



**procurement
operations**

Invitation for Bids (IFB)

For

Video Cameras and Related Equipment

Project No. 08-13

INVITATION FOR BIDS

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HOUSTON COMMUNITY COLLEGE

INVITATION FOR BIDS – SUMMARY

Date: February 4, 2008

Project Title: Video Cameras and Related Equipment

Project No. 08-13

ISSUED BY:

Houston Community College
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002
Post Office Box 667517
Houston, Texas 77266-7517

SUBMIT INQUIRIES TO:

Name: Keith Reynolds
Title: Buyer

Telephone: (713) 718-5014
Fax: (713) 718-2113
Email: keith.reynolds@hccs.edu

Project Overview: Houston Community College ("HCC") is seeking sealed bids from qualified firms to supply and deliver (F.O.B. Destination) Video Cameras and Related Equipment, as specified in Attachment No. 2, Schedule of Items and Prices.

Contract Approval: This procurement is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or designee.

Bid Opening Time/Location: Sealed bids in original form for work/items described herein will be received until March 4, 2008, at 3:30 p.m. (local time) at the Procurement Operations department, 3100 Main (11th Floor), Houston, Texas 77002, and at that time publicly opened and read aloud.

Contract Term: The contract term for contract(s) awarded from this solicitation will be 60 days after receipt of purchase order.

Small Business Development Program (SBDP): The small business participation goal for this solicitation is Best Effort. (See Instructions to Bidders, Paragraph 8).

Obligation: This Invitation for Bids does not obligate HCC to award a contract or pay any costs incurred by the bidder in the preparation and submittal of a bid.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

HCC reserves the right to withdraw this solicitation at any time for any reason; remove any scope component for any reason and to issue such clarifications, modifications and / or amendments as deemed appropriate.

Respondents should exercise particular care in reviewing the requirements set forth in this solicitation.

INSTRUCTIONS TO BIDDERS

1. Review of Bid Documents

A complete set of bid documents shall be used in preparing a bid. Each prospective bidder should carefully review the bid documents and take such steps as may be reasonably necessary to ascertain the resulting contract performance requirements. Failure to do so will not relieve bidders from the responsibility of estimating properly the difficulty/level of effort or cost of successfully performing the resulting contract.

2. Explanation to Bidders

Any explanation desired by a prospective bidder regarding the meaning or interpretation of the bid documents must be requested in writing and with sufficient time allowed (a minimum of seven (7) calendar days before the date set to receive bids) for a response to reach prospective bidders before the submission of their bids. Any HCC response will be in the form of an amendment of the solicitation or an information letter. The response will be made available to all prospective bidders on the HCC website at www.hccs.edu. Receipt of any amendment(s) issued by HCC shall be acknowledged by the bidder with the bid submission.

3. Bidder Eligibility for Contract Award

- a. Each bidder shall complete, and submit with the bid, the applicable forms contained in the solicitation. When a special license or permit is required by Federal, State or Local law or ordinance, the bidder must be properly licensed prior to submitting a bid to HCC and must furnish evidence of such with the bid.
- b. In order for a bidder to be eligible to be awarded a contract, the bid must be responsive to the solicitation and HCC must be able to determine that the bidder is responsible to perform the resulting contract satisfactorily.
- c. Responsive bids are those complying with all material aspects of the solicitation. Bids that do not comply with the terms and conditions of the solicitation will be rejected as non-responsive.
- d. Responsible bidders as a minimum must:
 - Have adequate financial resources or ability to obtain such resources as required during the performance of the contract.
 - Be able to comply with the required delivery or performance schedule, taking into consideration all existing business commitments.
 - Have a satisfactory history of past performance.
 - Have necessary management and technical capability to perform the contract.
 - Provide evidence satisfactory to HCC that the bidder will comply with the Small Business Development Program requirements contained in the solicitation.
 - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; signing and submitting the bid is so certifying.
 - Be qualified as an established firm regularly engaged in the type of business to provide the items/work required by this solicitation.
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- e. A bidder may be requested to submit written evidence verifying that he/she meets the minimum criteria necessary to be determined a responsible bidder. Bids deviating or taking exceptions to the solicitation requirements will not be considered.

4. Preparation for Bid

- a. A bid shall be prepared on the forms furnished by HCC; shall be completed in ink, and shall be manually signed by an authorized official of the company. The person signing the bid shall initial any changes or erasures appearing on the bid forms. Bids submitted via e-mail or facsimile (fax) will not be accepted by HCC.
- b. A bid shall be submitted so as to be received no later than the exact date/time and at the place indicated in the solicitation, and shall be enclosed in a sealed envelope clearly identified as a bid with the project title, project number and bid opening date and time. The envelope shall also identify the name and address of the bidder and shall contain the bid security, if required, and other required documents.

