



**ILLINOIS CENTRAL COLLEGE**  
Purchasing Department Room L120A  
1 College Drive  
East Peoria, Illinois 61635-0001  
(309) 694-5438

## INVITATION TO BID

BIDDER'S QUOTATION REFERENCE: Casework and Countertops for 324A

BID OPENING DATE: WEDNESDAY, MARCH 8, 2023 AT 8:30 AM CST in CC 102

## INSTRUCTIONS TO BIDDER

### 1. General

The Board of Trustees of Illinois Central College invites you to submit a bid proposal for **Casework and Countertops for 324A**. Bid proposals will be due and read aloud on Wednesday, March 8, 2023 at 8:30AM CST in CC 102 on the East Peoria Campus.

### 2. Submitting your Bid

Bids can be submitted one of two ways:

1.) **Via e-mailing;** [purchasing@icc.edu](mailto:purchasing@icc.edu). E-mail subject line: "**Casework and Countertops for 324A**" High importance. A receipt confirmation will be returned.

2.) **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. Bidder's must, in compliance with these specifications. The bid is for the supply of new material only. This area will be remodeled and new casework and countertops will be provided for owner install

### 4. Public Information

All materials submitted by bidder(s) will be made available for public inspection upon request. This information will be available for public inspection during normal business hours at the Purchasing Department, Illinois Central College, East Peoria, Illinois. Every bidder is hereby warned that no part of his 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.

## 5. 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.

## 6. 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.

## 7. 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).

## 8. 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.

## 9. 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.

## 10. Warranty and Guarantee

The bidder warrants and guarantees to the owner that all materials will be new. There shall be a 100% manufacturers warranty on all materials for five years.

#### 11. Firm Prices

All prices are to include freight and/or other expenses. 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.

#### 12. Award

The award of the contract, if it's awarded, will be to the lowest responsible bidder who offers equipment and installation complying with all of the prescribed requirements. The College expects to award this contract to the successful bidder at the monthly Board of Trustees meeting on **March 16, 2023**. The successful bidder will receive correspondence and a Purchase Order via e-mail following the Board of Trustees meeting.

#### 13. 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 delivery and acceptance of merchandise by the College.

#### 14. Bid Proposal Form

Bid Proposal Form is included in the contract documents. Bid Proposal Forms must be typed to ensure legibility. 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.

Bids by corporations must be executed in the corporate name by the president or a Vice-President (or other corporate officer) accompanied by evidence of authority to sign and the corporate seal shall be affixed and attested by the incorporation shall be shown below the signature.

Bids by partnerships must be executed in the partnership name and signed by a partner, title must appear under the signature and the official address of the partnership must be shown below the signature.

All bids must be signed. Unsigned bids will not be considered. All names must be typed or printed below the signature to ensure legibility.

#### 15. 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.

#### 16. Disclosure

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

#### 17. Tax Exempt Status

Illinois Central College is exempt from Federal, State, and Municipal taxes. The College's tax exemption identification number is E9993-0293-07.

#### 18. 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.

#### 19. 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.

#### 20. 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.

For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

#### 21. 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.

#### 22. Public Information

All materials submitted by bidder(s) will be made available for public inspection. This information will be available for public inspection during normal business hours at the Purchasing Department, Illinois Central College, East Peoria, Illinois. 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.

#### 23. 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.

#### 24. 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.

#### 25. 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.

## 26. 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.

## 27. 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.

## 28. Site Inspection

Bidders may make arrangements to inspect the sites for the purpose of accumulating pricing information by contacting Tom Braun on Monday through Friday between the hours of 8 a.m. and 4 p.m. at 309-694-8494 or tbraun@icc.edu.

**DESCRIPTION OF BID:** This bid is for the supply of material only. The site location will be remodeled and new casework and countertops will be provided for owner install. Winning bidder will field measure before construction of cabinets begin.

