

Purchasing Office
Harford Community College
401 Thomas Run Rd.
Bel Air, MD 21015
Voice: 443-412-2416 or 443-412-2307

REQUEST FOR QUOTE

RFQ 16Q-017 PROJECTORS AND ASSOCIATED EQUIPMENT FOR EDGEWOOD HALL

Harford Community College seeks quotes for the following projectors and associated equipment to be used in Edgewood Hall Building on campus which is currently under renovation.

Direct any questions to Vic Dodson, Assistant VP for Procurement at vdodson@harford.edu. **Deadline for questions is 9:00 p.m., Monday, May 16.** Answers will be provided as soon as possible after receipt of questions. Addenda, including questions and answers will be posted to the College's bid board (www.harford.edu/purchasing/bidboard) and EMaryland Marketplace (www.emaryland.buyspeed.com). It is the bidder's responsibility to monitor these sites, download the addenda, and acknowledge receipt on its proposal form.

Solicitation Requirement:

Harford Community College requests quotes for the projectors and associated equipment, and quantities, in accordance with the manufacturer's part numbers and descriptions below for its newly renovated Edgewood Hall Building. No substitutions are acceptable unless asked and accepted in an addendum during the question and answer period.

Acknowledge:

Please acknowledge receipt of this request for quote to Beth Bertier at bbertier@harford.edu.

Requirement: No Substitutions

A total of sixteen (16) line items and in the quantities indicated, on attached "AV System Component Description dated 8-Feb-16".

Quotation Format and Due Date:

Bidder shall submit their quotation, indicating the line item and extended pricing for the items described in attachment listed above, including all requested information below, to the Procurement Office, room 132 Hickory Building, **by 3:00 p.m. Tuesday, May 24, 2016.** The following shall be included, at a minimum, in the bidder's response:

- * Item listing to include unit prices and extended total price.
- * Confirmation that prices are FOB delivered to the College.
- * Indicate lead time for delivery after order placement.
- * Confirm that prices will be held firm for order placement within sixty (60).
- * Confirmation that equipment is all new, original equipment. Refurbished equipment is not acceptable. Substitute products are not acceptable unless approved in the question and answer period.
- * Confirmation that Bidder is an authorized distributor for the products being quoted.

Harford Community College General Terms and Conditions provided below apply.

The College reserves the right to accept or reject any and all quotations, in whole or in part, received as a result of this RFQ; to waive minor irregularities, or to negotiate with any responsible Bidder(s), in any manner necessary, to serve the best interest of the College. Further, the College reserves the right to make an award in whole, in part, or no award at all.

The College may make such investigation as it deems necessary to determine the ability of the Bidder to provide the required items, and the Bidder shall furnish to the College all such information for this purpose as they may request. Should such investigation or evidence fail to satisfy the College that the Bidder is fully qualified to execute and complete the contract; his quotation may be rejected at the sole discretion of the College.

The College reserves the right to short list the Bidders based on the quotation responses and to negotiate with any short listed Bidder(s).

Vic Dodson CPM
Asst VP for Procurement
May 2, 2016

8-Feb-16

AV SYSTEM COMPONENT DESCRIPTION

AV SYSTEM COMPONENT DESCRIPTION	NAME OF MANUFACTURER	PART NUMBER	MODEL NUMBER	QUANTITY REQ
Ceiling mounted Speakers	Extron	42-141-03	FF220T	18
Wall mounted media Projector	Epson	V11H665520W	1430wi	16
White Wall mounted Media link controller	Extron	60-1194-03	MLC plus 84 D	18
Amplifier	Extron	60-844-03	MPA 152 Plus	18
Cable Cubby	Extron	60-1404-02	500	18
HDMI DA2 HD4k	Extron	60-1480-01	HDMI DA2 HD4K	18
DTP HDMI 4K 230 TX	Extron	60-1271-12	DTP HDMI 4K 230 TX	36
DTP HDMI 4K 230 RX	Extron	60-1271-13	DTP HDMI 4K 230 Rx	36
DSC 301 HD	Extron	60-1253-01	DSC 301 HD	18
Epson White Board	Epson	V12H831000	V12H831000	18
Ceiling Projector mount	Peerless	PRGS-455	PRGS-455	2
Epson Power Lite 1975	Epson	V11H621020	Epson Power Lite 1975	2
Extron Annotator 300	Extron	60-1316-01	Annotator 300	1
50" LED Backlit Display with Integrated Tuner	NEC	E505	E505	1
SmartMount Universal Tilt wall Mount for 32" to 50" Dispalys	Peerless	ST640P	ST640P	1
HDMI Over HDBaseT Receiver	Atlona	AT-HDRX	AT-HDRX	1

Harford Community College Purchase Order Terms & Conditions

1) DELIVERY AND PACKING

Delivery shall be made in accordance with instructions on the purchase order. All prices shall include delivery. All goods delivered under this agreement shall be packed in accordance with acceptable trade practices. Cartons containing packing list must be so marked. Uncrated or bundled goods must be tagged with waterproof tags. The purchase order number shall be shown on all packing slips, bills of lading and invoices.

2) TERMS OF DELIVERY

Delivery terms shall be FOB destination unless otherwise stated.

3) TERMS OF PAYMENT

Payment terms shall be net 30 days, unless otherwise stated.

4) TAX EXEMPTION

The College is generally exempt from Federal excise and Maryland sales and use taxes. Exemption certificates are available upon request.

5) WARRANTY AND NON-CONFORMING GOODS

All goods received shall be subject to inspection by the College. The College shall have a reasonable time within which to inspect the goods and shall not be obligated to inspect goods purchased as spare parts, inventory or for future use until the same are to be used by the College. Excess or defective goods or goods not in accordance with the College's specifications will be held for a reasonable period of time for disposition in accordance with the Seller's instructions at Seller's risk and expenses and, if Seller directs, will be returned at Seller's expense. Payment for goods or services furnished or performed by Seller shall not constitute acceptance by the College, and such payments shall be deemed to have been made without prejudice to any and all claims the College may have against Seller.

