



**BIDDER:** \_\_\_\_\_

**BID NAME: Auto Lift Equipment**  
**BID NUMBER: 10-19-004**  
**BIDS DUE: Wednesday, November 13, 2019 at 2:00 p.m. Central**

**Pre-Bid Meeting: Friday, November 1, 2019 at 2:00 p.m. Center, in Automotive Technology Lab, Akerlow Hall, Room 103**

**RETURN BIDS TO: Purchasing  
Waubonsee Community College  
45783 State Route 47  
Dickson Center, Room 259  
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](mailto:purchasing@waubonsee.edu). Bidders may not contact any college employee to discuss this IFB.**

**To Be Returned with Bid**

- BID FORM
- BIDDER'S ITEMIZED PROPOSAL
- CERTIFICATIONS
- AUTHORIZATION PAGE
- CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM
- STATE OF ILLINOIS BUSINESS ENTERPRISE INFORMATION FORM
- REFERENCES

**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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## COLLEGE OVERVIEW

Waubonsee Community College (WCC), located forty-five miles west of Chicago, Illinois, has served more than 300,000 students since its inception. As one of 48 public community colleges in the Illinois Community College System, WCC is governed by a board of trustees composed of seven community members elected from the district at large and a student trustee selected by the student body. WCC serves 22 municipalities, 12 public high school districts and nine private high schools in a five-county, 600-square-mile district. In order to proactively address student and community needs, WCC has cultivated a learning-centered culture that values, and an infrastructure that advances, continuous quality improvement.

### Campus Location

#### Main Campus

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

## GENERAL REQUIREMENTS

### Summary

Waubonsee Community College (WCC) seeks sealed bids from qualified vendors to provide equipment and all labor for the installation of four (4) new Lifts for the Automotive Technology Lab located in Ackerlow Hall and one (1) new lift for the Campus Safety and Operations Building at the Sugar Grove Campus.

### Schedule

- Bid Publication Date Friday, October 25, 2019
- Pre-bid Meeting Friday, November 1, 2019
- Last Day for Submittal of Questions Friday, November 8, 2019
- Last Addendum Posted Monday, November 11, 2019
- Bids Due Wednesday, November 13, 2019 at 2:00 p.m.
- Recommendation of Award Wednesday, December 11, 2019

### 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 sixty (60) days from the date of opening.
5. **A Pre-Bid Meeting will be held on Friday, November 1, 2019 at 2:00 p.m. Center, in Automotive Technology Lab, Akerlow Hall, Room 103.** This meeting is not mandatory, but

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**10-19-004 Auto Lift Equipment**  
**November 13, 2019 at 2:00 p.m.**

highly recommended as it will provide the Bidders an opportunity to walk the areas to see the current set up for decommissioning and installation for the Automotive Lab and the Campus Operations Building.

6. Awarded Bidder(s) will be notified and notification will also be posted to the college's purchase webpage.
7. The award of the contract will be made within sixty (60) days after the opening of BIDS to the lowest responsive and responsible bidder whose bid complies with all requirements prescribed herein.
8. 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.
9. If the Bid is not awarded within sixty (60) 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.
10. 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.
11. The college reserves the right to award this project to one vendor or split the award based on the best interests of the college.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 and one (1) copy of your Bid in a sealed envelope.
2. Provide a detailed, itemized proposal including all equipment, installation, decommissioning, materials, labor, training, and travel.
3. Provide cut sheets including power requirements for all equipment.
4. 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, Bidder's Proposal, Certification page, Authorization Page, Conflict of Interest and Non-collusion Form, and References.
5. Erasures or changes in bids must be initialed. White-out is NOT permitted.
6. **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](mailto: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.
7. 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 from qualified vendors to provide equipment and all labor for new Lifts for the Automotive Technology Lab in Ackerlow Hall and for the Campus Safety and Operations building.

