

**\*\* COOPERATIVE PURCHASE AGREEMENT \*\***

**PURCHASES BY OTHER STATE OF FLORIDA COLLEGES, UNIVERSITIES AND STATE AGENCIES:**

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other community colleges, state universities, district school boards, and other state agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the bid/proposal solicitation as provided in State Board of Education Rule 6A-14.0734(2)(d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from date of award.

Bidder(s) shall note exceptions to the above paragraph, if any:

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**\*\* TERMS AND DELIVERY \*\***

PAYMENT TERMS: NET 30 DAYS OR PROMPT PAYMENT DISCOUNT OF \_\_\_\_\_%, \_\_\_\_\_ DAYS OFFERED BY BIDDER.

NOTE: ANY PROMPT PAYMENT DISCOUNT OFFERED BY THE BIDDERS WILL BE TAKEN BY THE COLLEGE IF PAYMENT IS MADE WITHIN THE TIME PERIOD OFFERED, HOWEVER, ONLY TERMS ALLOWING 30 DAYS PAYMENT WILL BE CONSIDERED IN EVALUATING BIDS.

DELIVERY: UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, DELIVERY TO BE NO LATER THAN 30 DAYS AFTER RECEIPT OF ORDER (BIDDER COMPLETE IF OTHER THAN 30 DAYS).

FLORIDA SALES TAX EXEMPTION NO: 85-8012556864C-6

**\*\* INVITATION TO NEGOTIATE \*\***

FCCJ RESERVES THE RIGHT TO UTILIZE THE FOLLOWING AS IT DEEMS IN ITS BEST INTEREST:

- a. TO ISSUE A REQUEST FOR INFORMATION TO ALL RESPONSIVE BIDDERS TO OBTAIN CLARIFICATION ON BIDS SUBMITTED
- b. TO ISSUE BEST AND FINAL INVITATION TO ALL RESPONSIVE BIDDERS
- c. TO NEGOTIATE PRICES, RATES, TERMS AND CONDITIONS TO ACHIEVE A SATISFACTORY CONTRACT WITH ONE OR MORE RESPONSIVE BIDDERS
- d. TO REJECT ANY OR ALL BIDS RECEIVED, TO RESOLICIT OR NOT AND TO WAVE INFORMALITIES AS DEEMED IN THE BEST INTEREST OF THE COLLEGE.

**\*\* DRUG-FREE WORK PLACE \*\***

THE UNDERSIGNED VENDOR IN ACCORDANCE WITH FLORIDA STATUTE 287.087 HEREBY CERTIFIES THAT

\_\_\_\_\_ DOES:  
(NAME OF BUSINESS)

1. PUBLISH A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE IS PROHIBITED IN THE WORKPLACE AND SPECIFYING THE ACTION THAT WILL TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION.
2. INFORM EMPLOYEES ABOUT THE DANGERS OF DRUG ABUSE IN THE WORKPLACE, THE BUSINESS'S POLICY OF MAINTAINING A DRUG FREE WORKPLACE, ANY AVAILABLE DRUG COUNSELING, REHABILITATION, AND EMPLOYEES ASSISTANCE PROGRAMS, AND THE PENALTIES THAT MAY BE IMPOSED UPON EMPLOYEES FOR DRUG ABUSE VIOLATIONS.
3. GIVE EACH EMPLOYEE ENGAGED IN PROVIDING THE COMMODITIES OR CONTRACTUAL SERVICES THAT ARE UNDER BID A COPY OF THE STATEMENT SPECIFIED IN SUBSECTION(1).
4. IN THE STATEMENT SPECIFIED IN SUBSECTION(1), NOTIFY THE EMPLOYEES THAT, AS A CONDITION OF WORKING ON THE COMMODITIES OR CONTRACTUAL SERVICES THAT ARE UNDER BID, THE EMPLOYEE WILL ABIDE BY THE TERMS OF THE STATEMENT AND WILL NOTIFY THE EMPLOYER OF ANY CONVICTION OF, OR PLEA OF GUILTY OR NOLO CONTENDERE TO, ANY VIOLATION OF CHAPTER 1893 OR OF ANY CONTROLLED SUBSTANCE LAW OF THE UNITED STATES OR ANY STATE, FOR A VIOLATION OCCURRING IN THE WORKPLACE NO LATER THAN FIVE (5) DAYS AFTER SUCH CONVICTION.
5. IMPOSE A SANCTION ON, OR REQUIRE THE SATISFACTORY PARTICIPATION IN A DRUG ABUSE ASSISTANCE OR REHABILITATION PROGRAM IF SUCH IS AVAILABLE IN THE EMPLOYEE'S COMMUNITY, BY ANY EMPLOYEE WHO IS SO CONVICTED.
6. MAKE A GOOD FAITH EFFORT TO CONTINUE TO MAINTAIN A DRUG-FREE WORKPLACE THROUGH IMPLEMENTATION OF THIS SECTION.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

\_\_\_\_\_  
BIDDER'S SIGNATURE

Date: \_\_\_\_\_

**\*\* PUBLIC ENTITY CRIMES \*\* (PURCHASES GREATER THAN \$25,000 IN VALUE)**

AS A BIDDER/PROPOSER OUR COMPANY ATTESTS WE HAVE NOT BEEN CONVICTED OF A PUBLIC ENTITY CRIME OF THE STATE OF FLORIDA OR ANY FEDERAL AGENCY AND ARE NOT LISTED IN THE EXCLUDED PARTIES LIST SYSTEM (EPLS) MAINTAINED BY THE GENERAL SERVICES ADMINISTRATION(GSA).

PURSUANT TO OMB CIRCULAR A-110,SUBPART B, SECTION 13 A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON EITHER THE FEDERAL EXCLUDED PARTIES LIST SYSTEM OR THE STATE OF FLORIDA CONVICTED VENDOR LIST FOLLOWING A CONVICTION FOR A PUBLIC ENTITY CRIME MAY NOT SUBMIT A BID OR ENTER INTO A CONTRACT TO PROVIDE ANY GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID OR ENTER INTO A CONTRACT WITH A 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 (i.e. \$25,000)WHILE ON THE CONVICTED VENDOR LIST. THE EXCLUDED PARTIES LIST SYSTEM CAN BE FOUND AT <http://epls.gov/epls/servlet/EPLSGETInputSearch>

**\*\* DISCRIMINATION \*\***

ANY ENTITY OR AFFILIATE WHO HAS BEEN PLACED ON THE DISCRIMINATORY VENDOR LIST MAY NOT SUBMIT A BID ON A CONTRACT TO PROVIDE GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID ON A CONTRACT WITH A 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 AWARD OR PERFORM WORK AS A CONTRACTOR, SUPPLIER, SUBCONTRACTOR, OR CONSULTANT UNDER CONTRACT WITH ANY PUBLIC ENTITY, AND MAY NOT TRANSACT BUSINESS WITH ANY PUBLIC ENTITY. THIS IS IN ACCORDANCE WITH HB 2127, SECTION 6(3)(A), ALL INVITATIONS TO BID, AS DEFINED BY 287.012(11)FS, REQUEST FOR PROPOSALS, AS DEFINED BY 287.012(15)FS, AND ANY WRITTEN CONTRACT DOCUMENT OF THE STATE SHALL CONTAIN A STATEMENT INFORMING ENTITIES OF THE DISCRIMINATION PROVISIONS.

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NOTE: ANY PROMPT PAYMENT DISCOUNT OFFERED BY THE BIDDERS WILL BE TAKEN BY THE COLLEGE IF PAYMENT IS MADE WITHIN THE TIME PERIOD OFFERED, HOWEVER, ONLY TERMS ALLOWING 30 DAYS PAYMENT WILL BE CONSIDERED IN EVALUATING BIDS.

DELIVERY: UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, DELIVERY TO BE NO LATER THAN 30 DAYS AFTER RECEIPT OF ORDER (BIDDER COMPLETE IF OTHER THAN 30 DAYS)

FLORIDA SALES TAX EXEMPTION NO: 85-8012556864C-6

**\*\* INVITATION TO NEGOTIATE \*\***

FCCJ RESERVES THE RIGHT TO UTILIZE THE FOLLOWING AS IT DEEMS IN ITS BEST INTEREST:

- a. TO ISSUE A REQUEST FOR INFORMATION TO ALL RESPONSIVE PROPOSERS TO OBTAIN CLARIFICATION ON RFPS SUBMITTED
- b. TO ISSUE BEST AND FINAL INVITATION TO ALL RESPONSIVE PROPOSERS
- c. TO NEGOTIATE PRICES, RATES, TERMS AND CONDITIONS TO ACHIEVE A SATISFACTORY CONTRACT WITH ONE OR MORE RESPONSIVE PROPOSERS
- d. TO REJECT ANY OR ALL RFPS RECEIVED, TO RESOLICIT OR NOT AND TO WAVE INFORMALITIES AS DEEMED IN THE BEST INTEREST OF THE COLLEGE.

**\*\* DRUG-FREE WORK PLACE \*\***

THE UNDERSIGNED VENDOR IN ACCORDANCE WITH FLORIDA STATUTE 287.087 HEREBY CERTIFIES THAT \_\_\_\_\_ DOES: (NAME OF BUSINESS)

1. PUBLISH A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE IS

PROHIBITED IN THE WORKPLACE AND SPECIFYING THE ACTION THAT WILL TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION.

2. INFORM EMPLOYEES ABOUT THE DANGERS OF DRUG ABUSE IN THE WORKPLACE, THE BUSINESS'S POLICY OF MAINTAINING A DRUG FREE WORKPLACE, ANY AVAILABLE DRUG COUNSELING, REHABILITATION, AND EMPLOYEES ASSISTANCE PROGRAMS, AND THE PENALTIES THAT MAY BE IMPOSED UPON EMPLOYEES FOR DRUG ABUSE VIOLATIONS.
3. GIVE EACH EMPLOYEE ENGAGED IN PROVIDING THE COMMODITIES OR CONTRACTUAL SERVICES THAT ARE UNDER BID A COPY OF THE STATEMENT SPECIFIED IN SUBSECTION(1).
4. IN THE STATEMENT SPECIFIED IN SUBSECTION(1), NOTIFY THE EMPLOYEES THAT, AS A CONDITION OF WORKING ON THE COMMODITIES OR CONTRACTUAL SERVICES THAT ARE UNDER BID, THE EMPLOYEE WILL ABIDE BY THE TERMS OF THE STATEMENT AND WILL NOTIFY THE EMPLOYER OF ANY CONVICTION OF, OR PLEA OF GUILTY OR NOLO CONTENDERE TO, ANY VIOLATION OF CHAPTER 1893 OR OF ANY CONTROLLED SUBSTANCE LAW OF THE UNITED STATES OF ANY STATE, FOR A VIOLATION OCCURRING IN THE WORKPLACE NO LATER THAN FIVE (5) DAYS AFTER SUCH CONVICTION.
5. IMPOSE A SANCTION ON, OR REQUIRE THE SATISFACTORY PARTICIPATION IN A DRUG ABUSE ASSISTANCE OR REHABILITATION PROGRAM IF SUCH IS AVAILABLE IN THE EMPLOYEE'S COMMUNITY, BY ANY EMPLOYEE WHO IS SO CONVICTED.
6. MAKE A GOOD FAITH EFFORT TO CONTINUE TO MAINTAIN A DRUG-FREE WORKPLACE THROUGH IMPLEMENTATION OF THIS SECTION.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

\_\_\_\_\_  
BIDDER'S SIGNATURE

Date: \_\_\_\_\_

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PURSUANT TO OMB CIRCULAR A-110,SUBPART B, SECTION 13 A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON EITHER THE FEDERAL EXCLUDED PARTIES LIST SYSTEM OR THE STATE OF FLORIDA CONVICTED VENDOR LIST FOLLOWING A CONVICTION FOR A PUBLIC ENTITY CRIME MAY NOT SUBMIT A BID OR ENTER INTO A CONTRACT TO PROVIDE ANY GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID OR ENTER INTO A CONTRACT WITH A 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 (i.e. \$25,000)WHILE ON THE CONVICTED VENDOR LIST. THE EXCLUDED PARTIES LIST SYSTEM CAN BE FOUND AT <http://epls.gov/epls/servlet/EPLSGETInputSearch>

**22.00 \*\* ALLOWING FAX SUBMISSION OF BIDS \*\***

DUE TO COLLEGE TIME CONSTRAINTS, THE GENERAL CONDITIONS ARE AMENDED TO ALLOW FOR THE SUBMISSION OF 'SIGNED AND DATED' FAX BIDS. THE COMPLETED INVITATION TO BID SHOULD BE SENT, PRIOR TO STATED BID OPENING TIME, TO MR. GARY GLISSON, PURCHASING MANAGER WITH THE BID NUMBER AND BID OPENING DATE CLEARLY INDICATED. THE FAX TELEPHONE NUMBER FOR BID SUBMISSION PURPOSES IS (904) 632-3087. NOTE: THE FAX TRANSMISSION TIME AS CONTAINED IN THE FIRST MESSAGE WILL GOVERN TIME OF RECEIPT.

EACH VENDOR SHALL CALL (904) 632-3297 DEBBIE SMITH TO CONFIRM RECEIPT OF TRANSMITTED PAGES. FAILURE TO CONFIRM ALL PAGES OF TRANSMITTAL ARE RECEIVED, LEGIBLE AND COMPLETE PRIOR TO BID OPENING DATE AND TIME MAY BE GROUNDS FOR CONSIDERING YOUR BID NON-RESPONSIVE.

FURTHER, PLEASE UNDERSTAND THAT THE PRICING INFORMATION IN THE FAXED BID CANNOT BE HELD COMPLETELY CONFIDENTIAL UNTIL THE BID OPENING TIME. PLEASE ALSO MAIL AN ORIGINAL COPY OF YOUR BID BY U.S. MAIL TO DOCUMENT THE FILE.

1.01 \*\* ASSEMBLY AND/OR PLACEMENT \*\*

ALL ITEMS MUST BE COMPLETELY ASSEMBLED WHEN DELIVERED TO THE COLLEGE.

1.02 \*\* EXCLUSIVE CONTRACTS \*\*

FCCJ RESERVES THE RIGHT TO ORDER ITEMS FROM OTHER SOURCES AS DEEMED APPROPRIATE IN CONDUCTING NORMAL BUSINESS OR IN THE BEST INTERESTS OF THE COLLEGE. HOWEVER, THIS PROVISION SHALL NOT BE USED TO CIRCUMVENT THE INTENT OF THE CONTRACT.

