INVITATION TO BID

BIDDER'S QUOTATION REFERENCE: TRASH COMPACTOR BID

BID OPENING DATE: MARCH 8, 2021

TIME: 11:00 A.M. CDST

RETURN BID TO: ILLINOIS CENTRAL COLLEGE PURCHASING DEPARTMENT, ROOM L120A 1 COLLEGE DR EAST PEORIA, IL 61635-0001

Bids must be received in the Purchasing Department, 1st floor of the Library Administration Building, Illinois Central College, East Peoria, Illinois prior to the date and time shown above. Bids are to be submitted on this form or a photocopy thereof and must be submitted in a sealed envelope or via BidNet. Late bids will not be accepted. Failure to comply with these requirements may result in your bid being disqualified.

________________________________________
Company

________________________________________
Address

________________________________________
City, State, and Zip

________________________________________
Telephone Number

________________________________________
Fax Number
INSTRUCTIONS TO BIDDER

1. General

The Board of Trustees of Illinois Central College invites you to submit a bid proposal for TRASH COMPACTOR. Bid proposals will be due at the Purchasing Department, Illinois Central College, East Peoria, Illinois at 11:00 AM, March 8, 2021.

2. Submitting Your Bid

Bids can be submitted one of three ways:

1.) Via courier service: in a sealed envelope labeled, “TRASH COMPACTOR BID.” The following information must be clearly shown on the outside of the sealed bid envelope or bid will not be accepted: vendor name and address; bid title; bid opening date and bid opening time. Only one bid will be accepted in each envelope.

2.) Via e-mailing: purchasing@icc.edu. E-mail subject line: “TRASH COMPACTOR BID” High importance. A receipt confirmation will be returned.

3.) Via BidNet; https://www.bidnetdirect.com/illinois/illinoiscentralcollege

Unsigned or late bids will not be considered.

Compliance with the above conditions will be at the sole discretion of the Purchasing Department, Illinois Central College.

3. Specifications

These specifications as prepared by Illinois Central College are attached and complete. Bidders must, in compliance with these specifications:

a) clearly identify the manufacturer and model of all equipment called out in the specifications,

b) provide catalog sheets of all equipment being bid, with sufficient data to determine compliance with specifications,

c) identify all exceptions to the specifications as written necessary for any item of equipment being bid.

d) bid only new equipment.

Questions or concerns regarding these specifications should be addressed to the attention of the Purchasing Coordinator, Illinois Central College, molly.walker@icc.edu.

4. Errors and Omissions

All documents must be completed as requested by the College. No claim for errors or omissions in the bidding will be considered. Should a bidder find during examination of specifications or other contract documents, discrepancies, omissions, ambiguities or conflict among contract documents or be in doubt as to their meaning, it is the responsibility of the bidder to notify the Purchasing Coordinator who will issue the necessary clarifications to all
prospective bidders by means of addenda.

If an error in pricing is found, the bidder will be released from obligation if: 1) such error is realized prior to recommendation for award to the College Board of Trustees and 2) the bidder requests in writing to withdraw his price which resulted in the error, prior to recommendation for award to the College Board of Trustees. Any bidder submitting a request to withdraw a price after recommendations have been made to the College Board of Trustees will be advised that withdrawal at this point would be cause for and result in disqualification of entire bid document. All inquiries concerning the above should be addressed to the Purchasing Coordinator.

5. **Drug Free Workplace Act**

To the extent that the contract is subject to the Illinois Drug Free Workplace Act (30 ILCS 580/1 et seq.), Contractor or Supplier certifies and agrees that Contractor or Supplier will provide a drug free workplace by complying with the terms of said Act, including, but not necessarily limited to, Section 3 of said Act (30 ILCS 580/3).

6. **Sex Offender Registration Requirement Notification**

The successful bidder must comply with Illinois Compiled Statutes (730 ILCS 150/3.) This requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in room 103A, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

7. **Illinois Human Rights Act**

The successful bidder must comply with the Illinois Human Rights Act (775 ILCS 5/2-105.) The Act requires that every party to a public contract and every eligible bidder have written sexual harassment policies as described in this Act. By signing the bid form, the bidder certifies compliance to the conditions of this Act.

8. **Warranty and Guarantee**

The bidder warrants and guarantees to the owner that all materials and equipment will be new. All items shall have a 100% warranty against defects in material and workmanship for a period of not less than one year which shall start when the equipment has been installed, tested and accepted unless otherwise specified. An option to extend the warranty within the first year is highly encouraged.