### General

1. Awarded Bidder must be an authorized reseller.
2. The equipment must be new and must meet the manufacturer's specifications without modification.
3. The general descriptions, with manufacturer's numbers are listed for your reference. Alternates may be bid, but the college reserves the right to accept or reject any or all portions of the bids or alternates on bids. Supporting literature must be included.

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4. All electrical work is to be provided by the awarded Bidder using an electrician licensed in the State of Illinois.
5. Identify on the Bid Form all subcontractors.
6. Identify on Bid Form if electrician is own staff or subcontracted.
7. Prices bid shall include all costs to provide a turnkey installation, including but not limited to all equipment and labor, electrical work, decommissioning, shipping/freight, training, and travel.
8. Awarded Bidder is responsible for the decommissioning and disposal of five (5) old lifts and one (1) scissor lift (total). Disposal must be made in an environmentally safe and legal manner.

**Equipment / Material**

**For Automotive Technology Lab, Akerlow Hall, Room 103**

- Two (2) 10K Lifts
- Two (2) 12K Lifts
- One (1) 12K Scissor Lift

Part Number	Description	Manufacturer	Quantity
SA10	2-post 10K	Challenger	2
10315	Adapter Set	Challenger	2

Part Number	Description	Manufacturer	Quantity
E12	2-post 12K	Challenger	2

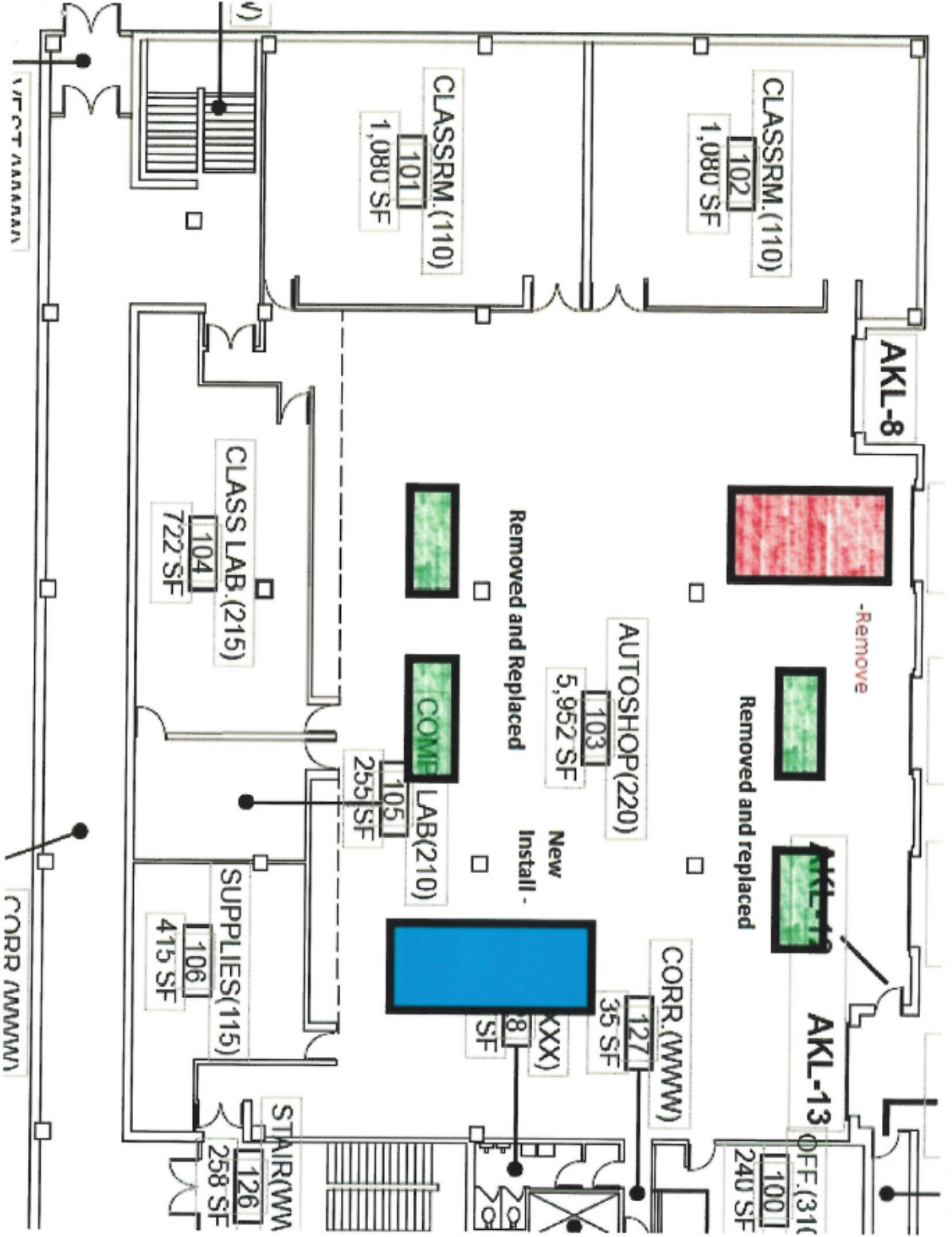
Part Number	Description	Manufacturer	Quantity
TLSS12ALORx1	Alignment Scissor 12K	TLS	1
TLSSTP	Turn Plates	TLS	1
TLSLED	LED Lighting	TLS	1
TLS-RL7	Rolling Jack	TLS	2
TLS Air Kit	Air Inflation	TLS	1
TLSMWS	Work Steps	TLS	1