1.05 \*\* INSTALLATION CHARGE SHOWN SEPARATELY \*\*

INSTALLATION BY THE VENDOR MAY BE REQUIRED. BIDDERS ARE REQUESTED TO QUOTE INSTALLATION SEPARATELY, PRICE TO INCLUDE ALL COST FOR LABOR, MATERIALS, TOOLS, AND SUPPLIES NECESSARY TO COMPLETE INSTALLATION TO THE SATISFACTION OF THE COLLEGE. THE COLLEGE RESERVES THE RIGHT TO AWARD ON A DELIVERED ONLY BASIS OR AN INSTALLED BASIS.

1.06 \*\* EQUIPMENT/MATERIALS/LABOR \*\*

IT WILL BE THE RESPONSIBILITY OF THE SUCCESSFUL BIDDER TO SUPPLY ALL MATERIALS, TOOLS, NECESSARY LABOR, ETC. FOR THE WORK TO BE PERFORMED AS SPECIFIED.

1.07 \*\* YEAR 2000 COMPLIANT STATEMENT \*\*

ALL COMPUTER RELATED EQUIPMENT AND SOFTWARE OFFERED, PROVIDED OR SOLD TO THE FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE SHALL BE YEAR 2000 (Y2K) COMPLIANT.

\_\_\_\_\_ I HAVE READ THE ABOVE COMPLIANCE STATEMENT AND WILL COMPLY. (INITIALS ARE REQUIRED BY A COMPANY AUTHORIZED REPRESENTATIVE). FAILURE TO INITIAL COULD BE REASON FOR CONSIDERING YOUR BID/PROPOSAL NON-RESPONSIVE.

2.01 \*\* AWARD \*\*

AWARD WILL BE ON AN 'ALL-OR-NONE' BASIS. ALL ITEMS MUST BE INDIVIDUALLY PRICED, HOWEVER, FOR ACCOUNTING PURPOSES EVEN THOUGH BID ON AN ALL-OR-NONE BASIS.

2.02 \*\* AWARD \*\*

AWARD WILL BE ON AN 'ITEM-BY-ITEM' BASIS. YOU DO NOT HAVE TO BID ALL ITEMS IN ORDER TO HAVE YOUR BID CONSIDERED BY THE COLLEGE.

2.03 \*\* AWARD \*\*

AWARD WILL BE ON AN `ALL-OR-NONE' `PER LOT' BASIS. THE COLLEGE WILL EITHER ACCEPT OR REJECT YOUR OFFER ON A PER LOT BASIS. ALL ITEMS MUST BE INDIVIDUALLY PRICED FOR ACCOUNTING PURPOSES EVEN THOUGH BID ON AN ALL-OR-NONE PER LOT BASIS.

NOTE: FCCJ RESERVES THE RIGHT TO AWARD AN INDIVIDUAL LOT OR A COMBINATION OF LOTS; REJECT ANY OR ALL LOTS, WHAT EVER SEEMS IN THE BEST INTEREST OF THE COLLEGE.

#### 2.04 \*\* AWARD \*\*

AWARD IS ANTICIPATED ON AN `ALL-OR-NONE' BASIS; HOWEVER, ITEM-BY-ITEM OFFERS WILL BE CONSIDERED AND THE COMBINATION IN THE BEST INTERESTS OF THE COLLEGE WILL DETERMINE THE AWARD. ALL ITEMS MUST BE INDIVIDUALLY PRICED FOR ACCOUNTING PURPOSES EVEN THOUGH BID ON AN ALL-OR-NONE BASIS.

#### 2.05 \*\* AWARD \*\*

AWARD IS ANTICIPATED ON AN `ALL-OR-NONE' BASIS WHERE INDICATED; HOWEVER, ITEM-BY-ITEM OFFERS WILL BE CONSIDERED AND THE COMBINATION IN THE BEST INTERESTS OF THE COLLEGE WILL DETERMINE THE AWARD. ITEMS NOT GROUPED INTO AN `ALL-OR-NONE' LOT SHALL BE AWARDED INDIVIDUALLY. ALL ITEMS MUST BE INDIVIDUALLY PRICED FOR ACCOUNTING PURPOSES EVEN THOUGH BID ON AN ANTICIPATED ALL-OR-NONE BASIS.

#### 2.06 \*\* AWARD \*\*

AWARD WILL BE ON A `ITEM-BY-ITEM' BASIS. BIDDER MAY, AT HIS OPTION, QUOTE `ALL-OR-NONE' ON ANY COMBINATION OF ITEMS. HOWEVER, WHEN DOING SO BIDDER MUST ALSO QUOTE EACH ITEM INDIVIDUALLY AS AWARD ANALYSIS WILL BE ON AN ITEM-BY-ITEM BASIS.

#### 2.06 \*\* AWARD \*\*

AWARD WILL BE ON A `ITEM-BY-ITEM' BASIS. BIDDER MAY, AT HIS OPTION, QUOTE `ALL-OR-NONE' ON ANY COMBINATION OF ITEMS. HOWEVER, WHEN DOING SO BIDDER MUST ALSO QUOTE EACH ITEM INDIVIDUALLY AS AWARD ANALYSIS WILL BE ON AN ITEM-BY-ITEM BASIS.

#### 2.07 \*\* BASIS OF AWARD \*\*

THE COLLEGE RESERVES THE RIGHT TO AWARD ITEM 1 OR 2 OR BOTH OR NONE AS THE BEST INTEREST OF FCCJ MAY REQUIRE (SEE GENERAL CONDITION 30 ON PAGE 4).

#### 2.08 \*\* EVALUATION OF BIDS FOR MULTIPLE AWARDS \*\*

IN ADDITION TO OTHER FACTORS, BIDS WILL BE EVALUATED ON THE BASIS OF ADVANTAGES OR DISADVANTAGES TO THE COLLEGE THAT MIGHT RESULT FROM MAKING MORE THAN ONE AWARD (MULTIPLE AWARDS). FOR THE PURPOSE OF MAKING THIS EVALUATION, IT WILL BE ASSUMED THAT THE SUM OF \$50.00 WOULD BE THE ADMINISTRATIVE COST TO THE COLLEGE

FOR ISSUING AND ADMINISTERING EACH PURCHASE ORDER AWARDED UNDER THIS SOLICITATION, AND INDIVIDUAL AWARDS WILL BE MADE FOR THE ITEMS AND COMBINATIONS OF ITEMS WHICH RESULT IN THE LOWEST AGGREGATE PRICE TO THE COLLEGE, INCLUDING SUCH ADMINISTRATIVE COSTS.

3.01 \*\* DEBRIS \*\*

VENDOR SHALL BE RESPONSIBLE FOR THE PROMPT REMOVAL OF ALL DEBRIS RESULTING FROM HIS DELIVERY.

3.02 \*\* CLEANING UP \*\*

THE CONTRACTOR SHALL AT ALL TIMES KEEP THE CONSTRUCTION AREA, INCLUDING STORAGE AREAS USED BY HIM/HER, FREE FROM ACCUMULATIONS OF WASTE MATERIAL OR RUBBISH AND PRIOR TO COMPLETION OF THE WORK, REMOVE ANY RUBBISH FROM THE PREMISES AND ALL TOOLS, SCAFFOLDING, EQUIPMENT, AND MATERIALS NOT THE PROPERTY OF THE COLLEGE. UPON COMPLETION OF THE CONSTRUCTION, THE CONTRACTOR SHALL LEAVE THE WORK AND PREMISES IN A CLEAN, NEAT AND AS ORIGINAL CONDITION SATISFACTORY TO THE COLLEGE.

3.09 \*\* DELIVERY OF PRINTED MATERIALS \*\*

THE COLLEGE DESIRES COMPLETED PRINTING WITHIN \_\_\_ DAYS AFTER APPROVAL BY THE COLLEGE OF PAGE PROOFS OF THE VENDOR COMPOSED COPY. THE DESIRED DELIVERY TIME IS PREDICATED UPON THE ISSUANCE OF AN ORDER, WITH INFORMATION TO BE COMPOSED, BEING MADE AVAILABLE NOT LATER THAN \_\_\_\_\_, WITH PAGE PROOFS DUE \_\_\_ DAYS THEREAFTER. THE COLLEGE RESERVES THE RIGHT TO CONSIDER DELIVERY TIME ALONG WITH OTHER FACTORS IN EVALUATING BIDS. DELIVERY TIME WILL BE ADJUSTED ON A DAY-FOR-DAY BASIS FOR EACH DAY OF DELAY IN GIVING APPROVAL TO PAGE PROOFS. ALL DATES ARE BASED ON A 30 DAY MONTH CALENDAR.

4.00 \*\* DELIVERY OF PRINTED MATERIALS \*\*

THE COLLEGE DESIRES COMPLETED PRINTING WITHIN \_\_\_ DAYS AFTER RECEIPT, BY THE VENDOR, OF SATISFACTORY CAMERA READY COPY. THE DESIRED DELIVERY TIME IS PREDICATED UPON THE ISSUANCE OF AN ORDER NOT LATER THAN \_\_\_\_\_. THE COLLEGE RESERVES THE RIGHT TO CONSIDER DELIVERY TIME ALONG WITH OTHER FACTORS IN EVALUATING BIDS. DELIVERY TIME WILL BE ADJUSTED ON A DAY-FOR-DAY BASIS FOR EACH DAY OF DELAY IN PROVIDING CAMERA READY COPY.

4.01 \*\* DELIVERY \*\*

THE COLLEGE DESIRES DELIVERY WITHIN \_\_\_ DAYS AFTER RECEIPT OF AN ORDER. THE DESIRED DELIVERY TIME IS PREDICATED UPON THE ISSUANCE OF AN ORDER NOT LATER THAN \_\_\_\_\_. THE COLLEGE RESERVES THE RIGHT TO CONSIDER DELIVERY TIME ALONG WITH OTHER FACTORS IN EVALUATING BIDS. IF VENDOR IS UNABLE TO MAKE DELIVERY WITHIN THE NUMBER OF DAYS INDICATED, INSERT IN THE SPACE BELOW AN ALTERNATE DELIVERY: DAYS.

4.02 \*\* DELIVERY \*\*

DELIVERY TIME IS OF THE ESSENCE IN THE AWARD OF THIS BID. SUCH CONSIDERATION MUST BE MADE BY THE VENDOR IN BID PREPARATION. DELIVERY SHALL BE COMPLETED NOT LATER THAN \_\_\_\_\_. THIS DELIVERY DATE IS PREDICATED UPON AWARD OF CONTRACT NOT LATER THAN \_\_\_\_\_. THE DELIVERY DATE INDICATED ABOVE WILL BE ADJUSTED ON A DAY-FOR-DAY BASIS FOR EACH DAY OF DELAY IN AWARD AFTER \_\_\_\_\_. IF VENDOR IS UNABLE TO MAKE DELIVERY BY THE DATE INDICATED, INSERT IN THE SPACE PROVIDED BELOW THE ALTERNATE DELIVERY DATE. THE COLLEGE RESERVES THE RIGHT TO CONSIDER FIRST ONLY THOSE BIDS MEETING THE SPECIFIED DELIVERY. ALTERNATE DELIVERY DATE:

\_\_\_\_\_.

4.03 \*\* DELIVERY (BULKY ITEMS) \*\*

VENDOR IS REQUESTED TO QUOTE DELIVERY OF HEAVY/BULKY ITEMS ON THE BASIS OF TAILGATE DELIVERY. VENDOR IS ALSO REQUESTED TO QUOTE THE ADDITIONAL COST OF DELIVERY FROM TAILGATE TO THE SPECIFIED LOCATION AS A SEPARATE ITEM, SAID QUOTATION TO INCLUDE ALL COSTS FOR LABOR, TOOLS, ETC. NECESSARY TO THE DELIVERY. VENDOR IS REQUESTED TO GIVE ADVANCE NOTICE OF DELIVERY BY TELEPHONE CALL TO \_\_\_\_\_, AT LEAST 24 HOURS PRIOR TO DELIVERY.

4.04 \*\* TIME FOR COMPLETION \*\*

THE COLLEGE DESIRES THAT ALL WORK ON THE PROJECT BE COMPLETED WITHIN CONSECUTIVE CALENDAR DAYS AFTER RECEIPT OF AN ORDER. THE COMPLETION TIME IS PREDICATED UPON THE ISSUANCE OF AN ORDER NOT LATER THAN \_\_\_\_\_. IF THE CONTRACTOR IS UNABLE TO COMPLETE ALL WORK WITHIN THE TIME INDICATED, INSERT IN THE SPACE PROVIDED BELOW A PERIOD OF TIME BY WHICH HE/SHE CAN COMPLETE ALL WORK ON THE PROJECT. THE COLLEGE RESERVES THE RIGHT TO CONSIDER FIRST ONLY THOSE BIDS MEETING THE SPECIFIED COMPLETION TIME. ALTERNATE TIME: WITHIN \_\_\_\_\_ CONSECUTIVE CALENDAR DAYS AFTER RECEIPT OF AN ORDER.

4.05 \*\* TIME OF DELIVERY PRIMARY FACTOR \*\*

IT IS HEREBY UNDERSTOOD AND MUTUALLY AGREED BY AND BETWEEN THE PARTIES HERETO THAT TIME OF DELIVERY IS AN ESSENTIAL CONDITION OF THIS SOLICITATION AND RESULTING CONTRACT. THE COLLEGE RESERVES THE RIGHT TO CONSIDER TIME OF PROMISED DELIVERY AS A MAJOR FACTOR IN MAKING AWARD. DELIVERY IS REQUIRED BY \_\_\_\_\_. DELIVERY TIME IS PREMISED ON BID BEING RECEIVED BY \_\_\_\_\_ AND AWARD MADE BY \_\_\_\_\_ WITH NOTICE TO SUCCESSFUL BIDDER BEING GIVEN ON THAT DATE. THE PROMISED DATE WILL BE EXTENDED DAY FOR DAY FOR EACH DAY THAT THE COLLEGE EXTENDS ITS AWARD DATE FROM THE DATE INDICATED HEREIN. IF THE VENDOR IS UNABLE TO MAKE DELIVERY BY THE DATE INDICATED, INSERT AN ALTERNATE DELIVERY DATE:

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## 6.02 \*\* EQUIVALENTS \*\*

PLEASE NOTE THE 'BRAND NAME OR EQUAL' PARAGRAPH IN THE GENERAL CONDITIONS. IN ADDITION TO THE REQUIREMENTS THEREIN, VENDORS OFFERING AN EQUIVALENT ITEM, ONE EQUIVALENT PER BID ITEM, MUST MEET THE GENERAL DESIGN AND STYLE OF THE 'SPECIFIED' ITEMS, AND SHALL PROVIDE WITH THEIR BID COPIES OF PUBLISHED TECHNICAL LITERATURE DEFINING HOW THE EQUIVALENT PRODUCT MEETS THE MINIMUM SPECIFICATIONS. THE MODELS SHOWN ARE MEANT TO DEMONSTRATE THE TYPE OF ITEM OR EQUIPMENT REQUIRED AND THE FUNCTIONAL LIMITS LISTED ARE TO BE CONSIDERED AS MINIMAL UNLESS CHANGED BY ADDENDUM TO THE BID. BID EVALUATION WILL BE MADE STRICTLY FROM THE MINIMAL SPECIFICATIONS. HOWEVER, VENDORS DESIRING TO OFFER ITEMS HAVING LESS FUNCTIONAL CAPABILITIES AND/OR LIMITS THAT ARE LESS THAN THE MINIMAL LIMITS SPECIFIED OR BEYOND MAXIMUM LIMITS OTHERWISE SPECIFIED, SHALL SUBMIT WRITTEN RECOMMENDED CHANGES TO STATED SPECIFICATIONS, AS SET FORTH IN THE 'BRAND NAME OR EQUAL' PARAGRAPH IN THE GENERAL CONDITIONS, TO THE PURCHASING MANGER FOR EVALUATION PURPOSES NOT LATER THAN \_\_\_ DAYS PRIOR TO THE BID OPENING. EACH PARTICULAR SPECIFICATION CHANGE BEING RECOMMENDED MUST BE IDENTIFIED AND SUBMITTED ALONG WITH THE PUBLISHED DETAILED MANUFACTURERS DESCRIPTIVE TECHNICAL LITERATURE FOR THE RECOMMENDED ITEM. AN ADDENDUM WILL BE ISSUED \_\_\_\_\_ DAYS PRIOR TO THE BID OPENING REFLECTING RECOMMENDING CHANGES THAT MAY BE APPROVED.

