April 23, 2010

Illinois Valley Community College (IVCC) is accepting sealed bids for **AUDIO-VISUAL EQUIPMENT** in accordance with the accompanying specifications. Shipping and Handling must be included in your bid. Also include your company Part No. IVCC is responsible for installation.

**INSTRUCTIONS TO BIDDERS**

**Bids will be received in the Purchasing Department, Room C-343, until 2:00 p.m. on Thursday, May 6, 2010.**

Bids will be publicly opened and read aloud in Room C-342, Illinois Valley Community College. Bids received after this time will not be accepted and will be returned to you unopened. **Faxed bids will not be considered for award.**

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 of bids. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic bids must be e-mailed to purchasing@ivcc.edu with the subject Bid No. PR10-B13 Biology Lab Audio-Visual Equipment.

Bids must be made in accordance with the instructions contained herein. Bids must 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: Biology Lab Audio-Visual Equipment, PR10-B13.

**W-9 FORM:**
Complete the W-9 Form enclosed and return with your bid.

**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:**
No bid shall be modified, withdrawn, or canceled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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, a written addendum describing the change or correction will be issued by the College 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 they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to the 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 MAY RESULT IN DISQUALIFICATION OF YOUR BID.

Bidders who obtain a copy of the bid from our website 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 and best (most advantageous to IVCC) taking into consideration, the following:
1. Price,
2. General reputation and performance capabilities of the bidder,
3. Conformity with specifications herein.

The bidder recognizes the right of the College Board to award all equipment to one vendor or multiple vendors depending upon what is considered to be in the best interests of the College. Vendors may bid on any or all items.

ALTERNATES:
No Alternates will be accepted.

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 the bid considered being in the best interests of the College. 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 bid. The College Board also reserves the right to reject the bid 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 a bidder is not in a position to supply product needed.

The successful bidder(s) shall not proceed on this bid until it receives a Purchase Order from the College. Failure to comply is the risk of the vendor.

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 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
E-mail: pat_reed@ivcc.edu
Telephone: (815)224-0417
Fax: (815)224-0294

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Vendor #</th>
<th>Unit Cost</th>
<th>Total</th>
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<tbody>
<tr>
<td>1</td>
<td>21</td>
<td>19” Dell Monitors</td>
<td>Dell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>VGA matrix splitter – 8 port, dual input</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>VGA matrix splitter – 4 port, dual input</td>
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</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Smart Technologies Sympodium ID370</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>7</td>
<td>Elmo TT-02 RX Document Camera</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td></td>
<td>Shipping &amp; Handling</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company

Authorized signature

Address

Email Address       Phone       Fax
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.
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

Biology Lab Audio-Visual Equipment – Bid #PR10-B13

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
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.)

City, state, and ZIP code

See Specific Instructions on page 2

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 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 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.)

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,
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-9(a) and 7701-9 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)