

<b>The School Board of Marion County, Florida</b> <b>Purchasing Department</b> <b>2091 NE 35<sup>th</sup> Street</b> <b>Ocala, FL 34479</b>	<p style="text-align: center;"><b>INVITATION TO BID</b>  <b>BIDDER ACKNOWLEDGEMENT</b>          (Template Rev. 91VL)</p>	
<b>Bid Number: 4182JL</b> <span style="float: right;"><b>Posting Date: June 18, 2026</b></span> <b>Bid Title: <u>Audio and Video Equipment</u>, Term Contract</b> <b>Term: September 1, 2026 through August 31, 2027</b>		
<b>Deadline for Receipt of Bid Responses: July 9, 2026 2:00 PM</b> <b>Board Approval Date: August 11, 2026</b>		
Firm Name (Legal Name of Corporation)	Fictitious Name or d/b/a	
Firm Name - Physical Address to include City, State & Zip Code	Fictitious Name or d/b/a - Physical Address to include City, State & Zip Code	
Firm Name - Mailing Address to include City, State & Zip Code	Federal Employee Identification No. or Social Security No.	
Area Code/Telephone Number #		
Fax No.	E-mail Address:	
<p>ANTI-COLLUSION: The signed bidder certifies that he or she has not divulged, discussed or compared his or her bid with other bidders and has not colluded with any other bidder or parties to a bid. (NOTE: No premiums, rebates, or gratuities are permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the bid list(s).</p> <p>I certify that I am the owner or an authorized officer or agent for the above company and that the information supplied herein, including all pages attached, is correct; and that neither the applicant nor any person or concern in any connection with the applicant as a principal officer, so far as is known, is now debarred or otherwise declared ineligible by The School Board of Marion County, Florida ("School Board"), from bidding for furnished materials, supplies or services to the School Board.</p> <p>The undersigned represents and warrants by signing this document that employee background investigations will be adhered to in accordance with §1012.32, Fla. Stat. (2025).</p> <div style="text-align: center; margin-top: 20px;"> <hr style="width: 30%; margin: 0 auto;"/>       Authorized Signature (Manual)     </div> <div style="text-align: center; margin-top: 20px;"> <hr style="width: 30%; margin: 0 auto;"/>       Authorized Signature (Type or Printed) and Title     </div>		

### **SPECIFICATIONS**

Provide the percentage discount your company offers off of the Manufacturer's Suggested Retail Price for that brand and product type. No other pricing index shall be used.

### **PROPOSAL FORM**

Download 'Bid 4182JL Audio and Video Equipment - PROPOSAL FORM' from myvendorlink.com, where you downloaded this bid document. Complete the PROPOSAL FORM document and upload the completed Excel file and all required forms to complete your bid submission.

ONLY ELECTRONIC SUBMISSIONS OF THIS BID ARE ACCEPTED. DO NOT MAIL, EMAIL, OR DELIVER IN PERSON YOUR BID DOCUMENTS TO THE MCPS PURCHASING DEPARTMENT.

We, the undersigned, do hereby certify that these prices include all labor and material and will hold the pricing mechanism appearing in this solicitation fixed for a period after School Board approval for one (1) year from **September 1, 2026** to **August 31, 2027**. We further realize the estimated quantities given are for evaluation purposes only and no guarantee of purchase is expressed or implied.

### **Division of Corporations Registration Requirements**

Companies incorporated within the State of Florida must furnish their Florida document number. Companies incorporated in any other state must furnish their applicable document number. **All corporations or other legal entities must be registered to do business in the State of Florida and have an active status in order to be eligible to do business with the School Board.** The specific requirements for registration are found in §607, Fla. Stat. (2025). To register with the State of Florida, visit: [www.Sunbiz.org](http://www.Sunbiz.org)

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

Per: \_\_\_\_\_ (Print name)

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Dunn & Bradstreet # \_\_\_\_\_

Federal I.D. # \_\_\_\_\_

Division of Corporations Registration Number: \_\_\_\_\_

The state incorporated in: \_\_\_\_\_

\_\_\_\_\_

Occupational License Number or Contractor Certification (Only use if required)

