



MCHENRY COUNTY COLLEGE  
REQUEST FOR QUOTATION  
CNC EQUIPMENT

You are invited to submit a quote for CNC EQUIPMENT. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **DECEMBER 10, 2013 AT 10:00 AM.**

McHenry County College reserves the right to award all items to one vendor or to multiple vendors depending on what is considered to be in the best interest of the College.

Vendors must submit their quote on the attached pricing sheet. After the College has advertised for quotes, no pre-quote vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of quote specifications, clarification of quote submission requirements or any information pertaining to pre-quote conferences. Such bidder or sub-bidder making such request shall be made in writing at least seven (7) days prior to the date for receipt of quotes. No vendor shall visit or contact any College officers or employees until after the quotes are awarded, except in those instances when site inspection is a prerequisite for the submission of a quote. Any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response. The sole point of contact is:

Sole point of contact: Jennifer Jones  
jjones@mchenry.edu

You may email your quote to: [jjones@mchenry.edu](mailto:jjones@mchenry.edu)

Or mail to: Jennifer Jones  
Director of Business Services  
McHenry County College  
Building A, Room 246  
8900 US Highway 14  
Crystal Lake, IL 60012

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**GENERAL INFORMATION**

1. **Key Event Dates:** The following dates are set forth for informational and planning purposes; however, MCC reserves the right to change the dates.

MCC Issues RFQ listed at <a href="http://www.mchenry.edu/bid">www.mchenry.edu/bid</a>	November 25, 2013
Last day for vendors questions via email <a href="mailto:jjones@mchenry.edu">jjones@mchenry.edu</a>	December 3, 2013
Response to vendor questions will be listed by addendum at <a href="http://www.mchenry.edu/bid">www.mchenry.edu/bid</a>	December 4, 2013
Bid End/Opening Date	December 10, 2013, 10:00 AM CST Building A, Room 246
Reviewed by MCC Evaluation Team by	December 10-12 2013
Recommendation to Board of Trustees	January 23, 2014
Notification of Award by	January 28, 2014

2. **Interpretation or Representations.** MCC assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.
3. **Addendum:** Questions and requests for clarification are only accepted via e-mail. Official answers to questions will be provided via addendum. MCC is not responsible if a vendor does not receive the revision in time to include the information with the quote. Any addendum will be posted to [www.mchenry.edu/bid](http://www.mchenry.edu/bid). The addendum shall be signed and included in your bid submission.
4. **Preparation Costs.** The costs for developing and delivering responses to this RFQ are the responsibility of the bidder. The College is not liable for any expense incurred by the bidder in the preparation and presentation of their quote or any other costs incurred by the bidder prior to execution of a Purchase Order or Contract.
5. **Cancellation of RFQ:** If the Director of Business Services determines that it is in MCC's best interest, he/she reserves the right to do any of the following:
- Cancel this RFQ
  - Modify this RFQ in writing as needed
  - Reject any or all proposals received in bid to this RFQ.
6. **Taxes:** MCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, MCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely.
7. **Late Bids. *Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.*** It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.
8. **Bidder's Signature.** The bid submission form must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this RFQ guarantees that the offer has been established without collusion and without effort to preclude MCC from obtaining the best possible supply or service.
9. **Bid Opening:** MCC will open all bids that are submitted in a proper and timely manner. Submission will be record with the names and other information specified by law and rule. All bids become the property of MCC and will not be returned except in the case of a late bid submission.
10. **Responders' Costs:** The cost of developing a bid for this RFQ belongs solely to the bidder and may not be charged to MCC.

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**BID SUBMISSION FORM**

**Bid Submitted By and Authorized Signature:** The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the company listed below. They further constitute that they have read and agree to all instructions and specifications listed in this bid document unless otherwise marked and listed in the "exception to bid" section.

Bid Submitted by: \_\_\_\_\_

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

Title: \_\_\_\_\_

- The Owner/  
Sole Proprietor       Member of the  
Partnership       Officer of the  
Corporation       Member of the  
Joint Venture

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Contract Person: \_\_\_\_\_

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**SPECIFICATIONS & PRICING SHEET**

McHenry County College is inviting responsible Contractors to submit quotes for the purchase **CNC EQUIPMENT- 1 to 3 MANUAL VERTICAL MILLS AND 1 to 3 MANUAL LATHES**. Each piece of equipment must come with the necessary accessories to begin operation in an educational setting. The successful bidder will supply all materials and perform all labor necessary to complete the project based on the specifications listed below. All pricing shall be listed and submitted on the form below. If using other or additional forms other than the one listed below, please itemize and price all items. The College is exempt from all sales tax.

Please provide pricing for a Sharp Vertical or Bridgeport Style Mill or equivalent and a 13" swing x 40" bed Sharpe Precision Lathe Machine or a 13" swing x 40" bed equivalent. Also include pricing for any training, installation, setup, delivery, shipping and handling, warranty, repair service, etc. The quote should be in effect for 60-90 days. Pricing should reflect the purchase for each machine in quantities of 1, 2 and 3. Please include any discount for volume purchasing.

