Sealed bids are invited for an **AIR-COOLED CO₂ LASER ENGRAVER** in pursuant to specifications.

**INSTRUCTIONS TO BIDDERS**

**BIDS:**
Bids will be received and publicly read aloud by the Illinois Valley Community College, District #513, Oglesby, Illinois, at the place, date and time hereinafter designated.

**PLACE:**
Illinois Valley Community College District #513
Director of Purchasing, C-343
815 North Orlando Smith Ave.
Oglesby, IL 61348.

**DATE:**
JANUARY 12, 2010

**TIME:**
3:00 p.m.

Bids received after this time 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 and the notation:

**BID:**
LASER ENGRAVER
Bid No. PR10-B07

**FAXES ARE NOT ACCEPTABLE**

Electronic bid submissions shall be considered a sealed document if they are received at the purchasing office by the time and date set herein for receipt for bids. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic bids must be emailed to purchasing@ivcc.edu with the subject Bid No. PR10-B07 – Laser Engraver.

**DELIVERY:**
All prices must be quoted F.O.B., Illinois Valley Community College, 815 North Orlando Smith Ave., Oglesby, IL 61348 unless otherwise noted. Owner manuals and warranties must be provided at time of delivery.

**W-9 FORM:**
Please complete the W-9 form enclosed and return with your bid.
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No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.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. 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:
Award will be based on the lowest, most responsible (most advantageous to IVCC) determined by:

1. Price offered,
2. Quality of item offered,
3. General reputation and performance capabilities of the bidder,
4. Conformity with specifications herein,
5. Location and availability of service and repair facilities and personnel, and

BID AWARD / REJECTION OF BIDS:
The bidder acknowledges the right of the College Board to reject any or all bids and to waive informality or irregularity in any bid received and to award a bid considered being in the best interests of the college. The College Board may also award each item to different bidders or all items to a single bidder if applicable. In addition, 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 may also award, at its discretion, only certain items quoted. The College Board also reserves the right to reject the proposal of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature or a bid of a bidder when investigation shows that bidder is not in a position to perform the contract.

The successful bidder shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of the bidder.
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.

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 suit, 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:** Air-Cooled CO₂ Laser Engraver

**WORK AREA:**
- 12 X 24 X 4 inches minimum
- Must be capable to engrave and cut acrylic and mark anodized aluminum

**LASER WATTAGE**
- 30 Watts minimum

**ELECTRICAL:**
- 110 V, 60 Hz, 15 amp maximum

**PRINT DRIVER / INTERFACE:**
- Windows XP / Vista / 7 compatible, USB connection / 10 Base – T Ethernet connection

**SOFTWARE:**
- X4 Corel Draw

**WARRANTY:**
- Minimum 1-year 100% parts warranty
  - Visible indicator to perform “dry” runs before cutting
  - Exhaust blower compatible with the laser
  - On-site training
  - Manuals with instruction on operation and maintenance of equipment
DATE: _______________, 2010

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

Air-Cooled CO₂ Laser Engraver $____________________________
Shipping & Handling: $____________________________

Addendum No. ________ Dated __________
Addendum No. ________ Dated __________
Addendum No. ________ Dated __________

SIGNATURE:

________________________________________________________
Authorized Signature

________________________________________________________
Printed or typed name

________________________________________________________
Company Name and Address

________________________________________________________
Date Phone # Fax #

Email Address____________________________________________
CERTIFICATION OF CONTRACTOR/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, District #513
815 North Orlando Smith Ave.
Oglesby, IL 61348
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

Laser Engraver – Bid #PR10-B07

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
# Laser Engraver – PR10-B07

## W-9 Request for Taxpayer Identification Number and Certification

**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.

<table>
<thead>
<tr>
<th>Social security number</th>
<th>or</th>
<th>Employer identification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
</tbody>
</table>

## 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 or dividends, or (c) the IRS has notified me that I am no 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 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.)

<table>
<thead>
<tr>
<th>Purpose of Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>U.S. person.</strong> 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:</td>
</tr>
<tr>
<td>1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), and</td>
</tr>
<tr>
<td>2. Certify that you are not subject to backup withholding, or</td>
</tr>
<tr>
<td>3. Claim exemption from backup withholding if you are a U.S. exempt payee.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Note.</strong> 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:</td>
</tr>
<tr>
<td>- An individual who is a citizen or resident of the United States,</td>
</tr>
<tr>
<td>- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or</td>
</tr>
<tr>
<td>- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-5(a) and 7(a) for additional information.</td>
</tr>
<tr>
<td><strong>Special rules for partnerships.</strong> 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.</td>
</tr>
<tr>
<td>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:</td>
</tr>
<tr>
<td>- The U.S. owner of a disregarded entity and not the entity.</td>
</tr>
</tbody>
</table>