**PURCHASE ORDER MAILING NAME AND ADDRESS**

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Purchase Order E-mail address: \_\_\_\_\_

**REMITTANCE NAME AND ADDRESS FOR PAYMENT**

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**BIDDER'S QUALIFICATION STATEMENT  
MUST BE COMPLETED TO BE CONSIDERED A RESPONSIBLE BIDDER**

COMPANY NAME: \_\_\_\_\_

1. Bidder has been in business continuously since: \_\_\_\_\_
2. Bidder has had experience in work comparable with that required under the proposed contract:  
As a prime contractor for \_\_\_\_\_ years / As a subcontractor for \_\_\_\_\_ years
3. Following is a partial list of work the bidder has completed in the last five (5) years) which is similar in character and in magnitude to that required in the proposed Contract:

YEAR	OWNER	LOCATION	CONTRACT AMOUNT

4. Furnish references for information concerning the work listed above:

NAME	COMPANY	TITLE	CITY/STATE	PHONE #

5. Provide email addresses for each person listed in item 4:


6. List the supervisory personnel to be employed by the bidder and available for work on this project (Project Manager, Principal Foreman, Superintendents):

NAME	TITLE	YEARS EXPERIENCE

7. List Subcontractors – Name, address and years of experience, if you will be utilizing subcontractors on any portion of this project.

NAME	Address	YEARS EXPERIENCE

8. Name and title of person filling out form:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

If you need additional space, please submit a separate sheet with appropriate headings.

## **BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS**

Name of Bidder: \_\_\_\_\_

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

If your principal place of business is located within the State of Florida, you do not need to proceed any further on this form.

**If outside of Florida, please complete the entire form.**

**NOTE:** Section 287.084(2), Fla. Stat. (2025) states that "A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts."

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

(To be completed by the Attorney for an Out-of-State Proposer, please select one)

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

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

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

### **LEGAL OPINION REGARDING POLITICAL SUBDIVISION BIDDING PREFERENCES**

(To be completed by the Attorney for an Out of State Proposer, please select one)

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

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

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

Attorney's Signature: \_\_\_\_\_ Attorney's Printed name: \_\_\_\_\_

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

Telephone number of out of state bidder's attorney: \_\_\_\_\_

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

Attorney's state(s) of bar admission: \_\_\_\_\_

**CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL STATEMENT**

The School Board of Marion County, Florida ("School Board") takes its public records responsibilities as provided under §119, Fla. Stat. (2025) and Article 1, Section 24 of the Florida Constitution, very seriously. If Proposer considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to §119, Fla. Stat. (2025), the Florida Constitution or other authority, Proposer must also simultaneously provide the School Board with a separate redacted copy of its response. This redacted copy shall contain the School Board solicitation name, number, and the name of the Proposer on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy shall be provided to School Board at the same time Proposer submits its response to the solicitation and must only exclude or obliterate those exact portions that are claimed confidential, proprietary, or trade secret. In compliance with §119.07(1)(e), Fla. Stat. (2025), Proposer must "state the basis for the exemption" that he/she "contends is applicable to the record, including the statutory citation to an exemption created or afforded by statute."

Proposer shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret or otherwise not subject to disclosure. Further, Proposer shall protect, defend, and indemnify the School Board for any and all claims arising from or relating to Proposer's determination that the redacted portions of its response are confidential, proprietary, trade secret or otherwise not subject to disclosure.

The School Board will make no effort to verify whether or not the redacted material is exempt from §119, Fla. Stat. (2025). That determination is totally the responsibility of the Proposer.

If the Proposer fails to submit a Redacted Copy with its response, the School Board is authorized to produce the entire documents, data or records submitted by Proposer in answer to a public records request for these records.

I have read and understand my responsibilities regarding any purported confidential, proprietary or trade secret material contained in this proposal.

**After reading the above statement, please initial next to the appropriate statement below:**

\_\_\_\_\_ I have not included a redacted copy of our proposal.

