



JOLIET JUNIOR COLLEGE

1901

**JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #525**

**(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938**

INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **BEVCO CHAIRS** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

PROPOSALS:

Proposals will be received and publicly read aloud by the Joliet Junior College, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

PLACE: Joliet Junior College District
Illinois Community College District #525
Director of Business & Auxiliary Services, Building A, Room 3102
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: **OCTOBER 27, 2011**

FAXES ARE NOT ACCEPTABLE

TIME: **2:00PM**

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, Building A, Room 3102, plainly marked, with the Bidder's Name and Address and the notation:

BID: **BEVCO CHAIRS**

PRE-BID MEETING: N/A

DELIVERY:

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

TAX EXEMPTION:

Joliet Junior College is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS:

Joliet Junior College requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

BIDDING PROCEDURES:

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

SUBSTITUTIONS:

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

REJECTION OF BIDS:

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.

CLERICAL ERRORS:

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

SAMPLES:

Bidder may be required to furnish samples upon request and without charge to the College.

BID SECURITY: N/A

PAYMENTS:

Certified Payroll: N/A
Partial Lien Waivers: N/A
Final Lien Waivers: N/A

INSURANCE: N/A

PERFORMANCE BONDS: N/A

LAWS AND ORDINANCES:

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

DAMAGE AND NEGLIGENCE:

The Contractor agrees to indemnify and save harmless the College and employees from and against

B11048

all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

APPRENTICESHIP AND TRAINING PROGRAMS: N/A

SUBCONTRACTORS:

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

PREVAILING WAGE RATE: N/A

BID QUANTITIES:

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

BID AWARDS:

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

TERMINATION OF FUNDING:

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

CHANGES TO CONTRACT AFTER BID AWARD:

B11048

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

GENERAL:

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

BLACKOUT PERIOD:

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.



Judy L. Mitchell
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #525
(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938
Telephone: (815) 280-6640
Fax: (815) 280-6631

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
<http://www.jjc.edu/info/purchasing>

QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:
purchasing@jjc.edu

SECTION 12 50 00**FURNITURE****PART 1 GENERAL****1.01 SUBMITTALS**

- A. Product Data: Provide Manufacturer's specification data on products.
- B. Shop Drawings: Indicate complete, detailed layout with furniture tags and complete dimensioning information for installation as required.
- C. Verification Samples: Submit two specified samples for verification of selected finishes.
- D. Maintenance Data: Ordering information on optional components, owners manuals, maintenance and operational instructions.
- E. Accessories: All spare parts required.

1.02 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section, with not less than three years of documented experience.
- B. Installer Qualifications: Company specializing in performing the work of this section with minimum three years of experience.

1.03 DELIVERY, STORAGE, AND HANDLING

- A. Do not deliver furniture until spaces where it is to be installed are complete and cleaned.
- B. Coordinate schedule, delivery, any required blocking, and electrical coordination with the General Contractor.

1.04 WARRANTY

- A. Provide 12 Year Guarantee and standard manufacturer's warranties for each item in project. No Substitutions.

PART 2 PRODUCTS**2.01 MANUFACTURERS**

- A. Student High Form Chair to be Model 7600 MG, manufactured by Bevco, www.bevco.com
 - 1. Description: Polyurethane Seat and Back, Stain and Chemical Resistant, Pneumatic Height Adjustable chair (23 ½ - 28 ½ inch) with Mushroom Glides, Welded Chrome Foot Ring with Black Five Legged 16 Gauge Tubular Steel Base.
 - 2. Finish: Black
 - 3. Quantity: 144 (24 Chairs per room for locations listed below)
 - a. New Addition Locations: Biology Labs E1006; Anatomy and Physiology Labs E2012, E2013.
 - b. Existing Renovation Locations: Biology Labs E1002, E1011, and E1012.
- B. Teacher Chair to be Model 7000 MG, manufactured by Bevco, www.bevco.com
 - 1. Description: Polyurethane Seat and Back, Stain and Chemical Resistant, Pneumatic Height Adjustable chair (15-20 inch) with Mushroom Glides, No Foot Ring with Reinforced Plastic base.
 - 2. Finish: Black
 - 3. Quantity: 41 (1 Chair per room for locations listed below, unless noted otherwise)
 - a. New Addition Locations: Biology Labs E1005, E1006, E1007, E1008, E1009, E1010; Anatomy and Physiology Labs E2011, E2012, E2013, E2014; Chemistry Labs E2009, E2010, E2015, E2016
 - b. Existing Renovation Locations: Biology Lab E1002, E1011, E1012; Physics Lab E2007 (24 Chairs this location).

PART 3 EXECUTION

3.01 EXAMINATION

- A. Do not begin installation until spaces to receive furniture have been completed and cleaned.
- B. Vendor shall verify all field dimensions prior to ordering products where furniture, furnishings, or equipment will interface with built conditions.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Adjust seat to height required.
- C. Completely clean installed product at completion of job according to manufacturer's instructions.
- D. Delivery Dates to be verified with Owner and Construction Manager:
 - 1. New Addition Areas: December 16, 2011
 - 2. Existing Renovation Locations: June 1, 2012

3.03 PROTECTION

- A. Protect installed furniture, furnishings, and equipment from subsequent construction operations.

END OF SECTION

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby 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.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College
Illinois Community College District #525
Director of Business & Auxiliary Services, Building A, Room 3102
1215 Houbolt Road
Joliet IL 60431

**JOLIET JUNIOR COLLEGE
BID FOR BEVCO CHAIRS**

You are invited to submit a bid for Bevco Chairs. The college is exempt from all sales tax.

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>QNTY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
1)	Student High Form Chair Model 7600 MG (per specifications on pages 7 -8.	144	\$ _____	\$ _____
2)	Teacher Chair Model 7000MG (per specifications on pages 7-8	41	\$ _____	\$ _____
3)	Assembly and Delivery	For item # 1 & #2	\$ _____	\$ _____
			Total Cost	\$ _____

FIRM

SIGNATURE

ADDRESS

PRINTED NAME

CITY STATE ZIP

DATE

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS