RockValleyCollege 3301 N Mulford Road, Rockford, IL 61114-5699
(815)921-7821 Toll-free (800)973-7821
www.rockvalleycollege.edu

INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for:

A Multi-Engine Turbine Aircraft Electrical System Simulator
BID# 19-06

May 22, 2019
2:00 P.M. CST

Sealed bids are invited Pursuant to specifications

BID:
Bids will be received and publicly read aloud by Rock Valley College at the place, date and time hereinafter designated. You are invited to be present if you so desire.

PLACE:
Rock Valley College
SSB Conference Room 1300
3301 N Mulford Rd
Rockford, IL 61114-5699

OPENING DATE: Wednesday, May 22, 2019

TIME: 2:00 PM Central Standard Time
Proposals received after this time will not be accepted.

Proposals must be in accordance with the instructions contained herein. All Submittals are to contain a total of **one (1) hard copies and 1 digital device**. They shall be submitted on or before the specified closing time in an opaque sealed envelope addressed to:

Kathleen Jones, Purchasing Manager
Business Services, SSB 2200
Rock Valley College
3301 N Mulford Rd
Rockford IL 61114

All envelopes should be plainly marked, with the Bidder's Name and Address and the following notation: ***Bid# 19-06 Electrical Systems Trainer***.

EMAILS OR FAXES ARE NOT ACCEPTABLE

PRE-BID MEETING: Not required

STANDARD INSTRUCTIONS

1. TAX EXEMPTION: Rock Valley College is exempt from Federal, State, Municipal taxes and Illinois Retailers Occupational Tax.

2. SIGNATURE: The signature on BID documents is to be that of an authorized representative of said company. Each bidder, by making his BID, represents that he has read and understands the BID documents and that these instructions to bidders are a part of the specifications.

3. DISQUALIFICATION: The Purchasing Manager will make such investigation as is necessary to determine the ability of the vendors to fulfill BID requirements. Rock Valley College reserves the right to reject any BID if it is determined that a vendor is not properly qualified to carry out the obligations of the Contract.

4. ACKNOWLEDGEMENT OF ADDENDA: Signature of company official on original Bid document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific Bid. Identification by number of the addenda and date issued should be noted on all Bids submitted. A copy of any and all Addenda must be included with the Bid packet.
    a. ***FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.***
    b. Bidders who obtain a copy of the Bid from our web site are responsible for checking back on the site for any addenda issued.

5. EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION: Rock Valley College is an Equal Opportunity/Affirmative Action Employer. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practice Act, or the Fair Employment Practices Commission's Rules and Regulations for Public contracts, the Contractor may be declared non-responsible an d therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporation and the contract may be cancelled or avoided in whole, or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
    a. It is also the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575 (the Act) and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities.
    b. If Proposer is certified with the State of Illinois as a BEP vendor, include a copy verifying such certification.
    c. To register with the State of Illinois as an MBE/FBE/DBE, please visit this site: https://www.illinois.gov/cms/business/sell2/bep/Pages/Vendor_Registration.aspx

6. PROPRIETARY INFORMATION: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While RVC will endeavor to maintain all submitted information deemed proprietary within RVC, RVC will not be liable for the release of such information.

7. RESPONSIBLE BIDDER COMPLIANCE: The Responsible bidder requirement pertains to contractors submitting bid **for construction contracts in excess of $150,000.00**. The contractors are to required to have participation in apprenticeship and training programs applicable to the work being performed on the projects which are approved by and registered with the United States Department of Labor's Office of Apprenticeship and Training.

8. PREVAILING WAGE LAW: Vendor's signature shall be construed as acceptance of; and willingness to comply with, all provisions of the Illinois Compiled Statutes, Chapter 820, 130/1-130/12, Employment Wages and Hours Prevailing Wage Act. All Laborers, workers, and mechanics engaged in construction will be paid not less than the "Prevailing Wage". The Vendor further agrees to provide a copy of the certified payroll to the Facilities Director on a monthly basis for the duration of the project.

