for easily accessible power/video/audio/network connections for two additional sources (e.g. laptop and document camera)
- Alternate items will be considered provided they meet specifications.

2. Media Controller

- Configurable media controller capable of directly controlling multiple RS-232, IR and Contact Closure controlled devices such as A/V switchers, monitors, DVD players, document cameras, etc.
- Software that provides a graphical user interface for the controller should also be provided.

3. 19 in. Touch Screen Panel Monitor

- To be used for Media Controller Software and as display for PC

4. PC

- Dell FX160 or similar
- 1U rack mountable

5. 8x4 Audio/Video Matrix Switcher

- The PathFinder 8x4 RGBA (RGBHV + Stereo Audio Matrix) or similar.
- Alternate items will be considered provided they meet specifications.

6. 6 Input Scaller/Switcher with Stereo Audio

- The MAS-6200A or equivalent device.
- Should be able to provide high quality scaling from Standard Definition, High Definition and Computer video sources to resolutions that match HD display described below (1920x1080).
- It should include a 4x1 stereo audio switcher with balanced output and adjustable delay.

7. 70v Audio Amplifier

- The MT-MXA-150 or equivalent device.

8. Digital Audio Processor

- Rack Mountable Speaker Processor.
- NEXIA-SP or equivalent device.

9. **UHF Lavalier Wireless Mic Kit**
 - The Shure PGX-1493 or equivalent device.
10. **150 Watt Wall Speakers (2 pairs/room)**
 - Atlas Sound SM82 or similar
 - White
11. **Blu Ray DVD Player**
 - Sony BDPS350 or similar
12. **65" LCD Monitor (4 units)**
 - Able to support 1920x1080 resolution
13. **HD PTZ-W Robotic Color Camera (1 unit)**
 - 360 Speed Dome PTZ-W 36X Zoom Netcam
 - White
14. **SonicFoundry MediaSite RL Recorder**

IV. Additional Video Wall Room Configuration (2)

1. Lectern

- Should be able to house all required equipment listed below in addition to equipment necessary for **Cinemassive Video Wall**. Design specifications are provided in Associated Drawings 1-3.
- This smart lectern must have the capacity to house these multiple audio-visual and computer components and must offer operational software/hardware to insulate for heat and sound. Minimum of 2 U shelves may provide for housing equipment and associated products hardware. Lecterns must allow for front and rear access to equipment.
- Should allow for easily accessible power/video/audio/network connections for two additional sources (e.g. laptop and document camera)
- Alternate items will be considered provided they meet specifications.

2. Media Controller

- Configurable media controller capable of directly controlling multiple RS-232, IR and Contact Closure controlled devices such as A/V switchers, monitors, DVD players, document cameras, etc.
- Software that provides a graphical user interface for the controller should also be provided.
- Media Controller device and software should be able to interface with **Cinemassive Video Wall**.

3. 19 in. Touch Screen Panel Monitor

- To be used for Media Controller Software and as display for PC

4. PC

- Dell FX160 or similar
- 1U rack mountable

5. 8x4 Audio/Video Matrix Switcher

- The PathFinder 8x4 RGBA (RGBHV + Stereo Audio Matrix) or similar.
- Alternate items will be considered provided they meet specifications.

6. 6 Input Scaller/Switcher with Stereo Audio

- The MAS-6200A or equivalent device.
- Should be able to provide high quality scaling from Standard Definition, High Definition and Computer video sources to resolutions that match HD display described below (1920x1080).
- It should include a 4x1 stereo audio switcher with balanced output and adjustable delay.

7. 70v Audio Amplifier

- The MT-MXA-150 or equivalent device.

8. Digital Audio Processor

- Rack Mountable Speaker Processor.
- NEXIA-SP or equivalent device.

9. UHF Lavalier Wireless Mic Kit

- The Shure PGX-1493 or equivalent device.

10. 150 Watt Wall Speakers (2 pairs/room)

- Atlas Sound SM82 or similar
- White

11. Blu Ray DVD Player

- Sony BDPS350 or similar

12. PTZ Robotic Color Camera

- Sony EVI-D70

13. SonicFoundry MediaSite RL Recorder

ATTACHMENT 'B'

APPS CONFERENCE CENTER PRESENTATION TECHNOLOGY PROJECT

BIDDER REGISTRATION FORM

Please send form or the information; form itself is not important

Company Name and Address:

Contact Person: _____

Phone: _____

Email: _____

Email to: mcdoolittle@fsu.edu Subject Line: APPS Conference Center Registration

APPS CONFERENCE CENTER PRESENTATION TECHNOLOGY PROJECT

Written Reference Response Form

Name of Bidder: _____

Name of Agency/Company Providing Reference: _____

Note to Reference: Please attach this form to a note on your business or agency letterhead, giving the name and title of the person supplying the reference, along with contact information, including the best time of day to reach the reference.

Florida State University is seeking to qualify the bidder requesting this reference. Complete details of the scope of work for the project can be found on <http://purchasing.fsu.edu/BidListing.html>

In order to shorten the bidder qualification process, FSU is requiring bidders to submit written references either with their bid response or directly to the university prior to the bid opening date and time. A portion of the qualification process involves experience with similar projects. Written references will be reviewed by the project manager, who will follow up with telephone contacts, if necessary.

1. Please provide the following information, along with any other information you feel would be useful in qualifying this bidder:

2. The approximate number of times, and timeframe (months or years), that you have contracted with this bidder to perform work similar to the FSU project?

3. The most recent date (month and year) you used the bidder's company.

4. The scope of work of the project(s) performed, including the approximate dollar value of the project, and the extent of installation work required.

Name of Agency or Business Supplying Reference: _____

Name of Bidder: _____

5. What led your agency or company to select this bidder for the project referenced by the bidder as being similar in size and scope to the FSU project? Did the selection process involve sealed bids or proposals?

6. Would you select this bidder for a project the size of the APPS project, when extensive time for furnishing, installing, testing and training of all equipment is not available?

7. Was the contracted work on the project (or projects) completed on time, and without cost overruns?

8. Were the bidder's installers, including the foreman, well trained and knowledgeable, relative to the work required by the project?

9. Were you able to easily contact the bidder's firm whenever necessary during the installation, to resolve problems or secure needed information?

10. Were you able to easily contact the bidder's company after the project was completed, if needed, such as for warranty repairs and to perform preventive maintenance?

11. Would you use the bidder's company again for a large project?

12. Would you recommend the bidder's company to others?

13. Is there other information the university Project Manager might find useful in qualifying this bidder for this project?

APPENDIX C

Evaluation Process Payment Structure and Process Cost Summary Form

A. Evaluation process:

Time is of the essence in the evaluation of this bid. Failure to agree to adhere to all bid specifications, or to comply with all bid terms and conditions, or to include all materials and information required to be submitted with the bid, may cause your bid to be judged non-responsive or to be an unacceptable counter-offer, subject to rejection without evaluation.

- The university will evaluate proposals for compliance with mandatory terms and conditions, including all information required to be submitted with the bid response, as specified in the bid.
- Beginning with the bid quoting the lowest turn-key price, the university and Project Manager will determine if the bid is responsive. If the bid is judged to be responsive, the University will begin the process of bidder qualification.
- **The qualification process will include, but may not be limited to: (a) reviewing written references submitted by bidder, (b) resume of foreman, (c) documentation of installer training, (d) documentation of past experience on a projects of a similar size and complexity, (e) acceptability of sub-contractors, including sub-contractor experience, (f) references that demonstrate that the bidder should be able to have all equipment ordered and installed by the required deadline, (g) proof of required low voltage license, and (h) proof of ability to obtain a payment and performance bond and contractors insurance, if awarded the contract.**
- If the lowest bidder is judged by the University to be qualified, other bids will not be evaluated. If lowest bidder is not qualified, the process will resume with the bid having the second lowest turn-key price, until the determination of the responsive, qualified bidder and the lowest cost, has been determined. The university reserves the right to reject any and all bids, and to waive minor irregularities. The university's right to waive minor irregularities in an otherwise valid bid response, does in any way, or for any reason, not obligate it to do so. A minor irregularity is a variation from the from the bid terms and conditions which does not effect the price offered, or give the responder and advantage or benefit not enjoyed by other bidders, or does not adversely impact the interests of the University.
- **Provision of three written references for the bidder, and subcontractor references as needed, is solely the responsibility of the bidder.** Bidder's shall submit written references as specified. If references are not provided or are incomplete, the Project Manager will not delay the bid award process in order to make multiple attempts to contact bidder's or subcontractor references.

- If bidder qualification cannot be promptly verified, the university reserves the right to disqualify the bidder and begin the evaluation process with the responsive bid having the second lowest turn-key price.

Z. Payment Structure and Process:

- No advance payment of any kind will be made.
- The university and project manager may be willing to work with the successful bidder to determine a progress payment structure that protects all interests of the university, and is fair to the vendor. Any progress payment structure may be terminated by the university at any time, as necessary to protect the interests of the university, with no further payments made until, at the university's option, a new schedule is agreed to, or the entire project is completed.
- Although progress payments may be allowed, as its best interests dictate, the university reserves the right to make no payment of any kind, at its sole discretion, until the entire turn-key system has been furnished and installed as outlined in the bid, including all testing and training.

