

Notice of Bid Release
TeKONTROL/FMSG announces
bid package meetings for
the Amway Center FF&E

Meetings will be held at
711 West Amelia Ave
Orlando, FL 32805

Furniture, Themeing

Jan 19-8:30/10:30/1:30/3:30

Sports Equip, Housekeeping/Maint

Game Day & Facility Operations

Jan 21-8:30/10:30/1:30/3:30

All bid packages are for
providing product only.
No labor is included as
a part of this bid.

If you wish to bid on a
package you must register
your intent to attend one
of the scheduled meetings with
Dan McGrath at dmcgrath@fmsg1.com

A limit of two representatives
from each bidder is requested
See www.amwaycenter.com
Stadium Overview / Documents
for more information.



INVITATION TO BID

AMWAY CENTER

FF&E BID PACKAGE

FF&E PROJECT MANAGER

TeKontrol/FMSG a Joint Venture
Contact: Dan McGrath, FF&E Project Manager
Phone 314-267-1056
dmcgrath@fmsg1.com

DOCUMENTS AVAILABLE

| DATE | BID PACKAGE |
|------------|---|
| January 19 | -Furniture, Themeing |
| January 21 | -Housekeeping & Maintenance, Facility Operations, Sports Equipment, Game Day Operations |

**To be distributed at Pre-Bid Meetings.

PRE-BID MEETINGS

TeKontrol/FMSG Project Office
711 W. Amelia St
Orlando, Florida 32805

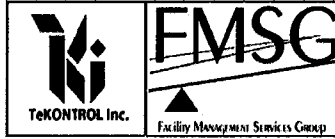
| DATE | BID PACKAGE | MEETING TIMES |
|------------|--|-------------------------|
| January 19 | -Furniture -Themeing | 8:30, 10:30, 1:30, 3:30 |
| January 21 | -Housekeeping & Maintenance -Facility Operations -Sports Equipment -Game Day Operations | 8:30, 10:30, 1:30, 3:30 |

- Meetings are by **APPOINTMENT ONLY**. Please reserve your spot by e-mailing your selected meeting date and time to dmcgrath@fmsg1.com

BID DUE DATE:

Friday, February 12, 2010 at 2:00 pm EST.

Attendance at the Pre-Bid Meeting for Bidders is recommended. Representatives of the TeKontrol/FMSG Joint Venture will lead the meetings and will provide clarification regarding bid forms and procedures. **No more than (2) representatives from each bid respondent should attend the Pre-Bid Meeting.**



INSTRUCTIONS TO BIDDERS

AMWAY CENTER FF &E BID PACKAGE

TeKONTROL/FMSG, A JOINT VENTURE

BIDS DOCUMENTS

TeKontrol/FMSG is soliciting FF&E Package bids for the new Amway Center Project. The complete Bid Manual as well as product specifications can be viewed on-line at www.amwaycenter.com.

Respondents are responsible for bids as defined in the Scope of Work, Specifications, and other Bid Documents.

BID PROPOSALS

Bids shall be received on Bid Due Date February 12th by 2:00pm EST at the TeKontrol/FMSG project office at 711 W. Amelia St., Orlando Florida, 32805. No faxed or e-mailed Bid Proposals shall be accepted.

Bidders shall completely fill out the required information on the Bid Proposal Form for each Package bid. Bidders that do not completely fill out the required Bid Proposal information may cause their bids to be considered non-responsive by FF&E Project Manager.

INTERPRETATION OF BIDDING DOCUMENTS

Bidders shall promptly notify the FF&E Project Manager in writing of any ambiguity, discrepancy or omission discovered in the Bidding Documents, and/or if there is any doubt as to their meaning. All inquiries shall be submitted by e-mail to:

Dan McGrath, Project Manager
TeKontrol/FMSG
dmcgrath@fmsg1.com.



Oral explanations or answers shall not be valid. Revisions, clarifications and / or additional information will be issued to all Bidders by Addenda. No questions will be accepted within five (5) business days of the Bid date. Bidders with questions after this date should make clarifications on an attachment to the Bid Proposal with the cost of such work included in the Bid. Please **DO NOT** contact the Event Center Development directly with regards to any bid package questions. Any attempt to do so may lead to the disqualification of that recipients bid response.

