Montgomery County Community College
Purchasing Department
Room 121 College Hall
340 DeKalb Pike
Blue Bell, PA 19422

DATE

BIDDER

Attn: Purchasing

Re: Audio Visual Requirements for Commencement

The following Bid is submitted in response to your Invitation to Bid.

The Bid Security in the amount required by the Instructions to Bidders and the General Conditions of the Contract is enclosed with the Bid. It is agreed by this Bidder that the Bid Security shall be forfeited to the Montgomery County Community College (“College”) if this Bidder does not, within ten (10) days after notification of Award of Contract, furnish to the College the applicable Performance Bond, Payment Bond, insurance certificate, Verification Form, executed Contract and Detailed Cost Break-Down for the Project as required by the Bid Documents.

This Bidder has carefully examined the Bid Documents and the Project site, and certifies that it fully understands the requirements thereof. This Bidder agrees that, upon receipt of a fully executed Contract, it will furnish and deliver materials and perform the work necessary to complete the Project in accordance with the Specifications and other Contract Documents in an expeditious and workmanlike manner to the complete satisfaction and acceptance of the College for the price hereinafter stated.

This Bidder submits this Bid with the understanding that the work encompassed in the Bid Documents shall be commenced immediately upon receipt of the Notice to Proceed.

This Bidder understands the following supplements to the Bid Form must be submitted concurrent with this Bid submission.

- Bid Security – Not Required
- Attachment to Bid Form regarding Rebates and Discounts
- Fully completed spreadsheet detailing the equipment brand, description and quantities for which bids are sought. Insert on the spreadsheet for each item, the unit price in the column titled “Price”, and the extended price in the column titled “Extended”. THE FULLY COMPLETED SPREADSHEET MUST BE SUBMITTED IN HARD COPY AND ELECTRONIC FORMS AS PART OF YOUR BID RESPONSE. FAILURE TO DO SO COULD RESULT IN YOUR BID BEING DEEMED NONRESPONSIVE.

Bidder understands the following supplements to the Bid Form must be executed and submitted to the College within ten (10) calendar days after notification is received that it is the lowest
responsive and responsible Bidder and that failure to do so within such time shall be a deficiency in the Bid and cause for the College to reject this Bid, award the Contract to another entity and retain Bidder’s Bid Security:

- Contract Form
- Certificate of Insurance

This Bid is submitted with the definite understanding that Bids are valid for acceptance by the College and may not be withdrawn for a period of at least sixty (60) days after the actual date of the opening thereof, or such longer period specified in the Construction Documents.

It is understood that the College reserves the right to reject any or all Bids, or part(s) thereof or item(s) therein, and to waive technical deficiencies with the Bid if it is in the best interests of the College. Omission of any information may be sufficient cause for rejection of this Bid. It is further understood that competency and responsibility of Bidders will receive consideration before the Award of Contract.

The undersigned will not assign its Bid or any of its rights or interests thereunder without the written consent of the College.

The Base Bid and other required information are submitted in the spaces provided. Handwritten initials on each page of this Bid Form identify each as a part of this Bid.

**UNIT PRICES**

The Bidder hereby bids unit prices on the following items as identified below. If any extra Products are required in these categories beyond the Contract requirements, the unit prices shall be used as a basis for determining the amount of additional payment to Contractor for additional Products. If any deletions are to be made in these categories, the unit prices shall be used as the basis for determining the credit the College is entitled to receive. Each unit price represents the full compensation per unit of measurement for the Products, including, without limitation, all labor, material, equipment, insurance, taxes, overhead, profit, mark-ups and other general condition costs. The Bidder shall multiply the price per unit by the estimated quantity for each item to determine the total amount attributed to such item in the Base Bid, which shall equal the aggregated amounts for each item.

The College reserves the right to reject any unit price which is unreasonable or unbalanced, as compared with prevailing costs, or as compared with the unit prices submitted by the other bidders for the Products. The College reserves the right to ask for a revised unit price before or after the Contracts are signed.

**BASE BID**
MONTGOMERY COUNTY COMMUNITY COLLEGE  
Audio Visual Requirements for Commencement

Total sum for the 2017 Audio Visual Requirements for Commencement:

(words) dollars ($ (figures)

Total sum for the 2018 Audio Visual Requirements for Commencement:

(words) dollars ($ (figures)

ADDENDA

The Bidder acknowledges receipt of Addenda listed below which have been issued during the bidding period and agrees that said Addenda shall become part of the Contract (Bidder shall list numbers and dates of Addenda received). Bidder understands that it had the responsibility to confirm its receipt of all Addenda prior to the submission of its Bid. Addenda properly issued by College and not listed herein shall be cause for rejection of the Bid.

No. _______ Date ______________

No. _______ Date ______________

No. _______ Date ______________

IDENTIFICATION OF BIDDER

Company ________________________________ Phone ______________

Address _____________________________________________

Please check the appropriate category:

_____ Sole Proprietorship  _____ Partnership  _____ Joint Venture

_____ Pennsylvania Corporation or Limited Liability Company

_____ Foreign Corporation or Company Registered in PA
MONTGOMERY COUNTY COMMUNITY COLLEGE
Audio Visual Requirements for Commencement

Other: __________________________________ (please identify)

State of Organization: ____________________________________________

Federal Identification Number: __________________________________

All correspondence and notices to the Bidder related to this Bid and Contract, if awarded, shall be directed to:

Name: _________________________________________________________

Title: __________________________________________________________

Phone: _________________________________________________________

Address: ______________________________________________________

Email Address: ________________________________________________ +
*Correspondence directed to the following email address shall be deemed received by the Bidder on the date the email was transmitted.

The undersigned hereby certifies that this Bid is genuine and not sham, collusive, fraudulent or made in the interest of or on behalf of any person, firm, or corporation not herein named; and that the undersigned has not, directly or indirectly, induced or solicited any Bidder to submit a sham Bid, or any other person, firm or corporation from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself any advantage over any other bidder.

SIGNATURES

(Individual)

_________________ __________________(SEAL)

WITNESS: (Signature of Individual)

________________________________________
(print name of Individual)
trading & doing business as

________________________________________

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(Partnership)
MONTGOMERY COUNTY COMMUNITY COLLEGE
Audio Visual Requirements for Commencement

WITNESS: (Name of Partnership)

___________________________________  By:_______ ____________________(SEAL)
Print Name: ________________________
Partner

___________________________________  By:_______ ____________________(SEAL)
Print Name: ________________________
Partner

___________________________________  By:_______ ____________________(SEAL)
Print Name: ________________________
Partner

* * * * * * * *

(Corporation)

ATTEST: (Name of Corporation)

_________________________   By:__________ _________________(SEAL)
Print Name: _______________   Print Name: _____ ____________________
Title: Secretary (Assistant Secretary)   Title: President (Vice President)

(CORPORATE SEAL)

or (if appropriate)

WITNESS: (Name of Corporation)

___________________________________

*By:________________________________ (Authorized Representative)
Print Name: ________________________

*Attach resolution evidencing authority to execute on behalf of the corporation.
(Limited Liability Company)

WITNESS:  

(Name of Limited Liability Company)

By: ______________________________ (SEAL)
Print Name: ____________________________
(Managing) Member

By: ______________________________ (SEAL)
Print Name: ____________________________
Member

By: ______________________________ (SEAL)
Print Name: ____________________________
Member

or (if appropriate)

WITNESS:  

(Name of Limited Liability Company)

*By: ______________________________ (SEAL)
Print Name: ____________________________
(Authorized Representative)

*Attach resolution evidencing authority to execute on behalf of the company.