6) TIME IS OF THE ESSENCE

Time is of the essence in the performance of this agreement.

7) DELAYS; FORCE MAJEURE

Seller shall not be liable for delays in manufacture or delivery of goods and services and the College shall be not be liable for delay in acceptance of any part of such goods and services to the extent that such delays are due to causes beyond the reasonable control of the party (Seller or College) affected thereby, such as acts of God, acts of civil or military authorities, governmental priorities, fires, strikes, lockouts, floods, war, acts of terrorism, riot, provided that the party affected thereby promptly notifies the other party of such event and uses its best efforts to remedy the situation within a reasonable period of time.

8) PATENTS

Seller guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Seller will, at their own expense, indemnify, protect and save harmless the College, its Trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

9) QUANTITIES

The College assumes no obligation for articles or materials shipped in excess of the quantity ordered. Any over shipments will be subjected to rejection and may be returned at Seller's expense.

10) INVOICES

Invoices shall be mailed to Harford Community College, Accounts Payable, 401 Thomas Run Road, Bel Air MD 21015. The purchase order number must appear on the invoice. Failure to comply may result in delay of payment.

11) COMPLETE AGREEMENT

The purchase order hereto and these terms and conditions, together with any other documents incorporated herein by reference, constitute the sole and entire agreement between the College and Seller with respect to the subject matter hereof, superseding completely any oral or written communications unless the terms thereof are expressly incorporated herein. Where Seller's quotation is referred to herein, such quotation is incorporated in this document only to the extent of specifying the nature or description of the goods ordered and only to the extent such items are consistent with the other terms herein.

12) TERMINATION FOR CONVENIENCE

The College may terminate all or any part of the purchase order and these terms and conditions for any reason at the College's convenience upon written notice to the Seller. Upon such termination Seller agrees to waive all claims for damages, including those for loss of anticipated profits and to accept as its sole remedy for termination the value of all work performed prior to the termination and reasonable costs occasioned by termination, provided, however, that the College shall have no liability whatsoever for goods which are Seller's standard stock.

13) TERMINATION FOR DEFAULT

When the Seller has not performed or has performed unsatisfactorily, payment shall be withheld at the discretion of the College. Failure on the part of the Seller to fulfill contractual obligations shall be considered just cause for termination of the agreement and the Seller is not entitled to recover any costs incurred by the Seller up to the date of termination.

14) NON COLLUSION

Seller certifies that it has neither agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of bid or offer being submitted herewith. Seller also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Seller or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

15) NON-HIRING OF EMPLOYEES

No employees of the College, the State, or any Department, Commission, Agency or branch thereof whose duties as such include matters relating to or attending the subject matter of this agreement shall, while being employed, become or be an employee of the Seller.

16) NON DISCRIMINATION

The Seller agrees a) not to discriminate in any manner against an employee or applicant for employment due to race, color, religion, sex, national origin, age, status as an individual with a disability, veteran, sexual orientation, marital status or any other status protected by law; b) include a provision similar to that contained in subsection (a) above in any subcontract for standard commercial supplies or raw materials; and c) to post and to cause subcontractors to post in conspicuous places to employees and applicants for employment, notices setting forth the substance of this clause.

17) ASSURANCE OF NON-CONVICTION OF BRIBERY

Seller hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal Government.

18) MARYLAND PUBLIC INFORMATION ACT

The Seller recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Seller agrees that it will provide any justification as to why any material, whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed.

19) DISPUTES

Any disputes arising under this contract which is not disposed of by agreement shall be decided by the President of Harford Community College or a designee. Pending final decision of the dispute, the Seller shall proceed diligently with the contract performance. Nothing hereunder shall be interpreted to preclude the parties from seeking, after completion of the contract, any and all remedies provided by law.

20) INSOLVENCY

If the College has reasonable cause to believe the Seller is insolvent, or if any petition in bankruptcy or under any law for the relief of debtors is filed by or in respect of Seller, then at the option of the College, the agreement shall immediately terminate. In no event shall the agreement become an asset in any such proceeding nor shall the College be bound hereby after any act of bankruptcy by Seller. Any delay by the College to exercise the right to terminate under this section shall not diminish or waive that right.

21) HAZARDOUS AND TOXIC SUBSTANCES

Seller must comply with all applicable Federal, State, County and local laws, ordinances and regulations relating to hazardous and toxic substances including such laws, ordinances, and regulations pertaining to access to information about hazardous and toxic substances and as amended from time to time. Seller shall provide to the College's Environmental Safety Office a "Material Safety Data Sheet" including reference to the purchase order number, or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

22) AUDIT

Seller shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Seller and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

23) RECORD RETENTION

The Seller shall retain and maintain all records and documents relating to the subject matter of this agreement for three (3) years after final payment by the College under this agreement.

24) INSURANCE AND INDEMNIFICATION

The Seller or Contractor will be required to have proper identification showing Supplier name and technician name, at all times while on campus. The Seller or Contractor shall maintain such insurance as will indemnify and hold harmless the College from Worker's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Seller's or Contractor's operations under this agreement, or by anyone directly or indirectly employed by the Seller or Contractor. The College shall be named as additional insured on insurance certificate.

25) COMPLIANCE WITH LAWS

Seller agrees to comply, at no additional expense, with all applicable executive orders, Federal, State, County, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4 and U.S. laws regarding hiring practices to ensure a legal workforce.

26) MARYLAND LAW

This agreement shall be construed and interpreted according to Maryland Law.