



INVITATION FOR BIDS
FOR
CLASSROOM TECHNOLOGY ON-CALL SERVICES
TU-1042

PROSPECTIVE OFFERORS WHO OBTAINED THIS DOCUMENT FROM THE UNIVERSITY'S WEBSITE, eMarylandMarketplace.com, OR ANY SOURCE OTHER THAN THE PROCUREMENT OFFICER, SHOULD IMMEDIATELY PROVIDE THEIR NAMES AND EMAIL ADDRESSES TO THE ISSUING OFFICE, TO ENSURE RECEIPT OF ADDENDA AND OTHER COMMUNICATIONS REGARDING THE SOLICITATION.

**PROCUREMENT DEPARTMENT
8000 YORK ROAD
TOWSON, MD 21252-0001
(410) 704-2171**

**NOTE:
IF YOU PLAN TO HAND DELIVER YOUR PROPOSAL OR USE AN OVERNIGHT COURIER,
DELIVER THE BID TO THE PROCUREMENT DEPARTMENT LOCATED AT:**

**ADMINISTRATION BUILDING
7720 YORK ROAD, 4TH FLOOR**

**FREE 20-MIN. PARKING METERS ARE AVAILABLE NEAR THE 1ST-FLOOR BUILDING
ENTRANCE**

DIRECTIONS TO THE UNIVERSITY AND A CAMPUS MAP

<http://www.towson.edu/main/maps/>

PARKING INFORMATION: <http://wwwnew.towson.edu/adminfinance/auxservices/parking/>

MINORITY BUSINESSES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION

KEY INFORMATION SUMMARY SHEET

INVITATION FOR BIDS FOR CLASSROOM TECHNOLOGY ON-CALL SERVICES TU-1042

IFB Issue Date: 1/20/10

IFB Issuing Office: Towson University Procurement Department

Procurement Officer Representative: Carol Wettersten
Office Phone: 410-704-2048
Fax: 410-704-8233
e-mail: cwettersten@towson.edu

USPS Mail Address:
(allow extra time) Towson University
Procurement Department
8000 York Road
Towson, MD 21252
Attention: Carol Wettersten

**Address for Overnight Mail and
Hand Delivery:**
(preferred) Towson University
Procurement Department
Administration Building, 4th Floor
7720 York Road
Towson, MD 21252

Pre-Bid Conference: 1/29/10 – 1:00 PM
Administration Building, Room 408

Site Visit: 1/29/10 – 2:00 PM and 2/2/10 – 3:00 PM
Vendors should meet at the Smith Hall entrance
directly across from the Media Center and Cook
Library

Deadline for Questions: 2/9/10 – 4:30 PM

Bids Due: 2/23/10 – 2:00 PM, Public Bid Opening,
Administration Building, Room 432

Contract Term: One (1) Base Year and four (4) option years

The University is committed to ensuring that persons with disabilities have equally effective opportunities to participate in and benefit from the University's programs and services. Persons who may require reasonable ADA accommodations should contact the Issuing Office at (410) 704-2171 at least five (5) days prior to any meeting scheduled in connection with this solicitation.

**UNIVERSITY SYSTEM OF MARYLAND
TOWSON UNIVERSITY
NOTICE TO OFFERORS/CONTRACTORS**

To help improve the quality of bid and proposal solicitations and to make our procurement process more responsive and "business friendly," we ask that you provide comments and suggestions regarding the enclosed solicitation. Please return your comments with your bid, proposal or "no bid," response, as the case may be. Thank you for your assistance.

Bid/Proposal Number: TU-1042 Entitled: Classroom Technology On-Call Services

- I. If you have responded with a "no bid" please indicate the reasons below:
- Other commitments preclude our participation at this time.
 - The subject of the solicitation is not something we normally provide.
 - We are inexperienced in the work/commodities required.
 - The specifications are either unclear or too restrictive (Explain below).
 - The scope of work is beyond our current capacity.
 - Doing business with Maryland Government agencies is simply too complicated (Explain below).
 - We cannot be competitive (Explain below).
 - Time allotted for completion of the bid/proposal response is insufficient.
 - Startup time is insufficient.
 - Bonding/Insurance requirements are prohibitive (Explain below).
 - MBE requirements (Explain below)
 - Bid/Proposal requirements (other than specifications or scope) are unreasonable or too risky (Explain below).
 - Prior experience with Towson University contracts was unprofitable or otherwise unsatisfactory (Explain below).
 - Payment schedule too slow.
 - Other: _____
- II. If you have submitted a bid or proposal, but wish to offer suggestions or express concerns, please use the remarks section below.