Cost Summary Form

- 1. Quote turnkey price to furnish and install the system as specified in the bid, including, but not limited to, all labor, equipment , cabling, parts, permits, services, and full one year warranty, as outlined in the bid document.**

\$ _____

- 2. Quote unit prices and brand name for all items:**

Cost Summary

Items to be included	Brand
-----------------------------	--------------

Custom Lectern \$_____

2U Rack Shelves (based on equipment to be housed)

Media Controllers w/ software

70v Audio Amplifier (150 Watt Mixer)

8x8 RGBHV w/Stereo Audio Matrix Switcher

8 x4 Matrix Switcher

PWR Plate w/ Power Outlet (2 per)

VGA Umbilical Cable 15 ft

Power Conditioner Lectern base

6 input Scaller/ Switcher w/Stereo Audio

VGA D/A

19" Touch Screen Panel Monitor (Mount & Flip)

CS Digital Audio Processor

Blu Ray Player

UHF Lavalier Wireless Microphone Kit

PC for Lectern

Camera Shelves

PTZ Robotic Color Camera

360 Speed Dome PTZ-W 36X Zoom Netcam (White)

50Ft Audio/Visual Control Cable Package

Custom Wall Plates

150 Watt Wall Speakers (Pair)

65" TV w/ 1920x1080 resolution

Brackets for LCD wall mount

Sonic Foundry Mediasite RL Recorders

3. Quote price for non-equipment costs:

1. Engineering: Including all required engineering, cad drawings, run sheets, instruction manuals, etc.

\$ _____

2. Pre-Installation: Including all fabrication, modification, assembly, rack wiring, preparation, etc., performed on the Bidder's premises.

\$ _____

3. Installation: Including all on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises.

\$ _____

4. General and Administrative: Including all G&A expenses, shipping, insurance, full one year warranty, bonds, guarantees.

\$ _____

SERVICE CONTRACT

The Bidder shall offer a separate "2nd year" system warranty and a "2nd year" preventative maintenance contract, covering all installed systems.

a. Quote price for extended warranty coverage, to include a 2nd year of full warranty service, exactly as warranty services are outlined in the original bid document, and applicable amendments to the bid, if any. Price quoted shall cover all costs, including but not limited to travel costs, transportation or mileage, lodging, or meals.

\$ _____

b. Quote price for preventive maintenance contract beginning with the second year of the contract, to include a minimum of four (4) visits per year, at regular intervals, to perform operation checks of the equipment, recommended manufacturer maintenance, and system adjustments/calibrations. Price quoted shall cover all costs, including but not limited to travel costs, transportation or mileage, lodging, or meals.

\$ _____

As the best interests of the university dictate, the university reserves the right to award this bid based solely on the turn-key price, or to make an award based on the two-year cost of system ownership, to be determined by adding either, or both, of the required second year service options, to the turn-key price quoted. Failure to offer the second year service options may be grounds for rejection of the bid as non-responsive.

c. Quote price for annual maintenance agreement to begin in year 2, if the university does not opt to purchase the 2nd year warranty coverage and/or 2nd year preventive maintenance coverage. Provide details of parts and labor included in the annual maintenance agreement, and details of parts and labor not included in the annual maintenance agreement. Price quoted shall cover all costs, including but not limited to, travel costs, transportation or mileage, lodging, or meals.

\$ _____

d. For repairs not covered under an annual maintenance agreement, quote the hourly labor rate, including all charges other than parts, associated with a service request. Show amount of minimum charge per call out, if any. The university will not pay for technicians travel time to and from a diagnostic or repair call at FSU, whether travel originates in Tallahassee or elsewhere. FSU will not pay any travel costs, including transportation or mileage, lodging, or meals. Failure to properly diagnose and repair problems, requiring multiple calls to service the same equipment or repair the same problem, will be the responsibility of the contractor. The university shall not be billed more than once per incident, for needed repairs. For parts, quote a cost + % mark-up or discount off list pricing. If requested by the university, proof of accurate billing for repair parts, based on pricing quoted in the bid, may be required before payment for any repair part is made.

1. Quote hourly rate for labor, as outlined above: \$ _____

2. Quote minimum service call charge, if any: \$ _____

3. Quote cost + _____ % mark-up for repair parts: _____ %

or

4. Quote % discount off published list pricing for repair parts: _____ %

APPENDIX D

Required Bid Response Format

The Original bid and four (4) complete and identical copies of the bidder's response shall be formatted, tabbed, and bound exactly as set forth in this Appendix. Submit a CD with your entire bid package in the binder that contains the original bid response. Failure to follow this format may be grounds for the rejection of the bid.

Bids shall be sealed, with the original and each copy in a separate envelope or box, after which all four (4) bids shall be placed in a larger box. The original bid response shall be clearly marked **ORIGINAL**. The larger box, and each envelope or box containing the original bid, and each of the three (3) separate envelopes or boxes containing the bid copies, shall be submitted and marked as follows:

Submit To:

Florida State University
Purchasing Department
A1400 University Center
Tallahassee, FL 32306-2370

The outer box and all inner envelopes or boxes shall be clearly marked with the following information:

Invitation to Bid: ITB5348-1

APPS CONFERENCE CENTER PRESENTATION TECHNOLOGY PROJECT

Bid Opening Day, Date, and Time: As specified in the Calendar of Events

Note: Bid Opening day, date, and time are subject to change, via an amendment to the bid. If Calendar of Events is amended, an addendum will be posted to the FSU Purchasing Department website, bid listing page. Bidders are responsible for checking the website regularly throughout the bid process.

The original and each copy shall each be placed separate binders, preferably 3 ring binders. The binder shall be of a size that allows documents to be turned easily, but shall not be oversized. The tabs shall be numbered and labeled, and the required information shall be placed in the appropriate section behind the tab, as outlined below. If an item cannot be placed behind the appropriate tab, the tabbed section shall clearly state where in the bid response the information can be located.

Elaborate binding and tabbing is NOT desired.

- **Forward**
- **Tab 1** – The signed FSU bid (competitive solicitation) cover sheet (both sides) and signed copies of all addenda and the addenda cover sheets. The original bid response must have an original signature on the cover sheet and all addenda; the 3 copies do not.
- **Tab 2** – Appendix C – Cost Summary Form – completely executed
- **Tab 3** – Mandatory Bid Submittal Items
- **Tab 4** – Optional, to be included if desired by bidder.

Forward:

Prior to Tab 1, insert a cover letter that shall include, at a minimum, the following:

1. A statement attesting to the fact that the bidder was represented at the mandatory pre-bid conference and site visit. Provide the names of individuals who attended the conference on behalf of the bidder.
2. A statement indicating that bidder understands that time is of the essence throughout this project, and that the bidder has determined that he or she, and any sub-contractors used, shall be able to meet the university's required completion and turn-over date, including testing and training, as outlined in the Calendar of Events. Include information showing how the determination was reached, such as contacts with manufacturers, manufacturers representatives, distributors, and suppliers regarding equipment availability and guaranteed on-site delivery dates, and availability of an adequate number of installers, available to work during the time frame required for installation, testing, and training.
3. Include a statement attesting to the fact that the bidder has read, fully understands, and will comply with all warranty requirements and service requirements, exactly as specified in the bid, including the Service Contract and Warranty Statement.

4. Indicate if 100% of equipment and cabling offered in the bid response represents the exact brands, makes, and models of equipment and cabling as specified by FSU.
5. If equipment and cabling offered in the bid is not 100% "as specified," indicate that the bid offers equivalent equipment or products. Clearly state that the bidder accepts and will comply with General Condition number 6, relating to bidding on equivalent products.
6. Provide a list of individuals that the university or the project manager may contact in the event problems arise, from bid evaluation through final turn-over of turnkey the system. For bid evaluation purposes, include the name, email address, toll free number, business phone, cell phone, and pager number for the company representative who signed the bid, the signer's immediate supervisor, and the signer's assistant. Provide the same detailed contact information for the bidder's foreman, the foreman's immediate and second level supervisor, foreman's assistant. Include the name of the company president or chief operating officer, and his or her telephone number, email address, and mailing addresses.
7. Provide the names and phone/cell phone numbers of individuals who will be available nights, holidays, and week-ends, if contact is necessary.
8. Bidder shall provide detailed information about any part of his or her bid response that is not, or may not be, in full compliance with all FSU specifications, as shown in the original bid, drawings, appendices, and addenda. This includes exceptions, or possible exceptions, to any specifications, requirements, terms and conditions, and the requirement that bidder include certain information and documentation with his or her response, so that it is immediately available for viewing by FSU at the date and the time of bid opening. Notwithstanding this request for information regarding exceptions or discrepancies between the bid specifications and bidder's offer, bidders are strongly cautioned that failure to agree to all specifications, terms and conditions, or to provide all required information and documentation as stipulated in the bid, may be grounds for the rejection of the bidder's offer, without evaluation.

Tab 1:

- The signed FSU bid (competitive solicitation) cover sheet (both sides) and signed copies of all addenda and the addenda cover sheets. The original bid response must have an original signature on the cover sheet and all addenda; the 3 copies do not.

Tab 2:

- Appendix C – Cost Summary Form – accurately and completely executed

Tab 3

- Mandatory Bid Submittal Items. Include all required information and documentation outlined below, specific details of which are provided in the bid. It is the bidders responsibility to

examine the entire bid and provide all required submittals with his or her bid response, whether or not they are listed below

PART 2 -- INFORMATION TO BE SUBMITTED WITH BID

COMPANY PROFILE

PROJECT TEAM

SIMILAR PROJECTS/REFERENCES

WARRANTY STATEMENT

- **CONTRACTOR'S INSURANCE**
Provide proof of ability to obtain contractors insurance, as specified in the bid.
- **PAYMENT AND PERFORMANCE BOND**
Provide proof of ability to obtain a payment and performance bond, for the full bid price quoted by the bidder.

