



SUBMIT PROPOSALS TO:

Department of Purchasing
 100 College Boulevard
 Niceville, FL 32578-1295
 (850) 729-5361

**REQUEST FOR PROPOSAL (RFP)
 TERM CONTRACT
 CONTRACTUAL SERVICES/COMMODITY
 PROPOSER ACKNOWLEDGMENT**

POSTING OF PROPOSAL TABULATIONS:
 Proposal tabulations with recommended awards will be posted for review by interested parties at the location where opened and will remain posted for a period of 72 hours. Failure to file a protest within the 72 hours prescribed in s. 120.57(3), F.S., shall constitute waiver of proceedings under Chapter 120, F.S.

| | |
|--|--|
| PROPOSAL NUMBER & TITLE: RFP #2008-6 Copier Lease | |
| PROPOSALS WILL BE OPENED: Thursday, May 29, 2008 @ 11:00 A.M. (CST) and may not be withdrawn within <u>60</u> days after such date and time. | ESTIMATED POSTING DATE: Tuesday, June 3, 2008 |
| COORDINATOR OF PURCHASING: Dedria A. Lunderman | AGENCY MAILING DATE: May 9, 2008 |
| BIDDER NAME: | WEB ADDRESS: |
| MAILING ADDRESS: | DELIVERY DATE WILL BE _____ DAYS after receipt of Purchase Order. |
| CITY-STATE-ZIP: | CASH DISCOUNT TERMS: |
| PHONE #: _____ (_____) | REASON FOR NO BID: |
| TOLL-FREE # : (_____) | |
| FAX #: _____ (_____) | |
| VENDOR NUMBER It is imperative that the bidder furnish its Federal Employer ID Number (FEI) in the space provided below. Failure to do so will prevent the processing of Purchase Order to bidders doing business with the College for the first time. FEI #: _____ FILL IN 9-DIGIT NUMBER HERE | MY FIRM IS A FLORIDA CERTIFIED MINORITY BUSINESS ENTERPRISE: <input type="checkbox"/> YES <input type="checkbox"/> NO MY FIRM IS A FEDERAL CERTIFIED MINORITY BUSINESS ENTERPRISE: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the bidder and that the bidder is in compliance with all requirements of the Request for Proposal, hereinafter referred to as RFP, including but not limited to certification requirements. In submitting a proposal to an agency for the State of Florida, the bidder offers and agrees that if the proposal is accepted, the bidder will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the U.S. and the State of Florida for price fixing relating to the particular commodities purchased or acquired by the State of Florida. At the College's discretion, such assignment shall be made and become effective at the time the College tenders final payment to the bidder. | |
| _____ MANUAL AUTHORIZED SIGNATURE | TYPED AUTHORIZED SIGNATURE & TITLE: |
| | E-MAIL: |



ADVERTISEMENT FOR PROPOSAL
DISTRICT BOARD OF TRUSTEES
OF OKALOOSA-WALTON COLLEGE
Niceville, Florida 32578

For:

RFP#2008-6 Copier Lease

Okaloosa-Walton College (OWC) requests interested parties to submit Proposals for the above referenced contact.

RFP documents are available at OWC's Purchasing Department located at:

Okaloosa-Walton College
Administration Building/Purchasing Office
100 College Boulevard
Niceville, Florida 32578

Request for RFP documents can be made by calling (850) 729-5361, via facsimile at (850) 729-5215, or by Email to lundermd@owc.edu (preferred method).

Additionally, RFP documents can be downloaded at:

www.owc.edu/purchasing

All firms who download the RFP documents must so notify the Coordinator of Purchasing via Email.

A Pre-Proposal Conference will be held on **May 16, 2008** at 10:00 a.m. (CST) in Building A, Room 103, at 100 College Boulevard, Niceville, Florida.

Proposals must be received by the Purchasing Department no later than 11:00 a.m. (CST) on **May 29, 2008**. Proposals received after such time will be returned unopened.

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

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

Visit our Website at <http://www.owc.edu/purchasing>

Dedria Lunderman
Coordinator of Purchasing

Introduction

Sealed proposals subject to the terms, conditions, and specifications contained herein are hereby made part of this request. All proposal sheets must be executed and submitted in a sealed envelope. The face of the envelope must be addressed as follows:

RFP #2008-6 Copier Lease
Attn: Dedria Lunderman, Coordinator of Purchasing
Okaloosa-Walton College
100 College Blvd.
Niceville, Florida 32578

The proposal must be received and physically located in the purchasing department no later than 11:00 a.m. (CST) on Thursday, May 29, 2008, at which time proposals will be opened and recorded. Any proposals that arrive in the purchasing department after this time will be disqualified. The proposals will not be immediately evaluated. An internal evaluation committee will review the proposals at a later date. Proposers selected to give oral presentations will be contacted to set up an appointment. Rankings from initial evaluation will be posted at <http://www.owc.edu/purchasing>.

In order to insure uniformity, proposals must be submitted on the RFP tender forms (available on <http://www.owc.edu/purchasing>) or exact photo copies. Proposals not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.

All proposing firms shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of OWC in writing prior to the due date; failure to do so, on the part of the proposing firm, will constitute an acceptance by the proposing firm of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFP documents shall be requested in writing, and received by OWC **at least seven (7) calendar days prior** to the due date.

It is requested that all questions be e-mailed to **lundermd@owc.edu**, using the following subject line: **RFP #2008-6 Question**. Such inquiries regarding this RFP outside a Pre-Proposal Conference must be submitted in writing to OWC's purchasing coordinator. OWC will provide written answers to the questions in the form of written addendum to all proposing firms who have received the RFP. OWC will not be responsible for any oral instructions made by any employee(s) of OWC in regard to this RFP.

Dedria A. Lunderman
Coordinator of Purchasing

Statement of No Proposal Submittal RFP 2008-6 Copier Lease

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals to:

RFP #2008-6 Copier Lease
Attn: Dedria Lunderman, Coordinator of Purchasing
Okaloosa-Walton College
100 College Blvd.
Niceville, Florida 32578

Failure to submit either a Proposal or a Statement of No Proposal Submittal shall be cause for removal from future mailing lists.

