



BIDDER: _____

BID NAME: Welding Equipment
BID NUMBER: 03-20-001
BIDS DUE: Tuesday, March 17, 2020 at 2:00 p.m. Central

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. *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

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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 for Installation

Plano Campus

Waubonsee Community College, 100 Waubonsee Drive, Plano, Illinois 60545

GENERAL REQUIREMENTS

Schedule

- Bid Publication Date Thursday, March 5, 2020
- Last Day for Submittal of Questions Friday, March 14, 2020
- Last Addendum Posted Monday, March 16, 2020
- Bids Due Tuesday, March 17, 2020 at 2:00 p.m.
- Recommendation of Award Wednesday, April 15, 2020

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 Bids may be withdrawn by written request from Bidder or his agent prior to the date and time established for opening of Bids.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. Awarded Bidder(s) will be notified and notification will also be posted to the college's purchase webpage.
6. 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.
7. 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.
8. 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.

9. 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.
10. The college reserves the right to award this project to one vendor or split the award based on the best interests of the college.
11. 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.
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. Waubensee 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 Waubensee 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, but not necessarily limited to, all equipment, installation, materials, labor, and training.**
3. Provide cut sheets including power requirements for all equipment.
4. Bid submittals must include all pages noted on the cover page.
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.** 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 authorized distributors and resellers to provide new Lincoln welding equipment, including installation and set-up at the Plano Campus.

General

1. Awarded Bidder must be an authorized Lincoln distributor/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 will not be accepted.
4. All electrical work will be provided by the college's representative.
5. Identify on the Bid Form any subcontractors to be used.

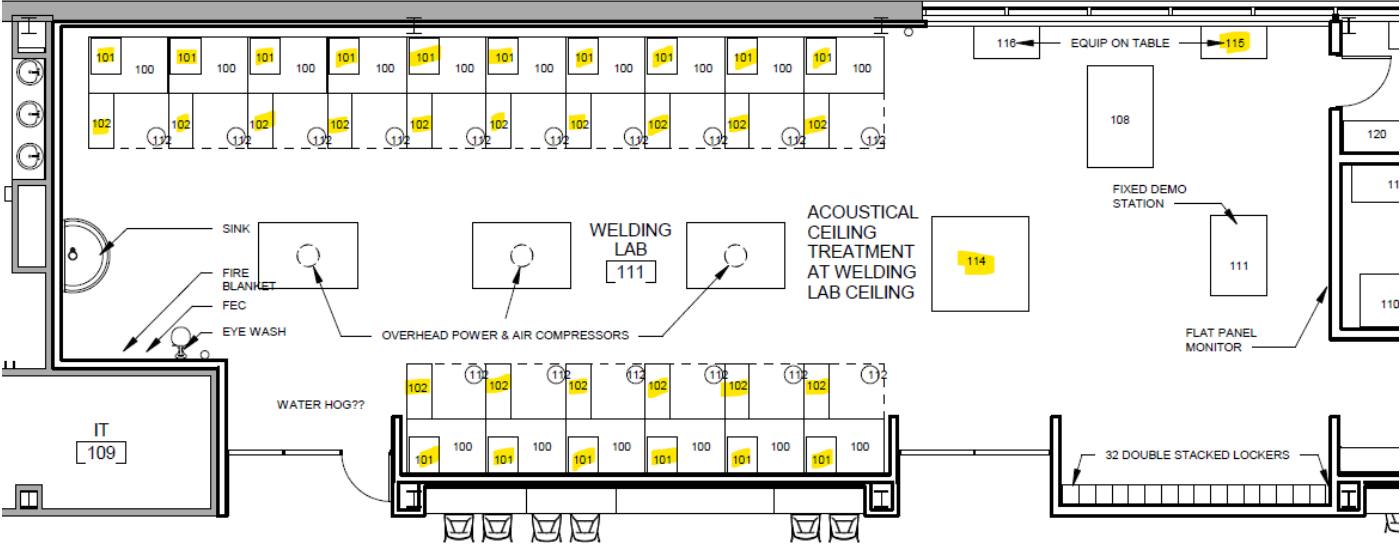
INVITATION FOR BID (IFB)
03-20-001 Welding Equipment
March 17, 2020 at 2:00 p.m.

Equipment / Material

Item #	Item	Quantity	Manufacturer	Model No.
101	Precision TIG 275 TIG Welder Ready-Pak <i>*One will be kept as a spare</i>	*17	Lincoln	K2618-1
102	Power MIG 260	16	Lincoln	K3520-1
104	Power MIG 360MP <i>*Welding Lab location TBD</i>	1	Lincoln	K4662-1
114	Classmate Robotic Welding Trainer Intermediate Package	1	Lincoln	AD2446-2
115	Tomahawk 1500 Plasma Cutter w/25' Hand Torch One-Pak	1	Lincoln	K3477-1

Welding Lab Room Layout

Equipment identified by Item #



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, the Bidder hereby proposes to furnish all equipment and labor, shipping/freight, and training for the lump sum bid of:

\$ _____ Total
In Figures

In Words

Bidder to provide a separate itemized breakdown of costs with bid submittal.

Questions to be Answered

1. **Are you using subcontractors (e.g. 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?** _____

ID 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.

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
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Phone	Email
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Name

Company Name

Address

City	State	ZIP Code
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Phone	Email
-------	-------

Name

Company Name

Address

City	State	ZIP Code
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Phone	Email
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END OF DOCUMENT