



## Quotation # 540417-A

Please indicate above number with order.  
This quote is valid for a period of 30 days.

Jessica Abrante  
337 Northlake Blvd  
Suite 1004  
Altamonte Springs, FL 32701  
Jessica.Abrante@avispl.com  
Tel: (407) 786-5000  
Fax: (407) 786-5033

To: Jeff Kasson  
Company: City of North Port  
Address: 4970 City Hall Blvd.  
North Port, FL 34286-4100  
USA

Date: 9/26/2017  
Phone: 941-429-7211  
Fax: 941-429-7139  
Email: jkasson@cityofnorthport.com

Item Number	Item Description	Qty	Unit Price	Extended Price
NECE905	LCD, 90" MONITOR 1080P 5000:1 CONTRAST LED W/SPKRS MSRP: \$8,557.00	2	\$7,141.11	\$14,282.22
NECE656	LCD, 65" 1080P 52LB 4000:1 LED MSRP: \$2,199.00	2	\$1,893.33	\$3,786.66
SHUSLX12485SM58G4	SYSTEM, SLX WIRELESS DIVERSITY COMBO (FREQ: 470-494MHZ) MSRP: \$1,111.00	4	\$632.00	\$2,528.00
SHUUA830USTV	**IN-LINE ANTENNA AMPLIFIER FOR REMOTE-MOUNTING (470-698MHZ) MSRP: \$179.00	2	\$125.61	\$251.22
SHUUA844SWB	ANTENNA & POWER DISTRIBUTION SYSTEM MSRP: \$569.00	1	\$368.39	\$368.39
SHUUA8470530	ANTENNA, 1/2 WAVE OMNIDIRECTION FOR UR4S/D+, ULXS/P4 RECEIVE MSRP: \$32.00	2	\$22.17	\$44.34
SHUUA850	CABLE, 50' UHF MSRP: \$103.00	2	\$72.83	\$145.66
SHUMXW6CZ10	BOUNDARY TRANSCEIVER, CARDIOID MSRP: \$789.00	12	\$459.17	\$5,510.04
SHUMXWANI8	NETWORK INTERFACE, 8-CH MSRP: \$1,560.00	2	\$908.83	\$1,817.66
SHUMXWAPT8Z10	TRANSCEIVER, 8-CH ACCESS POINT MSRP: \$4,260.00	2	\$2,480.56	\$4,961.12
SHUMXWNCS8	CHARGING STATION, 8CH NETWORKED MSRP: \$2,220.00	2	\$1,293.06	\$2,586.12

Please note that any taxes on this quote are provided as an estimate only. Actual taxes due will be calculated at time of invoicing. Any sales tax exemption or resale certificates should be provided to us upon the acceptance of this quote.



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Item Number	Item Description	Qty	Unit Price	Extended Price
SHUMXW2SM58	TRANSMITTER, HANDHELD W/ SM58 MICROPHONE MSRP: \$716.00	1	\$416.94	\$416.94
SHUMXW1OZ10	TRANSMITTER, BODYPACK W/INTERGRADED OMNIDIRECTIONAL MICROPHO MSRP: \$698.00	1	\$406.39	\$406.39
SHUWL184	MICROPHONE, PRO UNIDIRECTIONAL LAVALIER MSRP: \$133.00	1	\$92.89	\$92.89
Lake County School Board 3745BM				
			Total	\$37,197.65

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## PURCHASE POLICY

AVI-SPL takes pride in the fact that our web site has all the information you need to make an educated purchasing decision. We also understand that sometimes it is hard to know exactly what you need until you see it. Because of this, we offer the following programs to ensure your satisfaction.

**E-Service** - it's the additional customer service and user features we offer our customers. Our site, just like the web itself, is open 24/7. Even if it's 2 a.m., you can start processing a customer service request online ([www.avispl.com](http://www.avispl.com)). We'll respond to your request within the next business day. If a request is sent to us on Friday after 4:00pm EST we will contact you on Monday. You may choose to call us between 8 a.m. and 6 p.m. EST at 800-282-6733 Ext. 8250.

### OUR HASSLE-FREE RETURN PROGRAM

Our thirty-day return program means you may return your purchase, excluding special orders and/or non-stock products, to us should you be dissatisfied with your purchase within thirty (30) days of receipt\*\*\* of the product. You must return the item(s) to us by 2nd day freight, insured for full value, with original packaging, documentation, blank warranty card, original UPC codes on the manufacturer boxes, all manuals and accessories.

If your projector has four (4) or more hours on the lamp and evidences excessive wear and tear, you will be refunded your purchase price less a low 15% restocking fee. The re-stock fee will also apply for stocking items that evidence excessive wear and tear. Freight charges, for delivery and return, and related insurance charges, will not be refunded or credited. All returned items are subject to the criteria stated below in the section "Condition of Returned Items." No return will be accepted and no refund made on any product thirty (30) days after receipt.

Special order products include but are not limited to: non-portable screens, custom cases, cables, ceiling mount kits and other non-stock items. Your Account Manager will advise you at the time of purchase if any item(s) in your order fall within this category. In case of defective product, warranties on plasma displays are offered and honored by the manufacturers. Most manufacturers offer standard one-year limited warranties for parts and labor only; exchanges and returns are not permitted by such warranties. Because this is a special order item that requires careful transport, we cannot accept returns of plasma display units to AVI-SPL. However, if a problem arises with your plasma display, or if the unit is defective, we will work on your behalf to coordinate a more expedient resolution of the matter with the manufacturer.

Accessories: Please note that all accessories are subject to a 15% restock fee. We are unable to accept returns on lamps that have been opened or used. Special order or customized items may not be returned.

### DEFECTIVE\* or D.O.A.\*\* PROGRAM

In the case of a defective\* or D.O.A.\*\* product(s), no charges will apply. Our Customer Service team must be notified within 30 days of your invoice date if there are any problems with any item(s) upon receipt\*\*\*. Defective\* or D.O.A.\*\* merchandise will be repaired and returned, or exchanged for the same make and model, or for a product of equal value as allowed by the product manufacturer's policies. There are a few manufacturer exceptions

to this policy: Sanyo offers a 10 day DOA\*\* policy and Toshiba offers a 14 days of receipt\*\*\* DOA\*\* products. Sony has a repair only policy.

Please note: non-new, remanufactured or refurbished B-stock or C-stock products are not eligible for exchange if they are Defective\* or D.O.A.\*\*. They are eligible for factory authorized repairs only. You may either contact our Customer Service team at 800-282-6733 Ext. 8250 or the manufacturer for repair options. Our policy for Defective\* or D.O.A.\*\* items on special ordered products will depend on the manufacturers' warranties.

\* Defective means: Any product that fails to meet the factory specifications determined by the manufacturer.

\*\* D.O.A. means: Dead On Arrival—Product will not power up.

\*\*\* Receipt is the date provided by the carrier as proof of delivery or the date of the signed delivery receipt for your product.

### MANUFACTURER PIXEL POLICIES

Please know that our suppliers only provide us with their highest quality units available. On occasion a projector may have 1 (one) or more "Off" or "Out" pixels, also referred to as "Bad" pixels. It is industry standard to allow for a few "Bad" pixels on an LCD panel or DMD chip. The actual placement and number of "Bad" pixels allowed varies by manufacturer. The issue of "Bad" pixels does not qualify a projector for replacement as a "Defective" or "D.O.A." unit, but may be returned to the manufacturer for their evaluation; their decision is final in each of these cases. We apologize for any inconvenience the manufacturers' policies may cause.

### EASY EXCHANGE PROGRAM

So you want to exchange your projector for another model? No problem. AVI-SPL also offers a (7) seven-day exchange program with no restocking fee.

You may trade-up to a more expensive projector model and pay only the difference between the two selling prices on the two products within seven (7) days of receipt of the original product. You are also required to pay the freight and insurance for full value for the return of the first projector and shipping for the second unit. Exchanged projectors require RMA numbers and shipment by 2nd day freight, insured. All sales are final on upgraded purchases. All returned items are subject to the criteria stated below in the section "Condition of Returned Items." For all returns, contact AVI-SPL's Customer Service team at 800-282-6733 Ext. 8250 before the seventh (7th) day to request an RMA (Returned Merchandise Authorization), or please complete the online RMA request form at <http://www.avispl.com/service-support/rma.asp>

### CONDITION OF RETURNED ITEMS

All returned items must be in new and resalable condition and meet the following criteria:

- **DO NOT WRITE ON THE BOX.** If the box is written on, the returned products will be refused. DO NOT black out or deface manufacturer bar codes and/or labels such as serial numbers; the cost of a replacement box will automatically deduct from your credit.

- If the lamp has four (4) or more hours, or if the product is returned damaged, missing items, or exhibits excessive wear and tear, a 15% restocking fee will apply regardless of other return or exchange terms.
- Clearly place the RMA number on a label and attach it to the outside of the box OR include the RMA number in the "Ship To" address line.
- The RMA number will be open for **7 business days** from date when issued to you. After that time the RMA number will automatically CLOSE and you will lose the option to return or exchange the products.
- Product must be in the original shipping carton with all original packing material.
- Include all manuals, warranty/guarantee information and accessories in their original wrapping/packing material. The actual replacement cost for missing items will be deducted from your refund/credit.
- Customer pays shipping costs and must insure the package for the purchased value. Acceptable shipping carriers are **UPS, FedEx, DHL, or Airborne**. Please do not send return merchandise via U.S. Mail or any other method; it will be refused. Products returned by U.S. Mail will not be credited or exchanged.

#### **INTERNATIONAL AND WHOLESALE/RESELLERS (US OR INTERNATIONAL)**

All sales are final, no returns or credits. AVI-SPL may approve an upgrade within seven (7) days to an item of greater value. If approved, purchaser must receive an RMA # from AVI-SPL Customer Service Team. Purchaser is responsible for all shipping charges and/or duties incurred.

#### **FOR ITEMS DAMAGED DURING TRANSPORT**

AVI-SPL endeavors to use reliable and reputable carriers, but occasionally shipping damage does occur. Resolving the problem of transit damage or loss depends on the cooperation of all parties. All shipping damage claims must be made against the common carrier; therefore, it is imperative that you follow these guidelines:

- 1.) Inspect all shipments upon arrival. If damage or loss is apparent upon delivery, do not accept the shipment until you make a notation of the damage on all copies of the carrier's pro bill and have the driver sign all copies to acknowledge the notation. Do not sign a clear receipt for damaged or missing cartons or there will be no basis for a claim. Ask the carrier to make a detailed inspection of the damage. File a claim with the carrier. Cooperate and follow up as necessary to secure final settlement.
- 2.) Even if damages are acknowledged in writing by the driver, you must request an inspection by the carrier and retain the merchandise, carton, and package materials at the address to which shipment was made until the carrier authorizes movement. The carrier must provide you with an inspection report. In case of concealed damage, inspection must be requested within 5 days of receipt of shipment.
- 3.) Immediately advise AVI-SPL of all damages or problems. DO NOT RETURN MERCHANDISE TO AVI-SPL. File your claim with the carrier, enclosing copies of the bill of lading (signed by the driver) and inspection report as support. Keep all packing materials and boxes with the damaged product. Do not throw anything away. Although AVI-SPL will provide any assistance possible, we cannot be responsible for the actual filing of claims on the carrier or accept liability for non-collectable freight claims.

#### **WARRANTY**

"New in Box" merchandise includes the manufacturer's standard warranty excluding consumable items such as lamps. Manufacturers may include an extended warranty service beyond

their standard warranty period on certain items. Manufacturers provide a one (1) year warranty or less (unless specified otherwise on your invoice or packing slip) on non-new, remanufactured or refurbished, B- or C-graded stock items that covers repair only. Non-new, remanufactured or refurbished, B- or C-graded products do not qualify for D.O.A. exchange. These products will be repaired and returned to purchaser.

Please confirm warranty coverage at the time of your purchase. AVI-SPL disclaims all warranties, express or implied, including any warranty of merchantability or fitness for a particular purpose. AVI-SPL offers no warranties that extend beyond the description on the face hereof.

#### **REFUNDS**

**Established Account:** A full refund will not be issued if purchaser's account has an open balance. A credit memo will be issued, and credit will be applied first to the invoice on which the products were purchased, then to any other open invoices on the account, beginning with the oldest invoice. Any credit balance remaining will be refunded as outlined below.

**Credit Card:** All refunds for purchases made by credit card will be issued as a credit to that same account within a reasonable period of time after inspection of returned products.

**Check:** All refunds for purchases paid by check, whether prepaid, C.O.D., or open terms (Net 10 or Net 30), will be paid by refund check within a reasonable amount of time, after inspection of returned products.

#### **NON SUFFICIENT FUNDS AND OVERDUE ACCOUNTS**

A \$25 returned check fee will be charged for any checks returned NSF. Future shipments must be pre-paid by cashier's check. All collection costs, including attorney's fees and court costs will be charged to the purchaser in the event that it is necessary to take legal action to collect. No further orders will be shipped until restitution has been made.

#### **LAW AND VENUE**

The laws of the state of Florida shall govern AVI-SPL sales invoices. Venue for any legal action relating to such sales invoices shall be Hillsborough County, Florida.

#### **ENFORCEMENT**

Failure by AVI-SPL to enforce any Purchase Policies does not constitute a waiver of any portion of our Purchase Policies.

#### **LIMITATION OF LIABILITY**

AVI-SPL shall not be liable under any circumstances for any consequential, incidental, special or exemplary damages arising out of or in any connection with this agreement or the products, including but not limited to lost profits, lost data, or any claim based on indemnity or contribution, or the failure of any limited or exclusive remedy to achieve its essential purpose or otherwise. Purchaser's exclusive remedy, as against AVI-SPL shall be the repair or replacement of defective parts. If AVI-SPL lists a product on its web site at a price in error, or that is no longer available for any reason, AVI-SPL reserves the right to cancel the sale without incurring any liability.



***Committed to Excellence***

Procurement Services  
29529 CR 561 • Tavares • FL 32778  
(352) 253-6760 • Fax: (352) 253-6761 • <http://lake.k12.fl.us>

Superintendent:  
Susan Moxley, Ed.D.

School Board Members:  
District 1  
Bill Mathias  
District 2  
Rosanne Brandenburg  
District 3  
Marc Dodd  
District 4  
Debbie Stivender  
District 5  
Stephanie Luke

**RENEWAL OPTION**

September 29, 2016

Ms. Cindy Turner  
Audio Visual Innovations, Inc.  
6301 Benjamin Road, Suite 101  
Tampa, FL 33634


Re: Bid 3745BM Catalog Discounts – Audio Enhancement, AVI-SPL Audio Visual Innovations Added Value Services, Balt-MooreCo, C2G Cables to Go, Community, Compix, Comprehensive, Crown, Innovative Products Guide, Leightronix, Lumens, NEC Projectors and Monitors, Safari Montage, Samsung Presenter USA, Samsung Pro AV, Shure, Toner Cable Equipment, VariQuest Hardware, ariQuest PM3600 Paper Supplies, VariQuest XL3000 Paper Supplies, Video Furniture International

Dear Ms. Turner,

The above referenced contract is currently awarded to your company, but unfortunately will expire on December 31, 2016. The School Board of Lake County would be interested in the renewal of this contract, per contract specifications, by your company if possible. Please complete the form below to indicate whether you wish to renew. Please return to our office no later than October 14, 2016.

A sworn statement under section 287.133 (3), (a), Florida Statutes, on Public Entity Crimes has also been included. Please fill out and return signed original before the commencement of contract on December 31, 2016. Thank you in advance for your assistance in this contract renewal. Please contact Deb Gardner at 352-253-6765 or [gardnerd@lake.k12.fl.us](mailto:gardnerd@lake.k12.fl.us), if you have any questions.

Sincerely,

  
Pamela Hayes, MPA, CPPO, ARM  
Purchasing Manager

Audio Visual Innovations, Inc. is in agreement for the renewal of the above referenced bid at the original bid prices. Period of agreement shall be an additional twelve months, expiring on ~~December 31, 2017~~ **XXXXXXXX 12/31/2017**  
Please Check One: I agree to extend at original contract prices

☒ Yes

☐ No

10-5-16

  
Authorized Signature


Date

The Lake County School Board approves the renewal of the above referenced bid at the original bid prices. Period of agreement shall be an additional twelve months, expiring on ~~December 31, 2017~~ **XXXXXXXX 12/31/2017**

☒ Approves

☐ Disapproves

11/15/2016

  
Pamela Hayes, Purchasing Manager

Date







**Superintendent:**  
Susan Moxley, Ed.D.

**School Board Members:**  
*District 1*  
Bill Mathias  
*District 2*  
Rosanne Brandenburg  
*District 3*  
Tod Howard  
*District 4*  
Debbie Stivender  
*District 5*  
Kyleen Fischer

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***Leading our Children to Success***

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**Procurement Services**

29529 CR 561 • Tavares • FL 32778

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**NOTICE OF AWARD**

December 20, 2013

Ms. Cindy Turner  
Audio Visual Innovations, Inc.  
6301 Benjamin Road, Suite 101  
Tampa, FL 33634

**RE: Bid #3745BM – Catalog Discounts**

Dear Ms. Turner:

At their meeting held on December 16, 2013, the Lake County School Board approved the award of the above referenced bid for the catalog(s) and/or website(s) shown below. The bid proposal we received from your company will serve as the contract and will be in effect from January 1, 2014 through December 31, 2016. Purchase orders will be issued as needed.

