

Nassau County School Board
Request for Proposal
21st Century Classroom AV Refresh
November 2011

RFP NUMBER: 2012-01 21st Century Classroom AV Refresh

RELEASE DATE: October 17, 2011

RFP DUE DATE AND TIME: November 15, 2011, 2:00pm EST

SUBMIT RFP TO: Nassau County School Board
Finance Office – RFP #2012-01
21st Century Classroom AV Refresh
1201 Atlantic Avenue
Fernandina Beach, Florida 32034

RFPs must be delivered to the Finance Office prior to RFP DATE and TIME. All RFP'S must be clearly identified with the RFP Number on the outside of the mailing package.

FAX BIDS ARE NOT ACCEPTABLE.

CONTACT PERSONS: Susan Farmer, Executive Director of Business Service
John Wilson, Director of Information & School Technology

GENERAL CONDITIONS are a part of this RFP request and are included herein. The School Board of Nassau County reserves the right to accept or reject any or all bids in whole or in part in the interest of the School Board, or to waive information therein or for reasons of establishing uniformity, to award the contract to other than the low bidder.

REQUIRED ITEMS:

- 1. Reference Form (Attachment A)**
- 2. Bidder Acknowledgement Form (Attachment B)**
- 3. Bid Response Form (Attachment C)**
- 4. Public Entities Crimes Form (Attachment D)**
- 5. Non-Collusion Affidavit (Attachment E)**
- 6. Proof of CTS Certification of Project Manager**

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SUBMISSION OF BIDS

Bids must be submitted prior to the time set for opening. Bids are to be delivered to Nassau County School Board, Finance Office, 1201 Atlantic Avenue, Fernandina Beach, Florida 32034. Bidders are fully responsible for delivery of bids. Reliance upon mail or public carrier is at the bidder's risk. **Late bids are not considered** and will be returned unopened.

***** **NOTE** *****

Bid documents shall be submitted in a sealed envelope clearly marked with the bid number as found on the Bidder Acknowledgement page, opening date and time. Failure to do so will result in your bid being returned unopened.

Faxed or e-mailed bids will not be accepted.

BID OPENING PROCEDURES

Bids will be opened publicly in the School Board Meeting Room at 2:00 p.m at 1201 Atlantic Avenue, Fernandina Beach, FL 32034. Only the names of the responding companies will be read at this time. RFP will then be analyzed by a review committee. Arrangements may be made to review bid documents at a later date.

BID TABULATION AND AWARD RECOMMENDATION

Bidders desiring a copy of the tabulation sheet and the award recommendation must include a stamped, self-addressed envelope with their bid. The award recommendation will also be posted on the School Board's website

http://www.edline.net/pages/Nassau_County_School_District/Department/Business_Services/Bids

Bid results or award recommendations will not be given by telephone.

POSTING OF BID TABULATIONS

Awarded vendors will receive an official Notification of Award letter after the Board has taken action. Board Action is expected to occur on December 8, 2011.

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General Conditions:

1. Nassau County School Board reserves the right to reject any or all bids or any part thereof and /or waive informalities if such action is deemed in the best interest of Nassau County School Board.
2. Should any bidder have any questions as to the intent of meaning of any part of this bid he/she should contact the contact persons identified on the front page of this bid in time to receive a written reply before submitting his/her bid.
3. No bidder will be allowed to offer more than one price on each item even though he/she may feel he/she has two or more types of styles what will meet specifications. Bidders must determine for themselves which to offer. If more than one price is submitted all prices for that item will be rejected at the discretion of the Executive Director of Business Services.
4. Nassau County School Board is exempt from State of Florida Sales Tax by Certificate No. 85-8015369201C-8.
5. The bidder by affixing his/her signature to this proposal, agrees to the following: bidder certifies that this bid is made without any previous understanding , agreement or connection with any person, firm, corporation making a bid for the same items: and is in respects fair, without outside control, collusion, fraud, or otherwise illegal action.
6. Bidders or their authorized representative are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids; failure to do so will be at the bidders own risk and he/she cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors whether of omission or commission on the part of bidders. In case of error in extension of prices in the bid, the unit price shall govern.
7. All bid responses are to be submitted in typewritten form or submitted in ink. Responses received in pencil will not be accepted.
8. Insurance and/or performance bonds required for this bid will be outlined in the specific bid requirements.
9. Jessica Lunsford Act requirements are the responsibility of all vendors. This law became effective September 1, 2005. The Act states that contractual personnel who are permitted access to school grounds when students are present or who have direct contact with students must meet Level 2 requirements as described in Section 1012.32, Florida Statutes. Contractual personnel shall include any vendor, individual, or entity under contract with the District.