NOTE: BID ONLY ONE EQUIVALENT MODEL PER BID ITEM IN THE SPACE PROVIDED ON THE PRICE SHEET. BIDDERS OFFERING MORE THAN ONE MANUFACTURER'S MODEL MAY BE GROUNDS FOR A BID BEING CONSIDERED NON-RESPONSIVE.

## 6.03 \*\* EQUIVALENTS \*\*

THE SPECIFICATIONS LISTED ARE MEANT TO DEMONSTRATE THE WORK PARAMETERS REQUIRED, AND THE FUNCTIONAL LIMITS LISTED ARE TO BE CONSIDERED MINIMAL UNLESS CHANGED BY ADDENDUM TO THE BID. BID EVALUATION WILL BE MADE STRICTLY FROM THE MINIMAL SPECIFICATION. HOWEVER, VENDORS DESIRING TO SUGGEST DIFFERENT SPECIFICATIONS SHALL SUBMIT A WRITTEN DETAILED REQUEST TO PURCHASING MANAGER FOR EVALUATION PURPOSES NOT LATER THAN \_\_\_\_\_ DAYS PRIOR TO THE BID OPENING. EACH PARTICULAR SPECIFICATION WHICH THE EQUIVALENT OFFERED DOES NOT MEET MUST BE IDENTIFIED AND SUBMITTED ALONG WITH THE DETAILED SPECIFICATION SHEET OF THE EQUIVALENT OFFERED. AN ADDENDUM WILL BE ISSUED \_\_\_\_\_ DAYS PRIOR TO THE BID OPENING ADDING EQUIVALENT ITEMS, IF APPROVED.

## 6.04 \*\* EQUIVALENTS \*\*

WHERE BRAND NAMES ARE LISTED WITHOUT PROVISION FOR INSERTING AN 'OR EQUAL' MANUFACTURER AND MODEL UNDER THE ITEM, BIDS MUST BE BASED UPON FURNISHING THE BRAND NAME SPECIFIED. 'NO SUBSTITUTES' WILL BE CONSIDERED.

## 6.05 \*\* EQUIVALENTS \*\*

THE MODELS SHOWN ARE MEANT TO DEMONSTRATE THE TYPE OF ITEM OR EQUIPMENT REQUIRED AND THE FUNCTIONAL LIMITS LISTED ARE TO BE CONSIDERED AS MINIMAL UNLESS CHANGED BY ADDENDUM TO THE BID. BID EVALUATION WILL BE MADE STRICTLY FROM THE MINIMAL SPECIFICATIONS. HOWEVER, VENDORS DESIRING TO OFFER ITEMS EQUIVALENT TO THE 'SPECIFIED' ITEMS SHALL SUBMIT PUBLISHED DETAILED WRITTEN SPECIFICATIONS, AS SET FORTH IN THE 'BRAND NAME OR EQUAL' PARAGRAPH IN THE GENERAL CONDITIONS, LIST ONLY ONE MANUFACTURER AND MODEL PER ITEM THAT MEETS SPECIFICATIONS, TO THE PURCHASING MANAGER FOR EVALUATION PURPOSES WITH THEIR BIDS, LISTING MORE THAN ONE MAY BE GROUNDS FOR A BID BEING CONSIDERED NON-RESPONSIVE.

7.01 \*\* INSPECTION AND TESTING MATERIALS \*\*

ANY COMMODITIES OR EQUIPMENT THAT FAIL INSPECTION IN ANY RESPECT, FOR EXAMPLE, (1) TO MEET THE SPECIFICATIONS, (2) TO CONFORM TO THE VENDOR'S SAMPLES, OR (3) ARE NOT IN GOOD CONDITION WHEN DELIVERED, MAY BE REJECTED. THE VENDOR WILL BE GIVEN PROMPT NOTICE OF ANY SUCH REJECTION AND SHALL BE REQUIRED TO REMOVE SUCH ITEMS AT HIS OWN EXPENSE. REPLACEMENT OF REJECTED ITEMS WILL BE AT THE OPTION OF THE COLLEGE.

7.04 \*\* SITE INSPECTION \*\*

IT IS THE BIDDER'S RESPONSIBILITY TO BECOME FULLY INFORMED AS TO THE NATURE AND EXTENT OF THE WORK REQUIRED AND ITS RELATION TO ANY OTHER WORK IN THE AREA, INCLUDING POSSIBLE INTERFERENCE FROM ACADEMIC OR OTHER COLLEGE ACTIVITIES. ARRANGEMENTS FOR BIDDERS INSPECTION OF COLLEGE FACILITIES AND/OR ACTIVITY SCHEDULES MAY BE SECURED FROM THE \_\_\_\_\_ MR.(S) \_\_\_\_\_ TELEPHONE NUMBER (904)\_\_\_\_\_. BY SUBMITTING A BID, THE BIDDER ACKNOWLEDGES THAT HE HAS INVESTIGATED AND SATISFIED HIMSELF AS TO THE CONDITIONS AFFECTING THE WORK, INCLUDING, BUT NOT LIMITED TO, THOSE BEARING UPON TRANSPORTATION, DISPOSAL, HANDLING, AND STORAGE OF MATERIALS, AVAILABILITY OF LABOR, WATER, ELECTRIC POWER, AT THE SITE, THE CHARACTER OF EQUIPMENT AND FACILITIES NEEDED PRELIMINARY TO AND DURING PROSECUTION OF WORK. THE BIDDER FURTHER ACKNOWLEDGES THAT HE HAS SATISFIED HIMSELF AS TO OBSTACLES TO BE ENCOUNTERED INSOFAR AS THIS INFORMATION IS REASONABLY ASCERTAINABLE FROM AN INSPECTION OF THE SITE, INCLUDING ALL EXPLORATORY WORK DONE BY THE COLLEGE AS WELL AS FROM INFORMATION PRESENTED BY THE DRAWINGS AND SPECIFICATIONS MADE A PART OF THIS CONTRACT. ANY FAILURE BY THE BIDDER TO ACQUAINT HIMSELF WITH THE AVAILABLE INFORMATION WILL NOT RELIEVE HIM FROM RESPONSIBILITY FOR ESTIMATING PROPERLY THE DIFFICULTY OR COST OF SUCCESSFULLY PERFORMING THE WORK. THE COLLEGE ASSUMES NO RESPONSIBILITY FOR ANY CONCLUSIONS OR INTERPRETATIONS MADE BY THE BIDDER ON THE BASIS OF THE INFORMATION MADE AVAILABLE BY THE COLLEGE.

7.05 \*\* FLOORS IN BUILDING \*\*

DELIVERY WILL BE MADE TO THE \_\_\_\_ FLOOR, FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE, \_\_\_\_\_ CAMPUS (ADDRESS) \_\_\_\_\_ BETWEEN THE HOURS OF \_\_\_\_\_ TO \_\_\_\_\_.



8.01 \*\* INSURANCE (PROFESSIONAL SERVICES & OTHER) \*\*

The “awarded” contractor shall furnish a current Certificate of Insurance to the FCCJ Purchasing Manager prior to contract award / commencement of the work. This certificate must include the FCCJ Bid Number and be effective for the term of the contract and any extension thereof. All insurance companies named on the certificate shall be licensed to do business in the State of Florida and have a minimum A.M. Best rating of A-.

**The college’s required insurance coverages and minimum limits of liability are as shown below:**

Commercial General Liability* Coverage – Occurrence Form Required	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit Each Accident
Workers Compensation and Employers Liability	Workers Compensation Statutory Limits \$100,000 E. L. Each Accident \$100,000 E. L. Disease Each Employee \$100,000 E. L. Disease Policy Limit

\*Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering any resultant contract, agreement or Purchase Order, or lease, broad form property damage, and property damage resulting from explosion, collapse or under ground (X,C,U) exposures.  
Coverage B shall include personal injury  
Coverage C medical payments is not required.

**For Professional Services the following insurance is additionally required:**

Errors & Omissions and/or     \$1,000,000 Each Occurrence  
Professional Liability         \$1,000,000 Annual Aggregate

**THE DISTRICT BOARD OF TRUSTEES, FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR THE COMMERCIAL GENERAL LIABILITY COVERAGE.**

Here is a Sample of a Certificate of Insurance.

[http://fccj.edu/campuses/mccs/purchasing/documents/sample\\_insr\\_cert.pdf](http://fccj.edu/campuses/mccs/purchasing/documents/sample_insr_cert.pdf)

How to Read a Certificate of Insurance.

[http://fccj.edu/campuses/mccs/purchasing/documents/cert\\_insur\\_howtoread.pdf](http://fccj.edu/campuses/mccs/purchasing/documents/cert_insur_howtoread.pdf)

**INSURERS: Please make sure that the Insurance Certificate or ACORD form returned to FCCJ as evidence of insurance contains the College as Certificate Holder and the bid number is listed on the certificate as shown in the sample. Without these two pieces of information the certificate submitted will be considered incomplete.**

10.01 \*\* BID SECURITY DEPOSIT \*\*

EACH BID SHALL BE ACCOMPANIED BY A CERTIFIED OR CASHIER'S CHECK OR BID BOND IN A SUM NOT LESS THAN FIVE PERCENT (5%) OF YOUR TOTAL BASE BID, INCLUDING ALTERNATES (IF APPLICABLE). CHECKS SHOULD BE MADE PAYABLE TO FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE. CASH SECURITY DEPOSITS WILL BE REFUNDED TO ALL UNSUCCESSFUL BIDDERS AT TIME OF CONTRACT AWARD, AND TO THE SUCCESSFUL BIDDER UPON RECEIPT BY THE COLLEGE OF AN ACCEPTABLE PERFORMANCE AND PAYMENT BOND. IF THE SUCCESSFUL BIDDER FAILS TO PROVIDE AN ACCEPTABLE 100% PERFORMANCE AND PAYMENT BOND WITHIN THIRTY (30) DAYS AFTER RECEIPT OF NOTICE OF AWARD, THE COLLEGE SHALL BE ENTITLED TO RETAIN EITHER PART OR ALL OF THE DEPOSIT, WHICHEVER IS NECESSARY TO RECTIFY THE BIDDER'S UNACCEPTABLE PERFORMANCE.

#### 10.02 \*\* PERFORMANCE BOND & LABOR MATERIAL PAYMENT BOND \*\*

A GOOD AND SUFFICIENT PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND, IN THE SUM OF NOT LESS THAN 100 PERCENT (100%) OF THE CONTRACT AMOUNT, WITH A SURETY COMPANY SATISFACTORY TO THE COLLEGE AND LICENSED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA, WILL BE REQUIRED OF THE CONTRACTOR GUARANTEEING THAT THE CONTRACT, INCLUDING THE VARIOUS GUARANTEE PERIODS THEREUNDER, WILL BE FAITHFULLY PERFORMED; AND THAT THE CONTRACTOR WILL PROMPTLY MAKE PAYMENT TO ALL PERSONS SUPPLYING HIM LABOR, MATERIALS, SUPPLIES AND SERVICES USED DIRECTLY OR INDIRECTLY BY THE CONTRACTOR IN THE PROSECUTION OF THE WORK PROVIDED FOR IN THE CONTRACT. THE BONDS, ALONG WITH THE APPROPRIATE POWER OF ATTORNEY, SHALL BE DELIVERED TO THE PURCHASING MANAGER, NO LATER THAN TEN (10) DAYS AFTER RECEIPT OF NOTICE OF AWARD.

#### 10.03 \*\* PERFORMANCE DEPOSIT \*\*

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SUBMIT A PERFORMANCE DEPOSIT IN THE FORM OF A CERTIFIED OR CASHIER'S CHECK IN A SUM OF NOT LESS THAN FIVE PERCENT (5%) OF THE TOTAL BID BEFORE A PURCHASE ORDER WILL BE MAILED. THE COLLEGE RESERVES THE RIGHT TO REJECT THE BID IF THE PERFORMANCE DEPOSIT IS NOT RECEIVED WITHIN TEN (10) DAYS AFTER NOTICE OF AWARD IS ISSUED TO THE SUCCESSFUL BIDDER. THE CHECK SHOULD BE MADE PAYABLE TO FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE. IF THE VENDOR FAILS TO DELIVER AS INDICATED IN HIS BID, DOES NOT CONFORM TO SPECIFICATIONS OR OTHERWISE FAILS TO PERFORM AS REQUIRED BY THE REQUEST FOR QUOTATION OR INVITATION TO BID, THE COLLEGE MAY RETAIN PART OR ALL OF THE PERFORMANCE DEPOSIT PROPORTIONATE TO WHAT IS REQUIRED TO ENSURE FULFILLMENT OF THE CONTRACT. NOTE: A BIDDER WHO FAILS TO PROVIDE A REQUIRED PERFORMANCE DEPOSIT MAY BE DISQUALIFIED FROM FUTURE SOLICITATIONS WITH THE COLLEGE FOR A PERIOD NOT TO EXCEED ONE YEAR.