Please note that it is your responsibility to label and distribute approved printed catalogs to LCSB schools and departments. As new catalogs become available it is your responsibility to 1) submit them to the Procurement Services Department for approval; and 2) label and deliver to the schools and departments.

**Audio Enhancement**

**AVI-SPL Audio Visual Innovations Added Value Services**

**Balt-Moore Co**

**C2G Cables to Go**

**Community**

**Compix**

**Comprehensive**

**Crown**

**Innovative Products Guide**

**Leightronix**

**Lumens**

**NEC Projectors and Monitors**

**Safari Montage**

**Samsung Presenter USA**

**Samsung Pro AV**

**Shure**

**Toner Cable Equipment**

**VariQuest Hardware**

**VariQuest PM3600 Paper Supplies**

**VariQuest XL3000 Paper Supplies**

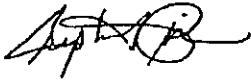
**Video Furniture International**

On-line internet ordering may be allowed only if a web portal designed specifically for LCSB has been reviewed and approved by the Procurement Services Department. Such approval must be obtained prior to sending any information to the schools and departments. The

Procurement Services Department must be notified of any website modifications, changes, or additions that could affect connectivity to the website during the term of this contract.

A complete copy of the award recommendation letter and the bid tabulation may be viewed on the LCSB Procurement Services Department's website located at <http://lake.k12.fl.us>. We look forward to working with you. If you have questions, please contact me at 352-253-6764 or [piersonc@lake.k12.fl.us](mailto:piersonc@lake.k12.fl.us).

Sincerely,

A handwritten signature in black ink, appearing to read 'Crystal Pierson', written in a cursive style.

Crystal Pierson, CPPB  
Certified Purchasing Agent



COMPANY NAME: Audio Visual Innovations, Inc.

### INVITATION TO BID

SCHOOL BOARD OF LAKE COUNTY  
PURCHASING DEPARTMENT  
29529 COUNTY ROAD 561  
TAVARES, FLORIDA 32778-2496

The School Board of Lake County, Tavares, Florida solicits your company to submit a bid on our **Bid #3745BM – Catalog Discounts**.

All terms and conditions below are a part of this Invitation to Bid (ITB) and no bids will be accepted unless the Vendor complies with all conditions required herein. Rights are reserved by the School Board of Lake County to accept or reject any and all bids and to waive all technicalities and award in the best interest of the Board. The Board does not sign contract forms provided by Vendors. The bid, request for proposal, or invitation to negotiate with the Vendor's signature will constitute an offer to sell to the Board under the stated terms and conditions.

All prospective vendors are hereby cautioned not to contact any Board member of the School Board of Lake County or any other employee, officer, staff or agent, nor to attempt to persuade or promote through other channels. All contacts must be channeled through the Procurement Department. Failure to comply with these procedures shall be cause for disqualification of firm's Submittal.

From the notice of publication until 72 hours after the posting of the recommendation of award only the Purchasing Department should be contacted concerning any questions concerning this bid. No other employee, officer, staff or agent of the School Board should be contacted during this period. All questions/concerns shall be directed, in writing, to:

Beth Minnix, Certified Purchasing Agent  
E-mail: [minnixb@lake.k12.fl.us](mailto:minnixb@lake.k12.fl.us)  
Fax: 352-253-6761  
Address: 29529 CR 561  
Tavares, Florida 32778

Formal bid openings will no longer be held for bids other than construction. Only the names of the bidders will be read.

1. **BIDDERS RESPONSIBILITY:** Before submitting their bid, each Vendor is required to carefully examine the invitation to bid specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this bid. Ignorance on the part of the Vendor will in no way relieve them of any of the obligations and responsibilities, which are a part of this bid.
2. **SCOPE OF WORK / SPECIFICATIONS:** The purpose and intent of this bid is to establish and document purchase terms for a fixed discount and freight terms commensurate with the potential purchasing volume of Lake County Schools from a variety of vendor's catalogs. Vendors with product lines that include supplies and equipment within the following categories will be considered:
  - A. Art
  - B. Audio Visual
  - C. Classroom / Teaching Aids
  - D. Health Care

- E. Library / Media
- F. Music / Band
- G. Office
- H. Physical Education / Athletic
- I. Science
- J. Special Needs / Therapeutic Devices
- K. Technology
- L. Vocational

3. The forms included within this ITB may be completed on-line using Microsoft Word® or simply printed and completed by hand. Areas where information may be inserted while on-line are indicated by a gray form field box and then the complete document can be printed. Original signatures from an authorized representative of the company shall be affixed where indicated within this document before submitting to the Purchasing Department.
4. All bids shall be filed in the Purchasing Department of the Lake County School Board, 29529 County Road 561, Tavares, Florida 32778, prior to **2:00 PM, local time, Tuesday, September 17, 2013**, and clearly marked **"Bid #3745BM to be opened 9/17/2013."** Bids will be opened and tabulated at this time. Bids received after this time will not be considered. All bids shall be submitted, in a sealed package or envelope, on the attached bid form properly extended and signed by an authorized representative; place bid number and opening date of bid on envelope. Faxed or e-mailed bids will not be accepted.
5. **BID SCHEDULE:**  
 Deadline for Questions:..... **August 30, 2013 @ 4:00 PM**  
 Last Date for Addendums: ..... **September 6, 2013**  
 Bid Opens:..... **September 17, 2013 @ 2:00 PM**  
 Posting of Award Recommendation: ... **October 30, 2013**  
 Board Action on Recommendation:..... **November 11, 2013**
6. **AWARD:**  
 In order to better meet the various needs of the school system, award will be made to all responsive and responsible Vendors who respond to this bid and submit a firm, fixed percentage discount; disclosure of all freight terms; an internet website and/or printed catalog with price list; and otherwise complies with the specifications, terms and conditions of this bid. *"Call for Pricing" will not be accepted in lieu of a published price list.* Distribution of any printed catalogs shall be the responsibility of the Successful Vendor.

Vendors awarded this bid will be in a favorable position to compete for the Board's business and those who offer lowest net prices should obtain the largest volume of business. Information regarding each Successful Vendor's discount terms, freight terms, and internet web portal links will be provided to the School Board's various schools and ancillary departments via the Board's intranet. The personnel involved in the decision making process of choosing which Vendors will be selected for purchases through this ITB will be instructed to compare the net pricing of their desired purchase between awarded Vendors. ("Net price" shall mean the sum of the list price and all discounts, shipping charges, etc.)

7. **PREFERENCE TO FLORIDA BUSINESSES:** Any vendor of Printing Services and personal property purchases whose principal place of business is outside the State of Florida must accompany any written bid, proposal or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. **All bidders must complete Attachment 6, Bidder's Statement of Principal Place of Business.** If a preference is determined to exist

and the out of state vendor is the lowest responsive and responsible bidder, then the Florida vendor who is closest in competitive pricing to that bidder will be granted the same preference. If no preference is found to exist for the out of state vendor who has submitted the lowest responsive and responsible bid, then the Florida vendor who is closest in competitive pricing will be granted a 5% preference.