Qualifications and clarifications to the Bid Documents may be allowed as an attachment to the Bid Proposal but in no case shall the Bidder provide a qualification or clarification that purposes to reduce or leave out any scope of work as identified in the Bid Documents. Such qualification or clarification could be cause to reject the Bid Proposal at the FF&E Project Manager's discretion.

PRE-BID MEETING

Attendance for Bidders at the Pre-Bid Meeting is recommended. The Pre-Bid Meetings will be held at the TeKontrol/FMSG project office at 711 W. Amelia St., Orlando Florida, 32805 on the date & time noted in the Invitation To Bid.

BID PROPOSAL REQUIREMENTS

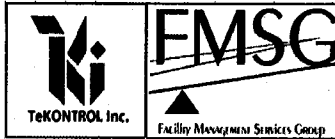
Bids must be submitted on the Bid Forms furnished with the Bid Documents. Bidders shall submit bids based upon the specifications, scope of work, and all other contract documents. Bid forms must be filled out fully and correctly in ink or must be typewritten. Signature(s) must be in longhand. The completed Bid Forms shall be without interlineations, alterations, or erasures and shall not contain recapitulations of the Work to be performed. Bids shall be delivered in an opaque sealed envelope, addressed to **TeKontrol/FMSG, a Joint Venture, 711 W. Amelia St., Orlando Florida, 32805** and shall be plainly marked with the following:

Sealed Bid

Name and Address of the Bidder
Amway Center
FF&E Package # / Bid Package Name:

Bidder shall submit the following information as part of its Bid Proposal. Failure to submit these items could be grounds for the bid to be considered non-responsive:

- **Bid Proposal Form** (provide in duplicate).
- **Attachment "II"** Subcontractor's Signed Scope of Work



ACCEPTANCE OR REJECTIONS OF THE BIDS

By submitting a Bid, the Bidder acknowledges the right of the FF&E Project Manager to reject any or all bids either in whole or in part, or to waive any informality or irregularity.

Conditional bids or exceptions to the Bid Documents may, at the FF&E Project Manager's sole discretion, be cause for rejection of the bid.

VOLUNTARY ALTERNATES / VALUE ENGINEERING

A Bid Alternate can only be offered on items with Specification Type identified as "BASIS OF DESIGN" which can be found on the item specification document. In the event a Bidder wishes to propose voluntary alternates they must be submitted as separately priced in a letter attached to the Bid Proposal Form. Such Alternates must NOT be included in the Bid Price. The FF&E Project Manager encourages all Bidders to provide value-engineering items. When submitting this information, be precise. A Bid Alternate shall be accompanied by sufficient information regarding revisions to the details and revisions to the minimum design criteria.

POST-BID CONFERENCE

After receipt of Bids, Bidder(s) may be contacted to review and discuss its respective Bids and M/WBE utilization program. Bidders may be requested to bring additional information to support their Bid Proposals.

QUALIFICATION OF BIDDER

The FF&E Project Manager may request each bidder to submit additional information above and beyond the Pre-Qualification Form to show that the Bidder, at the time of award, is adequately prepared to fulfill the purchase contract. Such information may include a list of service offering, financial stability, available plant and equipment, or any other pertinent information. This information will be used to determine whether or not a Bidder is able to provide the product as required, and within the timeframe requested.

REQUIREMENTS FOR SIGNING OF BIDS AND CONTRACT

The following requirements must be observed in the signing of the bids, which are submitted:

Bids which are not signed by the sole Proprietor submitting the bid shall have attached thereto a Power of Attorney evidencing authority to sign the bids in the name of the sole proprietor for whom it is signed by an Attorney-in-Fact, there must be attached to the bids a Power of Attorney evidencing authority to sign the bid, executed by the Partners.



Bids, which are signed for a Corporation, shall have the correct legal corporate name and the name and signature of the President or other authorized officer of the Corporation. If such a bid is signed by an official other than the President of the Corporation or other authorized officer of the Corporation, a certified copy of a Resolution by the Board of Directors, evidencing the authority of such official to sign the bid, shall also bear the attesting signature of the Secretary of the Corporation and the impression of the Corporate Seal.

Bids, which are signed for a Joint Venture, shall have the correct legal joint venture name thereto and the signatures of the presidents or other authorized offices of each corporation included in the Joint Venture. Also, a copy of the Joint Venture Agreement should be included.

