



Procurement Operations

Invitation for Bids (IFB)

For

2ME Multi-Definition Production Switcher

Project No. 11-14

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**HOUSTON COMMUNITY COLLEGE
INVITATION FOR BIDS – SUMMARY**

Date: November 22, 2010

Project Title: 2ME Multi-Definition Production Switcher

Project No. 11-14

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ISSUED BY:

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

SUBMIT INQUIRIES TO:

Name: Pam Ferreira
Title: Senior Buyer

Telephone: (713) 718-5003
Fax: (713) 718-2113
Email: pam.ferreira@hccs.edu

.....
Project Overview: Houston Community College System ("HCC") is seeking sealed bids from qualified firms to supply, deliver (F.O.B. Destination) and install a 2ME Multi-Definition Production Switcher.

Award / Contract Approval: This procurement, and any award under this procurement, and the resulting contract, if any, is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or designee. This solicitation is an invitation for bids and neither this solicitation nor the response or bid from any prospective bidder shall create a contractual relationship that would bind HCC until such time as both HCC and the selected bidder sign a legally binding contract, which includes, without limitation, the terms required by HCC as set forth in Attachment No. 4.

Bid Opening Time/Location: Sealed bids in original form for any equipment and any related work or services required and/or contemplated under this invitation for bids as described herein will be received until 3:00 p.m., on Wednesday, December 8, 2010 (local time) at the Procurement Operations Department, 3100 Main (11th Floor), Houston, Texas 77002, and at that time publicly opened and read aloud.

Delivery:

Delivery of the equipment shall be made within sixty (60) calendar days after receipt of purchase Order. All items shall be delivered to the HCC, Communications Department, 3100 Main Street, 12th Floor, Houston, Texas 77002.. The Contractor shall contact Mr. Daniel Arguijo at 713-718-5122 to schedule delivery, installation and training classes.

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

HCC, IN ITS SOLE DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY BID AND/OR REJECT ANY AND ALL BIDS OR A PART OF A BID, WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS SOLICITATION.

HCC RESERVES THE RIGHT TO REJECT ANY NON-RESPONSIVE OR CONDITIONAL BID. HCC RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES, IRREGULARITIES, AND/OR TECHNICALITIES IN THIS SOLICITATION, THE BID DOCUMENTS, AND/OR ANY BIDS RECEIVED OR SUBMITTED.

BY SUBMITTING A BID, BIDDER AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST HOUSTON COMMUNITY COLLEGE SYSTEM, AND ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, BID PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY BID OR ANY PART OF ANY BID; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.

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

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

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

INSTRUCTIONS TO BIDDERS

1. Review of Bid Documents

A complete set of bid documents shall be used in preparing a bid. Each prospective bidder should carefully review the bid documents and take such steps as may be reasonably necessary to ascertain the resulting contract performance requirements. Failure to do so will not relieve bidders from the responsibility of estimating properly the difficulty/level of effort or cost of successfully performing any resulting contract. After the bids have been opened, HCC shall have the right to review the bids and examine the credentials and qualifications of each bidder to determine whether any or all of the bid submittals are responsive and to make a determination as to whether any one or more bidders are qualified, responsible bidders, that will provide the best value to HCC.

2. Explanation to Bidders

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

3. Bidder Eligibility for Contract Award

- a. Each bidder shall complete, and submit with the bid, the applicable forms contained in the solicitation. When a special license or permit is required by Federal, State or Local law or ordinance, or required by a company or otherwise to perform the work or sell the equipment, the bidder must be properly licensed prior to submitting a bid to HCC and must furnish evidence of such licensing or credentials with the bid.
- b. In order for a bidder to be eligible to be awarded a contract, the bid must be responsive to the solicitation and HCC must be able to determine that the bidder is responsible to perform the resulting contract satisfactorily.
- c. Responsive bids are those that comply with all material aspects of the solicitation, conform to the solicitation documents and meet the requirements set forth in this solicitation.. Bids that do not comply with the terms and conditions of the solicitation will be rejected as non-responsive.
- d. Responsible bidders at a minimum must meet all of the following requirements:
 - Bidder must be authorized to provide sales and service for the required product as described in Attachment No. 2, Schedule of Items and Prices.
 - Must be able to respond to within a four (4) hour window of HCC's call.
 - Have adequate financial resources or ability to obtain such resources as required during the performance of any resulting contract;
 - Be able to comply with the required delivery or performance schedule, taking into consideration all existing business commitments;
 - Have a satisfactory history of past performance with equipment of the brand, type, and character described in Attachment No. 2;
 - Have necessary management and technical capability to perform any resulting contract;
 - Provide evidence satisfactory to HCC that the bidder will comply with the Small Business Development Program requirements contained in the solicitation;
 - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code and is not delinquent in taxes owed to the Houston Community College System, signing and submitting the bid is so certifying to such non-delinquency;
 - Be qualified as an established firm regularly engaged in the type of business to provide the items/work required by this solicitation;

- Be otherwise qualified and eligible to receive an award under applicable laws and regulations and;
 - Offers the best value to HCC.
- e. A bidder may be requested to submit written evidence verifying that he/she meets the minimum requirements described in Section 3(d) and as necessary to be determined a responsible bidder. Bids deviating or taking exceptions to the solicitation requirements will not be considered.
- f. A person is not eligible to be considered for award of this solicitation or any resulting contractor to be a subcontractor of the bidder or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other bidders.
- g. A person or bidder shall not be eligible to be considered for this solicitation if the person or bidder engaged in or attempted to engage in prohibited communications as described in Section 10 of this solicitation.

4. Preparation for Bid

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

5. Opening of Bids

- a. Bids will be publicly opened immediately following the time set for receipt in the solicitation. The bid prices will be read aloud for the information of bidders and others present. Bids that have been opened may not be changed for the purpose of correcting an error in the price. Other than price, a bidder may have the right to change any other error or mistake in the subject to the approval of HCC and unless such change would be in contravention of statutory or common law requirements or unless such change would give an unfair advantage to the bidder making such change.
- b. If HCC receives two or more bids from responsible bidders that are identical in nature and amount, the Board of Trustees shall reviews such bids and may award the bid by the casting of lots. The Board of Trustees may reject any and/or all bids, in the best interest of HCC.

6. Contract Award

Award of a contract, if awarded, will be made to the bidder who (a) submits a responsive bid; (b) is a responsible bidder (c) offers the lowest bid price for the equipment listed in Attachment No. 2, Schedule of Items and Prices and (d) offers the best value to the Houston Community College System. A responsive bid and a responsible bidder are those that meet the requirements of and are as described in Section 3 of this solicitation.

Except as otherwise may be set forth in this solicitation, HCC reserves the right to waive any informalities, non-material errors, technicalities, or irregularities in the bid documents submitted and consider the bid for award.

7. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas. No bid shall include any costs for taxes to be assessed against HCC.

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

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

9. **Prime Contractor/Contracts for Services**

If the resulting contract is for services, the prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.

10. **Prohibited Communications**

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

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

The communications prohibition shall be imposed from the day the solicitation is first advertised through the day the contract documents are signed by all parties. During this period, no HCC Trustee and no Vendor shall communicate in any way concerning any pending Solicitation involving that Vendor, subject to the penalties stated herein.

