

**Instructions to Bidders  
For  
Lighting Fixture Bid**

**ALL BIDDERS MUST RETURN BID SUBMISSIONS IN DUPLICATE ON THE FORMS PROVIDED BY THE COLLEGE, IN AN OPAQUE ENVELOPE, SEALED AND MARKED “LIGHTING FIXTURE BID”**

All bids are due by **11:00 A.M., Wednesday, January 26, 2022, CST**, and should be sent to the Purchasing Office, Moraine Valley Community College, 9000 West College Parkway, Palos Hills, Illinois 60465, Room L-187, 708 974 5703. Bids will thereafter be opened and publicly read aloud at the same address. Moraine Valley Community College is **NOT** responsible for the delay of delivery by the bidders' choice of courier. All bids delivered after 11:00 AM, CST on the above-mentioned date will be returned to the bidder unopened. Specifications for the above bid are available from the Purchasing Department at the above address or request by email [purchasing@morainevalley.edu](mailto:purchasing@morainevalley.edu). The attached specifications are to be followed in their entirety. Each bidder represents that their bid is based upon materials, equipment and/or services described in the bidding documents. A bidder's failure to meet the specifications may result in disqualification. The decisions of Moraine Valley Community College will be final.

Please note that all college visitors are required to complete a health screening, maintain physical distancing, and wear masks. This includes all site visits and bid delivery to L-187. Signage on all external doors provide a QR code with directions for visitors to complete the Cleared4Class self-screening; or, visit [morainevalley.edu/visitor](http://morainevalley.edu/visitor). Based upon responses, visitors will receive a purple access pass, permitting them into college buildings, or a red screen, which prohibits their access to campus.

All bids will be considered firm for a period of ninety (90) days from the date established for the opening of bids. Moraine Valley Community College is tax exempt and therefore all bid submissions should not include tax. All questions concerning specifications should be addressed to the Purchasing Department. Written addendum responses will be sent to each bidder. Questions can be e-mailed to [jane.bentley@morainevalley.edu](mailto:jane.bentley@morainevalley.edu). **Last day for questions regarding this bid will be 12:00 PM, Noon, CST, Wednesday, January 19, 2022.** The College reserves the right to reject any and all bids, or any part of any bid for any reason.

FACSIMILE OR E-MAIL TRANSMISSIONS OF THE BID ITSELF WILL NOT BE ACCEPTED.

The College reserves the right to waive technicalities and informalities in the bidding process, to reject any or all bids, or any part of any bid for any reason.

“This contract is subject to the provisions of the ‘Equal Employment Opportunity Clause’ as provided by the Illinois Fair Employment Practices Commission, and the Illinois Revised Statutes.”  
Minority and Woman owned business are encouraged to apply.