



## INVITATION TO BID

Luzerne County Community College wishes to purchase the items listed below. Bids must be received in the College's Purchasing Department (Building #5, Room 513) before **12:00 p.m. on May 9th, 2018** at which time the bids will be publicly opened and read aloud. Bidders may attend the bid opening

Luzerne County Community College reserves the right to waive any informalities, irregularities, defects, errors or omissions in, or to reject any or all proposals or parts thereof.

**ATTACHMENT: GENERAL CONDITIONS OF BID  
(PLEASE NOTE ITEM #1 - A BID BOND IS REQUIRED)**

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### **BID # 485**

### **Furniture-Technology-Classroom Equipment**

**\*\*PARTIAL BIDS WILL BE CONSIDERED – MUST BID ON AN ENTIRE SECTION\*\***

**See attached sheet for section details.**

Section	Total
A - Science Lab Furniture	\$ _____
B - Classroom Furniture	\$ _____
C - Miscellaneous Hardware	\$ _____

**NOTE: ALL SHIPPING AND HANDLING MUST BE INCLUDED IN THE ABOVE PRICE.  
THE COLLEGE IS TAX EXEMPT, THEREFORE, NO TAX SHOULD BE INCLUDED.**

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Company: \_\_\_\_\_

Address: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



## CONDITIONS OF BID

In addition to the enclosed material specifications, Luzerne County Community College requires all bidders to comply with the following:

1. A **CERTIFIED CHECK, CASHIER'S CHECK, BANK CHECK, MONEY ORDER, OR BID BOND** payable to Luzerne county Community College, in the amount of then percent (10%) of the total bid price must accompany each bid. In the event any bidder shall upon award of the bid, fail to comply with the conditions guaranteeing the performance of the bid, such certified check or bid bond shall be forfeited to the Community College.
2. Bids must be sent **RETURN RECEIPT REQUESTED OR DELIVERED PERSONALLY** to the Purchasing Department and **CLEARLY IDENTIFIED AS A BID, INCLUDING THE BID NUMBER**. Bids must be sealed and submitted on the enclosed "Invitation To Bid". Send bids to:  

**PURCHASING DEPARTMENT  
LUZERNE COUNTY COMMUNITY COLLEGE  
1333 S PROSPECT ST  
NANTICOKE PA 18634-3899**
3. Bids must be received prior to the bid opening stated on the "Invitation to Bid". The bids will be publicly opened and read aloud at that time. Bids received after that date and time will not be accepted. All bidders are invited to attend bid openings.
4. **NO TAX** should be included in the bid price, as the College is tax exempt.
5. Quality of goods and specifications must be acceptable to the College. Equivalent items will be considered unless specified on the "Invitation to Bid". However, where substitutes are submitted, the vendor shall so indicate in his bid and furnish literature and specifications for the substitute items. Proof of equivalency is the responsibility of the bidder. If requested by the College, samples of equivalent items must be furnished to the College for evaluation. All samples must be supplied and returned at the bidder's expense.
6. Vendors are requested to submit a bid on all items. If not appropriate, on that part of the bid which interests them, unless specifically stated "Partial bids will not be accepted" on the Invitation to Bid.
7. If the items to be bid are equipment, all items specified in the bid shall have a minimum one (1) year warranty covering all parts, labor, and defects in material and workmanship. The warranty shall be effective from the date of installation. Defective items under warranty that cannot be repaired on site shall be removed from the premises and returned within a reasonable time at no additional cost to the College. If requested, a substitute item of like quality shall be provided to the College while the repairs of the original equipment are being made.
8. Bid prices shall **INCLUDE** all **SHIPPING AND HANDLING** fees. Items must be shipped prepaid, FOB, LUZERNE COUNTY COMMUNITY COLLEGE, 1333 S PROSPECT ST, NANTICOKE, PA 18634.
9. Delivery shall be made no later than **AS SOON AS POSSIBLE, BUT NO LATER THAN 30 DAYS**.
10. Questions concerning the material specifications should be directed to: **Mr. Don Nelson, VP of Operations & Chief Technology Officer** who may be contacted at **(570) 740-0751**.
11. Luzerne County Community College reserves the right to reject any or all bids or select a single item.

Questions concerning any requirements of a bid may be directed to the Director of Purchasing, at 570-740-0370.