



**Invitation To Bid**  
**ITB #2019-2020-02**  
**Radiography Equipment**

**PURCHASING OFFICE**  
**100 College Blvd, Building 310, Room 204**  
**Niceville, FL 32578**

**Due on November 6, 2019 @ 2:00 PM CT**

ADVERTISEMENT FOR BIDS  
BOARD OF TRUSTEES  
OF NORTHWEST FLORIDA STATE COLLEGE

-For:  
**INTIVATION TO BID**  
**ITB 2019-2020-02 Radiography Equipment**

Northwest Florida State College (NWFSC) request interested parties to submit formal sealed bids for the above referenced project.

ITB documents are available at NWFSC in the Purchasing Department located at:  
Northwest Florida State College  
Building 310/ Room 204  
100 College Boulevard  
Niceville, Florida 32578

Request for ITB documents can be made by calling (850) 729-6031 or by Email to [lundermd@nwfsc.edu](mailto:lundermd@nwfsc.edu) (preferred method).

Additional, bid documents can be downloaded at:

<http://www.nwfsc.edu/about/purchasing>

All firms who download the bid documents must notify the Director of Purchasing via Email at [lundermd@nwfsc.edu](mailto:lundermd@nwfsc.edu).

Bids must be received by the Purchasing Department, Building 310, Room 204, on the Niceville Campus of Northwest Florida State College no later than **2:00 p.m. CST** on **Wednesday, November 06, 2019**. Any Bids received after stipulated time of bid opening will be returned unopened.

Plainly mark the appropriate bid number on the envelope. Bids required all elements of the bid to be in a sealed envelope.

**Upon receipt of this bid document, any and all communications regarding this bid must be made only to the Purchasing Office as noted above. Any violation of this condition could result in bid disqualification.**

Contact Dedria Lunderman, Director of Purchasing at (850)729-5361 for further information.

M/WBE's are encouraged to participate in the bid process.

Dedria Lunderman, CPP, CPPM, CGPP  
Director of Purchasing

NOTICE TO PUBLISHER: This legal ad to appear on Thursday, October 17 & 24, 2019

## GENERAL CONDITIONS

<p><b>SEALED PROPOSALS:</b> All proposal sheets and forms must be executed and submitted in a sealed envelope. Do not include more than one proposal per envelope. Proposals not submitted on the attached form may be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection. It is the sole responsibility of the proposer to deliver the proposal to the address contained herein on, or before, the closing hour and date indicated. Northwest Florida State College Purchasing Department will not be responsible for the inadvertent opening of a proposal not properly sealed, addressed or identified.</p>	<p><b>DEFINITIONS:</b> [College] refers to Northwest Florida State College. [Proposer] refers to the dealer, manufacturer, contractor, or business organization submitting a proposal to the College in response to this request for proposal. [Vendor] refers to the dealer, manufacturer, contractor, or business organization that will be awarded a contract pursuant to the terms, conditions and quotations of the proposal. [Proposer] and [Vendor] will be used interchangeably. [Proposer] and [Bidder] may be used interchangeably throughout this document. [Proposal] and [Bid] may be used interchangeably throughout this document. [ITB] and [RFP] may be used interchangeably throughout this document.</p>
<p><b>EXECUTION OF PROPOSAL:</b> Proposals must contain a manual signature of an authorized representative in the space provided on the proposal submittal form. Proposal must be typed or printed in ink. No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the correct figure above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed will not be tabulated.</p>	<p><b>PROPOSAL OPENING:</b> Shall be public, at the address indicated on the ITB document, on the date and at the time specified on the proposal form. Proposals will not be evaluated at the time of opening. The proposal opening is to determine the vendor pool only. It is the proposer's responsibility to assure that the proposal is delivered at the proper time and place of the opening. Proposals received after the date and time will be retained, unopened, for the record. Proposals by fax or telephone will not be accepted.</p>
<p><b>EVALUATION OF PROPOSALS:</b> The evaluation committee intends to recommend to the Board of Trustees Northwest Florida State College to authorize College administration to award a contract with the proposer's offering the best value to the College.</p>	<p><b>NO BID:</b> If not submitting a proposal, respond by returning the proposal submission form, marking it "NO BID", and explain the reason.</p>
<p><b>AWARDS:</b> As the best interest of the College may require, the right is reserved to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received. The College also reserves the right to make awards to one, or more, vendors based upon the recommendations of the evaluation committee.</p>	<p><b>TAXES:</b> The College does not pay sales taxes on direct purchases of tangible personal property. Do not include these items on invoices. See exemption number on face of purchase order.</p>
<p><b>PRICES, TERMS and PAYMENT:</b> Firm prices shall be quoted, typed or printed in ink, and includes all packaging, handling, shipping charges and delivery to the destination shown herein, contractors who use the tangible personal property in the performance of contracts for the improvement of state owned real property as defined in Chapter 192 F.S.</p>	<p><b>COSTS:</b> The College is not liable for any costs incurred by a proposer in responding to this ITB, including those for presentations, when applicable.</p>
<p><b>DISCOUNTS:</b> Proposers are encouraged to reflect cash discounts in unit prices quoted. Proposers may offer a cash discount for prompt payment; however, discounts for less than 30 days will not be considered in determining the lowest net cost for proposal evaluation purposes. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.</p>	<p><b>MISTAKES:</b> Proposers are expected to examine the specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the proposer's risk. In case of mistake in extension, the unit price will govern.</p>
<p><b>CLARIFICATION/CORRECTION OF BID ENTRY:</b> The College reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.</p>	<p><b>CONDITION AND PACKAGING:</b> It is understood and agreed that any item offered or shipped as a result of this proposal shall be the new, current model in production available at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.</p>
<p><b>SAFETY STANDARDS:</b> Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under. Failure to comply with the condition will be considered as a breach of contract.</p>	<p><b>UNDERWRITERS' LABORATORIES:</b> Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall carry U.L. approval and reexamination listing where such has been established.</p>
<p><b>PAYMENT:</b> Payment will be made by the College after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the proposal. An original and two copies of the invoice shall be submitted. Failure to follow these instructions may result in a delay in processing invoices for payment. In addition, the purchase order number must appear on bills of lading, packages, cases, delivery lists and correspondence.</p>	<p><b>INTERPRETATIONS:</b> Any questions concerning conditions and specifications shall be directed in writing to Northwest Florida State College Purchasing Department for receipt no later than ten (10) days prior to the ITB opening. Inquiries must reference the date of ITB opening and ITB number. Failure to comply with this condition will result in proposer waiving his right to dispute the ITB conditions and specifications.</p>