9. **Firm Prices**

All prices are to be F.O.B. Illinois Central College, East Peoria, Illinois, freight prepaid and allowed. Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of bid opening unless otherwise agreed to by Illinois Central College. All prices will include transportation and shipping to the locations as indicated.
10. **Award**

The award of the contract, if it's awarded, will be to the lowest responsible bidder to meet minimum specifications as per indicated in the bid document. This contract will be awarded in the best interest of the parties involved. Illinois Central College reserves the right to reject any or all proposals and to waive as an informality any minor irregularities contained in any bid in order to make this award.

A formal recommendation to award will be made at the monthly Board of Trustees meeting on March 18, 2021. Successful bidder will be notified of award March 19, 2020.

11. **Payment**

Payment will be made in accordance with the policies and procedures of the Illinois Community College Act and the Board of Trustees of Illinois Central College. Payment will be made in approximately forty-five (45) days following receipt and acceptance of merchandise by the College.

12. **Acknowledgement of Addenda**

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 to all bidders of record. Such addendum will take precedence over that portion of the documents concerned, and will become part of the bid documents.

Signature of company official on original bid document will be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification of addenda by number, should be noted on the bid proposal form, as provided.

13. **Bid Proposal Form**

Bid proposal form is included in the contract documents. Bid proposal forms must be completed in ink or by typewriter. The bid price of each item on the form must be stated in words and numerals; in case of a conflict, words will take precedence.

All bids must be signed by an officer allowed by make price offerings for the vendor. Unsigned bids will not be considered. All names must be typed or printed below the signature to ensure legibility.

14. **Changes, Alterations and Erasures**

All changes, alterations and erasures made by the bidder prior to submission of the bid must be initialed by the bidder in ink alongside such change, alteration or erasure.

15. **Disclosure**

Bidder must note any and all relationships that might be a conflict of interest and include such information with the bid.

16. **Tax Exempt Status**

Illinois Central College is exempt from Federal, State, and Municipal taxes. Our tax exemption identification number is E9993-0293-07.
17. **Tie Bids**

In the event of a tie bid between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the earliest received stamp.

18. **Equal Opportunity and Affirmative Action**

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

19. **Business Enterprise Program**

Illinois Central College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College’s policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq.

20. **Terms and Conditions**

The terms and conditions as prepared by Illinois Central College are attached and complete. Bidders are required to adhere to the terms and conditions as set forth in the documents. Any questions regarding these terms and conditions should be directed to the attention of the Purchasing Coordinator.

21. **Public Information**

All materials submitted by bidder(s) can be made available for public inspection. This information can be requested during normal business hours by e-mailing purchasing@icc.edu. Every bidder is hereby warned that no part of this proposal or any other material submitted may be marked as confidential information, and that any material so designated by the bidder will be made public information by its inclusion in this proposal.

22. **Clarification of Bids**

Illinois Central College reserves the right to obtain clarification of any point in a firm's bid or to obtain additional information. Failure of a bidder to respond to such a request for additional information or clarification could result in rejection of the bidder's proposal.

23. **Certification of Fair Employment Practice**

All bidders certify by submitting their bid that they have not and will not commit an unfair employment practice in this State as defined by the laws of Illinois.
24. Certification Form

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961. The signed Certification must be submitted with your bid. Failure to do so will result in the rejection of your bid.

25. Investigation of Bidders

The Purchasing Department will make any necessary investigation to determine the ability of the vendor to fulfill the contract requirements. Illinois Central College reserves the right to reject any or all proposals if it is determined that the vendor is not properly qualified to carry out the obligation of the contract.

26. Disclaimers

Any Invitation to Bid issued may or may not result in an award of contract(s). However, Illinois Central College reserves the right to cancel any Invitation to Bid at any time and for any reason and to reject all bids. Receipt of bid materials from Illinois Central College or submission of a bid to Illinois Central College confers no rights upon the vendor nor obligates Illinois Central College in any manner.

The determination of whether any bid by a vendor does or does not conform to the conditions and specifications of this Invitation to Bid is the responsibility of Illinois Central College.

Any contract resulting in an award from this Invitation to Bid is invalid until properly approved and executed by Illinois Central College.

The successful bidder must not commence any billable work until a valid contract is executed.

A contract resulting from the Invitation to Bid shall not preclude the College from obtaining equipment from other vendors if the successful vendor for this Invitation to Bid is unable to satisfy the project needs in an acceptable manner.

27. Substitutions

Each bidder represents that his bid is based upon the equipment described in the bidding documents. No substitution on specifications will be considered unless request has been written and e-mailed to purchasing@icc.edu for approval at least three (3) days prior to the date of receipt of bids, Tuesday March 2nd.