#### 10.04 \*\* PERFORMANCE DEPOSIT/BOND \*\*

A PERFORMANCE DEPOSIT OR BOND WILL BE REQUIRED OF THE SUCCESSFUL BIDDER. EACH BIDDER WILL CHECK BELOW WHICHEVER OPTION WILL BE APPLICABLE TO HIS BID. IN THE EVENT A BIDDER FAILS TO CHECK AN OPTION BUT PROVIDES A BID SECURITY DEPOSIT WITH HIS BID, IT WILL BE PRESUMED HE HAS SELECTED OPTION 1, OTHERWISE IT WILL BE PRESUMED HE

HAS SELECTED OPTION 2.

OPTION 1, BID SECURITY DEPOSIT

EACH BID SHALL BE ACCOMPANIED BY A CERTIFIED OR CASHIER'S CHECK, OR A BID BOND IN A SUM OF NOT LESS THAN FIVE PERCENT (5%) OF THE TOTAL BID. CHECKS SHOULD BE MADE PAYABLE TO FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE. CASH SECURITY DEPOSITS WILL BE REFUNDED TO ALL UNSUCCESSFUL BIDDERS AT TIME OF CONTRACT AWARD, AND TO THE SUCCESSFUL BIDDER UPON RECEIPT BY THE COLLEGE OF AN ACCEPTABLE PERFORMANCE AND PAYMENT BOND. IF THE SUCCESSFUL BIDDER FAILS TO PROVIDE AN ACCEPTABLE PERFORMANCE AND PAYMENT BOND, THE COLLEGE SHALL BE ENTITLED TO RETAIN EITHER PART OR ALL OF THE DEPOSIT; WHICHEVER IS NECESSARY TO RECTIFY THE BIDDER'S UNACCEPTABLE PERFORMANCE.

**\*\* PERFORMANCE AND PAYMENT BOND \*\***

PERFORMANCE BOND SHALL BE IN A SUM NOT LESS THAN 100 PERCENT OF THE CONTRACT AMOUNT WHERE THE BONDING COMPANY WOULD BE REQUIRED TO COMPLETE THE CONTRACT TO ITS EXPIRATION AND PAY ANY ADDITIONAL PREMIUM COST THAT BE INVOLVED FOR A SECOND CONTRACTOR TO COMPLETE THIS WORK.

THE COLLEGE MUST BE COMPLETELY SATISFIED WITH THE SURETY COMPANY AND THE SURETY COMPANY MUST BE LICENSED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA.

THE BONDS ALONG WITH THE APPROPRIATE POWER OF ATTORNEY SHALL BE DELIVERED TO THE PURCHASING MANAGER NO LATER THAN 10 DAYS AFTER RECEIPT OF NOTICE OF AWARD.

**10.05 \*\* PERFORMANCE BOND \*\***

PERFORMANCE BOND SHALL BE IN A SUM NOT LESS THAN 100 PERCENT OF THE CONTRACT AMOUNT WHERE THE BONDING COMPANY WOULD BE REQUIRED TO COMPLETE THE CONTRACT TO ITS EXPIRATION AND PAY ANY ADDITIONAL PREMIUM COST THAT BE INVOLVED FOR A SECOND CONTRACTOR TO COMPLETE THIS WORK.

THE COLLEGE MUST BE COMPLETELY SATISFIED WITH THE SURETY COMPANY AND THE SURETY COMPANY MUST BE LICENSED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA.

THE BONDS ALONG WITH THE APPROPRIATE POWER OF ATTORNEY SHALL BE DELIVERED TO THE PURCHASING MANAGER NO LATER THAN 10 DAYS AFTER RECEIPT OF NOTICE OF AWARD.

**11.01 \*\* PRE-BID (R.F.P.) CONFERENCE \*\***

A PRE-BID (R.F.P.) CONFERENCE WILL BE HELD AT \_\_\_\_\_ ON \_\_\_\_\_. THE PURPOSE OF THIS CONFERENCE IS TO HEAR ANY AND ALL QUESTIONS ARISING FROM THE INVITATION TO BID/REQUEST FOR QUOTATION/REQUEST FOR PROPOSAL ISSUED PRIOR TO BID OPENING DATE. A FORMAL ADDENDUM WILL BE ISSUED PRIOR TO BID OPENING TO

DOCUMENT ANY CHANGES IN SCHEDULE OR SPECIFICATIONS.

11.02 \*\* PROTECTION OF PROPERTY \*\*

THE CONTRACTOR SHALL AT ALL TIMES GUARD FROM DAMAGE OR LOSS OF PROPERTY OF THE COLLEGE OR OF OTHER VENDORS OR CONTRACTORS AND SHALL REPLACE OR REPAIR ANY LOSS OR DAMAGE UNLESS SUCH BE CAUSED BY THE COLLEGE, OTHER VENDORS OR CONTRACTORS. THE COLLEGE MAY WITHHOLD PAYMENT OR MAKE SUCH DEDUCTIONS AS IT MIGHT DEEM NECESSARY TO INSURE REIMBURSEMENT FOR LOSS OR DAMAGE TO PROPERTY THROUGH NEGLIGENCE OF THE CONTRACTORS OR HIS AGENTS.

11.03 \*\* SPECIFICATION INQUIRIES \*\*

In order to maintain a fair and impartial competitive process, the College shall avoid any oral communication with prospective bidders other than through the purchasing office during the bid process. However, all solicited bidders will be provided a copy of all written questions submitted and the College's responses to them, unless the written inquiry pertained to an administrative or procedural matter. Send all inquires to the attentions of:

Dennis Blank, Purchasing Manager  
Florida Community College at Jacksonville  
501 West State Street  
Jacksonville, FL 32202-4030  
PHONE: (904) 632-3301  
FAX: (904) 632-3087

All written questions and inquiries are due no later than \_\_:\_\_ p.m. \_\_\_\_\_,  
\_\_\_\_\_19\_\_\_\_.

#### 12.01 \*\* WARRANTY \*\*

VENDOR MUST SUBMIT WITH THIS BID COMPLETE INFORMATION CONCERNING TERMS AND CONDITIONS OF WARRANTIES AFFECTING THE ABOVE MENTIONED EQUIPMENT. PROVIDE WARRANTY DETAILS AS FOLLOWS:

#### 12.02 \*\* WARRANTY AND SERVICE \*\*

THE SUCCESSFUL BIDDER SHALL FULLY GUARANTEE ALL ITEMS FURNISHED AGAINST DEFECT IN MATERIALS AND/OR WORKMANSHIP FOR A PERIOD OF \_\_\_\_\_ DAYS FROM DATE OF FINAL ACCEPTANCE BY THE COLLEGE. SHOULD ANY SUCH DEFECT, EXCEPT FOR NORMAL WEAR AND TEAR, APPEAR DURING THE WARRANTY PERIOD, THE SUCCESSFUL BIDDER SHALL COMMENCE REPAIR OR REPLACE SAME AT NO COST TO THE COLLEGE WITHIN \_\_\_\_ HOURS AFTER NOTICE FROM THE ASSOCIATE VICE PRESIDENT OF PURCHASING, PROPERTY AND AUXILIARY BUSINESS SERVICES; OR THE PERSON DESIGNATED BY THE PURCHASING MANAGER.

#### 12.03 \*\* EXTENDED WARRANTY \*\*

IN ADDITION TO THE STANDARD WARRANTY REQUIRED BY CLAUSE 12.01, THE COLLEGE DESIRES A WARRANTY STATEMENT THAT PROVIDES THAT ALL ITEMS TO BE FURNISHED HEREUNDER SHALL BE FULLY GUARANTEED AGAINST DEFECT IN MATERIALS AND/OR WORKMANSHIP FOR A MINIMUM PERIOD OF \_\_\_\_\_ DAYS FROM DATE OF FINAL ACCEPTANCE BY THE COLLEGE AND ANY SUCH DEFECT SHALL BE CURED BY REPAIR OR REPLACEMENT AT NO COST (INCLUDING PARTS; LABOR AND TRANSPORTATION) TO THE COLLEGE. THE VENDOR SHALL RESPOND WITHIN \_\_\_\_ HOURS AFTER NOTICE FROM THE PURCHASING MANAGER OR AUTHORIZED PURCHASING AGENT. THE COLLEGE WILL LOOK TO THE VENDOR TO SATISFY THE REQUIREMENTS OF THIS ARTICLE REGARDLESS OF ANY GUARANTEE OFFERED BY THE MANUFACTURER. NOTWITHSTANDING THIS LATTER PROVISION, A BIDDER WILL SUBMIT WITH HIS BID A COPY OF THE MANUFACTURER'S GUARANTEE COVERING THE ITEMS BEING BID. BIDDERS MAY SHOW ADDITIONAL COSTS IF ANY FOR THE EXTENDED WARRANTY. SEE PRICE SHEET FOR PRICING. THE BIDDER HAS THE OPTION OF BIDDING OR NOT BIDDING THE EXTENDED WARRANTY AND THE COLLEGE RESERVES THE RIGHT TO AWARD OR NOT TO AWARD THE EXTENDED WARRANTY AND TO CONSIDER ALL GUARANTEE TERMS AND CONDITIONS ALONG WITH OTHER FACTORS IN THE EVALUATION OF BIDS.

NOTE: THE EXTENDED WARRANTY IS THE WARRANTY PERIOD FROM THE END OF THE MANUFACTURER'S STANDARD WARRANTY, IF LESS THAN ONE YEAR, TO THE END OF THE FIRST FULL YEAR. EXAMPLE: IF THE MANUFACTURER'S STANDARD WARRANTY IS FOR 90 DAYS (THREE MONTHS), THEN THE EXTENDED WARRANTY IS FOR THE ADDITIONAL NINE MONTHS. AT THE BIDDER'S OPTION, AN EXTENDED WARRANTY CAN BE OFFERED IN EXCESS OF ONE FULL YEAR; HOWEVER, THE PRICE SHOULD BE LISTED ON A PER YEAR BASIS.

#### 12.04 \*\* NON-WARRANTY REPAIRS AND SERVICE \*\*

THE COST OF NON-WARRANTY REPAIRS AND SERVICE WILL BE BORNE BY THE COLLEGE; HOWEVER, IF REQUESTED TO RENDER AID, THE SUCCESSFUL BIDDER MUST RESPOND IN THE SAME MANNER AS UNDER THE PROVISIONS OF THE IN-WARRANTY SERVICE REQUIREMENTS.

#### 12.05 \*\* LOCAL SERVICE \*\*

IN AWARDING THE CONTRACT, THE GENERAL QUALITY AND EXTENSIVENESS OF LINE OFFERED AND ABILITY TO FURNISH SERVICES PROMPTLY IN JACKSONVILLE WILL BE CONSIDERED. MOREOVER, BIDDERS MUST EXPLAIN ON AN ATTACHED SHEET WHETHER OR NOT, AND IF SO, TO WHAT EXTENT THEY CAN PROVIDE SERVICE FACILITIES AND/OR SERVICE REPRESENTATIVES TO CALL ON VARIOUS COLLEGE DEPARTMENTS TO SURVEY AND DISCUSS THEIR REQUIREMENTS. THE SUCCESSFUL BIDDER IS RESPONSIBLE, DURING THE TERM OF THIS CONTRACT, FOR RESPONDING TO ALL SERVICE CALL REQUESTS IN RELATION TO EQUIPMENT HE/SHE HAS FURNISHED UNDER THIS CONTRACT. THE ELAPSED TIME FROM THE NOTIFICATION OF A PROBLEM'S EXISTENCE TO THE START OF CORRECTIVE ACTION SHALL NOT EXCEED FORTY-EIGHT (48) HOURS.

IN THE EVENT EQUIPMENT REQUIRES IN EXCESS OF FIVE (5) WORKING DAYS TO RESTORE OPERATION, A LOAN OR RENT-FREE UNIT SHALL BE SUPPLIED UNTIL THE ORIGINAL EQUIPMENT OPERATION IS RESTORED. THE LATTER PROVISION WILL NOT BE APPLICABLE IN THE CASE OF FIXED EQUIPMENT WHERE THE FURNISHING OF LOAN OR RENT-FREE EQUIPMENT IS NOT PRACTICAL AS DETERMINED BY THE PURCHASING MANAGER.

#### 13.01 \*\* OPTION FOR INCREASED QUANTITY \*\*

THE COLLEGE MAY INCREASE THE QUANTITY OF SUPPLIES CALLED FOR HEREIN BY REQUIRING THE DELIVERY OF THE NUMBERED LINE ITEM IDENTIFIED IN THE SCHEDULE AS AN OPTION ITEM, IN THE QUANTITY AND AT THE PRICE SET FORTH THEREIN. THE COLLEGE MAY EXERCISE THIS OPTION AT ANY TIME WITHIN THE PERIOD SPECIFIED IN THE SCHEDULE, BY GIVING WRITTEN NOTICE TO THE CONTRACTOR. DELIVERY OF THE ITEMS ADDED BY THE EXERCISE OF THIS OPTION SHALL CONTINUE IMMEDIATELY AFTER, AND AT THE SAME RATE AS, DELIVERY OF LIKE ITEMS CALLED FOR UNDER THIS CONTRACT UNLESS THE PARTIES OTHERWISE AGREE.

#### 13.02 \*\* QUANTITY \*\*

QUANTITIES SPECIFIED ARE INITIAL REQUIREMENTS. ADDITIONAL QUANTITIES MAY BE PURCHASED AGAINST THIS BID WITHIN \_\_\_\_\_ DAYS AFTER THE DATE OF THE PURCHASE ORDER. AWARD UNIT PRICES ARE TO REMAIN FIRM FOR THE TIME SPECIFIED HEREIN.

#### 13.03 \*\* OVERSHIPMENTS \*\*

NO OVERRUNS OR OVERSHIPMENTS WILL BE ACCEPTED UNLESS SPECIFICALLY INDICATED IN BID PROPOSAL AND ACCEPTED BY SPECIFIC STATEMENT IN ACCEPTANCE LETTER OR PURCHASE ORDER.

13.04 \*\* UNDERRUN/OVERRUN \*\*

A FIVE PERCENT (5%) UNDERRUN/OVERRUN WILL BE ALLOWED. NEVERTHELESS, IN THE CASE OF PRINTING FORMS WITHIN A PRENUMBERED SERIES WHEREIN THE PRINTER FINDS THAT THE QUANTITY REQUESTED DOES NOT MATCH THE NUMBER SERIES TO BE USED THEN THE DISCREPANCY WILL BE BROUGHT TO THE COLLEGE'S ATTENTION FOR CORRECTIVE ACTION BEFORE PRINTING TAKES PLACE. DEVIATIONS FROM THE PRENUMBERED SERIES BY THE PRINTER WILL NOT BE PERMITTED WITHOUT A PRIOR COLLEGE AUTHORIZED CHANGE ORDER.