We, the undersigned, have declined to propose on the above referenced Request for Proposal for the following reason(s):

- Scope of Work or Terms and Conditions are too "restrictive." (please explain below)
- Unable to meet requirements
- RFP was unclear (please explain below)
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Our employee man loading would not permit us to perform
- Unable to meet bond or insurance requirements
- Other (please explain _____)
- Remove us from your "Proposers List"

COMPANY: _____

SIGNATURE/TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX: _____

E-MAIL: _____ WEBSITE: _____

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Special Terms and Conditions

PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from qualified organizations to provide digital copier equipment, magnetic card dispensers, coin-vending units for student usage, as well as service and supplies on said equipment, to meet the copying needs of Okaloosa-Walton College.

The terms and conditions of the resulting contract will require that the successful Proposer supply the College with copier service to include maintenance and all operating supplies (exclusive of paper and staples) on a cost per copy basis.

The College anticipates entering into a multiple year agreement with the successful Proposer capable of supplying the specified service on a cost per copy basis. The initial effective term of this agreement will be August 1, 2008 through July 31, 2011 with annual renewal options for two additional one-year periods.

ABOUT THE COLLEGE

As one of Florida's network of 28 public community colleges, OWC is one of four community colleges in the state authorized to offer bachelor's degree programs. The college offers post-secondary education opportunities within reach of every Okaloosa and Walton County citizen. In addition to a 264-acre campus in Niceville, OWC operates a joint campus with the University of West Florida in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the Robert L.F. Sikes Education Center in Crestview and full-time centers at Eglin Air Force Base and Hurlburt Field. An additional center is presently under construction in South Walton County with an anticipated completion date of late 2009.

BACKGROUND ON COPIER SERVICES

Okaloosa-Walton College provides copiers for departmental use and student use throughout all campuses and centers. This service is offered through Graphic Services (the college's copy service/pre-press operation). The objective of this RFP is to identify the vendor of copy machine equipment and service who can offer the highest quality services that meet College needs for the most economical price.

Under the present lease, OWC has 30 black and white digital copiers, ranging from low volume (500 copies/month) to high volume (100,000+ copies/month), and one (1) networked (with post script) business color copier (LD228C), averaging 6200 color copies per month. Two of the 30 black and white copiers (LD 175 and LD090) are networked (with post script). Six (6) copiers are student/public copiers with coin-vend units attached. All machines include a User Code Management system to track copy usage for faculty/staff. All machines allow a maximum of 500 user code accounts (except the LD015 (Class I), which allows for a maximum of 50 user code accounts).

Approximate copy volume from the present 3-year lease is listed below. 2007-08 counts are an estimate.

| | 2005-2006 | 2006-2007 | Est. 2007-2008 |
|--------------------|------------------|------------------|-----------------------|
| Total B/W Copies | 4,548,932 | 5,120,097 | 5,077,707 |
| Total Color Copies | 66,438 | 50,520 | 55,798 |

BACKGROUND ON STUDENT COPIERS

There are a total of six (6) black and white copiers available for student/public use. (See Class VIII for description of copier)

Two (2) LD122 copiers are located on the Fort Walton Beach Campus at the OWC/UWF Library. Both copiers currently have user code management control for tracking of user accounts. A coin-vending unit ("Jamex" Model 6557-10 Vending System) is attached to both machines to accept coins, dollar bills and the "RaiderCard", -- a magnetic-stripe card. Both of these vending units are capable of adding value to the magnetic-stripe "RaiderCard" for the purpose of making photocopies.

Two (2) LD122 copiers are located on the Niceville Campus in the Learning Resources Center. Both copiers currently have user code management control for tracking of user accounts. A coin-vending unit ("Jamex" Model 6557-10 Vending System) is attached to both machines to accept coins, dollar bills and the "RaiderCard", -- a magnetic-stripe card. Both of these vending units are capable of adding value to the magnetic-stripe "RaiderCard" for the purpose of making photocopies.

One (1) copier located at the Chautauqua Center in DeFuniak Springs currently has a coin-vending unit ("Jamex" Model 6557-10 Vending System) attached to accept coins only. This machine also supports user code management control.

One (1) copier located at the OWC Center at Eglin Air Force Base currently has a coin-vending unit attached ("Jamex" Model 6557-10 Vending System) to accept coins and bills. This machine also supports user code management control.

BACKGROUND ON CARD DISPENSER & RE-VALUE STATIONS

Under the present lease, OWC currently has four (4) "Jamex" Model 7220-10 Card Dispenser & Re-Value Stations. These stations offer the option of purchasing a "Guest Card" or adding value to an existing student ID (RaiderCard) or guest cards. These machines accept dollar bills only, in denominations of 1, 5, 10, and 20. **Two (2) stations are located at the Niceville Campus and two (2) are located at the Fort Walton Beach Campus.**

NON-MANDATORY PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 10:00 A.M. CST on Friday, May 16, 2008 in the Administrative Services' Conference Room, Administration Building, Niceville Campus. The purpose of this meeting will be to answer all questions presented. Written response to questions will be distributed as an addendum to this RFP. Vendors will have an opportunity to view the current coin-vend units and card towers. Attendance at this meeting is not mandatory.

Tentative Procurement Schedule

| Date | Item, Location & Time |
|----------------------|--|
| May 9, 2008 | Proposal released (distributed) |
| May 16, 2008 | Pre-Proposal Meeting <i>OWC Niceville Campus, Building A, Administrative Services' Conference Room @ 10:00 A.M. CST</i> |
| May 29, 2008 | Proposals Due/Opening <i>OWC Niceville Campus, Building A, by 11:00 A.M. CST</i> <i>Administrative Services Conference</i> |
| June 3, 2008 | Proposal Evaluation Recommendation |
| June 10, 2008 | Board Approval <i>OWC Niceville Campus, Building K, Gallery, 6:30 PM CST</i> |
| Aug. 1, 2008 | New Contract Begins |

CONTRACT

Upon award of this contract, the entire agreement between the parties shall consist only of: the contract document, approved for form and legality by the College's Counsel; those documents issued by the college and collectively constituting this Request for Proposal; and the documents submitted by the successful respondent.

It is specifically understood and agreed that after the execution of the contract to be awarded, pursuant to this Request For Proposal, the College may require the Contractor to make changes with respect to the location and quantity of the copying equipment without violating any provision of the contract.

PERIOD OF CONTRACT AND TERMINATION

The contract is expected to become operative on August 1, 2008. The initial period of contract shall be defined as three (3) years. The contract shall begin for the first three-year period and may be renewed for two (2) additional one-year periods, at the discretion of the College.