SCHEDULE

Bidder represents, by submission of a bid, that it can attain the delivery schedule as specified in the bid package.

VALIDITY OF BID

All proposals shall be valid for acceptance for a period of one hundred and twenty (120) calendar days in strict accordance with the Instructions to Bidders.

Please keep in mind that MBW/WBE utilization within the Orlando Community is encouraged.

End of Instructions To Bidders.



BIDDERS SCOPE OF WORK

AMWAY CENTER

FF&E BID PACKAGE

- A. General Description of the Scope of Work: Bidder shall provide the required information for FF&E items described within the package. Installation services are **not included** within the scope of work for any FF&E items.

GENERAL REQUIREMENTS

- 1. All pricing of this bidder will be in accordance with the following specifications:

Bid Manual – All Sections
Specification Packages:

| Bid Package # | Bid Package Name |
|---------------|----------------------------|
| AC.F.01 | Furniture |
| AC.SE.01 | Sports Equipment |
| AC.TH.01 | Themeing |
| AC.GDO.01 | Game Day Operations |
| AC.HM.01 | Housekeeping & Maintenance |
| AC.FO.01 | Facility Operations |

- 2. Bidder will provide in writing with their bid response a guarantee that their submitted pricing will not increase through March 31st, 2010.
- 3. **Voluntary alternates** may only be provided for items with Specification Type identified as “BASIS OF DESIGN” which can be found on the items specification document. IF ALTERNATES ARE PROVIDED the response package **must include**:
 - a. Cut sheet of proposed item
 - b. Detail specifications
 - c. Finish/fabric samples
- 4. Project Schedule: Orders will be placed with the successful bidders in the 1st quarter of 2010, with expected delivery not until August/September of 2010. Successful bidders will be notified no later than May 1st of the requested delivery date.



5. Pricing Guidelines:

- **Terms and conditions** – See City Terms and Conditions Attached
 - Each vendor must agree to these terms and conditions for this project
 - Your quote must note if a deposit will be required. What is the percentage?
 - Any product received before the noted delivery date will be refused and additional shipping costs or damages will be the responsibility of the vendor.
 - We must be told at the time of purchase if a payment before delivery will be required.
 - 10% retainage of the total purchase order amount will be held out. The remainder will be paid Net / 30 unless there is a punch list item to be resolved. Within 2 weeks of installation of your product a punch list will be completed.

- **Pricing**
 - All pricing should be FOB Destination – The product should be insured by the manufacturer or the freight company for total replacement until it is accepted at the Amway Center dock by a TeKONTROL / FMSG representative.
 - If the freight company is covering the shipment then a certificate of insurance must be provided prior to shipment.
 - Call out any up charges that may apply to this product.
 - Note if you are providing a product that is on the State of Florida contract and if so the contract number must be provided as well.
 - Please provide a quoted shipping cost. If one can not be obtained, then provide your best estimate.
 - All pricing should include any price increases expected before the 1st quarter 2010 ordering timeframe.

- **Verifications**
 - Verify product availability
 - Verify specs against correct model numbers and sizes
 - Verify that fabrics specified have been approved for the product. If not, please provide details of the process for getting fabric approved.
 - Please provide quantity of fabric required per unit. Note the separate quantities that are needed where multiple fabrics are specified for the same piece of furniture.
 - Prior to ordering, the successful bidders may be asked to perform field verifications on the items they are providing. Notification on any field verification needs will be given after bids have been awarded.
 - Successful bidders will be asked to provide installation drawings as needed.



- **Warranty**

- Please include the standard warranty documentation with your quote.
- We would also like to get pricing from you for an extended warranty on your product up to 5 years. Please specify what the extended warranty includes and its cost separately.
- We would also like to know if there is a service contract that is available for your product. Please send information and costs.

- **Note**

- Either the City of Orlando or TeKontrol / FMSG a Joint Venture will purchase the product. Determination on this will be made prior to bid award. Pricing should be the same in either case. Address all bid responses to:

TeKontrol / FMSG Project Office
711 W. Amelia St.
Orlando, Florida 32805

Signing below affirms the respondents full understanding of the intended scope of work including but not limited to the pricing guidelines as described in Section 9 of this document:

(Name of Corporation)

By: _____
(Signature)

Title: _____