



BID REQUEST NO.: 17-6015-JS-C
TITLE: New High Definition Multiviewer System
ISSUE DATE: 02/13/2017

STRATEGIC SOURCING SPECIALIST: James E. Shatto
PHONE NO.: 816-235-1397
E-MAIL: shattoj@umkc.edu

RETURN BID NO LATER THAN: 02/28/2017 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type **Bid Request No.** and **Return Due Date** on the lower left hand corner of the envelope or package. **Sealed bids must be delivered to UM Procurement Office** (General Services Building) by the above return date and time.

RETURN BID TO: University of Missouri
UM Supply Chain/Procurement Services
1011 E. 51st Street, GSB Room 015
Kansas City, MO 64110

CONTRACT PERIOD: One-Time Purchase

You are invited to submit bids on the items or services specified. All bids must be made on this form and shall be subject to the terms and conditions on the reverse side hereof for furnishing items or services of the description listed below. All deliveries shall be made **FOB DESTINATION**.

In compliance with this bid request and subject to all of the terms and conditions thereon, bidder offers and agrees to furnish or deliver the items or perform the services upon which prices are quoted herein, such items or services to be provided within the number of days indicated after receipt by bidder of University Purchase Order. Only cash discounts having a period of thirty (30) days or more will be taken into account in determining the lowest bid. Discount time is compiled from day of delivery and acceptance of items or services or receipt of correct invoice, whichever is later.

The bidder further agrees that the language of this bid document shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the University of Missouri or when a Notice of Award is signed and issued by an authorized official of the University of Missouri, a binding contract shall exist between the bidder and The Curators of the University of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE	
CONTACT PERSON		EMAIL ADDRESS	
PHONE NUMBER		FAX NUMBER	
TAXPAYER ID NUMBER (TIN)	DISCOUNT TERMS	DAYS DELIVERY AFTER RECEIPT OF ORDER	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)		(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)	
___ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___ Other _____			
AUTHORIZED SIGNATURE		DATE	
PRINTED NAME		TITLE	

BID REQUEST AND BID CONDITIONS

This Bid Request and Bid is made upon and subject to the following conditions, all of which are accepted by bidder. Upon acceptance by University, this Bid Request and Bid and the University Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

1. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, he may submit to the University a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The University will not be responsible for any other explanation or interpretations of the proposed documents.
2. The University reserves the right to reject any and all bids and to waive any informality in bids.
3. Whenever the name of a manufacturer or vendor is mentioned on the face hereon and words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designation unless the context specifies "no substitution". University assumes that items bid as equal are equal. University reserves the right to return at the bidder's expense all items that are furnished which are not acceptable as equals to items specified by the Bid Request and Specifications, and vendor agrees to replace such items with satisfactory items at the original bid price.
4. All items bid shall be new unless otherwise specified by the University.
5. Bidder agrees to unconditionally guarantee all items bid upon against defects in material and workmanship for a period of one year from the date of acceptance by the University unless otherwise specified.
6. Unless it is so noted on the bid it will be deemed that the article furnished is that designated. If the vendor proposes to furnish an item of a different manufacturer or vendor other than the one specified on the face hereof, the manufacturer or vendor of the substituted items shall be noted and complete descriptive literature describing the items to be substituted must accompany the bid.
7. Materials and services furnished the University are not subject to either Federal Excise Taxes or the Missouri Sales Tax. Exemption certificates will be furnished on request.
8. Prices quoted are to be firm and final and prices shall be stated in units of quantity specified with packing and drayage charges included.
9. Shipments shall be marked as directed on the Purchase Order.
10. C.O.D. shipments will not be accepted. All shipping charges must be PREPAID. No packing or drayage charges will be allowed.
11. The University will not be responsible for articles or services furnished without a Purchase Order.
12. Risk of loss or damage to the goods prior to the time of their receipt and acceptance by the University is upon the vendor.
13. All invoices and correspondence shall show the Purchase Order Number. All invoices must be rendered in duplicate and contain full descriptive information on items or service furnished. Separate invoices shall be rendered for each order and forwarded to the University.
14. Vendor agrees to defend, protect and save the University harmless from all claims and actions arising out of patent infringement.
15. University reserves the right to cancel all or any part of orders if shipment is not made as promised. Vendor shall notify the University if shipment cannot be made as promised. Time of proposed delivery must be stated in definite terms in the space provided.
16. The bidder hereby guarantees that no article listed herein is adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act or an article which may not, under the provisions of Federal Law, be introduced into interstate commerce.
17. Samples, when required, are to be furnished prior to the date specified for receipt of bids.
18. In case of any doubt or difference of opinion as to the items to be furnished hereunder or the quality thereof, the decision of the UM Chief Procurement Officer shall be final and binding upon both parties.
19. The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. If a split award is not acceptable to a bidder, it must be stated in the bid response.
20. In awarding the contract, the University may take into consideration the skill, facilities, capacity, experience, ability, responsibility, previous work, the financial standing of the bidder or bidders; the amount of other work being carried on by the bidder; the quality, efficiency, and construction of the equipment proposed to be furnished; the period of time within which the equipment is to be furnished and delivered; and the necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of his bid.
21. In the event that time and materials are a portion of this bid, the University reserves the right to audit vendor's records concerning this bid.
22. All items or services to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Standard. All alleged violations and deviations from said State and Federal regulations or standards of the items of services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bid. Or if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the bidder is awarded the contract hereunder the bidder must notify the Campus Purchasing Manager, immediately by certified mail, return receipt requested.
23. The University serves from time to time as contractor for the United States Government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
24. The Curators of the University of Missouri have adopted a policy which is binding upon all employees and departments of the University, and which by contract shall be binding upon independent contractors and subcontractors with the University, whereby all other things being equal, and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair and purchase contracts, to all products, commodities, materials, supplies and articles mined, grown, produced and manufactured in marketable quantity in the State of Missouri and to all firms, corporations or individuals doing business as Missouri, firms, corporations, or individuals. By virtue of the foregoing policy, preferences will be given to materials, products, supplies, or provisions, and all other articles produced, manufactured, mined or grown within the State of Missouri, and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Each bidder submitting a proposal agrees to comply with and be bound by the foregoing policy.

NOTICE TO BIDDERS

The University of Missouri (UM) Supply Chain requests bids for the Furnishing and Delivery of a **New High Definition (HD) Multiviewer System** for the UM Campus in the City of Columbia, MO, Bid #17-6015-JS-C, which will be received by the undersigned at the office of UM Supply Chain/Procurement Services, University of Missouri-Kansas City, General Services Building, Room 015, 1011 East 51st Street, Kansas City, MO 64110 until 2:00 p.m., CT, on Tuesday, February 28, 2017.

ATTENTION: THIS BID IS FOR PRODUCT TO BE DELIVERED TO THE UNIVERISTY OF MISSOURI – COLUMBIA, MO CAMPUS. HOWEVER...YES, BID RESPONSES ARE TO BE DELIVERED OR SENT TO THE KANSAS CITY, MO, ADDRESS LISTED IN THE MAILING INSTRUCTIONS ON THE COVER PAGE OF THE BID.

Additional Copies of the Specifications and the conditions of bid together with the printed form on which bids must be made may be downloaded at:

http://www.umsystem.edu/apps/fa/procurement/bids/listview_Bids.php

Questions and clarifications shall be directed to James E. Shatto via email at shattoj@umkc.edu.

The University reserves the right to waive any informality in bids and to reject any or all bids.

FOR THE CURATORS OF THE
UNIVERSITY OF MISSOURI

By:

James E. Shatto, Strategic Sourcing Specialist
UM Supply Chain/Procurement Services
For The University of Missouri
General Services Building, Room 015
1011 East 51st Street
Kansas City, MO 64110
Fax: 816-235-5552
Email: shattoj@umkc.edu

Issue Date: February 13, 2017

UNIVERSITY OF MISSOURI SPECIAL CONDITIONS

University of Missouri Supply Chain, on the behalf of KOMU-TV, is requesting bids on a new high definition video multiviewer system. The system will offer high performance, reliability, and future expansion abilities. The proposed system shall meet or exceed the capabilities, features and specifications of the Evertz 3067VIP-3G-36x4+MCR with options as described herein. There will be no installation required for this bid.

Evaluation and Award

Award for this Bid will be on an All-or-None Basis. The University of Missouri Supply Chain Department will review all bids and award to the lowest responsible and responsive bid meeting the specifications outlined herein. The University reserves the right to reject all bids. Bidders shall hold margin price(s) fixed for up to 30 days from receipt of bids unless extended based on mutual agreement.

Note: The University of Missouri reserves the right to negotiate best and final terms with the respondent selected.