ABBREVIATIONS

The following abbreviations or initials may be used:

ACS	Access Control System
ADA	American Disabilities Act
AFF	Above Finished Floor
ANSI	American National Standards Institute
APPS	FSU
AUX	Auxiliary
AVES	Audio Visual Evaluation System
AWG	American Wire Gauge
BICSI	Building Industry Consulting Service International
CCTV	Closed Circuit Television
CLG	Ceiling
COAX	Coaxial Cable
CPU	Central Processing Unit

EIA	Electronic Industry Alliance
EMT	Electrical Metallic Tubing
EOL	End of Line Resistor
FBO	Furnished By Other
GB	Ground Busbar/Bar
GEC	Grounding Electrode Conductor
GND	Ground
IN	Inches
JB	Junction Box
LBS	Pounds
MAX	Maximum
MIC	Microphone
MIN	Minimum
MTD	Mounted
MTG	Mounting
MUX	Multiplex (Transponder) Panel
NEC	National Electrical Code
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
NIC	Not in Contract
OFE	Owner Furnished Equipment
PWR	Power
PRI	Primary
PVC	Polyvinylchloride
REF	Reference

SPKR	Speaker
SEC	Secondary
TIA	Telecommunications Industry Alliance
TYP	Typical
UL	Underwriters Laboratories
USC	Under Separate Contract

CONTRACTOR'S INSURANCE:

The Contractor shall not commence any work in connection with this agreement until he has obtained all the following types of insurance and such insurance has been submitted to the Director of Purchasing, Florida State University, 1400A University Center, Tallahassee, FL 32306-2370, and approved by the purchaser, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required for the subcontractor has been so obtained and approved.

All insurance policies shall be with insurers qualified and doing business in Florida, and with an A.M. Best rating of no less than A.X. The purchaser shall be furnished proof of coverage of insurance by certificates of insurance accompanying the contract documents and shall name the Board of Trustees of the Florida State University and Florida State University as additional named insured parties. The insurer shall provide 30 days written notice to the certificate holder if a policy is to be canceled before the expiration date thereof.

The purchaser shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Contractor and/or Subcontractor providing such insurance.

A. Workers Compensation Insurance

The Contractor shall secure and maintain during the life of this agreement, Worker's Compensation Insurance for all his employees connected with the work of this project and, in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under Worker's Compensation statute, the Contractor shall provide, and cause each subcontractor to

provide, adequate insurance satisfactory to the purchaser, for protection of his employees not otherwise protected.

B. Contractor's Public Liability and Property Damage Insurance

The Contractor shall secure and maintain during the life of this agreement, COMPREHENSIVE GENERAL LIABILITY AND COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE as shall protect him from claims for damages, personal injury, including accidental death, as well as claims for property damages which may arise from operations under this agreement whether such operations be by himself or by anyone directly or indirectly employed by him and the amounts of such insurance shall be the minimum limit as follows:

- | | | |
|----|--------------------------------|-----------------------------------|
| 1. | Bodily Injury Liability | \$1,000,000 each accident |
| 2. | Auto Property Damage Liability | \$ 500,000 each accident |
| 3. | Property Damage Liability- | \$1,000,000 each accident |
| | (other than automobile) | \$1,000,000 aggregate operations |
| | | \$1,000,000 aggregate protective |
| | | \$1,000,000 aggregate contractual |

Insuring clause for both BODILY INJURY AND PROPERTY DAMAGE shall be amended to provide coverage on an OCCURRENCE basis.

4. "XCU" (Explosion, collapse, underground damage) --the contractor's liability Policy shall provide "XCU" coverage for those classifications in which they are excluded.
5. Contractual Liability - work contracts--The contractor's liability policy shall cover such contracts when they are affected.

C. Subcontractor's Public Liability and Property Damage Insurance

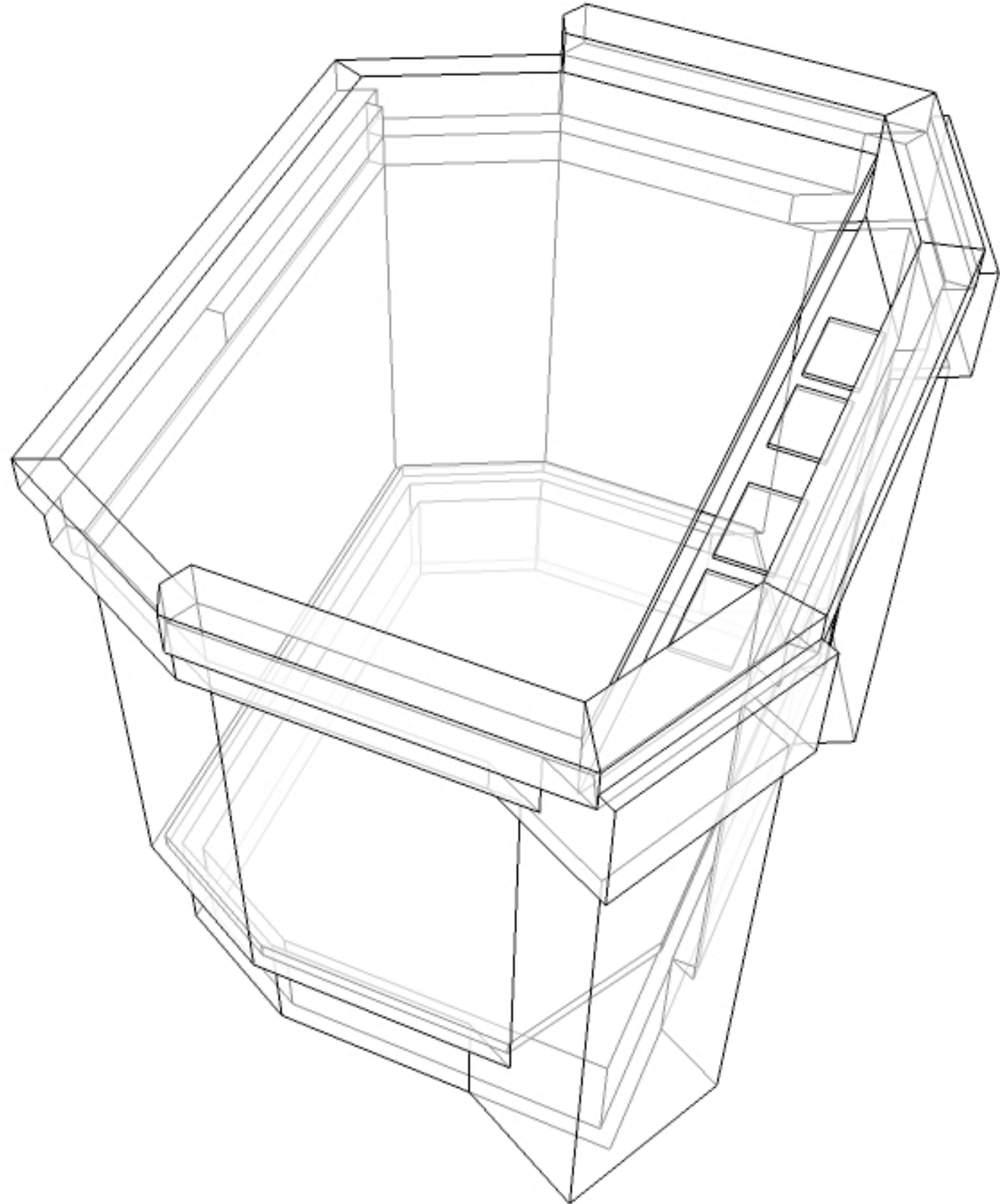
The Contractor shall require each of his subcontractors to secure and maintain during the life of this contract; insurance of the type specified above and insures the activities of his subcontractors in his policy, as specified above.

