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 **3:00 p.m. on WEDNESDAY, May 20, 2015** 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.

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.

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

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**BID # 452**
**MICROSOPES**

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<tr>
<th>AMOUNT</th>
<th>ITEM</th>
<th>PRICE EACH</th>
<th>TOTAL PRICE</th>
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<tbody>
<tr>
<td>25</td>
<td>Compound Microscopes - Upright</td>
<td>$_______________</td>
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<td>Bright Field</td>
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<td></td>
<td>Built-in Koehler Illuminator/Halogen Lamp</td>
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<td>100-120V/220-240V</td>
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<td>Tilting Binocular with 10X ocular lens</td>
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<td>Revolving nosepiece – 4X, 10X, 40X &amp; 100X</td>
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<td>Abbe condenser</td>
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<td>Mechanical stage with coaxial drive controls</td>
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<td>Lifetime manufacturer's warranty excluding bulbs and fuses</td>
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**NOTE:** ALL SHIPPING AND HANDLING MUST BE INCLUDED IN THE ABOVE PRICE. THE COLLEGE IS TAX EXEMPT, THEREFORE, NO TAX SHOULD BE INCLUDED.

****************************************************************************************************************************

Company:

Address:

Typed Name and Title:

Signature:

Telephone: ___________________________ FAX: ___________________________
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 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 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 **AS SOON AS POSSIBLE, BUT NO LATER THAN 30 DAYS AFTER PO DATE**.

10. Questions concerning the material specifications should be directed to: **Mr. Matthew Brady** who may be contacted at **570-740-0287**.

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 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, John Sedlak, Dean of Human Resources, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7234 (jsedlak@luzerne.edu). Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, Dean of Student Development and Enrollment Management, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7423 (reyes@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 # – 452
Luzerne County Community College
1333 South Prospect Street
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 __________________________

_________________________________________________________________