The communications prohibition shall terminate when:

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

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

The communications prohibition shall not apply to the following:

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

Any potential vendor, subcontractor vendor, service provider, bidder, offeror, lobbyist or consultant who engages or attempts to engage in prohibited communications shall not be eligible for the award of any resulting contract under this solicitation. Any other direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify bidders, vendors, service providers, lobbyist, consultants, and contractors from both this current and any future consideration for participation in HCC orders and contracts.

11. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession, or use of illegal drugs (except legally prescribed medications under physician's prescription and in the original container) or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

12. Bid Submittals

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

- Bid/Contract Award Form (Attachment No. 1)
- Schedule of Items and Prices form (Attachment No.2)
- Determination of Good Faith Effort (Attachment No.5)
- Small Business Unavailability Certificate (Attachment No. 6)
- Small Business Development Questionnaire (Attachment 7) *** Mail separately.
- Contractor & Subcontractor/Supplier Participation Form (Attachment No. 8)
- Non-Discrimination Statement (Attachment No. 9)
- Certification & Disclosure Statement (Attachment No. 10)
- Affidavit Form (Attachment No. 11)
- Business Questionnaire (Attachment No. 12)
- Assurance of SBDP Goal (Attachment No. 13)
- Conflict of Interest Questionnaire (Attachment No. 16)
- Disclosures - Financial Interest/Potential Conflicts of Interests (Attachment No. 17)

The envelope containing a bid shall be addressed as follows:

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

All bids shall be submitted to:

**Houston Community College
Procurement Operations
3100 Main Street (11th Floor, Room #11A06)
Houston, Texas 77002
Reference: Project No. 11-14
Attn: Pam Ferreira, Senior Buyer**

13. Appropriated Funds

The purchase of service or product, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCC shall have the right to terminate the resulting contract at the end of the current or each succeeding fiscal year if funds are not appropriated by the HCC Board of Trustees for the next fiscal year that would permit continuation of the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to terminate the contract by giving the contractor a thirty (30) day written notice of its intention to terminate without penalty or any further obligations on the part of HCC or the contractor. Upon termination of the contract, HCC shall not be responsible for any payment of any service or product received that occurs after the end of the current contract period or the effective date of termination, whichever is the earlier to occur. HCC's fiscal year begins on September 1 and ends on August 31st.

14. Texas Public Information Act

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.)("the Act") after a contract if any, is awarded. If the bidder considers any information submitted in response to this invitation for bids to be confidential under law or constitute trade secrets or other protected information, the bidder must identify such materials in the bid response. Notwithstanding the foregoing, the identification of such materials would not be construed or require HCC to act in contravention of its obligation to comply with the Act and the bidder releases HCC from any liability or responsibility for maintaining the confidentiality of such documents.

15. **Conflict of Interest**

If a firm, bidder, contractor, or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in any contract resulting from this solicitation, the firm must disclose this information to HCC. Persons submitting a bid or response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code, including, without limitation, Chapter 171 and Chapter 176 of the Local Government Code. The person/bidder submitting a response to this solicitation must complete (as applicable), sign and submit **Attachment No. 16, Conflict of Interest Questionnaire Form** and **Attachment No. 17, Disclosures - Financial Interests and Potential Conflicts of Interests** with the bid package. HCC expects the selected contractor to comply with Chapter 176 of the Local Government Code and failure to comply will be grounds for termination of the contract.

NOTE: Failure to complete and sign Attachments No. 16 and 17 may render your bid non-responsive. Indicate N/A for any area this is not applicable.

16. **Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

17. **Submission Waiver**

By submitting a response to this IFB, the Offerer or respondent agrees to waive any claim it has or may have against Houston Community College and its trustees, employees or agents arising out of or in connection with (1) the Administration, evaluation or recommendation of any offer or response; (2) any requirements under the solicitation, the solicitation or response package or related documents; (3) the rejection of any offer or any response or any part of any offer or response; and/or (4) the award of a contract, if any.

18. **Descriptive Literature**

- (a) "Descriptive literature," means information furnished by a bidder, such as cuts, illustrations, drawings, and brochures, which shows a product's characteristics or construction or explains its operation. The term includes only that information required to evaluate the acceptability of the product and excludes other information for operating or maintaining the product.
- (b) Descriptive literature is required to establish, for the purpose of evaluation and award, details of the product offered that are specified elsewhere in the solicitation and pertain to significant elements such as-
 - (1) Functionality;
 - (2) Features;
 - (3) Performance characteristics.
- (c) If the bidder fails to submit descriptive literature with the bid, and if the descriptive literature fails to show that the product offered conforms to the requirements of the solicitation, HCC may reject the bid.

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

.....
PROJECT TITLE: 2ME Multi-Definition Production Switcher
PROJECT NO.: 11-14
.....

Name of Bidder/Contractor: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Receipt of Bid Amendments Number(s): _____

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

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

Signed By: _____

Name: _____
(Type or Print)

Title: _____
(Type or Print)

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

SEAL:
(If Corporation)

ACCEPTANCE AND CONTRACT AWARD FORM

(This page to be completed by HCC.)

.....
Purchase Order No. _____ (for payment purposes only)

Project No. 11-14
.....

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

HOUSTON COMMUNITY COLLEGE

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

on _____

Signed By: _____

Title: _____

ATTACHMENT NO. 2

SCHEDULE OF ITEMS AND PRICES
FOR
2ME MULTI-DEFINITION PRODUCTION SWITCHER

The Bidder/Contractor shall furnish all resources and services necessary and required to supply, deliver (f.o.b. destination) and install a 2ME Multi-Definition Production switcher in accordance with the technical specifications and the general terms and conditions of the sample contract for the price(s) listed below.

<u>Item No.</u>	<u>Description of Work</u>	<u>Qty</u>	<u>Unit Bid</u>	<u>Ext. Bid</u>
		<u>Amount</u>	<u>Amount</u>	
Hardware:				
001	2ME Multi-Definition Production Switcher as Described in Technical Specifications (Attachment No. 3), or equal.	1 Ea.	\$_____	\$_____
	Bidding On: _____ (Manufacturer/Model No.)			
Training:				
002	On-Site Training to be provided at 3100 Main Street.	2 Days	\$_____	\$_____
Installation:				
003	Set-up and Installation Charges	1 Lot	\$_____	\$_____
TOTAL BID PRICE (ITEMS 001-003)				\$_____

ATTACHMENT NO. 3
TECHNICAL SPECIFICATIONS
FOR
2ME MULTI-DEFINITION PRODUCTION SWITCHER

1.0 Hardware Technical Specifications

1.1 Video Processing

Switcher video processing shall meet the following specifications:

1.1.1 Standard Definition

- 1.1.1.1 10 Bit 4:2:2 component digital video and key processing
- 1.1.1.2 480i/59.94 (525 line) conforming to SMPTE 125M and SMPTE 259M-C
- 1.1.1.3 576i/50 (625 line) conforming to ITU-R BT.601-5 and SMPTE 259M-C
- 1.1.1.4 4:3 and anamorphic 16:9 switchable aspect ratio (wipe patterns)
- 1.1.1.5 Video delay through the switcher in SD modes to be less than ¼ line.

