

REQUEST FOR BID
CNC Plasma Table, Support Materials, and Training
For Highland Community College

Highland Community College District 519 (the College) is accepting bids for one CNC Plasma Table, support materials, and training. Pricing must include delivery and assembly.

The College requests delivery of equipment on or before March 2, 2026.

Instructions to Bidders

1. All correspondence, including changes and questions, must be addressed to the Vice President of Administrative Services Office.
2. All bids must be made on vendor letterhead and submitted in duplicate.
3. Unsigned bids will not be considered for award. Retain a duplicate for your files.
4. Give complete specifications for any substitutions or alternates offered.
5. Highland Community College is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. Exemption Certificates shall be furnished upon request.
6. Prices submitted for bid shall include all charges for packing, transportation, and delivery to Highland Community College, Freeport, Illinois.
7. Owner's manuals and warranties shall be provided at time of delivery.
8. Return bids, properly executed, in one of the following methods on or before Monday, October 20th at 10:30 am:
 - a. via email with subject HCC Plasma Table and include one, electronic pdf attachment to purchasing@highland.edu or
 - b. in a sealed envelope marked with the bid opening time and date as stated in the cover letter to:

Vice President of Administrative Services
Highland Community College
2998 West Pearl City Road
Freeport, IL 61032

No bids will be accepted after the time designated in the request for bids, regardless of the reason given for the delay in delivery of same. Bids received after the stated time of the bid opening shall be returned unopened.

9. Bids shall be available for inspection in the Administrative Services Office after award of order(s) or contract(s).
10. Explanations or statements which the Bidder wishes to make must be placed in the same envelope and attached to the Bidder's proposal. It is understood that the Bidder must bid in strict accordance with the specifications and schedule and no substitutions may be made unless so indicated by Highland Community College.
11. Changes to specifications or any other information will be communicated to known vendors/bidders directly from the Vice President of Administrative Services Office.
12. Special attention is directed to Bidders that no claim for relief due to errors or omissions in the bidding shall be considered. Bidders shall be held strictly to the proposals as submitted. Should a bidder find discrepancies in, or omissions from, any of the documents, or be in doubt as to their meaning, they should advise the Vice President of Administrative Services Office who shall issue the necessary clarifications to all prospective Bidders by means of an addendum.
13. Manufacturers' trade names are used in the specifications for the express purpose of establishing a standard of quality and coordination of design, not for the purpose of limiting competition.
14. Any fees, legal or otherwise, involved in the successful delivery of this bid shall be borne by the Bidder.
15. Alternatives shall not be considered unless they are a standard item of manufacturer as evidenced by literature, catalogs, etc. Alternate bid must be qualified and approved PRIOR to the date of the bid opening by Vice President of Administrative Services Office.
16. Highland Community College reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of Highland Community College. Any such decision shall be considered final and not subject to review.
17. Signatures of Bidders to these bid documents shall be construed as acceptance of all items of proposal and specification.

18. Bids may be withdrawn only by letter or in person, prior to the time and date established for the bid opening.
19. In order to provide for increases or decreases in the quantity specified, because of changes in requirements or conditions, Bidders are encouraged to indicate both unit costs and total amounts where applicable. In the event that the Bidder does not supply unit costs (if applicable), it shall be assumed that the unit cost is the total cost divided by the quantity specified. Failure to indicate unit costs shall not result in a technical disqualification.
20. Highland Community College reserves the right to divide the award of orders for the items listed on this bid schedule if the best interest of Highland Community College is so served in so doing and/or if the award is applicable to a divided award. If a divided award is not acceptable to the Bidder, the Bidder must so state on the submitted bid.
21. Bids shall be considered to be firm for a period of forty-five (45) days from the date of the bid opening.
22. Each supplier shall acknowledge receipt of purchase order(s) and acceptance thereof within ten (10) days of the purchase order date.
23. Delivery must be made as specified on bid specifications. If delivery date is not specified, usual and customary delivery shall be thirty (30) days from the receipt of order. Vendors must notify the Vice President of Administrative Services Office when this delivery schedule cannot be met.
24. Where applicable, all Bidders shall comply with the TOXIC SUBSTANCE DISCLOSURE TO EMPLOYEES ACT, of the State of Illinois (P.A. 83-240), effective January 1, 1984 and provide MATERIAL SAFETY DATA SHEETS as requested.
25. The Vice President of Administrative Services shall investigate as necessary to determine ability and qualifications of the Bidder to perform the contemplated work. The Bidder shall furnish all such information and data for this purpose as may be requested and shall be prepared to show completed installations of equipment or projects similar to that included in this bid document. The Vice President of Administrative Services reserves the right to reject any bid, if evidence indicates that the Bidder is not properly qualified to carry out the obligations as described in the bid documents.
26. To the extent required by law Contractor will comply and cause all its subcontractors to comply and insert appropriate provisions in their contract

regarding the payment of the general prevailing rate of hourly wages for all laborers, workers and mechanics employed by or on behalf of the Contractor and all subcontractors in connection with services as provided for in the Illinois Prevailing Wage Act, 820 ILCS 130/01 et. seq. Further to the extent applicable, the Contractor will ensure that it and its subcontractors comply with the provisions of the Davis Bacon Act (prevailing wages), 40 U.S.C. sec 276 as amended and the Copeland (anti-kickback) Act, 18 U.S.C. sec. 874 and related regulations. The Contractor must comply with all laws relating to payment of wages to laborers, mechanics and other workers employed on any public works.

27. Included with Bid, Bidder will supply a completed and notarized form referring to the employment opportunity clause as required by the Illinois Fair Employment Practices Commission, the Illinois Human Rights Act dealing with Sexual Harassment, the Criminal Code of 1961, and Contractor Certification contracts. Failure to return a completed form may be declared non-responsible and therefore ineligible for future contracts or subcontracts with Highland Community College.
28. Included with the Bid, Bidder will supply a completed and notarized form including the bidder's program eligibility as defined by the Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act.
29. Highland Community College is an Equal Opportunity/Affirmative Action Employer.
30. Complete the enclosed W-9 form and return with bid.

Specifications are attached.

Certification Form (complete and notarize to satisfy item #27)

To: Highland Community College District 519 2998 West Pearl City Road, Freeport, IL 61032

Pertaining to the bid for: _____

I/We as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the "Criminal Code of 1961".

I/We also hereby certify that we conform to the current rules and regulations of the Illinois Fair Employment Practices Commission and comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission.

I/We also hereby certify that we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

Name of Contractor/Bidder

Title

Date

Business Enterprise Act Form (complete and notarize to satisfy item #28)

To: Highland Community College District 519 2998 West Pearl City Road, Freeport, IL 61032

Bidder may qualify as a business owner as defined in the Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act under the following criteria.

Check all boxes that apply (if Bidder does not qualify, check "Not Applicable"):

- ☐ Female: shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender
- ☐ Person with Disability: means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled
- ☐ Minority Person: shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following:
 - ☐ American Indian or Alaska Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Hispanic or Latino
 - ☐ Native Hawaiian or Other Pacific Islander
- ☐ Not Applicable

Certifying Organization (if Bidder does not qualify, check "Not Applicable")

- ☐ 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 Explain)_____
- ☐ Not Applicable

Name of Contractor/Bidder

Title

Date