28. Delivery

Delivery of this equipment will be at the earliest date following issuance of order. Anticipated April 2021. Any anticipated delivery delays must be disclosed on the Bid Proposal Form.

Delivery will be scheduled with Tracy Humphrey via e-mail Thumphrey@icc.edu or phone 309-694-5130.
BID SPECIFICATIONS

Illinois Central College is requesting bids for one TRASH COMPACTOR for use in College’s Facilities Department.

Trash Compactor Specifications:

**No substitution on specifications will be considered unless request has been written and e-mailed to purchasing@icc.edu for approval at least three (3) days prior to the date of receipt of bids, Tuesday March 2nd.**

- A 2 Cubic Yard Stationary Compactor
- 40-yard receiver box
- Drive on deck with 3-sided hopper
- RH Side Mounted 10 HP Power Pack
- 2 Cu. Yd. Charge Box Capacity
- Push Button Control Station Mounted on 13'
- Sealite (Keylock Start, Stop & Reverses)
- Ratchets with Grab Claws
- Tri-Volt 208, 230, 460 Power Units
- Multi-Cycle Timer (Specify Number of Cycles)
- UI Listed
- All Temperature Hydraulic Fluid, 20 gal
- Fullness package - Includes advanced warning and container full
- Pressure Boost/Jog Control (connected to 13' sealite)
- Pressure Gauge (Fluid Filled) - Connected to 15' Hydraulic Hose
- Container Guides - 5' L x 3.5' H
BID TO: ILLINOIS CENTRAL COLLEGE

BID FROM: ____________________________________________________________

for “TRASH COMPACTOR.”

The undersigned:

1. Acknowledges receipt of:
   A. Bid documents for "TRASH COMPACTOR"
   B. Addenda No. ______________ through No. ___________________. (If applicable)

2. Has received and examined bid documents and submits the following costs based on the specifications as written by Illinois Central College.

3. Agrees:
   A. To hold this bid open until 60 calendar days after the bid opening date.
   B. To accept provisions of "Instructions to Bidders".
   C. To enter into and execute a contract with Illinois Central College, if awarded on the basis of this bid, and to:
      1. Furnish insurance required by bid documents.
      2. Accomplish work in accordance with bid documents.
      3. Complete work within specified time.

________________________________________
Signature of Company Official

________________________________________
Name of Company Official

________________________________________
Email Address of Company Official

________________________________________
Title of Company Official
**BID PROPOSAL FORM: PAGE 2/2**

**BASE BID:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1</td>
<td>Trash Compactor to meet specifications listed on page 8. Pre-approved substitutions to specifications:</td>
<td>$ ____________</td>
</tr>
<tr>
<td>2.</td>
<td>1</td>
<td>Installation</td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td>1</td>
<td>Delivery to: 1 College Dr. East Peoria, IL 61635</td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td>1</td>
<td>Other Fees that may apply</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Price** $

**No substitution on specifications will be considered unless request has been written and e-mailed to purchasing@icc.edu for approval at least three (3) days prior to the date of receipt of bids, Tuesday March 2nd.**
CERTIFICATION FORM

By signing this required form, the undersigned agrees that said bidder is responsible as defined below. Minority-owned, female-owned, and person with disability-owned businesses are encouraged to apply. NOTE: THIS INFORMATION WILL BE USED AS A CRITERIA IN THE EVALUATION OF VENDORS. FAILURE TO COMPLY WITH ANY OF THE BELOW MAY RESULT IN DISQUALIFICATION OF YOUR BID.

- Successful Bidder will submit a certificate of insurance indicating the coverage required by bid specifications.
  Yes____ No____

- Bidder and all subcontractors will comply with all provisions of the Illinois Prevailing Wages Act.
  Yes____ No____

- The contractor/bidder 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.
  Yes____ No____

  Yes____ No____ Certifying Agency________________

- Bidding company, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.
  Yes____ No____ N/A____

The Undersigned states that the signature of the person on the signature page is the signature of a person who is authorized to sign the bid proposal. Such proposal is genuine and bidder has not directly, or indirectly, conspired, combined or agreed with any other person, officers, agents or committee of any entity to prevent free competition in the letting of the contract for the work covered by aforesaid proposal, or to fix the bid price or any item or factor thereof, or to induce any person not to enter into such competition.

THIS FORM MUST BE RETURNED WITH YOUR BID

-----------------------------
Signature of Company Official

-----------------------------
Title of Company Official

-----------------------------
Date