1.1.2 High Definition

- 1.1.2.1 10 Bit 4:2:2 component digital video and key processing
- 1.1.2.2 1080i/59.94 conforming to SMPTE 274M and SMPTE 292M
- 1.1.2.3 720p/59.94 conforming to SMPTE 296M and SMPTE 292M
- 1.1.2.4 1080i/50 conforming to SMPTE 274M and SMPTE 292M
- 1.1.2.5 720p/50 conforming to SMPTE 296M and SMPTE 292M
- 1.1.2.6 1080pSF/24 conforming to SMPTE RP 211 and SMPTE 292M
- 1.1.2.7 1080pSF/23.98 conforming to SMPTE RP 211 and SMPTE 292M
- 1.1.2.8 1080p/24 conforming to SMPTE 292M
- 1.1.2.9 Video delay through the switcher in HD modes to be less than ¼ line.

1.2 Video and Key Inputs

- 1.2.1 The switcher shall include 16 standard inputs.
- 1.2.2 The switcher shall be expandable up to 48 inputs internally without an external matrix or routing system.
- 1.2.3 Switcher video and key inputs shall meet the following specifications:
 - 1.2.3.1 BNC, 75 Ohm Terminating
 - 1.2.3.2 Standard Definition equalization at 270 Mb/s for >150 meters (500 feet) of Belden 1694 or equivalent cable
 - 1.2.3.3 High Definition equalization at 1.5 Gb/s for > 75 meters (250 feet) of Belden 1694 or equivalent cable.

1.3 Video Outputs

- 1.3.1 The switcher shall have 16 assignable outputs with 48 inputs or 24 outputs with 32 inputs all of which will be assignable.
- 1.3.2 All output buses are to be auto-timed.
- 1.3.3 Switcher video and key outputs shall meet the following specifications:
 - 1.3.3.1 10 Bits, conforming to ITU-R BT.601-5, SMPTE 259M-C and SMPTE 292M
 - 1.3.3.2 BNC, 75 Ohm
 - 1.3.3.3 Signal Level: 800mV +/- 10%
 - 1.3.3.4 Output Jitter: <130ps
 - 1.3.3.5 Rise and Fall Time: 800 ps +/- 10% (SD), 240 ps +/-10% (HD)
 - 1.3.3.6 Return Loss: >18 dB at 1.5GHz
 - 1.3.3.7 DC Offset: 0 Volts
 - 1.3.3.8 Overshoot: < 8%

1.4 Serial Ports

- 1.4.1 The switcher shall be equipped with 12 assignable RS-422 ports for external device interfacing and control.
- 1.4.2 The switcher shall offer an optional port expansion to allow up to 36 RS-422 ports.

1.5 Ethernet Network Ports

- 1.5.1 The switcher shall be equipped with two 10/100 Mb/s Ethernet ports for video and graphics networking and software upgrades.

1.6 General Purpose Inputs and Outputs

- 1.6.1 The switcher shall be equipped with 10 general purpose inputs.
- 1.6.2 The switcher shall be equipped with 10 general purpose outputs.

1.7 Tally Outputs

- 1.7.1 The switcher shall be equipped with 36 assignable tally outputs.
- 1.7.2 Switcher tally outputs shall be expandable to 72.
- 1.7.3 Tally outputs shall be a dry contact closure type.
- 1.7.4 The switcher shall offer optional serial tally outputs using industry standard tally protocols.

1.8 Power Requirements

- 1.8.1 The switcher shall be UL and CE certified.
- 1.8.2 The switcher shall incorporate auto-sensing supplies capable of 110V/60Hz operation or 220V/50Hz operation.
- 1.8.3 The switcher shall include capabilities for redundant power in both the mainframe and control panel.
 - 1.8.3.1 Redundant power supplies shall be incorporated to share the load, so that supplies are continuously "hot".
 - 1.8.3.2 Redundant power supplies shall have separate power cords for both main and redundant power supplies.
- 1.8.4 The switcher control panel must provide a power fail indication for both the control panel and rack frame power supplies. It must provide an indication of failure if either of the main or redundant supplies fails or if there is a fan failure in the power supply.

1.9 Rack Space

Rack space shall not exceed 3 RU including redundant power, tally connections, serial device control ports and DVEs.

1.10 Hardware Warranty

- 1.10.1 All hardware shall be covered by a 1 year warranty.
- 1.10.2 The hardware warranty shall be transferable to a new owner.
- 1.10.3 The manufacturer shall quote the cost, on a per year basis, for an extended hardware warranty.

2.0 Software

2.1 Software Updates

- 2.1.1 Software updates shall be available electronically from the manufacturer's website or via email.
- 2.1.2 The switcher shall be capable of software updates via the switcher's internal disk drive or via Ethernet.
- 2.1.3 Software updates shall be available free of charge for a minimum period of three years from date of purchase.
- 2.1.4 Electronic versions of current manuals matching the current software versions must be available from the switcher menu and available to be exported for printing.

2.2 3rd Party Software

The switcher manufacturer shall declare any dependencies on third party software such as operating systems outside of the manufacturer's direct control. If a 3rd party operating system is utilized, the manufacturer shall state the mechanism by which software bugs introduced in the 3rd party software will be fixed.

All 3rd party software shall be covered by a minimum 3 year warranty and software updates shall be available free of charge for a minimum period of three years from date of purchase. Any ongoing licensing fees on 3rd party software that are required to stay current shall be clearly stated by the manufacturer.

3.0 Production Capabilities Specifications

3.1 Control Panel General Capabilities

- 3.1.1 The switcher control panel shall utilize the industry standard next transition style of operation.
- 3.1.2 The switcher control panel shall be equipped with a 3-axis joystick for DVE, border, and wipe control.
- 3.1.3 The switcher control panel shall be capable of controlling 8 MEs.
- 3.1.4 The switcher control panel shall be equipped with a fader position LED indicator.
- 3.1.5 The switcher control panel shall include an integrated Windows and Macintosh OSX compatible USB drive for effects memory storage.
- 3.1.6 The switcher control panel shall include a PC-compatible keyboard and mouse ports for switcher setup, still management and menu function control.
- 3.1.7 The switcher control panel shall include USB ports for keyboard, mouse, and USB media drive connections
- 3.1.8 The switcher control panel shall incorporate a menu system for detailed operational control and technical set up.
- 3.1.9 The switcher menu system shall be capable of running 2 separate instances of operational control menus.
- 3.1.10 The switcher menu shall be a 12.1 inch touchscreen display with soft buttons and control knobs.
- 3.1.11 The switcher control panel shall have 24 assignable source buttons that can be user color themed.
- 3.1.12 The switcher control panel shall offer optional 8-character mnemonic displays for each ME.
- 3.1.13 The switcher control panel shall have standard 8-character mnemonic displays in the Keyer sections of every ME for each Keyer. These displays will feedback source and key type information to the user.
- 3.1.14 The mnemonic displays shall support a minimum of three separate colors for distinct source identification.
- 3.1.15 All buttons on the switcher panel shall be 30-bit LEDs that the user can adjust to any color. These color themes shall be ME independent.
- 3.1.16 Control panel should have VESA mount attached to console.

