



INVITATION TO BID #508

Luzerne County Community College wishes to solicit bids for the work listed below. Bids must be received in the College's Purchasing Department (Building #5, Room 513) by 12 Noon on Wednesday, May 25, 2022.

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.

Under the Right to Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

BID #508 Micro-credential Lab Furniture

Please see next pages for listing of furniture and specifications.

- Furniture will be delivered/installed at the:
 Hazleton Center located at 100 West Broad Street, Hazleton PA 18201
- All delivery, assembly, and installation to be included in bid price (whether included in the line item pricing OR listed separately as part of the total bid price submitted)
- Remaining pages include bidding requirements and instructions

Company Name _____

Address: _____

Typed Name and Title: _____

Signature: _____

Telephone : (____) _____ FAX : (____) _____

LCCC Hazleton Center - Broad Street Exchange Building 100 West Broad Street, Hazleton PA 18201						
Type of Furniture	Detail	Color/ Finish	Quantity of Furniture	Location	Unit Price	Total Price
4 drawer lateral file	SKU: OS-PL184CG	35.5" x 54.5" Coastal gray Finish	1	faculty office adjacent to Micro-credential Lab		
guest chair	Item #: 2708F9106	black / black	2	faculty office adjacent to Micro-credential Lab		
bookcase	Item #: PL156CG	72" Tall Coastal Gray Finish	1	faculty office adjacent to Micro-credential Lab		
clerical desk	Item#: Typical Os36	Coastal Gray Finish. 77" W x 77" D x 42" H.	1	faculty office adjacent to Micro-credential Lab		
desk chair	Item #: 70101	Black. Polyurethane & Recycled Leather.	1	faculty office adjacent to Micro-credential Lab		
Workbench	96x30 Adjustable Height Workbench C- Channel Leg with 96"W x 30"D x 1-3/4"H Maple Butcher Block Square Edge Workbench Top	solid maple lacquered butcher block top; black frame	12	Micro-credential Lab		
Swivel Shop Adjustable Stool with Backrest	14" diameter; 1" foam padded seat with antimicrobial vinyl; pneumatic height adjustments (24-32") with 360* swivel; welded steel frame with powder-coat finish	black frame; black seat	24	Micro-credential Lab		
instructor stool	SKU: 3085STOOL	Chrome Frame; Black Seat and Back	1	Micro-credential Lab		
kiosk (instructor station)	46-SL304840RX-RWGSC	Black work surface; Black base; Black metal	1	Micro-credential Lab		

LUZERNE COUNTY COMMUNITY COLLEGE GENERAL CONDITIONS OF BID for NON-CONSTRUCTION

In addition to the enclosed material specifications, Luzerne County Community College (LCCC) requires all Bidders to comply with the following:

1. Bids must be sent by Certified Mail, return receipt requested, by shipping company that tracks deliver, 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
521 TRAILBLAZER DRIVE
NANTICOKE PA 18634-3899**

2. 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.

3. A **CERTIFIED CHECK, CASHIER'S CHECK, BANK CHECK, MONEY ORDER, OR BID BOND** payable to LCCC, in the amount of ten 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 LCCC.

4. **NO TAX** should be included in the bid price, as LCCC is tax exempt.

5. Quality of goods and specifications must be acceptable to LCCC. **Equivalent** items will be considered UNLESS "No Substitutions" is listed on the Invitation to Bid. However, where substitutes are submitted, the Bidder shall so **indicate in its bid and furnish literature and specifications for the substitute items. Proof of equivalency is the responsibility of the Bidder.** If requested by LCCC, samples of equivalent items must be furnished to LCCC for evaluation. All samples must be supplied and returned at the Bidder's expense.

6. Bidders are requested to submit a bid on all items. A partial bid is acceptable unless "Partial bids will not be accepted" is specifically stated on the Invitation to Bid.

7. Bid prices shall **INCLUDE** all **SHIPPING AND HANDLING** fees. Deliver, assemble and install must apply to all items. Items must be shipped prepaid, FOB, Luzerne County Community College, 521 TRAILBLAZER DRIVE, NANTICOKE, PA 18634.

8. Delivery shall be completed no later than **as listed in the specifications, and if not listed in the specifications, then no later than 30 days after the Purchase Order date.**

9. Questions concerning the material specifications, bid documents or interpretations of plans should be directed to: Natalie Staron, Finance Division Administrator, who may be contacted in writing via email at nstaron@luzerne.edu or by calling 570-740-0353 no later than **one (1) day prior to stated bid opening unless otherwise noted.**

10. LCCC reserves the right to reject any or all bids or select a single item; LCCC reserves the right to waive defects in the bidding process.

11. LCCC will award the bid to the lowest responsible Bidder. Responsible Bidder is defined as "in the reasonable discretion of the College based upon considerations to include promptness, faithfulness and the capacity and ability to do the work according to plans and specifications, measured by, among other things, the quality of previous work, record of completing projects on time, history of payments to subcontractors and suppliers, maintenance of permanent place of business, adequacy of equipment and plant to do the work, technical experience and whether the Bidder has a solid financial basis to guarantee contract completion."

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

INVITATION TO BID

Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC")

Each owner/operator/individual/officer submitting a bid or for whom a bid is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the bid to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the bid. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative bid, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, Kim Hogan, Director of Human Resources, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7363 (khogan@luzerne.edu). Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, VP of Enrollment Management & Student Affairs, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7243 (rreyes@luzerne.edu).

Statement of No Bid Submittal

If your company does not intend on submitting a Bid, please complete and return this form prior to the date shown for receipt of Bid to the following:

Bid # – 508 Micro-credential Lab Furniture
Luzerne County Community College
521 Trailblazer Drive
Nanticoke, PA 18634
Attn: Len Olzinski
lolzinski@luzerne.edu

We, the undersigned have declined to propose on the above referenced Bid for the following reasons:

- Scope of Work or Terms and Conditions are too “restrictive.” (Please explain below)
- Unable to meet requirements
- Bid was unclear (Please explain below)
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Current workload would not permit us to perform
- Unable to meet insurance requirements
- Other (Please explain below)

Name _____ Title _____

Company _____

Address _____

Telephone _____ Fax _____

Signature _____

Date _____