5. Brand Name or Equal Description

The items listed herein have been identified as brand name or equal. This description reflects the minimum level of quality that will satisfy the needs of HCC. To be considered for award, bids of "equal" products, including "equal" products of the brand name manufacturer, must:

- 1) Meet the minimum quality of the brand specified;
- 2) Clearly identify the items(s) by brand name, if any, and make or model number.
- 3) Include, with the bid documents, descriptive literature such as illustrations, drawings, etc. Mark any descriptive material to clearly show any modifications.
- 4) HCC will evaluate "equal" products on the basis of information furnished by the bidder. HCC is not responsible for locating or obtaining any information not identified in the bid document.
- 5) Unless the bidder clearly indicates in its bid that the product being offered is an "equal" product, the bidder shall provide the brand name product referenced in the solicitation.

6. Opening of Bids

- a. Bids will be publicly opened immediately following the time set for receipt in the solicitation. The bid prices will be read aloud for the information of bidders and others present.
- b. If HCC receives two or more bids from responsible bidders that are identical in nature and amount, the Board of Trustees shall review. The Board of Trustees may reject all bids, in the best interest of HCC.
- c. HCC reserves the right to reject any and all bids, to waive any informalities in bids received, and to reject all non-responsive or conditional bids.

7. Contract Award

Award of a contract, if awarded, will be made to the responsive and responsible bidder(s) offering the lowest bid prices and best values to Houston Community College and whose bid conforms to the solicitation documents. HCC reserves the right to make an award on the basis of low line item bid, low total of line items, or in any other combination that will serve the best interest of HCC, and to reject any and all bid items at the sole discretion of HCC. HCC also reserves the right to accept or reject all or any part of any bid, and award the bid to best serve the interests of HCC.

HCC reserves the right to waive any technicalities or irregularities in the bid documents and consider the bid for award.

8. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas.

9. **Small Business Development Program (SBDP)**

- a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.
- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standards as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- c. For this solicitation, HCC has established Best Effort as its goal for Small Business participation.
- d. Good Faith Efforts: HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:
 - To the extent consistent with industry practices, divide the contract work into reasonable lots.
 - Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
 - Document reasons for rejecting a firm that proposes or bids on subcontracting opportunities.
- e. Small Business Compliance Review: To ensure compliance with any stated small business participation goal, the selected vendor/contractor will be required to meet with the HCC Buyer and/or other HCC designated representative(s) at the 50% and 75% completion phases/dates of the project, to verify small business participation activity and to ensure compliance with the stated small business goal, if any.

10. **Prohibited Communications**

Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- Between any Trustee and any member of a selection or evaluation committee; and between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first.

The communications prohibition shall terminate when:

- The contract is awarded by the Chancellor or designee; or
- The award recommendations are considered by the Board at a duly noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- Duly noted pre-bid or pre-proposal conferences.
- Communications with the HCC General Counsel.
- Emergency contracts.
- Presentations made to the Board during any duly-noticed public meeting.
- Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

11. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

12. **Bid Submittals**

Each bidder must complete and return the following documents, if appropriate:

- Bid/Award Form (Attachment No. 1)
- Schedule of Items and Prices form (Attachment No.2)
- Determination of Good Faith Effort (Attachment No.5)
- Small Business Unavailability Certificate (Attachment No. 6)
- Small Business Development Questionnaire (Attachment 7) ***** Mail separately.**
- Contractor & First Tier Subcontractor/Supplier Participation Form (Attachment No. 8)
- Non-Discrimination Statement (Attachment No. 9)
- Certification & Disclosure Statement (Attachment No. 10)
- Affidavit Form (Attachment No. 11)
- Business Questionnaire (Attachment No. 12)
- Assurance of SBDP Goal (Attachment No. 13)
- Conflict of Interest Questionnaire (Attachment No. 16)

The envelope containing a bid shall be addressed as follows:

- Name, Address and Telephone Number of Bidder;
- Project Description/Title;
- Project Number
- Bid Opening Date/Time.

All bids shall be submitted to:

**Houston Community College
Procurement Operations
3100 Main Street (11th Floor, Room #11A06)
Houston, Texas 77002
Reference: Project No. 08-13
Attn: Keith Reynolds**

13. **Appropriated Funds**

The purchase of service or product, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCC shall have the right to cancel the resulting contract at the end of the current fiscal year if funds are not allotted for the next fiscal year to continue this

contract. If funds are withdrawn or do not become available, HCC reserves the right to cancel the contract by giving the contractor a thirty (30) day written notice of its intention to cancel without penalty. Upon cancellation of the contract, HCC shall not be responsible for any payment of any service or product received that occurs after the end of the current contract period. HCC's fiscal year begins on September 1 and ends on August 31st.

14. **Texas Public Information Act**

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded.

