



## Prairie State College Bid Instructions

Sealed bids will be received by the College for the printing of the **Fall 2019 Credit Course Schedule and Fall 2019 Non-Credit Course Schedule** set forth in the attached specifications and/or plans. **Please provide separate bids for each job.**

### **Bid Proposals**

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College and mailed or delivered in a sealed envelope identified as “**BID ENCLOSED Fall 2019 Credit Course Schedule and Fall 2019 Non-Credit Course Schedule**” to the address below.

Proposals will be opened and publicly read at the place, date and time stated below.

**Place:** Prairie State College District #515  
202 South Halsted Street  
Chicago Heights, IL 60411

**Date:** **March 11, 2019**  
Board Room 2274

**Time:** 11:00 AM

***PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE VENDOR UNOPENED.***

Faxed bids will not be considered because they do not meet the sealed bid requirement.

### **Awarding of Bids**

Bids shall be awarded to the lowest responsible bidder. The College reserves the right to reject any and all bids or any part thereof, to waive immaterial technicalities in the bidding, and to accept the bid deemed most favorable to the interest of the College after all bids have been examined and evaluated.

An award may be made to a single bidder for all items or awarded on an item by item basis. If a split award is not acceptable to a bidder, it must be so stated in the bid.

### **Taxes**

As a public community college, Prairie State College is exempt from Federal, State and Municipal Taxes. Tax exemption numbers will be provided upon request.

### **Payment for Goods and Services**

The Board of Trustees approves bill payments on the last Tuesday of each month. Goods and services must be received and an approved invoice be received in the Accounts Payable office a minimum of ten (10) days prior to the last Tuesday of the month to be processed for payment.

### **Alternate Bids**

Alternate bids shall not be considered a counteroffer. An alternate bid shall not become a part of the contract unless approved by the College upon the award of the bid. If bidding other than specified, alternates must be guaranteed equal or better than that originally specified. Burden of proof lies with the bidder. Alternate bids must include specifications, brand name, numbers and/or trademark, if any, and any other information pertinent to the identification.

### **Time Price Will Be Firm**

Bid prices must be firm for a period of forth-five (45) days from the date of the bid opening.

### **Delivery Price**

Unless otherwise specified in the invitation to bid, your bid price **must** be a delivered price, F.O.B. Prairie State College, with all transportation and handling charges paid by the bidder.

### **Compliance With Laws**

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County and local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

### **Other**

Prairie State College is committed to a policy of non-discrimination. Thus, bidders are required to be in compliance with Federal Executive Orders 11246 and 11375, and the Equal Employment Opportunity Clause issued by the Illinois Fair Employment Practices Commission Public Act 77-1552.

### **Signature On Bids**

Prairie State College District #515 requires the signature on bid documents to be that of an authorized representative of said company. Each bidder represents that he/she has read and understands the bidding documents and that these instructions are a part of the specifications.

Dr. Thomas D. Saban  
Vice President  
Finance and Administration

Prairie State College

**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.

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NAME OF CONTRACTOR/BIDDER

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SIGNATURE

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TITLE

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DATE

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

Prairie State College District # 515  
Dr. Thomas D. Saban  
Vice President, Finance and Administration  
202 S Halsted Street  
Chicago Heights IL 60411