INSTRUCTIONS TO BIDDERS

Sealed bids are invited for **Welding Instructional Supplies**. A Bid Form is enclosed. The IVCC Board of Trustees reserves the right to award items to multiple bidders or all items to a single bidder. Bids must be made in accordance with the instructions contained herein. Bids must be submitted on the Bid Form enclosed in a sealed envelope to the Purchasing Office. A mailing label is enclosed for your convenience. Faxes are not acceptable.

Bids will be accepted until 10:00 a.m., November 13, 2007 at the office of the Director of Purchasing, Room C-344, Illinois Valley Community College. Bids will be publicly opened in Room C-342 and read aloud at that time. Bids received after this time will not be accepted and will be returned to you unopened.

**BID QUANTITIES:**

The College Board of Trustees reserves the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**DELIVERY:**

All prices must be bid F.O.B. Illinois Valley Community College, East Campus 815 N. Orlando Smith Avenue, Oglesby, Illinois 61348.

**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 **No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.**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. After bids are received, no allowance will be made for oversight by bidder.**
Welding Instructional Supplies  
Bid No. PR08-05

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.**

REJECTION OF BIDS:  
The bidder acknowledges the right of the College Board of Trustees to reject any or all bids and to waive informality or irregularity in any bid received. The bidder recognizes the right of the College Board to reject a bid if the bid is in any way incomplete or irregular. The College Board of Trustees may also award at its discretion, only certain items bid. The College Board of Trustees reserves the right to reject the bid of a bidder who has previously failed to perform properly or if a bidder is not in a position to supply specified supplies.

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

PREVAILING WAGE RATE:  
None Required.

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 #513  
Purchasing Department  
815 North Orlando Smith Ave.  
Oglesby, IL 61348  
Telephone: (815) 224.0417  
www.ivcc.edu.
Welding Instructional Supplies
Bid No. PR08-05

ILLINOIS VALLEY COMMUNITY COLLEGE

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

_____________________________________
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
Welding Instructional Supplies
Bid No. PR08-05

SIGNATURE

ILLINOIS VALLEY COMMUNITY COLLEGE
Welding Instructional Supplies – Bid No PR-08-05

The OFFER is submitted with the full understanding of the bidding requirements and specifications.

Submitted by:

_____________________________________________________________________
Company
_____________________________________________________________________
Street address
_____________________________________________________________________
Telephone    fax    Email address
_____________________________________________________________________
Authorized signature    Typed or printed name of signature
Welding Instructional Supplies
Bid No. PR08-05

ILLINOIS VALLEY COMMUNITY COLLEGE

COURTESY “NO BID” RESPONSE

Welding Instructional Supplies – PR-08-05

Vendors who do not submit a bid or who do not return the “NO BID” form will be removed from our vendor list for this item.

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 item(s) requested

Other  ____________________________________________________________

_________________________________________________________________

___________________________
Company Name

___________________________
Date

___________________________
Signature