Illinois Valley Community College (IVCC) is accepting sealed bids for an aerial work platform in accordance with the accompanying specifications. The machine is to be delivered and installed in Building 10 on the College’s East Campus.

Delivery will be the sole responsibility of the vendor. The vendor must notify IVCC 72 hours prior to delivery. The equipment shall become property of Illinois Valley Community College after delivery and acceptance. IVCC requests delivery of equipment on or before March 3, 2008.

INSTRUCTIONS TO BIDDERS

Bids will be received and publicly read aloud in Room C-342, Illinois Valley Community College, District #513, Oglesby, Illinois, at 3:00 P.M. on February 8, 2008. Bids received after this time will not be accepted and will be returned to you unopened. Faxed bids 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 to the Purchasing Office plainly marked with the Bidder’s name and address. A return label is enclosed for your convenience.

W-9 FORM:
Please complete the enclosed W-9 Form and return with your bid.

MANUFACTURER’S NAMES AND ACCEPTABLE ALTERNATES:
The manufacturers’ name listed in the specifications is for information only and not intended to limit competition. Bidders may offer any brand which meets the specifications and of which bidder is an authorized representative. If bids are based on an alternate product, the manufacturer’s name and number must be indicated. Bidders shall submit with their bid, descriptive literature and/or complete specifications. The College reserves the right to determine acceptance of an acceptable alternate. Bids lacking any written indication of intent to bid an alternate brand will be received and considered in complete compliance with the specifications as listed. Bids which do not comply with these specifications are subject to rejection. In order to establish clarity and understanding of merchandise offered, we request that the bidder refrain from using the terminology “As Specified” or “A/S”. Please state the brand and model offered.

MANUAL AND WARRANTIES:
Owner’s manuals and warranties shall be provided at time of delivery.

TAX EXEMPTION:
Illinois Valley Community College is tax exempt and therefore all bid submissions should not include tax.

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.
Aerial Work Platform

BIDDING PROCEDURES CONTINUED:
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 omissions from documents, or should there 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 a 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. After bids are received, no allowance will be made for oversight by bidder.

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.

AWARD CRITERIA:
As provided by statute, award will be based on the lowest and best (most advantageous to IVCC) as determined by consideration of:
1. Price offered
2. Quality of item offered
3. General reputation and performance capabilities of the bidder.
4. Conformity with specifications herein
5. Delivery schedule
6. Location and availability of service and repair facilities and personnel
7. Suitability for intended use.

As deemed in the best interest of IVCC, the right is reserved to reject any and all bids or waive any minor irregularity or technicality in bids received.

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.

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
 Specifications

Illinois Valley Community College

Aerial Work Platform - Bid No. PR-08-10

Aerial work platform based on the Genie AWP-40S or equal.

Features:

- Gated standard platform
- AC power 110V / 50-60 Hz
- Standard base
- 46 ft. 4 in. (14.29 m) working height
- 40 ft. 4 in. (12.29 m) platform height
- 2 ft. 5 in. (.74 m) standard base width
- Up to 300 lb. (136 kg) lift capacity
- Tilt back frame
- 1040 lbs.
- Minimum 1 year warranty

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OFFER:

I/We have read and understand the bidding requirements, offer the following for a Genie AWP-40S or Equal:

Manufacturer: ___________________________ Model: ___________________________

$__________________ Estimated delivery: ___________________

Signature:

Representative Name (please print)___________________________________________

Representative Signature___________________________________________________

Company Name___________________________________________________________

Date    Phone #      Fax #

Email Address_______________________________
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

Aerial Work Platform - Bid No. PR-08-10

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
Aerial Work Platform

CERTIFICATION FORM

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

Pertaining to the bid titled: AERIAL WORK PLATFORM

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

_____________________________________
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