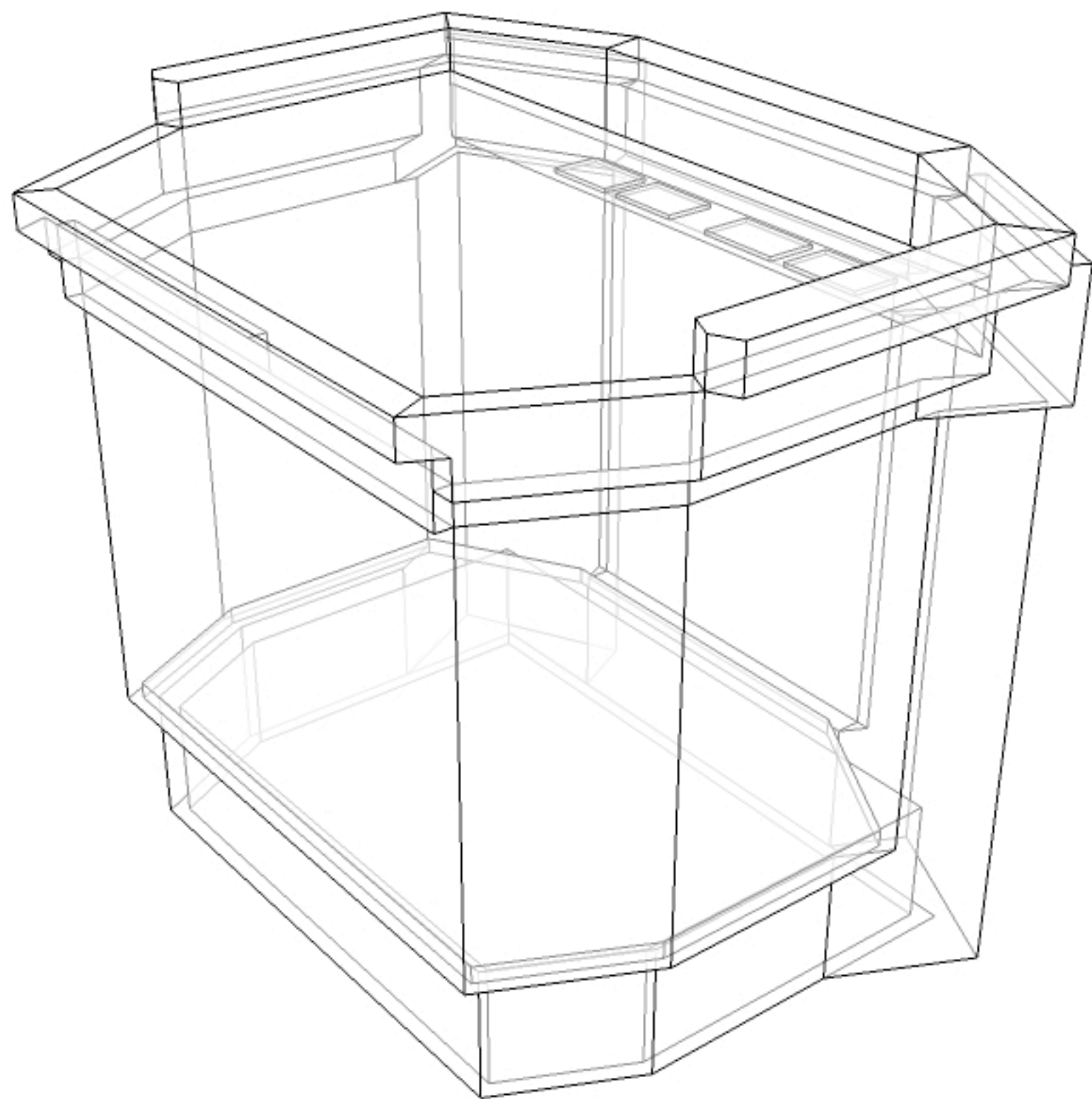


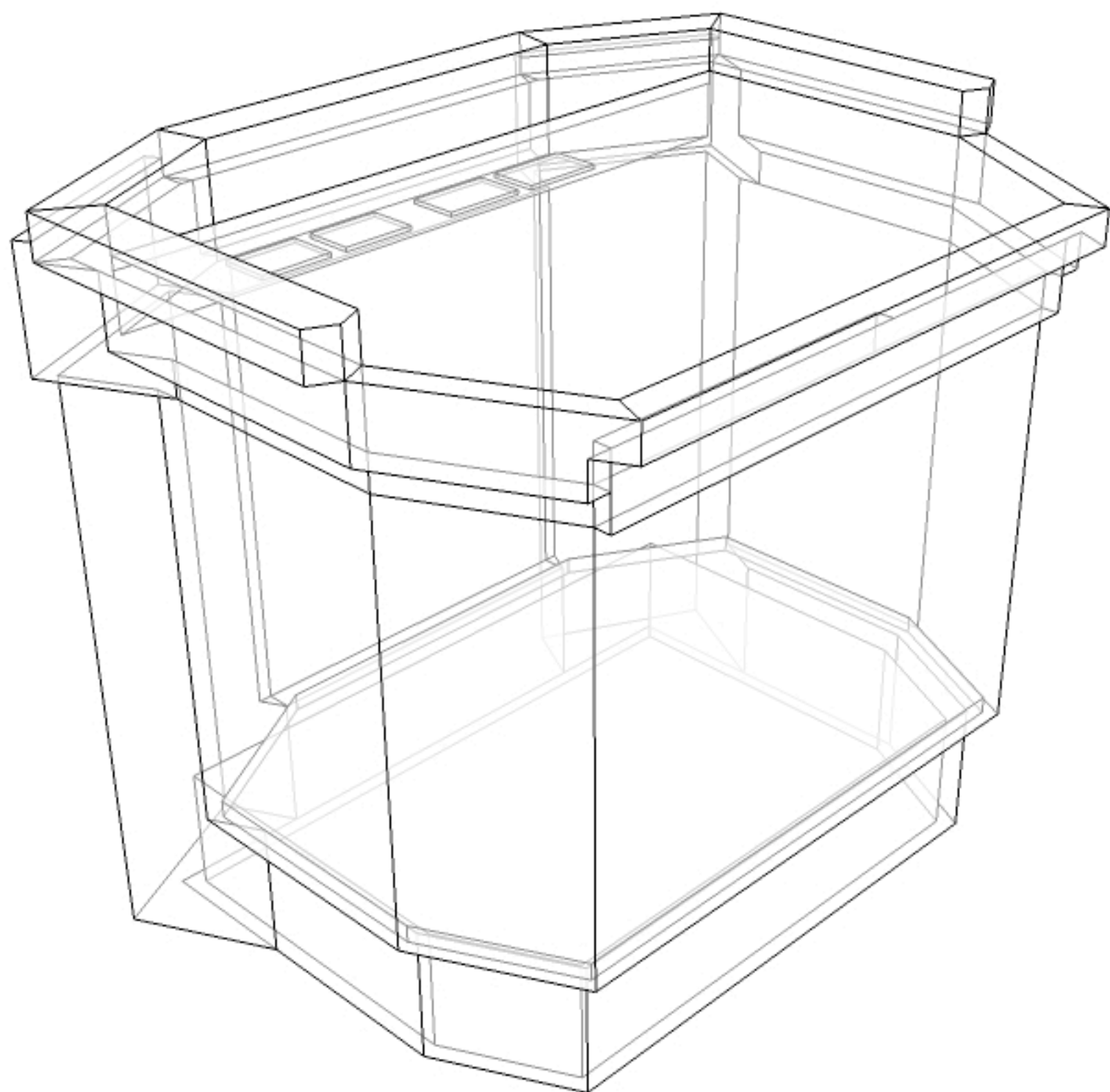
Legend for Lectern Drawing

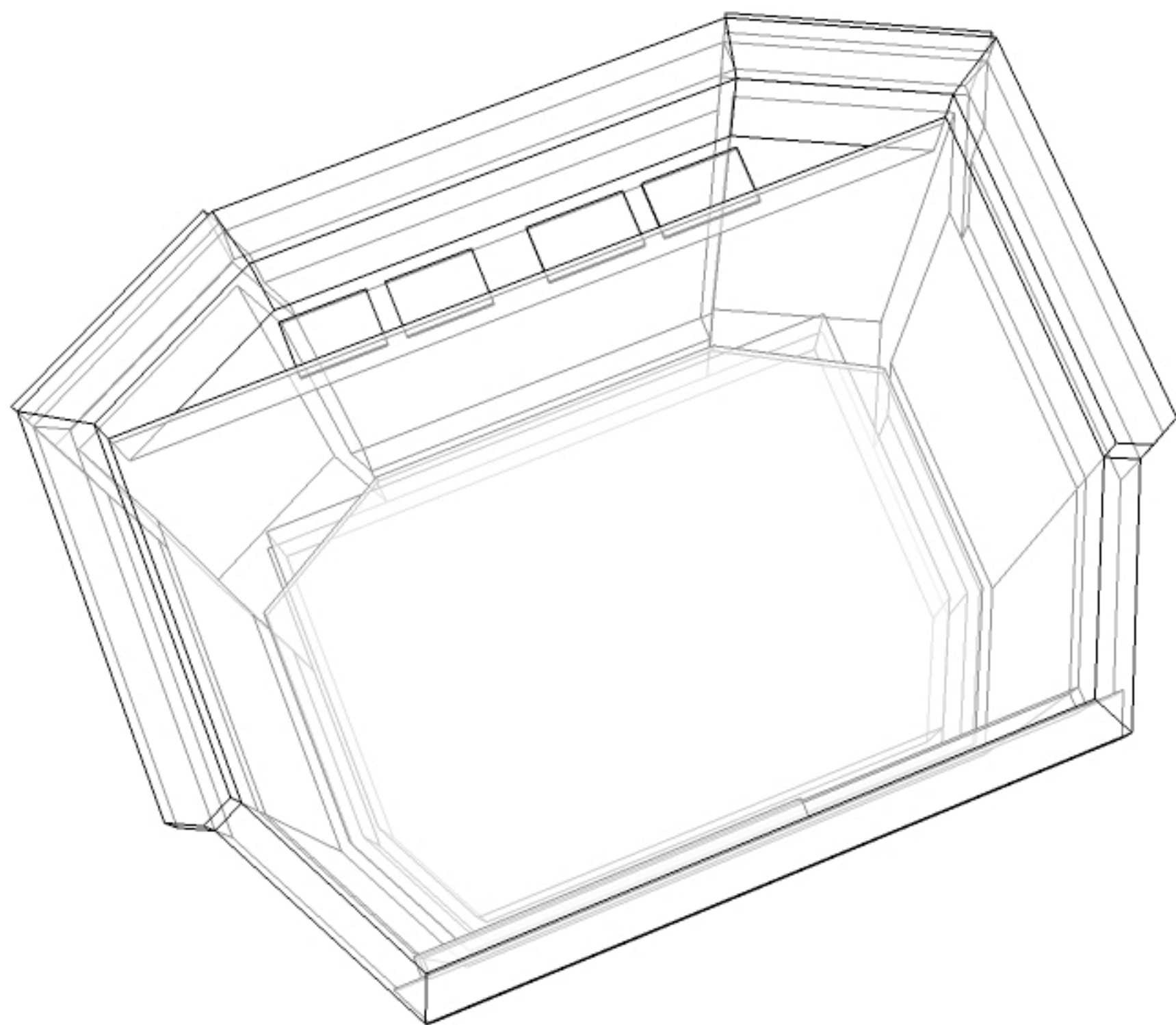
1. Wood – Birch veneer on 3/4" plywood based on availability
 2. Wood – Solid wood: top edge in oak or cherry based on availability
 3. Laminate – 3/4" plywood in color (garnet, black, and tan)
- N.I.C** – Not in Contract