9. 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. No vendor shall visit or contact any College officers or employees until after the bids are awarded. 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.

10. All Bids/RFPs/Proposals shall be considered firm for a period of one hundred and twenty (120) days from the date established for the opening of Bids.

11. Termination of Funding: Rock Valley College'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. Rock Valley College shall give notice of such termination for funding as soon as practicable after becoming aware of the failure of funding.

12. All Bids/Proposals must be made on a bid form if included in this document.

13. Give complete specifications for any substitutions or alternates offered.

14. Each bidder shall carefully examine all Bid/Proposal documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a Bid/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 notify the College. If necessary, the College shall send written addendum to all bidders, as well as post all addendums on their website. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Purchasing Manager. After bids are received, no allowance will be made for oversight by bidder.

15. Any Contract arising from this Bid/Proposal action shall commence on the date the Contract is executed on behalf of Rock Valley College, or such other date as the College and the Contractor shall agree. All such contracts are contingent upon approval by the Board of Trustees of Community College District No. 511.

16. W-9 form: A current W-9 form must be returned with the bid packet. (*A blank form is included page 7 of this document)*

Specifications and Bid Documents start on the page 8

INDEMNIFICATION:
(must be completed & returned with Bid Packet)

The Contractor/Vendor or User shall indemnify and hold harmless **Rock Valley College** as Board of Trustees, Representatives, Employees and Agents from any claims, demands or liabilities, including attorney's fees arising out of the performance of this contract and/or purchase order including, but not limited to, claims arising out of or related to environmental protection matters related to the disposal (including method thereof) of garbage, trash, refuse or other material generated by **Rock Valley College** and transported by or disposed of by Contractor/Vendor or User pursuant to this Contract; or arising out of or related to Contractor's/Vendor's or User's choice of site or sites for disposal.

I have read and understand these requirements.

_____

CONTRACTOR/VENDOR/USER DATE
Authorized Representative

MINIMUM INSURANCE REQUIREMENTS

The undersigned Contractor/Vendor or User of College Campus Facilities shall purchase and maintain the following insurance coverages with carriers with a Bests Financial Rating not less than A, XII to which Rock Valley College has no reasonable objection.

A Contractor/Vendor or User shall furnish a certificate of insurance to Rock Valley College prior to the commencement of any work covered by this, or any resulting, contract or purchase order, as evidence that all requirements of this addendum have been complied with. The certificate shall also contain a provision that the coverages afforded under the policies required shall not be cancelled or allowed to expire unless 60 days prior written notice has been given to Rock Valley College. Failure on the part of the Contractor/Vendor or User to maintain coverage as required shall constitute a default and entitle Rock Valley College, at its sole option, to either terminate the contract or procure replacement coverage and offset the cost against any money due the Contractor/Vendor or User.

Coverages, whether written on occurrence or claims made, shall be maintained without interruption from the date of commencement of work/event until the date of final payment and termination of any coverage to be maintained after final payment.

- **WORKERS COMPENSATION/EMPLOYERS LIABILITY:**
  - $500,000 per accident
  - $500,000 disease, policy limit
  - $500,000 disease, each
  - The policy will be endorsed showing a **waiver of right of recovery** form **#WC000313** or equivalent in favor of **Ro ck Valley College.**

- **COMMERCIAL GENERAL LIABILITY:**
  Coverage shall include premises operations, independent contractors, contractual liability, productsand completed operati ons including broad form property damage, covering bodily injury and property damage or limits as shown below. Products and completed operations liability shall be maintained for two years after completion of the work performed under this Contract or Purchase Order.
  - $1,000,000 each occurrence
  - $2,000,000 general aggregate
  - Policy shall be properly endorsed to show **Rock Valley College** as an **Additional Insured.**
  - The policy shall also contain form **#GL2503** showing the aggregate limits apply per project or **GL2504** showing tha t the aggregate limit applies per location.

