



AUSTIN PEAY STATE UNIVERSITY  
 Purchasing Department  
 681 Summer Street, Shasteen Building  
 P.O. Box 4638  
 Clarksville, Tennessee 37040  
 Telephone (931) 221-7434  
 Fax (931) 221-6300

**REQUEST FOR QUOTATION**

1. FILE NUMBER: 10-057
2. DUE DATE – BID OPENING AT: 4:00 PM Central, Friday, October ~~23~~**30**, 2009
3. FOR THE PURCHASE OF: Security Cameras - Amendment 1
4. FOR DELIVERY TO: Austin Peay State University, Clarksville, Tennessee
5. I (We) propose to furnish the goods and/or services specified herein, at the price(s) quoted opposite each item listed in this Request for Quotation.
6. It is understood and agreed that this quotation shall constitute an offer to sell which when accepted in writing by Austin Peay State University’s Purchasing Department, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and APSU.
7. Institution is exempt from state, federal, and local taxes; do not include taxes in quotation. Quote F.O.B., Austin Peay, Clarksville, Tennessee. Minimum terms: Net 30 days. Prepayment not allowed.
8. **IMPORTANT:** This quotation must be manually signed by Seller’s person with proper signature authority. Failure to sign and submit **original signature** on this document will result in **REJECTION** of your quotation. **Quotation must be received in the Purchasing Department by the designated time or bid will be REJECTED. Faxed bids will NOT be accepted.**
9. These prices \_\_\_\_\_ will be extended \_\_\_\_\_ will not be extended to other state institutions of higher education. If accepted within \_\_\_\_\_ days of bid opening (above), the undersigned offers and agrees to honor this quotation.

(Name of Corporation, Firm or Person)	(Number of Days to Make Delivery)
(Mailing Address – PO Box or Street)	(Payment Terms/Cash or Time Discounts)
(City, State, ZIP Code)	(Telephone/Fax Numbers)
(Authorized Signature for the Bidder)	(Date Signed)
(Typed or Printed Name and Title of Person Signing)	(F.O.B. Point) Austin Peay State University, Clarksville, TN



**QUOTATION CERTIFICATION FORM**

**THIS FORM MUST BE RETURNED WITH THE REQUEST FOR QUOTATION**

I certify that this quotation is not made in connection with any other bidder submitting a quotation for the same commodity(s) and this quotation is in all other respects fair and without collusion, raid or conflict of interest.

I additionally certify, by signature below and submission of this quotation, that neither my principals nor I are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

Concerning the certification above, if you are unable to certify to any of the statements in that certifications, an explanation must be attached to your quotation.

I further certify that I received, as part of this bid document, Austin Peay's Minimum Bid Terms and Conditions

Authorized Signature for Bidder	Printed or Typed Name
Title	

TYPE OF BUSINESS: (Check Only One)		ANNUAL SALES: (Check Only One)	
<input type="checkbox"/> Agriculture, Forestry or Fishing		<input type="checkbox"/> Less than \$499,999	
<input type="checkbox"/> Mining		<input type="checkbox"/> \$500,000 through \$999,999	
<input type="checkbox"/> Construction Services		<input type="checkbox"/> \$1,000,000 through \$1,499,999	
<input type="checkbox"/> Wholesale Trade		<input type="checkbox"/> \$1,500,000 or More	
<input type="checkbox"/> Retail Trade			
<input type="checkbox"/> Service Industry			
<input type="checkbox"/> Manufacturing			
BUSINESS OWNERSHIP: (Check Only One)		OWNERSHIP ETHNICITY (Check Only One)	
<input type="checkbox"/> Non-Minority	<input type="checkbox"/> Minority*	<input type="checkbox"/> African American	<input type="checkbox"/> Caucasian
<input type="checkbox"/> Government	<input type="checkbox"/> Woman	<input type="checkbox"/> Asian American	<input type="checkbox"/> Other
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Small	<input type="checkbox"/> Native American	
<input type="checkbox"/> Other		<input type="checkbox"/> Hispanic American	

\*MINORITY OWNERSHIP CLARIFICATION: "Minority-owned business" means a business which is solely owned, or at least 51% of the assets or outstanding stock of which is owned, by an individual who personally manages and controls the daily operations of such business and who is impeded from normal entry into the economic mainstream because of: a) Past practices of discrimination based on race, religion ethnic background or sex; )b A disability defined as a physical impairment that, in the written opinion of a person's licensed physician, substantially limits one or more than five years, (as herein, "major life activities" means caring for oneself, and performing manual task – which includes writing, walking, seeing, hearing, speaking and breathing, (T.C.A. 4-26-102); or c) Past parties or racial discrimination against African Americans (T.C.A. 12-3.802).

**AUSTIN PEAY STATE UNIVERSITY**  
**RFQ 10-057**  
**Security Cameras – Amendment 1**

**Please replace the following pages in your bid with the new ones that are included with Amendment 1**

**1. SCHEDULE OF EVENTS**

The following Schedule of Events represents the Institution's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 4:30 p.m., (CST).

<b>RFQ SCHEDULE OF EVENTS</b>		
<b>NOTICE: The Institution reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. The Institution will communicate any adjustment to the Schedule of Events to the potential Bidders.</b>		
<b>EVENT</b>	<b>TIME</b>	<b>DATE</b> <b>(all dates are Institution business days)</b>
1. Institution Issues RFQ		<b>September 28, 2009</b>
2. Pre-Bid Conference – Shasteen Conference Room	<b>2:30</b>	<b>October 7, 2009</b>
3. Written Questions Deadline	<b>4:00</b>	<b>October 13, 2009</b>
4. Institution Responds to Written Questions		<b>October 19, 2009</b>
5. Bid Deadline	<b>4:00</b>	<del><b>October 23, 2009</b></del> <b>October 30, 2009</b>
6. Institution Evaluations		<del><b>October 30, 2009</b></del> <b>November 6, 2009</b>
<del>7. Performance Bond Deadline</del>		<del><b>November 2, 2009</b></del>
8. Award of Contract		<del><b>November 2, 2009</b></del> <b>November 23, 2009</b>
9. Contract Effective Date		<b>January 1, 2010</b>

**COST QUOTE**

<b>All perspective vendors must list their best-fixed annual price below for the goods and services included in this Request for Quotation (RFQ).</b>						
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
Indoor camera						
Outdoor camera						
Indoor camera						
Indoor camera						
installation of one (1) outdoor camera						
installation of two (2) or more outdoor cameras						
installation of one (1) indoor camera						
installation of two (2) or more in cameras						
NVR software						
Maintenance on <b>new</b> cameras						
Percentage off catalog prices						
<b>TOTAL</b>						