



AUSTIN PEAY STATE UNIVERSITY
Purchasing Department
505 York Street
P.O. Box 4638
Clarksville, Tennessee 37040
Telephone (931) 221-7032
Fax (931) 221-6300

REQUEST FOR QUOTATION – FAX

1. FILE NUMBER: 12-072
2. DUE DATE – BID OPENING AT: 3:00 PM Central, Wednesday, February 1, 2012
3. FOR THE PURCHASE OF: Distance Education Audio Equipment
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 **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 be accepted.**
9. These prices _____ will be extended _____ will not be extended to other state institutions of higher education.
10. 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

**AUSTIN PEAY STATE UNIVERSITY
MINIMUM GENERAL BID CONDITIONS**

1. PREPARATION AND SUBMISSION OF BID.

- a. Failure to examine any drawings, specifications, or instructions will be at the bidder's risk.
- b. **BID SUBMITTAL / SIGNATURE:** Bid shall give the full name and business address of the bidder. If the bidder is a corporation, the name shall be stated as it is in the corporate charter. Bids must be signed in ink by the bidder's authorized agent. Unsigned bids will be rejected. Bids are to be sealed and the outside of the envelope is to reference the bid number. The person signing the bid must show his title, and if requested by the institution, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Bidder understands that by submitting a bid with an authorized signature, it shall constitute an offer to the institution. Bids must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the bid.
- c. Bids are to be received in the location designated on the bid no later than the specified date and time. Late bids will NOT be opened or considered.
- d. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and must be initialed in ink by person signing bid.
- e. Discounts other than "Time" or "Cash" offered should be deducted from the unit price.
- f. **Specifications:** Reference to available specifications shall be sufficient to make the terms of the specifications binding on the bidder. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the bidder to that manufacturer or specific article, unless specifically stated. Comparable products of other manufacturers will be considered if proof of compatibility is contained in the bid. Bidders are required to notify the Institution's RFQ Coordinator whenever specifications/procedures are not perceived to be fair and open. All suggestions or objections shall be made in writing and received by the RFQ Coordinator at least three (3) working days prior to the bid opening. **The articles on which the bids are submitted must be equal or superior to that specified.** **Informative and Descriptive Literature:** The bidder must show brand or trade names of the articles bid, when applicable. It shall be the responsibility of the vendor, including vendors whose product is referenced; to furnish with the bid such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid.
- g. **Samples:** Samples of items when called for, must be furnished free of expense, and if not destroyed will, upon vendor's request within ten (10) days of bid opening, be returned at the bidder's expense. Each sample must be labeled with the bidder's name, manufacturer's brand name and number, bid number and item reference.
- h. **Time of Performance:** The number of calendar days in which delivery is to be made after receipt of order shall be stated in the bid and may be a factor in making an award, price notwithstanding. If no delivery time is stated in the bid, bidder agrees that delivery is to be made within two weeks (10 business days) of order.
- i. Transportation and delivery charges should be included in the price and be fully prepaid by the vendor to the destination specified in the bid. Bid prices shall include delivery of all items F.O.B. destination.
- j. New materials and supplies must be delivered unless otherwise specifically stated in the bid.
- k. Alternate/multiple bids will not be considered unless specifically called for in the bid.
- l. **Bond requirements.** The institution reserves the right to require that the selected vendor post a performance and/or payment bond in such amount as deemed reasonable by the institution. Any bond requirement should be included in the bid, itemized separately.
- m. Only bids submitted on bid forms furnished by the Institution will be considered, except that the Institution reserves the right to consider telephone, faxed or electronically submitted bids for purchases totaling less than \$25,000 if received by the deadline and confirmed in writing within five (5) days on Institution forms.
- n. By signing this bid where indicated, the bidder agrees to strictly abide by all state and federal statutes and regulations. The bidder further certifies that this bid is made without collusion or fraud.
- o. **Failure to Bid/Error in Bid.** Failure to bid without advising the Institution that future invitations for bids are desirable may result in removal from Institution's bidders' list covering this category of items. In case of error in the extension of prices in the bid, the unit price will govern. Late bids will NOT be opened or considered. Bidders are cautioned to verify their bids before submission, as amendments received after the bid deadline will not be considered. No bid shall be altered, amended or withdrawn after opening. After bid opening, a bidder may withdraw a bid only when there is obvious clerical error such as a misplaced decimal point, or when enforcement of the bid would impose unconscionable hardship due to an error in the bid resulting in a quotation substantially below the other bids received. Bid withdrawals will be considered only upon written request of the bidder.

