



1200 West Algonquin Road
Palatine, Illinois 60067-7398

847.925.6000
harpercollege.edu

Sale of Surplus Hammer Strength Fitness Equipment and Miscellaneous Weight Training Equipment

Specification & Contract Document Number: Q00916

Bid Opening

Time & Date: 11:00 AM local time, February 5, 2018

Return Bids To:

Harper College Purchasing Department
A Building, Room A 217
1200 W. Algonquin Road
Palatine, Illinois 60067-7398

Non-Mandatory Pre-Bid Meeting And Site Visit:

2:00 p.m. local time, January 29, 2018
Building A, Room A-315BC
This will be the only scheduled owner guided site visit and the last day to submit questions

Please mark the Return envelope:

- Request for Bid Q00916
- Bid Opening Date & Time
- Sale of Surplus Hammer Strength Fitness Equipment and Miscellaneous Weight Training Equipment

Bid Deposit:

None

Performance Bond:

None Required

Issued by:

Aaron Thompson
Purchasing Specialist

Please return the entire document intact.

LEGAL NOTICE

Official notice is hereby given that bids will be received in the Purchasing Department of Harper College, A Building, Room A217, 1200 West Algonquin Road, Palatine, Illinois 60067 until February 5, 2018 at 11:00 a.m. local time, at which time they will be publicly opened and read aloud for the:

Sale of Surplus Hammer Strength Fitness Equipment and Miscellaneous Weight Training Equipment
Bid Request # Q00916

Bidding documents are available on the Harper website at www.harpercollege.edu or by contacting the Harper Purchasing Department at purchasing@harpercollege.edu.

A non-mandatory pre-bid meeting and site visit will be held at 2:00 p.m. local time, January 29, 2018. Interested parties will assemble in Building "A", Room A-315AC, 1200 W. Algonquin Rd., Palatine, Illinois. This will be the only opportunity for an owner guided tour of the site. Interested parties are encouraged to attend. Any questions related to the bid should be submitted no later than January 29, 2018 at 5:00 p.m. local time to purchasing@harpercollege.edu with a copy to Athompso@harpercollege.edu. Questions submitted after the deadline may not receive a written response.

No bids may be withdrawn for a period of 90 days after the submission without the consent of the Board of Trustees. Any bid submitted unsealed, unsigned, fax transmission, email or received subsequent to the aforementioned date and time, may be disqualified and returned to the bidder.

The College reserves the right to reject any and all bids or parts thereof, to waive any irregularities or informalities in bidding procedures and to award the contract in a manner best serving the interest of the College.

HARPER COLLEGE
Aaron Thompson
Purchasing Specialist

Sealed Bids, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Specialist, Harper College, A Building, Room A-217, 1200 W. Algonquin Road, Palatine, Illinois 60067 until the due date and hour shown below (local prevailing time), for the Sale of Surplus Hammer Strength Fitness Equipment and Miscellaneous Weight Training Equipment.

BID DUE: 11:00 A.M. February 5, 2018

Pick of Equipment must be made on February 6th and 7th between 7:30 a.m. to 3:00 p.m.

****Note, there are (2) Hammer Strength Fitness HD Half Rack 8" located in "Y" Building, model HDHR8 that will be available for pickup when the semester is complete after the week of May 20th.****

Contract Specialist: _____
Aaron Thompson, Purchasing Specialist

In compliance with this Invitation for Bid, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within one (2) calendar day(s) from the date of the opening, to purchase all of the items at the price quoted herein.

By submitting this offer, the bidder certifies that he has read and understands all of the terms and conditions listed herein.

The following information must be completed and submitted with your bid. PRINT all information legibly in ink, and sign your name where indicated.

The attached spreadsheet should be completed to include the Unit price and the extended price of the equipment.

Name: _____
Last First Middle

Address: _____

City/State/Zip: _____

Telephone (Day): _____ Fax Number: _____

Telephone (Night): _____ E-Mail: _____

Fed. Tax ID (or Social Security #): _____

I have read, understand and agree to all terms, conditions and requirements of this sale.

Signature: _____ Date: _____

This form must be signed. All signatures must be original and not photocopies.

All bids must be submitted on and in accordance with this form. All bids must be sealed. All sheets must be returned.

CONDITIONS AND INSTRUCTIONS

1. All bids must be submitted on and in accordance with this form. All bids must be sealed. All sheets must be returned.
2. Bids and amendments thereto, if received by the Purchasing Department after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by the Purchasing Department by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be acceptable. If Harper College is closed for business at the time scheduled for bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the College, at the originally scheduled hour.
3. Bid Prices must show unit price.
4. The bidder certifies by signing this document that this bid is made without prior understanding, agreement, or accord with any other person submitting a bid for the same item and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.
5. Award will be made to the highest responsive and responsible bidder.
6. The College reserves the right to award by item, groups of items or total bid; to reject any and all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of the College.
7. Each bid (offer) is received with the understanding that the acceptance in writing by the College of the offer to purchase any or all of the items described therein, shall constitute a contract between the bidder and the College.
8. In event of default by the contractor, the College reserves the right to sell or otherwise dispose of the item(s) through other means, and hold the bidder liable for any excess cost occasioned thereby.
9. The contractor guarantees to defend and save the College, its agents and employees, harmless from liability of any nature or kind in the sale of or bidder's use of the property.
10. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink adjacent to the change, and must be initialed and dated in ink by the person signing the bid.
11. All bids must be signed with the bidder's name. Obligations assumed by such signature must be fulfilled.
12. Appeals Procedure: Upon request administrative appeals information will be provided which shall be used for hearing protests of a decision to award or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualifications and determinations of non-responsibility and appeals from decision or disputes arising during the performance of a contract.