Remarks: _____

Offeror Name: _____

Contact Person: _____

Signature: _____ Date: _____

Address: _____

E-Mail: _____

Telephone: _____ Fax: _____

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BID SIGNATURE FORM	2 Pages

EXHIBITS

- Exhibit A – Required Contract Provisions
- Exhibit A-1 – Environmental Health and Safety Requirements
- Exhibit B – Bid/Proposal Affidavit
- Exhibit C – Contract Affidavit
- Exhibit D – Sample Agreement
- Exhibit E – Minority Business Utilization Package
- Exhibit G – Firm Experience
- Exhibit K – Addenda Acknowledgment

PROCUREMENT FLOW CHART1 Page

CLASSROOM TECHNOLOGY CHECKLIST 7 Pages

BID FORM (Excel Filename – *TU-1042 AV Bid Form.xlsx*).....2 Pages

SECTION I. PROCUREMENT OBJECTIVE

A. SUMMARY STATEMENT

The purpose of this bid is to contract with a single vendor to furnish, install and integrate multimedia and A/V equipment on the Towson University Campus on an “as needed” basis as well as provide ongoing service and support.

B. ISSUING OFFICE AND PROCUREMENT OFFICER

The sole point of contact in the State for purposes of this IFB is the Procurement Officer or his/her representative (hereinafter referred to as Procurement Officer) noted on the Key Information Summary Sheet (KISS). Only the information communicated by the Procurement Officer shall be deemed the official position of the University; no other State or University employee, official, or representative has authority to change the requirements of this solicitation. Attempts by Bidder to contact the requester, evaluator, or otherwise circumvent this procedure in any manner may be grounds for disqualification.

C. QUESTIONS AND INQUIRIES

Bidders shall direct all communications regarding this solicitation to the Procurement Officer, in writing (email preferred), not later than the date indicated on the Key Information Summary Sheet. Addenda, if required, will be furnished to all potential Bidders known to have received the IFB.

D. BID DUE DATE

Bids must be received at the Issuing Office by the date and time indicated on the Key Information Summary Sheet. Requests for extensions will not be granted. Late bids, late requests for modification, or late requests for withdrawal will not be considered. Unless specifically requested, bids submitted by fax or other electronic devices will be rejected. It is recommended that bids be hand delivered.

E. OPENING OF BIDS

A public opening will be held at the date, time and location noted on the Key Information Summary Sheet.

F. DURATION OF BID OFFER

Bids submitted are irrevocable for 90 days after the bid due date. This period may be extended by mutual written agreement between the bidder and the University.

G. PROCUREMENT METHOD

This solicitation shall be conducted in accordance with the provisions of the *University System of Maryland (USM) Procurement Policies and Procedures*. The procurement method is Competitive Sealed Bidding.

H. AWARD

The University will recommend for award a responsive bid from the responsible bidder submitting the most favorable evaluated bid price for the requirement(s) herein.

I. MULTIPLE BID OR ALTERNATE BIDS

Unless multiple or alternate bids are specifically requested in the solicitation, they will not be accepted.

J. MINORITY BUSINESS ENTERPRISE UTILIZATION

An overall MBE subcontract participation goal of 25 percent of the total contract dollar amount has been established for this procurement. This dollar amount includes the following whenever possible:

- ❑ A sub-goal of 10% of the total contract dollar amount to be allocated to certified minority business enterprises classified as women-owned businesses.
- ❑ A sub-goal of 7% of the total contract dollar amount to be allocated to certified minority business enterprises classified as African American-owned businesses.

Offerors are encouraged to maximize the possible subcontracts to MBEs, and consider the 25 percent goal a minimum, not a maximum for this goal.

By submitting a response to this solicitation, the Bidder or Offeror agrees that the dollar amounts of the contract as included in the solicitation will be performed by certified minority business enterprises as specified.

END OF SECTION I

SECTION II. GENERAL INFORMATION FOR VENDORS

A. PURPOSE

The overall purpose of this solicitation is to provide information to vendors interested in preparing and submitting bids to meet the requirements herein. Bidders shall familiarize themselves with each section and subsection of this document.

B. REVISIONS TO IFB

1. The University reserves the right to amend this solicitation at any time prior to the bid due date. If it becomes necessary to amend any part of this solicitation, the procurement officer will furnish addenda to all prospective bidders known to have received a copy of this IFB.
2. Each bidder shall acknowledge the receipt of all addenda issued by completing Exhibit K, Addendum Acknowledgment Form, and enclosing it with the bid.

