Instructions to Bidders
For
Moraine Valley Community College Lincoln Electric Equipment Bid

ALL BIDDERS MUST RETURN BID SUBMISSIONS IN DUPLICATE ON THE FORMS PROVIDED BY THE COLLEGE, IN THE ENCLOSED ENVELOPE SEALED AND MARKED "MORAINE VALLEY COMMUNITY COLLEGE LINCOLN ELECTRIC EQUIPMENT BID"

All bids are due **Friday, December 4, 2026, at 11:00 AM CST,** and should be sent to the Purchasing Office, Moraine Valley Community College, 9000 West College Parkway, Palos Hills, Illinois 60465, Room L-187. 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 A.M. 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 purchasing@morainevalley.edu**

The attached specifications are to be followed in their entirety. Substitutions will not be allowed unless otherwise stated. Use of any trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. Moraine Valley Community College reserves the right to reject any or all bids or parts thereof or waive any irregularities or informalities and to make the award in the best interest of the college. The decisions of Moraine Valley Community College will be final. This procurement is funded through a federal grant award administered by the US Department of Labor (DOL).

All bids will be considered firm for a period of ninety (90) days from the date established for the opening of bids. All bids must include delivery charges. Moraine Valley Community College is tax exempt and therefore all bid submissions should not include tax. Written addendum responses will be sent to each bidder. Questions should be e-mailed to jane.bentley@morainevalley.edu . **Last day for questions regarding this bid will be 12:00 PM, Noon, CST, Monday, November 23, 2026.** The College reserves the right to reject any and all bids, or any part of any bid for any reason. 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. **FACSIMILE OR E-MAIL TRANSMISSIONS OF THE BID ITSELF WILL NOT BE ACCEPETED.**

"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.

As a publicly-funded institution, Moraine Valley Community College is required to respond to all Freedom of Information Act (FOIA) requests. On occasion, the college receives FOIA requests for copies of bids or proposals. In the event the college receives a FOIA for a bid or proposal submitted by your company, upon notification by the college, you will have 48 hours to provide a redacted copy of your submission to the college. By law, you can redact commercial or financial information if it is furnished under a claim, it is proprietary, privileged, or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested. If you do not supply a redacted version of your submission within 48 hours, the college will supply the full bid or proposal as it was received by your company to the FOIA requestor.