January 28, 2010

Sealed bids are invited for Audio Visual Equipment 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: FEBRUARY 18, 2010

TIME: 2:00 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: AUDIO VISUAL EQUIPMENT – D225
     Bid No. PR10-B08

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-B08 – Audio Visual Equipment – D225.

AWARDED ITEMS:
All items noted on the Bid Form may not be awarded based on budget availability. The items that will be purchased from the result of this bid will be awarded to a single bidder.

DELIVERY:
All prices must be quoted F.O.B., Illinois Valley Community College, 815 North Orlando Smith Ave., Oglesby, IL 61348 unless otherwise noted.

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No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.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:
The successful bidder will be required to furnish a certificate of insurance in the following amounts:

The insurance coverage required here-in-under shall be the minimum amounts maintained by the contractor and subcontractors until all work is completed and accepted by the Owner.

The contractor will purchase and maintain “all risks” Builder’s Risk property insurance submit only to such exclusions as have been specifically approved by the Owner in writing.

A. Workers Compensation
   1. State: Statutory
   2. Applicable Federal: Statutory
   3. Employer’s Liability:
      a. $1,000,000 per accident
      b. Commercial Comprehensive Liability

B. Commercial Comprehensive Liability
   1. Each occurrence: $1,000,000
   2. Products/Completed Operations Aggregate: $2,000,000
   3. Personal/Advertising Injury: $1,000,000
   4. General Aggregate: $2,000,000
   5. Policy shall include: $2,000,000
      a. Premises: Operations
      b. Independent Contractors Liability
      c. Products and Completed Operations: Maintained for minimum of one year after date of final Certificate for payment, in full amount of the limits specified above.
      d. Contractual Liability
      e. Coverage for explosion (x), collapse (c), and underground (u).

6. The Commercial Comprehensive Liability policy shall include a contractual liability endorsement insuring the indemnity required by the contract. The indemnities shall be named as additional insured’s on the Contractor’s Commercial Comprehensive Liability policy using Form CG 20 10 or its equivalent and shall name Illinois Valley Community College, its Board of Trustees, officers, employees, and agents as additional insured at a minimum. The Contractor hereby agrees to effectuate the naming of such additional insured’s as unrestricted additional insured’s on the Contractor’s policy. The additional insured endorsement shall provide the following:
   a. That the coverage afforded the additional insurance will be primary insurance for the additional insurance with respect to claims arising out of operations performed by or on behalf of the Contractor.
   b. That the policy shall contain a thirty (30) day notice of cancellation prior to the effective date thereof.
   c. That the additional insured’s have other insurance which is applicable to the loss, such other insurance will be on an excess or contingent basis.
d. That the amount of the company’s liability under the insurance policy will not be reduced by the existence of such other insurance.

e. That the additional insured’s will not be given less than thirty (30) days prior written notice of any cancellation thereof.

f. That the Contractor agrees to indemnify the College for any applicable deductibles.

g. That the insurance policy from an A.M. Best rated “secured” Illinois State licensed insurer.

h. The Contractor shall provide the College with a copy of its insurance policy or in the alternative and subject to the College’s agreement, an excerpt of a page from the actual policy evidencing the additional insured’s as provided for herein.

i. Contractor acknowledges that failure to obtain such insurance on behalf of the College constitutes a material breach of the contract and subjects Contractor to liability for damages, indemnification and all other legal remedies available to the College. The Contractor is to provide the College at all times with a certificate of insurance, evidencing the above requirements have been met. The failure of the College to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the College.

j. That enclosed is a copy of the endorsement providing additional insured’s status and that the Contractor will furnish a Certificate of Insurance evidencing the foregoing provisions.

k. Please include the following clause in the policy: It is agreed that Illinois Valley Community College, its Board of Trustees, officers, employees, agents and (Architect/Engineer Name) are additional insured’s on the policy.

C. Business Auto Liability (including owned, non-owned, and hired vehicles).

1. Bodily injury
   a. $1,000,000 per person
   b. $2,000,000 per accident

2. Property damage: $1,000,000 OR

3. Combined single limit: $1,000,000

D. Umbrella

1. Umbrella Excess Liability: $2,000,000

2. If the Contractor’s Workers Compensation, Commercial General Liability and Business Auto policies do not have these minimum limits, an Umbrella policy written by an insurance company acceptable to the Owner may be used to meet the minimum limits required.