15. **Conflict of Interest**

- a. If a firm responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in the contract resulting from this solicitation, the firm must disclose this to HCC. Persons submitting a response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code. As applicable, the person submitting a response to this solicitation must complete and submit **Attachment No. 15, Conflict of Interest Questionnaire Form.** This completed form must be signed and submitted with the solicitation response.
- b. HCC expects vendors to comply with Chapter 176 of the Texas Education Code.

ATTACHMENT NO. 1
HOUSTON COMMUNITY COLLEGE
INVITATION FOR BIDS
BID/CONTRACT AWARD FORM

PROJECT TITLE: Video Cameras and Related Equipment
PROJECT NO.: 08-13

Name of Bidder/Contractor: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Receipt of Bid Amendments Number(s): _____

The undersigned hereby proposes to furnish all labor, materials, supervision and any other services necessary to complete the above referenced project for the bid amount(s) listed on the Schedule of Items and Prices, Attachment No. 2.

The undersigned certifies that the amount(s) contained in Attachment No. 2 have been carefully checked and are submitted as correct and final.

Signed By: _____

Name: _____
(Type or Print)

Title: _____
(Type or Print)

ATTEST: _____
(Secretary, if Bidder is a Corporation)

SEAL:
(If Corporation)

ACCEPTANCE AND CONTRACT AWARD FORM

(This page to be completed by HCC.)

Purchase Order No. _____ (for payment purposes only)

Project No. 08-13

Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions of Purchase posted on the HCC website at www.hccs.edu, incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE

Executed for and on behalf of Houston Community College pursuant to approval by the Board of Trustees

on _____

Signed By: _____

Name: Michael Kyme
Title: Executive Director, Procurement Operations

ATTACHMENT NO. 2
SCHEDULE OF ITEMS AND PRICES
FOR
VIDEO CAMERAS AND RELATED EQUIPMENT, Project #08-13

The Bidder/Contractor shall furnish all resources and services necessary and required to supply and deliver (f.o.b. destination) video cameras and related equipment in accordance with the technical specifications and the general terms and conditions of the proposed contract for the price(s) listed below.

<u>Item No.</u>	<u>Description of Item(s)</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Ext. Bid Amount</u>
01	Shotgun Microphone Mfg: Sony Part No: ECM-674 or equal	2	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
02	Lithium Ion Battery Mfg: Sony Part No.: Sony NP-F970 or equal	5	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
03	Camcorder Bag with Rain Cover Mfg: Petrol Part No: PCUB-1N w/PRC-PN or equal	2	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
04	Camcorder Battery Mfg: Impact Part No.: NP-F975 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
05	Light for Camcorder Mfg: Sony Part No: HVL20DW2 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
06	HVD Camcorder Mfg: Sony Part No.: HVRZ1U or equal	2	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				

<u>Item No.</u>	<u>Description of Item(s)</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Ext. Bid Amount</u>
07	Extended Warranty for Item #6 one warranty per camcorder	2	EA	\$_____	\$_____
	Bidding on: _____ (Company name, Term)				
08	Wireless Lavalier System Mfg: Sony Part No.: UWP-C1/6668 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
09	DVD – Guide to HVR-Z1U/HDR/FX1 Mfg: Vortex Part No: VOZ1DVD or equal	2	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
10	Video Editing Software Mfg: Sony Part No.: SV6000DVD or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
11	HDV VTR Mfg: Sony Part No: HVRM15U or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
12	Camera Case Mfg: Lowepro Part No.: 3458010 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
13	Macro Slider Mfg: Velbon Part No: ESMAGSLIDER or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
14	Flash Mfg: Canon Part No.: MR-14EX Ring Lite or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				

<u>Item No.</u>	<u>Description of Item(s)</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Ext. Bid Amount</u>
15	Lens Hood Mfg: Canon Part No: ET-67 B (0343B001) or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
16	Lens Case Mfg: Lowepro Part No.: 1s (19541S10) or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
17	UV-1 Filter Mfg: Canon Part No.: 2589A004 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
18	Macro Lens Mfg: Canon Part No: 0284B002 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
19	Extended Warranty for Item #18	1	EA	\$_____	\$_____
	Bidding on: _____ (Company Name, Term)				
20	UV-1 Filter Mfg: Canon Part No.: 2605A004 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
21	Battery Pack Mfg: Canon Part No: 9612A001 or equal	2	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
22	Lens Hood Mfg: Canon Part No.: 2639A002 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				

<u>Item No.</u>	<u>Description of Item(s)</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Ext. Bid Amount</u>
23	Vertical Grip/Battery Holder Mfg: Canon Part No: 0211B001 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
24	Angle Finder Mfg: Canon Part No.: 2882A002 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
25	Flash Card Mfg: Sandisk Part No: SDCFX3409690 or equal	2	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
26	Remote Controller Mfg: Canon Part No.: 2467A001 or equal	2	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
27	Digital Camera with Lens Mfg: Canon Part No: 1236B001 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
28	Extended Warranty for Item #27	1	EA	\$_____	\$_____
	Bidding on: _____ (Company Name, Term)				
29	Tripod Case Mfg: Tundra Part No: 33S2TRIP3 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
30	Tripod Mfg: Slik Part No.: 616850 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				

<u>Item No.</u>	<u>Description of Item(s)</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Ext. Bid Amount</u>
31	Tripod System Mfg: Vinton Protouch Part No: PRO6HDVM or equal	4	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
32	Arm and Clamp on Light Mount Mfg: Smith-Victor Part No.: 402044 or equal	4	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
33	Dimmer Control Mfg: Impact Part No: D600 or equal	4	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
34	Camera Light with EYH Lamp Mfg: Smith-Victor Part No.: 401138 or equal	2	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
35	Lamp Mfg: Generic Part No: GBECA or equal	12	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
36	Shooting Table Mfg: Smith-Victor Part No.: 402018 or equal	1	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				
37	Hard Case with Foam Insert Mfg: Pelican Part No: PC1400Y or equal	4	EA	\$_____	\$_____
	Bidding on: _____ (Manufacturer, Part No.)				

<u>Item No.</u>	<u>Description of Item(s)</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Ext. Bid Amount</u>
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38	Lavalier Wireless Combo Mfg: Sennheiser Part No.: EW100ENGG2C or equal	2	EA	\$_____	\$_____
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Bidding on: _____
(Manufacturer, Part No.)

39	Lavalier Wireless Combo Mfg: Sennheiser Part No: EW100ENGG2B or equal	2	EA	\$_____	\$_____
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Bidding on: _____
(Manufacturer, Part No.)

40	DVCAM Studio Player/Recorder Mfg: Sony Part No.: DSR1500A or equal	1	EA	\$_____	\$_____
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Bidding on: _____
(Manufacturer, Part No.)

41	Extended Warranty for Item #40	1	EA	\$_____	\$_____
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Bidding on: _____
(Manufacturer, Part No.)

42	Lamp Mfg: Lowel Part No.: GLFP44 or equal	24	EA	\$_____	\$_____
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Bidding on: _____
(Manufacturer, Part No.)

43	Light Kit with Case and Lamps Mfg: Lowel Part No: LC94LBZ or equal	5	EA	\$_____	\$_____
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Bidding on: _____
(Manufacturer, Part No.)

Total Bid Amount (Line Item Number 1-43) \$_____

ATTACHMENT NO. 3
SPECIFICATIONS
FOR
VIDEO CAMERAS AND RELATED EQUIPMENT, Project #08-13

These specifications cover the items specified in the Schedule of Items and Prices, Attachment No. 2 of the solicitation.

Item No. 1:

Shotgun Microphone

- Sony ECM-674 or Equal
- Battery and Phantom power capability
- Super candid polar pattern
- Two-position roll-off switch
- Low profile and lightweight design

Item No. 2:

Lithium Ion Battery

- Sony NP-F970 or Equal
- Rechargeable Lithium-ion battery pack compatible with Handycam camcorders
- Provides up to 18 hours of continuous recording time
- 6600mAh storage capacity

Item No. 3:

Camcorder bag

- Petrol PCUB-1N U-Bag 1N Camcorder Bag (for Mini DV Camcorders with Accessories) or Equal
- Rain cover
- Zippered compartments
- Water resistant cordura fabric
- U-opening and bottom risers
- Dimensions: Exterior 18.11 x 11.02 x 11.02" (LxWxH)
Interior: 17.3 x 7.7 x 9.0" (LxWxH)

Item No. 4:

Camcorder Battery

- Impact NP-F975 Battery (7600mah) or Equal

Item No. 5:

Light for Camcorder

- Sony HVL 20DW2 10/20w for Digital Camcorder or Equal

Item No. 6:

HDV Camcorder

- Sony HVRZ1U 1080i HDV Camcorder or Equal

Item No. 7:

Extended Warranty for Item #6

- Four Year (or greater) Extended Warranty for Sony HVRZ1U HDV Camcorder or equal

Item No. 8:

Wireless Lavalier System

- Sony Mfr# UWP-C1/6668 Lavalier System or Equal
- Camera Mountable UHF Synthesized Wireless Lavalier System
- Both transmitter and receiver shall provide 188 user selectable frequencies

Item No. 9:

DVD - Guide to HVR-Z1U/HDR/FX1

- Vortex Complete Guide to the HVR-Z1U/HDR-FX1 DVD or Equal
- Mfr #VOZ1DVD

Item No. 10:

Video Editing Software

- Sony Vegas 6.0, Mfr # SV6000DVD or Equal

Item No. 11:

HDV VTR

- Sony HVR-M15U Compact HDV 1080i VTR or Equal

Item No. 12:

Camera Case

- Lowepro Rezo TLZ 10 Compact Holster-Style Bag or Equal
- Water-resistant case for carrying an SLR camera body, lens and memory cards
- Removable, adjustable shoulder strap

Item No. 13:

Macro Slider

- Velbon Macro Slider Magnesium or Equal
- Lateral adjustment range of ± 1.2 " (30 mm)
- Fore/aft adjustment range of ± 2.4 " (60 mm)
- 3/8"-16 Tripod Mount Thread Size (includes 1/4"-20 reducer bushing)

Item No. 14:

Flash

- Canon MR-14EX TTL Macro Ring Lite Flash (Guide No. 46/14 m) or Equal
- Twin tubes designed for close-up photography with EF Macro lenses; Flash tubes can fire together or independently
- Ratio control in manual mode: 1/1 ~ 1/64 range in 7 full steps
- Supports E-TTL wireless autoflash in conjunction with one or more 580EX, 550EX, 430EX, or 420EX flashes
- Attaches directly to EF 50mm f/2.5 Compact Macro, EF 100mm f/2.8 Macro (both versions), and MP-E 65mm Macrophoto Lenses [without filters attached] (*can also be used with EF 180mm f/3.5L Macro USM via Macrolite Adapter 72C*)
- Can be adapted to other popular filter sizes with appropriate Macrolite Adapters; 52mm, 58mm & 72mm Incandescent focusing lamps and two forms of modelling flash permit preview of lighting effects
- Illuminated LCD panel for easy flash settings in any lighting condition
- Seven Custom Functions set on the flash LCD
- Compatible with AA alkaline, lithium, Ni-Cd and Ni-MH batteries
- Accepts Canon external battery packs (*compact battery pack CP-E2 & transistor pack E*)

Item No. 15:

Lens Hood

- Canon ET-67B Lens Hood for EF-S 60 mm f/2.8 Macro Lens or Equal

Item No. 16:

Lens Case

- Lowepro S&F Lens Case 1s (Black) or Equal
- Compatible with
 - 28-90mm f/4.0 zoom lens (without hood)
 - 60mm f/2.8 macro lens (without hood)
 - 28mm f/2.8 lens (without hood)
 - Most 50mm lenses

Item No. 17:

UV-1 Filter

- Canon 52mm Haze UV-1 Filter or Equal

Item No. 18:

Macro Lens

- Canon 60mm f/2.8 EF-S Macro (USM) Lens/USA or Equal
- Uses optics designed to take full advantage of the small image circle and short back focus in EF-S lenses
- Optimized lens coating minimizing flare and ghosting prone occurring with digital cameras
- Near-silent Ultra Sonic Motor (**USM**) provides super-fast precision auto-focusing with full-time manual (**FT-M**) override
- Circular aperture diaphragm produces a more attractive appearance to out-of-focus background areas in photos shot using the widest apertures

Item No. 19:

Warranty on Lens

- 7 Year (or greater) Extended Warranty on Item #18

Item No. 20:

UV-1 Filter

- Canon 58mm Haze UV-1 Filter or Equal

Item No. 21:

Battery Pack

- Canon NB-2LH Battery Pack (720 mAh) or Equal
- Chemistry Lithium-Ion
- Output Voltage 7.4v
- Capacity 720 mAh
- Dimensions 1.3 x 1.8 x 0.6", 33.3 x 45.2 x 16.2 mm
- Weight 1.5 oz (43g)

Item No. 22:

Lens Hood

- Canon EW-60C Lens Hood for EF 28-80mm f/3.5-5.6, II, III, IV, V, 18-55mm @28-90mm Lenses or Equal

Item No. 23:

Vertical Grip/Battery Holder

- Canon BG-E3 Vertical Grip/Battery Holder for EOS Digital Rebel XT, XT1 or Equal

Item No. 24:

Angle Finder

- Canon Right Angle Finder C (Includes ED-C & ED-D Adapters for ALL SLR Cameras) or Equal
- 1.25X to 2.5X switchable magnification
- built-in variable diopter correction

Item No. 25:

Flash Card

- Sandisk 4 GB Extreme III Compact Flash Card or Equal
- 20MB/second sequential write and read speed

Item No. 26:

Remote Controller

- Canon RC-5 Wireless Remote Control for EOS 10s, Elan/II/III & 7/E, Rebel K2 QD, Ti & T2 QD, Digital Rebel and IX Series Cameras or Equal

Item No. 27:

Digital Camera with Lens

- Canon EOS Digital Rebel Xti w/18-55mm EF-S Lens or Equal

Item No. 28:

Five Year Extended Warranty for Item #28

Item No. 29:

Tripod Case

- Tundra Deluxe Tripod Case Jumbo, Padded Case - for Tripods up to 44" Long or Equal
- 44 x 8 x 8" (*111.8 x 20.3 x 20.3 cm*) (LxWxH)

Item No. 30:

Tripod

- Slik THE PROFESSIONAL Tripod or Equal
- Tripod with PRO HEAD 3-Way Panhead
- Supports 22 lb.