**For Campus Operations Building**

- One (1) 15K Lift

Part Number	Description	Manufacturer	Quantity
E15	2-post 15K	Challenger	1

Automotive Technology Lab Room Layout



BID FORM

BIDDER (COMPANY) NAME \_\_\_\_\_

**All Bidders are required to complete and sign this form. Please print clearly. Include with bid submittal a detailed, itemized quote/proposal on your company letterhead with a breakdown of all costs as identified in this bid.**

Having examined the bid documents, as prepared by Waubensee Community College, and having inspected the site and the conditions affecting and governing the Project, the Bidder hereby proposes to furnish all equipment and labor, electrical work, decommissioning, shipping/freight, training, travel and all additional costs for the lump sum of:

\$ \_\_\_\_\_ Total  
*In Figures*

\_\_\_\_\_  
*In Words*

**Questions to be Answered**

1. **Are you using subcontractors (e.g. electrician, rigger)? If yes, provide name of company, address, contact and purpose.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

3. **What is your warranty for parts and labor?** \_\_\_\_\_

4. **Is training included in your bid? If yes, how many hours?** \_\_\_\_\_

5. **What is the lead time from receipt of purchase order?** \_\_\_\_\_



# BID AUTHORIZATION PAGE

**All Bidders are required to complete and sign this form.**

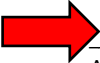
I HEREBY AUTHORIZE THIS BID, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROVISIONS OF THIS BID. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED BID IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY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

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Number Fax Number

 \_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Email Address

**Acknowledgement of Addenda**

I acknowledge having received addenda # \_\_\_\_\_.

## 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.
7. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.
8. Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ICLS 5 with regards to bid rigging/bid rotating.
9. When required by law, the bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.

**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.

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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 on the MBE status of its business so that the College can 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)

- 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>

**REFERENCES OF SIMILAR WORK PERFORMED**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Phone Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Phone Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Phone Email

## CAMPUS MAP -LOCATIONS FOR AUTOMOTIVE TECHNOLOGY LAB – AKERLOW HALL AND CAMPUS OPERATIONS BUILDING



**Pre-Bid Meeting: Friday, November 1, 2019 at 2:00 p.m. Center, in  
Automotive Technology Lab, Akerlow Hall, Room 103**

### **For Automotive Technology Lab, Akerlow Hall, Room 103**

- Two (2) 10K Lifts
- Two (2) 12K Lifts
- One (1) 12K Scissor Lift

### **For Campus Operations Building**

- One (1) 15K Lift

**END OF DOCUMENT**