3.2 Mix Effects (ME) Capabilities

- 3.2.1 The switcher shall be equipped with 2 full MEs.
- 3.2.2 The switcher shall be capable of expanding up to 4 MEs.
- 3.2.3 Each ME shall have ability to wipe between any combination of background, key 1, key 2, key 3 and key 4 by the push of the ME fader handle or auto transition button.
- 3.2.4 Each ME shall have the ability to dissolve between any combination of background, key 1, key 2, key 3 and key 4 by the push of the ME fader handle or auto transition button.
- 3.2.5 Each ME shall have the ability to use the internal DVE as a transition between any combination of background, key 1, key 2, key 3 and key 4 by the push of the ME fader handle or auto transition button.
- 3.2.6 Each ME shall include 4 effects keyers.
- 3.2.7 Each ME shall include 8 pattern generators for wipes, washes, pattern keys and masking.
- 3.2.8 Each ME shall include 2 quality chroma keyers.
- 3.2.9 Each ME shall include a 5th keyer exclusively for transition effects with the internal DVE.
- 3.2.10 Each ME shall have key priority transition capability.
- 3.2.11 Each ME shall have the ability to set a transition limit.
- 3.2.12 Each ME shall have 100 dedicated memories
- 3.2.13 Each ME shall have the option for internal still stores on program and preset buses and in the keyers.

3.3 Program/Preset Bus Capabilities

- 3.3.1 The Program/Preset Bus shall have ability to wipe between any combination of background, key 1, key 2, key 3 and key 4 by the push of the fader handle or auto transition button.
- 3.3.2 The Program/Preset Bus shall have the ability to dissolve between any combination of background, key 1, key 2, key 3 and key 4 by the push of the fader handle or auto transition button.
- 3.3.3 The Program/Preset Bus shall have the ability to use the internal DVE as a transition type between any combination of background, key 1, key 2, key 3 and key 4 by the push of the fader handle or auto transition button.
- 3.3.4 The Program/Preset Bus shall include 4 full function keyers.
- 3.3.5 Each ME shall include 8 pattern generators for wipes, washes, pattern keys and masking.
- 3.3.6 The Program/Preset Bus shall include 2 quality chroma keyers.
- 3.3.7 The Program/Preset Bus shall include a 5th keyer exclusively for transition effects with the internal DVE.
- 3.3.8 The Program/Preset Bus shall have the ability for preset black transitions.
- 3.3.9 The Program/Preset Bus shall have 100 dedicated memories.
- 3.3.10 The Program/Preset area shall have the option for internal still stores on program and preset buses and in the keyers.

3.4 Extended Downstream Keyers

- 3.4.1 The switcher shall have the ability to add 2 additional downstream keyers for auto select and self key capability for a total of 6 Keyers in PGM/PST ME.

3.5 Pattern Generators

- 3.5.1 The switcher shall be equipped with 2 pattern generators in each ME with a selection of classic, rotary, and matrix wipes.
- 3.5.2 The switcher shall be equipped with 6 pattern generators in each ME with a selection of classic wipes.
- 3.5.3 The pattern generators shall have an array of buttons on the control panel display menu for direct pattern selection.
- 3.5.4 The patterns shall be accessible for preset pattern keys, wipes, washes and masks.

3.6 Matte Generators

- 3.6.1 The switcher shall be equipped with 10 matte generators in each ME, 2 of which will be capable of complex multi-color washes.
- 3.6.2 Any one of the color generators shall be assignable to background colors, key fills, borders, or wipe pattern edges.

3.7 Effects Keyers

- 3.7.1 The ME effects keyers shall have the following key types: self key, auto select key, chroma key, and preset pattern key.
- 3.7.2 The Program/Preset keyers shall have the ability to perform self key, auto select key, chroma key, and preset pattern key.
- 3.7.3 The effects keyers shall employ a shared key bus with display for Key 1, Key 2, Key 3 and Key 4.
- 3.7.4 The effects keyers shall allow split key operation.
- 3.7.5 The effects keyers shall incorporate a unique memory for each auto-key source.
- 3.7.6 All effects keyers must have separate keyer source and type indication without requiring delegation.
- 3.7.7 A chroma key must be possible in two ME Keyer at the same time.

3.8 Internal 3D DVE

- 3.8.1 The switcher shall have 4 channels of internal 3D DVE per ME.
- 3.8.2 The internal DVE shall be able to fly self keys, auto select keys, chroma keys, and boxes at the push of a single button.
- 3.8.3 The internal DVE shall be able to float between ME 1 and ME 2.
- 3.8.4 The internal DVE shall be controllable via the switcher control panel joystick for X, Y, and Z-axis control.
- 3.8.5 The internal DVE shall pass a full 10 bits of resolution.
- 3.8.6 The internal DVE shall incorporate sub pixel motion for smooth motion.
- 3.8.7 The internal DVE shall incorporate key frame style effects programming via a sequence menu system.
 - 3.8.7.1 Two levels of timeline control shall be incorporated to enable nested motion paths.
- 3.8.8 The internal DVE shall be capable of a four box, interview effect with borders.
- 3.8.9 The internal DVE shall be available for use as push wipes. There shall be a minimum of 40 preset push wipes available.
 - 3.8.9.1 The internal DVE will enable customization or user programming of push wipes.
- 3.8.10 The internal DVE shall incorporate a wide range of preprocessor effects including defocus, mosaic, posterization, colorization, and strobe.
- 3.8.11 The internal DVE shall incorporate a positionable lighting generator for lighting effects.
- 3.8.12 The internal DVE shall include a wide variety of curvilinear or warp effects including Page Turn.
- 3.8.13 The internal DVE shall incorporate an object builder.
- 3.8.14 The internal DVE shall include a border generator capable of a variety of frame effect borders.

3.9 Border Generators

- 3.9.1 Each ME shall have optional border generators for each keyer.
- 3.9.2 Border generators shall include border, outline, shadow, and ghost modes.
- 3.9.3 Border generators shall also include advanced key trail modes.

3.10 Memory System

- 3.10.1 The switcher shall be equipped with a minimum of 100 independent memories per ME.
- 3.10.2 Each ME shall have its own memory keypad for controlling the memories associated with that ME.
- 3.10.3 The memory system will handle stores and recalls as well as effects dissolve capabilities.
- 3.10.4 The memory system shall allow keys only recalls to recall only key settings without affecting the background and preset buses.
- 3.10.5 The memory system shall retain the source when it is held down on either a background or key bus when a memory is recalled.
- 3.10.6 The memories shall offer sports mode operation – the ability to limit banks enabled starting at 0 and enabling the last bank as any one between 0 and 9.
- 3.10.7 The memory system shall offer an attributes mode to allow the user to specify all buses including aux buses that are to be recalled within the memory. Further Keyer state shall also be selectable to be recalled with the memory. Still Store Channels shall have the ability on a per channel basis to specify recall of still/clip. Transition area attributes for Next Transition settings, Transition type and Auto Run shall also be set to recall or not. Each Memory shall also have the ability to attach and Auto Run a Macro.

