September 25, 2009

Illinois Valley Community College (IVCC) is accepting proposals for the leasing of one (1) 12-passenger van. Bidders are invited to submit multiple offers. The proposed van must be a 2009 or newer with standard equipment, a rear luggage unit and rear A/C. Include a specification sheet for each vehicle you are proposing. The annual mileage by IVCC is estimated at 15,000.

INSTRUCTIONS TO BIDDERS

Proposals must be received in the Purchasing Department, Room C344 on or before 2:00 p.m., October 15, 2009. Proposals received after this time will be returned to you unopened. Proposals will be publicly opened and read aloud in Room C-342. FAXED BIDS WILL NOT BE CONSIDERED FOR AWARD. Electronic bids are acceptable.

TAX EXEMPTION:
Illinois Valley Community College, a public body, is exempt from all state, and local taxes.

SIGNATURE:
IVCC requires the signature on documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the documents and that these instructions to bidders are a part of the specifications.

BIDDING PROCEDURES:
No proposal shall be modified, withdrawn, or canceled for sixty (60) days after the opening date without the consent of the College Board of Trustees.

Changes or corrections may be made in the documents after they have been issued and before proposals 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 thatportion of the documents concerned and shall become part of the 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 proposals.

Each bidder shall carefully examine all documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, 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 due date, notify the purchasing director who will, if necessary, send 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 proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA MAY RESULT IN DISQUALIFICATION.
REJECTION OF BIDS:
The bidder acknowledges the right of the Illinois Valley Community College Board of Trustees to reject any or all proposals and to waive informality or irregularity in any proposal.

BID SECURITY: None required

INSURANCE: None required.

PERFORMANCE BONDS: None required

INVESTIGATION OF BIDDERS:
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Illinois Valley Community College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PREVAILING WAGE RATE: None Required

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 proposal.

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
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: (815) 224.0417
pat_reed@ivcc.edu
Bid Form/Signature

Illinois Valley Community College

12-PASSENGER VAN - Bid No. PR-10-04

OFFER:

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

Vehicle

Year, Make, and Model: _______________________________________________

(Specification Sheet is attached)

36-Month Lease (Annual Lease Payment)  $_______________________________

Actual mileage on proposed vehicle: _____________ Miles

Receipt of the following Addenda to the bidding documents is hereby acknowledged:

No. _____, Dated ____________
No. _____, Dated ____________
No. _____, Dated ____________

Signature:

Representative Name (please print):________________________________________

Representative Signature:________________________________________________

Company Name:_________________________________________________________

Address:_______________________________________________________________

________________________________________

Date Phone # Fax #

Email Address_______________________________

*If submitting more than one offer, please make copies of this form.  Submit one (1) offer per form*
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

12-PASSENGER VAN #PR-10-04

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

_______ Previous commitments

_______ Unable to supply service

Other __________________________________________________________

_________________________________________________________________

______________________________________________________________

Company Name

____________________________

Date

____________________________

Signature
CERTIFICATION FORM

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

Pertaining to the bid titled: 12-PASSENGER VAN

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 Section 2-105 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