The College and the Contractor shall have the right to terminate the contract upon 90 days prior written notice to the other party of the contract. However, the Contractor shall be given thirty (30) days to correct any itemized written default before cancellation provisions are exercised. A termination penalty cannot be charged the College.

INSURANCE

The apparent awardee must provide within three to five days of bid award notification from the College, an original ACORD Certificate of Insurance for General Liability, Automobile Liability and Workers' Compensation naming Okaloosa-Walton College as the certificate holder and additional insured before award.

Comprehensive General Liability: Before commencement of the work, the contractor shall submit written evidence that the contractor and all of the subcontractors have obtained for the period of the Contract, full Comprehensive General Liability Insurance coverage. This coverage shall provide for both bodily injury and property damage.

Bodily Injury portion shall include coverage for injury, sickness, or disease, and death arising directly or indirectly out of, or in connection with, the performance or work under this contract, and shall provide for damages arising out of bodily injury, sickness or disease or death in any one occurrence.

Property Damage portion will provide for damages arising out of injury to or destruction of property of others arising directly or indirectly out of or in connection with the performance or work under this contract and in any one occurrence including explosion, collapse and underground exposure.

Automobile Liability: Combined. Single Limits.

Workers' Compensation: The contractor shall take out and maintain during the life of this agreement, Workers' Compensation Insurance for all of the employees connected with the work of this project and, in case any work is sublet, the contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the contractor. Such insurance shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Workers' Compensation statute, the Contractor shall provide, and cause each sub-contractor to provide, adequate insurance, satisfactory to the Purchaser, for the protection of the employees not otherwise protected.

SUBMISSION OF PROPOSAL

Vendors shall deliver four (5) copies (one original and four hard copies) of the RFP to the College's Purchasing Department, 100 College Boulevard, Niceville, FL 32578-1295, no later than 11:00 a.m., (CST) Thursday, May 29, 2008 in a sealed envelope. Proposals or amendments to proposals that arrive after the closing time and date will not be considered. Telephone, facsimile, Internet, E-mail, and telegraphic proposals and/or modifications will not be accepted.

Vendors mailing their proposal package must allow sufficient time to ensure receipt of their proposal package by the time specified. It is the responsibility of the Vendor to ensure that the proposal package arrives at the OWC Purchasing Office, 100 College Boulevard, Niceville, FL 32578-1295, by the proposal opening date as specified. The proposal package may be hand-delivered or sent by mail. Proposals mailed will be considered responsive only if it is received by the Purchasing Department prior to the proposal opening time.

PROPOSAL RESPONSE REQUIREMENTS

Your responses to this RFP must be organized in the following format and **tabs** clearly identified. Responses shall be prepared simply and economically providing a thorough, clear, and concise delineation of all information. Additional **tabs** may be appended which contain any other pertinent matters which the Proposer wishes the review committee to take into consideration in evaluating the proposal. All proposals must address the following specific details.

1. **Vendor Background (Experience, Qualifications & Financial Stability)**

The Proposer must have a minimum of five (5) years' experience as a manufacturer or authorized reseller in providing the requested products and performing the services required herein.

Tab 1.1 Provide a brief history of Proposer's sales/services operations in the Niceville/Ft. Walton Beach area.

Tab 1.2 Provide a description of the Proposer's experience in providing similar large size account services. Names, addresses, and telephone numbers of at least four (4) references

with similar sized accounts must be provided. If the Proposer does not possess any experience similar to the services required, the Proposer must provide any pertinent information or experiences that may qualify it for consideration of award.

Tab 1.3 Provide a single point of contact for matters in relation to the Proposal.

Tab 1.4 Provide current information about the size and organization of the company, such as:

- number of employees
- number of locations
- location of sales, service and billing units that will service the contract
- size and location of training facilities.

Tab 1.5 Provide an organization chart of Local Management to include names, titles, addresses, telephone numbers, fax numbers, and email addresses.

Tab 1.6 Vendor must present in their proposal sufficient financial information demonstrating the financial ability of the Proposer to meet the terms and conditions of the contract. The College's preference would be a certified financial statement of the company's last fiscal year.

Tab 1.7 Name, contact person and phone number of the financial institution with which Proposer will be doing business.

Tab 1.8 Certification of standing as an authorized dealer and service provider for the manufacturer's products being proposed, if not the manufacturer participating directly. Or, if the Proposer responding to this RFP is a manufacturer of the proposed equipment, then Proposer must clearly identify what authorized dealer they will be partnering with and what the responsibilities are of each in fulfilling any contract that would be awarded as a result of this RFP.

2. **Equipment**

The Proposer must be responsible for all delivery and pick-up of leased equipment at the start and end of lease period.

Tab 2.1 Provide a list of proposed equipment with the required features in accordance with class specifications. This shall include complete descriptive literature, brochures, and specifications for each model (including accessories) proposed.

Tab 2.2 Please explain the process for adding machines and indicate the cost to the College for these additions.

Please Note: If 10 or fewer months remain until the termination of the 3-year lease and OWC requests an additional copier(s), the vendor will provide the necessary rental unit(s) until the end of the lease.)

3. **Service and Maintenance**

Tab 3.1 Provide description and extent of training for service technicians.

4. **Training**

Tab 4.1 Proposer shall include a detailed description of the training plans and methods that will be provided in accordance with the requirements of Section 1.1 under Vendors Rights/Responsibilities/Requirements.

5. **Pricing**

The College has established 4,600,000 as the total guaranteed minimum black/white copies for one year. Supplies (excluding paper and staples), shipment of supplies, maintenance and cost of proposed Web-Based Software as described in Tab 5.5. must be included in your cost per copy price.)