3. **COMMERCIAL AUTOMOBILE LIABILITY:**
   Coverage shall be written to include all owned, non-owned, and hired automobiles covering bodily injury and property damage, including uninsured and underinsured motorist's coverage for limits as shown below.
   - $1,000,000 combined single limit each occurrence OR
   - $1,000,000 bodily per person, per occurrence and property damage per occurrence

4. **UMBRELLA LIABILITY:**
   The policy shall cover excess of Employers Liability, General Liability, and Automobile Liability with underlying limits as shown in items 1, 2, and 3 and shall also name Rock Valley College as an **ADDITIONAL INSURED** for the following limits.
   - $1,000,000 each occurrence
   - $1,000,000 general aggregate

5. **PROFESSIONAL LIABILITY:**
   Should this contract provide for Professional services, such as, but not limited to, Athletic Trainers, Sports Medicine, Counseling, Dental, Medical, Psychological, and Contractors, the vendor shall purchase and maintain Professional Liability coverage for the services to be rendered for limits not less than:
   - $1,000,000 per claim or occurrence, $3,000,000 aggregate
   - The vendor shall furnish **Rock Valley College** a certificate of insurance as evidence of coverage, in addition to those coverages as required in paragraphs, 1, 2, and 3.

Should any of the above policies be written on a claims-made basis, the policy date or retroactive date shall predate the contract. The Additional Insured provisions as contained in paragraphs 2, 4, and 6 shall be maintained for a period of not less than five years after the expiration and or nonrenewal of this Contract. The termination date of the policy or applicable extended reporting period shall be no earlier than the termination date of coverages required to be maintained as shown above.

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
| | | – | | – | | | | |

or

Employer identification number
| | – | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here **Signature of U.S. person ▶** **Date ▶**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X Form **W-9** (Rev. 11-2005)

For further instructions, please visit http://www.irs.gov/pub/irs-pdf/iw9.pdf

Specifications for:

A Multi-Engine Turbine Aircraft Electrical System Simulator (BID# 19-06)

Rock Valley College is accepting bids for a functional simulator of a multi-engine turbine aircraft electrical system that is typical of many multi-engine commuter, executive turbo-prop and jet aircraft:

AVOTEK Multi-Engine 20-volt DC Dual Turbine electrical System AE42-D24G <u>OR EQUIVELANT</u>
Pursuant to specifications

SIMULATOR REQUIREMENTS

- Must be delivered ready to plug in and operate
- Must contain an instructors panel in the rear of the simulator for the instructor to simulate shorts, open circuits, and other electrical malfunctions
- Must have accompanying instructor and student manuals
- Must have wiring coded to diagrams for easy troubleshooting
- Be mobile (on wheels)
- Must contain a dual 28-volt DC turbine aircraft starter-generator system, including APU input plug and battery
- Must have a split buss current distribution system
- Must Contain all relevant cockpit electrical components including gauges and circuit breakers
- Must Have a single phase 115 volt, 400 cycle alternating current system with dual inverters
- Must Have DC navigation lights and flasher unit
- Must have landing light and a rotating beacon
- Must have reverse current relays/voltage regulators
- Must have a stall warning system and horn

SUBTITUTIONS

1. Each bidder represents that their bid response is based upon the materials and equipment described in the bid specifications.

2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. Rock Valley College 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.

Rock Valley College
BID / PROPOSAL SHEET

A Multi-Engine Turbine Aircraft Electrical System Simulator
(BID# 19-06)

Note:
.Price to be inclusive of all costs
.Delivery must be quoted as F.O.B.

Total amount of Bid $ _____

Expected Delivery Date:	_____
Start Date of Warranty:	_____
Length of Warranty:	_____

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE, AREA CODE _____

DATE _____

NAME (Please Print) _____

TITLE _____

AUTHORIZED SIGNATURE

_____

PREFERRED PAYMENT:
Please select the preferred payment method(s) below (select all that apply). This selection will apply to all payments from Kishwaukee College.
(NOTE: Terms are Net 30)

_____ ACH (Electronic Funds Transfer) **Routing information will be requested when Bid is awarded*
_____ Check