INVITATION FOR BIDS
INDIAN HILLS COMMUNITY COLLEGE

Date: <u>11/1/2023</u>   Bid Number: <u>23A60CC000001-01-00-3</u>
                                                                                          (Department – FY)

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

<u>Trainer-Floor standing conveyor</u>

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. Buy America Provision- "To the greatest extent practicable, contractors are encouraged to purchase American-made equipment and products under EDA financial assistance."

5. Please submit literature on items quoted as **or Equal**.

6. Samples must be available upon request at no expense to the college.

7. 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.

8. The College is exempt from Iowa State sales tax, therefore pricing should not include sales tax.

9. All names and titles must be typed directly underneath the signature(s) of the individuals submitting the bid.

10. Retain a copy of quotation for your records.

THIS IS A REQUEST FOR A QUOTATION - NOT AN ORDER!

11.   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.

12.   Federal Participation Disclosure- "This project will be funded with Federal funds from the United States Department of Labor and therefore is subject to the Federal laws and regulations associated with that program."

13.   Indicate if the program or project is funded in whole or in part with Federal money:

☒ YES   ☐ NO

If yes, name of Federal program: U.S. Department of Labor Strengthening Community Colleges Grant.

If yes, the percentage of the total costs of this program or project financed with Federal money is currently 100% 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):

Indian Hills Community College
Attn: Audrie Beary
525 Grandview Avenue
Ottumwa, Iowa 52501

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 **November 30, 2023**. 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
Attn: Audrie Beary
525 Grandview Avenue
Ottumwa, Iowa 52501-1398

Bids may be emailed to audrie.beary@indianhills.edu, by 4:45 P.M. on **November 30, 2023**.

Bid Number: 23A60CC000001-01-00-3

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Indian Hills Community College
Attn: Audrie Beary
525 Grandview Avenue
Ottumwa, IA 52501-1398

Quantity	Description	Make & Model	Unit Price	Total Price
1	Floor Standing Conveyor trainer. The floor standing conveyor training system should allow learners To practice hands-on skills such as flat belt conveyor operation; how to maintain and inspect a conveyor; and how to install, adjust, and replace a conveyor. The system will include curriculum, instructors' guide and student materials that cover: • Belt installation • Belt speed • Belt length calculation • Belt maintenance • System should include: • types of conveyors and applications • flat belt conveyor operation • conveyor safety guidelines • basic steps to operate a flat belt conveyor **All price quotes must include shipping, installation, and any additional charges to IHCC**			

Please refer questions regarding these specifications to Martin Blomme at (641) 683-5111 ext. 5291.
Questions regarding the bid process may be directed to Audrie.beary@indianhills.edu

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To: Indian Hills Community College   Bid Number: <u>23A60CC000001-01-00-3</u>
      Attn: Audrie Beary
      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 bid prices will remain in effect if ordered within a minimum of 30 days. 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: _____

Bids will be scored using the following matrix:

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Scoring Criteria	Rating			Score	Weight	Weighted Score
Price	1	2	3		30%	
Delivery	1	2	3		10%	
Warranty	1	2	3		10%	
Meets All Specifications of RFP	1	2	3		40%	
Total Weighted Score						
Compatibility	0	1				
TOTAL SCORE						

Notes:

Ratings are based on the following:

1- Below average

2- 2- Average

3- 3- Above average

Bids will receive either a "0" or "1" on compatibility. This will be multiplied by the total weighed score.

0= Not compatible

1= Compatible

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