REQUEST FOR PROPOSAL
MECHATRONICS LEARNING SYSTEM
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
RFP # RFP2014-P02

Illinois Valley Community College District No. 513 (the College) is accepting sealed proposals for the purchase of a Mechatronics Learning System.

The College requests delivery of equipment on or before June 30, 2014.

INSTRUCTIONS TO BIDDERS

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, clearly marked “Mechatronics Learning System”. Submit all proposals to:

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

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: Mechatronics Learning System – RFP2014-P02.

Proposals will be received and publicly read aloud in Room C-326, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 10:00 A.M. on April 28, 2014. Proposals received after this time will not be accepted and will be returned to you unopened. Faxed proposals will not be accepted.

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.
**BIDDING 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No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College’s Board of Trustees.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 bidders at least five (5) days prior to the date established for receipt of proposals. Each bidder 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 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 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 bidders are a part of the specifications.

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

**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, General reputation and performance capabilities of the bidder
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.

**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.
CLERICAL ERRORS:
If applicable, all errors in price extensions will be corrected by the 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.

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.

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

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
MECHATRONICS LEARNING SYSTEM/ FLEXIBLE MANUFACTURING

MINIMUM SYSTEM REQUIREMENTS:

- The system shall provide professional training by simulating a real industrial assembly process. The system shall consist of a Flexible Automated Assembly Cell that assembles different components that make up a working device i.e. turning mechanism, or valve, etc.
- Each station shall include integrated on board trouble-shooting, providing the ability for all stations to perform trouble-shooting simultaneously.
- The Robotics station shall include an Industrial Robot.
- Each station shall include an Allen Bradley L23 Compact Logix or AB-5300 PLC, with Ethernet. The PLC’s shall be mounted on removable rack panels to provide quick change capability.
- The system shall include a minimum of seven (7) modular stations. Each station must be large enough to accommodate 3-4 students working simultaneously at that station.
- The system shall be provided with documentation and curriculum, comprising a User Manual and Practice Activities Manual.
- Must have a complete self-paced student learning format.
- Must include a complete Teachers’ Assessment Guide.

MECHATRONICS TRAINING SYSTEM EQUIPMENT REQUIREMENTS:

- Must consist of spot-welded, 18 gage steel cabinets with casters.
- Must include Rockwell AB-5300 or L23 PLC and related software.
- Must include plug-and-play PLC panels (PLCs must be interchangeable from one unit to another in the system).
- PLC panels must be capable of adding an option to be used as stand-alone trainers.
- Must include industry grade switches and buttons on the control panels – no membrane control panels will be accepted.
- The system must include a variety of mechanical transfer devices, to include, ball-screw transfer, mechanical clutches, multi-directional belt transfer, programmable stepper controlled mechanism, toothed belt/gear drives, rod-less pneumatic piston transfer, pneumatic cylinders and robots.

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

INSTALLATION AND DELIVERY COST:
Price must include all costs associated with installation and freight costs F.O.B. Destination.
The undersigned, having examined the minimum requirements of the system and having completely and fully read and understand the Request for Proposal document, propose to offer the following system:

*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 #
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:  Mechatronics Learning System - Proposal # RFP2014-P02

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