



BIDDER: _____

BID NAME: **Three-line Solar Message Center - Mobile Signage**

BID NUMBER: **07-24-001**

BIDS DUE: **Thursday, August 8, 2024 at 11:00 a.m.**

RETURN SEALED BIDS TO: **Purchasing Office
Waubonsee Community College
45783 State Route 47
Dickson Center, Room 228
Sugar Grove, IL 60554-9903**

Responses to this IFB shall be submitted in a sealed envelope to the address above. **Envelopes must be clearly identified with the name of the BID and Due Date/Time.** Proposals received after the date and time specified in this BID will not be considered.

All correspondence or questions concerning this BID should be addressed to purchasing@waubonsee.edu.

To Be Returned with Bid

- BID FORM AND AUTHORIZATION
- CERTIFICATIONS
- CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM
- STATE OF ILLINOIS BUSINESS ENTERPRISE INFORMATION FORM

Sugar Grove
Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

Aurora Downtown
18 S. River St.
Aurora, IL 60506-4131
(630) 801-7900

Aurora Fox Valley
2060 Ogden Ave.
Aurora, IL 60504-7222
(630) 585-7900

Plano
100 Waubonsee Drive
Plano, IL 60545-2276
(630) 552-7900

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GENERAL REQUIREMENTS

Campus Location

Waubonsee Community College
Rte. 47 at Waubonsee Drive
Sugar Grove, Illinois 60554

Schedule

- Bid Publication Date July 26, 2024
- Bids Due August 8, 2024
- Recommendation of Award August 17, 2024

Information

1. Bid documents are available for download from the college's purchasing webpage at <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>.
2. Bids may be withdrawn by written request from Bidder or his agent prior to the date and time established for opening of Bids.
3. All late, faxed or emailed Bids will be rejected.
4. All Bid prices must be good for a period of ninety (90) days from the date of opening.
5. The award of the contract will be made within ninety (90) days after the opening of BIDS to the lowest responsive and responsible bidder whose bid complies with all requirements prescribed herein.
6. Awarded Bidder(s) will be notified and notification will also be posted to the college's purchase webpage.
7. If the Bid is not awarded within ninety (90) days after the opening of bids, a Bidder may file a written request with the Purchasing Manager on the withdrawal of their bid, and the Purchasing Manager will permit such withdrawal.
8. The price bid for each item is the full purchase price, including delivery to destination, rigging expenses, balancing provisions no matter what the cause for imbalance, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. List all costs individually on a separate sheet.
9. The college reserves the right to award this project to one vendor or split the award based on the best interests of the college.
10. The college reserves the right to reject or accept any or all Bid responses, to extend the bidding period, to waive technicalities in the documents or rebid prior to award of the Contract.
11. The college will issue a purchase order upon award by the college's Board of Trustees. Invoices will be paid monthly for work completed. The college's payment terms are net 30 days.
12. The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers and mechanics employed on PUBLIC WORKS construction projects no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of a

similar character in the county where the work is performed.

13. Waubonsee Community College encourage the participation of qualified businesses owned by minorities, females and persons with disabilities in contracts the college awards. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council.
14. WCC belongs to the following consortiums and Group Purchasing Organizations: E&I (Educational and Institutional Cooperative Purchasing); Sourcewell, US Communities; TCPN/National IPA; Midwest Higher Education Compact Consortium, and the Illinois Public Higher Education Cooperative. If you have pricing agreements with any of these organizations, pricing should minimally reflect these discounts. The college expects to be provided with the best available pricing.
15. All bid responses will become the property of Waubonsee Community College. All materials received or created by the college are considered **public records** and subject to disclosure to third parties in accordance with the Freedom of Information Act (FOIA). These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the college.
 - a. If the Respondent requests that the college withhold their trade secrets, commercial information or financial information from disclosure to a third party in response to a FOIA request, the Respondent must include in its submittal:
 - i. A written notification specifically identifying such information
 - ii. A statement that disclosure of such information will cause competitive harm to the Respondent
 - b. Any content not so marked by the Respondent at the time of submittal will be presumed to be open to public inspection

Instructions

1. Provide one (1) original of your Bid in a sealed envelope to be mailed to the address on the cover page.
2. Bid submittals must include all pages noted on the cover page of this bid document including, but not necessarily limited to, a completed Bid Form, Certification page, Authorization Page, Conflict of Interest and Non-collusion Form, and References.
3. Erasures or changes in bids must be initialed. White-out is NOT permitted.
4. Bidders may not contact any college employee to discuss this IFB. **All correspondence or questions concerning the IFB should be addressed to purchasing@waubonsee.edu.** All questions must be submitted in writing and will be responded to by addendum. Do not expect an immediate answer. Include your email address and/or fax number for any necessary communication.
5. Bidders are responsible for checking the college's purchasing webpage for updates to the IFB and will be required to acknowledge receipt of the addenda in the IFB response.

SCOPE OF WORK

Summary

Waubonsee Community College (WCC) seeks sealed bids to purchase two (2) three-line solar message center - mobile boards as specified below.