**Delivery fee to Illinois Central College 1 College Drive East Peoria, IL 61635 shall be included in bid pricing.**

**Additional information shown as Appendix A and Appendix B.**

**Specifications:**

- Pre finish red oak casework
- All doors are using 170 concealed hinges
- All exterior is red oak veneer with edge banding
- All interior is grey melamine
- All drawer boxes are dovetail with full extension slides
- All glass doors are solid red oak frames with 1/8" tempered glass
- All wall cabinet doors that are called out are using KV standard locks
- All wall cabinets have an 2" tall light valance
- All counter tops are black 1" epoxy resin tops
- The sink area has an epoxy resin large deep double bowl sink
- Sink and drain hardware will be provided and installed by owner
- Red oak veneer plywood surrounds at the fume hood
- All spacer pieces to be provided
- Will include any joining kits for countertops

Type	Size	Quantity	
Wall Cabinets	36Wx30Tx15D	10	
Base Cabinets w/ 2 doors	36Wx35Tx29D	5	
Base Cabinets w/ 5 drawers	36Wx35Tx29D	5	
Sink Base w/ 2 doors	36Wx35Tx29D	1	
Dishwasher Surround	24Wx35Tx29D	1	
Countertop with backsplash	216 1/2" L x 30" D	1	Two 9' sections
Countertop with backsplash	150" L x 30" D	1	One 12' 6" section
Countertop with backsplash	60" Lx 30" D	1	One 5' section
Sink - Double bowl epoxy resin	To fit sink base	1	

**BID PROPOSAL FORM for "Casework and Countertops for 324A"**

BID TO: ILLINOIS CENTRAL COLLEGE BID FROM: \_\_\_\_\_

The undersigned:

1. Acknowledges receipt of:
  - a. Bid documents for " Casework and Countertops for 324A "
    - b. Addenda No. \_\_\_\_\_ through No. \_\_\_\_\_ (If applicable)
- 2. Has received and examined bid documents and submits the following costs based on the specifications on page 6 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".

BID: \$ \_\_\_\_\_ AMOUNT: \_\_\_\_\_

Anticipated delivery date if PO is issued by March 24, 2024. \_\_\_\_\_

ADDITIONAL NOTES FOR THE COLLEGE:

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\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Name of Company Official

\_\_\_\_\_  
Email Address of Company Official

\_\_\_\_\_  
Title of Company Official

\_\_\_\_\_  
Date

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\_\_\_\_

-Bidder is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person-with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, what Agency? E.G. Illinois Department of Central Management Services (CMS)...

