

OFFICE OF STRATEGIC PROCUREMENT
UNIVERSITY OF MAINE SYSTEM
16 CENTRAL STREET
BANGOR, MAINE 04401

**REQUEST FOR BIDS:
VIDEO CONFERENCING EQUIPMENT
FOR THE UNIVERSITY OF MAINE**

1.0 GENERAL INFORMATION

- 1.1 The University of Maine System, acting through the University of Maine, is seeking quotes for video conferencing equipment as outlined in the Section 3.0 below.

For reference, the University of Maine will hereinafter be referred to as the "University." Each firm responding to this Request for Bids (RFB) will be referred to as the "Bidder", and the bidder selected to provide equipment to the University will be referred to as the "Contractor."

- 1.2 Alternates: The University will **not accept substitutes** for the equipment specified. If a manufacturer no longer makes the specified model, the University will consider a substitute model number for equipment from the same manufacturer with equivalent or better specifications. It is the bidder's responsibility to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the University to determine if the product offered meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. The University, in its sole discretion, will determine if the product offered is the equal of that specified.
- 1.3 Award: The University reserves the right to award an order to the most responsible Bidder. The University reserves the right to award this bid on an item by item basis, a group of items or all items, whichever the University deems to be in its best interest, price and other factors considered. The University reserves the right to conduct any tests it may deem advisable and to make all evaluations. The University reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the University. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When tie bids are both in-state or both out-of-state, the award will be made to the bid that arrives **first** at the Office of Strategic Procurement.
- 1.4 Award Protest: Bidders may appeal the award decision by submitting a written protest to the Director of Strategic Procurement within five (5) business days of the award notice, with a copy of the protest to the successful Bidder. The protest must contain a statement of the basis for the challenge.
- 1.5 Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.

- 1.6 Communication with the University: It is the responsibility of the Bidder to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be forwarded by addenda to all parties who have received a copy of the RFB. Addenda will also be posted on our web site, http://www.maine.edu/strategic/upcoming_bids.php. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Kevin Carr
 Office of Strategic Procurement
 University of Maine System
 16 Central Street
 Bangor, Maine 04401
 (207) 973-3307

- 1.7 Bid Envelope: The signed bid should be returned in an envelope or package, sealed and identified as follows:

From: _____ 25-07
 Name Due Date Time Bid No.

- 1.8 Submission: A **signed original plus one (1) copy** of the bid must be received at the Office of Strategic Procurement, University of Maine System, 16 Central Street, Bangor, Maine 04401, no later than **2:00 P.M. local time, Tuesday May 15, 2007** for a public opening. Bidders are strongly encouraged to submit bids in advance of the due date to avoid the possibility of missing the 2:00 deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The University shall not be responsible for delays caused by any package or mail delivery service. A postmark on or before the due date WILL NOT substitute for receipt of bid. Bids must be date and time stamped by the Office of Strategic Procurement on time to be considered. In the event of suspended University operations, the bid opening will be rescheduled for the next business day at the same time and location. Bidders may wish to call (207) 973-3298 to determine if University operations have been suspended. Bids received after the due date and time will be returned unopened. Additional time will not be granted to any single Bidder, however, additional time may be granted to all Bidders when the University determines that circumstances require it.

Please submit responses on the bid form provided in Section 3.0. Bids shall be valid for a minimum of sixty (60) days. **FAXED BIDS OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

- 1.9 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- 1.10 Evaluation Criteria: Award will be made to the lowest cost and most responsible Bidder provided that all other requirements are satisfactorily met. However, consideration will be given to delivery.
- 1.11 Specification Protest Process and Remedies: If a Bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the bid may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any

proposed changes to the specifications. Protests should be delivered to the Office of Strategic Procurement in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST, RFB #25-07

- 1.12 Bid Understanding: By submitting a bid, the Bidder agrees and assures that the specifications are adequate, and the Bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.

2.0 TERMS AND CONDITIONS

- 2.1 Assignment: Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the University.
- 2.2 Contract Documents: If a separate contract is not written, the contract entered into by the parties shall consist of the Request for Bids, the signed bid submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Contract Documents.
- 2.3 Contract Validity: In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.
- 2.4 Manuals: The Contractor shall provide with each piece of equipment owner's manuals and/or maintenance instructions.
- 2.5 Transportation: Quotations must be F.O.B. Destination to the University's 'drop ship' destinations; Orono, Maine, 04469 and Bangor Maine, 04401. (The exact addresses will be provided to the Contractor). Prices quoted will be considered to include all charges for transportation, packaging, crates, containers, insurance, duty and brokerage charges, etc. necessary to complete delivery.

