



ILLINOIS CENTRAL COLLEGE
One College Drive
East Peoria, Illinois 61635

PURCHASING DEPARTMENT
(309) 694-5438

INVITATION TO BID

BIDDER'S QUOTATION REFERENCE: Leica DM500 Microscopes 06-24

BID OPENING DATE: Monday, June 10, 2024 at 9:00 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 **Leica DM500 Microscopes 06-24**. Bid proposals will be due and read aloud on Monday, June 10, 2024 at 9:00AM CST in CC 102.

2. Submitting your Bid

Bids can be submitted one of two ways:

- 1.) **Via e-mailing;** purchasing@icc.edu. E-mail subject line: "**Leica DM500 Microscopes 06-24**" 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:

- a) clearly identify the manufacturer and model of all equipment called out in the specifications.
- b) identify all exceptions to the specifications as written necessary for any item of equipment being bid.
- c) bid only new equipment.

4. 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 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 shall 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. Warranty and Guarantee

The contractor warrants and guarantees to the owner that all material and equipment will be new unless otherwise specified and that all work will be of good quality and free from faults or defects and in accordance with the requirements of the contract documents and the standards of good engineering practice. All unsatisfactory work, all faulty or defective work and all work not conforming to the requirements of the contract documents shall be considered defective. Prompt notice of all defects shall be given to the contractor. All defective work, whether or not in place, may be rejected, corrected or accepted as provided in this section. Neither observations by the engineer nor inspections, tests or approvals by persons other than the contractor shall relieve the contractor from its obligations to perform the work in accordance with the requirements of the contract documents.

8. Tax Exempt Status

Illinois Central College is exempt from paying sales tax under the statutes of the State of Illinois. The College tax exemption identification number is E9993-0293-06.

9. 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.

10. Firm Prices

All prices are to be F.O.B. Illinois Central College, East Peoria, Illinois, freight prepaid and allowed. Prices, terms and conditions shall be considered for a period of sixty (60) days from the date of bid opening unless otherwise agreed to by Illinois Central College.

11. Award

The award of the contract, if it's awarded, will be to the lowest responsible bidder to meet specifications as indicated in the bid documents. Illinois Central College reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award. This purchase will be presented for approval at the Board of Trustees Meeting on **Thursday, June 20, 2023**. A purchase order will be issued to the successful bidder thereafter.

12. 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 equipment by the College.

13. Acknowledgment of Addenda

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

14. 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 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.

15. Bid Proposal Form

The Bid Proposal Form is included in the bid documents and is in a fillable Adobe format. Bid proposal forms must be completed by typewriter or computer. Handwritten prices are sometimes difficult to read and therefore will not be accepted.

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.

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

16. 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 proposal 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.

A contract resulting from the Invitation to Bid shall not preclude Illinois Central 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.

Leica DM500 Microscopes 06-24 BID SPECIFICATIONS

Twenty-four (24) Leica DM500 Brightfield 4 Objective Standard Plan Outfit with Pointer microscopes with (24) grounded US power cords (NEMA 5-15P)

- EZTube with preset diopter
- EZStore design with Handle and cord wrap
- Pre-focused and pre-centered condenser
- Leica EZLite LED illumination

BID PROPOSAL FORM *must be typed, not handwritten. See Section 15.

BID TO: ILLINOIS CENTRAL COLLEGE BID FROM:

_____ for "**Leica DM500**

Microscopes 06-24."

The undersigned:

1. Acknowledges receipt of:
 - A. Bid documents for "**Leica DM500 Microscopes 06-24**"
 - B. Addenda No. _____ through No. _____.
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 Bidder".

Address including City, State and Zip.

Telephone Number and E-mail Address

Item	Description	Quantity	Unit Price	Total Cost
1.	Leica DM500 Microscopes. <u>Features listed on page 4.</u> *Bid price must include shipping	24		
2.	On-site assembly & calibration of all (24) microscopes completed by August 1, 2024. 1 College Drive East Peoria, IL 61635	1		

Notes for the College and **anticipated delivery date if order is placed by June 21, 2024:**

Signature of Company Official

Name & Title of Company Official

Date

CERTIFICATION FORM- must be completed and submitted with Bid

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