Present your pricing plan as follows:

Tab 5.1 Initial three-year contract period of the 31 black and white networked digital copiers that print/scan/copy as indicated according to Classification Chart on page 14

Tab 5.1.a Cost per copy for volume of 1 through guaranteed minimum

Tab 5.1.b Cost per copy for volume above guaranteed minimum

Tab 5.2 Renewal Option: Year 4

Tab 5.2.a Cost per copy for volume of 1 through guaranteed minimum

Tab 5.2.b Cost per copy for volume above guaranteed minimum

Tab 5.3 Renewal Option: Year 5

Tab 5.3.a Cost per copy for volume of 1 through guaranteed minimum

Tab 5.3.b Cost per copy for volume above guaranteed minimum

Tab 5.4 Three (3) year contract period of one (1) networked digital color copier with Post Script Compatibility that prints/scans/copies as indicated according to Classification 6 page 16. Pricing of 3 year lease should reflect cost of machine's lease and a per click charge for all color copies. Black copy charges for this machine will fall under the guaranteed minimum as listed above in Tab 5/Pricing. Supplies (excluding paper and staples), shipment and maintenance must be included in lease pricing.

Tab 5.4.a Renewal Option: Year 4

Tab 5.3.b Renewal Option: Year 5

Tab 5.5 Proposer shall include a description of the proposed Web-Based Software Application that allows the option to check operational status of networked equipment, collection of meter totals, and user code management reports, all from a remote location. This shall include complete descriptive literature, brochures, and specifications. (The most important aspect of this software is to collect meter readings and user code management reports from a remote location and to update or change faculty/staff access in the user code management system.)

Tab 5.6 Provide a specimen invoice.

Vendors Rights/Responsibilities/Requirements

1. Training

The vendor shall be responsible for providing training in the proper use and operation of any copier equipment and/or accessories, awarded on the basis of this RFP, to such members of the College staff as designated by the College. The College will coordinate arrangements for the training sessions. Training should be conducted at each area a copy machine is located in.

2. Service Requirements

2.1 The vendor will guarantee a response time of five (5) hours or less to calls for service on equipment. Normal working hours are defined as 8:00 a.m. to 4:30 p.m., except Saturdays, Sundays, and State holidays. Vendor is required to provide manufacturer authorized service and parts and to maintain a local service technician available to service the college's campuses and centers.

2.2 The vendor will provide a free replacement copier if copier is going to be out of service for more than 16 hours, at no cost to the College. Sixteen hours is defined as two 8-hour business days. This is a temporary solution until specified machine is repaired.

2.3 In the event a copier is installed which proves to be unsatisfactory--evidenced by excessive service calls and down time, vendor guarantees to replace copier with a suitable model.

2.4 Each copier must meet the Underwriter's Laboratories electrical standards for office equipment. A Material Safety Data Sheet must be submitted for chemicals used in the operation of the machine.

2.5 Vendor will be responsible for guidance on the initial set-up of the user code management control (to track a minimum of 300 user accounts). If a memory flash card is available, vendor is responsible to provide for install purposes only, as a time-saving factor.

2.6 Vendor must provide all supplies, except paper and staples. Vendor is required to deliver and replenish supplies for all copiers to Graphic Services on an as needed basis. Shipping charges of all supplies must be covered by Vendor. Graphic Services will distribute these supplies to needed locations within the college.

2.7 Vendor will be responsible for installing all coin-vend units on student copiers. Vendor will be responsible for maintenance/repair of coin-vend units during the lease period.

2.8 Vendor will be responsible to update software to read all newly designed US currency in all stations and vending units. Newly designed multi-color \$20, \$10 and \$5 dollar bills must be accepted in all vending units that take bills.

2.9 Vendor will be responsible for installing all Card Dispenser Towers. (A maintenance person from the Physical Plant Dept. will be available to assist with mounting towers to walls.) Vendor will be responsible for maintenance/repair of towers during the lease period.

2.10 Vendor will be responsible for technical support, coordinating with OWC's IT Department, in matters pertaining to networking of copiers.

3. Equipment

3.1 Vendor must be responsible for all delivery and pick-up of leased equipment at the start and end of lease period. Machines will be installed at various locations throughout the campus and satellite areas. Any removal or change in location of machines must be based on a mutual decision by the Graphic Services Office and the Vendor. As needs and service patterns change, the Vendor will be requested to work with the Graphic Services Office to install additional machines, reconfigure existing ones and remove or replace machines as necessary.

4. Software

4.1 Vendor is responsible to provide OWC with a web-based software application that allows that allows the option to check operational status of networked equipment, collection of meter totals, and user code management reports, all from a remote location. (The most important aspect of this software is to collect meter readings and user code management reports from a remote location and to update or change faculty/staff access in the user code management system.)

College's Rights/Responsibilities/Requirements

1. The College will provide a storage facility for maintaining supplies on campus. Graphic Services will distribute supplies as needed to all copiers.
2. The College will report to Vendor monthly meter readings. All copies in excess of the minimum for a semi-annual period shall be billed at the end of each six (6) month period. The College will remit payment to the Vendor upon receipt of overage invoice. Copies made by the contractor's service technicians performing machine maintenance shall be deducted from the totals charged to the College.
3. The College will assume no additional cost to service or repair all coin-vend units, and card dispenser towers.

Classifications of Copiers

For the upcoming three-year lease, the college will increase the overall number of black and white digital copiers to 31, all with networking ability, with the yearly minimum number of copies guaranteed per year of 4,600,000. All copies in excess of the minimum shall be billed with a semi-annual invoice. The one (1) business color copier should be based on a monthly copier lease payment and a monthly per click charge for color copies. Black copy charges for this machine must fall under the guaranteed minimum. Copies made by contractor's service technicians performing machine maintenance shall be deducted from the totals charged to the College.

All copiers must be NEW, with Print/Copy/Scan capabilities, as well as pre-installed Network Interface Boards. The copiers should also have a User Code Management system to track copy usage for faculty/staff. This system must track a minimum of 300 user accounts. (Refer to Class II, III, IV, V, VI, VII and VIII.)

Two (2) of the required copiers (Class I) must be equipped with a User Code Management system to track a minimum of 50 user accounts for faculty/staff.

All copiers must accommodate 8.5 X 11, 8.5 X 14, and 11 X 17 sized paper*. Each class of copier listed indicates the appropriate configuration.

Copiers proposed for a given class must meet or exceed the minimum copy speed for that class and the per month rated volume minimum. Proposals for copiers not meeting these minimums will be disqualified.

*Except for Class I. Class I copiers do not need to accommodate 11x17 sized paper.