Item No. 31:

Tripod System

- Vinten PRO-06-HDVM Protouch Lightweight Tripod System or Equal
- Pro-06 Pan and Tilt Head
- Pozi-loc 2 Stage Tripod
- Mid-Level Spreader
- 13.2 lb Capacity

Item No. 32:

Arm and Clamp on Light Mount

- Smith-Victor Arm and Clamp-on Light Mount Mfr# 402044 or Equal

Item No. 33:

Dimmer Control

- Impact D-600 Dimmer Control, 600w Max or Equal
- For use with tungsten lights 600 total watts, or less
- Reo-stat with sliding control
- 2-prong socket

Item No. 34:

Camera Light with EYH Lamp

- Smith-Victor Q250-SG 250w A/C On-Camera Video Light or Equal
- 250 Watt, 120 VAC, Quartz (EYH)

Item No. 35:

Lamp

- Generic ECA Lamp (250w/120v) 3200K or Equal

Item No. 36:

Shooting Table

- Smith-Victor TST24 24" Shooting Table Mfr#402018 or Equal
- Includes ST24 Opaque Vase Module Frame with plexiglass
- Includes CM24 Clear Module Frame with plexiglass

Item No. 37:

Hard Case with Foam Insert

- Pelican 1400 Small Protector Watertight ATA Hard Case with Pick 'N Pluck Foam (Yellow) or Equal

Item No. 38:

Lavalier Wireless Combo

- Sennheiser G2 Wireless Combo (C) Mfr# EW500ENGG2 – C or Equal
- **(Channel Set C/626-662 MHz)**
- EK500 Receiver
- SKP500 Plug-In Transmitter
- SK500 Body-Pack Transmitter
- ME2 Lavalier Microphone

Item No. 39:

Lavalier Wireless Combo

- Sennheiser G2 Wire Combo (B) Mfr# EW500ENGG2 – B or Equal
- **(Channel Set B/626/662 MHz)**
- EK500 Receiver
- SKP500 Plug-In Transmitter
- SK500 Body-Pack Transmitter
- ME2 Lavalier Microphone

Item No. 40:

DVCAM Studio Player/Recorder

- Sony DSR 1500A Dvcam Studio Player/Recorder or Equal

Item No. 41:

Extended Warranty for Item #40

Four Year (or greater) Extended Warranty for DVCAM Studio Player/Recorder

Item No. 42:

Lamp

- Lowel GLF Lamp (235w/230v) (P44) Mfr#GLF/p44 or Equal

Item No. 43

Light Kit with Case and Lamps

- Lowel Rifa 44 (250w) Kit Mfr# LC-94LBZ or Equal
- Rifa-Lite 44, Light Stand, Bulb, LB45 Soft Case - 250 Total Watts

ATTACHMENT NO. 4

GENERAL TERMS AND CONDITIONS

1. **Contract Award**
A response to the solicitation is an offer to contract with Houston Community College ("HCC") based on the terms and conditions contained therein. Bids do not become contracts until they are accepted by HCC through issuance of written purchase orders or other duly executed documents.
2. **Delivery Requirements**
Delivery shall be made within (60) business days after receipt of purchase order. Items to be delivered to HCC shall be plainly marked with the assigned HCC purchase order number. HCC shall not be responsible for any goods delivered without the benefit of a duly signed purchase order issued by the HCC Procurement Operations Department. All items shall be delivered to Houston Community College, Southwest College, Attn: Roland Fields.
3. **Interpretation, Jurisdiction and Venue**
The Contract shall be construed and interpreted solely in accordance with the laws of the State of Texas. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in Harris County, Texas.
4. **Compliance with Laws**
The Contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the Contractor shall furnish to HCC certificates of compliance with all such laws.
5. **Taxes**
HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.
6. **Termination for Convenience**
HCC may, at its option and discretion, terminate or reduce the statement of work or other requirements of the contract at any time, without any default on the part of the contractor, by giving thirty (30) calendar days written notice thereof to the Contractor.
7. **Termination for Default**
HCC may terminate the contract immediately for default, by giving written notice thereof to the Contractor, if the Contractor neglects to execute the work properly; performs in an unsatisfactory manner or fails to perform any provisions of the contract. In the event of termination for default, HCC shall have against the Contractor, all remedies provided by law and equity.
8. **Ethics Conduct**
Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

