Sealed bids are invited for **Industrial/Electrical Maintenance Equipment and Instructional Supplies**. Bid will be awarded to one single vendor with the lowest, responsible bid who meets all the requirements of the specifications.

Bids will be received in the Purchasing Department, Room C-343 and publicly read aloud at the date, time, and place hereinafter designated.

**DUE DATE:** January 25, 2007

**TIME:** 2:00 p.m.  
(Bids received after this time will not be accepted).

**PLACE:** Illinois Valley Community College  
815 North Orlando Smith Avenue  
Oglesby, Illinois 61348  
Room C-342

Bids must be made in accordance with the instructions contained herein. Your pricing may be submitted on your company computer generated form; however your form must be attached to the bid form enclosed. Your bid must be delivered in a sealed envelope to the Purchasing Office plainly marked with your company name and address and the following notation:

**BID: Industrial/Electrical Maintenance Equipment and Instructional Supplies.** A mailing label is enclosed for your convenience.

**TAX EXEMPTION:**  
Illinois Valley Community College is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:**  
Illinois Valley Community College, District 513, requires the signature on bid documents to be that of an authorized representative of said company.

Each Bidder, by making her/his bid, represents that she/he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES:**  
No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.

Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, notify the Purchasing Director who will, if necessary, send written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to Pat Reed, Director of Purchasing at (815)224-0417. After bids are received, no allowance will be made for oversight by bidder.
DELIVERY:
Bids must be F.O.B. Destination. Product shall become property of IVCC after delivery and acceptance.

ACKNOWLEDGEMENT OF ADDENDA:
Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of addenda and date issued should be noted on all bids submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.

REJECTION OF BIDS:
The bidder acknowledges the right of the College Board to reject any or all bids and to waive informality or irregularity in any bid received and to award each item to multiple bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a bid if the bid is in any way incomplete or irregular. The College Board may also award at its discretion, only certain items bid. The College Board also reserves the right to reject the bid of a company who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a company when investigation show that the company is not in a position to supply the items that meet the needs of the College.

CLERICAL ERRORS:
If applicable, all errors in price extensions will be corrected by Illinois Valley Community College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at “lot”; and award determination made on the basis of total price submitted

BID SECURITY:
None required.

PERFORMANCE BONDS:
None required

INVESTIGATION OF BIDDERS:
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Illinois Valley Community College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PREVAILING WAGE RATE:
Does not apply to this bid.

CERTIFICATION:
Bidders must sign the attached IVCC Certification Form.

EQUAL OPPORTUNITY EMPLOYMENT:
IVCC is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educations programs, and activities it operates.

Pat Reed
Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

_____________________________________
NAME OF CONTRACTOR/BIDDER

_____________________________________
TITLE

_____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

Industrial / Electrical Maintenance Equipment and Instructional Supplies

If your company decides not to submit an offer, Illinois Valley Community College, District 513, would appreciate your input as to why you are not participating. Please indicate your reason and return by bid due date to:

Pat Reed, Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

____________________________
Company Name

____________________________
Date

____________________________
Signature