General

1. New equipment only. Awarded Bidder must be an authorized reseller.

Equipment / Material

1. Basis of design is the SMC 1000 ST by Hill & Smith, Inc.

SIGN CASE SPECIFICATIONS

- Height – 70" (1.76 m)
- Width – 127" (3.22 m)
- Character Height – 18" (46 cm)
- Lamp – LED (5 per pixel)
- Legibility – 1000 ft (304 m)
- Characters – 3 rows, 8 characters per row

STANDARD FEATURES

- On-board dedicated NTCIP-compliant controller
- One piece polycarbonate display window
- 5 LEDs per pixel provide uniform light output
- Energy-efficient LED display provides minimal battery maintenance and long operational life
- Automatic intensity control provides optimum LED intensity
- Industrial-grade trailer provides stable platform
- Powder-coat finish for improved fade and scratch resistance
- Simplistic programming
- Durable in-frame LED taillights
- On-board charger provides option of solar or AC charging
- Quick-clip access for ease of display maintenance
- State-of-the-art charge technology reduces battery overcharge incidents.
- Remote programming option available
- 5-year standard warranty

UNIT SPECIFICATIONS

- Raised Height – 158" (4.01 m)
- Travel Height – 103" (2.61 m)
- Width – 96" (2.43 m)
- Length with tongue – 168" (4.26 m)
- Length w/o tongue – 130" (3.3 m)

**INVITATION FOR BID (IFB)
07-24-001 Mobile Signage
August 9, 2024 at 11:00 a.m.**

- Weight – 1920 lbs (870.89 Kg)
- Energy Source – (6) 6-volt Deep Cycle batteries
- Generator – solar panel array 140 Watts
- Operating Temperature Range – -20 to +120 degrees F (-29 to +49 degrees C)
- Lift Mechanism – Leak-resistant electro-hydraulic
- Main Frame – 2" x 4" x .120" high-grade steel

COMPUTER SPECIFICATIONS

- Control Console Display: LCD
- Pre-programmed Messages: 250
- User-programmed Messages: 100
- NTCIP-compliant software
- Update Speed: 100 Milliseconds
- Removable Solid-State Design
- Off-the-shelf QWERTY keyboard

BID FORM AND AUTHORIZATION

All Bidders are required to complete and sign this form. Please print clearly. Attach a detailed proposal with a breakdown of costs for all equipment, delivery, installation, and training.

Total Base Bid for Two (2) Three-Line Solar Message Centers

Having examined the bid documents and specifications, as prepared by Waubensee Community College, the Bidder hereby proposes to furnish all labor and materials, supervision, coordination, shipping/freight, transportation, services, and equipment for the sum of:

\$ _____ Total
In Figures

In Words

Questions to be Answered

- 1. Is this bid part of a consortium or cooperative contract? If yes, identify consortium/cooperative and contract name/number:**

- 2. What is your warranty?** _____
- 3. What is the lead time from receipt of purchase order?** _____

I HEREBY AUTHORIZE THIS BID, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROVISIONS OF THIS BID. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED BID IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT.

Name of Company

Address


City

State

Zip Code

Telephone Number

Email Address

 _____
Authorized Signature

Date

Print Name

Title

CERTIFICATIONS

All Bidders are required to complete and sign this form. Completed form must be returned with Bid no later than the advertised Bid deadline. Failure to return this completed form may result in disqualification.

Bidders are cautioned to carefully read these certifications prior to signing below. Signing this page shall constitute a warranty by the undersigned that all of the statements, certifications and information set forth within these certifications are true, complete and correct as of the date signed. The undersigned is notified that if the college learns that any of the following certifications were falsely made, any contract entered into with the undersigned shall be subject to termination.

1. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 et seq. Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12.
2. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 et seq.
3. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 et seq.
4. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
5. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 et seq.
6. Fair Employment Practice: Company is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.

Authorized Signatory: _____ **Date:** _____

CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

All Bidders are required to complete and sign this form. Completed form must be returned with Bid no later than the advertised Bid deadline Failure to return this completed form may result in disqualification of Bid.

Conflict of Interest Disclosure

Waubonsee Community College is requiring that any and all relationships with the college, its administrators, trustees, committee member, or any other employee of the college be disclosed in writing as a part of any bid submitted. Contact in regards to this Bid with any employee of Waubonsee Community College during the pre-award period, except as noted in the solicitation, is strictly forbidden and is considered sufficient grounds for dismissal from the IFB/RFP process.

Define the relationship with any Waubonsee Community College administrator, trustee, committee members, or their immediate family member, with which your company or any of its owners, officers, trustees, employees does business with, or for which there is an opportunity to influence a related college decision.

Bidder certifies that there is no known conflict of interest with any WCC administrator, trustee, committee member or employee of the college.

Non-Collusion Statement

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other Bidder, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid.

The undersigned further affirms that this Bid was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name: _____

By: _____
(Authorized Signatory)

_____ Title

STATE OF ILLINOIS BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT INFORMATION

Vendor shall provide the following information as applicable to their business, as to the status of its business. The College is required to comply with the Business Enterprise for Minorities (MBE), Females (WBE), Persons with Disabilities Act (DBE), or Veteran Owned Business (VOB), 30 ILCS 575/1, et seq.

Identify Business Certification Status (___ MBE ___ WBE ___ DBE ___ VOB) if applicable

- African American
- Alaskan Native/Native American
- Asian American
- Disabled
- Female
- Hispanic American
- Veteran
- Not Applicable

Small Business Certification

- HUBZone small business
- Service-disabled veteran-owned small business
- Small Business
- Small disadvantaged business
- Veteran-owned small business
- Women-owned small business
- Not Applicable

Certifying Organization

- DCMS (Department of Central Management Services) Business Enterprise Program
- CMBDC (Chicago Minority Business Development Council)
- IDOT (Illinois Department of Transportation)
- WBDC (Women's Business Development Center)
- Other (Please Specify)
- Not Applicable

For more information please visit:

<http://www.illinois.gov/cms/business/sell2/bep/Pages/Default.aspx>

END OF DOCUMENT