3.11 Macro Buttons

- 3.11.1 The switcher shall be equipped with a minimum of 24 dedicated, user definable macro buttons located on the switcher control panel.
- 3.11.2 The macro buttons shall be shiftable, to allow up to twelve banks of 12 (or 144) macros.
- 3.11.3 The switcher shall offer 8-character mnemonic displays to display the names of the user definable macros.
- 3.11.4 The macro buttons shall be capable of recalling user keystrokes and memory recalls.
- 3.11.5 The macro buttons shall be capable of recalling timeline sequences.
- 3.11.6 The macro buttons shall be capable of controlling external devices connected to the switcher via serial control.
- 3.11.7 The macro buttons shall be capable of recalling auxiliary bus crosspoint selections.
- 3.11.8 The switcher shall offer optional shotbox modules extending the capabilities of the macro system with user layouts and additional macro buttons. These modules can be mounted externally for remote access control.
- 3.11.9 The switcher shall offer the ability to run additional macros from the GUI.
- 3.11.10 The switcher shall offer the ability to attach or replace any button on the panel with a macro.
- 3.11.11 The switcher shall offer the ability to run up to 10 macros at the same time including the embedding of macros within other macros.

3.12 Preview Capabilities

- 3.12.1 The switcher shall have independent preview outputs from each ME.
- 3.12.2 The switcher shall have a built in preview switcher with dedicated control panel buttons that allows selection of any ME's program or preview output on the main (switched) preview output from the switcher.
- 3.12.3 The switcher shall have a separate preview output with the following graphical overlay:
 - 3.12.3.1 Safe Area and Safe Title.
 - 3.12.3.2 Center Cross Hairs.
 - 3.12.3.3 Program and Preset Source ID and Transition Type Selected.
 - 3.12.3.4 Count Up/Down Timer.
 - 3.12.3.5 Mask Preview.
 - 3.12.3.6 VTR or Server Time Code from a controlled device for the On-Air and next to air channels.

3.13 Clean Feed Capabilities

- 3.13.1 Each ME and the Program/Preset area shall have two fully programmable clean feed outputs, which can be derived from either before or between the keyers in the ME.

3.14 Auxiliary Bus Control Panels

- 3.14.1 The switcher shall offer, as an option, a remotely positionable, dedicated auxiliary bus control panel for control of a single auxiliary bus.
- 3.14.2 It shall be possible to connect up to 24 auxiliary bus control panels to the switcher.
- 3.14.3 The switcher shall offer, as an option, an enhanced control panel that adds source mnemonics and mnemonic function buttons for macro assignment.

3.15 Global Still and Video Store

- 3.15.1 The switcher shall offer 3 independent channels of global still and video store that is available as inputs to the switcher crosspoint buttons.
- 3.15.2 The still store channels shall be capable of either still or moving video or key play back.
- 3.15.3 The still store shall contain non-volatile storage for over 800 SD or 138 HD online stills.
- 3.15.4 The still store shall have rapid access to additional stills from the internal hard disk drive.

3.16 ME Still and Video Store

- 3.16.1 The switcher shall offer 4 independent channels of ME still and video store that are available as background, preset, and key sources.
- 3.16.2 The still store channels shall be capable of either still or moving video or key play back.
- 3.16.3 The still store shall contain non-volatile storage for over 800 SD or 138 HD online stills.
- 3.16.4 The still store shall have rapid access to additional stills from the internal hard disk drive.

3.17 Auxiliary Bus Mixing and Keying

- 3.17.1 The switcher shall offer the ability to mix and key on auxiliary bus outputs.
- 3.17.2 The switcher shall be able to control these functions from the control panel, through macros and from the remote auxiliary control panels.
- 3.17.3 No ME keyer or transition resources should be utilized to perform this function.

3.18 Hard Disk Drive

- 3.18.1 The switcher shall include a hard disk drive to provide additional storage for stills, video images, configuration settings, memory settings, DVE effects timelines, and macros.
- 3.18.2 The hard drive is to be accessible via either Ethernet port for graphic file transfer into the switcher.

3.19 Internal Proc Amps

- 3.19.1 The switcher shall offer an optional digital proc amp capability with luma gain, chroma gain, and chroma phase adjustments.

3.20 RGB Color Correctors

- 3.20.1 The switcher shall offer optional RGB color correctors.

3.21 Up/Down Format Conversion

- 3.21.1 The switcher shall offer, as an option, an up/down conversion loop-through with Aux Bus Tie Line Management technology.
- 3.21.2 The switcher shall have the ability to produce an output video that uses both SD and HD inputs simultaneously.
- 3.21.3 All buses in the switcher, including key and utility buses, shall be supported.
- 3.21.4 All inputs on the switcher shall be available for conversion.
- 3.21.5 All Wings/Pillar Box video insertion will not require the use of an ME Keyer or Utility bus.

4.0 External Device Control and Integration

4.1 General Purpose Inputs (GPIs) and General Purpose Outputs (GPOs)

- 4.1.1 The switcher shall have a minimum of 10 general purpose inputs that allow any cut, auto-transition, or macro button on the control panel to be “pressed” from an external contact closure.
- 4.1.2 The switcher shall have a minimum of 10 general purpose outputs that allow external devices to be triggered from both macro buttons and memory recall attributes.

4.2 Editor Interface

- 4.2.1 All popular editing systems shall have the ability to control the switcher using an RS-232 or RS-422 interface and industry-standard GVG 100, GVG 200 or GVG 4000 editor protocol.

4.3 VTR Control (Serial)

- 4.3.1 The switcher shall have the capability of controlling VTRs directly via RS-422 or RS-232, using Sony serial VTR protocol.
- 4.3.2 VTR commands shall include stop, play, fast-forward, rewind, frame advance, and frame reverse.
- 4.3.3 The switcher shall be capable of saving and recalling VTR clips.
- 4.3.4 The switcher must have the ability to link VTR clips to switcher memory recalls.
- 4.3.5 The switcher shall have the capability to automatically roll a VTR, with the correct pre-roll time when selected on a background or key bus using a cut, auto-transition, or direct selection.
- 4.3.6 The switcher shall have target devices for DDRs based on the Betacam protocol for Doremi, Drastic Technologies and Fast Forward Video.

4.4 Video Server Control

- 4.4.1 The switcher shall have the ability to control the Grass Valley Group Profile, M Series, K2, Harris VR / Nexio, Bug.TV, Pinnacle Thunder, Vortex, and Media Stream, GEEVS, 360 Systems, Omneon, Spencer Technologies, Avid AirSPACE and Airspeed / Multi Stream, EVS maXS/XT, Abekas 6000 / Mira, Ross SMS, Bitcentral Precis, and Video Technics Apella video servers.
- 4.4.2 The switcher shall have the capability of directly controlling video servers serially via RS-422 or RS-232 using the industry standard Video Disk Control Protocol (VDCP) as published by Harris (Louth) Automation.
- 4.4.3 The switcher shall have the capability of saving and recalling video server clips for quick recall from the switcher control panel.
- 4.4.4 The switcher shall have the ability to link video server clips to switcher memory recalls.
- 4.4.5 The switcher shall have the capability to automatically roll a video server, with the correct pre-roll time when selected on a background or key bus using a cut, auto-transition, or direct selection.