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

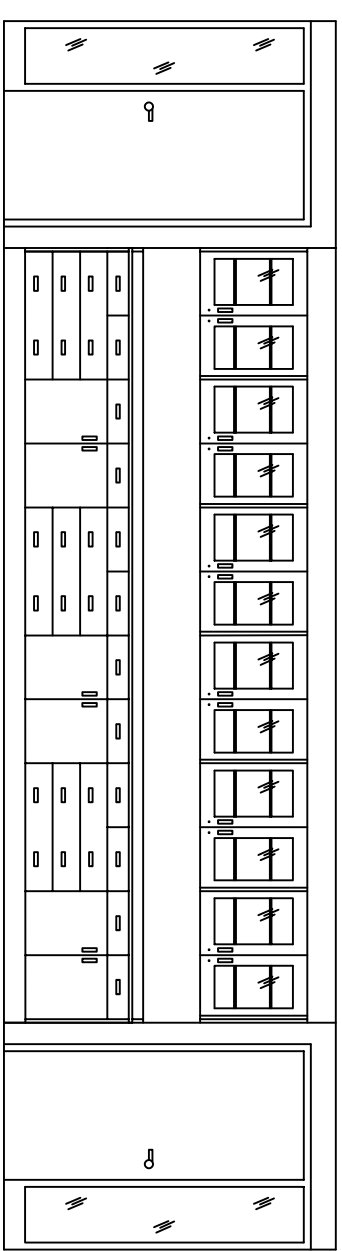
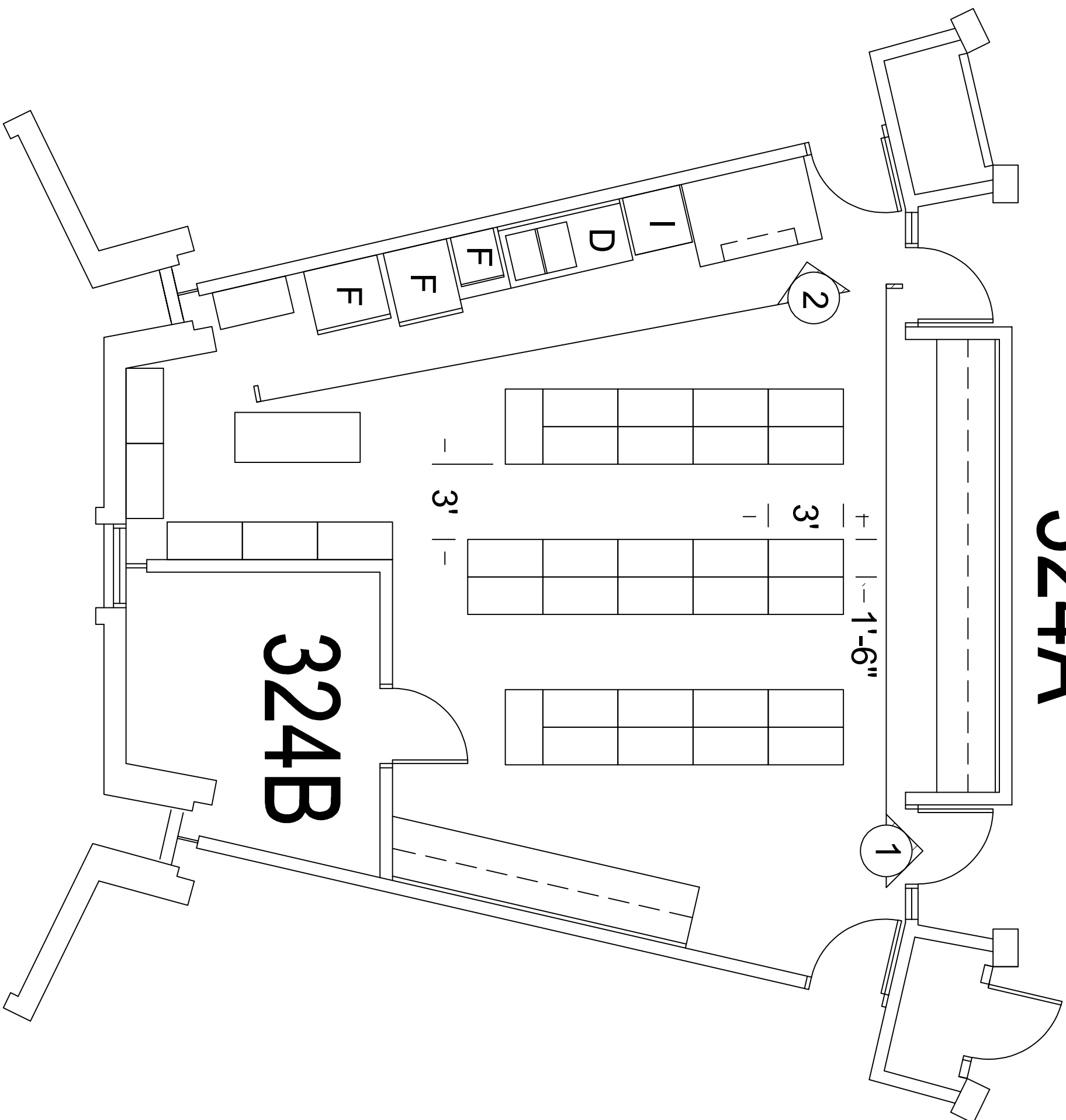
\_\_\_\_\_  
Title of Company Official