9. **Conflict of Interest**
HCC expects the Contractor to comply with Chapter 176 of the Texas Education Code and that failure to comply is grounds for termination of the Contract.
10. **Changes**
HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the contractor's cost and/or the time for performance, the Contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor's receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written direction of HCC.
11. **Insurance Requirements**
The Contractor agrees to comply with the insurance requirements contained herein, if any.
12. **Indemnification**
The Contractor shall hold HCC, its agents, employees, trustees and other officers harmless from any claim or liability asserted against it by reason of the negligence of the Contractor, its agents, servants and employees in the performance of the Contract.
13. **Independent Contractor**
It is agreed and understood that the Contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the Contractor to perform the services required by the contract shall be deemed to be Contractor's employees or independent subcontractors; that the Contractor's employees shall be paid by the Contractor; and the Contractor and its employees shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law.
14. **Assignment**
The Contractor may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of HCC. This Contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.
15. **Notices**
All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

Houston Community College
 Procurement Operations
 3100 Main Street
 Houston, Texas 77002
 ATTN: Michael Kyme,
 Executive Director, Procurement Operations

Contractor

 Attn: _____

16. **Invoicing and Payment**
The Contractor shall submit an original invoice to the address shown below for the goods or services which have been inspected and accepted by HCC:

Accounts Payable
P.O. Box 667460
Houston, Texas 77266-7460

Reference: Project No. 08-13 and the applicable purchase order number.

Generally, payment will be made within thirty (30) calendar days after receipt of a properly prepared invoice or acceptance of the goods or services, whichever is later. Payment shall be considered made when HCC deposits the Contractor's payment in the mail or the date on which an electronic transfer of funds occurs.

17. **Entire Agreement**

This Contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials provided and supersede all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. This Contract shall not be amended or modified, except by mutual written agreement between the parties hereto.

ATTACHMENT NO. 5

PROJECT NO. 08-13

HOUSTON COMMUNITY COLLEGE

DETERMINATION OF GOOD FAITH EFFORT

Bidder _____

Address _____

Phone _____

Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Bidder to complete this form and submit supporting documentation explaining in what ways the Bidder has made a good faith effort to attain the goal. The Bidder will respond by answering "yes" or "no" to the following and provide supporting documentation.

- _____ (1) Whether the Bidder provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- _____ (2) Whether the Bidder divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Bidder documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Bidder negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Bidder is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Bidder must submit a letter of justification.

Signature of Bidder

Title

Date

**ATTACHMENT NO. 6
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

I, _____, _____, of
 (Name) (Title)

_____, certify that on the date(s) shown, the small businesses listed herein were
 (Name of bidder's company) contacted to solicit Bids for Materials or Services to be used on Project # _____

DATE CONTACTED	SMALL BUSINESS Name	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a bid or prepared a bid that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I am unable to commit to awarding subcontract(s) or supply order(s) to the small business listed above.

NOTE: This form to be submitted with all Bidder documents for Waiver of small business participation. (See Instructions to Bidders)

Signature: _____

**ATTACHMENT NO. 7
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

Note: Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College
Procurement Operations/Small Business Representative
Post Office Box 667517
Houston, Texas 77266-7517
Ref: HCC Project No. 08-13**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
____ African American (AA)	____ Male	____ Houston (H)
____ Asian Pacific American (APA)	____ Female	____ Texas (T)
____ Caucasian (C)		____ Out of State (O)
____ Hispanic American (HA)		Specify State _____
____ Native American (NA)		____ Public Owned (PO)
____ Other (O) Specify _____		

BUSINESS CLASSIFICATION

- | | |
|---|--|
| ____ DBE Disadvantaged Business Enterprise | ____ SB Small Business |
| ____ WBE Women Owned Business Enterprise | ____ MBE Minority Business Enterprise |
| ____ HUB Historically Underutilized Business | ____ Other: _____ |

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTACHMENT NO. 9

NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 10

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:
Have you been convicted of a felony? YES or NO

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

I attest that I have answered the questions truthfully and to the best of my knowledge.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2008

Notary Public for the State of: _____

ATTACHMENT NO. 11

AFFIDAVIT FORM

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____, _____,
(City) (State)

this the _____ day of _____, 2008.

Notary Public for the State of: _____

ATTACHMENT NO. 12
BUSINESS QUESTIONNAIRE

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for Houston Community College? _____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters is located? _____

If headquarters is located out of state, does that state have preferential treatment on Bids?