\_\_\_\_\_ I have included a redacted copy of our proposal along with this original.

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**Signature of Proposer Signing Agreement**

<b>Acknowledgment of Addenda</b> <b>Check: (Yes) or (No)</b> <b>(Date of Receiving Addendum)</b>		
Addendum #1	Yes _____ No _____	Date Received:
Addendum #2	Yes _____ No _____	Date Received:
Addendum #3	Yes _____ No _____	Date Received:
Addendum #4	Yes _____ No _____	Date Received:
Addendum #5	Yes _____ No _____	Date Received:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                  State                  Zip Code

\_\_\_\_\_  
Date

**CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, INELIGIBILITY, VOLUNTARY EXCLUSION,  
AND LOWER-TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

**\*\*BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE FOLLOWING PAGE\*\***

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

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Organization Name

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PR/Award Number or Project Name

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Name(s) and Title(s) of Authorized Representative(s)

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Signature(s)

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Date

## INSTRUCTIONS FOR CERTIFICATION

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

# DRUG-FREE WORKPLACE CERTIFICATION

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with §287.087, Fla. Stat. (2025). This requirement affects all public entities of the State. The special condition is as follows:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. A business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace- the business' policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of §893, Fla. Stat. (2025) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace, no later than five (5) days after such conviction.
- 5) Impose a sanction on or require the satisfactory participation in a drug-abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good-faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

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COMPANY NAME

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VENDOR'S SIGNATURE

**MUST BE EXECUTED AND RETURNED WITH ATTACHED BID AT TIME OF BID OPENING TO BE CONSIDERED.**

## STATEMENT OF NO BID

If you are not bidding on this service/commodity, please complete and upload to [www.myvendorlink.com](http://www.myvendorlink.com).

Failure to respond may result in deletion of vendor's name from the bidder's list for The School Board of Marion County, Florida.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

We, the undersigned, have declined to bid on your Bid No. 4182JL for Audio and Video Equipment because of the following reasons:

- ☐ We do not offer this product or the equivalent.
- ☐ Insufficient time to respond to the invitation to bid.
- ☐ Remove our name from this bid list only.
- ☐ Our product schedule would not permit us to perform.
- ☐ Unable to meet bond requirements.
- ☐ Other. (Specify below)

REMARKS:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ (m/d/yyyy)

**PURCHASING DEPARTMENT  
2091 NE 35<sup>th</sup> Street  
Ocala, FL 34479  
(352) 671-7500  
Fax (352) 671-7504**

**COMMON CARRIER INSURANCE WAIVER REQUEST**

**Company Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City / State** \_\_\_\_\_

**The above-named company certifies that all items purchased by The School Board of Marion County, Florida, its schools and departments, will be delivered by common carrier and at no time will the employees of said company be on the premises for delivery or installation purposes.**

**Signed** \_\_\_\_\_

**Print / Type Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Bid Number: 4182JL**

**Bid Name: Audio and Video Equipment**

**PLEASE READ ALL TERMS AND CONDITIONS OF THIS BID SO THAT YOU DO NOT MISS IMPORTANT INFORMATION THAT MAY AFFECT YOUR BID SUBMISSION.**

**NOTE: THE LIST BELOW MAY NOT BE INCLUSIVE OF ALL REQUIREMENTS. USE THE BELOW LIST AS A CHECKOFF LIST TO ENSURE THESE ITEMS ARE NOT MISSING.**

**REQUIRED:**

Invitation to Bid Page (Bidder Acknowledgement Page)	_____
Proposal Form(s)	_____
Proposer's Statement of Principal Place of Business	_____
Confidential, Proprietary, or Trade Secret Material Statement	_____
Acknowledgement of Addenda	_____
Drug Free Workplace Certification	_____
Certification Regarding Debarment	_____
Manufacturer's Authorization(s)	_____
Bidders Qualification Statement	_____
W-9 Form (not in packet, must be downloaded)	_____

**IF REQUIRED BY ORDINANCE:**

Occupational License	_____
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**IF APPLICABLE:**

Bid or Performance Bond	_____
Statement of No Bid	_____