Administrative Copiers

Class I:

1. Minimum copy speed of 15 copies/minute with 5,000 copies per month rated volume minimum.
2. Expected Volume: 1,000-3,000 copies per month
3. Required features: Print/Copy/Scan
Stand
Automatic Document Feed
Reduction and Enlargement
User Code Management to accept a minimum of 50 5-digit numbers
Ethernet Network Interface Card
10/100BaseT
Network Protocol (TCP/IP, IPX/SPX, Apple Talk)
& Related Application Software
4. Paper Capacity: One on-board paper tray, to accommodate minimum of 300 sheets,
8.5 x 11 or 8.5 x 14
Bypass tray
5. 600 dpi output

Class II:

1. Minimum copy speed of 25 copies/minute with 50,000 copies per month rated volume minimum, +/- 10% tolerance of monthly rated volume acceptable
2. Expected Volume: 5,000-12,999
3. Required features: Print/Copy/Scan
System Stand
Reduction and Enlargement--preset and zoom
Offset Stack Tray
Reverse Automatic Document Feed
Automatic Two-sided Copying
User Code Management to accept a minimum of 300 5-digit numbers
Ethernet Network Interface Card
10/100BaseT
Network Protocol (TCP/IP, IPX/SPX, Apple Talk)
& Related Application Software
4. Paper Capacity: Two on-board paper minimum to accommodate:
2 – 500 sheet paper trays
Bypass tray
5. 600 dpi output

Support Features: One (1) copier located at Eglin Center requires coin and bill-vend support accepting coins and \$1 bills,.

One (1) copier located at the Chautauqua Center requires coin-vend unit support accepting coins ONLY.

Class II:

1. Minimum copy speed of 25 copies/minute with 50,000 copies per month rated volume minimum, +/- 10% tolerance of monthly rated volume acceptable
2. Expected Volume: 5,000-12,999
3. Required features: Print/Copy/Scan
System Stand
Reduction and Enlargement--preset and zoom
Offset Stack Tray
Reverse Automatic Document Feed
Automatic Two-sided Copying
User Code Management to accept a minimum of 300 5-digit numbers
Ethernet Network Interface Card
10/100BaseT
Network Protocol (TCP/IP, IPX/SPX, Apple Talk)
& Related Application Software
4. Paper Capacity: Two on-board paper minimum to accommodate:
2 – 500 sheet paper trays
Bypass tray
5. 600 dpi output

*Class II Option:

1. Please provide a separate per copier cost to add a Finishing Unit with stapling function to one or more copiers in this class.

Support Features: One (1) copier located at Eglin Center requires coin and bill-vend support accepting coins and \$1 bills,.

One (1) copier located at the Chautauqua Center requires coin-vend unit support accepting coins ONLY.

Class III:

1. Minimum copy speed of 35 copies/minute with 60,000 copies per month rated volume minimum, +/- 10% tolerance of monthly rated volume acceptable.
2. Expected Volume: 13,000-25,000 copies per month
3. Required Features: Print/Copy/Scan
System Stand
Reduction and Enlargement—preset and zoom
Offset Stack Tray
Reverse Automatic Document Feed
Automatic Two-sided Copying
User Code Management to accept a minimum of 300 5-digit numbers
Ethernet Network Interface Card
10/100BaseT
Network Protocol (TCP/IP, IPX/SPX, Apple Talk)
& Related Application Software
4. Paper Capacity: Two on-board 500-sheet paper trays
Bypass tray to accommodate 11 X 17
Large Capacity Tray (For letter size only)
6. 600 dpi output

*Class III Option:

2. Please provide a separate per copier cost to add a Finishing Unit with stapling function to one or more copiers in this class.

Class IV*:

1. Minimum copy speed of 40 copies/minute with 70,000 copies per month rated volume minimum, +/- 10% tolerance of monthly rated volume acceptable.
2. Expected Volume: 15,000-30,000 copies per month
3. Required Features: Print/Copy/Scan
System Stand
Reduction and Enlargement—preset and zoom
Offset Stack Tray
Reverse Automatic Document Feed
Automatic Two-sided Copying
Finisher Unit with stapling function
User Code Management to accept a minimum of 300 5-digit numbers
Ethernet Network Interface Card
10/100BaseT
Network Protocol (TCP/IP, IPX/SPX, Apple Talk)
& Related Application Software
4. Paper Capacity: Two on-board 500-sheet paper trays
Bypass tray to accommodate 11 X 17
Large Capacity Tray (For letter size only)
5. 600 dpi output

*Class IV Option:

3. Please provide a separate per copier cost to add a “Multi-tray Finisher”, with multi-position stapling and 3-hole punch to one or more copiers in this class.

Class V:

1. Minimum copy speed of 50 copies/minute with 80,000 copies per month rated volume minimum, +/- 10% tolerance of monthly rated volume acceptable.
2. Expected Volume: 20,000-40,000 copies per month
3. Required Features: Print/Copy/Scan
System Stand
Reduction and Enlargement—preset and zoom
Offset Stack Tray
Reverse Automatic Document Feed
Automatic Two-sided Copying
Finisher Unit with stapling function
User Code Management to accept a minimum of 300 5-digit numbers
Ethernet Network Interface Card
10/100BaseT
Network Protocol (TCP/IP, IPX/SPX, Apple Talk)
& Related Application Software
4. Paper Capacity; Four – 500 sheet on-board trays
Bypass tray to accommodate 11 X 17
Large Capacity Tray (For letter size only)
5. 600 dpi output

Class VI:

1. Business Color Copier: Minimum color copy speed of 70 copies, Black and White copy speed of at least 75 copies/minute with 100,000 copies per month rated volume minimum, +/- 10% tolerance of monthly rated volume acceptable.
2. Expected Volume: 65,000-80,000 copies per month
3. Required Features: Print/Copy/Scan
Reduction and Enlargement—preset and zoom
Reverse Automatic Document Feed with minimum stack capacity of 50 sheets
Automatic Two-sided Copying
Two-Tray Finishing Unit
Multi-Position stapling
3-Hole Punch
Ethernet Network Interface Card
10/100BaseT
Network Protocol (TCP/IP, IPX/SPX, Apple Talk) & Related Application Software
Post Script 3
User Code Management to accept a minimum of 300 5-digit numbers
4. Paper Capacity: Minimum of a 3000 sheet large capacity Tray
Minimum of three on-board trays each to accommodate 500 sheets
Minimum of 100 sheet stack feed bypass
5. Paper Weight Capacity: Specifications of machines MUST list paper weight handling capabilities of up to and including 110# index.
6. 600 dpi output

Class VII:

1. Minimum copy speed of 85 copies/minute with 300,000 copies per month rated volume minimum, +/- 10% tolerance of monthly rated volume acceptable.
2. Expected Volume: 100,000-200,000 copies per month
3. Required Features: Print/Copy/Scan
Reduction and Enlargement—preset and zoom
Reverse Automatic Document Feed with minimum stack capacity of 100 sheets
Automatic Two-sided Copying
Floor Standing Finishing Unit to include Multi-Position Stapling and 3-Hole Punch
Ethernet Network Interface Card
10/100BaseT
Network Protocol (TCP/IP, IPX/SPX, Apple Talk) & Related Application Software
Post Script 3
User Code Management to accept a minimum of 300 5-digit numbers
4. Paper Capacity: Minimum of a 4000 sheet large capacity feeder
Three on-board trays minimum to accommodate:
500 sheets 8.5 X 11
500 sheets 8.5 X 14
500 sheets 11 X 17
Minimum of 100 sheet stack feed bypass
5. Paper Weight Capacity: Specifications of machine MUST list paper weight handling capabilities of up to and including 110# index.
7. 600 dpi output

Student/Public Copiers

Class VIII:

1. Minimum copy speed of 20 copies/minute with 20,000 copies per month rated volume minimum.
2. Expected Volume 8,000-15,000 copies per month
3. Required features: Print/Copy/Scan
Stand
Reverse Automatic Document Feed
Reduction and Enlargement-- preset and zoom
Platen Cover with bevel edge to protect book spines
4. Paper Capacity: Two on-board tray minimum to accommodate
250 sheets 8.5 x 11
250 sheets 8.5 x 14
5. 600 dpi output

Support Features: Coin, Bill, and Card Vend Unit *+
Beveled edge to protect book binding on bound documents

*Coin, Bill and Card Vend Unit must accept nickels, dimes, quarters, \$1, \$5, \$10 and \$20 bills with escrow capability. Price per copy adjustable in \$.01 increments. Security stand for front load copiers which blocks access to paper. Coin tower support.

+Unit must have programmable features as listed under title: Card Dispenser Towers.

Number of Machines

Attachment "B" provides a copier inventory showing current copier locations, current copier models, and average monthly copy volume.

This proposal will be based on the vendor receiving an exclusive award for providing all of the college's copying equipment. This includes a total of 31 digital copiers (of which one is color) to be placed in specified locations. The composition of copiers required based on the above-designated classes is as follows:

Classification Chart

| Class Type | Number of Machines |
|------------|--------------------|
| I | 2 |
| II | 16 |
| III | 4 |
| IV | 4 |
| V | 1 |
| VI | 1 |
| VII | 1 |
| VIII | 4 |

Classifications of Coin-Vend Units and Card Dispenser Towers

All coin-vend units and card dispenser towers must be **new**.

All coin-vend units and card dispenser towers must accept all newly designed multi-colored dollar bills (\$5, \$10, \$20) during the term of the lease. Vendor must also update at no charge to the College the coin-vend and card tower units if the U.S. Treasury department issues other new currency (such as \$1 dollar bills).

All equipment must be compatible with College's "Raider Card" – a magnetic stripe card. See Attachment "A".

Proposals for coin-vend units and card dispenser towers not compatible with the College's "Raider Card" will be disqualified.

For further clarification regarding the Coin-Vend Units and Towers, a special pre-proposal meeting will be held on Friday, May 16, 2008 at 10:00 a.m. (CST). Vendors should meet in the Administrative Services Conference Room, downstairs in the Administration Building on the Niceville campus. At this meeting the College will answer any questions pertaining to the specifications in the proposal. An opportunity to view the current Coin-Vend units and Card Towers will be available.

Card Dispenser Tower

Under the present lease, OWC currently has four (4) "Jamex" Vend Towers that offer the option of purchasing a magnetic-stripe "Guest Card" or adding value to an existing student ID (RaiderCard) or guest cards. These machines accept dollar bills only, in denominations of 1, 5, 10, and 20.

Two (2) of these towers are located at the Niceville Campus and two (2) are located at the Fort Walton Beach Campus.

Card dispensers provide the following services:

New Card Sales – Upon insertion of cash (bill form) into the unit to purchase a new card, unit dispenses a "guest" card with a preset coded value.

Add Value Services – Users can insert cards into the unit, followed by an insertion of cash (bill form) to add cash value on the encoded card's debit stripe.

Programmable features on each tower should include the following features:

- Ability to track revenue from card sales separately from revenue for card revaluation by reading and recording amounts shown on the LCD display.
- Resettable Counters
- Programmable Bill Acceptance
- Programmable feature for card value
- Site Codes

OWC will provide to Vendors "Sample Guest Cards" upon request. These cards should be used to verify that your proposed Vend-Units and Card Towers will operate with our current RaiderCard/ID system.

General Conditions

1. Sealed Proposals - All proposal sheets and the RFP Acknowledgment Form must be executed and submitted in a sealed envelope. The face of the envelope shall contain, in addition to the above address, the date and time of the proposal opening and the RFP number. Proposals not submitted with the RFP Acknowledgment Form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

The material submitted in response to the RFP becomes the property of the College upon delivery to the Purchasing Office and is to be appended to any formal document, which would further define or expand the contractual relationship between the College and the Vendor. All of the material will be considered as part of this RFP.

Note: Do not include more than one RFP number per envelope.

