February 12, 2008

Illinois Valley Community College (IVCC) is accepting sealed bids for the leasing of two (2) 15-passenger shuttle buses. Bidders are invited to submit multiple offers. The proposed shuttles must be 2007 or newer with a rear luggage unit. Include with your offer, the cost for municipal license and title, lettering, and logo. Art work to be supplied by IVCC. Also include a specification sheet for each vehicle you are proposing. The annual mileage by IVCC is estimated at 20,000 per vehicle.

INSTRUCTIONS TO BIDDERS

Bids will be received and publicly read aloud in Room C-342 by the Illinois Valley Community College, District #513, Oglesby, LaSalle County, Illinois, at 2:00 P.M. on February 28, 2008. Bids received after this time will not be accepted and will be returned to you unopened. FAXED BIDS WILL NOT BE CONSIDERED FOR AWARD.

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 to the Purchasing Office plainly marked with the bidder’s name and address and the notation BID: BUS. A mailing label is enclosed for your convenience.

TAX EXEMPTION:
Illinois Valley Community College, a public body, is exempt from all applicable federal, state, and local taxes. Bidders must exclude such taxes from their bid.

SIGNATURE:
IVCC 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No bid shall be modified, withdrawn, or canceled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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, 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.

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.
Shuttle Bus – PR-08-13

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.

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 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: 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.

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
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: (815) 224.0417
pat_reed@ivcc.edu
Illinois Valley Community College
15-PASSENGER SHUTTLE BUS - Bid No. PR-08-13

OFFER:

I/We have read and understand the bidding requirements, offer the following:

Vehicle #1

Year, Make, and Model: _________________________________________________
(Specification Sheet is attached)

36-Month Lease (Annual Lease Payment)  $_______________________________

Actual mileage on proposed vehicle: _____________ Miles

Vehicle #2

Year, Make, and Model: _________________________________________________
(Specification Sheet is attached)

36-Month Lease (Annual Lease Payment)  $_______________________________

Actual mileage on proposed vehicle: _____________ Miles

Receipt of the following Addenda to the bidding documents is hereby acknowledged:

No. _____, Dated ____________
No. _____, Dated ____________
No. _____, Dated ____________

Signature:

Representative Name (please print):__________________________________________

Representative Signature:___________________________________________________

Company Name:__________________________________________________________

Adress:_________________________________________________________________
_______________________________________________________________________

Date   Phone #     Fax #

Email Address_______________________________

*If submitting more than one offer, please make copies of this Bid Form. Submit one (1) offer per Bid Form
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

15-PASSENGER SHUTTLE BUS #PR-08-13

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

_______ 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:  15-PASSENGER SHUTTLE BUS

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 Section2-105 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

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TITLE

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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