\_\_\_\_\_  
Date

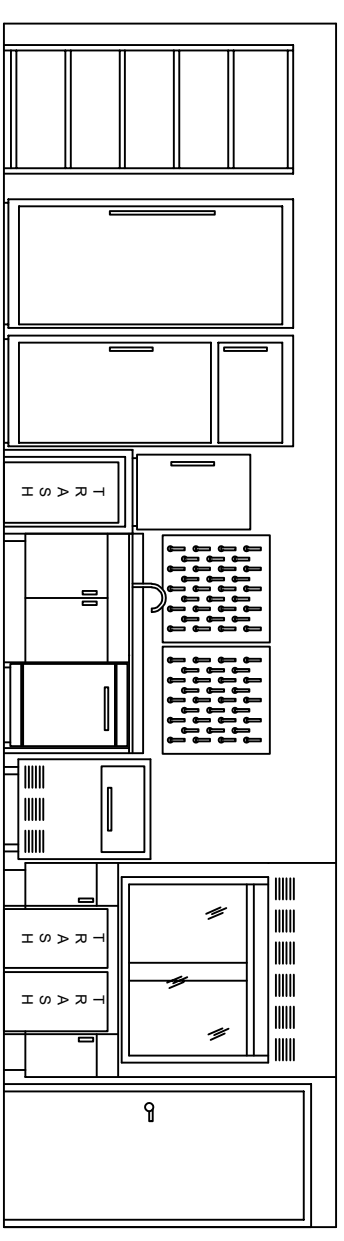




# 324A

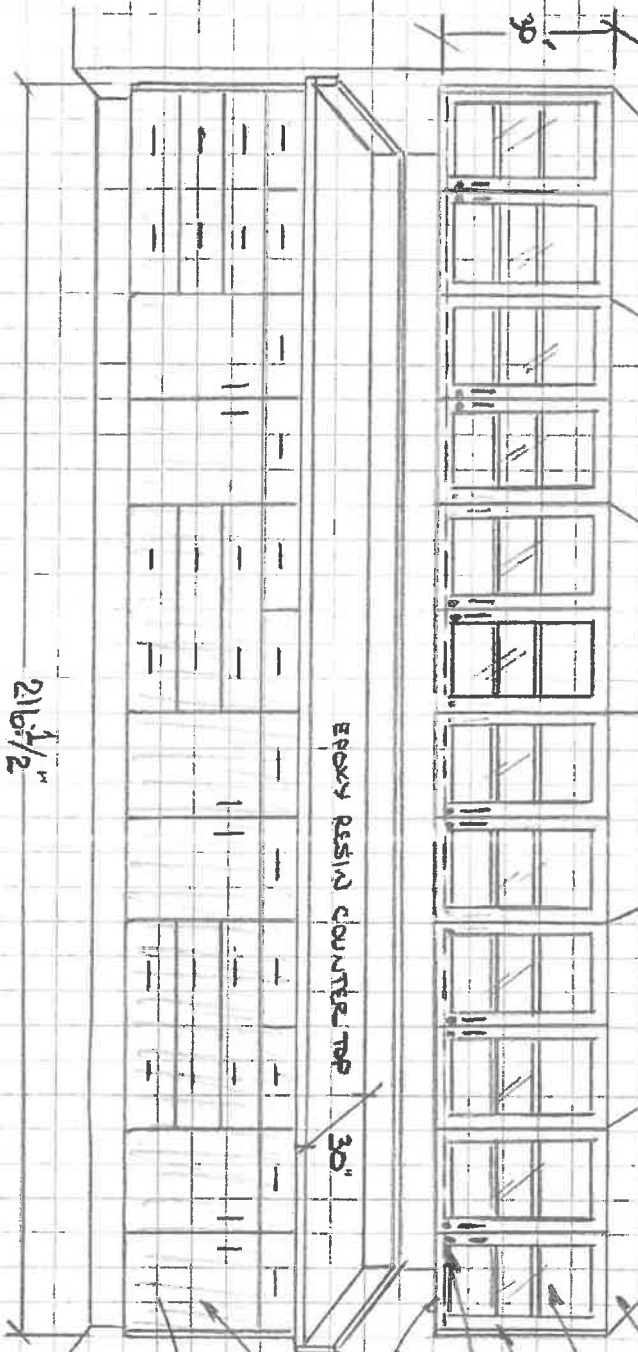


SECTION 1



SECTION 2

# 324B



ALL DRAWERS ARE DOWNLOADED WITH FULL EXTENSION DRAWER SLIDES  
 - 170° CONCEALED HINGES  
 - 15" DEEP

1/8" TEMPERED GLASS

SOLID OAK UPPER DOORS

LOCKS ON UPPER DOORS (THIS WAY ONLY)

