August 13, 2008

Illinois Valley Community College (IVCC) is accepting sealed bids for a Rigging System Trainer in accordance with the accompanying specifications. The system will be utilized in an educational laboratory setting. The complete training system must include all necessary hands-on training equipment, accessories, printed student curriculum, and CD ROM based interactive training curriculum. The training system must include student curriculum and equipment for teaching skills necessary to master rigging systems.

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 September 9, 2008. Bids received after this time will not be accepted and will be returned to you unopened. Faxed bids will not be considered for award.

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.

Delivery must be included in the bid price and are the sole responsibility of the vendor. The vendor must notify IVCC 72 hours prior to delivery. Equipment is to be delivered to Building 10 on the College’s East Campus. The equipment shall become property of Illinois Valley Community College after delivery and acceptance.

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

MANUAL AND WARRANTIES:
Owner manuals and warranties must 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No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.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.
**BIDDING PROCEDURES Continued:**
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, and
7. Suitability for intended use.

IVCC reserves the right to reject any or all bids and to waive irregularities and to accept that bid considered
to be in the best interest of the College.

**BID SECURITY:** None required

**INSURANCE:** None required.

**PERFORMANCE BOND:** None required

**PREVAILING WAGE RATE:** None Required.

**INVESTIGATION OF BIDDERS:**
The College will make any necessary investigation to determine the ability of the bidder to fulfill the bid
requirements.

**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 committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national
or ethnic origin in the admission, employment, education programs, and activities it operates. Inquiries
should be addressed to the Director of Human Resources.
EQUAL OPPORTUNITY EMPLOYMENT Continued:
The contractor (or vendor) shall agree to save and hold harmless the Illinois Valley Community College District #513, the members of its College Board, its agents and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suite, arising or growing out of the performance of, or failure to perform its contract.

____________________________________
Pat Reed
Director of Purchasing

ILLINOIS VALLEY COMMUNITY COLLEGE
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: 815.224.0417

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
SPECIFICATIONS:

Equipment:
1. Mobile beam-style gantry. Approximate size of 12” high, 131” long with a beam length of 144” and a dept of 71”
2. Conforms to OSHA and CMAA standards
3. Heavy duty steel crane
4. 110 volt electrics
5. One-ton minimum capacity on gantry frame
6. Moveable with swivel casters and roller bearings
7. Pivoting support legs
8. Ability to store rigging parts with trainer

Minimum Applications Required:
1. Electric Wire Rope hoist and trolley
2. Block and tackle hoist
3. Hand chain hoist
4. Package to demonstrate loads and fixtures
5. Slings including wire rope, chain, fiber rope
6. Wedge socket roller pipes
7. Wood dolly
8. Large and small cribbing blocks

Curriculum Requirements:
1. Instructional curriculum which includes the fundamental of rigging practices including techniques to help students move and install machines safely
2. Student learning activities
3. Teachers assessment guide
4. Installation manual
DATE: _______________, 2008

BID:

I/We having read and understand the bidding requirements, offer the following:

$_______________________________________

Addendum No. ________ Dated _____________
Addendum No. ________ Dated _____________
Addendum No. ________ Dated _____________

SIGNATURE:

Representative Name (please print)________________________________________________________
Representative Signature________________________________________________________________
Company Name____________________________________________________________
Date    Phone #          Fax #

Email Address________________________________________
CERTIFICATION FORM

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

Pertaining to the bid titled: Rigging System Trainer - Bid #PR-09-03

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
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

Rigging System Trainer – Bid #PR-09-03

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

Reason did not submit a bid:

________________________________________________________________
________________________________________________________________

________________________________________________________________

Company Name

Date

Signature
Request for Taxpayer Identification Number and Certification

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name, if different from above</td>
</tr>
<tr>
<td>Check appropriate box:</td>
</tr>
<tr>
<td>☐ Individual/</td>
</tr>
<tr>
<td>☐ Sole proprietor</td>
</tr>
<tr>
<td>☐ Corporation</td>
</tr>
<tr>
<td>☐ Partnership</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
<tr>
<td>☐ Exempt from backup withholding</td>
</tr>
<tr>
<td>Address (number, street, and apt. or suite no.)</td>
</tr>
<tr>
<td>City, state, and ZIP code</td>
</tr>
<tr>
<td>List account number(s) here (optional)</td>
</tr>
</tbody>
</table>

**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.

**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, or (c) the IRS has notified me that I am not longer subject to backup withholding, and
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 not 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.)

**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,