13.05 \*\* VARIATION IN QUANTITY \*\*

NO VARIATION IN THE QUANTITY OF ANY ITEM CALLED FOR BY THIS CONTRACT WILL BE ACCEPTED UNLESS SUCH VARIATION HAS BEEN CAUSED BY CONDITIONS OF LOADING, SHIPPING, OR PACKING, OR ALLOWANCES IN MANUFACTURING PROCESS, AND THEN ONLY TO THE EXTENT, IF ANY, SPECIFIED ELSEWHERE IN THIS CONTRACT.

14.01 \*\* OPTION TO EXTEND SERVICES \*\*

THE COLLEGE MAY REQUIRE THE CONTRACTOR TO CONTINUE TO PERFORM ANY OR ALL IN THE SCHEDULE, BY GIVING WRITTEN NOTICE TO THE CONTRACTOR AT THE RATES AND TERMS SET FORTH IN THE BID.

14.02 \*\* OPTION TO EXTEND THE TERM OF CONTRACT \*\*

THIS CONTRACT IS RENEWABLE, AT THE OPTION OF THE COLLEGE, BY THE PURCHASING MANAGER GIVING WRITTEN NOTICE OF RENEWAL TO THE CONTRACTOR WITHIN THE PERIOD SPECIFIED IN THE BID; PROVIDED, THAT THE COLLEGE SHALL HAVE GIVEN PRELIMINARY NOTICE OF INTENTION TO RENEW AT LEAST SEVEN (7) DAYS BEFORE THIS CONTRACT IS TO EXPIRE. (SUCH A PRELIMINARY NOTICE WILL NOT BE DEEMED TO COMMIT THE COLLEGE TO RENEWALS.) IF THE COLLEGE EXERCISES THIS OPTION PROVISION, NOTE THAT THE TOTAL DURATION OF THIS CONTRACT, INCLUDING THE EXERCISE OF ANY OPTIONS UNDER THIS CLAUSE, SHALL NOT EXCEED \_\_\_\_\_ MONTHS.

15.01 \*\* TIME OF ESSENCE/FAILURE TO PERFORM \*\*

IT IS HEREBY UNDERSTOOD AND MUTUALLY AGREED, BY AND BETWEEN THE PARTIES HERETO, THAT THE TIME OF COMPLETION IS AN ESSENTIAL CONDITION TO THIS CONTRACT.

IF SAID VENDOR SHALL NEGLECT OR FAIL OR REFUSE TO FURNISH AND DELIVER THE SPECIFIED SUPPLIES/SERVICES WITHIN THE TIME HEREIN SPECIFIED, THEN SAID VENDOR DOES HEREBY AGREE, AS A CONSIDERATION FOR THE AWARDING OF THIS CONTRACT, TO PAY TO THE COLLEGE THE SUM EXPENDED BY THE COLLEGE TO CONTRACT FOR RENTAL OF ALTERNATE SUPPLIES/SERVICES FOR THE PERIOD REQUIRED FROM THE SCHEDULED DELIVERY DATE UNTIL ACTUAL COMPLETION OF DELIVERY OF THE SUPPLIES/SERVICES SPECIFIED IN THE CONTRACT. IF THE VENDOR SHALL BE DELAYED IN THE COMPLETION OF HIS WORK BY REASON OF UNFORESEEABLE CAUSES BEYOND HIS CONTROL AND WITHOUT HIS FAULT OR NEGLIGENCE, INCLUDING, BUT NOT RESTRICTED TO, ACTS OF NATURE OR OF THE PUBLIC ENEMY, ACTS OR NEGLIGENCE OF THE OWNER, RIOTS, CIVIL COMMOTIONS, FREIGHT EMBARGOES OR PRIORITY

REGULATIONS, THE PERIOD HEREIN SPECIFIED FOR THE COMPLETION OF HIS WORK SHALL BE EXTENDED BY SUCH TIME AS SHALL BE FIXED BY THE COLLEGE.

PROVIDED, THAT THE VENDOR SHALL, WITHIN SEVEN (7) DAYS FROM THE BEGINNING OF SUCH DELAY, NOTIFY THE PURCHASING MANAGER IN WRITING OF THE CAUSES OF THE DELAY, WHO SHALL ASCERTAIN THE FACTS AND EXTENT OF THE DELAY AND NOTIFY THE VENDOR WITHIN A REASONABLE TIME OF DECISION IN THE MATTER.

15.02 \*\* SUBCONTRACTING \*\*

WHERE A VENDOR DOES NOT HAVE THE CAPABILITY OR THE TIME TO COMPLETE THE WORK REQUIRED UNDER THIS PROPOSAL/BID 'IN-HOUSE', SUBCONTRACTING WILL BE PERMITTED ONLY WITH THE PRIOR KNOWLEDGE AND APPROVAL OF THE FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE. THEREFORE, THE NAME OF ANY SUBCONTRACTOR CONTEMPLATED FOR USE WILL BE INCLUDED AS PART OF THE PROPOSAL/BID. THIS PROCESS IS NEEDED SO THAT THE COLLEGE CAN BE ASSURED AND IN AGREEMENT THAT THE SUBCONTRACTOR(S) CAN COMPLETE THE WORK TO THE DESIRED QUALITY AND IN A TIMELY MANNER. THE SUBCONTRACTOR(S) MUST BE IDENTIFIED IN THE SPACE FOLLOWING:

**15.03 \*\* THIS SOLICITATION IS FEDERALLY FUNDED \*\***

Company Supplier, \_\_\_\_\_ by submitting your bid/proposal understands this order is funded by federal funds and attests that it is in full compliance with the following required federal contractual requirements.

**A. Supplier agrees they are in full:**

1. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60).
2. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3).
3. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5).
4. Compliance with (as applicable) sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5).
5. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
6. Compliance with mandatory standards and policies (as applicable) relating to energy efficiency which is contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94 – 163, 89 Stat. 871).
7. Compliance with the federal agency requirements and regulations (as applicable) pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract, as well as awarding agency requirements and regulations pertaining to copy-rights and rights in data.

**B. Supplier agrees to provide access to the College, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents papers, and records of the supplier which are directly pertinent to this specific contract for the purpose of making audit, examination, excerpts, and transcriptions.**

**C. Supplier agrees to retain all records relative to this procurement for five full years after College make final payments and all other pending matters are closed.**

\_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signer

\_\_\_\_\_  
Signer's Title

15.04 \*\* LIQUIDATED DAMAGES \*\*

IF THE VENDOR FAILS TO DELIVER THE SUPPLIES OR PERFORM THE SERVICES WITHIN THE TIME SPECIFIED IN THIS CONTRACT, OR ANY EXTENSION THEREOF, THE ACTUAL DAMAGE TO THE COLLEGE FOR THE DELAY WILL BE DIFFICULT OR IMPOSSIBLE TO DETERMINE. THEREFORE, IN LIEU OF ACTUAL DAMAGES THE VENDOR SHALL PAY TO THE COLLEGE AS FIXED, AGREED AND LIQUIDATED DAMAGES FOR EACH CALENDAR DAY OR DELAY, THE AMOUNT OF \$\_\_\_\_\_. ALTERNATIVELY, THE COLLEGE MAY TERMINATE THIS CONTRACT IN WHOLE OR, IN PART AS PROVIDED IN THIS CLAUSE, AND IN THAT EVENT THE VENDOR SHALL BE LIABLE, IN ADDITION TO THE EXCESS COSTS PROVIDED IN THIS CLAUSE, FOR SUCH LIQUIDATED DAMAGES ACCRUING UNTIL SUCH TIME AS THE COLLEGE MAY REASONABLY OBTAIN DELIVERY OR PERFORMANCE OF SIMILAR SUPPLIES OR SERVICES. THE VENDOR SHALL NOT BE CHARGED WITH LIQUIDATED DAMAGES WHEN THE DELAY ARISES OUT OF CAUSES BEYOND THE CONTROL AND WITHOUT THE FAULT OR NEGLIGENCE OF THE VENDOR AND IN SUCH EVENT, SUBJECT TO THE 'DISPUTES' CLAUSE, THE PURCHASING MANAGER SHALL ASCERTAIN THE FACTS AND EXTENT OF THE DELAY AND SHALL EXTEND THE TIME FOR PERFORMANCE OF THE CONTRACT WHEN IN HIS JUDGMENT THE FINDINGS OF FACT JUSTIFY AN EXTENSION.

15.05 \*\* PROOF OF FUNCTIONAL CAPABILITIES \*\*

IT SHOULD BE UNDERSTOOD BY THE VENDOR THAT AWARD OF THIS CONTRACT MAY BE SUBJECT TO SATISFACTORY PROOF OF FUNCTIONAL CAPABILITIES OF THE EQUIPMENT/SERVICES/ITEMS AS SPECIFIED UNDER THIS SOLICITATION. IF REQUIRED, THE VENDOR WILL HAVE TO DEMONSTRATE THESE CAPABILITIES WITHIN SEVEN (7) DAYS AFTER CONDITIONAL AWARD

16.01 \*\* MODIFICATIONS PRIOR TO DATE SET FOR OPENING PROPOSALS/BIDS \*\*

THE RIGHT IS RESERVED, AS THE INTEREST OF THE COLLEGE MAY REQUIRE, TO REVISE OR AMEND THE SPECIFICATIONS OR DRAWINGS OR BOTH PRIOR TO THE DATE SET FOR OPENING OF PROPOSALS/BIDS, SUCH REVISIONS AND AMENDMENTS, IF ANY, WILL BE ANNOUNCED BY AN ADDENDUM TO THE RFP/INVITATION TO BID. IF THE REVISIONS AND AMENDMENTS ARE OF A NATURE WHICH REQUIRE MATERIAL CHANGES IN QUANTITIES OR PRICES BID OR BOTH, THE DATE SET FOR THE OPENING OF PROPOSALS/BIDS MAY BE POSTPONED BY SUCH NUMBER OF DAYS AS IN THE OPINION OF THE PURCHASING MANAGER WILL ENABLE BIDDERS TO REVISE THEIR PROPOSALS/BIDS. IN SUCH CASES, THE ADDENDUM WILL INCLUDE AN ANNOUNCEMENT OF THE NEW PROPOSAL/BID OPENING DATE.

17.01 \*\* EXTRAS \*\*

EXCEPT AS OTHERWISE PROVIDED IN THIS CONTRACT, NO PAYMENT FOR EXTRAS SHALL BE MADE UNLESS SUCH EXTRAS AND THE PRICE THEREFOR HAVE BEEN AUTHORIZED IN WRITING BY THE PURCHASING MANAGER.

18.01 \*\* DEFAULT \*\*

IN THE EVENT THAT THE SUCCESSFUL BIDDER REFUSES TO ACCEPT THE PURCHASE ORDER, THEN HE/SHE SHALL PAY TO THE COLLEGE AS LIQUIDATED DAMAGES AN AMOUNT EQUAL TO TWENTY-FIVE PERCENT (25%) OF THE UNIT PRICE BID TIMES THE QUANTITY, OR \$50.00 ADMINISTRATIVE COST OF ISSUING A PURCHASE ORDER WHICHEVER IS THE LARGER AMOUNT. WHEN SUCH BIDDER FAILS TO PAY THE DAMAGES WITHIN FIFTEEN (15) DAYS AFTER IT IS INVOKED, HE/SHE SHALL LOSE ELIGIBILITY TO RECEIVE SOLICITATIONS OR SUBMIT BIDS TO THE COLLEGE FOR A PERIOD OF ONE (1) YEAR AFTER THE BID AWARD DATE.

19.01 \*\* MANUALS \*\*

THE SUCCESSFUL BIDDER SHALL FURNISH INSTRUCTION MANUALS IN THE RATIO OF ONE MANUAL FOR EACH UNIT ORDERED. THE INSTRUCTION MANUAL SHALL DESCRIBE THE TECHNICAL OPERATIONS OF THE EQUIPMENT AND DEFINE THE CAPABILITIES.

19.02 \*\* MANUALS \*\*

THE SUCCESSFUL BIDDER MUST INCLUDE AT LEAST ONE COMPLETE INSTRUCTION MANUAL OR SET OF WRITTEN MAINTENANCE INSTRUCTIONS SO THAT A QUALIFIED TECHNICIAN CAN READ AND EFFECTIVELY INTERPRET. THESE MANUALS SHALL BE COMPREHENSIVE AND WILL INCLUDE THE FOLLOWING SECTIONS AS APPROPRIATE:

- (A) COMPLETE DESCRIPTION OF OPERATION
- (B) THEORY OF OPERATION
- (C) COMPLETE SCHEMATIC DIAGRAMS
- (D) COMPLETE INSTRUCTIONS FOR NORMAL CALIBRATIONS
- (E) TROUBLE SHOOTING INFORMATION
- (F) LIST OF REPLACEMENT PARTS
- (G) INSTALLATION INSTRUCTIONS

20.01 \*\* PRINTER'S AFFIDAVIT REQUIRED \*\*

THE PRINTER'S AFFIDAVIT IS DUE AT THE TIME OF DELIVERY OF THE PRINTED MATERIAL. PAYMENT WILL BE WITHHELD PENDING RECEIPT OF A PROPERLY EXECUTED PRINTER'S AFFIDAVIT FORM SHOWING MISSING NUMBERS, IF ANY. THE AFFIDAVIT, IN TRIPPLICATE, SHALL BE FORWARDED TO THE OFFICE OF CONTROLLER OF ACCOUNTS PAYABLE SPECIFIED IN THE PURCHASE ORDER. PROMPT PAYMENT DISCOUNTING WILL BE CALCULATED FROM RECEIPT OF THE MATERIAL OR AFFIDAVIT WHICHEVER IS LATER.

20.02 \*\* RE-ORDERING CLAUSE \*\*

IN RE-ORDERING \_\_\_\_\_ FROM THE CURRENT BID, THE PURCHASING MANAGER SHALL HAVE THE AUTHORITY, SUBJECT TO BOARD LIMITS, TO WAIVE REBIDDING OF SUBSEQUENT ORDERS FOR THE PERIOD INDICATED. THE BIDDER IS TO COMPLETE THE FOLLOWING BY INSERTING RE-ORDER PRICES FOR THE QUANTITIES SPECIFIED BELOW.

THE FOLLOWING RE-ORDER PRICES SHALL PREVAIL FOR \_\_\_\_ DAYS:

QTY	DESCRIPTION		UNIT PRICE		UOM		TOTAL PRICE
		\$		/		\$	
		\$		/		\$	
		\$		/		\$	
		\$		/		\$	

THE BID TERMS AND CONDITIONS SHALL REMAIN THE SAME ON ALL RE-ORDERS.