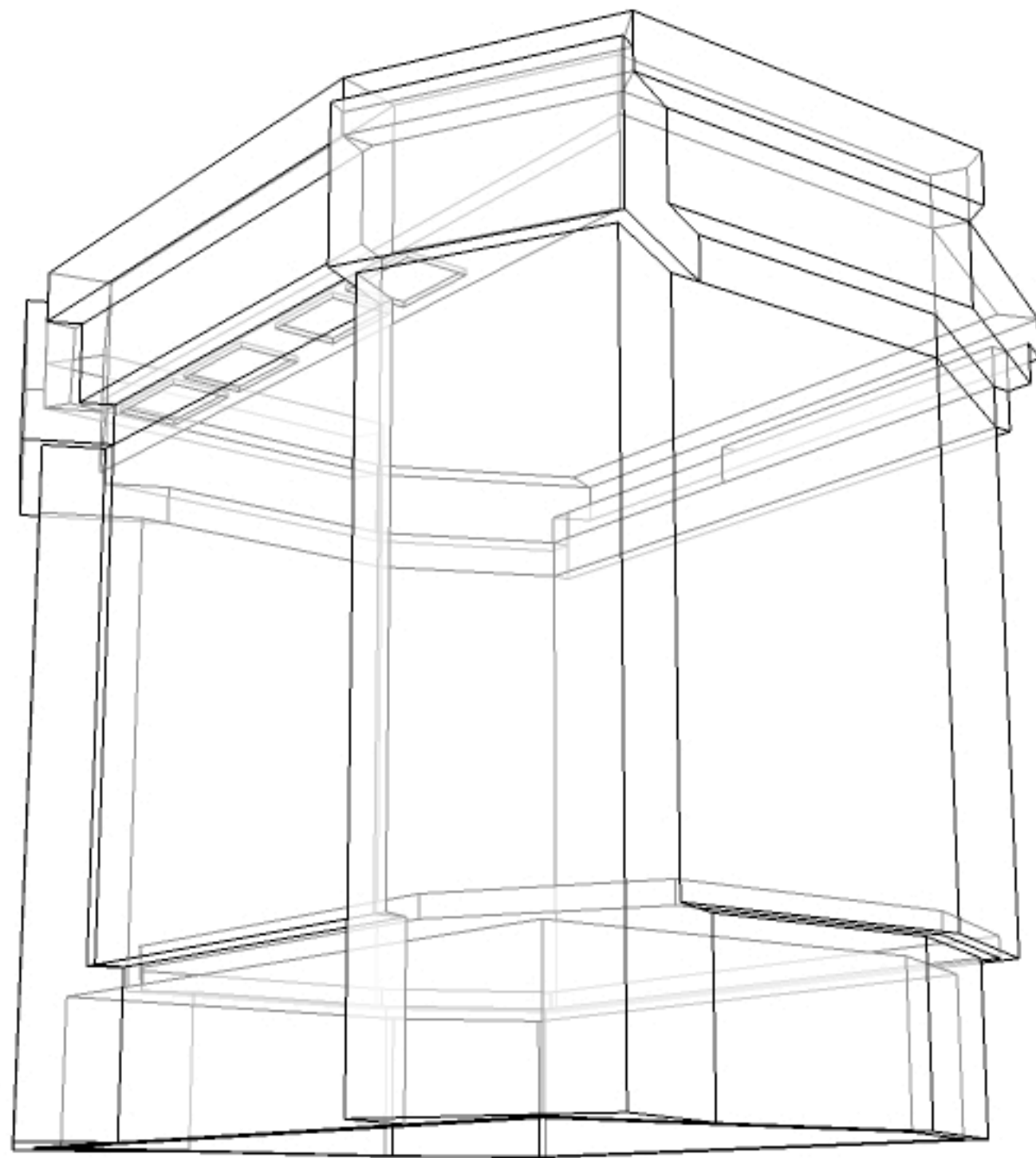


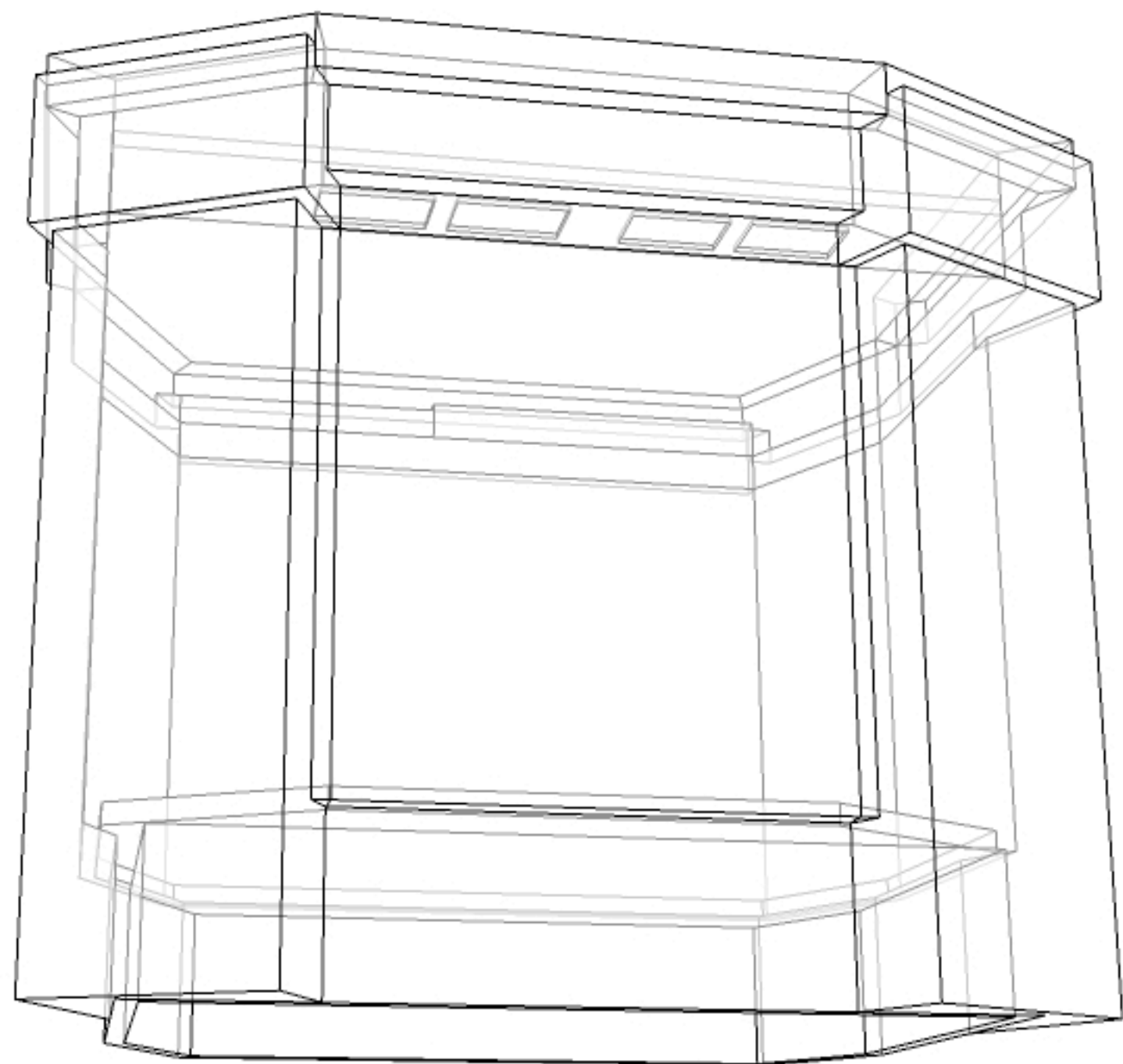


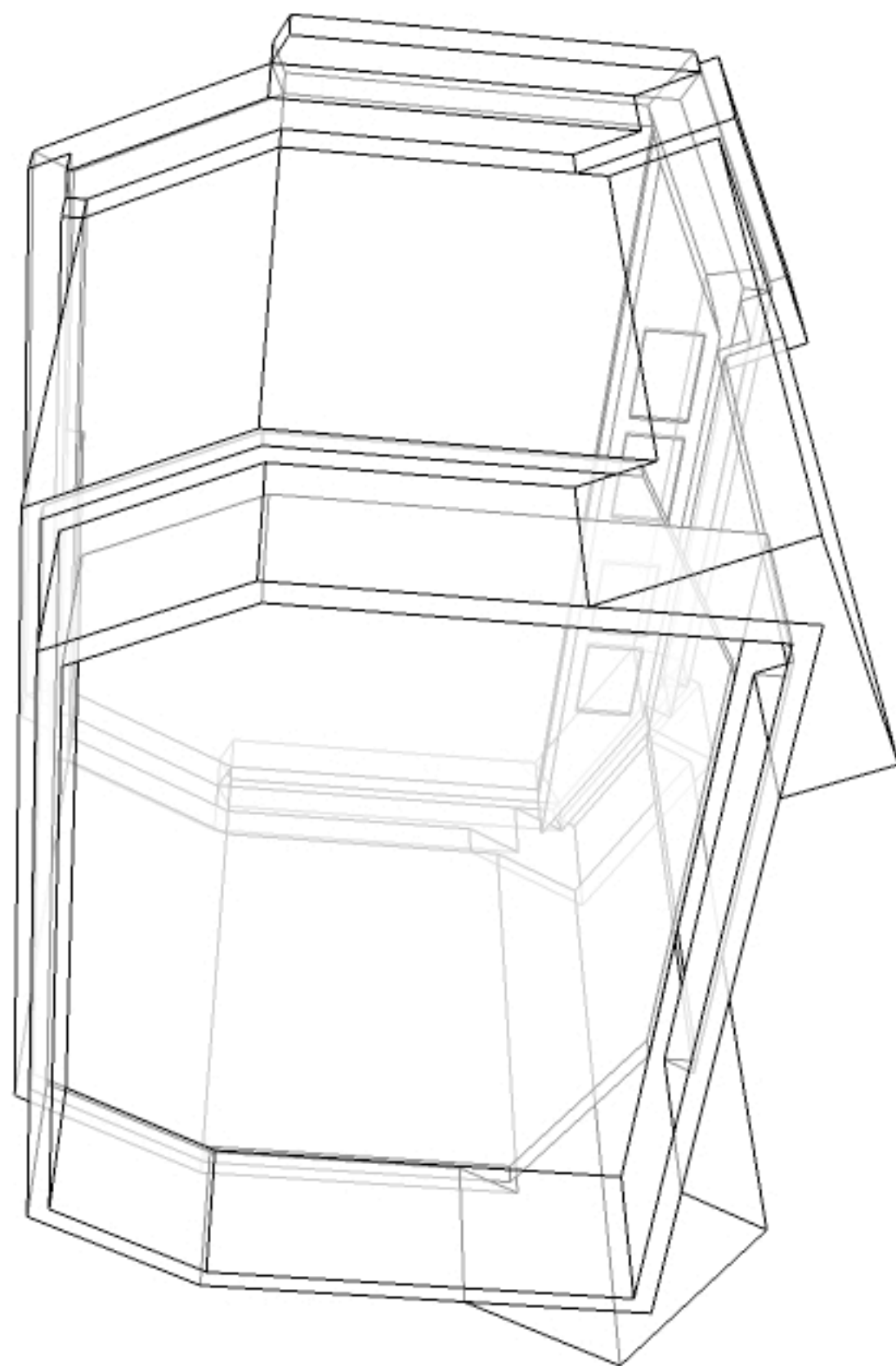


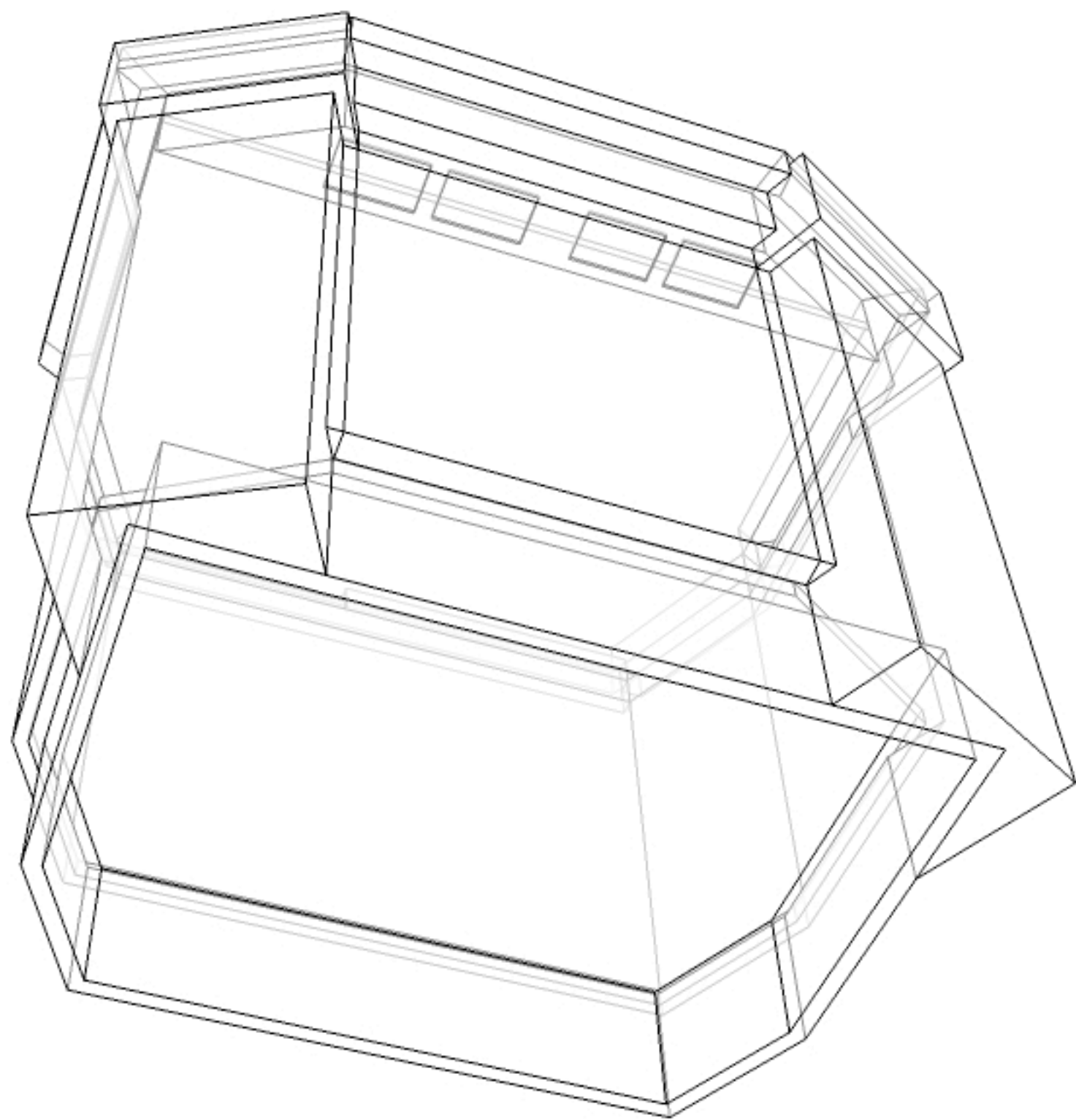


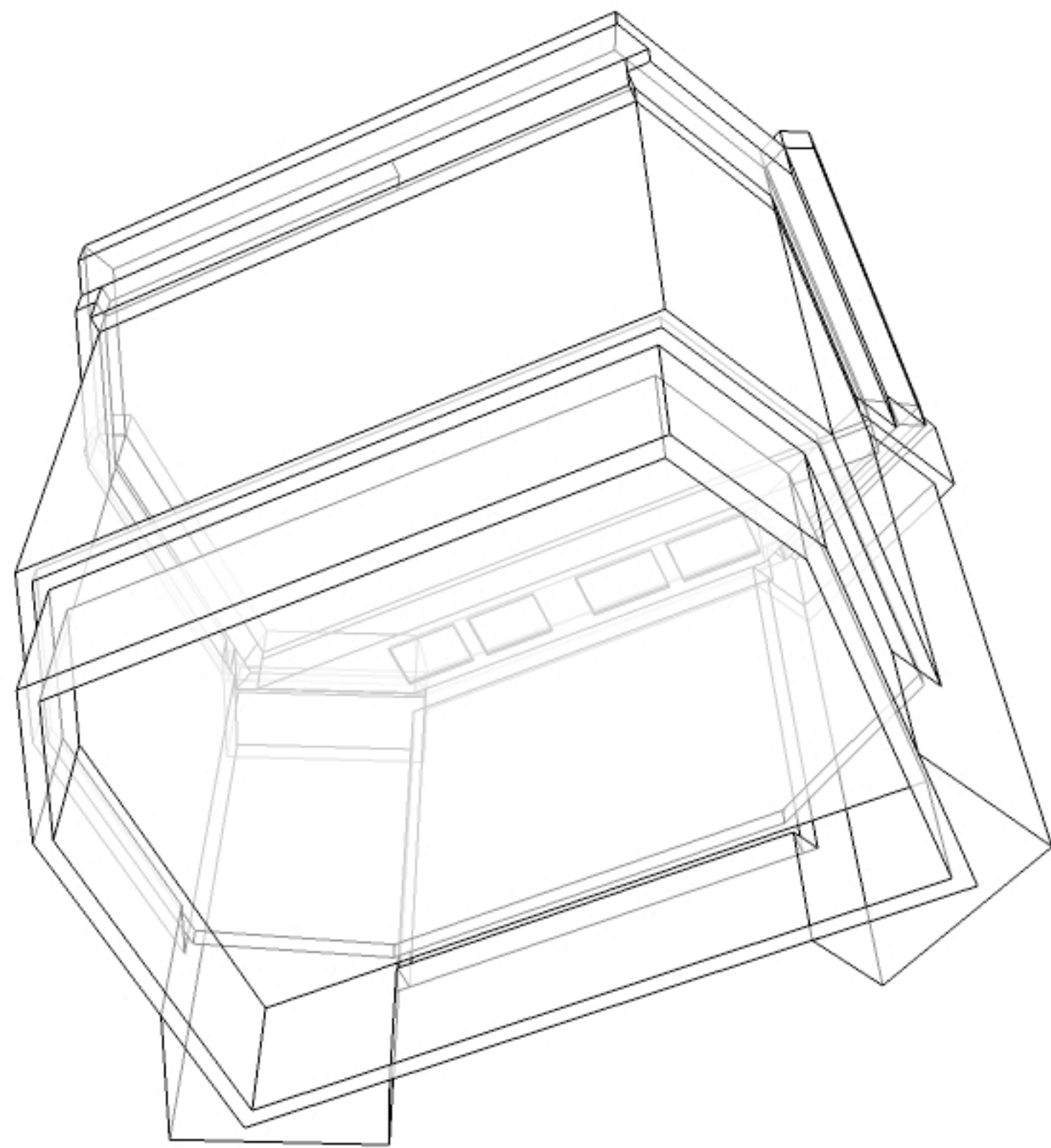


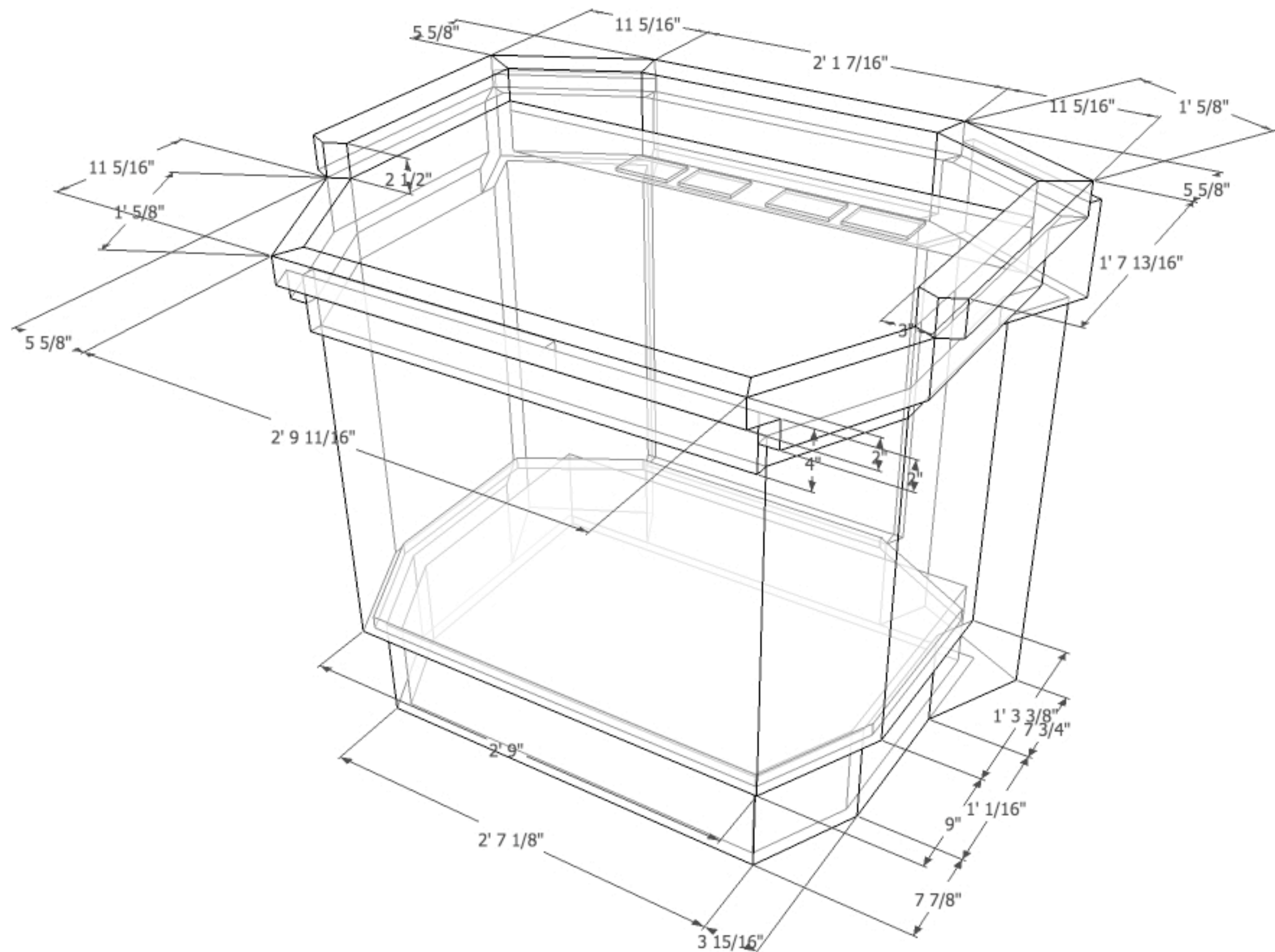


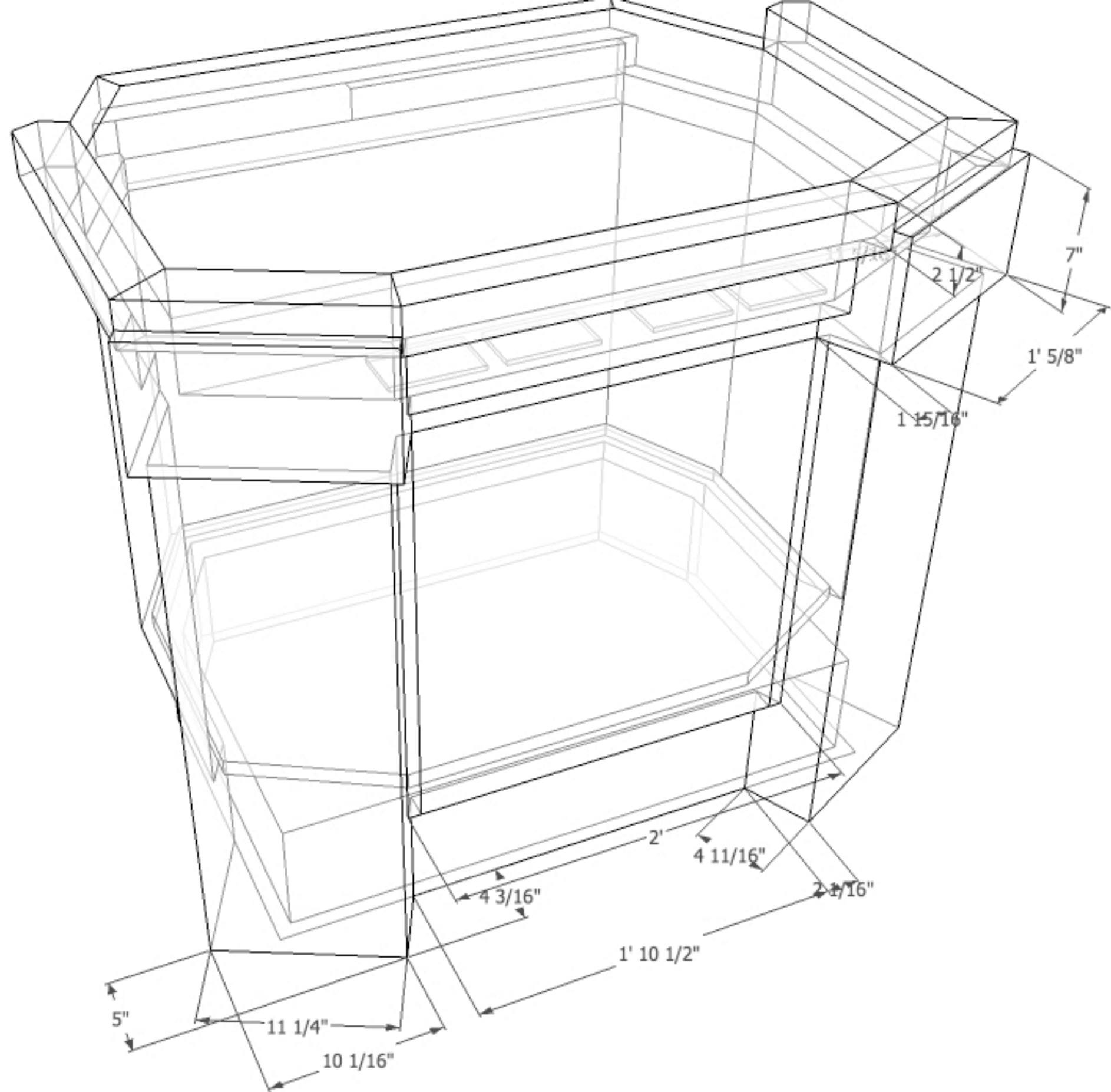


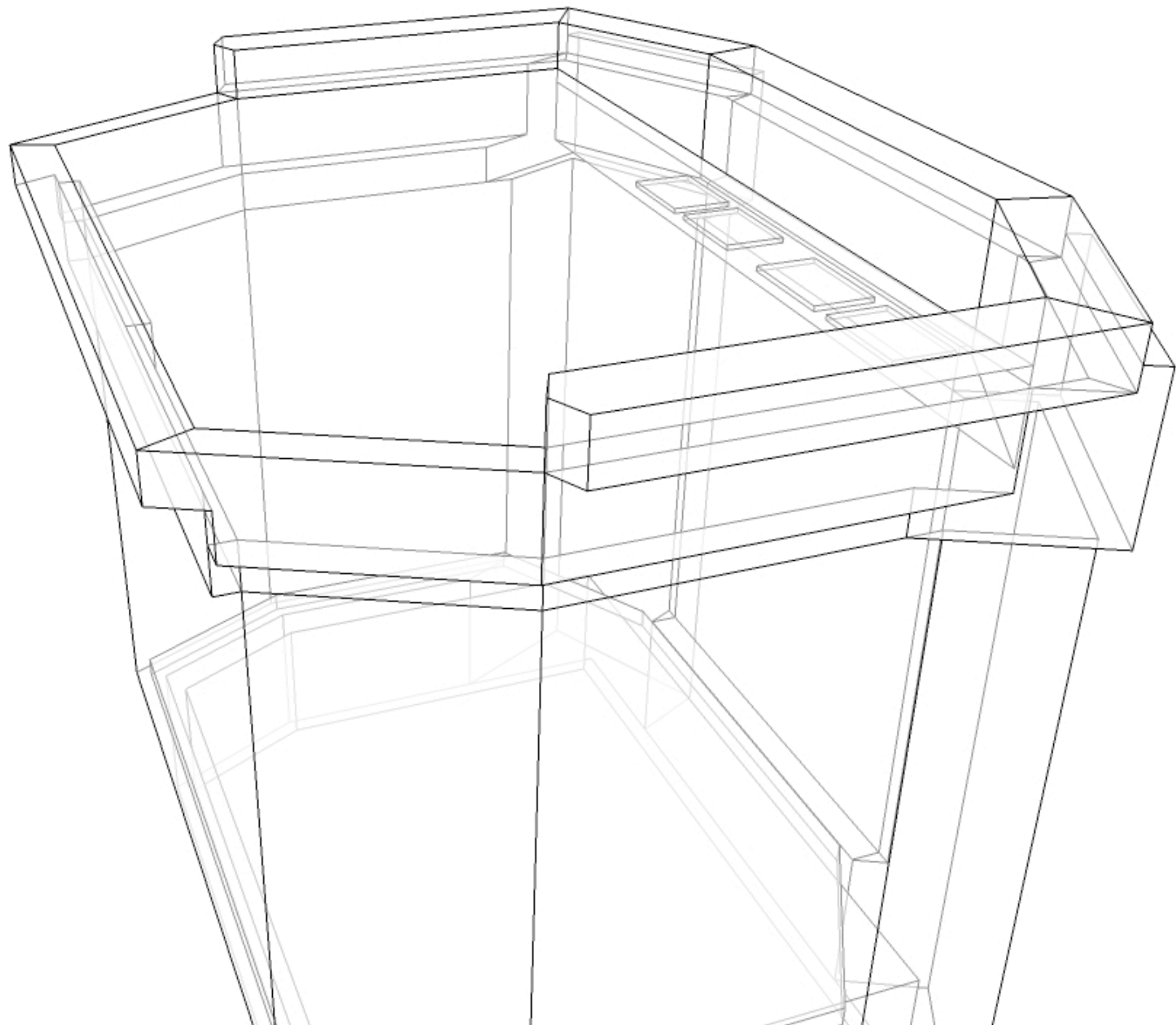










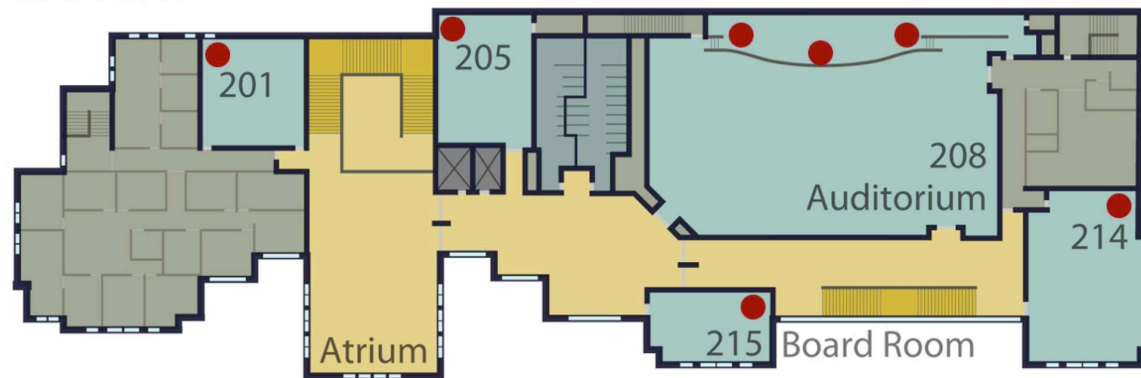




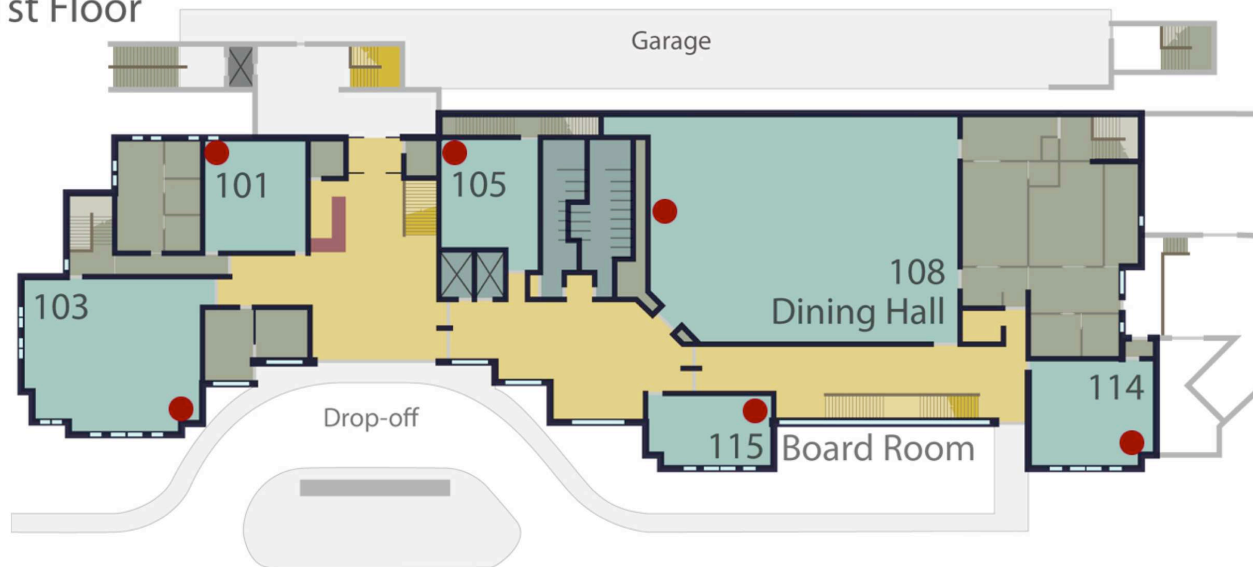
Room Name	Sq. Ft.	Ceiling height
Video-wall Rooms		
103	1868	13