2. INSPECTION. All bids will be publicly opened and are subject to public inspection after the award. Bidders may be present at bid opening.

3. ACCEPTANCE AND AWARD. The Institution reserves the right to reject any and all bids and to waive any informality in bids and, unless otherwise specified by the bidder to accept any item in the bid. Action to reject all bids shall be taken for unreasonably high prices, errors in the bid documents, cessation of need, unavailability of funds, or any other reason approved by the Tennessee Board of Regents.

- a. Contracts and purchases will be made with the lowest, responsible, qualified bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered and the delivery terms will be taken into consideration.
- b. The Institution reserves the right to order up to 10% more or less than the quantity listed in the bid.
- c. If a bidder fails to state a time within which a bid must be accepted, it is understood and agreed that the Institution shall have sixty (60) days to accept.
- d. A written purchase order mailed or otherwise furnished, to the successful bidder within the time period specified in the bid results in a binding contract without further action by either party. The contract may not be assigned without written Institution consent.
- e. If the appropriate space is marked on the bid, other state institutions of higher education may purchase off the contract during the same period as the Institution.

4. DISCOUNT PERIOD. Time in connection with discount offered will be computed from the date of delivery at destination, or from the date correct invoices are received, whichever is later.

5. DEFAULT OF SELECTED VENDOR. In case of vendor default, the Institution may procure the articles or services from other sources and hold the defaulting vendor responsible for any resulting cost.

6. INSPECTION OF PURCHASES. Articles received which are not equivalent will not be accepted and will be picked up by the vendor or returned to vendor, shipping charges collect. Institution shall have a reasonable period in which to inspect and accept or reject materials without liability. If necessity requires Institution to use nonconforming materials, an appropriate reduction in payment may be made.

7. TAXES. Institution is tax exempt; do not include taxes in quotation. Vendors making improvements or additions to, or performing repair work on real property for Institution are liable for any applicable sales or use tax on tangible personal property used in connection with the contract or furnished to vendors by the state for use under the contract.

8. NONDISCRIMINATION. The Institution and bidder agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to employees or applicants for employment and/or students, because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

9. PROHIBITIONS/NO VENDOR CONTRACT FORM/TENNESSEE LAW/AUDIT. Acceptance of gifts from vendors is prohibited. TCA §12-3-106. Bidding by state employees is prohibited. TCA §12-4-103. The bidder warrants that no part of the total contract amount shall be paid directly or indirectly to any officer or employee of the State of Tennessee. The contract documents for purchase under this bid request shall consist of the successful bidder's bid and the Institution's purchase order. **Bidders may not require any other written contract terms or conditions, nor may any other terms and conditions be imposed by means of subsequent documents, such as invoices, warranty agreements, license agreements, etc. Should the bidder request exceptions to terms and conditions and/or those proposed by the bidder vary from the bid and TBR Policies and Guidelines, Institution may render the bid unresponsive and subject the bid to rejection. The contract shall be governed by Tennessee law.** For all awards other than for a firm, fixed price, vendor shall maintain books and records for a period of three (3) years from final payment, and these records shall be subject to audit by the State.

10. PURCHASING POLICIES/BID PROTESTS. This bid request and any award made hereunder are subject to the policies and guidelines of the Tennessee Board of Regents (www.tbr.state.tn.us) and Institution (available upon request). Bid protest procedures are available at:

http://www.tbr.state.tn.us/policies_guidelines/business_policies/4-02-10-00.htm

**AUSTIN PEAY STATE UNIVERSITY
RFQ 12-072
Distance Education Audio Equipment**

Please quote your company's best firm fixed price to furnish all items identified on the attached Specification and Quotation Sheets. Bid each item separately.

Brand names and model numbers are shown in the interest of clarity, and to provide an indication of the level of quality desired. Comparable products of other manufacturers will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the bidders, including bidders whose product is referenced, to furnish with the bid such specifications, catalog pages, brochures, or other data to provide an adequate basis for distinguishing the quality and functional capabilities of the product(s) offered. Failure to provide this data **may be** considered valid justification for rejection of a bid.