4.5 Audio Server Control

- 4.5.1 The switcher shall have the capability of directly controlling Sony MiniDisc Players, the Enco DAD, and the 360 Systems DigiCart II and DigiCart/E serially via RS-422 using the native protocol as published by the respective manufacturer.
- 4.5.2 The switcher shall have the capability of saving and recalling audio server clips for quick recall directly from the switcher control panel.
- 4.5.3 The switcher shall have the ability to link audio server clips to switcher memory recalls and Macros.

4.6 External Router Integration

- 4.6.1 The switcher shall have the ability to integrate with a 3rd party external routing system manufactured by Miranda/NVision, Pro-Bel, Pesa, Evertz/Quartz, Thomson Grass Valley, Harris/Leitch, Sierra, Extron, Utah Scientific, or Codan via a serial RS-422 or RS-232 interface.
- 4.6.2 The switcher shall allow selection of router crosspoints directly from the switcher control panel.
- 4.6.3 The switcher shall allow the user to scroll all available router sources directly from the switcher's control menu.

4.7 External Audio Mixer Integration

- 4.7.1 The switcher shall integrate with a Yamaha 01V96, 02R96, DM-1000, DM-2000, M7CL, PM5D, LS-9, Wheatstone D6, D7, D9, D10, E5, E6, Calrec Alpha, Sigma, Omega, Zeta, Studer On Air 3000, Lawo mc2, Euphonix Max Air and System 5 audio mixers for audio follow video mixing.
- 4.7.2 The interface shall be via Yamaha's MIDI protocol, serial protocol, Wheatstone's Ethernet protocol, Calrec, Lawo and Euphonix all via the serial Ross Audio Protocol, or Studer's Ethernet protocol.
- 4.7.3 The audio mixer interface shall enable mapping of audio mixer sources to video switcher sources.
- 4.7.4 Individual audio levels must be quickly adjustable from the video production switcher control panel.
- 4.7.5 The switcher shall offer optional audio mixer ganging, which enables control of a pair of cascaded Yamaha audio mixers, simultaneously.

4.8 External Robotic Camera System Integration

- 4.8.1 The switcher shall integrate with a Telemetrics, AMX, Cambotics, Canon, Hitachi Eagle, Sony VISCA, Panasonic, ParkerVision CameraMan, Vinten Fusion/200, Shotoku or Radamec robotics camera systems.
- 4.8.2 The interface shall be direct, using native protocols or VISCA protocol over RS-422 or Ethernet depending on device.
- 4.8.3 The switcher shall be able to adjust the robotic camera system directly via the 3-axis joystick located on the switcher control panel.
- 4.8.4 Robotic controls are to include Pan, Tilt, Zoom, Focus, Iris, Pedestal, and Scene Store and Recall where supported by the Robotics Control Manufacturer.

4.9 Peripheral Bus Interface

- 4.9.1 The switcher shall offer an optional Peripheral Bus 2 protocol interface for external device integration.

4.10 Still Store Interface

- 4.10.1 The switcher shall offer an optional Still Store Chyron protocol interface for control over the Chyron Aprisa Still and Clipstore.

4.11 Character Generator Interface

- 4.11.1 Using serial control, the switcher shall be capable of controlling a character generator directly from the control panel.
- 4.11.2 The switcher shall have the ability to integrate with the Ross Video XPression, Inscribe Inca CG, Inca G Series, Avid/Pinnacle Deko series, Chyron Duet LEX/HyperX Series, Orad Maestro, Vizrt Pilot v5 and Trio.
- 4.11.3 The switcher shall have the ability to pass MOS commands to Ross Video XPression, Chyron Camio, Deko series, Vizrt Pilot v5 and Trio models, Miranda Vertigo, Orad Maestro and Pixel Power Clarity from the connected Production Control Automation System.

4.12 Serial Tally Device Interface

- 4.12.1 Using a Contribution Serial Tally Protocol the switcher shall be able to interface to devices to deliver Tally, Source Mnemonic and Output Bus status.
- 4.12.2 The switcher shall support Evertz MVP, VIP, Image Video TSI 1000, Miranda Kaleido KX, K2, Talia Kookaburra, and the TSL Tallyman.
- 4.12.3 Switcher will allow the mnemonic display source names to update via the TSL UMD update protocol.

4.13 Multi-Image Display Integration

- 4.13.1 The switcher shall have the ability to interface with the Miranda Kaleido-K2, KX, Alto and Quad monitor wall using native protocol.
- 4.13.2 Using the macro buttons, the switcher shall be able to load a preset layout, change the input channel on a particular monitor, or edit dynamic text.

4.14 Production Automation Support

- 4.14.1 The switcher shall be capable of adding a production automation system as an option.
- 4.14.2 The respondent shall fully describe their suggested production automation solution.
- 4.14.3 The production automation solution shall be able to integrate with newsroom systems AP ENPS, Autocue Qnews, Dalet and Avid iNews.

ATTACHMENT NO. 4

GENERAL TERMS AND CONDITIONS

1. **Contract Award**

A response to the solicitation is an offer to contract with Houston Community College ("HCC") based on the terms and conditions contained therein. Bids do not become contracts until they are accepted by HCC through issuance of written purchase a contract signed by both parties, and other duly executed documents. The general terms and conditions in this Attachment No. 4, the applicable requirements and provisions of the IFB, and other provisions required by HCC shall be included in any resulting contract.
2. **Delivery Terms**

All items shall be delivered to HCC within sixty (60) calendar days after receipt of purchase Order, and shall be plainly marked with the assigned HCC purchase order number. HCC shall not be responsible for any goods or services performed without the benefit of a duly signed purchase order issued by the HCC Procurement Operations Department. All items shall be delivered to the HCC, Communications Department, 3100 Main Street, 12th Floor, Houston, Texas 77002.. The Contractor shall contact Mr. Daniel Arguijo at 713-718-5122 to schedule delivery, installation and training classes.
3. **Installation/Training**

The Contractor shall furnish to HCC all installation/training documents, including CAD line drawings. All cables installed must be clearly labeled and appear in all documents accurately. The Contractor shall also provide to HCC a minimum of two (2) days on-site training to be performed at the System Administration Building, 3100 Main Street, Houston, Texas 77002.
4. **Repairs/Response Time**

The Contractor shall have a full-service and repair facility that can perform component level repairs as needed and be able to respond to any and all assistance calls as required by HCC within a period of four (4) hours.
5. **Interpretation, Jurisdiction and Venue**

The Contract shall be construed and interpreted solely in accordance with the laws of the State of Texas without regard to its choice of law provisions. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in a court of competent jurisdiction located in Harris County, Texas.
6. **Compliance with Laws**

The Contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the Contractor shall furnish to HCC certificates of compliance with all such laws.
7. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C(3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1. The contract shall not contain any requirement for HCC to pay sales or other taxes from which it is exempt under applicable law.
8. **Termination for Convenience**

HCC may, at its option and discretion, terminate the resulting contract for convenience and, at its option and discretion, may reduce the statement of work or other requirements of the contract at any time, without any default on the part of HCC or the contractor, by giving thirty (30) calendar days written notice thereof to the selected contractor.