8. Bid tabulations with recommended awards will be posted for review by interested parties on or about **October 30, 2013**, and will remain posted for a period of 72 hours. The award recommendation will be posted in the Purchasing Department located at 29529 County Road 561, Tavares, Florida and on our website at <http://lake.k12.fl.us>. To access information from our website select Purchasing from the Department list, click on Bid Opportunities, then click on the appropriate title of the ITB for a listing of all published information. Since this information is available as outlined above, the purchasing department will not mail or fax recommendation of award notices to all Vendors. Failure to file a protest within the time prescribed in Section 120.57 (3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any person who is affected adversely by the decision or intended decision shall file with the Board a written notice of protest within 72 hours after the posting or notification. A formal written protest shall be filed within 10 calendar days after filing the notice of protest. With respect to a protest of the specifications contained in an invitation to bid or in a request for proposals, the notice of protest shall be filed in writing within 72 hours after the receipt of the project plans and specifications or intended project plans and specifications in an invitation to bid or request for proposals (but no later than the time when the bids or responses must be received in order to be considered), and the formal written protest shall be filed within 10 calendar days after the date the notice of protest is filed. The 72 hours period referred to herein shall not include Saturdays, Sundays, or holidays. The word "holiday" shall mean any weekday on which the School Board's Administrative offices are closed. Failure to file a timely formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. The formal written protest shall state with particularity the facts and law upon which protest is based. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to FS 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the School Board of Lake County in an amount equal to one percent (1%) of the total estimated contract value, but not less than \$500 nor more than \$5,000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check, or money order will be an acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the district prevails, it shall recover all costs and charges which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protester prevails, he or she shall recover from the district all costs and charges which shall be included in the final order of judgment, excluding attorney's fees. Upon receipt of the formal written protest and protest bond which has been timely filed, the district shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final district action, unless the Superintendent sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.
9. **QUANTITIES:** For the purposes of calculating the amount of a protest bond, this contract is valued at approximately \$25,000.00 for the initial 3-year contract, per Vendor, excluding renewal options. This is only an estimate and the actual amount could vary up or down. The School Board reserves the right to order greater than or less than the quantity stated. Orders will be placed on an "as needed" basis at any time and in any quantity during the bid period.

10. **CONTRACT TERM AND TERMINATION:** The term of this Agreement shall be January 1, 2014 through December 31, 2016. This Agreement may be renewed for two (2) additional one-year periods, if mutually agreed to in writing by both parties. All or part of this Agreement may be terminated by the School Board, with or without cause, for its convenience, upon no less than fifteen (15) days written notice to the Successful Vendor(s) of such intent to terminate. In such event, the Successful Vendor(s) will be entitled to compensation for services competently performed up to the date of termination.

*This contract will remain open to add new Vendors during the contract period. If during the contract period a new Vendor files all necessary bid documents, offers a percentage discount and complies with all specifications, terms and conditions of the bid, the Vendor's request to be added as an Successful Vendor will be taken to the School Board for approval. Vendors submitting a bid after the initial School Board approval date will be presented to the School Board for approval on a quarterly basis thereafter. The effective dates of the new Vendor will be from the day after Board Approval until the end of the contract period.*

11. **ORDERS AND PAYMENT:** The School Board is not obligated to place any order with any Vendor participating in this bid. However, all schools and department will be urged to refer to the Successful Vendor(s) in order to obtain items in the most economical manner. Orders shall be processed only upon receipt of an authorized purchase order or when placed by an authorized Lake County Schools Visa Card.

- A. **INVOICING AND PAYMENT FROM PURCHASE ORDERS:** Payment will be made by the School Board after the items awarded to a Vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. Payment terms are Net 30 days after receipt of an acceptable invoice. Payment for partial shipments shall not be made unless specified. Failure to follow these instructions may result in delay in processing invoices for payment. The purchase order number must appear on invoices, bills of lading, packages, cases, delivery lists and all correspondence. The Successful Vendor will be required to submit invoices and reference purchase order numbers on all requests for payment. A separate invoice must be received for each purchase order number. Each invoice must include the following information:

- 1) Purchase order number;
- 2) Delivery location;
- 3) Unique invoice number;
- 4) Date and amount of purchase;
- 5) Itemized list of item description; quantity, list price, percentage discount; and freight charges; and
- 6) Vendor's name and identification.

- B. **PAYMENT BY VISA CARD:** The Vendor will complete a sales receipt which includes the following information:

- 1) Card number, expiration date, cardholder name, and school/department;
- 2) Date and amount of purchase;
- 3) Itemized list of item description, quantity, list price, percentage discount; and freight charges; and
- 4) Vendor's name and identification.

12. **TAXES:** All purchases made by the School Board are exempt from Sales and Use Tax.

13. **PRICE QUOTES:** The School Board reserves the right to request written quote from Successful Vendors at any time for any purchases. If requested, quotes must be submitted in writing to the requesting site and shall show the list price, the current bid discount, any additional discounts,

the net delivered price after discounts, and delivery and shipping information for auditing purposes. Delivery may be a determining factor in proposals/quotes submitted and awarded for consideration, if specific deadlines and/or timeframes are indicated as priority, along with the availability of a Vendor's product.

14. **ADDITIONAL CHARGES:** All additional charges such as installation or freight must be fully disclosed on the cost proposal form provided. Any other charges not specifically listed should be delineated under "OTHER EXCEPTIONS". Charges not listed on the cost proposal form will not be honored.
15. **EXCEPTIONS:** Any exception to discounts or freight terms must be fully disclosed on the cost proposal form provided. If the exceptions to discount or exceptions to freight terms are left blank, it will be interpreted as no exceptions.
16. **COMPANY REPRESENTATIVE:** Indicate on the cost proposal form the contact information of the representative who could be available upon request to assist with special orders, be able to resolve billing and delivery problems, and possibly make periodic scheduled visits to the schools and departments.
17. **PRICING:**
  - A. Prices must be derived from a published catalog(s). ("Published" shall mean a printed catalog, manufacturer's price list, CD-ROM, or website.). If offering more than one (1) catalog, Vendor must duplicate and complete the cost proposal form for each. The minimum percentage discounts submitted on the cost proposal form must remain firm throughout the contract period. A minimum percentage discount of 0% will be acceptable however any space provided on the Cost Proposal Form that is left blank will be interpreted as a "No Bid". Unless a change is deemed to be in the best interest of the School Board, there will not be any discount adjustments allowed during the contract period. A Vendor may conduct sales promotions involving greater price reductions than bid for a specified lesser period or for large quantity purchases. Promotional prices shall be available to all customers.
  - B. Cost Proposal Form -- Bidder should select either Option 1 -- a single minimum percentage discount to be offered for all items; **OR** Option 2 -- a minimum percentage discount to be offered by category. Only one option may be selected. If both options are marked, Option 1 will prevail. If choosing Option 2, Vendor must provide definitive guidelines to ascertain the category in which a given item may be included. A minimum percentage discount of 0% will be acceptable however any space provided on the Cost Proposal Form that is left blank will be interpreted as a "No Bid". All Vendors must submit a catalog with their bid response to be used for bid evaluation. All catalog(s) submitted for consideration must be clearly labeled with offered discounts and freight charges.
  - C. On-Line Internet Orders -- On-line ordering may be allowed only if a website of your catalog is available that includes a shopping cart and only if their website can be configured as listed below. Bidder should indicate on the Cost Proposal Form if their website can meet the configuration requirements to accommodate on-line ordering. Bidder must be able to provide a URL link and include the following items before on-line ordering will be allowed.
    - 1) The homepage must have "Lake County Schools" and your company name with simple instructions on how to obtain a quote or build a cart.
    - 2) The following information must be shown on the quote and/or shopping cart:

Lake County Schools Bid #3745BM  
Vendor Name and Address

Vendor Contact Name and Phone Number  
 Vendor Quote Number (if required by your company)  
 Detailed Item Information: Catalog SKU, Description, Quantity, List Price, Discount,  
 Extended Price  
 Freight or other allowable charges

**Example:**

Item/ Catalog #	Item Name/ Description	Quantity	List Price	Percentage Discount	Discounted Price
XYZ	Widget	12 each	\$ 5.00	50%	\$ 2.50
Sub Total:					\$30.00
Freight:					N/C
Total:					\$30.00

- 3) The quote or shopping cart must have a Print friendly icon.
  - 4) Notification must be submitted to the Purchasing Department whenever:
    - a) New catalog prices are released on your website that will affect the School Board;
    - b) If your website is going to be unavailable due to maintenance or restructuring during normal business hours – 8:00 AM to 5:00 PM; and
    - c) Changes occur to your website that will affect the URL link use by the School Board.
- D. After award, Successful Vendors shall furnish the same catalog(s) or other price submittal to schools and departments. The School Board will not bear any cost or responsibility in the printing or distribution of any catalogs or price lists. As new catalogs become available, it is the Vendor's responsibility to 1) submit updated catalogs for approval by the Purchasing Department; 2) deliver sufficient quantities to all schools and department with notice explaining new pricing; and 3) establish effective date after the first two requirements have been met.
18. **PROMOTIONAL PRICING:**
- A. **Best Pricing Offer** – During the Contract term, if the Customer becomes aware of a better pricing offered by the Successful Vendor(s) for substantially the same or a smaller quantity of a product outside the Contract, but upon the same or similar terms of the Contract, then at the discretion of the Customer the price under the Contract shall be immediately reduced to the lower price. It will be the Successful Vendor(s)'s responsibility to monitor-said item(s) and report any that are or will be offered at lower prices.
  - B. **Sales Promotions** – In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, a Successful Vendor(s) may conduct sales promotions involving price reductions for a specified lesser period. A Successful Vendor(s) shall submit to the Purchasing Department documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to all Customers. Upon approval, the Successful Vendor(s) shall provide conspicuous notice of the promotion.
19. The School Board reserves the right to utilize bids of other entities or to purchase through other methods if it is in the best interest of the Board.
20. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract

with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a Successful Vendor(s), supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