Freight

Freight is FOB Destination – University of Missouri – Columbia, Missouri

The University wants to ensure it receives the absolute lowest bid on all actual items being purchased. Therefore, effective immediately, without exception all bidders must show the shipping costs (freight) as a separate line item on the bid/proposal responses and invoices. If shipping costs are being included in the product unit cost, deduct the amount added for shipping and break it out as a separate line item. Freight terms to be FOB Destination.

Delivery:

University of Missouri
KOMU-TV
Komu Tv-Rom 114A
5550 Highway 63 South
Columbia, MO 65201
Attn: Chris Swisher

Delivery notification is required. You must contact **Mr. Chris Swisher (573-884-4399) or (swisherc@missouri.edu)** 48 hours before delivery is made. Equipment manuals for all pieces of equipment, if available, are to be included when the delivery is made.

Campus Contact

UM Supply Chain is the issuing office for this Bid and all subsequent addenda relating to it. UM Supply Chain is the sole point of contact regarding all Procurement and contractual matters relating to the requirements described in this Bid. UM Supply Chain is the only office authorized to change, modify, clarify, etc., the specifications, terms, and conditions of this RFB and any contract(s) awarded as a result of this Bid.

Questions prior to submission of the bid shall be directed in writing to James E. Shatto of the UM Supply Chain Office. Questions are to be sent by e-mail to shattoj@umkc.edu . The cutoff date for questions is Tuesday, February 21, 2017 at 2:00 p.m. CT.

Payment

- a. Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 15 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.
- b. The successful bidder will make application for payment by furnishing the University with an original invoice setting forth the quantity and total value of each delivery.
- c. Invoices properly prepared and executed by the successful bidder are to be sent to the University of Missouri-Columbia, MO to the address that will be specified on the University Purchase Order. **All invoices must include Purchase Order Number assigned, if applicable.**

Warranty Please State your Warranty Terms and Conditions for equipment on this bid:

State Calendar Days Delivery Information

UNIVERSITY OF MISSOURI DETAILED SPECIFICATIONS

The following catalog numbers are those of Evertz. Bids are to be submitted per these numbers or University of Missouri / KOMU-TV Approved Equals.

The proposed system will offer high performance, reliability, and future expansion abilities. The proposed system shall meet or exceed the capabilities, features and specifications of the Evertz 3067VIP-3G-36x4+MCR with options as described below:

- (1) EMX3-FR+3PS -Modular frame that provides platform for system wide functionality, 3RU frame with expandability options, provides 5 slots for EMR/EMC modules, supports redundant frame controllers and power supplies, includes main and redundant power supply.
(Frame controllers not included)
- (1) EMX-FC -Frame controller for EMX frames, provides Ethernet interface for external control and monitoring
- (1) 3067VIP-3G-36x4+MCR
 -Allow 36 auto-sensing 3G, HD and SD, with up to 4 display outputs at 1080P or 1 UHD output. Advance Monitoring Option Includes: SCTE104 triggers monitoring, VHCIP, CC/Teletext, Dolby-E monitoring, Loudness monitoring also includes standard monitoring
- (1) 7801FR+781PS -1RU Multiframe which holds up to 4 single slot or 2 dual slot 7700/7800 series modules.
 Redundant power supply.
- (1) 7801FC 7801FR -VistaLINK Frame Controller
- (1) 7700GPI+3RU -VistaLINK™ General Purpose Interface Module
- (1) MV-Server -MV-Server is a hardware which hosts software to control and design layout for 3067VIP Series multiviewer.

Bids shall indicate all shipping costs and include details on included warranties, and costs for extended warranty options. Equipment manuals for all pieces of equipment, if available, are to be included when the delivery is made.

Descriptive Literature:

If bidding on items other than those indicated herein, bidders must submit with their bids descriptive literature and detailed specifications on items they propose to furnish. Bids received without descriptive literature and detailed specifications **MAY BE REJECTED**.

BID FORM

(Name of firm or individual bidding)

REQUEST FOR BIDS
FOR
FURNISHING AND DELIVERY
OF A
NEW HIGH DEFINITION MULTIVIEWER SYSTEM
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
FOR
THE UNIVERSITY OF MISSOURI – COLUMBIA, MO
BID # 17-6015-JS-C
DUE DATE: TUESDAY, FEBRUARY 28, 2017
TIME: 2:00 PM, CT

The above signed proposes to furnish the following items and/or services at the prices quoted and agree to perform in accordance with all requirements and specifications contained within this Request For Bid issued by the University of Missouri.