_____ If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____
Title _____

Please indicate how you became aware of this procurement? Source: _____

Example: Newspapers (Chronicle, El Dia, Voice of Asia, African American News, etc.) Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)

TYPE OF ORGANIZATION

_____ Individual _____ Sole Proprietorship
_____ Partnership _____ Corporation, Incorporated in _____

Federal Employer Identification Number _____
(Note: please refer to Attachment No. 14, Vendor Application Instructions)

How long in business under present name _____

Number of persons now employed _____

BUSINESS CLASSIFICATION

_____ **DBE** Disadvantaged Business Enterprise _____ **SB** Small Business
_____ **WBE** Women Owned Business Enterprise _____ **MBE** Minority Business Enterprise
_____ **HUB** Historically Underutilized Business _____ Other: _____

** HCC is an equal opportunity / educational institution, which does not discriminate on the basis of race, religion, national origin, gender, age or disability. HCC encourages small and disadvantaged businesses to seek procurement opportunities.*

REFERENCES

List three references (local or otherwise) which have been or are now your customer and at least one in which you have performed comparable work in quantity and scope to that specified in this solicitation.

Name of Firm	Address	Point of Contact	Telephone #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2008

Notary Public _____

for the State of: _____

ATTACHMENT NO. 13

ASSURANCE OF SBDP GOAL

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = Best Effort

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 14

VENDOR APPLICATION INSTRUCTIONS

The Houston Community College Procurement Operations department has developed an online vendor application. This is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College Procurement Operations department website and register as a vendor. The website address to access the vendor registration form is http://hccs.aecglobal.com/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

ATTACHMENT NO. 15

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ For vendor or other person doing business with local government entity	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the government entity.</p> <p>By Law this questionnaire must be filled with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 76.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1. Name of person doing business with local government entity.</p>	
<p>2. <input type="checkbox"/> Check this box if you are filing an update to a previous questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3. Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local government entity with respect to the expenditure of money.</p>	
<p>4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local government entity that is the subject of this questionnaire.</p>	

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ
For vendor or other person doing business with local government entity

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to the Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10% or more?

Yes No

D. Describe each affiliation or business relationship.

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

7. _____ Date _____
Signature of person doing business with the government entity



**procurement
operations**

Sample Contract Documents

By and Between

Houston Community College

And

**For
Video Cameras and Related Equipment**

Project No. 08-13

SAMPLE CONTRACT EXHIBITS

EXHIBIT A BID / AWARD FORM

Note: (Attachment No. 1 of this solicitation may become Exhibit A in the resulting contract.)

EXHIBIT B SCHEDULE OF ITEMS AND PRICES

Note: (Attachment No. 2 of this solicitation may become Exhibit B in the resulting contract.)

EXHIBIT C SPECIFICATIONS

Note: (Attachment No. 3 of this solicitation may become Exhibit C in the resulting contract.)

EXHIBIT D GENERAL TERMS AND CONDITIONS

Note: (Attachment No. 4 of this solicitation may become Exhibit D in the resulting contract.)

EXHIBIT E CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM

Note: (Attachment No. 8 of this solicitation may become Exhibit E in the resulting contract.)

EXHIBIT F INSURANCE REQUIREMENTS

Note: (Attachment No. 15 of this solicitation may become Exhibit F in the resulting contract.)

EXHIBIT G FIRST TIER SUBCONTRACTOR PAYMENT CERTIFICATION FORM (If required)

EXHIBIT H SUBCONTRACTOR PROGRESS ASSESSMENT FORM (If required)

EXHIBIT G

**HOUSTON COMMUNITY COLLEGE
FIRST TIER SUBCONTRACTOR PAYMENT CERTIFICATION FORM**

- Instructions:** 1. This form shall be completed and signed by an officer of the subcontractor's company for each payment received from the prime contractor and shall be returned to the prime contractor for its submission to HCC.
2. The prime contractor shall attach this completed form to each invoice for payment submitted to HCC/Acct. Dept.

PROJECT NO./TITLE: _____

NAME OF SUBCONTRACTOR: _____

ADDRESS: _____

I hereby certify that the above firm has received payment on _____ from _____
(Date) (Prime Contractor)

In the amount of \$ _____ as full payment of our Invoice No. _____ dated _____

for work performed during _____ under Contract/Project No. _____.
(Enter Time Period)

Signature: _____

Name (Print or Type) : _____

Title: _____

Date: _____

Telephone: _____

**EXHIBIT H
HOUSTON COMMUNITY COLLEGE
SUBCONTRACTOR PROGRESS ASSESSMENT FORM**

Project No./Title: _____

Reporting Period: From _____ **To** _____

Prime Contractor: _____

Total Contract Amount (Prime Contractor): \$ _____

Instructions: This form shall be completed and signed by an officer of the prime contractor's company and shall be attached to each invoice for payment submitted to HCC's Accounting Dept.

List Subcontractor(s) name below	Total Subcontract Amount	Amount Paid This Period	Total Paid to Date
	\$	\$	\$

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will
(Prime Contractor)

make payments within five (5) calendar days of receipt of funds now due from HCC to our subcontractor(s) in accordance with the contractual arrangements with them.

Signature: _____

Name (Print or Type): _____

Title: _____

Date: _____

Telephone: _____