May 28, 2010

Illinois Valley Community College (IVCC) is accepting proposals for signage for the IVCC Ottawa Center located at 321 West Main Street, Ottawa, Illinois.

Proposal shall include design, purchase, and installation. See attached recommendations and drawings.

**INSTRUCTIONS TO BIDDERS**

**Bids will be received in the Purchasing Department, Room C-343, until 10:30 a.m. on June 11, 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.**

A mandatory pre-conference will be held on the main campus in Room C-342 at 10:30 a.m. on June 7, 2010.

Bids must be made in accordance with the instructions contained herein. Bids must be submitted in a sealed envelope to the Purchasing Office plainly marked, with the bidder’s name and address and the notation:

**BID: Ottawa Center Signage**

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-B09 IVCC Ottawa Signage.

**PREVAILING WAGE:**
Bidder shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work on this project and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/1-12)

**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No bid shall be modified, withdrawn, or canceled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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 proposals 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, and
2. General reputation and performance capabilities of the bidder,

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 proposal 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
IVCC Ottawa Center Signage
Proposal #PR10-P09

IVCC Recommendations:

BASE BID TO INCLUDE TWO SIGNS AS SPECIFIED BELOW:

Sign # 1:
- A pair of matte finished 304 grade stainless steel panels on each side, with steel angles supporting the panels from within the “box” of the sign.
- The box of the sign itself should be about 1” – 2” thick. The overall width of the sign should not exceed 4 feet and the height should be approximately 13-14 feet (not including top and bottom mounting brackets to hold sign).
- The sign shall be installed immediately to the west of the new north main entrance door, anchored to the soffit overhang and sidewalk. (See Attachment # 1)
- The IVCC shield and letters of the logo should be mounted on each side of the “box” so visible from both directions.
- The letters and shield should be in a ½” deep standoff and must be done with painted metal to match the new logo and color scheme. (See Attachment # 3)
- These could possibly be done in plastic since they will be mounted high enough to be out of reach. Please specify which type of lettering is included in quote.
- Shield purple is PMS color #2597

Sign # 2:
- A single matte finished 304 grade stainless steel panel with steel angles supporting the panel from within the “box” of the sign.
- The box of the sign itself should be about 1” – 2” thick. The overall width of the sign should not exceed 3 feet and the height should be approximately 8 feet.
- The sign shall be installed immediately to the right of the south door, anchored flush to the exterior wall. (See Attachment # 2)
- The letters and shield should be in a ½” deep standoff and must be done with painted metal to match the new logo and color scheme.
- These could possibly be done in plastic since they will be mounted high enough to be out of reach. Please specify which type of lettering is included in quote.
- Shield purple is PMS color #2597

See attachments:
# 1 Sketch illustrating placement of Sign # 1 by north entrance
# 2 Sketch illustrating placement of Sign # 2 by south entrance
# 3 Ottawa Center Logo
Alternate #1 – Internal signs for way finding

- Etched in plastic.
- Large enough to be read as you walk in the door. Approximately 1” or larger letters.
- Attachment #1 – Placed on the wall at the front entrance. (see attached)
- Attachment #2 – Placed on the wall or window at the rear entrance. (see attached) Want same type of arrow that is shown on Alt Attachment # 1.
- Size estimated to be approximately 20 x 13 inches.
- Color: purple (PMS #2597) with white lettering.

See Attachments: Alt # 1 – Text and directional arrows for two signs
Attachment #1

CONCEPT A
BANNER FROM SOURCE TO STOOLAVEL
Attachment #2
IVCC Ottawa Center

⇐ Classrooms
101, 103, 104, 105

Information Desk ⇒ Assessment Room

⇐ CNA Lab
108

Offices ⇒
117, 119, 120

⇐ Computer Lab
112

Board Room ⇒
124

⇐ Quiet Study Room
110

⇐ RESTROOMS ⇒
Alternate Attachment #2

IVCC Ottawa Center

↑ Information Desk
Assessment Room

Classrooms ↘
101, 103, 104, 105

↑ Offices
117, 119, 120

CNA Lab ↘
108

↑ Board Room
124

Computer Lab ↘
112

Quiet Study Room ↘
110

Restrooms ↘
<table>
<thead>
<tr>
<th>Company</th>
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<tr>
<td>Authorized signature</td>
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<tr>
<th>Email Address</th>
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Proposal attached
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

Ottawa Center Signage – Bid #PR10-P09

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