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SPECIAL CONDITIONS

1. SCOPE

It is Nassau County's desire to secure the most qualified offer(s) for the equipment and installation of components associated with the refresh of the 21st Century Classrooms. These classrooms will contain a projector, method of interactivity between the projector and teacher computer, voice amplification system, and a control system. Installation will occur at seven sites throughout Nassau County, during non-school hours between 2:00 pm & 7:00 am, Eastern Standard Time. The following is a list of the sites, the address & the approximate numbers of classrooms at each site:

- Bryceville Elementary – 19 rooms
6504 Church Ave
Bryceville, FL 32009
- Callahan Elementary – 38 rooms
449618 US Hwy 301
Callahan, FL 32011
- Emma Love Hardee Elementary – 38 rooms
2200 Susan Dr
Fernandina Beach, FL 32034
- Hilliard Elementary – 42 rooms
27568 Ohio St
Hilliard, FL 32046
- Southside Elementary – 39 rooms
1112 Jasmine St
Fernandina Beach, FL 32034
- Yulee Elementary - 55 rooms
86063 Felmore Rd
Yulee, FL 32034
- Yulee Primary – 61 rooms
86426 Goodbread Rd
Yulee, FL 32034

Room Total - 292

2. EVALUATION & AWARD

Proposals shall be evaluated in accordance with the following evaluation criteria: quality of the solution, cost, references, and business capability. Proposals must also include product information sheets. Bid price must be an all-inclusive package and also allow for single individual room purchases for outside of this project.

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3. SPECIFICATIONS FOR REFRESH COMPONENTS

PROJECTOR

- XGA Resolution with a minimum of 2700 lumens
- RJ-45 Wired LAN Input must pass content (audio and video) through a wired connection accessible through any networked computer
- 1 no-cost replacement lamp for every 3 projectors purchased to be delivered at the time of the projectors
- A minimum of a 3-year warranty or better

DVD/VCR

- DVD and VHS Recorder with Upconversion to 720p/1080i/1080p resolution
- Built-in digital and analog tuners (ATSC/NTSC)
- DivX/JPEG/MP3/WMA playback

INFRASTRUCTURE

- 64" x 84" retractable screen with wall brackets
- Universal projector mount
- 2 x 2 ceiling mount with 40watt amplifier and 4 built in speakers
- Input plate must contain the following
 - (2) 15 pin VGA inputs with audio
 - (1) Composite video input with L and R audio
 - Ability to control basic functions such as "on/off", "mute", and "volume control."
- Entire ceiling mount must have enclosure lid to secure components
- A minimum of a 3-Year warranty on all parts

CONTROL SYSTEM

- A Virtual Control Panel is required in order to control the system from a laptop, wireless tablet or from an Interactive White Board (IWB)
- Input Plate must provide basic means of control as noted in infrastructure section above
- Instant classroom access and control from any web –enabled computer is required
- Global access and control from any web – enabled computer is required
- Control system must allow for event scheduling such as projector on/off through both the global system and the local virtual control panel.
- Control system must have dynamic reporting function with the ability to perform site to site comparisons

MICROPHONE

- IR Pendant –Style microphone with lanyard and charger
- Channel "A" or "B" selectable
- Adjustable volume control on microphone
- External contacts for drop in charger

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- Mic. Input for external microphone
- Power “on/off” switch
- Included plug-in unidirectional microphone for true voice reproduction and excellent feedback suppression

INSTALLATION

- All installation personnel must be in compliance with the Jessica Lunsford Act
- Project manager overseeing the job must hold a Certified Technology Specialist certification offered by Infocomm (CTS certification)
- Personnel must have implemented similar sized opportunities within the state of Florida
- Installation price should cover the costs associated with both uninstalling older components, as well as, installing newer components

4. **RENEWAL:** The District is interested in a project cost for this initial project and then a unit price for an equipment and installation package for a period not to exceed one year.

5. **AWARD:** Award will be all-or-none based on the following evaluation process. For purposes of evaluation, this Request for proposal shall be evaluated on the following:

- i. Quality of solution will make up 50 % of the evaluation.
- ii. Cost of the solution will make up 25 % of the evaluation
- iii. References shall make up 10 % of the evaluation.
- iv. Business capability shall make up 15 % of the evaluation

6. **POSTING OF BID RECOMMENDATION:** Recommendation for Award will be posted on the School District’s website on or about November 28, 2011 and will remain posted for 72 consecutive hours.