Please attach a separate pricing document that breaks your bid submission down into price for product, delivery and items proposed.

AUTHORIZED BIDDER REPRESENTATION

Number of calendar days delivery after receipt of order		Payment Terms
Authorized Signature		Date
Printed Name		Title
Company Name		
Mailing Address		
City, State, Zip		
Phone No.	Federal Employer ID No.	
Fax No.	E-Mail Address	
Circle one: Individual Partnership Corporation		
If a corporation, incorporated under the laws of the State of _____		
Licensed to do business in the State of Missouri? ____yes ____no		

SUPPLIER REGISTRATION INFORMATION

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN: ☐ Yes ☐ No

The term “small business concern” shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a “small business concern”.

WOMAN OWNED BUSINESS (WBE): ☐ Yes ☐ No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE): ☐ Yes ☐ No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh ☐ (A)
2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas. ☐ (P)
3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa. ☐ (B)
4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only. ☐ (H)
5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. ☐ (N)

A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

VETERAN BUSINESS ENTERPRISE ☐ Yes ☐ No

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE ☐ Yes ☐ No

Please include what organization your firm has secured certification from with a certification number and date it expires. _____

MISSOURI FIRM: ____ Yes ____ No

A Missouri Firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

BUSINESS TYPE:

Manufacturer	____ (M)
Distributor/Wholesaler	____ (D)
Manufacturer's Representative	____ (F)
Service	____ (S)
Retail	____ (R)
Contractor	____ (C)
Other	____ (O)

SOLE PROPRIETORSHIP: ____ Yes ____ No

SUPPLIER'S CERTIFICATION:

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes. The supplier also acknowledges that repeated failure to respond to Invitation to Bids may result in removal from the bid lists.

Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: _____ Date: _____

SUPPLIER DIVERSITY PARTICIPATION FORM

The contractor/supplier must indicate below the percentage of diverse supplier participation committed to in relation to the total dollar value of the contract. Please provide this information whether the contractor/supplier is awarded one, some, or all of the categories being proposed. Overall the diverse supplier participation must not be contingent upon award of a specific category. The contractor/supplier, if awarded a contract, must be able to achieve the stated participation for the resulting contract regardless of the categories awarded or not awarded. The contractor/supplier must be able to achieve participation stated below for the total value of the awarded contract(s). If the contractor/supplier is a certified diverse supplier, the contractor/supplier may indicate 100% participation below. We also ask that a diverse supplier we contract with directly provide us with any supplier diversity participation your firm does that helps to fulfill the contract. Listed below are definitions of direct versus indirect 2nd Tier spending:

- Direct 2nd Tier spending: This is diverse supplier spending by a first tier supplier of goods and/ or services that directly fulfills a UMSSC contract. The principle to follow— if the diverse supplier spending by the first tier supplier can be traced and tracked specifically to the contract, this is direct 2nd tier spending.
 - a. Example: Company A is a prime supplier that sells UMSSC Health System medical supplies. Masks that are supplied to fulfill the contract come from a woman-owned business. This would be called direct 2nd tier as the purchase is directly fulfilling the contractual obligation.
 - b. Example: Company B is a prime supplier of office products to UMSSC. Ink pens that are supplied are provided by a minority-owned business. This would also be direct 2nd Tier. Dollars can be tracked and traced to fulfilling the contract.
- Indirect 2nd Tier spending: Calculates the 2nd Tier spending by prorating the prime supplier's company-wide diverse supplier spending with the percentage of its total business represented by the customer company's business.
 - a. Example: Company A spends \$100,000 with a Veteran-owned landscaping company. UMSSC comprises 20% of that company's/subsidiary's business revenue. Company A can report \$20,000 of the amount spent for landscaping as part of its reporting to UMSSC.
 - b. Example: Company B spends \$150 million dollars in diverse supplier spending for its enterprise. UMSSC comprises 1% of Company B's overall revenue. Company B can the report 1% (\$1.5 million) as supplier diversity spending to UMSSC.

The contractor/ supplier is committing to the following diverse supplier participation on this proposal: Complete the following table indicating the suppliers that will be used as direct subcontractors to meet the participation levels indicated. If you are committing to indirect 2nd tier spending, please list as "indirect" under supplier name and indicate what percentage you will target. If your company will not have a supplier diversity component, please indicate that below as well.

Supplier Name	% of Contract	Specify 1 st or 2 nd Tier