9. **Termination for Default**

HCC may terminate the contract immediately for default, by giving written notice thereof to the contractor, if the contractor fails to execute the work properly; performs in a manner that is unsatisfactory to HCC, breaches any terms, conditions, covenants, or provisions of the contract; or otherwise fails to meet its obligations under the contract. In the event of termination for default, HCC shall have against the contractor all remedies provided by law and equity. HCC, in its discretion, may include a provision granting the contractor a reasonable opportunity to cure contractor's default depending on the nature of the breach or default.

10. **Ethics Conduct**

Any breach of any HCC ethics policies, rules, or regulations; any violation of any ethics laws or prohibitions; and any direct or indirect actions taken to unduly influence competitive processes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC solicitations, bid awards, orders, and contracts.

11. **Conflict of Interest**

HCC expects the Contractor to comply with Chapter 176 of the Texas Education Code and that failure to comply is grounds for termination of the Contract.

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

To the extent required by the solicitation, the contract shall require the selected contractor to agree to attain small business participation goal or target set forth in the solicitation. The contractor further shall agree to enter into agreements for the Work identified in Attachment No. 8 of the solicitation entitled Contractor and Subcontractor/Supplier Participation. The subcontracting goal applies to all vendors regardless of their status. The contractor's failure to comply with the aforementioned small business participation provisions may result in:

- Withholding of payment until such compliance is achieved or a waiver of the provisions is provided by HCC.
- Revocation of any benefits and incentives provided under the program or suspension or termination of the contract in whole or in part.

For this contract, HCC has established "**Best Effort**" as the goal for small business participation.

13. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession, or use of illegal drugs (except legally prescribed medications under physician's prescription and in the original container) or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

14. **Small Business Compliance**

The contract shall require that contractor meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the contract, to verify small business participation activity and to ensure compliance with the small business goal stated in the contract, if any.

15. **Prime Contractor/Contract for Services**

If the resulting contract is for services, the contract shall require that the contractor perform a minimum of 30% of the work with its labor force or demonstrate management of the work to the satisfaction of HCC.

16. **Changes**

HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the contractor's cost and/or the time for performance, the contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor's receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written acceptance and direction of HCC. Notwithstanding the foregoing, any increase in cost or price under the contract of \$50,000 or more shall require approval by the HCC Board of Trustees before effective.

17. **Insurance Requirements**

The Contractor agrees to comply with the insurance requirements contained herein, if any.

18. **Indemnification**

The Contractor shall indemnify, defend, and hold HCC, its agents, employees, trustees and other officers harmless from any and all losses, damages, harm of any type or character (including attorney's fees and costs of suit) regardless of the nature or theory of the claim, whether negligence, contractual, extra contractual, or otherwise arising from or by reason of any act or omission of the contractor, its agents, servants, officers, directors, and employees in the performance of the contract.

19. **Independent Contractor**

It is agreed and understood that the contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the contractor to perform the services required by the contract shall be deemed to be contractor's employees or independent subcontractors; that the contractor's employees shall be paid by the contractor; and the contractor and its employees shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law. The contractor shall indemnify, defend, and hold HCC, its trustees, officers, employees, agents, and representatives harmless from any claims relating to the payment of salary, compensation, benefits, worker's compensation, or taxes to contractor's employees or agents.

20. **Third Party Rights**

The resulting contract shall contain the following provision: Nothing in this Contract, whether express or implied, will be construed to give any person or entity (other than the parties hereto and their permitted successors and assigns) any legal or equitable right, remedy, or claim under or in respect of any terms or provisions contained in this Contract or any standing or authority to enforce the terms and provisions of this Contract. Nothing contained herein shall be construed to or operate to create any rights in any person, party, or entity who is not a party to this Contract including, but not limited to, any rights in the nature of a third-party beneficiary.

21. **Assignment**

The contractor may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of HCC. This contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

22. **Notices**

All notices by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

Houston Community College

Procurement Operations

3100 Main Street

Houston, Texas 77002

ATTN: Executive Director, Procurement Operations

Contractor

Attn: _____

23. **Invoicing and Payment**

The contractor shall submit an original invoice to the address shown below for the goods or services which have been inspected and accepted by HCC:

Houston Community College

Accounts Payable

P.O. Box 667460

Houston, Texas 77266-7460

Reference: Project No. 11-14 and the applicable purchase order number.

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

24. **Appropriated Funds**

The purchase of any service or product under the resulting contract beyond the initial contract period is contingent upon the availability of appropriated funds. HCC shall have the right to terminate the resulting contract at the end of the current or each succeeding fiscal year if funds are not appropriated by the HCC Board of Trustees for the next fiscal year that would permit continuation of the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to terminate the contract by giving the contractor a thirty (30) day written notice of its intention to terminate without penalty or any other further obligations on the part of HCC or the contractor. Upon termination of the contract, HCC shall not be responsible for any payment of any service or product received that occurs after the end of the current contract period or the effective date of termination, whichever is the earlier to occur. HCC's fiscal year begins on September 1 and end on August 31st.

25. **Entire Agreement**

The resulting contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials and subject matter contained in the contract and supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. The contract shall not be amended or modified, except by mutual written agreement between and signed by the parties to the contract.

**ATTACHMENT NO. 5
PROJECT NO. 11-14
HOUSTON COMMUNITY COLLEGE
DETERMINATION OF GOOD FAITH EFFORT**

Bidder _____

Address _____

Phone _____

Fax Number _____

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

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

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

Signature of Bidder

Title

Date

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

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

_____, certify that on the date(s) shown, the small businesses listed herein were
 (Name of bidder's company) contacted to solicit Bids for Materials or Services to be used on Project #11-14

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

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

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

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

Signature: _____

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

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

**Houston Community College
Procurement Operations/Small Business Representative
Post Office Box 667517
Houston, Texas 77266-7517
Ref: HCC Project No. 11-14**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

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

BUSINESS CLASSIFICATION

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

Please provide information regarding certifying agency (if any)

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

CONTRACTOR AND SUBCONTRACTOR PARTICIPATION FORM

Bidder/offeror presents the following participants in this solicitation and any resulting Contract. All bidders / offerors, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid/proposal submissions.

CONTRACTOR	Specify in Detail Type of Work to be Performed	Indicate below, the following: Small Business (SB) and Certification Status, if any (i.e. SB – COH, METRO, etc.)	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person Name/E-mail:				
SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				

Business Name: _____ Submitted By (Name): _____

Address: _____

Telephone/Fax: _____ Date: _____

Contractor 's Price/Total: \$ _____
 Small Business
 Subcontractor (s)
 Price/Total: \$ _____
 Non-Small Business
 Subcontractors Price/Total: \$ _____
 Grand Total: \$ _____

**ATTACHMENT NO. 9
NON-DISCRIMINATION STATEMENT**

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

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

**ATTACHMENT NO. 10
CERTIFICATION AND DISCLOSURE STATEMENT**

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

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

If a business entity: YES or NO

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

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

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

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

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of _____

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2010.

Notary Public for the State of: _____

**ATTACHMENT NO. 11
AFFIDAVIT FORM**

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

Signed: _____

Name of Company: _____

Address of Company: _____

State of _____

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

this the _____ day of _____, 2010.

