Sealed bids are invited for a **NEW UTILITY TRACTOR** pursuant to specifications.

**BIDS:**

Bids will be accepted until 2:00 p.m. on Monday, October 4, 2010 at the office of Pat Reed, Director of Purchasing, Room C-343, Third Floor of Building C, Illinois Valley Community College. Bids will be publicly opened in Room C-342 and read aloud at that time. **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 provided by the college in a sealed envelope addressed to the Director of Purchasing, Room C-343, plainly marked, with the bidder's name and address and the notation: **BID – UTILITY TRACTOR**

**DELIVERY:**

All prices must be bid F.O.B., Illinois Valley Community College, 815 North Orlando Smith Avenue, Oglesby, Illinois 61348-9692 unless otherwise noted.

**TAX EXEMPTION:**

Illinois Valley Community College District #513 is exempt from Federal, State, and Municipal taxes.

**W-9 FORM:**

Complete the W-9 Form and return with your bid.

**SIGNATURE ON BIDS:**

Illinois Valley Community College District No. 513 requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his/her bid, represents that he/she has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES:**

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. 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.

3. 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 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 bid due date, notify the Director of Purchasing 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. 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.

Bidders who obtain a copy of the bid document from our web site are responsible for checking back on the site for any addenda issued.

SUBSTITUTIONS:
1. Each bidder represents that his/her bid is based upon the materials and equipment described in the bidding documents.

2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether the equipment shall be deemed to be equal.

3. A bidder’s failure to meet the minimum specifications as listed may result in disqualification of his bid.
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. 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 reserves the right to reject a 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 Bidder is not in a position to perform the contract.

CLERICAL ERRORS:
If applicable, all errors in price extensions will be corrected by Illinois Valley Community College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

INDEMNIFICATION:
The supplier shall protect, indemnify and hold IVCC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

BID AWARD:
The bid will be awarded to one bidder. 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 that vendor.

GENERAL:
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. 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 No. 513, the members of its College Board, its agents, servants 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.

Patricia A. Reed, Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT No. 513
815 North Orlando Smith Road
Oglesby, Illinois 61348-9692
Telephone: (815) 224-0417
pat_reed@ivcc.edu

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE
SPECIFICATIONS
NEW UTILITY VEHICLE

Illinois Valley Community College is seeking bids for a new utility tractor. Bidders are encouraged to submit multiple brand vehicles which meet the minimum specifications listed below:

- John Deere 5083E Limited Utility Tractor or equivalent specifications
  - 75-90 horsepower engine
  - Mechanical front-wheel drive assist
  - Rear PTO – minimum 540 rpm
  - Cab enclosure
- John Deere 563 Bucket Loader or equivalent specifications
- Frontier RB2307 HD Rear Blade or equivalent specifications
  - 7 ft. heavy duty
  - Hydraulic angle assist

Delivered to Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, IL 61348, by November 1, 2010.

Trade in: A 1988 Case 480F tractor with approximately 3,900 hours.
### ILLINOIS VALLEY COMMUNITY COLLEGE

**BID FORM**

**NEW UTILITY TRACTOR**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Utility Tractor</td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Bucket Loader</td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Rear Blade</td>
<td>1</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade In – (1) 1988 Case 480F with 3,900 Hours</td>
<td>1</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL COST** $    

I can deliver on site by November 1, 2010

YES________

NO________

Please include descriptive literature with your bid.

Manufacturer_______________________________ Model________________________

Warranty________________ Parts_________ Labor________________

Company________________________ Authorized Signature____________________

Address________________________ Printed Name____________________________

C/S/Z________________________ Date______________________________

Phone Number__________________ Fax Number______________________________

E-Mail Address__________________
CERTIFICATION OF 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 No. 513
Director of Purchasing, Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348-9692
**Bid #PR11-B02**

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**W-9**

**Request for Taxpayer Identification Number and Certification**

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

<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>
</tbody>
</table>

Check appropriate box: [ ] Individual [ ] Sole proprietor	[ ] Corporation [ ] Partnership [ ] Other |

[ ] Exempt from backup withholding

<table>
<thead>
<tr>
<th>Address (number, street, and apt. or suite no.)</th>
<th>Requester’s name and address (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, state, and ZIP code</td>
<td></td>
</tr>
</tbody>
</table>

[ ] 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.

**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 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.)

**Signature of person**

[ ]

[ ]

**Date**

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**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, you are 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,

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