7. **QUESTIONS:** Any questions and/or request for additional information should be directed to John Wilson, Director of Information and School Technology via email: john.wilson@nassau.k12.fl.us

and to

susan.farmer@nassau.k12.fl.us

placing this bid number, RFP 2012-01, in the subject header. **Deadline for questions shall be 12:00 noon EST on Monday, October 31st, 2011.** Questions received after this date will not be answered. ***No verbal or written information obtained other than by information in this document or by written addendum to this bid will be binding on the District.*** Answers to the questions proposed will be posted on the website by 4:00 pm Tuesday, November 1st, 2011 so that all vendors have access to the questions and answers.

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- 8. LINE ITEM BIDS AND CORRECTIONS:** All prices submitted on the Bid Proposal Form shall be originals, in either indelible ink or type written. The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by lineout of the incorrect figures, writing in of correct figures, and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected item(s) only.
- 9. PRICING:** Prices bid shall be inclusive of all costs and will be the only compensation given the contactor for the required services herein.
- 10. REFERENCES:** Bidder is required to submit a list of five references using the format in **Attachment A**, in order to verify satisfactory performance. Bidder must be the prime contractor for each customer/contact referenced. All references shall be for work performed over the past three (3) years at commercial, educational and/or institutional complexes for contracts of comparable size. Failure to do so will result in the bidder not being considered for award. Unsatisfactory references may result in the bidder not being considered for award.
- 11. CONTRACT TIME:** Installation of all equipment should be satisfactorily completed by April 27th, 2012.
- 12. NASSAU COUNTY SCHOOL BOARD RIGHTS:** If the contractor is providing work which, in NCSB's opinion, is contrary to the contract requirements, NCSB shall have the right to stop the work, if deemed to be in the best interest of NCSB, until a review and resolution can be attained.
- 13. LABOR AND MATERIAL:** The contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, utilities, transportation and other facilities and services necessary for the proper execution and completion of the work.
- 14. PERMITS, FEES, NOTICES AND LICENSING:** The contractor shall secure and pay for permits when required and governmental fees, licenses and inspections necessary for the proper execution and completion of the work. The contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. If the contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations without such notice to NCSB, then the contractor shall assume full responsibility therefore and shall bear all costs attributable thereto.

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15.SUBCONTRACTING: NCSB must approve all Sub-Contractors in writing prior to them performing any work under this contract. All requests for Sub-Contractors shall be submitted in writing to John Wilson, Director of Information and School Technology. The vendor will be fully responsible to NCSB for the acts and omissions of the Sub-Contractor and its employees. All responsibilities relating to the performance of this contract shall remain the responsibility of the vendor.

16.COMMUNICATIONS: After the contract has been awarded, the awarded vendor shall then forward all communications, including invoices, to NCSB through:

Nassau County School Board
ATTN: Director of Information and School Technology.
1201 Atlantic Avenue
Fernandina Beach, FL 32034

17.PAYMENT: NCSB may withhold payment in whole or in part to the extent necessary to reasonably protect NCSB if, in their opinion, services have not been provided as specified in the contract. Payment shall be released pending confirmation and/or verification that services are being rendered in accordance with the terms of the contract. Invoices shall be submitted monthly in a mutually agreed upon format.

18.USE OF SITE: The contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the contract documents and shall not unreasonably encumber the site with any materials or equipment.

19.CLEAN UP: The contractor at all times shall keep the premises free from accumulations of waste materials or rubbish caused by his operations. At the completion of the work, shall remove all waste materials and rubbish from and about the work site as well as tools, equipment, machinery and surplus materials. Use of NCSB dumpsters is not permitted for disposal of contractor material. If the contractor fails to clean up at the completion of the work, NCSB may do so and the cost shall be charged to the contractor. Any costs caused by defective or ill-timed work shall be borne by the contractor.

20.SAFETY: The contractor shall take all reasonable precautions for the safety of and shall provide all reasonable protection to prevent damage, injury or loss to persons and employees of NCSB.

21.ALCOHOL & TOBACCO PRODUCTS: The use of all alcohol and tobacco products is prohibited on Nassau County School Board property, including all buildings and grounds.

22.IDENTIFICATION: I.D. badges and/or company logos on shirts or hats are required on all contractors' personnel.

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23. ATTIRE: Proper attire shall be worn at all times.

- Shirts shall be worn while on school property at all times. (No tank tops or undershirts will be permitted).
- Clothing displaying nudity, obscene language, obscene symbols or pro-drug slogans is prohibited.
- Proper shoes to insure the individual's safety shall be worn at all times.