21. **PUBLIC ENTITY CRIMES DISCLOSURE:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list.
22. The Vendor certifies that all material, equipment, etc., contained in this Bid meets all Occupational Safety Hazards Act (OSHA) requirements. Bidder further certifies that, if he is the successful Vendor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirements in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with aforementioned requirements shall be borne by the Vendor.
23. Equipment, or other items of this bid, identified by catalog or manufacturers number or by brand name, is for the purpose of showing quality only, except where otherwise specified. Other Manufacturers or Brand names of proven equal quality, or better, will be acceptable. If bidding on an equivalent to that specified, state manufacturer and supply complete description of product offered, including brochures and specifications.
24. **SAMPLES:** Samples may be required for bid. Samples, if required, shall be supplied to the School Board at no charge, and returned to the Vendor at Vendor's expense. Required samples shall be clearly identifiable with the Vendor's name, Bid Number, and Item Number. Failure to deliver required samples or failure to clearly identify samples may be reason for disqualification of bid. Samples which are not consumed or destroyed by testing will be returned, at the Vendor's expense, upon request. Request for the return of samples must be made within ten (10) working days following bid opening.
25. Successful Vendor shall not substitute items from that which were bid. If substituted items are delivered, the items shall be shipped back to the Vendor at the Vendor's own expense. Such actions may result in a termination of the contract.
26. Items provided on this bid are to be new. Items that have been refurbished or used for demonstration are not acceptable. Successful Vendor shall agree to accept, for full credit and return shipping charges, the return of any item received that is found to be defective in quality.
27. In case of exact tie bids, awards will be made at the discretion of the board. Conformity to specifications, price, quality, and time of guaranteed delivery will be determining factors in the awarding of the bid.
28. In the event of an error in extending the total cost for an item, the unit price submitted will prevail.
29. All materials to be delivered directly to each school or ordering department. Orders shall be delivered within thirty (30) days after receipt of purchase order unless a delivery extension has been approved by the ordering facility. All shipping containers and packing lists must be clearly



marked with the school or department purchase order number. All shipments shall include a packing list attached to the OUTSIDE of the shipping container.

30. Payroll Responsibilities - The Successful Vendor(s) shall be responsible for the payroll and paying of its personnel. Further, the Successful Vendor(s) shall be responsible for withholding applicable federal and state taxes, FICA, insurance, and other deductions as authorized between the Successful Vendor(s) and its personnel.
31. Successful Vendor(s) shall be responsible for the paying of all appropriate state taxes unless otherwise directed by the School Board.
32. SERVICES: The Successful Vendor(s) shall perform the services incorporated by reference herein. Nothing herein shall limit the School Board's right to obtain proposals or services from other professionals for similar projects. The Successful Vendor(s) agrees to comply with all terms and conditions of Bid #3745BM for Catalog Discounts, such terms and conditions being incorporated by reference.
33. INDEMNIFICATION: The Successful Vendor(s) agrees to make payment of all proper charges for labor required in the aforementioned work and Successful Vendor(s) shall indemnify School Board and hold it harmless from and against any loss or damage, claim or cause of action, and any attorneys' fees and court costs, arising out of: any unpaid bills for labor, services or materials furnished pursuant to this Agreement; any failure of performance of Successful Vendor(s) under this Agreement; or the negligence of the Successful Vendor(s) in the performance of its duties under this Agreement; or any act or omission on the part of the Successful Vendor(s), his agents, employees, or servants. Successful Vendor(s) shall defend, indemnify, and save harmless the School Board or any of their officers, agents, or servants and each and every one of them against and from all claims, suits, and costs of every kind and description, including attorney's fees, and from all damages to which the School Board or any of their officers, agents, or servants may be put by reason of injury to the persons or property of others resulting from the performance of Successful Vendor(s)'s duties under this Agreement, or through the negligence of the Successful Vendor(s) in the performance of its duties under this Agreement, or through any act or omission on the part of the Successful Vendor(s), his agents, employees, or servants. Successful Vendor(s) shall provide such indemnity regardless of the negligence or other culpability of the School Board, excluding only those circumstances where the School Board is solely negligent.
34. CODES, LAWS, AND REGULATIONS: The Successful Vendor(s) will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Agreement.
35. PERMITS, LICENSES, AND FEES: Successful Vendor(s) will obtain and pay for all permits and licenses required by law that are associated with the Successful Vendor(s) performance of the Scope of Services.
36. ACCESS TO RECORDS: Successful Vendor(s) will maintain accounting records in accordance with generally accepted accounting principles and practices to substantiate all invoiced amounts. Successful Vendor(s) shall ensure that such records are available for examination by the School Board during Successful Vendor(s) normal business hours. Successful Vendor(s) shall maintain such records for a period of three (3) years after the date of the invoice.
37. CONTINGENT FEES PROHIBITED: The Successful Vendor(s) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Successful Vendor(s), to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide

employee working solely for the Successful Vendor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. In the event of a breach of this provision, the School Board shall have the right to terminate this Agreement without further liability, and at its discretion, deduct from the contract price, or otherwise recover, the full amount of any such fee, commission, percentage, gift, or consideration paid in breach of this Agreement.

38. OWNERSHIP OF DOCUMENTS: All data, specifications, calculations, estimates, plans, drawings, construction documents, photographs, summaries, reports, memoranda, and other documents, instruments, information and material prepared or accumulated by the Successful Vendor(s) (or by such sub-consultants and specialty consultants) in rendering services hereunder shall be the sole property of the School Board who may have access to the reproducible copies at no additional cost other than printing. Provided, that the Successful Vendor(s) shall in no way be liable or legally responsible to anyone for the School Board's use of any such materials for another Project, or following termination. All original documents shall be permanently kept on file at the office of the Successful Vendor(s).
39. INDEPENDENT CONTRACTOR(S): The Successful Vendor(s) agrees that he or she is an independent contractor(s) and not an agent, joint venturer, or employee of the School Board, and nothing in this Agreement shall be construed to be inconsistent with this relationship or status. None of the benefits provided by The SCHOOL BOARD to its employees, including but not limited to, workers' compensation insurance, unemployment insurance, or retirement benefits, are available from the School Board to the Successful Vendor(s). Further, Successful Vendor(s) will be responsible for paying its own Federal income tax and self-employment tax, or any other taxes applicable to the compensation paid under this Agreement. The Successful Vendor(s) shall be solely and entirely responsible for his or her acts during the performance of this Agreement.
40. ASSIGNMENT: Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to the Agreement, whether arising in tort, contract, or otherwise, without the written consent of the other party. These conditions and the entire Agreement are binding on the heirs, successors, and assigns of the parties hereto.
41. NO THIRD PARTY BENEFICIARIES: This Agreement gives no rights or benefits to anyone other than the Successful Vendor(s) and the School Board.
42. JURISDICTION: The laws of the State of Florida shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Lake County, Florida.
43. CONTACT PERSON: The primary contact person under this Agreement for the Successful Vendor(s) shall be Kerry Antley. The primary contact person under this Agreement for the SCHOOL BOARD shall be Deborah Gardner, Purchasing Department.
44. Approval of Personnel: The School Board reserves the right to approve the contact person and the persons actually performing the services on behalf of the Successful Vendor(s) pursuant to this Agreement. If School Board, in its sole discretion, is dissatisfied with the contact person or the person or persons actually performing the services on behalf of the Successful Vendor(s) pursuant to this Agreement, School Board may require that the Successful Vendor(s) assign a different person or persons to be the contact person or to perform the Successful Vendor(s) services hereunder.
45. DISCLOSURE OF CONFLICT: The Successful Vendor(s) has an obligation to disclose to the School Board any situation that, while acting pursuant to this Agreement, would create a

potential conflict of interest between the Successful Vendor(s) and his duties under this Agreement.

