



CALHOUN COMMUNITY COLLEGE

Post Office Box 2216 • Decatur, Alabama 35609-2216 • Phone 256-306-2500 • www.calhoun.edu

October 6, 2020

To Whom It May Concern:

Calhoun Community College will receive sealed bids for the following item(s):

Bid #21-01: Lecture Capture Software

Bids will be received in the Business Office until **10:30 AM on October 20, 2020**. All bids received after this time will not be considered. Bids will be opened and read aloud.

Please mail your bid response to: Calhoun Community College, Attention: Purchasing Office, P.O. Box 2216, Decatur, Alabama 35609 or 6250 Highway 31 North, Tanner, Alabama 35671. Bids must be **received** by the time and date listed above, not postmarked. Please note that Fed-Ex, UPS, and USPS have experienced delivery delays due to COVID-19. Bidders may also hand deliver a bid response to the Purchasing Office in the Math, Science, and Administration Building on the Tanner Campus during regular business hours, Monday-Thursday 8:00 AM-4:30 PM. Masks are required while on campus. Due to COVID-19, the bid opening will be closed to the public. If you wish to partake in the bid opening, you may teleconference into the opening by dialing 256-306-2686.

The initial contract period is from **December 1, 2020 - November 30, 2021**.

The contract may be extended for two additional 12-month periods if no changes are made in the specifications and/or pricing, and both the vendor and Calhoun Community College agree to the extension in writing.

If your company will not be submitting a bid, you must complete the "No Bid Response Form" and return it to the address indicated in order to remain on future bid lists.

Any questions regarding the specifications of this bid may be directed to Vanessa Looney, at 256-306-2686 or vanessa.looney@calhoun.edu. Thank you for your interest in Calhoun Community College.

Sincerely,

Vanessa Looney
Director of Purchasing and Accounts Payable



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General Conditions and Instructions to Bidders

1. All bids are to be in sealed envelopes with the opening date and bid number on the outside of the envelope. Bids should be mailed to: Calhoun Community College, ATTN: Vanessa Looney, P.O. Box 2216, Decatur, AL 35609 or 6250 U. S. Highway 31 North, Tanner, AL 35671. It is the responsibility of the vendor to have the bid proposal delivered to the correct addressee and location. We will not accept bids that are faxed or emailed. Bids delivered by Federal Express, Airborne Express, and all other delivery services must be labeled with "bid enclosed" along with the opening date and bid number on the outside of the delivery service's envelope. Bids must be received prior to bid opening date and time. **Late bids will not be considered.** If you have questions regarding this bid request, contact Vanessa Looney at 256-306-2686.
2. All information must be entered in ink, typewritten or computer generated in the appropriate space on the forms. An authorized company representative must sign the bid in ink.
3. All signatures must be notarized.
4. Only written modifications to proposals will be accepted.
5. Bid prices are to remain in effect for one year past award date.
6. Bid prices are not to include tax. The College is an Institution of the State of Alabama. If your company gives a discount, this must be included in the quote.
7. Bidders may submit proposals on any one or all items listed. The College reserves the right to accept bids in any combination, or reject any bid or part thereof and to waive any technicality in the bidding which in its sole discretion is in the best interest of the College. The College expressly reserves the right to reject all bids if, in its sole discretion, the College believes the rejection of all bids would be in the best interests of the College. Awards may be issued to multiple bidders.
8. All bids are to include delivery dates of merchandise. All shipping and handling charges shall be the responsibility of the successful bidder, unless otherwise expressly stated in the bid quote. All bid prices are to be quoted to include delivery to the location(s) directed by the College. The successful bidder must assume all liability/responsibility for damage in transit.