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 3:00 PM on Tuesday, January 26, 2016.

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 # 456
FORKLIFT

<table>
<thead>
<tr>
<th>Item</th>
<th>quantity</th>
<th>unit price</th>
<th>total price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See Specifications on Page 2

TOTAL COST $_______________________________

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

Company Name ____________________________________________
Address: _________________________________________________
Typed Name and Title: _____________________________________
Signature: _______________________________________________
Telephone:(__)_________________________ FAX:(__)_________________________

SPECIFICATIONS

Page 1 of 5
New 6500 lb Capacity Forklift

Forklift Specifications:
6500 lb Capacity at 24” Load Center
Pneumatic Tires
IC Engine LPG
LPG Tank Swing Down Bracket
Low LPG Warning Indicator
Two Spare LPG Tanks
Side Shift Capability

Fire Extinguisher
Complete Safety Guards and Operator Protection
Operator Restraint System
Anti-Tip/Anti-Overtip Prevention System
Rearview Mirrors
Headlights, Taillights and Strobe
Audible Back-Up Alarm
Parking Brake
Gauge Panel Including Low Fuel Gauge

All Initial Fluids, Filters and Lubrication
On-Site Start Up and Testing
On-Site Operator Training

Two Hard Copies and One Electronic Copy each of the Operator and Maintenance Service Manuals

Warranty: The Manufacturer Shall Warrant The System, Complete To Be Free From Defects In Materials Or Workmanship For At Least A One (1) Year Period (Or 2,000 Hours) After Startup. In Addition, The Manufacturer Shall Warrant The Powertrain For 3 Years (Or 6,000 Hours).

GENERAL SPECIFICATIONS APPLICABLE TO EACH BID ITEM
• Delivery/ Assembly / Installation
• NO TAX should be included in the bid price as the College is tax exempt.
• Luzerne County Community College reserves the right to reject any or all bids or select a single item.
• Pricing will be valid for 90 days.
• MUST BE DELIVERED BY MARCH 15, 2016

If there are any questions, please contact Robert Conner, Automotive Department Chair at (570) 899-0262.
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 delivery, 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**

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. Items must be shipped prepaid, FOB, Luzerne County Community College, 1333 SOUTH PROSPECT STREET, 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: **Robert Conner** who may be contacted in writing via email at _rconner@Luzerne.edu_ or by calling 570-740-0370 no later than one (1) day unless otherwise noted prior to stated bid opening.

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, 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).
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 # – 456
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 ______________________________________________________

Date __________________________________________________________

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