2. Execution of Proposal - Proposal must contain a **manual signature** of an authorized representative in the space provided on the front page of the RFP Acknowledgment Form. A proposal submitted by an agent shall have a current Power-of-Attorney attached certifying agent's authority to bind the Vendor. Proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by proposer to the proposal price must be initialed. The legal company name and FEI number must appear on the RFP acknowledgment form as required. If you are not a registered vendor with the College, contact the Purchasing Department.
3. Prices Quoted – Deduct trade and quantity discounts and quote firm net prices, F.O.B. Okaloosa-Walton College uncrated and installed, ready for use.
 - a. Taxes – Okaloosa-Walton College does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See tax exemption number on face of Purchase Order. This exemption does not apply to purchases of tangible personal property made by proposers who use the tangible property in the performance of contracts for the improvement of state-owned real estate as defined in Chapter 192, F.S.
 - b. Discounts – Proposers are urged to compute all discounts for prompt payment into the net price as mentioned above, with terms of payment to be Net 30 days. Cash discounts for prompt payment shall not be considered in determining the lowest net cost for evaluation purposes.
4. Special Conditions – Any conditions you may wish to make part of your proposal should be submitted by separate letter labeled “Exceptions”.
5. Mistakes – Vendors are expected to examine the specifications, delivery schedule and all other instructions pertaining to the equipment, supplies and/or services requested in this proposal; failure to do so will be at the vendor's risk.
6. Conditions and Packaging – Unless otherwise indicated in the proposal, it is understood and agreed that any item offered or shipped as a result of this proposal shall be new and in first class condition. All containers shall be new and suitable for storage or reshipment and that all prices quoted include standard commercial packaging customary in the industry.
7. Underwriters Laboratories – All manufactured items and fabricated assemblies of electrically operated equipment shall carry U.L. approved or re-examination listing where such has been established for the type(s) of devices offered and furnished.
8. Samples – Samples of items, if required, must be furnished free of expense and if not destroyed through testing will upon request be returned at the vendor's expense. Request for the return of samples must be made with ten (10) days after the proposal opening date. Each sample must be labeled with vendor's name, proposal number and item number.

9. Delivery – Delivery will be made as indicated on the cover sheet and will be expressed in **Number of Days After Receipt of Purchase Order**. Delivery time may take precedence over price in determining the best proposal; therefore, the delivery dates must be as realistic as possible. Delivery hours to the College will be from 8:30 a.m. to 4:00 p.m., Monday through Friday.
 10. Nonconformance to Specifications – Items furnished as a result of this proposal and delivered to the purchaser must meet or exceed the specifications indicated on the proposal sheet. Items not conforming to specifications may be rejected and returned at the vendor's expense. Items not delivered in accordance to specifications and/or general conditions of this proposal concerning quantity, quality, delivery schedules, etc., may be purchased on the open market and any increase in cost over the proposal price shall be the basis of a claim against the successful vendor.
 11. Awards – The District Board of Trustees of Okaloosa-Walton College may, as the best interest of the institution dictate, waive any minor irregularity in proposals received. The "Purchase Order", when issued and furnished to the successful vendor, shall result in a binding contract without further action by either party.
 12. Additional Quantities – Additional quantities may be ordered at prices quoted on this proposal invitation within ninety (90) days from proposal opening date unless the proposal is qualified by the statement "Proposal is For Specified Quantity Only".
 13. Proposal Opening – Proposal openings shall be public, on the date and the time specified on the cover sheet. All proposals received after that time shall be returned unopened.
 14. Specifications Information – If you require additional information, address your request to:
Coordinator of Purchasing
Okaloosa-Walton College
100 College Boulevard
Niceville FL 32578
- Such information must be requested prior to proposal opening.
15. No Proposal Response – The general conditions above are in addition to the instructions on the cover sheet. If you are not submitting a proposal, please return the cover sheet marked "No Bid" or "No Proposal" and explain your reason. If no response is received, we will assume you are not interested in future proposals.
 16. Performance Standards – All work shall be performed by competent and skilled craftsmen. Labor crews shall be under the direct control of a single foreman designated at the beginning of the work and skilled in reading blueprints and coordination between office and job. Contractor shall review plans and specifications with the job foreman to insure complete understanding of the project.
 17. Insurance, Compensation – The vendor shall obtain and maintain during the life of the contract, Workmen's Compensation Insurance for all of his employees employed during installation at the site of the project. In case any work is sublet, the Contractor shall required the Subcontractor similarly to provide Workmen's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous work under this contract during installation at the site of the project is not protected under Workmen's Compensation statute, the Contractor shall provide and shall cause such Subcontractor to provide adequate coverage for the protection of his employees not otherwise protected.
 18. Responsible of Contractor – Contractor shall be responsible for securing all necessary licenses and permits, and shall comply in all ways with state and local codes.

19. Conflict in Interest – This proposal is subject to the provision of Chapter 112, Florida Statutes. All vendors must disclose, with their proposal, the name of any officer, director or agent who is also employed by Okaloosa-Walton College.

Further, all vendors must disclose the name of any employee or agent of the College who owns, directly or indirectly an interest of five percent (5%) or more in the vendor's firm or any of its branches.

20. Attorney's Fees – In the event the vendor breaches this contract or the specifications and the College is required to take legal action to resolve the breach, or to recover any monies which may be due hereunder, then, and in those events, the vendor shall pay all costs for such legal action or collection, including a reasonable attorney's fee.

21. Disqualification – The College reserves the right to disqualify proposals, before or after opening, upon evidence that the Vendor is not qualified by experience, is not in a position to do the work specified in the time allotted, or upon evidence of collusion with intent to defraud, or other illegal practice.

22. Identical Tie Proposals – Preference shall be given to businesses with drug-free work place programs. Whenever two or more proposals, which are equal with respect to price, quality, and services are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free work place program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free work place program.

23. Minority-Owned Firms – To comply with the provisions of Section 287.0945(3)(C), Florida Statutes, each vendor shall check the appropriate designation(s) of your firm as indicated below:

Minority-Owned Firm: YES NO

1. If yes, please check the appropriate space:

- a. Black, no of Hispanic Origin
- b. Hispanic
- c. Asian or Pacific Islander
- d. American Indian or Alaskan Native
- e. Woman
- f. Physically or Mentally Disabled

2. If yes, are you currently certified by the Florida Department of General Services as a Minority Business Enterprise?

YES NO

24. Purchase by other State of Florida colleges, universities and state agencies, with the consent and agreement of the successful vendor(s), may be made under this proposal by other community colleges, state universities, district school boards and/or other state agencies within the State of Florida. Such purchases shall be governed by the same prices, terms and conditions stated in the bid/proposal solicitation as provided in State Board of Education Rule 6A-14.0734(2)(d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from date of award.