For items #37 & 38 (Plasma Displays) on the equipment list in Section 3.0, **inside delivery** to the 3rd floor of Camden Hall in Bangor, Maine is required. **Delivery of the Plasma Displays must be coordinated with the University.**

- 2.6 Payments: Payment will be upon submittal of an invoice to the University of Maine, Accounts Payable Department, 101 Service Bldg, Orono, Maine 04469-5765 by the Contractor on a net 30 basis unless discount terms are offered. Invoice must include the purchase order number.
- 2.7 Warranty: The University does not intend to purchase warranties / service contracts beyond the standard manufacturer's warranty. The manufacturer's warranty for each item offered shall be stated in the Bidder's submission.
- 2.8 Group Pricing: The University of Maine System belongs to or participates in several procurement consortia such as the Educational and Institutional Cooperative Service, Inc. (E&I), the Massachusetts Higher Education Consortium (MHEC) and U.S. Communities. In addition the System may use State contracts. Bidders are advised to take into consideration these associations when pricing responses to Requests for Bids.
- 2.9 Tax Exemption: Items furnished to the University are exempt from Maine Sales Tax. Exemption certificates will be provided upon request.

3.0 EQUIPMENT LIST AND PRICE QUOTATION

Bidders who would prefer an electronic copy of this page should send a request via email to:
kevin.carr@maine.edu

Manufacturer	Model #	Description	Qty	Item Cost FOB Destination	Warranty	Delivery (in days)	Item
Panasonic	TY-FB9BD	Video card	2				1
Chief	PSM-H2458	Static wall mount	2				2
Chief	PSM-2051	Static wall mount	1				3
Panasonic	TY-TP65P8S+TY-TPEN6	Smart Overlay+overlay Pen	1				4
Denon	DN-V200	DVD Player	1				5
Extron	60-486-01	RGB-192V CPU interface	1				6
Extron	60-405-12	Computer line driver	1				7
Extron	70-211-01	AC-Enet Plate	1				8
Extron	70-146-12	Audio/Video input Plate	1				9
Polycom	VS8000	VTC Codec	1				10
Polycom	Premier Plus Service	VTC Service	1				11
Polycom	VSX8000 Multi Point License	VTC License	1				12
Sony	EVI-D100	PTZ Camera	2				13
Pic Phone	FREEA001008A	Camera Mount	2				14
Ganz	ZC-D3210HNA	Fixed Dome Camera	1				15
AMX	Autopatch P46-1616-547 Optima Series	Crosspoint Matrix Switch	1				16
JBL	Control 1 Pro	Speaker	2				17
Crown	XLS202D	Stereo Audio Amp	5				18

Manufacturer	Model #	Description	Qty	Item Cost FOB Destination	Warranty	Delivery (in days)	Item
Clear One	XAP800	Audio DSP	1				19
Shure	ULXP14/85	Wireless Lav Package	1				20
Audio- Technica	ES933PMW/C	Ceiling Mount Mic	8				21
Listen	LT-800-072	Transmitter	1				22
Listen	LA-326	Rack Mount Kit	1				23
Listen	LA-122	Universal Ant Kit	1				24
Listen	LR-300-072	Receiver	3				25
Listen	LA-161	Single Ear Bud	3				26
Da-Lite	Lexington 42" 83144HM Honey Maple	Teaching Station- podium	1				27
AMX	NI-3100/ICS	Processor	1				28
AMX	NXC-COM2 W/NXS-NMS	RS-232 exp card	1				29
AMX	PC1	Power Controller	1				30
AMX	AC-RK	Rack Mount Kit	1				31
AMX	PSN6.5	Controller Power Supply	1				32
AMX	NXT-1200VG W/RGB	12" Touch Panel	1				33
AMX	CC-NIRC	IR Emitter	1				34
AMX	FG3002-17 NS-RMSSv	Server Software	1				35
AMX	FG3002-18 NSS-RMSACL	Asset Manager Software	1				36
Panasonic	TH65PHD9UK	65" Plasma	2				37
Panasonic	TH42PWD8UK	42" Plasma	1				38

4.0 SIGNATURE:

Submitted By:

Name of Company _____

Address _____

City, State, Zip _____

Authorized Representative _____
Print Name

Signature _____

Date: _____

Telephone Number _____

Email _____