20.03 \*\* PROOFS REQUIRED \*\*

\_\_\_\_\_ PROOFS WILL BE DELIVERED FOR APPROVAL TO

\_\_\_\_\_

\_\_\_\_\_. THE REVIEWED PROOFS WILL BE RETURNED TO THE VENDOR WITHIN TWO WORKING DAYS AFTER RECEIPT BY THE COLLEGE. SHOULD THE COLLEGE DELAY IN RETURNING REVIEWED PROOFS BEYOND INDICATED TIME PERIOD THEN DAY FOR DAY EXTENSION IN DELIVERY TIME MAY BE REQUESTED BY THE VENDOR.

20.04 \*\* TYPESETTING REQUIRED \*\*

AWARD IS ANTICIPATED TO BE MADE BY \_\_\_\_\_. DRAFT COPY AND ART WORK, AS APPLICABLE, WILL BE PROVIDED BY \_\_\_\_\_ ON \_\_\_\_\_. SHOULD THE COLLEGE DELAY IN FURNISHING ORIGINAL COPY BEYOND DATES INDICATED THEN DAY FOR DAY EXTENSION IN DELIVERY TIME MAY BE REQUESTED BY THE VENDOR.

20.05 \*\* CAMERA READY COPY PROVIDED \*\*

CAMERA READY COPY WILL BE PROVIDED BY THE COLLEGE BY \_\_\_\_\_ ON \_\_\_\_\_. SHOULD THE COLLEGE DELAY IN FURNISHING ORIGINAL COPY BEYOND DATES INDICATED THEN DAY FOR DAY EXTENSION IN DELIVERY TIME MAY BE REQUESTED BY THE VENDOR.

20.06 \*\*ARTWORK\*\*

ARTWORK MAY BE PROVIDED IN PAGEMAKER OR QUARK EXPRESS ON A MACINTOSH 3-1/2" DISK. IN ADDITION TO OTHER FACTORS, BIDS WILL BE EVALUATED ON THE BASIS OF WHETHER OR NOT THE COLLEGE HAS TO BEAR THE COST OF PROVIDING "CAMERA-READY ARTWORK" TO A CONTRACTOR. FOR THE PURPOSE OF EVALUATING THIS BID, THE SUM OF \$\_\_\_\_\_ WILL BE ADDED TO YOUR BID IF YOUR COMPANY REQUIRES THE COLLEGE TO PROVIDE "CAMERA-READY ARTWORK", AS OPPOSED TO A COMPETITOR THAT CAN UTILIZE THE ARTWORK PROVIDED ON A 3-1/2" DISKETTE (IN-HOUSE VS. OUT-SOURCING) WITHIN THE SPECIFIED DELIVERY DATE OF THIS BID. BIDDERS SHALL INDICATE BELOW THE METHOD BID ON / PREFERRED.

MECHANICAL/CAMERA-READY ARTWORK: YES\_\_\_\_\_ NO\_\_\_\_\_  
3-1/2" DISKETTE: YES\_\_\_\_\_ NO\_\_\_\_\_

21.01 \*\* ANNUAL FIRM PRICE/INDEFINITE QUANTITY CONTRACT \*\*

THE INTENT OF THIS BID IS TO ESTABLISH AN ANNUAL SUPPLY/SERVICE REQUIREMENTS CONTRACT FOR FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE.

THE CONTRACT WILL EXTEND FOR THE INITIAL PERIOD COMMENCING \_\_\_\_\_ (OR DATE OF AWARD IF AWARD IS SUBSEQUENT THERETO) THROUGH \_\_\_\_ . THE CONTRACT MAY BE EXTENDED THEREAFTER FOR COMPARABLE PERIODS OF TIME BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE COLLEGE, SUBJECT TO CONTINUED NEED, SATISFACTORY PERFORMANCE, MUTUALLY AGREED TO RATES/PRICES, SAME TERMS AND CONDITIONS, WHERE THE COLLEGE MAINTAINS THE RIGHT TO TERMINATE THE RESULTANT INDEFINITE QUANTITY CONTRACT ON SERVING 30 DAYS WRITTEN NOTICE. THE TERM OF THIS EXTENDED CONTRACT IS UP TO A MAXIMUM PERIOD OF \_\_\_MONTHS.

AN UNFUNDED ANNUAL REQUIREMENT CONTRACT WILL BE AWARDED TO THE SUCCESSFUL VENDOR(S). NO DELIVERIES ARE TO BE MADE OR SERVICES PROVIDED THEREUNDER UNTIL FUNDED PURCHASE ORDERS ARE ISSUED BY THE PURCHASING MANAGER. ALL SUCH ORDERS WILL CITE THE BASIC CONTRACT NUMBER AND WILL INCLUDE PRICE, TERMS AND DELIVERY PROVISIONS AS SET FORTH THEREIN. INVOICING WILL BE MADE IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE FUNDED PURCHASE ORDERS.

THE QUANTITIES SET FORTH HEREIN ARE ESTIMATES ONLY AND ARE BASED UPON PAST EXPERIENCE. THE COLLEGE CANNOT GUARANTEE, THEREFORE, THAT THE ENTIRE QUANTITY OF ANY OR ALL ITEMS WILL BE ORDERED DURING THE PERIOD OF THE CONTRACT. CONVERSELY, DURING THE PERIOD OF THE CONTRACT, THE COLLEGE RESERVES THE RIGHT, AS NECESSARY, TO ORDER QUANTITIES IN EXCESS OF THE ESTIMATED QUANTITIES AT CONTRACT PRICES.

21.02 \*\* ANNUAL FIRM PRICE/INDEFINITE QUANTITY CONTRACT \*\*

THE INTENT OF THIS BID IS TO ESTABLISH AN ANNUAL SUPPLY/SERVICE REQUIREMENTS CONTRACT FOR FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE.

THE CONTRACT WILL EXTEND FOR THE INITIAL PERIOD COMMENCING \_\_\_\_\_(OR DATE OF AWARD IF AWARD IS SUBSEQUENT THERETO) THROUGH . THE CONTRACT MAY BE EXTENDED THEREAFTER FOR COMPARABLE PERIODS OF TIME BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE COLLEGE, SUBJECT TO CONTINUED NEED, SATISFACTORY PERFORMANCE, MUTUALLY AGREED TO RATES/PRICES, SAME TERMS AND CONDITIONS, WHERE THE COLLEGE MAINTAINS THE RIGHT TO TERMINATE THE RESULTANT INDEFINITE QUANTITY CONTRACT ON SERVING 30 DAYS WRITTEN NOTICE. THE TERM OF THIS EXTENDED CONTRACT IS UP TO A MAXIMUM PERIOD OF \_\_\_MONTHS.

AN UNFUNDED ANNUAL REQUIREMENT CONTRACT WILL BE AWARDED TO THE SUCCESSFUL VENDOR(S). NO DELIVERIES ARE TO BE MADE OR SERVICES PROVIDED THEREUNDER UNTIL FUNDED PURCHASE ORDERS ARE ISSUED BY THE PURCHASING MANAGER. ALL SUCH ORDERS WILL CITE THE BASIC CONTRACT NUMBER AND WILL INCLUDE PRICE, TERMS AND DELIVERY PROVISIONS AS SET FORTH THEREIN. INVOICING WILL BE MADE IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE FUNDED PURCHASE ORDERS.

THE QUANTITIES SET FORTH HEREIN ARE ESTIMATES ONLY AND ARE BASED UPON PAST EXPERIENCE. THE COLLEGE CANNOT GUARANTEE, THEREFORE, THAT THE ENTIRE QUANTITY OF ANY OR ALL ITEMS WILL BE ORDERED DURING THE PERIOD OF THE CONTRACT. CONVERSELY, DURING THE PERIOD OF THE CONTRACT, THE COLLEGE RESERVES THE RIGHT, AS NECESSARY, TO ORDER QUANTITIES IN EXCESS OF THE ESTIMATED QUANTITIES AT CONTRACT PRICES.

22.00 \*\* ALLOWING FAX SUBMISSION OF BIDS \*\*

DUE TO COLLEGE TIME CONSTRAINTS, THE GENERAL CONDITIONS ARE AMENDED TO ALLOW FOR THE SUBMISSION OF 'SIGNED AND DATED' FAX BIDS. THE COMPLETED INVITATION TO BID SHOULD BE SENT, PRIOR TO STATED BID OPENING TIME, TO MR. GARY GLISSON, PURCHASING MANAGER, WITH THE BID NUMBER AND BID OPENING DATE CLEARLY INDICATED. THE FAX TELEPHONE NUMBER FOR BID SUBMISSION PURPOSES IS (904) 632-3087.

NOTE: THE FAX TRANSMISSION TIME AS CONTAINED IN THE FIRST MESSAGE WILL GOVERN TIME OF RECEIPT.

EACH VENDOR SHALL CALL (904) 632-3084 JAYNE BARNARD TO CONFIRM RECEIPT OF TRANSMITTED PAGES. FAILURE TO CONFIRM ALL PAGES OF TRANSMITTAL ARE RECEIVED, LEGIBLE AND COMPLETE PRIOR TO BID OPENING DATE AND TIME MAY BE GROUNDS FOR CONSIDERING YOUR BID NON-RESPONSIVE.

FURTHER, PLEASE UNDERSTAND THAT THE PRICING INFORMATION IN THE FAXED BID CANNOT BE HELD COMPLETELY CONFIDENTIAL UNTIL THE BID OPENING TIME. PLEASE ALSO MAIL AN ORIGINAL COPY OF YOUR BID BY U.S. MAIL TO DOCUMENT THE FILE.

### 23.00 \*\* POSTING/PROTEST OF SPECIFICATIONS \*\*

ANY "NOTICE OF PROTEST" INVOLVING THE SPECIFICATIONS, THE TERMS AND CONDITIONS OR ANY OTHER ASPECT OF THIS INVITATION TO BID (ITB), REQUEST FOR PROPOSAL (RFP) OR REQUEST FOR QUALIFICATION (RFQ) MUST BE FILED IN WRITING WITHIN 72 HOURS AFTER THE RECEIPT NOTICE OF THE PROJECT PLANS AND THE SOLICITATION SPECIFICATIONS. FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE OF THE NOTICE OF PROTEST IS FILED. (SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS SHALL BE EXCLUDED IN THESE COMPUTATIONS.) THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND LAW UPON WHICH THE PROTEST IS BASED. **FAILURE TO FILE A NOTICE OF PROTEST OR FAILURE TO FILE A FORMAL WRITTEN PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.**

### 23.01 \*\* PROTEST OF INTENDED AWARD \*\*

BID TABULATIONS WITH RECOMMENDED AWARDS WILL BE POSTED ON OR ABOUT \_\_\_\_ FOR REVIEW BY INTERESTED PARTIES ON THE PURCHASING WEB PAGE:  
[www.fccj.org/campuses/mccs/purchasing/bidschedules](http://www.fccj.org/campuses/mccs/purchasing/bidschedules), UNLESS CHANGED BY ADDENDUM, AND WILL REMAIN POSTED FOR A PERIOD OF 72 HOURS (NOT INCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS). ANY NOTICE OF PROTEST OF AWARD OR RECOMMENDATION OF AWARD SHALL BE FILED IN WRITING TO THE PURCHASING MANAGER, WITHIN 72 HOURS AFTER THE POSTING OF THE ITB/RFP/RFQ BID TABULATION. **"FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57 (3), FLORIDA STATUTES SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES."** A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS (EXCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS) AFTER THE DATE THE NOTICE OF PROTEST WAS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND LAW UPON WHICH THE PROTEST IS BASED UPON. **FAILURE TO FILE A FORMAL WRITTEN PROTEST WITHIN THE TIME PRESCRIBED SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120.57(3) FLORIDA STATUTES.** INSPECTION OR EXAMINATION OF SEALED BIDS OR PROPOSALS ARE AVAILABLE FOR INSPECTION DURING NORMAL WORKING HOURS BY APPOINTMENT, UPON NOTICE OF A DECISION OR INTENDED DECISION, OR 10 DAYS AFTER INVITATION TO BID OR PROPOSAL PUBLIC OPENING, WHICHEVER IS EARLIER.

### 23.00 \*\* POSTING/PROTEST OF SPECIFICATIONS \*\*

ANY "NOTICE OF PROTEST" INVOLVING THE SPECIFICATIONS, THE TERMS AND CONDITIONS OR ANY OTHER ASPECT OF THIS INVITATION TO BID/REQUEST FOR PROPOSAL/REQUEST FOR QUALIFICATION/REQUEST FOR QUOTATION MUST BE FILED IN WRITING WITHIN 72 HOURS AFTER THE RECEIPT NOTICE OF THE PROJECT PLANS AND THE SOLICITATION SPECIFICATIONS. FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE OF THE NOTICE OF PROTEST IS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND LAW UPON WHICH THE PROTEST IS BASED. (SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS SHALL BE EXCLUDED IN THESE COMPUTATIONS.) **FAILURE TO FILE A NOTICE OF PROTEST OR FAILURE TO FILE A FORMAL WRITTEN PROTEST WITHIN THE TIME PRESCRIBED IN**

**SECTION 120.57(3), FLORIDA STATUTES SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.**

23.01 \*\* PROTEST OF INTENDED AWARD \*\*

BID TABULATIONS WITH RECOMMENDED AWARDS WILL BE POSTED ON OR ABOUT \_\_\_\_\_ FOR REVIEW BY INTERESTED PARTIES ON THE PURCHASING WEB PAGE:

[www.fccj.org/campuses/mccs/purchasing/bidschedules](http://www.fccj.org/campuses/mccs/purchasing/bidschedules), UNLESS CHANGED BY ADDENDUM, AND WILL REMAIN POSTED FOR A PERIOD OF 72 HOURS (NOT INCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS). ANY NOTICE OF PROTEST OF AWARD OR

RECOMMENDATION OF AWARD SHALL BE FILED IN WRITING TO THE PURCHASING MANAGER, WITHIN 72 HOURS AFTER THE POSTING OF THE ITB/RFP/RFQ BID TABULATION. **"FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57 (3), FLORIDA STATUTES SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES."**

A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS (EXCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS) AFTER THE DATE THE NOTICE OF PROTEST WAS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND LAW UPON WHICH THE PROTEST IS BASED UPON. **FAILURE TO FILE A FORMAL WRITTEN PROTEST WITHIN THE TIME PRESCRIBED SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120.57(3) FLORIDA STATUTES.** INSPECTION OR EXAMINATION OF SEALED BIDS OR PROPOSALS ARE AVAILABLE FOR INSPECTION DURING NORMAL WORKING HOURS BY APPOINTMENT, UPON NOTICE OF A DECISION OR INTENDED DECISION, OR 10 DAYS AFTER INVITATION TO BID OR PROPOSAL PUBLIC OPENING, WHICHEVER IS EARLIER.