Notary Public for the State of: _____

**ATTACHMENT NO. 12
BUSINESS QUESTIONNAIRE**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

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

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

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

If yes, please specify: _____

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

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

If yes, list percentage. _____ %

Name of Financial Institution _____

Contact Person: _____

Telephone Number: _____

Title: _____

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

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

TYPE OF ORGANIZATION

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

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

How long in business under present name _____

Number of persons now employed _____

BUSINESS CLASSIFICATION

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

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

REFERENCES

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

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

State of _____

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2010.

Notary Public _____

for the State of: _____

**ATTACHMENT NO. 13
ASSURANCE OF SBDP GOAL**

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

Small Business Participation Goal = **"BEST EFFORT"**

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

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

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 14 VENDOR APPLICATION INSTRUCTIONS

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

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

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

ATTACHMENT NO. 15 INSURANCE REQUIREMENTS

The following insurance coverage and limits listed herein are the minimum that the Contractor/Vendor is required to carry during performance of the contract for:

Project Title: 2ME Multi-Definition Production Switcher

Project Number: 11-14

1. Commercial General Liability for Bodily Injury / Property Damage Limits:

A	Occurrence/Personal Injury/Advertising		
B.	Products / Completed Operations	\$1,000,000.00	CSL
C.	Annual Aggregate	\$2,000,000.00	CSL
D.	Products Aggregate	\$2,000,000.00	CSL
E.	Fire, Lightning or Explosion	\$1,000,000.00	CSL
F.	Medical Expense	\$5,000.00	Per person

2. Automobile Liability:

	Bodily Injury/Property Damage	\$1,000,000.00	CSL
--	-------------------------------	----------------	-----

3. Workers' Compensation

Part A -	Statutory		
Part B -	\$1,000,000.00	Each Accident	
	\$1,000,000.00	Policy Limits	
	\$1,000,000.00	Each Employee	

4. Professional Liability:

	Occurrence/Aggregate	\$1,000,000.00	CSL
--	----------------------	----------------	-----

5. Endorsements

The following endorsements and other stated information is required on the original certificate of insurance:

- A. 90-Day Notice of Cancellation;
- B. Houston Community College (HCC) to be named as Additional Insured on all policies except Workers' Compensation;
- C. Waiver of Subrogation on all policies;
- D. The assigned project number and/or purchase order number.

6. Submission of Certificate of Insurance:

The original certificate of insurance, indicating the coverage, limits and endorsements stated herein, shall be furnished to HCC within **fourteen (14)** calendar days of the HCC Board of Trustees approval of the contract award. The Contract will not be awarded until after receipt of the proper certificate of insurance.

Mail the original certificate of insurance to:

ATTN: Pam Ferreira, Senior Buyer
Procurement Operations
Houston Community College
PO Box 667517 (MC 1118)
Houston, TX 77266-7517

Note: CSL denotes "Combined Single Limit"

ATTACHMENT NO. 16

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 1451, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY Date Received	
1 Name of person who has a business relationship with local governmental entity.		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3 Name of local government officer with whom filer has employment or business relationship.		
_____ Name of Officer		
This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.		
A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
D. Describe each employment or business relationship with the local government officer named in this section.		
_____ Signature of person doing business with the governmental entity		_____ Date

Adopted 06/29/2007

**ATTACHMENT NO. 17
OFFICE OF SYSTEMWIDE COMPLIANCE
DISCLOSURES
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS**

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections 1 through 3 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. **This form must be received by HCC Office of Systemwide Compliance before the vendor's bid, proposal, or offer will be considered received or evaluated.** Completed forms must be **NOTARIZED** and delivered to:

**Houston Community College
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002**

With a copy to:

**Houston Community College
Attn: Office of Systemwide Compliance, Compliance Officers
3100 Main St, 12th Fl
Houston, TX 77002**

This requirement applies to contracts with a value exceeding \$50,000.

Section 1 - Disclosure of Financial Interest in the Vendor

a. If any officers or employees of HCC ("individuals") have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

Name: _____
Address: _____

b. For each individual named above, show the type of ownership/distributable income share:

Ownership interest exceeding 10%	(_____)
Ownership interest exceeding \$15,000 or more of the fair market value of vendor	(_____)
Distributive Income Share from Vendor exceeding 10% of individual's gross income	(_____)
Real property interest with fair market value of at least \$2,500	(_____)
Person related to or married to individual has ownership or real property interest in Vendor	(_____)
No individuals have any of the above financial interests (If none go to Section 4)	(_____)

sole proprietorship stock partnership
other (explain):

- c. For each individual named above, show the **dollar value or proportionate share** of the ownership interest in the vendor (or its principal) or its subcontractor (s) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here (___).

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership _____ %, or
the value of ownership interest \$ _____ .

Section 2 - Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

- a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for vendor.

Yes _____ No _____

- b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

Yes _____ No _____

Section 3- Disclosure of Gifts

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

- a. Received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes _____ No _____

- b. Individual's spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or subcontractor of vendor, of \$250 of more within the preceding 12 months.

Yes _____ No _____

Section 4- Other Contract and Procurement Related Information

Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with a value exceeding \$50,000. You must submit this information along with your bid, proposal, or offer.

a. Vendor shall identify whether vendor (or its principal), or its subcontractor(s), has current contracts (including leases) with other government agencies of the State of Texas by checking:

Yes _____ No _____

b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

c. Vendor shall identify whether vendor (or its principal) or its subcontractor(s) has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other government agencies of the State of Texas by checking:

Yes _____ No _____

d. If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of:

(Name of Vendor)

Certification. I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by HCC as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed or Typed) _____ Title _____

Signature _____ Date _____

"NOTE: RESPONDENT MUST COMPLETE THE ABOVE "DISCLOSURE OF FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER MAY RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

For assistance with completing this form, please contact the **Office of Systemwide Compliance** at (713)718-8233 or 8295.



**procurement
operations**

Sample Contract Documents

By and Between

Houston Community College

And

For

2ME Multi-Definition Production Switcher

Project No. 11-14

SAMPLE CONTRACT EXHIBITS

EXHIBIT A BID / AWARD FORM

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

EXHIBIT B SCHEDULE OF ITEMS AND PRICES

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

EXHIBIT C TECHNICAL SPECIFICATIONS

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

EXHIBIT D GENERAL TERMS AND CONDITIONS

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

EXHIBIT E CONTRACTOR AND SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM

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

EXHIBIT F INSURANCE REQUIREMENTS

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

EXHIBIT G SUBCONSULTANTS/SUBCONTRACTORS/SUPPLIERS PAYMENT CERTIFICATION FORM (If required)

EXHIBIT H SUBCONTRACTOR PROGRESS ASSESSMENT FORM (If required)

EXHIBIT G
HOUSTON COMMUNITY COLLEGE
SUBCONSULTANTS/SUBCONTRACTORS/SUPPLIERS PAYMENT CERTIFICATION FORM

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

PROJECT NO./TITLE: _____

NAME OF SUBCONTRACTOR: _____

ADDRESS: _____

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

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

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

Signature: _____

Name (Print or Type) : _____

Title: _____

Date: _____

Telephone: _____

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

Project No./Title: _____

Reporting Period: From _____ **To** _____

Prime Contractor: _____

Total Contract Amount (Prime Contractor): \$ _____

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

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

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

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

Signature: _____

Name (Print or Type): _____

Title: _____

Date: _____

Telephone: _____