Product Description	Additional Information
<b>SHARP VERTICAL MILL or equivalent.</b> Includes standard equipment of the following: (place a checkmark in the column to the right of each item that meets requirements)	Must also include these accessories:
• One Shot Lube System	• Drill Chuck
• Hard-Chromed Ways	• Drill Arbor (0-1/2") R-8
• Front and Rear Rubber Way Covers	• Power Draw Bar
• Wired 220V	• Riser Block Installation
• Tool Kit Includes: Machine Manual Half Nut Wrench 17m & 19m, set of 6 Allen Wrenches, Philip Screw Driver, Flat Head Screw Driver, Oil Can, Grease Gun, Rear Way Cover Bracket, Pin for Indicator	• 3-Axis X&Y on Quill (Z) D.R.O.
	• One set of R 8 collets (1/8 to 1 inch)
<b>13 x 40" SHARP PRECISION LATHE or equivalent.</b> Includes standard equipment of the following: (place a checkmark in the column to the right of each item that meets requirements)	Must also include these accessories:
• 3-Jaw 8" Chuck	• 4 - Jaw Chuck 8"
• Removable Gap	• Quick Change Tool Holder Set (Aloris) - 7 Pcs/Holder
• Steady Rest (Capacity = 1/4" – 3-3/4")	• Live Center - MT#3
• Coolant System	• Arbor- for Jacobs chuck
• Splash Guard	• Drill Chucks - Jacobs (0-1/2") MT#3
• 6" Diameter Back Plate	• Acu-Rite 200S D.R.O.
• Threading Dial	
• Foot Brake	
• Center Sleeve (MT #5 x #3)	
• Dead Centers (MT #3)	
• Wired 220V	
• Tool Kit includes: Machine Manual, Half Nut Wrench, Wrench 17m, 19m, Set of 6 Allen wrenches, Phillip Screw Driver, Flat Head Screw Driver, Oil can, Grease Gun, Rear Way Cover Bracket, Pin for Indicator	

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Product Description	Price for 1	Price for 2	Price for 3
SHARP VERTICAL MILL or equivalent.			
Shipping/Handling/Delivery			
Other _____			
<b>Bid Amount A</b>			

Product Description	Price for 1	Price for 2	Price for 3
013 x 40" SHARP PRECISION LATHE or equivalent			
Shipping/Handling/Delivery			
Other _____			
<b>Bid Amount B</b>			

Total Bid Amount A+B	Price for 1	Price for 2	Price for 3
Vertical Mill & Precision Lathe			

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**CONTRACTOR CERTIFICATION**  
Illinois Revised Statute 1987  
Chapter 38, Sections 33E-3 and 33E-4

The undersigned hereby certifies that it is not barred from bidding on this contract as a result of violation of either Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Revised Statutes 1987, Chapter 38.

Under penalty of perjury, the undersigned Contractor certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or Illinois antitrust laws.

Company Name \_\_\_\_\_

By \* \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

\* Must be actual signature in ink of a representative of Contractor authorized to legally commit the Contractor.

Section 33E-5(b) pertains to disclosure of information related to the terms of a bid and any bidder's responsiveness to a request for bids. Specifically, district officials or employees must not knowingly open a sealed bid at a time or place other than as specified by the district. Also, any official who knowingly discloses any information related to the terms of a sealed bid or any bidder's responsiveness to the request for bids commits a class 3 felony. This section does allow, however, that no violation occurs if any disclosure made to an interested person also is made generally available to the public. **CONSEQUENTLY, COLLEGES SHOULD BE CAUTIOUS NOT TO DISCLOSE ANY INFORMATION THAT IS NOT RELEASED TO THE PUBLIC.**

Section 33E-6 contains several provisions potentially impacting College purchasing procedures. **SPECIFICALLY, A PERSON COMMITS A CLASS 4 FELONY WHEN INFORMATION CONCERNING THE SPECIFICATIONS OF A CONTRACT IS KNOWINGLY CONVEYED TO A BIDDER OR PROSPECTIVE BIDDER OTHER THAN THROUGH THE BID INVITATION, PRE-BID CONFERENCE, OR CONTRACT SOLICITATION PROCEDURE.** Thus, once a RFQ for a particular contract is released, MCC cannot respond to individual inquiries from bidders. Likewise, no information may be volunteered concerning potential Subcontractors if the contract involves subcontracting work.

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W9 FORM

Form <b>W-9</b> (Rev. January 2011) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	Give Form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For Individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<b>Social security number</b> [ ][ ]-[ ][ ]-[ ][ ][ ][ ] <b>Employer identification number</b> [ ][ ]-[ ][ ][ ][ ][ ][ ][ ]
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<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below). <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an Individual Retirement Arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.
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<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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**General Instructions**  
Section references are to the Internal Revenue Code unless otherwise noted.  
**Purpose of Form**  
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:  
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),  
2. Certify that you are not subject to backup withholding, or  
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.  
**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:  
• An individual who is a U.S. citizen or U.S. resident alien,  
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,  
• An estate (other than a foreign estate), or  
• A domestic trust (as defined in Regulations section 301.7701-7).  
**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.