November 29, 2007

Sealed bids are invited for the Inspection, Maintenance, and Testing of the Illinois Valley Community College Notifier Emergency Alarm System.

**SCOPE OF WORK**

Scope of work consists of the contractor providing all labor, equipment, materials, and supervision necessary for the inspection, maintenance, and testing of the College Notifier emergency alarm system. Contractor will inspect equipment listed in Exhibit A. Work must be complete within one-year from receipt of Purchase Order. All inspections, maintenance, and testing to be per National Fire Protection Association (NFPA).

Bids will be accepted until 2:00 p.m., November 30, 2007 at the office of Pat Reed, Director of Purchasing, Room C-344, Illinois Valley Community College. Bids will be publicly opened in Room C-342 and read aloud at the time. Bids received after this time will not be accepted and will be returned to you unopened.

**INSTRUCTIONS TO BIDDERS**

Bids must be made in accordance with the instructions contained herein. **Bids must be submitted in a sealed envelope** to the Purchasing Office, Room C344, plainly marked with the Bidder’s Name and Address. A mailing label is enclosed for your convenience. **FAXED BIDS WILL NOT BE ACCEPTED.**

To insure a level of consistency in the evaluation process, it is necessary that all requested documents be submitted. Failure to submit these documents will be considered as a non-responsive bid for award. Bids must be submitted on the forms furnished by the College and all contractual provisions attached or referenced. The following must be submitted with your bid:

1. Completed Bid Form
2. IVCC Certification Form
3. 10 percent Bid Bond
4. Proof of National Institute for Certification in Engineering Technologies (NICET)
5. A valid Illinois State Contractor’s C-10 License for Electrical
6. Sample agreement
7. References
8. Signed addendum, if applicable

**PREVAILING WAGE RATE**

Contractor shall not pay less than the prevailing rates of wages as determined by the Illinois Department of Labor for those performing work and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

**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.
BID SECURITY
Bid security, in the amount of not less than ten percent (10%) of the bid amount, payable to the owner, and in the form of a certified check, cashier’s check, or bid bond must accompany bids. Such security will be considered a pledge that the bidder will enter into a contract on the terms stated in bid and will furnish bonds covering the full performance of the contract and full payment of all obligations arising therefrom. Should bidder, if selected, refuse to enter into contract or fail to provide satisfactory bonds, bid security will be forfeited to the college as liquidated damages, not as a penalty. Bid security will not be forfeited in the event that the College fails to enter into a contract.

INSURANCE
Successful bidder shall submit a Certificate of Insurance before start of work. (See attached)

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.

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

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, 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
No verbal interpretation will be made to any bidder as to the meaning of the specifications and provisions of these documents. Requests for clarification must be made in writing. Clarifications will be in the form of an addendum and such addenda will be submitted to each bidder. All such addenda shall become a part of the bidding documents. Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. 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 and to accept that bid which is considered to be in the best interests of the College.
REFERENCES
Include a minimum of (3) three references. Include a contact name, telephone number and email address.

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.

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
Purchasing Department
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: (815) 224.0417
pat_reed@ivcc.edu
Illinois Valley Community College  
Emergency Alarm Inspection, Maintenance and Testing  

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:  Notifier Emergency Alarm Inspection, Maintenance & Testing

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
IVCC Bid No. PR08-06

Bid Form

Date: ______________, 2007

I hereby certify that I have received, read, and understand the Scope of Work contained in this Invitation to Bid and propose to furnish all labor, supervision, personnel, materials, supplies, tools, and equipment necessary to perform complete alarm inspection, maintenance, and testing services at Illinois Valley Community College in accordance with the Scope of Work provided herein.

Price per Quarter $______________

Hourly labor rates for additional work:

1. Standard rate for normal work hours: ____________________ per hour

2. Standard rate for over-time hours: ____________________ per hour

3. Rate for additional charges (travel time, etc.) ____________________

   Please provide detailed explanation or mark “not applicable” if no additional charges apply:

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

The above pricing will be valid for sixty (60) days from the bid opening date and through the contract period of 12 months.
REFERENCES

Provide a minimum of three (3) current (within the last two (2) years references for similar type fire alarm maintenance and inspection contracts.

Client ________________________________
Address ______________________________
Telephone: ____________________________
Email Address _________________________
Contact ______________________________

Client ________________________________
Address ______________________________
Telephone: ____________________________
Email Address _________________________
Contact ______________________________

Client ________________________________
Address ______________________________
Telephone: ____________________________
Email Address _________________________
Contact ______________________________