C. PRE-BID MODIFICATION OR WITHDRAWAL OF OFFERS

Bids may be modified or withdrawn by written notice received at the Issuing Office before the bid opening date and time.

D. CANCELLATION OF SOLICITATION/REJECTION OF ALL BIDS

The University reserves the right to cancel this IFB, to accept or reject any or all bids, in whole or in part, received in response to this IFB, and to waive or permit cure of minor irregularities as its best interests may require.

E. INCURRED EXPENSES

The University assumes no responsibility for expenses incurred in preparing and submitting bids in response to this solicitation.

F. ARREARAGES

By submitting a response to this solicitation, a bidder represents that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

G. VERIFICATION OF REGISTRATION AND TAX PAYMENT

Each prospective bidder is encouraged to ensure that it is appropriately registered to do business in the State of Maryland, and in good standing with respect to taxes, personal property returns, unemployment insurance, etc., before the bid opening date. Failure to complete registration with the State Department of Assessments and Taxation (SDAT) may disqualify an otherwise successful bidder from recommendation for contract award.

H. ECONOMY OF PREPARATION

Bids should be prepared simply and economically, providing a straight-forward, concise description of the bidder's ability to fulfill the requirements of this solicitation.

I. PUBLIC INFORMATION ACT NOTICE

Bidder shall give specific attention to identification of those portions of its bid considered confidential, or containing proprietary information or trade secrets. Upon request, bidder shall provide justification why such material should not be disclosed by the University

under the Access to Public Records Acts, Title 10, Subtitle 6 of the State Government Article, Annotated Code of Maryland.

J. EXECUTION OF BIDS

Bids shall be typewritten or written legibly in ink, and signed in ink as follows, depending on the bidder's form of business organization:

1. Sole Proprietorship. Proprietor shall sign full name, with address.
2. Partnership and Joint Venture. Submit the bid/price proposal form in the name of the partnership or joint venture. Clearly state the partnership name and the identity of each general partner, and execute all affidavits and certificates on behalf of the partnership, or on behalf of each general partner. No provision of any agreement among partners will be binding on the University unless it is disclosed in the Bidder's proposal. Reasonable evidence satisfactory to the University of the authority of one partner to bind other purported partners is required. Include a copy of the partnership agreement, if one exists. If no partnership agreement exists, and if the number of general partners is reasonably small, each general partner should execute all required documents. At the University's option, all general partners may be required to sign. Failure to present the University with satisfactory information concerning a purported partnership may be grounds for bid rejection.
3. Corporation. An officer or authorized agent of the corporation shall sign with full name, indicate title, and include the name and address of the corporation. In the case of an authorized agent, enclose a letter from an officer of the corporation authorizing said individual to act on behalf of the corporation.

K. DISCREPANCIES, EXPLANATIONS AND CLARIFICATIONS

Bidders finding discrepancies in the specifications or other provisions included in this solicitation, or be in doubt as to the meaning or intent of any section or subsection herein, shall request clarification from the Procurement Officer. Failure to request clarification prior to the due date shall be a waiver of any claim by the Bidder for expenses made necessary by reason of later interpretation of the contract documents, and Bidder shall be bound to the University's interpretation. Request clarifications in accordance with the instructions above.

L. ORDER OF PRECEDENCE

The contract to be entered into as a result of the IFB (the "Contract") will consist of the following contract documents; listed in their order of precedence:

1. the contract executed by the parties and/or Purchase Order issued by the University;
2. the solicitation, including Exhibit A (Required Contract Provisions) and all other Exhibits; and
3. the bid, as submitted by bidder and accepted by the University.

No modifications to this order of precedence will be accepted. Bidders who propose terms and conditions inconsistent with the requirements of the IFB must state those terms and conditions on the Bid/Price Proposal Form. Mutually agreeable modifications

of the solicitation provisions, if allowed by law, will be documented by express identification in the final contract as superseding the pertinent provisions of the solicitation.

M. REQUIRED CONTRACT PROVISIONS

Bids submitted, and contract(s) executed with the successful bidder, are subject to Exhibit A and Exhibit A-1 (if applicable). By submitting a response to this solicitation, the bidder accepts and agrees to all terms included in the solicitation, including Exhibits A and A-1 (if applicable). Bids that take exception to these terms may be rejected.

N. FALSE STATEMENTS

Bidders are advised that the Annotated Code of Maryland provides that in connection with a procurement contract, a person may not willfully: Falsify, conceal or suppress a material fact by any scheme or device; make a false or fraudulent statement or representation of a material fact; use a false writing or document that contains a false or fraudulent statement or entry of a material fact; or aid or conspire with another person to commit any of the aforementioned acts. A person who violates these provisions is guilty of a felony, and on conviction is subject to a fine not exceeding \$20,000 or imprisonment not exceeding five (5) years, or both.

