REQUEST FOR PROPOSAL
PORTABLE ADVANCED TRAINING SYSTEMS FOR THE MECHATRONICS CURRICULUM
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
RFP # RFP2014-P03

Illinois Valley Community College District No. 513 (the College) is accepting sealed proposals for the purchase of Portable Advanced Training Systems for the Mechatronics Curriculum.

The College requests delivery of equipment by August 1, 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 “Portable Advanced Training Systems for the Mechatronics Curriculum”. 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: Portable Advanced Training Systems for the Mechatronics Curriculum – RFP2014-P03.

Proposals will be received and publicly read aloud in Room C-325, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 10:00 A.M. on June 2, 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No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal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

Portable Advanced Training Systems for the Mechatronics Curriculum

MINIMUM SYSTEM REQUIREMENTS:

- Must have a durable outside case with wheels, and with multiple latches for the lid.
- Must have a collapsible handle.
- Must use industry standard components.
- Must have full curriculum for student and instructor, including helps and answer keys. **Must provide a detailed listing of learning objectives and skill assessments.**
- Multiple stations must fit in a standard trunk or back seat of a car at the same time.
- Must come with appropriate software to run training equipment and industry components.
- All units must be self-contained, and have the ability to interact with the other portable trainers.
- Must have a silk screened console.

EQUIPMENT REQUIREMENTS: We are looking to purchase one (1) or two (2) training systems for each topic area noted below: **ALL** must be portable.

- AC VF Motor Drive –unit must include AB PF 4 and a 3-Phase motor and guard
- AC/DC Electrical
- Relay Control
- Electronic Sensors
- Motor Control
- Pneumatics
- AB ControlLogix 5300 or compact L23+ PLC w/ analog I/O w/ PV Plus
- Siemens S7 1200 PLC w/ analog I/O w/ HMI

DELIVERY COST:

Price must include all costs associated with delivery, freight costs F.O.B. Destination.
PROPOSAL FORM

Portable Advanced Training Systems for the Mechatronics Curriculum

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 systems:

*Proposed Manufacture/Model

______________________________________________________________

Price per system purchasing one (1) unit __________________________

Price per system purchasing two (2) units _________________________

*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: Portable Advanced Training Systems for the Mechatronics Curriculum - Proposal # RFP2014-P03

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
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