ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
815 North Orlando Smith Road
Oglesby, Illinois 61348

March 16, 2011

Illinois Valley Community College District No. 513 (the College) is accepting sealed bids for a vertical milling machine in accordance with the accompanying specifications. The machine is to be delivered and installed in Building 10 on the College’s East Campus.

Delivery and installation are to be included in the bid price and are the sole responsibility of the vendor. The vendor must notify the College 72 hours prior to delivery. The College requests delivery of equipment and installation on or before June 30, 2011.

INSTRUCTIONS TO BIDDERS

Bids will be received and publicly read aloud in Room C-342, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 2:00 P.M. on March 31, 2011. Bids received after this time will not be accepted and will be returned to you unopened. Faxed bids will not be accepted.

Bids must be made in accordance with the instructions contained herein. Questions concerning this bid may be directed to the Purchasing Department at 815-224-0417. Bids shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the Bidder’s name and address. Submit all bids to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 Orlando Smith Road
Oglesby, Illinois 61348

W-9 FORM:
Please complete the enclosed W-9 form and return with your bid.

MANUFACTURER’S NAMES AND ACCEPTABLE ALTERNATES:
The manufacturer’s name listed in the specifications is for information and not intended to limit competition. Bidders may offer any brand which meets the specifications and of which bidder is an authorized representative. If bids are based on an alternate product, the manufacturer’s name and model number must be indicated. Bidders shall submit, with their bid, descriptive literature and/or complete specifications. The College reserves the right to determine acceptance of an acceptable alternate. Bids which do not comply with these specifications are subject to rejection. In order to establish clarity and understanding of merchandise offered, the College requests that the bidder refrain from using the terminology “As Specified” or “A/S”. Please state the brand and model offered.

MANUAL AND WARRANTIES:
Owner’s manuals and warranties shall be provided at time of delivery.

TAX EXEMPTION:
The College is tax exempt and therefore all bid submissions should not include tax.

SIGNATURE ON BIDS:
The College 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’s 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 cases, 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 the 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 doubt as to the meaning, the bidder shall, at once, and in any event not later than ten (10) days prior to bid due date, notify the Interim Director of Purchasing 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 Interim Director of Purchasing.

After bids are received, no allowance will be made for an oversight by the bidder.

ACKNOWLEDGEMENT OF ADDENDA:
Signature of a company official on an 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:
As provided by statute, award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:
1. Price offered
2. Quality of item offered
3. General reputation and performance capabilities of the bidder
4. Conformity with specifications herein
5. Delivery schedule
6. Location and availability of service and repair facilities and personnel
7. Suitability for intended use.

As deemed in the best interest of the College, the College reserves the right to reject any and all bids or waive any minor irregularity or technicality in bids received.

CERTIFICATE OF INSURANCE:
The vendor must provide, within five (5) calendar days of bid award notification from the College, certificate of insurance evidencing the insurances provided by the vendor and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the College as the Certificate holder and Additional Insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expiration with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the College.

1. Workers Compensation
   a. $1,000,000 per accident
   b. Commercial Comprehensive Liability
2. Commercial Comprehensive Liability
   a. Each occurrence: $1,000,000
   b. Products/Completed Operations Aggregate: $2,000,000
   c. Personal/Advertising Injury: $1,000,000
   d. General Aggregate: $2,000,000
   e. Policy shall include: $2,000,000
Vertical Milling Machine

   a. Bodily injury - $1,000,000 per person
   b. Bodily injury - $2,000,000 per accident
   c. Property damage: $1,000,000 OR
   d. Combined single limit: $1,000,000

4. Umbrella
   a. Umbrella Excess Liability: $2,000,000

INVESTIGATION OF BIDDERS:
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The 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.

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:
Illinois Valley Community College District No. 513 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 District No. 513 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.

__________________________________________________________________________
Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 Orlando Smith Road
Oglesby, Illinois 61348
Specifications

Illinois Valley Community College District No. 513

Vertical Milling Machine - Bid # PR11-B03

Vertical milling machine based on the Bridgeport Series 1 Vertical Milling Machine or Equal.

- 500 minimum work piece capacity
- 220 volt 3 phase
- 9’ x 48” table
- 2HP (continuous) motor, integral fan
- Lap fitted quill
- Hand scraped dovetails with no gib or shims
- R8 spindle taper, power quill feed. 5” travel
- Variable speed 60-4200 RPM
- Travel on each axis (minimum) X=33” Y=12” Z=16”
- 3 axis digital readout with third axis being the knee, bolt circle feature required on readout
- Power feed on X axis
- No gib or shims where the ram mates with the turret.
- Minimum 1-year warranty

OFFER:

I/We have read and understand the bidding requirements and offer the following for a Bridgeport Series I Vertical Milling Machine or Equal:

Manufacturer: _________________________________
Model: _________________________________

$________________________
Estimated Delivery: _________________________________

Signature:

Representative Name (please print)____________________________________
Representative Signature________________________________________________
Company Name_______________________________________________________

Phone #                      Fax #

Email Address_______________________
Illinois Valley Community College District No. 513

COURTESY “NO BID” RESPONSE

Vertical Milling Machine #PR11-B03

If your company decides not to submit an offer, the College would appreciate your input as to why you are not participating. Please indicate your reason and return by bid due date to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

______ Previous commitments

______ Unable to supply service

Other ____________________________________________________________

______________________________________________________________

______________________________________________________________

Company Name

______________________________________________________________

Date

______________________________________________________________

Signature
Vertical Milling Machine

CERTIFICATION FORM

TO:    ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
       OGLESBY, IL  61348

Pertaining to the bid titled:  VERTICAL MILLING MACHINE

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 Section2-105 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 District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
**Vertical Milling Machine**

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**W-9**

**Request for Taxpayer Identification Number and Certification**

**Form W-9 (Rev. November 2008)**

Department of the Treasury Internal Revenue Service

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<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>Name (as shown on your income tax return)</td>
</tr>
<tr>
<td>Line 2</td>
<td>Business name, if different from above</td>
</tr>
<tr>
<td>Line 3</td>
<td>Address (number, street, and apt. or suite no.)</td>
</tr>
<tr>
<td>Line 4</td>
<td>City, state, and ZIP code</td>
</tr>
</tbody>
</table>

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**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.

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**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), 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 check 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.)

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**Sign Here**

**Signature of U.S. 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, 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, 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 at 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.