46. BACKGROUND INVESTIGATIONS: The Successful Vendor(s) represents and warrants to the School Board that the Successful Vendor(s) has read and is familiar with Florida Statute Sections 1012.32, 1012.465, 1012.467, and 1012.468 regarding background investigations. Successful Vendor(s) covenants to comply with all requirements of the above-cited statutes and shall provide School Board with proof of compliance upon request. Successful Vendor(s) agrees to indemnify and hold harmless the School Board, its officers, agents, and employees from any liability in the form of physical injury, death, or property damage resulting from the Successful Vendor(s)'S failure to comply with the requirements of this paragraph or Florida Statute Sections 1012.32, 1012.465, 1012.467 and 1012.468.
47. DEFAULT; LIQUIDATED DAMAGES: In the event of default by Successful Vendor(s) for failure to perform under this Agreement the Successful Vendor(s) shall pay the School Board as liquidated damages a minimum amount of either 10% of the total price of the Contract or \$5,000.00, whichever amount is larger.
48. ATTORNEYS' FEES: In the event litigation is required by either party to enforce the terms of this Agreement, the prevailing party of such action shall, in addition to all other relief granted or awarded by the court, be entitled to judgment for reasonable attorney's fees, incurred by reason of such action and all costs of arbitration or suit and those incurred in preparation thereof at both the trial and appellate levels, and in bankruptcy proceedings.
49. MODIFICATIONS AND AMENDMENTS: This Agreement may be modified or amended only by a written document signed by authorized representatives of the Successful Vendor(s) and School Board.
50. SUBCONTRACTS AND ASSIGNMENT: Successful Vendor(s) shall not subcontract or assign any of the work contemplated under this Agreement without first obtaining written approval from the School Board. Any subcontractor(s) or assignee shall be bound by the terms of this Agreement, including, but not limited to, the fingerprinting, insurance and indemnification provisions.
51. ENTIRE AGREEMENT: This constitutes the entire agreement between School Board and Successful Vendor(s) and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated herein.
52. SEVERABILITY CLAUSE: If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and/or the entire agreement shall be severable and remain in effect.
53. NOTICES:
  - A. All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when in writing and addressed as follows:

School Board: Procurement Services  
29529 CR 561  
Tavares, Florida 32778

Vendor: Audio Visual Innovations, Inc.  
6301 Benjamin Road Suite 101  
Tampa, FL 33634

- B. All notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States mail, return receipt requested, or (3) sent by Federal Express or other equivalent overnight letter delivery company.
  - C. The effective date of such notices shall be the date personally delivered, or if sent by mail, the date of the postmark, or if sent by overnight letter delivery company, the date the notice was picked up by the overnight delivery company.
  - D. Parties may designate other parties or addresses to which notice shall be sent by notifying, in writing, the other party in a manner designated for the filing of notice hereunder.
54. COMPANY SECURITY: The Successful Vendor(s)'s personnel will not be permitted in any area of the School Board's facilities except the designated Work areas. The School Board will designate means of egress and ingress. The School Board will provide the necessary security passes, which shall be carried at all times by the Successful Vendor(s)'s personnel.
55. CODE OF CONDUCT: The Successful Vendor(s) shall have an established program to review with its employees the following Code of Conduct prior to Successful Vendor(s)'s employees coming onto the School Board's property. School Board reserves the right to take whatever action it deems appropriate when a violation of the Code of Conduct occurs. This includes, but is not limited to, barring/removing Successful Vendor(s)'s employee(s) from the property and/or any legal recourse available. The Code of Conduct shall include but not be limited to the following:
- A. Employees shall be required to dress appropriately. Shoes and shirts are required at all times. No apparel with inappropriate or offensive sayings or pictures shall be worn.
  - B. Alcohol, Tobacco, & Drug Abuse Policy – It is the policy of the School Board that the possession, use, consumption, distribution, transfer, manufacture or sale of alcohol, tobacco, illegal drugs or prescription drugs without a valid prescription on School Board's property is strictly prohibited.
  - C. Miscellaneous Conduct – Use of profane, abusive, or threatening language, or fighting or threatening bodily injury to any person is prohibited. Practical joking or horseplay has no place on School Board's property and is prohibited. The bringing of firearms or other weapons into the work place is strictly prohibited. Gambling in any form, including the selling of chances or lottery tickets is not allowed upon the property of the School Board.
  - D. Theft, Destruction of Property – Successful Vendor(s)'s employees shall not take items of School Board's property. Successful Vendor(s)'s employees shall not damage or handle in a destructive manner any of School Board's property or equipment.
  - E. Eating – eating is not allowed except in designated places.
  - F. Cleanliness – Successful Vendor(s)'s employees shall keep their places of work machinery, or other School Board's property used by them in a clean and orderly condition. Marking on walls, posts or machinery is prohibited. Sanitary facilities and break areas are cleaned daily, and Successful Vendor(s)'s employees are expected to do their part in keeping such facilities clean.
  - G. Telephone Calls – Telephones installed in School Board's facilities are for the use of the School Board in the transaction of its business. Unnecessary use of telephones for

personnel matters is discouraged. No long distance calls are to be made unless properly authorized.

- H. Notices – No notice, bulletin, or other material shall be posted in School Board's facilities or upon School Board's property except by School Board's prior written permission. Successful Vendor(s)'s employees shall not remove or deface any notice or bulletin or other information posted by the School Board.
  - I. Sexual Harassment – It is the policy of the School Board to maintain a working environment free of all forms of sexual harassment. Sexual harassment includes, but is not limited to:
    - 1) Unwelcome, deliberate, repeated, or unsolicited comments, gestures, or physical action of a sexual nature (for example, sexually derogatory statements, unnecessary touching, patting or pinching, etc.);
    - 2) Demanding or subtle pressure for sexual favors or sexual activity;
    - 3) Preferential treatment, taking or refusing to take personnel action, or the exercise of power in exchange for sexual favors; or
    - 4) Actions or behaviors that have the purpose or effect of unreasonable, interfering with work performance, or creating an environment which is hostile, intimidating, or offensive (for example, sexual jokes, inappropriate calendars or pin-ups, etc.). Successful Vendor(s) has the responsibility to immediately inform School Board of any allegations of sexual harassment.
  - J. Engaging in any other practices as may be inconsistent with the ordinary, reasonable, common sense rules of conduct necessary to the welfare of the School Board and any employee of the School Board is prohibited.
  - K. Safety and Accident Prevention:
    - 1) The Successful Vendor(s) shall, at all times and at all locations where the Work is performed, conduct its operations in such a manner as to avoid any risk of bodily harm to persons or damage to property. The Successful Vendor(s) shall take all precautions, which are reasonable and necessary to safeguard against such risks. The Successful Vendor(s) shall be responsible for the discovery, determination, and correction of any unsafe conditions arising in connection with the performance of the Work. The term 'Successful Vendor(s)' as used herein shall include its employees, agents, visitors, and its subcontractor(s), their employees, agents, and visitors.
    - 2) The Successful Vendor(s) agrees, in the performance of this Agreement, to observe and comply with all applicable federal, state, local, and School Board's safety rules and regulations, including but not limited to the Occupational Safety and Health Act of 1970 as amended. The Successful Vendor(s) shall cooperate and coordinate with other Successful Vendor(s) on safety matters and shall promptly comply with any specific safety instructions or directions given to the Successful Vendor(s) by the School Board. The Successful Vendor(s) shall furnish all protective safety equipment for its personnel.
    - 3) The Successful Vendor(s) shall report to School Board all accidents occurring on School Board's property within twenty-four (24) hours of the occurrence.
56. NON-WAIVER: Failure of either party to enforce any of the provisions hereof shall not be construed as a general waiver or relinquishment of this or any other provision.
57. RIGHTS AND REMEDIES: The rights and remedies herein reserved shall be cumulative and additional to any other or further remedies provided in law or equity.