29" DEEP BASE CABINET

RED OAK VENEER DOORS

VERTICAL GRAB

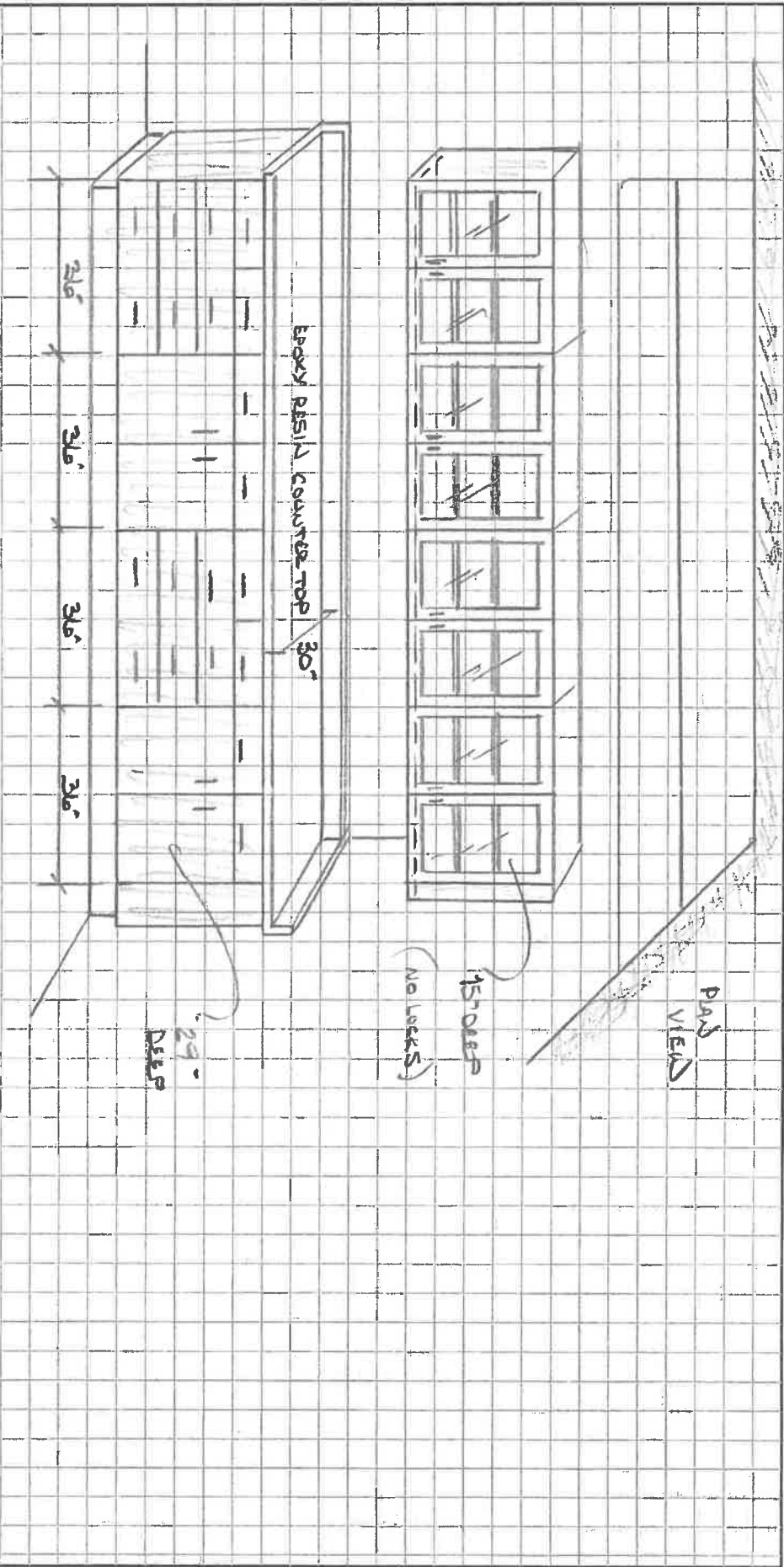
ALL CABINETS HAVE A LIGHT GRAY MELAMINE INTERIOR

FINISHES:  
 OAK - NATURAL FINISH  
 EPOXY RESIN COUNTER TOP (BLACK)

LAB ON 3RD. FLOOR

Job #:	
Proj. Mgr.:	
Drawn By:	
Date Drawn:	
Rev. Date:	

ICG  
 Biology  
 LAB



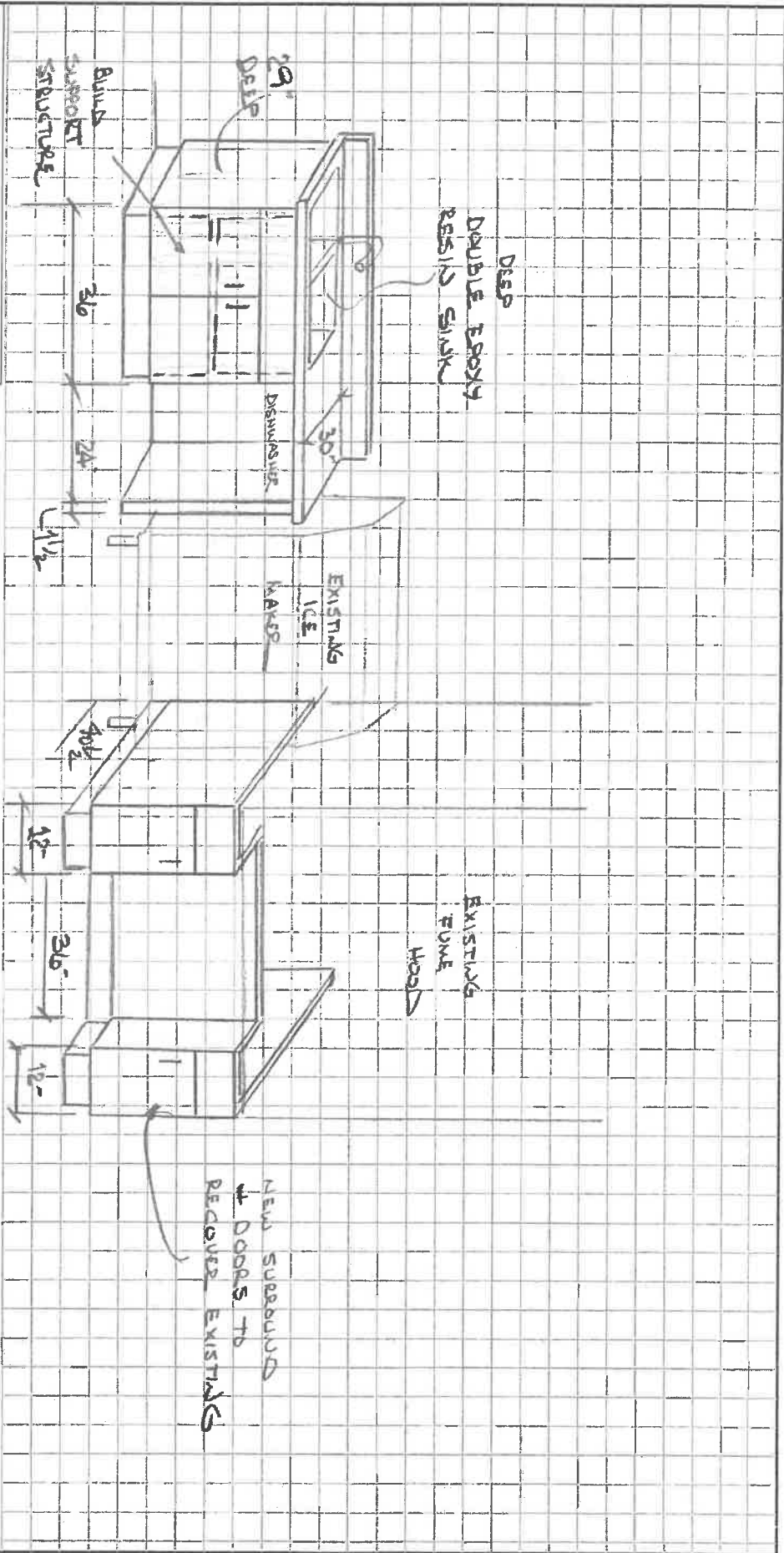
FINISHES:  
 OAK NATURAL FINISH  
 EPOXY RESIN COUNTERTOP  
 (BLACK)

3RD FLOOR

Job #  
 Proj. Mtr.  
 Drawn By  
 Date Dia.  
 Rev. Date:

0.

ICE BIOLOGY  
 LABS  
 2 of 3



FINISHES:  
 OAK NATURAL FINISH  
 ESPOXY RESIN COUNTERTOP  
 (BLACK)

3RD FLOOR

Job #	1001
Proj. Name	
Drawn By	
Date Draw	
Rev. Date	



ICC BIOLOGY  
 LAB  
 3 OF 3