25. Proposal Protest Procedures – Proposal tabulations and the Proposal Evaluation Committee’s recommendation of award will be posted within ten (10) days of the proposal opening on the Purchasing bulletin board, Administration Building, 100 College Boulevard, Niceville, Florida. A written notice of protest must be filed with the Coordinator of Purchasing within 72 hours (Saturdays, Sundays and Legal holidays excluded) of the posting of the proposal tabulation and the protesting vendor shall file a formal written protest with ten (10) days after the filing of intent to protest. Failure to file protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

Protest on specifications contained in an invitation to proposal shall be filed in writing within 72 hours after the receipt of notice of the project plans and specifications in an invitation to proposal for proposals, and the formal written protest, with 5% protest bond, shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Drug Free Workplace

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

Identical Tie Bids

Whenever two or more proposals/bids, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a proposal/bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal/bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal/bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plead of guilty of nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States of any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature

Title

Date

Attachment "A"

***CARD DISPENSER TOWERS:**

Niceville Campus: Building "K"/College Mall

"Jamex" Model #7220-10 Card Dispenser & Re-Value Station

Niceville Campus: Learning Resources Center

"Jamex" Model #7220-10 Card Dispenser & Re-Value Station

Fort Walton Beach Center: Building #2 (Student Center)

"Jamex" Model #7220-10 Card Dispenser & Re-Value Station

Fort Walton Beach Center: Building #8 (Library Downstairs)

"Jamex" Model #7220-10 Card Dispenser & Re-Value Station

****COIN, BILL & RaiderCard VENDING UNITS:**

Niceville Campus: Learning Resources Center

Presently Connected to Machine #1 – Lanier LD122:

"Jamex" Model # 6557-10 Vending System

Niceville Campus: Learning Resources Center

Presently Connected to Machine #2 – Lanier LD122:

"Jamex" Model # 6557-10 Vending System

Fort Walton Beach Campus: Building #8 (Library downstairs)

Presently Connected to a Lanier LD122:

"Jamex" Model # 6557-10 Vending System

Fort Walton Beach Campus: Building #8 (Library downstairs)

Presently Connected to a Lanier LD122:

"Jamex" Model # 6557-10 Vending System

*****COIN VENDING UNITS:**

Chautauqua Center/DeFuniak Springs

Presently Connected to a Lanier LD127 (Accepts change only):

"Jamex" Model # 6557-10 Vending System

Eglin A.F. Base Center/Education Office, Bldg. 251

Presently Connected to a Lanier LD127 (Accepts change and bills):

"Jamex" Model # 6557-10 Vending System

***Card Dispenser Towers:**

Accommodates "New Card Sales" for purchasing a pre-coded magnetic stripe "Raider Guest Card"

Accommodates an "Add Value Service" where students can add value to present card

Accommodates programmable features as previously listed under "Card Dispenser Towers" on page 18.

****Coin, Bill and Card Vend Units:**

Accommodates an "Add Value Service" where students can add value to present card to make copies

Accommodates acceptances of coins (nickels/dimes/quarters) and bills (1, 5, 10 & 20 dollar bills)

Accommodates programmable features as previously listed under "Card Dispenser Towers" on page 18.

*****Coin-Vend Units**

1.) Accommodates acceptance of coins only (nickels/dimes/quarters) (at the Chautauqua Center)

2.) Accommodates acceptance of coins (nickels/dimes/quarters) and \$1 dollar bills only (Eglin Center)

No magnetic cards are accepted at these two location units.

Attachment “B”

**All copiers require user account management
for a minimum of 300 college accounts.
Variations are specified by footnotes.**

| Machine Location | Current Model | Monthly Average Over 3 Years |
|--|-----------------|------------------------------|
| <u>Niceville Campus:</u> | | |
| Administration Bldg. – Downstairs | Lanier LD127 | 6,701 |
| Administration Bldg. – Upstairs | Lanier LD145 | 12,650 |
| Building C-1 (Student Services) | Lanier LD135 | 10,386 |
| Building C-2 (Business Education) | Lanier LD145 | 12,803 |
| Building D (Collegiate High School) | Lanier LD127 | 7,974 |
| Building E (Communications/Social Science) | Lanier LD127 | 8,717 |
| Building E (Nursing Education) | Lanier LD127 | 10,027 |
| Building F (Athletics) | Lanier LD127 | 4,022 |
| Building G (Physical Plant) | Lanier LD015 | 1,743 |
| Building L (Math) | Lanier LD145 | 12,792 |
| Building J (Fine & Performing Arts) | Lanier LD135 | 14,883 |
| Building K (College Mall) | Lanier LD127 | 6,518 |
| Building L (Public Safety) | Lanier LD015 | 3,366 |
| Building M (Child Development Center) | Lanier LD015 | 3,834 |
| Building S (Science) | Lanier LD127 | 6,445 |
| Building Q (Graphic Services) | Lanier LD075 | 70,404 |
| Building Q (Graphic Services) | Lanier LD090 | 136,229 |
| Learning Resources Center/Machine #1 | Lanier LD122*** | 2,901 |
| Learning Resources Center/Machine #2 | Lanier LD122*** | 1,842 |
| <u>Fort Walton Beach Campus</u> | | |
| Administration Building (Bldg. #1) | Lanier LD127 | 1,904 |
| Building #2 – Advising Office | Lanier LD127 | 1,675 |
| Building #4 – Downstairs (Faculty Office) | Lanier LD151 | 29,627 |
| Building #4 – Upstairs (Faculty Office) | Lanier LD145 | 10,706 |
| Building #8 – Library Machine #1 | Lanier LD122*** | 561 |
| Building #8 – Library Machine #2 | Lanier LD122*** | 610 |
| <u>Center Locations:</u> | | |
| Chautauqua Center (DeFuniak Springs) | Lanier LD127* | 9,034 |
| Chautauqua Center (DeFuniak Springs, Bldg. 2) | Lanier LD015 | 1,188 |
| Eglin A.F. Base Center (Bldg. 251) | Lanier LD127** | 4,239 |
| Hurlburt Field Center (Ed. Center Bldg. 90220) | Lanier LD127 | 6,065 |
| Robert L.F. Sikes Center (Crestview) | Lanier LD127 | 8,099 |

Card Dispenser Towers

Niceville Campus – LRC
 Niceville Campus – K Bldg./College Mall
 Ft. Walton Beach Campus Bldg.#2/Student Services
 Ft. Walton Beach Campus, Bldg. #8/Library (Downstairs)

*Denotes copier with user code management control and Coin-Vend unit that accepts coins only.

**Denotes copier with user code management control and Coin & Bill Vend unit that accepts coins and bills.

***Denotes copier with user code management control and Coin, Bill and Card Vend Unit that accepts coins, bills, and RaiderCards (magnetic stripe card).