Austin Peay reserves the right, to accept or reject all, part or any combination thereof, of the RFQ submitted as deemed in its best interest, or complete and accurate pricing, including itemized prices in the format prescribed in this RFQ. Consideration will be given to installation and delivery time-frames

Any questions for this project must be submitted in writing at appurchasing@apsu.edu or by fax at 931-221-6300.

Quantity	Description	Unit Price	Total Price
1 each	3 year Warranty for Cannon XH-A1s	_____	_____
1 each	Canon XH-A1s 3CCD HDV Camcorder	_____	_____
1 each	Canon WD-H72 72mm 0.8x Wide Angle Converter Lens	_____	_____
1 each	Canon Impact DVP-TP20-72 72mm 2.0x High-Grade Telephoto Conversion Lens	_____	_____
1 each	Sennheiser ME66/K6-Shotgun Condenser Microphone Basic Kit	_____	_____
1 each	Porta Brace PB-2750DK Safeguard Field Production Vault Case – Blue	_____	_____
2 each	Manfrotto 501HDV Head w/ 546b 2-Stage Aluminum Tripod System	_____	_____
2 each	Canon TA100 Tripod Adapter for XL2 Camcorder	_____	_____
1 each	Focus Enhancements-FS-5 120GB Portable DTE Recorder	_____	_____
1 each	Canon BP-970G Battery Pack – 7.2v, 7200mAh	_____	_____
1 each	Westcott –Spiderlite Location Carry Case – for up to two Westcott Spiderlite Lights with Stands, Soft Boxes and Accessories	_____	_____

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1 each	Lowel Solo Kit	_____	_____
1 each	Lowel Solo Kit 3 year warranty	_____	_____
2 each	Porta Brace PS-6 Piggin String 6" Touch Fastener Cable Wrap (Set of 4)	_____	_____
1 each	Acebil D3 Dolly for Professional Tripods	_____	_____
1 each	Prompter People – Ultralight ipad Teleprompter	_____	_____
1 each	Warranty 3 year for Teleprompter	_____	_____
1 each	Sennheiser EW 100 G3 Series Dual Basic Kit (A / 516 – 558MHz)	_____	_____
1 each	Warranty 3 year for Sennheiser Kit	_____	_____
1 each	Shure SM58 Cardoid Microphone Kit	_____	_____
1 each	Shure SM58 Microphone Kit 3 Year Warranty	_____	_____
1 each	Beachtek DXA-2T Universal Compact Camcorder Audio Adapter	_____	_____
1 each	Tie Clips for OLM-10 Lavalier Microphone	_____	_____
1 each	Behringer PMP2000- 10 Channel Audio Mixer	_____	_____
1 each	Two Year Warranty for Behringer Audio Mixer	_____	_____
4 each	Pelican 1400 Case with Foam (Yellow)	_____	_____
4 each	AT8314 Premium Microphone Cable – 10' (3m) Audio Technica	_____	_____
4 each	AT8314 Premium Microphone Cable – 15' (4.6m) Audio Technica	_____	_____
4 each	AT8314 Premium Microphone Cable – 25' (7.62m) Audio Technica	_____	_____
4 each	AT8314 Premium Microphone Cable – 100' (30m) Audio Technica	_____	_____
1 each	Comprehensive Audio Adapter Kit Lite with Speaker Adapter and Storage Case	_____	_____

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1 each	GX-20 Rolling Cable Caddy Gator Case	_____	_____
1 each	DigiMax D8- Multi-Channel Microphone Preamp With ADAT Output Presonus	_____	_____
1 each	Canon EOS 7D Digital SLR Camera with EF-S 18-135mm f/3.5-5.6 IS Lens Kit	_____	_____
1 each	Canon EOS 7D Digital SLR Camera 3 – Year Warranty	_____	_____
1 each	Canon EF 70-300mm f/4-5.6 IS USM Lens	_____	_____
1 each	Canon Normal EF 50 mm f/2.5 Compact Macro Autofocus Lens	_____	_____
1 each	Canon Wide Angle EF 24mm f/2.8 Autofocus	_____	_____
1 each	Muse Special Effects SLR Lens for Canon EF Mount	_____	_____
1 each	Beachtek DXA-SLR Active Audio Adapter	_____	_____
2 each	Mackie SRM450v2 400W 12” Active Two-Way Loudspeaker	_____	_____
2 each	Mackie SRM450v2 400W - 3 Year Warranty	_____	_____
	Shipping and Delivery	_____	_____
Total		_____	_____