All such policies of insurance shall be written by companies approved by the College and Certificates of Insurance shall be furnished to the College. The College will be listed as an additional insured under such policies. Each policy shall require at least thirty (30) days notice to the College in the event of cancellation. The contractor agrees to indemnify, defend, and hold harmless the College from and against all suits or claims, which may be based upon any injury to or death of any person or persons or damage to property, which may occur or which may be alleged to have occurred in the course of the performance of this agreement by the Contractor, whether such sum claim shall be made by an employee of the Contractor, by a third person or their representatives, or whether or not it shall be claimed that the said injury, death, or damage
or cause through a negligence act of omission of the Contractor, and the all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the College in any such action or actions, the Contractor, at its own expense, shall satisfy and discharge the same.

**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

BID INFORMATION CAN BE VIEWED AT WWW.IVCC.EDU/PURCHASING
Room D225 is a 110 seat lecture hall with three rear projection screens. Two of the projectors are NEC MT 1075s and one is a Panasonic PT-F300NTU. The Panasonic has not been installed yet. The instructor station is equipped with a computer, Elmo TT-02 document camera, VCR, and DVD player.

The following specifications cover replacement of wire / cables. 1- Microphone, 3-network interfaces for 3- projectors and power conditioner / sequencer for equipment rack, PC Video Capture:

**VGA cable and connectors:**  
Provide approximately 60’ RGBHV cable and BNC connectors to replace cable from switcher to 3-rear screen projectors.

BID $____________ MANUFACTURER____________________ MODEL____________

**Video Cable:**  
Provide approximately 60’ Coax RG59 video cable and RCA connectors as a replacement to the existing video cable on 3- rear screen projectors

BID $____________ MANUFACTURER____________________ MODEL____________

Clean-up wiring from rack to podium, and rack internal wiring.

BID $___________

**AMX System:** Reprogram system (AMX Accent 3 Controller and Touch panel) to simplify graphics and accommodate control of new equipment. It will be necessary to rewrite the AMX controller programming as the source code is not be available. The touch panel is G3 generation and the program for it is available. Resulting code will be owned by college.

BID $____________ MANUFACTURER____________________ MODEL____________

**Head-worn Microphone:**  
Provide 1- Omni directional Condenser (over the ear, beige) mic compatible with Audio Technica ATW- T51 wireless transmitter body pack.

BID $____________ MANUFACTURER____________________ MODEL____________
**Power Conditioner / Power Sequencer: Provide and install** 1-Rack Mounted Furman Series II 20-Amp rated Power Conditioner, or equal.

BID $__________  INSTALL: $__________ MANUF ______________

MODEL____________

**Global Viewer Network Interface:** Provide 3 Extron IP-LTS1 IP Link Ethernet control interfaces for 3 projectors. Connect and configure to the existing Global Viewer resource management Software for network accessibility.

BID $__________ MANUFACTURER_________________ MODEL____________

**PC Based Video recorder:** The room is equipped with a video camera (composite video / coax feed) Provide and install software, and hardware for existing PC to record a lecture from the camera. Provide the following: 1- 500GB hard drive, 4GB ram upgrade, 1- Hauppauge HVR 1600 Capture Card w/ software.

BID $__________  INSTALL $__________ MANUF. ______________

MODEL____________

**END OF SPECIFICATIONS/BID FORM**

INCLUDE DESCRIPTIVE LITERATURE WITH YOUR BID

________________________________________________________________________
COMPANY SIGNATURE

________________________________________________________________________
ADDRESS PRINTED NAME

________________________________________________________________________
CITY STATE ZIP DATE

________________________________________________________________________
PHONE NUMBER FAX NUMBER

________________________________________________________________________
E-MAIL 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
Director of Purchasing
815 North Orlando Smith Ave.
Oglesby, IL 61348
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

Audio Visual Equipment – D225 – Bid #PR10-B08

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**

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

**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 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, or
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.)

**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 a 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 pays.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income is 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,
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-5(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 partnership 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,