24. FRATERNIZATION: Bidder personnel shall not fraternize with Administrative staff members.

25. ASSIGNMENT OF CONTRACT AND/OR PAYMENT:

- This contract or agreement is personal to the parties herein and may not be assigned, in whole or in part, by the Contractor without prior written consent of NCSB.
- The Contractor shall not assign payments under this contract or agreement without the prior written consent of NCSB

26. INSURANCE: The successful bidder shall maintain the following insurance coverage during the life of the contract:

- Commercial General Liability Insurance in an amount equal to or greater than \$1,000,000 per occurrence.
- Auto Liability Insurance covering all owned, non-owned and hired vehicles in an amount equal to or greater than \$500,000 combined single limit.
- Worker's Compensation and Employer's Liability Insurance in compliance with Florida Statute 440.
- Indemnification shall be in accordance with F.S. 725.06.
- **Additional Insured Endorsement** naming NCSB as an additional insured on all policies required by these specifications (excluding worker's compensation and employer's liability).
- All policies should contain cancellation endorsements providing ten (10) days written notice of cancellation, non-renewal and/or reduction in coverage limits prior to the effective date of the change.
- Insurance shall be written through a company that is admitted to do business in the State of Florida. Prior to commencement of any work under the contract, the Contractor shall provide Certificates of Insurance for the above coverage to the Director of Information and School Technology, Nassau County School Board, 1201 Atlantic Avenue, Fernandina Beach, Florida 32034. This bid number must be shown on certificates provided. Annual renewals must be provided at the time of acceptance of the renewal.

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- 27.FAMILIARITY WITH LAWS:** The Bidder is required to be familiar with all Federal, State and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him/her from responsibility for compliance with their requirements.
- 28.JESSICA LUNSFORD ACT:** Firms shall comply with the Jessica Lunsford Act, which became effective on September 1, 2005. The Act states that contractual personnel who are permitted access to school grounds when students are present or who have direct contact with students must meet Level 2 requirements as described in Section 1012.32, F.S. Contractual personnel shall include any vendor, individual or entity under contract with the District.
- 29.AVAILABILITY OF FUNDS:** The obligations of Nassau County School Board under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.
- 30.DISQUALIFICATION OF BIDDER:** More than one bid/proposal from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that a bidder is involved in more than one bid/proposal for the same work will be cause for rejection of all bids/proposals in which such bidders are believed to be involved. Any or all bids/proposals will be rejected if there is reason to believe that collusion exists between bidders. Bids/proposals in which the prices obviously are unbalanced will be subject to rejection.
- 31.PUBLIC ENTITY CRIMES AFFIDAVIT:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with public entity for the construction or repair of a public building or public work, may not submit bids on leases of 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 in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- 34. UNILATERAL CANCELLATION OF CONTRACTS:** Any agreement resulting from this Invitation to Bid may be unilaterally canceled by Nassau County School Board for refusal of contractor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes and made or received in conjunction with the agreement.

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35. **CANCELLATION:** The Superintendent, by written notice, may cancel, in whole or in part, any Purchase Order(s) resulting from this Invitation when such action is in the best interest of Nassau County School Board. If Purchase Order(s) is so canceled, Nassau County School Board shall be liable only for payment for services rendered prior to the effective date of cancellation. Services rendered will be interpreted to include costs of items already delivered plus reasonable costs of supply actions short of delivery.
36. **CIRCUMSTANCES BEYOND CONTROL:** Whenever a vendor's place of business, mode of delivery or source of supply has been unduly impacted by abrupt changes in world markets or disrupted by acts of government, God, civic commotion, or war, it shall be the responsibility of the vendor to promptly advise the Superintendent, in writing, as to the extent of this disruption and it's probable effect upon this contract. If, in the opinion of NCSB, the disruption presented is commensurate with the conditions established herein, NCSB may elect to modify delivery/service timelines, renegotiate the contract in whole or in part, or cancel any open orders in accordance with Special Condition 35. The vendor will be given written notification of all decisions made. While the decision of NCSB shall be final, the goal will be a solution that is mutually beneficial.

