Sealed bids are invited for Industrial/Electrical Maintenance Equipment & Instructional Supplies.

INSTRUCTIONS TO BIDDERS

IVCC reserves the right to award the bid to multiple vendors by SECTION. Should the difference in bids be $1000 or less, it will be the discretion of IVCC to award the bid to one single bidder. Standard tools and consumable supplies should not be included. The successful bidder(s) shall provide standard tool and consumable supply lists as necessary for each training module. Faculty training shall be conducted on-site at IVCC. Based on the dollar amount of final bids, IVCC reserves the right not to purchase ITEM 35 – Class Management System.

Bids will be accepted until 2:00 p.m., Tuesday, May 2, 2007 at the office of Pat Reed, Director of Purchasing, Room C-344, Third Floor of Building C, Illinois Valley Community College. Bids will be publicly opened in Room C342 and read aloud at the time. Bids received after this time will not be accepted.

Bids must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College in a sealed envelope. A mailing label is enclosed for your convenience. Faxed bids will not be accepted.

DELIVERY

Bids must be F.O.B. Destination. Shipment shall become property of Illinois Valley Community College after delivery and acceptance.

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

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 No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.

2. 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.
3. 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, not later than ten (10) days prior to bid due date, 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 the Director of Purchasing.

REJECTION OF BIDS
The bidder acknowledges the right of the IVCC Board of Trustees to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interests of the College.

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.

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

INSURANCE
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 bid 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
None Required

CERTIFICATION FORM
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your bid.
Industrial/Electrical Maintenance Programs
Equipment & Instructional Supplies

EQUAL OPPORTUNITY EMPLOYMENT

1. 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.

2. 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
Purchasing Department
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: (815) 224.0417
pat_reed@ivcc.edu
Industrial/Electrical Maintenance Programs
Equipment & Instructional Supplies

Signature:

Representative Name (please print)___________________________________________

Representative Signature___________________________________________________

Company Name_________________________________________________

________________________________________________________________________

Date                Phone #                Fax #

Email Address_______________________________
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

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 Ave.
Oglesby, Illinois  61348
Phone:  815.224.0417
Fax:   815.224.0294

_______ previous commitments

_______ Unable to supply service

Other __________________________________________________________

_______________________________________________________________

Company Name

_______________________________________________________________

Date

_______________________________________________________________

Signature
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE
    DISTRICT 513
    OGLESBY, IL 61348

Pertaining to the bid titled: Ind./Elec. Maint. Programs Equip. & Instructional Supplies

I/we, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the "Criminal Code of 1961"

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

____________________________________
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