



ILLINOIS CENTRAL COLLEGE  
One College Drive  
East Peoria, Illinois 61635

## INVITATION TO BID

**BIDDER'S QUOTATION REFERENCE:** 53' Dry Van Trailer

**BID OPENING DATE:** Friday, March 7, 2025 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 **53' Dry Van Trailer**. Bid proposals will be due and read aloud on Friday, March 7, 2025 at 9:00 AM CST in CC102, ILLINOIS CENTRAL COLLEGE, East Peoria, IL

#### 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: "**53' Dry Van Trailer**" 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

The equipment specifications, as prepared by Illinois Central College, are attached and complete. See Page 4. Vendors shall only bid new/unused equipment.

#### 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 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 vendor warrants and guarantees to the owner that all material and equipment will be new, unused, good quality and free from faults or defects.

## 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

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. Recommendation for Award will reflect the lowest bidder to meet all specifications, prescribed on Page 4. Purchase of this equipment will be presented as a Recommendation for Award at the Illinois Central College Board of Trustees Meeting on Thursday, March 20, 2025. The successful bidder will be issued a Purchase Order thereafter.

## 12. Receipt and Acceptance of Equipment

This purchase is being funded by a senate appropriation through the Community Projects Awards Grant. In accordance to grant award stipulations, the College must take possession of the equipment by May 15, 2025.

### 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 receipt and acceptance of equipment by the College.

### 14. 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.

### 15. 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.

### 16. 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 and details 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.

### 17. 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.

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.

## **53' Dry Van Trailer - New/Unused (not-preowned)**

### Specifications

1. Trailer must be new.
2. Aluminum wheels all the way around.
3. White in color is preferred. Black, grey, yellow or blue in color are also acceptable.
4. Swing doors preferred. Roll-up doors also acceptable.
5. 53-foot dry van. Required.
6. Air ride. Preferred, not required.

**Illinois Central College must take delivery by May 15, 2025. \*Purchase order can be issued no earlier than March 21, 2025.**

Questions or concerns regarding these specifications of this bid should be e-mailed to [purchasing@icc.edu](mailto:purchasing@icc.edu) no later than three business days before the bid opening.

**Bid Proposal Form page 1 of 2. \*Must be typed, not handwritten. See Section 16.**

BID for **“53’ Dry Van Trailer.”** to ILLINOIS CENTRAL COLLEGE from:

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\*Include vendor name, address, sales contact name, phone, e-mail

Bidder's must:

- A. bid only new equipment.
- B. clearly identify the manufacturer, model, and the other detail of equipment being bid on Page 2 of 2 of the Bid Proposal Form.
- C. initial each specification on Page 2 of 2 of the Bid Proposal Form.

Item	Description	Total (Unit) Cost
1.	ONE (1) 53’ Dry Van Trailer	
2.	<p style="text-align: center;"><b>Delivery fee to:</b></p> <p style="text-align: center;">Illinois Central College 1 College Drive East Peoria, IL 61635</p>	
3.	<p style="text-align: center;"><b>Other fee(s) if applicable:</b></p>	

The undersigned:

- A. acknowledges receipt of the 1.) Bid documents for “53’ Dry Van Trailer” and 2.) Addenda No. \_\_\_\_\_ through No. \_\_\_\_\_.
- B. has received and examined bid documents and submits the following costs based on the specifications as written by Illinois Central College.
- C. agrees to 1.) Hold this bid open until 60 calendar days after the bid opening date. 2.) Accept provisions of "Instructions to Bidder".

Signature of Company Official

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

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

\_\_\_\_\_ Date

**Bid Proposal Form page 2 of 2. \*Must be typed, not handwritten. See Section 16.**

<b>Specification</b>	<b>Please list details of equipment being bid</b>	<b>Initial</b>
Make/Model/Year		
New/not pre-owned		
Aluminum wheels all the way around *Required		
White in color is preferred. Black, grey, yellow or blue in color are also acceptable.		
Swing doors preferred. Roll-up doors also acceptable.		
53-foot dry van. Required.		
Air ride. Preferred, not required.		

Anticipated delivery date when PO is received by March 21<sup>st</sup> 2025: \_\_\_\_\_.

**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