Illinois Valley Community College (IVCC) is accepting sealed bids for a Hyster, Stand-up Fork Lift, Model E30HSD, or equivalent, in accordance with the accompanying specifications.

Price must be bid F.O.B. Sheridan Correctional Center, 4017 E 2603 Road, Sheridan, Illinois 60551.

INSTRUCTIONS TO BIDDERS

Bids will be accepted until 2:00 p.m., Thursday, December 11, 2008 at the office of Pat Reed, Director of Purchasing, Room C-343, Third Floor of Building C, Illinois Valley Community College, District #513, Oglesby, Illinois. Bids will be publicly opened and read aloud at that time in Room C-342. 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.

W-9 FORM:
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. Any dealer bidding an equal product must specify manufacturer name, model, and supply specifications of equipment. The Board shall be the sole judge of whether proposed equipment shall be deemed to be equal. 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”.

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No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.

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.

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.

Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.

AWARD CRITERIA:
As provided by statute, award will be based on the lowest, most responsible taking into consideration:
1. Price offered,
2. Conformity with specifications herein,
3. Warranty,
4. Location and availability of service and repair facilities and personnel, and
5. Suitability for intended use.

IVCC reserves the right to reject any and all bids, to waive any irregularities in the bidding, and to award the bid considered to be in the best interests of the college.

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, educational programs, and activities it operates.

Pat Reed, Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE
Telephone: 815.224.0417
Fax: 815-224-0294
www.ivcc.edu/purchasing
Stand-up Fork Lift
Bid #PR-09-07

**Specifications**

**BASIC MODEL: E30HSD** 36 Volt, Curtis SEPEX Transistor Traction Controls, Ultima II Multi-Function Control Handle, Battery Discharge Indicator with Lift Interrupt, Hour Meter, Dual Electric Brakes, On Demand Hydraulic Tiller Steering, Dual Traction Motors, Foot Released Park Brake, Side Operator Stance, Transistor Hydraulic Control, 2-Function Hydraulic Control Valve, Battery Compartment Steel Rollers, Positive Mechanical Battery Disconnect, Battery Connector-350 Amp Gray, Isolated Operator’s Compartment Floor, 88” Drive in Rack Overhead Guard, Electronic Horn, Padded Backrest w/Lumbar Support, Operator’s Manual, Standard Construction and UL Classification E.

- UL APPROVAL CLASS E
- OVERHEAD GUARD: 88” Drive-In-Rack (Grid Style)
- MAST: 128.5” 2 Stage VISTA FFL, Lowered 82”, Free-Lift 59.3”
- CARRIAGE: Hook Type 38.5”, Class II Mtg. for 2 Stage FFL VISTA Mast
- LOAD BACKREST EXTENSION
- FORKS: Hook, Pallet – 42” x 1.5 x 4
- TILT: 5 dg forward, 5 dg back
- STANDARD INSTRUMENTATION: BDI with Lift Interrupt, Hour Meter and Status Codes
- HYDRAULICS: Contact
- CONSTRUCTION: STANDARD Standard Operating Temperatures: +32 Degrees F To +120 Degrees F
- DRIVE TIRES: Smooth Rubber
- STEER TIRES: Black Poly 92 Durometer
- BATTERY COMPARTMENT: 38.6”L x 18.3”W x 31.1”H
- OPERATOR CONTROLS: Multi Function Control Handle Orientation – Right – Left Travel Control.
- OPERATOR PLATFORM: Standard Floor Plate (7” Step Height)
- ENERSYS BATTERY 5-YEAR WARRANTY

**COMPLETE TRUCK RATED CAPACITY AS EQUIPPED:**
Basic Capacity 3,000 lbs @ 24” Load Center
Estimated Net Capacity 3,000 lbs @ 24” Load Center
CERTIFICATION FORM

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

Pertaining to the bid titled: Stand-up Fork Lift: PR-09-07

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.

SUBMITTED BY:

______________________________________________________________
Company Name

______________________________________________________________
Address

City ___________________________ State ___________________________ Zip

______________________________________________________________
Authorized Signature

______________________________________________________________
Typed or Printed Name of Authorized Person and Title
Bid Form/Signature

**BID:**

I/We have read and understand the bidding requirements, offer the following for a **Stand-Up Fork Lift:**

Date: ________________

Manufacturer: __________________________

Model: _________________________________

$__________________

Date of Delivery: _______________________

**Signature:**

Representative Name (please print)_________________________________________

Representative Signature___________________________________________________

Company Name__________________________________________________________

Company Address________________________________________________________

_________________________________________________________

Date Phone # Fax #

Email Address_______________________________
Stand-up Fork Lift
Bid #PR-09-07

Illinois Valley Community College

COURTESY “NO BID” RESPONSE
Stand-up Fork Lift - Bid No. PR-09-07

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

______________________________________

Company Name

_______________________
Date

_______________________
Signature
Stand-up Fork Lift
Bid #PR-09-07

Form W-9

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/ Sole proprietor Corporation Partnership Other → Exempt from backup withholding

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

OR

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign

Here

Signature of U.S. person →

Date →

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

● An individual who is a citizen or resident of the United States,
● A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
● Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

● The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X

Form W-9 (Rev. 11-2005)