58. **SEPARATE CONTRACTS:** The School Board has the right to let other contracts in connection with the Work or to perform similar work itself and the Successful Vendor(s) shall fully cooperate with such other Successful Vendor(s) or the School Board.
59. **"PIGGYBACKING"** – With the consent of the awarded vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception or the change in the entity's name.
60. Vendors unable to submit a bid are requested to supply their business name and address and complete the **NO BID RESPONSE** form included in this ITB and return to the Purchasing Agent of the Lake County School Board, 29529 County Road 561, Tavares, Florida 32778.
61. **BID RESPONSE REQUIREMENTS/FORMS:** The following items shall be included with the bid response. Failure to do so may result in disqualification. These forms may be completed on-line using Microsoft Word® or simply printed and completed by hand. Areas where information may be inserted while on-line are indicated by a gray form field box. Original signatures from an authorized representative of the company shall be affixed where indicated within this document. **NOTE:** It is not necessary to return every page of this document with the bid proposal; return only the pages that require signature or information.
- A. Cost Proposal Form – Duplicate form if submitting more than 1 catalog (Attachment 1)
  - B. Federal Debarment Form (Attachment 2)
  - C. Public Entity Crimes Affidavit (Attachment 3)
  - D. Non-Collusion Affidavit (Attachment 4)
  - E. Bidder's Statement of Principal Place of Business (Attachment 6)
  - F. No Bid Response Form, as required. (Attachment 6)
62. **INFORMATION:** Clarification of any language in the bid may be obtained by fax, email or US mail and questions should be directed only to the Purchasing Department. Verbal discussion of items in the bid with District personnel is not to be construed as changing any of the bid requirements. Any additional information or addendums will be posted on the Lake County Schools Purchasing website located at <http://lake.k12.fl.us>, select Purchasing from the Department list, click on Bid Opportunities, then click on the appropriate title of the ITB for a listing of all published information. All questions/ concerns shall be received by no later than 4:00 PM, local time, Friday, August 30, 2013, and be directed, in writing, to:

Beth Minnix, Certified Purchasing Agent  
E-mail: [minnixb@lake.k12.fl.us](mailto:minnixb@lake.k12.fl.us)  
Fax: 352-253-6761  
Address: 29529 CR 561  
Tavares, FL 32778

## ATTACHMENT 1

### COST PROPOSAL FORM

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):

Audio Enhancement

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: May 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ 21 %

----- OR -----

2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

CATEGORY	DEFINE CATEGORY	% DISCOUNT
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30 lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley

Phone Number: 352 735-5739

Fax Number: 813 882-9508

Email Address: Kerry.Antley@avispl.com



## ATTACHMENT 1

### **COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):

Video Furniture International

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	options, supplies, accessories	10 %
Equipment:	_____	22 %
Other (Specify): _____	_____	%

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- ☐ Art
- ☒ Audio Visual
- ☐ Classroom / Teaching Aids
- ☐ Health Care
- ☐ Library / Media
- ☐ Music / Band

- ☐ Office
- ☐ Physical Education / Athletic
- ☐ Science
- ☐ Special Needs / Therapeutic Devices
- ☒ Technology
- ☐ Vocational

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: N/A %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

## ATTACHMENT 1

### COST PROPOSAL FORM

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
VariQuest XL3000 Paper Supplies
- Catalog Number: \_\_\_\_\_ Catalog Issue Date: 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_%

----- OR -----

2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

CATEGORY	DEFINE CATEGORY	% DISCOUNT
Supplies:	<u>Paper Only</u>	<u>5</u> %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$\_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_% to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30 lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM -- Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

## ATTACHMENT 1

### **COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
VariQuest PM3600 Paper Supplies
- Catalog Number: \_\_\_\_\_ Catalog Issue Date: 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ %

----- OR -----

2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	<u>Paper Only</u>	<u>5</u> %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30 lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- ☐ Art
- ☒ Audio Visual
- ☐ Classroom / Teaching Aids
- ☐ Health Care
- ☐ Library / Media
- ☐ Music / Band

- ☐ Office
- ☐ Physical Education / Athletic
- ☐ Science
- ☐ Special Needs / Therapeutic Devices
- ☒ Technology
- ☐ Vocational

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

**ATTACHMENT 1**

**COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
VariQuest Hardware

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:		_____ %
Equipment:	<u>Hardware</u>	<u>16.70</u> %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30 lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com



Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- ☐ Art
- ☒ Audio Visual
- ☐ Classroom / Teaching Aids
- ☐ Health Care
- ☐ Library / Media
- ☐ Music / Band

- ☐ Office
- ☐ Physical Education / Athletic
- ☐ Science
- ☐ Special Needs / Therapeutic Devices
- ☒ Technology
- ☐ Vocational

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail blds@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

**ATTACHMENT 1**

**COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
Toner Cable Equipment

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: \_\_\_\_\_
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: 0.50 %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

CATEGORY	DEFINE CATEGORY	% DISCOUNT
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30 lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail blds@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes

☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes

☒ No

**ATTACHMENT 1**

**COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
Shure

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: February 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: 20 %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30 lbs or more will be pre-paid and added to invoice.
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- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

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(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

## ATTACHMENT 1

### **COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
Samsung Pro AV
- Catalog Number: \_\_\_\_\_ Catalog Issue Date: July 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	wall mount, accessories	3 %
Equipment:	Specialty Product, Monitors	5 %
Other (Specify): <u>Extended/Enhanced Warranty, Software</u>		5 %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$\_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30 lbs or more will be pre-paid and added to invoice.
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Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- ☐ Art
- ☒ Audio Visual
- ☐ Classroom / Teaching Aids
- ☐ Health Care
- ☐ Library / Media
- ☐ Music / Band

- ☐ Office
- ☐ Physical Education / Athletic
- ☐ Science
- ☐ Special Needs / Therapeutic Devices
- ☒ Technology
- ☐ Vocational

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Mailing Address:

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(Street)

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(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No



## ATTACHMENT 1

### **COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
Samsung Presenter USA
- Catalog Number: \_\_\_\_\_ Catalog Issue Date: April 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	<u>Accessory Items</u>	<u>5</u> %
Equipment:	<u>Presenters</u>	<u>20</u> %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order -- Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30 lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

## ATTACHMENT 1

### **COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
Safari Montage

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: August 2012
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ 4 %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required. Software
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail blds@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

## ATTACHMENT 1

### **COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
NEC Projectors and Monitors

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
	Optical Lenses	15 %
Supplies:	accessories including lamps, remotes, mts.	10 %
Equipment:	projectors	16 %
Other (Specify): <u>Large Venue Projectors</u>		36 %
	<u>LCD/CRT Monitors</u>	3 %
	<u>Medical Series LCD Monitors</u>	5 %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- ☐ Art
- ☒ Audio Visual
- ☐ Classroom / Teaching Aids
- ☐ Health Care
- ☐ Library / Media
- ☐ Music / Band

- ☐ Office
- ☐ Physical Education / Athletic
- ☐ Science
- ☐ Special Needs / Therapeutic Devices
- ☒ Technology
- ☐ Vocational

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM -- Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes

☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes

☒ No

**ATTACHMENT 1**

**COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):

Lumens

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: January 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	_____	10 %
Equipment:	_____	22 %
Other (Specify): _____	_____	%

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30 lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM -- Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No



**ATTACHMENT 1**

**COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
Leightronix

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: June 2012
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ 3 %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order -- Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
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- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes

☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes

☒ No

**ATTACHMENT 1**

**COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):

Innovative Products Guide

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

CATEGORY	DEFINE CATEGORY	% DISCOUNT
Supplies:	options, supplies, accessories	8 %
Equipment:		18 %
Other (Specify): _____		%

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM -- Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature:

Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avlspl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

**ATTACHMENT 1**

**COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):

Crown

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: June 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ 16 %

----- OR -----

2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- ☐ Art
- ☒ Audio Visual
- ☐ Classroom / Teaching Aids
- ☐ Health Care
- ☐ Library / Media
- ☐ Music / Band

- ☐ Office
- ☐ Physical Education / Athletic
- ☐ Science
- ☐ Special Needs / Therapeutic Devices
- ☒ Technology
- ☐ Vocational

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: N/A %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

## ATTACHMENT 1

### COST PROPOSAL FORM

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
Comprehensive

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: February 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ 16 %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

CATEGORY	DEFINE CATEGORY	% DISCOUNT
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM -- Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

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(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No



## ATTACHMENT 1

### **COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
Complex

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: January 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ 0.50 %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM -- Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

**ATTACHMENT 1**

**COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):

Community

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: \_\_\_\_\_
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ 15 %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avlspl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: N/A %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

## ATTACHMENT 1

### **COST PROPOSAL FORM**

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):

C2G Cables to Go

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: \_\_\_\_\_
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

- **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ 5 %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

<u>CATEGORY</u>	<u>DEFINE CATEGORY</u>	<u>% DISCOUNT</u>
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- ☐ Art
- ☒ Audio Visual
- ☐ Classroom / Teaching Aids
- ☐ Health Care
- ☐ Library / Media
- ☐ Music / Band

