ILLINOIS VALLEY COMMUNITY COLLEGE, DISTRICT #513
815 North Orlando Smith Road
Oglesby, Illinois 61348

Vertical Milling Machine - Bid # PR-08-09

January 17, 2008

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

Delivery and installation are to be included in the bid price and are 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 April 7, 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 2:00 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 W-9 form enclosed and return with your bid.

MANUFACTURER’S NAMES AND ACCEPTABLE ALTERNATES:
The manufacturers’ name listed in the specifications is for information 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.
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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.

CERTIFICATE OF INSURANCE:
The vendor must provide within five (5) calendar days of bid award notification from IVCC, certificate of insurance evidencing the insurances provided by the vendor and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the College as the Certificate holder and Additional Insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the College.

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.

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.
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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.

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Pat Reed
Director of Purchasing

ILLINOIS VALLEY COMMUNITY COLLEGE
Vertical Milling Machine

Specifications

Illinois Valley Community College

Vertical Milling Machine - Bid No. PR-08-09

Vertical milling machine based on the Bridgeport Series 1 Vertical Milling Machine or equal.

- 500 minimum work piece capacity
- 220 volt 3 phase
- 9’ x 48” table
- 2HP (continuous) motor, integral fan
- Lap fitted quill
- Hand scraped dovetails with no gib or shims
- R8 spindle taper, power quill feed. 5” travel
- Variable speed 60-4200 RPM
- Travel on each axis (minimum) X=33” Y=12” Z=16”
- 3 axis digital readout with third axis being the knee, bolt circle feature required on readout
- Power feed on X axis
- Minimum 1-year warranty

OFFER:

I/We have read and understand the bidding requirements, offer the following for a Bridgeport Series I Vertical Milling Machine 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

Vertical Milling Machine #PR-08-09

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:  VERTICAL MILLING MACHINE

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