\*\* 24.01 PRINTING STANDARDS--PREMIUM QUALITY \*\*

THE FOLLOWING GUIDELINES ARE TO BE USED TO IDENTIFY QUALITY LEVELS EXPECTED FOR PRINTED MATERIALS PURCHASED BY FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE. THEY OUTLINE, IN A GENERAL WAY, THE PRODUCTION TECHNIQUES TO BE USED, THE DEGREE OF QUALITY CONTROL EXPECTED AND THE RELATIVE IMPORTANCE OF PRINT QUALITY TO THE SATISFACTORY COMPLETION OF THE FINAL PRINTED PRODUCT. THESE GUIDELINES ARE TO BE USED IN ADDITION TO THE GENERAL TERMS AND CONDITIONS OF CONTRACTED DOCUMENTS. EXCEPTIONS OR DEVIATIONS FROM THESE GUIDELINES WILL BE NOTED IN THE INDIVIDUAL SPECIFICATIONS OF REQUESTS FOR BIDS.

CATEGORY I: PREMIUM QUALITY

PREPARATORY WORK, PRINTING AND FINISHING PERFORMED BY THOROUGHLY EXPERIENCED CRAFTSMEN ON EXCELLENTLY MAINTAINED MODERN EQUIPMENT UTILIZING TECHNIQUES AND PROCEDURES GENERALLY REGARDED IN THE TRADE TO BE APPROPRIATE FOR THE PRODUCTION OF SUPERIOR QUALITY WORK. THIS INCLUDES:

1. HALFTONE AND SCREEN TINTS OF THE FINEST LINE SCREENS APPROPRIATE TO THE STOCK AND SUBJECT MATTER INVOLVED (133-150 PHOTO LINE SCREEN).
2. CAREFUL ATTENTION TO THE TONAL RANGE, HUE MATCH, GRAYSCALE BALANCE, IN-LINE PROBLEMS AND OTHER TECHNICAL CONSIDERATIONS IN PREPARING EACH

SEPARATION AND HALFTONE.

3. PRECISE PLACEMENT AND CROPPING OF GRAPHIC ELEMENTS SUBMITTED FOR PRINTER PLACEMENT.
4. MINIMUM TRAP NECESSARY, INCORPORATED IN PREPARATORY WORK.
5. IN ADDITION TO MATCHPRINTS, HIGH QUALITY DIGITAL PROOFS AND BLUELINES, SUBMITTING AN ACCURATE PROOF WHICH CLOSELY MATCHES ANTICIPATED PRESS RESULTS (PROVISIONS FOR CUSTOMER PRESS CHECK, IF NECESSARY, WILL BE SPECIFIED AT THE TIME OF BID).
6. CAREFUL ATTENTION TO PRESS VARIABLES SUCH AS SOLID INK DENSITIES, DOT SHAPE AND GAIN, ABSENCE OF MARKING, STREAKING OR GHOSTING, REGISTRATION, UNIFORMITY THROUGHOUT THE RUN AND ACCURATE MATCHING OF APPROVED PROOFS AND SPECIFIED COLORS.
7. HICKIES AND OTHER PRINT DEFECTS AT THE MINIMUM LEVEL CONSISTENT WITH THE STOCK USED AND THE GRAPHIC ELEMENTS INVOLVED (IF STOCK SELECTION MAY CREATE PROBLEMS, THE PRINTER SHALL DISCUSS WITH FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE'S MARKETING AND COMMUNICATIONS DEPARTMENT PRIOR TO RUNNING THE JOB).
8. ACCURATE SCORING, CUTTING, FOLDING AND OTHER FINISHING OPERATIONS WITH NO OFFSET OR PICKING.
9. AN INSPECTION OF A MINIMUM OF 5 PERCENT, RANDOMLY SELECTED THROUGHOUT THE RUN, TO INSURE COMPLIANCE WITH THE ANTICIPATED QUALITY AND SPECIFICATION STANDARDS.

AT THE CATEGORY I LEVEL, THE COLLEGE RESERVES THE RIGHT TO LIMIT BIDDERS TO THOSE WHO HAVE DEMONSTRATED TO THE SATISFACTION OF THE COLLEGE THAT THEY HAVE THE NECESSARY EXPERIENCE AND EQUIPMENT TO PERFORM AT THE HIGH LEVELS EXPECTED.

CATEGORY I EXAMPLE: OPTIONS AND OPPORTUNITIES MAGAZINE

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE RESERVES THE RIGHT TO REJECT ANY PROJECT WHICH THE COLLEGE DOES NOT BELIEVE MEETS THE AFOREMENTIONED STANDARDS AND TO REQUEST THAT THE PROJECT BE RERUN TO MEET SUCH STANDARDS. IN CASES WHERE TIME DOES NOT ALLOW REPRINTING, THE COLLEGE WILL CONSIDER A DEVIATION AND EQUITABLE REDUCTION IN PROJECT COST. (NOTE: THE INTENTION OF THIS PRINTING STANDARD IS TO RECEIVE THE SPECIFIED QUALITY.)

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE WILL AWARD PRINTING CONTRACTS ONLY TO THOSE SUPPLIERS WHO HAVE RETURNED A SIGNED COPY OF THIS SPECIAL CONDITION, ACKNOWLEDGING RECEIPT AND UNDERSTANDING OF ITS CONTENT AND REQUIREMENTS.

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SUPPLIER COMPANY

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OFFICER SIGNATURE

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TITLE

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DATE

**\*\* 24.02 PRINTING STANDARDS--EXCELLENT QUALITY \*\***

THE FOLLOWING GUIDELINES ARE TO BE USED TO IDENTIFY QUALITY LEVELS EXPECTED FOR PRINTED MATERIALS PURCHASED BY FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE. THEY OUTLINE, IN A GENERAL WAY, THE PRODUCTION TECHNIQUES TO BE USED, THE DEGREE OF QUALITY CONTROL EXPECTED AND THE RELATIVE IMPORTANCE OF PRINT QUALITY TO THE SATISFACTORY COMPLETION OF THE FINAL PRINTED PRODUCT. THESE GUIDELINES ARE TO BE USED IN ADDITION TO THE GENERAL TERMS AND CONDITIONS OF CONTRACTED DOCUMENTS. EXCEPTIONS OR DEVIATIONS FROM THESE GUIDELINES WILL BE NOTED IN THE INDIVIDUAL SPECIFICATIONS OF REQUESTS FOR BIDS.

**CATEGORY II: EXCELLENT QUALITY**

PREPARATORY WORK, PRINTING AND FINISHING CAREFULLY PERFORMED ON WELL-MAINTAINED EQUIPMENT UTILIZING TECHNIQUES AND PROCEDURES GENERALLY REGARDED IN THE TRADE TO BE APPROPRIATE FOR THE PRODUCTION OF QUALITY WORK BUT WHERE COST EFFECTIVENESS IS A CONSIDERATION IN THE TECHNIQUES UTILIZED. THIS INCLUDES:

1. HALFTONE AND SCREEN TINTS NORMALLY USED WITH THE STOCK AND SUBJECT MATTER INVOLVED TO PRODUCE EXCELLENT QUALITY RESULTS (85-150 PHOTO LINE SCREEN).
2. ATTENTION TO THE TONAL RANGE, HUE MATCH, GRAYSCALE BALANCE AND OTHER TECHNICAL CONSIDERATIONS IN PREPARING SEPARATIONS AND HALFTONES.
3. CAREFUL PLACEMENT AND CROPPING OF GRAPHIC ELEMENTS SUBMITTED FOR PRINTER PLACEMENT.
4. MINIMUM TRAP APPROPRIATE TO THE ELEMENTS INVOLVED, UTILIZED IN PREPARATORY WORK.
5. IN ADDITION TO BLUELINES, COLOR KEYS, CHROMALINS OR MATCH PRINTS (RANDOM ACCURATE COLOR PROOFS) OF SEPARATIONS SUBMITTED.
6. CAREFUL ATTENTION TO PRESS VARIABLES SUCH AS SOLID INK DENSITIES, DOT SHAPE AND GAIN, MINIMIZING OF MARKING, STREAKING OR GHOSTING, REGISTRATION,

UNIFORMITY THROUGHOUT THE RUN AND CLOSE MATCHING OF APPROVED PROOFS AND SPECIFIED COLORS.

7. HICKIES AND OTHER PRINT DEFECTS AT A LOW LEVEL CONSISTENT WITH THE STOCK USED AND THE GRAPHIC ELEMENTS INVOLVED. IF STOCK SELECTION MAY CREATE PROBLEMS, THE PRINTER SHALL DISCUSS WITH FCCJ'S MARKETING AND PUBLIC RELATIONS DEPARTMENT PRIOR TO RUNNING THE JOB.
8. CAREFUL SCORING, CUTTING, FOLDING AND OTHER FINISHING OPERATIONS WITH NO OFFSET OR PICKING.
9. AN INSPECTION OF A MINIMUM OF 1 PERCENT, RANDOMLY SELECTED THROUGHOUT THE PRESS RUN, TO INSURE COMPLIANCE WITH THE ANTICIPATED QUALITY AND SPECIFICATION STANDARDS.

AT THE CATEGORY II LEVEL, FCCJ RESERVES THE RIGHT TO LIMIT BIDDERS TO THOSE GENERALLY REGARDED AND EQUIPPED TO PERFORM AS "COMMERCIAL" PRINTERS. NO WORK UNDER THIS CATEGORY IS TO BE PERFORMED UTILIZING "DUPLICATOR" TYPE PRESSES OR PHOTO-DIRECT PLATE MAKING PROCESSES.

CATEGORY II EXAMPLES: STUDENT ACTIVITIES CALENDAR, CATALOG, *OUTLOOK*, *SPECTRUM*.

FCCJ RESERVES THE RIGHT TO REJECT ANY PROJECT WHICH THE COLLEGE DOES NOT BELIEVE MEETS THE AFOREMENTIONED STANDARDS AND TO REQUEST THAT THE PROJECT BE RERUN TO MEET SUCH STANDARDS. IN CASES WHERE TIME DOES NOT ALLOW REPRINTING, THE COLLEGE WILL CONSIDER A DEVIATION AND EQUITABLE REDUCTION IN PROJECT COST. (NOTE: THE INTENTION OF THIS PRINTING STANDARD IS TO RECEIVE THE SPECIFIED QUALITY.)

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE WILL AWARD PRINTING CONTRACTS ONLY TO THOSE SUPPLIERS WHO HAVE RETURNED A SIGNED COPY OF THIS SPECIAL CONDITION, ACKNOWLEDGING RECEIPT AND UNDERSTANDING OF ITS CONTENT AND REQUIREMENTS.

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SUPPLIER COMPANY

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OFFICER SIGNATURE

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TITLE

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DATE

**\*\* 24.03 PRINTING STANDARDS--GOOD QUALITY \*\***

THE FOLLOWING GUIDELINES ARE TO BE USED TO IDENTIFY QUALITY LEVELS EXPECTED FOR PRINTED MATERIALS PURCHASED BY FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE. THEY

OUTLINE, IN A GENERAL WAY, THE PRODUCTION TECHNIQUES TO BE USED, THE DEGREE OF QUALITY CONTROL EXPECTED AND THE RELATIVE IMPORTANCE OF PRINT QUALITY TO THE SATISFACTORY COMPLETION OF THE FINAL PRINTED PRODUCT. THESE GUIDELINES ARE TO BE USED IN ADDITION TO THE GENERAL TERMS AND CONDITIONS OF CONTRACTED DOCUMENTS. EXCEPTIONS OR DEVIATIONS FROM THESE GUIDELINES WILL BE NOTED IN THE INDIVIDUAL SPECIFICATIONS OF REQUESTS FOR BIDS.

#### CATEGORY III: GOOD QUALITY

PREPARATORY WORK, PRINTING AND FINISHING PERFORMED ON EQUIPMENT APPROPRIATE FOR THE PRODUCTION OF AVERAGE QUALITY PRINTING WHERE COST EFFECTIVENESS IS A MAJOR CONSIDERATION IN THE TECHNIQUES UTILIZED BUT WHERE GOOD OVERALL APPEARANCE OF THE FINAL PRODUCT IS AN IMPORTANT CONSIDERATION. THIS INCLUDES:

1. HALFTONE AND SCREEN TINTS NORMALLY USED WITH THE STOCK AND SUBJECT MATTER INVOLVED TO PRODUCE GOOD COMMERCIAL RESULTS (85-133 PHOTO LINE SCREEN).
2. SEPARATIONS AND HALFTONES OF AVERAGE COMMERCIAL QUALITY, WITH GANGING ALLOWED WHERE APPLICABLE.
3. PLACEMENT AND CROPPING OF GRAPHIC ELEMENTS CONSISTENT WITH TECHNIQUES NORMALLY USED IN A HIGH PRODUCTION ENVIRONMENT.
4. TRAP INCORPORATED TO ALLOW SATISFACTORY APPEARANCE BUT WHERE PRODUCTION ECONOMIES ARE A MAJOR CONSIDERATION.
5. BLUELINE PROOFS REQUIRED WITH COLOR BREAKS MARKED.
6. FLATBED SCANNER SEPARATIONS WITH LASER OR COLOR KEY PROOFS.
7. VARIATIONS IN PRESS VARIABLES CONSISTENT WITH OPERATIONS IN A HIGH PRODUCTION ENVIRONMENT.
8. HICKIES AND OTHER PRINT DEFECTS AT A LOW LEVEL, WITH DUE CONSIDERATION BEING GIVEN TO THE IMPORTANCE OF COST EFFECTIVENESS.
9. NORMAL SCORING, CUTTING, FOLDING AND OTHER FINISHING OPERATIONS WITH NO OFFSET OR PICKING WHICH IS CONSISTENT WITH PROFESSIONAL WORK IN A HIGH PRODUCTION ENVIRONMENT.

#### CATEGORY III EXAMPLE: PROGRAM BROCHURES

FCCJ RESERVES THE RIGHT TO REJECT ANY PROJECT WHICH THE COLLEGE DOES NOT BELIEVE MEETS THE AFOREMENTIONED STANDARDS AND TO REQUEST THAT THE PROJECT BE RERUN TO MEET SUCH STANDARDS. IN CASES WHERE TIME DOES NOT ALLOW REPRINTING, THE COLLEGE WILL CONSIDER A DEVIATION AND EQUITABLE REDUCTION IN PROJECT COST. (NOTE: THE INTENTION OF THIS PRINTING STANDARD IS TO RECEIVE THE SPECIFIED QUALITY.)

