NMR Spectrometer - Proposal # RFP2013-P01

September 27, 2012

Illinois Valley Community College District No. 513 (the College) is accepting sealed proposals for the purchase of an NMR spectrometer.

INSTRUCTIONS TO VENDORS

Proposals 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 October 9, 2012. Proposals received after this time will not be accepted and will be returned to you unopened. Faxed proposals will not be accepted.

Electronic proposal 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 proposals. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be e-mailed to purchasing@ivcc.edu with the subject PROPOSAL: NMR Spectrometer – Proposal # RFP2013-P01.

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

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

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 proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

Bidders who obtain a copy of the proposal from the College web-site are responsible for any addenda issued.
PROPOSAL PROCEDURES:
No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College’s Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals 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 proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the 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 Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS:
The College requires the signature on proposal 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 proposal documents and that these instructions to vendors are a part of the specifications.

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

AWARD CRITERIA:
The award will be made to that offeror whose proposal, conforming to the RFP; will be the most advantageous to the College as determined by consideration of:
1. Price,
2. Conformity with specifications herein,
3. Availability of customer support,
4. The extent to which the goods or services meet IVCC needs.

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

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.

PROPOSAL AWARD:
The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.
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 proposal. Failure to do so may result in the rejection of your proposal.

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.

W-9 FORM:
Please complete the enclosed W-9 form and return with your proposal.
GENERAL INFORMATION

MINIMUM REQUIREMENTS FOR INSTRUMENT

1. Instrument must be a 60 MHz stand-alone, bench-top unit that uses standard 3-5 mm NMR glass tubes, permanent magnet, no cryogens.

2. Instrument must be newly manufactured.

3. Minimum 12 month software license to be included in cost.

4. Minimum one year extended warranty to be included in cost.

5. All costs relating to installation, training, and service must be included in your cost.

6. Enclose any other pertinent information that the College would consider in selecting a vendor.

7. Delivery of instrument must be included in your cost.

TRAINING

Training for IVCC instructors must be included in your cost. Sessions must be performed at IVCC.

SUPPORT REQUIREMENTS

Your company must offer direct product specific customer support for the product you are proposing.
PROPOSAL FORM

**NMR Spectrometer**

The undersigned, having examined the minimum requirements of the instrument and having completely and fully read and understand the Request for Proposal document, propose to offer the following instrument:

*Proposed Manufacture/Model _________________________________________________

Price ______________________

*Brochure / Equipment Specifications Attached

**ADDENDUM RECEIPT:** Receipt of the following Addenda to the RFP Documents is hereby acknowledged.

No. _____ Dated _______________   No. _____ Dated _____________
No. _____ Dated _______________   No. _____ Dated _____________

____________________________________________________________________________

**SIGNATURE**

Company

Authorized signature

Address

Email Address    Phone   Fax
MAKE CERTAIN TO ENCLOSE THE FOLLOWING:

- Completed Proposal Form
- Brochure / Equipment Specifications
- Completed Certification Form
- Completed W-9
- Acknowledgement of Addenda (if applicable)
Illinois Valley Community College District No. 513

COURTESY “NO BID” RESPONSE

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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 proposal 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
CERTIFICATION FORM

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

Pertaining to the proposal titled: NMR Spectrometer - Proposal # RFP2013-P01

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 PROPOSAL TO:
Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Illinois Valley Community College
Request for Proposal
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