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ATTACHMENT A
REFERENCE FORM

Each Bidder is required to submit a list of five (5) references using the following format, in order to verify satisfactory performance. The Bidder should include all school districts and college/university installations, as they will be weighted heavier in the evaluation. The Bidder must be the prime contractor for each customer/contract referenced. All references shall be for work performed over the last three (3) years at commercial, educational and/or institutional complexes for contracts of comparable size. Unsatisfactory references may result in the Bidder not being considered for award. **Bids received without references will be considered non-responsive.**

Name of Firm: _____ **Contact Person:** _____

Contact E-Mail: _____ **Contact Phone #** _____

Dates of Contract: _____

Number of Rooms _____ **Project Manager's Name** _____

Brief description of responsibilities and types of work with this company: _____

Name of Firm: _____ **Contact Person:** _____

Contact E-Mail: _____ **Contact Phone #** _____

Dates of Contract: _____

Number of Rooms _____ **Project Manager's Name** _____

Brief description of responsibilities and types of work with this company: _____

Name of Firm: _____ **Contact Person:** _____

Contact E-Mail: _____ **Contact Phone #** _____

Dates of Contract: _____

Number of Rooms _____ **Project Manager's Name** _____

Brief description of responsibilities and types of work with this company: _____

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ATTACHEMENT A
REFERENCES continued

Name of Firm: _____ **Contact Person:** _____

Contact E-Mail: _____ **Contact Phone #** _____

Dates of Contract: _____

Number of Rooms _____ **Project Manager's Name** _____

Brief description of responsibilities and types of work with this company: _____

Name of Firm: _____ **Contact Person:** _____

Contact E-Mail: _____ **Contact Phone #** _____

Dates of Contract: _____

Number of Rooms _____ **Project Manager's Name** _____

Brief description of responsibilities and types of work with this company: _____

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ATTACHMENT B
BIDDER ACKNOWLEDGEMENT

This form must be completed, returned, and include an original manual signature for bid to be considered. By signing below, I attest that I have acquainted myself with the general conditions, special conditions and specifications of this bid, and that I agree to comply with them all; in addition, I certify that I am authorized to obligate on behalf of the bidder. Bid documents shall be submitted in a sealed envelope clearly marked with this bid number, opening date and time.

Legal Name of Bidder: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone: _____ **Toll Free:** _____ **Fax:** _____

Email Address: _____

Internet URL: _____

Federal Identification Number or Social Security Number: _____

Installation of all equipment should be satisfactorily completed by April 27th, 2012.

We have received addenda _____ through _____. (if applicable)

Original Manual Signature of Authorized Representative: _____

Printed/Typed Name of Authorized Representative: _____

Title: _____ **Date:** _____

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ATTACHMENT C

Bid Response

For the purposes of evaluation, this form will be interpreted as follows:

Unit Price: Unit price should be numeric. Unit prices left blank will be deemed "no bid", and a unit price of \$0 will be deemed "included at no charge".

Item Bid: All items shall be in accordance with attached specifications.

Award: Award will be all-or-none to the lowest responsive responsible bidder meeting specifications.

Failure to respond as requested may result in rejection of item(s) as non-responsive.

Item	Description		
Items included in this project of 292 Rooms		-	
1. PROJECTOR			
	• Brand _____		
	• Model _____		
2. DVD/VCR			
	• Brand _____		
	• Model _____		
3. INFRASTRUCTURE			
	• Brand _____		
	• Model _____		
4. CONTROL SYSTEM			
	• Brand _____		
	• Model _____		
5. MICROPHONE			
	• Brand _____		
	• Model _____		
6. INSTALLATION (per specifications on page 6)			
			\$ _____ Total Cost

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Price for individual rooms as the need arises for 12 months			\$_____
			Total Cost

Signature of Representative

DATE

Other Documents to be included:

Reference List (Attachment A)
Bidder Acknowledgement Form (Attachment B)
Public Entity Crimes Form (Attachment D)
Non-Collusion Affidavit (Attachment E)
Proof of CTS Certification for Project Manager

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ATTACHMENT D
SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____

(print name of the public entity)

by _____

(print individual's name and title)

for _____

(print name of entity submitting sworn statement)

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or

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which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

SIGNATURE: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally known _____

Notary Public, State of _____

OR Produced Identification _____

My commission expires _____

Type of identification

(Printed typed or stamped commissioned
name of notary public)

Form PUR 7068 (Rev 06/18/92)

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ATTACHMENT E
NON-COLLUSION AFFIDAVIT

State of _____

Contract/Bid No. _____

County of _____

I state that I am _____ of _____

(Title)

(Name of my firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- 1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractors, bidder, or potential bidder.
- 2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- 3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- 4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- 5) _____, its affiliates, subsidiaries, officers,
(Name of my firm)

directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and

(Name of my firm)

acknowledges that the above representations are material and important, and will be relied on by

(Name of public entity)

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in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from

(Name of public entity)

of the true facts relating to submission of bids for this contract.

Name and Company Position _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public _____

My commission expires: _____

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