O. PAYMENT TO THE CONTRACTOR

Payment is governed by Title 15, Subtitle 1 of the State Finance and Procurement Article, Annotated Code of Maryland. The State of Maryland is exempt from Maryland Retail Sales tax and Federal Excise Tax.

P. VENDOR ELECTRONIC FUNDS TRANSFER REGISTRATION

Contractors of the State are required to complete a COT/GAD Form X-10, *Vendor Electronic Funds Transfer (EFT) Registration Request Form*, for each new contract with a value greater than \$200,000. Vendors must register for EFT by submitting a completed COT/GAD Form X-10 to the Comptroller's General Accounting Division (GAD) or request an exemption from GAD. The revised form is on the Comptroller's Web site at

http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/default.shtml (double-click on link).

Q. RECIPROCAL PREFERENCE

While Maryland law does not authorize state agencies to favor resident bidders, other states grant preferences to their residents over Maryland businesses. Therefore, a resident business preference may be given to a Maryland firm if: A responsible bidder whose headquarters, principal base of operations, or principal site that will provide the services required by this IFB is located in another state submits the most advantageous offer; the other state gives a preference to its residents through law, policy, or practice; and the preference does not conflict with a Federal law or grant affecting the contract. The preference given shall be identical to the preference that the other state gives to its residents.

R. NON-VISUAL ACCESS

The Contractor shall ensure compliance in any applicable contract with State of Maryland IT Non-Visual Access Standards. The standards should be incorporated to the fullest extent possible for information technology contracts. These standards/ policies may be revised from time to time and the Contractor shall comply with all such revisions.

The Non-visual Access Clause noted in COMAR 21.05.08.05 and referenced in the IFB is the basis for the standards that have been incorporated in the Maryland regulations.

S. INTERGOVERNMENTAL AND/OR COOPERATIVE PURCHASING

Pursuant to Article 41, Section 18-201 of the Annotated Code of Maryland, a county, Baltimore City, a municipal corporation, a government agency in the State of Maryland, or a public or quasi-public agency that receives State money and is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code may purchase goods or services under this contract. All purchases under this contract by any such entity which is not a unit or agency of the State of Maryland for which the State of Maryland may be held liable in contract: (1) shall constitute contracts between the contractor and that entity only; (2) shall not constitute a purchase or contract of Towson University; (3) shall not be binding or enforceable against Towson University or any of its units or agencies, and (4) may be subject to other terms and conditions agreed to by the contractor and the purchaser. Contractor bears the risk of determining whether or not any entity from which the contractor receives an order under this contract is a unit or agency of the State of Maryland such that the contract may be enforced against the State of Maryland.

END OF SECTION II

SECTION III. BID SUBMISSION REQUIREMENTS

A. ORGANIZATION OF BIDS

1. Bids must be submitted to the campus location of the Issuing Office not later than the date and time indicated on the Key Information Summary Sheet.
2. Submit one (1) clearly marked original in a sealed envelope. Indicate on the outside of the envelope the solicitation/ project number, bid due date, and bidder's name and address.
3. If technical data, product literature, or brochures are needed to supplement the bid, enclose those materials after the last required form.
4. Bids that are incomplete or that deviate from the format required in this section may be rejected.

B. SUBMITTAL REQUIREMENTS CHECKLIST

Each bid must include the following:

1. **BID FORM**, executed in accordance with the requirements in Section V.
2. **DULY EXECUTED BID SIGNATURE FORM**
3. **Exhibit B, BID/PROPOSAL AFFIDAVIT**, typewritten or completed in ink and executed in accordance with the requirements in Section II.
4. Attachments A and B from **Exhibit E, MINORITY BUSINESS ENTERPRISE UTILIZATION**.
5. **Exhibit G, FIRM EXPERIENCE**. Duplicate as necessary to furnish no less than three (3) comparable projects completed within the past three (3) years, or currently underway.
6. **Exhibit K, ADDENDA ACKNOWLEDGMENT FORM**. Should one or more addenda be issued, each bidder must acknowledge receipt using this form, identifying each addendum by number and date, and signing the document.

C. EVIDENCE OF BIDDER RESPONSIBILITY

The University may require any bidder to furnish additional information regarding past performance, financial capacity, technical expertise, or other qualifications bearing on performance of the contract, and reserves the right to consider any information otherwise available, or to make such additional investigations as it deems necessary to confirm the responsibility of any bidder.

END OF SECTION III