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE WILL AWARD PRINTING CONTRACTS ONLY TO THOSE SUPPLIERS WHO HAVE RETURNED A SIGNED COPY OF THIS SPECIAL CONDITION, ACKNOWLEDGING RECEIPT AND UNDERSTANDING OF ITS CONTENT AND REQUIREMENTS.

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SUPPLIER COMPANY

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OFFICER SIGNATURE

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TITLE

DATE

**\*\* 24.04 PRINTING STANDARDS--UTILITY QUALITY \*\***

THE FOLLOWING GUIDELINES ARE TO BE USED TO IDENTIFY QUALITY LEVELS EXPECTED FOR PRINTED MATERIALS PURCHASED BY FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE. THEY OUTLINE, IN A GENERAL WAY, THE PRODUCTION TECHNIQUES TO BE USED, THE DEGREE OF QUALITY CONTROL EXPECTED AND THE RELATIVE IMPORTANCE OF PRINT QUALITY TO THE SATISFACTORY COMPLETION OF THE FINAL PRINTED PRODUCT. THESE GUIDELINES ARE TO BE USED IN ADDITION TO THE GENERAL TERMS AND CONDITIONS OF CONTRACTED DOCUMENTS. EXCEPTIONS OR DEVIATIONS FROM THESE GUIDELINES WILL BE NOTED IN THE INDIVIDUAL SPECIFICATIONS OF REQUESTS FOR BIDS.

CATEGORY IV: UTILITY QUALITY

WORK WHERE THE PRIMARY CONSIDERATION IS TO PERFORM THE INTENDED COMMUNICATIONS FUNCTION AT A MINIMUM COST. IT IS STILL INTENDED, HOWEVER, THAT ALL OPERATIONS ARE TO BE PERFORMED IN A PROFESSIONAL MANNER. THIS INCLUDES:

1. LASER OUTPUT AT 300 DPI INCORPORATING SCREEN TINTS AND HALFTONES.
2. DUPLICATOR PRESSES USING PHOTO-DIRECT PLATES.
3. HIGH-SPEED PHOTO COPIERS ONLY IF SPECIFIED IN BID SPECIFICATIONS.

CATEGORY IV EXAMPLE: FLIERS

FCCJ RESERVES THE RIGHT TO REJECT ANY PROJECT WHICH THE COLLEGE DOES NOT BELIEVE MEETS THE AFOREMENTIONED STANDARDS AND TO REQUEST THAT THE PROJECT BE RERUN TO MEET SUCH STANDARDS. IN CASES WHERE TIME DOES NOT ALLOW REPRINTING, THE COLLEGE WILL CONSIDER A DEVIATION AND EQUITABLE REDUCTION IN PROJECT COST. (NOTE: THE INTENTION OF THIS PRINTING STANDARD IS TO RECEIVE THE SPECIFIED QUALITY.)



equipment that may be a part of this contract, then the Contractor will coordinate Direct Purchasing for the Owner. The Owner will, via his purchase orders, purchase the materials, and each Subcontractor shall assist the Owner and Contractor in the preparation of purchase orders.

The contract/subcontract amount shall be reduced by the net, undiscounted amount of the purchase orders, plus all sales taxes. Issuance of the purchase orders by the Owner shall not relieve the Contractor/Subcontractor of any of his responsibilities regarding material purchases, or installation, with the exception of the payments for the materials so purchased. Contractor shall remain fully responsible for coordination, correct quantities ordered, submittal, protection, storage, scheduling, shipping, security, expediting, receiving, installation, cleaning and all applicable warranties.

The material supplier may be required to provide a supply bond in the amount of 100% of the purchase order price. The bond shall be from a qualified surety company authorized to do business in the State of Florida and acceptable to the Owner and the Contractor. If the supply bond is required, the cost of the bond will be added to the amount of the purchase order. The premium cost for this supply bond should not be included in the bid price. Verifying that a designated material supplier can furnish a supply bond (if required) will be the responsibility of the Contractor.

#### GENERAL DESCRIPTION AND PROVISIONS

1. Summary: In connection with this subcontract, Florida Community College at Jacksonville reserves the option to enter into an agreement with the contractor to purchase all, or a portion of the tangible personal property necessary for the performance of the Contract, and thereby to save the amount of the sales tax thereon by virtue of the College's status as a Tax Exempt Institution.
2. Base Bid: The Base Bid (and all Alternate Bids) submitted on the bid form WILL INCLUDE the COST of all required taxes, including sales and use tax.
3. Bids: The Contractor shall submit his bid for Base Bid and bids for each Alternate with the inclusion of all required taxes including sales and use tax, the same as if tax were to be paid in the normal manner. The sales and use tax savings will be affected during the performance of the construction contract.
4. Administrative Costs: Any and all administrative costs incurred by the Contractor's administering the purchase in the name of the Owner shall be considered to be included in the Base bid for the Work. No addition shall be added to the contract amount because of the service provided by Contractor in the purchase of property, materials, etc., in the name of the Owner.
5. Administration: The administration of the sales and use tax savings will be in accordance with the tax agreement Attachment "A" and forms bound herein and the procedure will be administered through the Contractor by the Purchasing Department, Florida Community College at Jacksonville. Under the agreement, the Contractor will be responsible to submit to

the Owner duly authorized requisitions from which the Owner will purchase necessary construction material for this project. The owner will issue and approve said Purchase Orders and render payment directly to vendors and materials suppliers, on behalf of the contractor.

The Contract will be reduced by the sum of all direct material purchase orders "Including" sales and use taxes. The Owner will prepare all direct purchase orders as outlined in the enclosed instructions.

The arrangements for such purchases in the name of the Owner shall be made upon request by the Contractor submitting said requisition and shall be under a procedure generally as described herein. The amount of any sales or use taxes not assessed against or collected in connection with any purchases of tangible personal property made in the name of the Owner under the above referenced arrangements shall be applied to reduce the compensation to be paid the contractor under the contract.

6. Responsibility: The Contractor, notwithstanding this special purchase arrangement, shall select, describe, submit requisitions to the Owner to obtain approvals, submit samples, coordinate, process, prepare shop drawings pursue, receive, inspect, store, protect, insure, guarantee and otherwise be responsible for all materials, the same as would have been the case if the tax savings procedure were not implemented. The Owner is responsible for payment only.

7. Form of Agreement, Invoice, etc: Samples of the proposed forms of Agreement, Invoice Summary, and Purchase Order are bound herein.

#### DIRECT PURCHASE MATERIALS INSTRUCTION

The Contractor will within five (5) days of receipt of Notice of Award submit to the Owner three (3) executed original tax agreements. One executed agreement will be returned to the contractor for their record.

The Contractor will within fifteen (15) days of notification of selection submit to the Owner a requisition list of Owner Direct Purchase Material for the Owner to consider. The list will include bid package number, vendor name, address, phone number and contact, material description and quantity, material amount, freight and delivery charges and sales tax amount. Requisition list must include only items of Owner Direct Purchase greater than \$3000.00 in value.

Upon approval, order all of the requisition list of direct purchase materials, on a formal written numbered purchase order will be issued by Florida Community College at Jacksonville. Contractor to include in the faxed requisition a list of names of employees of the contractor/subcontractors authorized to purchase and receive deliveries from the suppliers. Contractor to forward with the list a sample signature of said employees. Florida Community College at Jacksonville will prepare the purchase order and distribute the original and appropriate number of copies (see distribution below).

Each purchase order is numbered for accountability.

Upon issuance of Owner Direct Purchase Order to a vendor, the Owner will deduct from

Contractors contract the value of the Purchase Order plus taxes saved.

The Direct Purchasing Procedure will not be an acceptable excuse for delay to the Construction Schedule.

DISTRIBUTION: Original - Subcontractor, One Photo Copy - Contractor, Distribute rest of Purchase Order as normal.

#### PURCHASE REQUISITION

PURCHASE REQUISITION NUMBER: Enter the Bid Package number and Contract number you have received or will soon receive from Florida Community College at Jacksonville authorizing Work to be done on this project.

DATE: Enter date purchase requisition is prepared.

VENDOR: Enter name, complete mailing address, contact name, telephone number and fax number of vendor.

PROJECT NAME:

SHIP TO: Site

INVOICE TO: Attn: Director of Accounts Payable  
Florida Community College at Jacksonville  
501 West State Street  
Jacksonville FL 32202

COMPLETE BODY OF PURCHASE REQUISITION: Item number; quantity; description of Item(s), name, product number, etc.; unit price; extended total(s); value of sales tax; freight and delivery. (See Attachment "B")

AUTHORIZED SIGNATURE; This is the same signature that is on the Tax Agreement signed in Florida Community College at Jacksonville's Purchasing Department.

Contractor can fax an original copy of purchase requisition to the College by faxing to 904-632-3087, attention Purchasing Manager and calling 904-632-3084 to confirm fax is legible and received.

DISTRIBUTION: Original- Florida Community College at Jacksonville, Copy 1- Contractor, Copy 2 & 3- Purchasing Department. One Photo copy- Contractor. Submit original and all copies to College for distribution. Duly authorized purchase requisition must be received BEFORE purchase order can be processed.

## INVOICE SUMMARY

Invoice Summary No.: Consecutively numbered beginning with 1, 2, 3, etc.

Purchase Order No.: Indicate numbered purchase order number. Also this number must appear on all invoices for each vendor. All original invoices must go to the Florida Community College at Jacksonville. Only one purchase order number per invoice.

PROJECT NAME AND NO.: Enter project name and your purchase order number you have received from Florida Community College at Jacksonville.

COLUMN 1: Enter only 1 vendor name per invoice summary.

COLUMN 2: Enter up to 11 invoices per invoice summary. All invoices on invoice summary must have same purchase order number.

COLUMN 3: Enter amount of invoice without tax and before discounts. All invoices must itemize materials, sales tax and freight and delivery separately.

COLUMN 4: Enter case discounts. Florida Community College at Jacksonville is required to take discounts on the amount of the MERCHANDISE only, even if the time has lapsed for us to be eligible for the discount. Some vendors may wish to collect an unearned discount, in that case we will need another invoice summary to be prepared.

COLUMN 5: Enter amount to be paid to vendor.

COLUMN 6: Enter actual or 6.5% tax on amount of merchandise before discounts.

AUTHORIZATION: In addition to the invoice summary, each original invoice must contain an authorized signature indicating approval and amount to be paid with the date of authorization.

DELIVERY TICKETS: All invoices must be accompanied by SIGNED (by authorized employees and Owner's/Employee/Representative) delivery ticket and/or packing slip. Delivery ticket and or packing slip must correspond or cross reference with invoice.

COPIES NEEDED: Please submit ONE ORIGINAL SIGNED invoice summary with the authorized original invoice, delivery tickets and three copies of all documents. Invoices are to be submitted weekly.

TAX AGREEMENT

Agreement BETWEEN \_\_\_\_\_, (Herein call the "Contractor" and Florida Community College at Jacksonville an educational institution herein called "Owner" for FCCJ Project No.\_\_\_\_, titled:\_\_\_\_\_.

RECITALS

1. Contractor for Florida Community College at Jacksonville entered a contract dated \_\_\_\_\_, for the performance of the Work described therein and special conditions #26.00 attached, a copy of said contract is attached hereto as Exhibit 1 (herein called the "Contract")
2. Contractor and Florida Community College at Jacksonville desire to enter into a arrangement whereby certain purchases under the Contract can be made through Florida Community College at Jacksonville as a means of taking advantage of Florida Community College at Jacksonville's status of being exempt from sales and use tax.

AGREEMENT

1. Florida Community College at Jacksonville does hereby request Contractor to requisition Florida Community College at Jacksonville to directly purchase materials greater than \$3000.00 in value for and in the name of Florida Community College at Jacksonville, materials, supplies and other items which Contract requires for performance of this specific contract. The purchase of any materials, supplies or other items which are not required for the performance of the Contract are expressly made outside the authority granted hereunder.
2. Florida Community College at Jacksonville will be liable for the payment of all purchases made hereunder.
3. Each purchase order is numbered for accountability. Contractor will fax to the Owner purchase requisitions for preparation and execution of the purchase orders. Vendors will render statements for materials purchased to Florida Community College at Jacksonville. Florida Community College at Jacksonville will provide copies of original invoices to the Contractor. After reviewing the invoices and approving the invoices, Contractor will forward these invoices with proper back-up to Florida Community College at Jacksonville for payment.
4. The Contract provides that Contractor will perform the Work under the Contract sum of \_\_\_\_\_. Said amount due Contractor under the Contract shall be reduced by the sum of all \_\_\_\_\_.

amounts paid by Florida Community College at Jacksonville for materials, supplies or other items purchased hereunder and plus any savings of sales and use tax on the purchase of such items.

5. Contractor shall maintain separate accounting records for all transactions carried out under the authority granted to it as agent. Such records shall be open to Florida Community College at Jacksonville and the State of Florida's auditor general's office during normal business hours of Contractor.
6. The authority granted to Contractor hereunder may be revoked by Florida Community College at Jacksonville at any time upon written notice delivered to Contractor at its office located at \_\_\_\_\_ during normal business hours.

Cost of administration incurred by contractor in conjunction with this tax agreement shall be included as part of the Base Bid and will not be included as a separate cost to Owner.

\_\_\_\_\_ Florida Community College (Contractor)  
at Jacksonville

by: \_\_\_\_\_ by: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

## DVD to DVD ripping methods

Note! You can NOT just copy a DVD to a DVDR because most DVDs are both encrypted and many won't fit on a DVD-R cause there are only 4.3 GB DVD-Rs(single layer DVD) while most DVD-Videos are on 8.7GB DVDs(dual layer DVD).

### IfoEdit Guides

Derrow's Ifoedit guides. The best methods to copy a DVD.

### IfoEdit Guides

Doom9's Ifoedit guides. The best methods to copy a DVD.

### Newbie DVD2DVD-R Guide

DVD2DVDR guides. Easy step by step process on how to make DVD-R from DVD's

### DVD 2 DVDR for Dummies

Digital-Forums DVD2DVDR guide. Easy step by step process on how to make DVD-R from DVD's

### The Cretins' Guide to DVD Ripping and Copying in 40 comparatively easy steps

Cretin's Guide. Using only freeware applications.

### How To Copy a DVD to a DVD-R Burner

These methods explained here are the best way without hacking VOB files, headers, etc and getting technical...ie they are the simplest way to copy a dvd movie I have found without all the rubbish...

### Simple DVD2DVDR Guide

Using DVD2DVDR