13. **Direct contact with College departments other than Purchasing, on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the Purchasing Specialist or their representative.**
14. Assignment of Contract: A contract shall not be assignable by the contractor in whole or in part without the written consent of the College.
15. Applicable Law and Courts: Any contract resulting from this solicitation shall be governed in all respects by the laws of the State of Illinois and any litigation with respect thereto shall be brought in the courts of the State. The contractor shall comply with applicable federal, state and local laws and regulations.
16. **Property Location & Viewing** All surplus items may be viewed at the location and time specified on the front of this document.
17. **Submittal Requirements:** This entire document must be completed and received by the date and time specified on the cover of the document to: Purchasing Department, Harper College, A Building, Room A-217, 1200 W. Algonquin Road, Palatine, Illinois 60067. Do NOT turn your bid in at any other College location. LATE BIDS WILL NOT BE ACCEPTED. Bid must remain firm for thirty (90) calendar days following the opening date for bids.
18. **Award Notice:** Within one (1) calendar day(s), a determination of award will be made. The successful bidder will be notified by telephone and/or by mail of notice of award within one (1) calendar day(s) after a determination of award has been made. Upon notice of award, Bidder agrees to provide payment for and removal of all property awarded as required herein. Bidder shall not be allowed to withdraw any bid price.
19. **Payment:** The successful bidder will be required to remit payment within two (2) calendar days of notice of award. Payment is to be made by: Cash, Money Order, Cashier's or Certified Check made payable to Harper College (Personal checks or business checks will not be accepted unless certified). Payment must be made in the EXACT AMOUNT, as the Purchasing Department cannot make change.

Note:
The sequence of events will be as follows:
 1. Notice of award is given to the bidder by the Purchasing Department.
 2. Bidder pays by money order or cashier's check. Payment is made within two (2) days of notice of award in William Rainey Harper College Business Office. Harper College, from 8:00 AM to 4:30 PM, Monday through Friday. A receipt will be provided.
 3. Bidder presents a receipt to Harper College personnel between 7:30 AM and 3:00 PM, Monday through Friday, and items will be provided.
 4. Bidder shall remove all items from the site on February 6th or 7th. A paid receipt is required for pick-up.
20. **Assumption of Liability:** The purchaser shall assume all liability for the property after award is made. The College will exercise its usual care for protection up to the time of removal, but will not be responsible for any loss or damage. "THE COLLEGE DOES NOT PROVIDE SECURITY FOR BID ITEMS ONCE THE BIDDER HAS BEEN NOTIFIED. IT IS RECOMMENDED THAT PAYMENT AND PICKUP BE MADE WITHIN 48 HOURS AFTER NOTIFICATION."
21. **Right to Reject:** The College reserves the right to reject any part of a bid, any or all bid offers.

22. **Warranties and/or Representations:** It is the responsibility of the bidder to inspect the items being bid. The College makes no warranties or guarantees, expressed or implied, as to the actual condition or quality of the items offered or fitness for a particular purpose or for use in general. The responsibility as to the condition of the property rests with the bidder. Under no circumstances will a refund or adjustment be made on account of property failing to meet bidder's expectations. Sale is "as is, where is" without warranty. There is no guarantee or warranty on the part of the College as to the condition or quality; or that the property offered, or a portion thereof, may not be withdrawn prior to the sale. Except as stated herein, no service of any kind will be furnished by the College, and any cost of removing property from the site shall be assumed by the bidder.
23. **Important Information:** The College reserves the right to award any item to a succeeding bidder should the highest bidder fail to pay for and remove from College property within the prescribed time period contained herein. The College reserves the right to hold highest bidder responsible for any lost revenue and/or expenses incurred to a bidder's default. If the successful bidder is in default, the College reserves the right to debar such bidder for a period of up to three years.
24. If you received this document from our homepage or from a source other than the Harper College Purchasing Department, please check with our office prior to submitting your bid to ensure that you have a complete up-to-date package. The Purchasing Department cannot be responsible for providing you notice of addenda if we do not have you on record as a plan holder.
25. Once a decision to award has been made the results of the successful bidder(s) will be posted on Harper College's website and the successful bidder will be notified.

Submittal Requirements: This entire document must be completed and received by the date and time specified on the cover of the document to: Purchasing Department, Harper College, A Building, Room A-217, 1200 W. Algonquin Road, Palatine, Illinois 60067. Do NOT turn your bid in at any other College location. LATE BIDS WILL NOT BE ACCEPTED. Bid must remain firm for thirty (30) calendar days following the opening date for bids.

Enclosed: Photographs and Bid Pricing Worksheet

Pricing Form

Quantity	Description	Model #	Unit Price	Extended Price (Quantity X Unit Price)
2	Lifetime Fitness Hammer Strength HD Half Rack 8' (Foot)	HDHR8		
2	Hammer Strength Fitness HD Half Rack 8" foot - located in "Y" Building (May Pick-up)	HDHR8		
2	Lifetime Fitness Hammer Strength Full Rack	OHDPR9-0101-201		
4	Heavy Duty Short Insert Platform – No Logo	NDS16X80101		
4	HD RAMP	0101-101		
1	Lot - Plate Weights			
3	Olympic Bars			
2	Weight Benches			
Grand Total				