- ☐ Office
- ☐ Physical Education / Athletic
- ☐ Science
- ☐ Special Needs / Therapeutic Devices
- ☒ Technology
- ☐ Vocational

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

## ATTACHMENT 1

### COST PROPOSAL FORM

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):  
Balt-MooreCo

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: \_\_\_\_\_
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ 18 %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

CATEGORY	DEFINE CATEGORY	% DISCOUNT
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): _____	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order – Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM -- Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature:

Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: N/A %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes

☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes

☒ No



## ATTACHMENT 1

### COST PROPOSAL FORM

- Vendor Name: Audio Visual Innovations, Inc.
- Vendor Bid/Contract Reference # (if applicable): \_\_\_\_\_
- Catalog Name (Only one (1) catalog per Cost Proposal Form. Duplicate form as needed.):

AVI-SPL Audio Visual Innovations Added Value Services

- Catalog Number: \_\_\_\_\_ Catalog Issue Date: 2013
- Vendor has a website catalog that can be configured specifically for use by Lake County Schools for on-line ordering reflecting the special pricing offered: ☐ Yes ☒ No

• **CHOOSE ONLY ONE OF THE FOLLOWING DISCOUNT OPTIONS:**

1. Percentage Discount offered on all items listed in catalog: \_\_\_\_\_ %  
----- OR -----
2. Percentage Discount offered by category  
(Vendor must provide definitive guidelines to ascertain the category in which a given item may be included.):

CATEGORY	DEFINE CATEGORY	% DISCOUNT
Supplies:	_____	_____ %
Equipment:	_____	_____ %
Other (Specify): <u>see attached list of services</u>	_____	_____ %

- Discount Exceptions: \_\_\_\_\_
- General Freight Terms (Check all that apply.)
  - ☒ Freight Free, Prepaid & Included
  - ☐ \$ \_\_\_\_\_ minimum
  - ☐ within \_\_\_\_\_ miles
  - ☒ Prepaid & Added to Invoice shipments weighing 30 lbs or more.
  - ☐ We bill % of total order -- Add \_\_\_\_\_ % to each order
  - ☒ We bill actual amount
- General Freight Terms Exceptions: shipments weighing 30lbs or more will be pre-paid and added to invoice.
- Other Exceptions: Liftgates will be added to charge if requested or required.
- Delivery after Receipt of Order: 5-15 calendar days.
- Vendor's representative name for ordering purposes and questions:

Representative's Name: Kerry Antley  
Phone Number: 352 735-5739  
Fax Number: 813 882-9508  
Email Address: Kerry.Antley@avispl.com

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM – Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: N/A %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

Vendors' product lines for the Printed Catalog/Price List referenced on this Cost Proposal Form A include supplies and equipment within the following categories (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Office                              |
| <input checked="" type="checkbox"/> Audio Visual   | <input type="checkbox"/> Physical Education / Athletic       |
| <input type="checkbox"/> Classroom / Teaching Aids | <input type="checkbox"/> Science                             |
| <input type="checkbox"/> Health Care               | <input type="checkbox"/> Special Needs / Therapeutic Devices |
| <input type="checkbox"/> Library / Media           | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Music / Band              | <input type="checkbox"/> Vocational                          |

We submit our prices and agree to adhere to all terms and conditions included in Bid #3745BM -- Catalog Discounts.

Company: Audio Visual Innovations, Inc.

Mailing Address:

6301 Benjamin Road Suite 101

(Street)

Tampa, Fl. 33634

(City, State Zip)

Signature: Cindy Turner

Type name: Cindy Turner

Title: Public Sector Contracts Manager

Telephone # 800 282-6733

Date August 30, 2013

Fax # 813 882-9508

E-Mail bids@avispl.com

#### INFORMATION ITEMS ONLY

Indicate additional percentage discount if estimated number of actual orders per item exceeds 10% of the estimated quantities during each term of the agreement: NA %

The District utilizes a P-Card and in some cases would make purchases utilizing the P-Card. Indicate if your firm has the capability of accepting the P-Card for purchases at no additional charge to the District.

☒ Yes ☐ No

Since the use of a P-Card provides earlier payment to the Vendor indicate if your firm would negotiate an additional discount to the District when a P-Card is used.

☐ Yes ☒ No

## ATTACHMENT 2

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions


This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

#### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

#### Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD # AND/OR PROJ NAME
Audio Visual Innovations, Inc.	3745BM
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Cindy Turner    Public Sector Contracts Manager	9-13-2013
SIGNATURE	DATE
	August 30, 2013

ED 80-0014, 9/90 (Replaces GCS-009 (REV. 12/88), which is obsolete)

### ATTACHMENT 3

#### **SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

This form must be signed and sworn to in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted to School Board of Lake County, Florida

by Cindy Turner Public Sector Contracts Manager  
(Print individual's name and title)

for Audio Visual Innovations, Inc.  
(Print name of entity submitting sworn statement)

Whose business address is: 6301 Benjamin Road Suite 101 Tampa, FL 33634

(If applicable) its Federal Employer Identification Number (FEIN) is 59-1958935

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement on the attached sheet.) Required as per IRS Form W-9.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, and bid or contract for goods or services to be provided to any public entity or agency or political subdivision or any other state or of the United States, and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
- A. A predecessor or successor of a person convicted of a public entity crime or;
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those offices, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the proceeding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of the entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting those sworn statements. *(Please indicate which statement applies.)*

☒ Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Cindy Turner  
(Signature)

8-28-13  
(Date)

STATE OF Florida

COUNTY OF Hillsborough

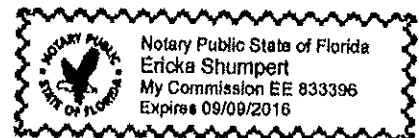
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

CINDY TURNER  
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this 28<sup>th</sup> day of August, 2013.

Ericka Shumpert  
(NOTARY PUBLIC) ERICKA SHUMPERT

My Commission Expires: 9/9/2016



PROJECT IDENTIFICATION: Bid #3745BM - Catalog Discounts

SOCIAL SECURITY NUMBER: \_\_\_\_\_

*(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement on the attached sheet.)  
Required as per IRS Form W-9.*

ATTACHMENT 4

NON-COLLUSION AFFIDAVIT

State of Florida

County of Hillsborough

Cindy Turner being first duly sworn, deposes and says that:  
(Print Name)

(1) He/she is the Representative of the Proposer that has  
(Owner, Partner, Officer, Representative or Agent)  
submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm or person to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Courtney Self  
Courtney Self

BY: Cindy Turner  
Cindy Turner  
(Printed Name)

Public Sector Contracts Manager  
(Title)



**ATTACHMENT 5**  
**BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS**

*(To be completed by each Bidder)*

Name of bidder: Audio Visual Innovations, Inc.

Identify the state in which the bidder has its principal place of business: Florida

**INSTRUCTIONS:** IF your principal place of business above is located within the State of Florida, provide the information as indicated above and return this form with your bid response. No further action is required. IF your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your bid response. Failure to comply shall be considered to be non-responsive to the terms of this solicitation.

**OPINION OF OUT-OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES**

*(To be completed by the Attorney for an Out-of-State Bidder)*

**NOTICE:** Section 287.084(2), Fla. Stat., provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also: Section 287.084(1), Fla. Stat.

**LEGAL OPINION ABOUT STATE BIDDING PREFERENCES**

*(Please Select One)*

\_\_\_\_\_ The bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that state.

\_\_\_\_\_ The bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES**

*(Please Select One)*

\_\_\_\_\_ The bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

\_\_\_\_\_ The bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of out-of-state bidder's attorney: \_\_\_\_\_

Printed name of out-of-state bidder's attorney: \_\_\_\_\_

Address of out-of-state bidder's attorney: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number of out-of-state bidder's attorney: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email address of out-of-state bidder's attorney: \_\_\_\_\_

Attorney's states of bar admission: \_\_\_\_\_

ATTACHMENT 6  
NO-BID RESPONSE FORM

Company: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State Zip)

Signature: \_\_\_\_\_

Type name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone # \_\_\_\_\_ Date \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

NO BID:

I HEREBY SUBMIT THIS AS A "NO BID" FOR THE REASONS CHECKED BELOW.

- ☐ Insufficient time to respond
- ☐ We do not offer the product or service requested
- ☐ Our schedule will not permit us to respond to this bid
- ☐ Keep our company on this bid list for future bids
- ☐ Remove our company name from this bid list for future bids
- ☐ Other (describe briefly) \_\_\_\_\_