214	1433	12' 6"
208/Auditorium	5083	19'2"
Dining Room		
108/Dining Room	4828	15
Break-out Rooms		
101	820	12
105	778	12
114	936	12' 6"
115	601	12' 6"
201	820	12
205	904	12
215	601	14

● Lectern Placement

2nd Floor



1st Floor



CALENDAR OF EVENTS

Time deadline is close of business, 5:00 p.m., unless otherwise indicated. Bids are due at 2:00 p.m. on the date shown in the Calendar of Events below (unless an amendment to the bid is issued by Purchasing.)

- | | | |
|----|--|---------------------------|
| 1. | Bid Issued and Advertised | September 16, 2009 |
| 2. | Site Visit / Pre-bid meeting | September 23, 2009 |
| | Site visit location: Construction Trailer / APPS Conference Center | |
| | Attire: Closed-toe shoes are required. | |
| | Site visit time: 11:00 a.m. | |
| | Pre-bid conference location: President's Conference Room, 201 Westcott Hall | |
| | Pre-bid conference time: 1:00 p.m. | |
| | Campus Map: http://www.facilities.fsu.edu/SpaceMgt/Maps/MainCampusMap.pdf | |
| | APPS Construction Trailer: Purple "Construction" Legend; Building 10 | |
| | Westcott Hall: Garnet Legend; Building 1 | |
| 3. | Last Day For Bidders to Submit Written Questions | September 28, 2009 |
| 4. | FSU Posts Responses and Addenda | September 29, 2009 |
| 5. | Bid Opening Date/Time: 2:00 p.m. | October 5, 2009 |
| 6. | Award Posted on or about: | October 6, 2009 |
| 7. | Purchase Order Issued on or about: | October 9, 2000 |
| 8. | Project Completion/Final Acceptance (Turn-over) | December 7, 2009 |