INVITATION FOR BIDS

**INDIAN HILLS COMMUNITY COLLEGE**

Date:       Bid Number:

 (Department – FY)

The Business Office of Indian Hills Community College requests bids on the following item(s):

The Business Office and/or Board of Trustees reserve the right to accept or reject any and/or all bids, or any part thereof and to waive informalities or technicalities in any bids.

# GENERAL CONDITIONS

1. Bid proposal forms are included with the specifications and all bids should be typed or completed in ink on the form provided. Bid proposals are to be mailed according to the **“INSTRUCTIONS FOR DELIVERY OF BID”** (page 2).
2. **EACH ITEM WILL BE CONSIDERED SEPARATELY.**
3. In the case of **brand name or EQUAL** notation on the specifications, the purpose is to establish general design, performance, quality of material, and workmanship. Such reference is not intended to discriminate against comparable brands or products on any manufacturer.
4. Please submit literature on items quoted as **or Equal**.
5. Samples must be available upon request at no expense to the college.
6. All items that are being bid must show the unit price and extended total price. If the item(s) are not extended, the bid may be rejected. In the event of extension errors, the unit price will be assumed correct.
7. The College is exempt from Iowa State sales tax, therefore pricing should not include sales tax.
8. All names and titles must be typed directly underneath the signature(s) of the individuals submitting the bid.
9. Retain a copy of quotation for your records.
10. Any company that desires not to bid at this time and wishes to remain on the mailing list for the College, should return the signature page of the bid indicating no bid at this time. Otherwise, a company not submitting a bid may be removed from the mailing list for types of items listed in this bid.
11. Indicate if the program or project is funded in whole or in part with Federal money:

[ ]  YES [ ]  NO

If yes, name of Federal program:      .

If yes, the percentage of the total costs of this program or project financed with Federal money is currently      % or $     . The percentage of the total costs of the program or project financed by non-federal sources is currently      % or $     .

# REQUIREMENTS FOR TRANSPORTATION AND DELIVERY

## 1. Quote all prices F.O.B. Indian Hills Community College to (Shipping Address):

## 2. No separate charges are allowed for boxing, packaging, or crating.

# INSTRUCTIONS FOR DELIVERY OF BID

Completed bids are due in the Business Office, Indian Hills Community College during normal hours of operation (7:15 A.M. to 4:45 P.M.) on or before . Please drop off, mail, email, or fax bids. Mail or drop off bids, are to be placed in an opaque envelope with the bid number noted on the lower left corner and addressed as follows:

 Indian Hills Community College

 Business Office

 Attn: Bid Submission

 525 Grandview Avenue

 Ottumwa, Iowa 52501-1398

Bids may be emailed to bidsubmission@indianhills.edu, or faxed to the Business office, Attn: Bid Submission at 641‑683‑5184 by 4:45 P.M. on  .

Bid Number:      Indian Hills Community College Company:

Business Office Contact Person:

Attn: Bid Submission Address:

525 Grandview Avenue City:

Ottumwa, IA 52501-1398 Date:

 Phone Number:

 Bid Number:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Description** | **Make &****Model** | **Unit****Price** | **Total****Price** |
|       |       |       |  |  |
|  | **All price quotes must include shipping, installation, and any additional charges to IHCC** |  |  |  |

Please refer questions regarding these specifications to       at (641)      . Questions in regards to the bid process may be directed to bidsubmission@indianhills.edu.

To: Indian Hills Community College Bid Number:

 Business Office

 Attn: Bid Submission

 525 Grandview Avenue

 Ottumwa, Iowa 52501-1398

The undersigned bidder submits information and prices on the item(s) specified in this bid as **F.O.B. Indian Hills Community College**.

All prices bid will remain in effect if ordered within thirty (30) days from the date of bid opening. In the event additional orders are placed prior to actual shipment of the bid items, the bid prices will remain in effect.

 We have submitted our bid according to the conditions detailed herein.

 We are not submitting a bid at this time, but wish to remain on your bid list.

 Please remove this company from your bid list.

Comments:

Company Name:

Address:

City, State, Zip:

Phone Number:

Represented By:

Signature:

Title:

Date: