

January 31, 2025

## **BID INVITATION**

Parkland College invites you to submit a written bid for **six Career Exploration Carts**. Specifications and bidding requirements are enclosed.

Please address written bids to Purchasing, Room A108, Parkland College, 2400 West Bradley Avenue, Champaign, IL, 61821-1899. Bid envelopes should be marked "**BID # 2025-007 Career Exploration Carts**" to ensure delivery. Bids must be received no later than **2:00 p.m. CST** on **Tuesday, February 11, 2025**, at which time they will be publicly opened and read in **Room A108**. Any bid not received by said time and date will not be considered. Bids sent by facsimile machine or email will not be accepted.

All bidders are welcome to attend the public bid opening. If you choose not to attend, you may contact Purchasing, at (217) 351-2232, or via email at [purchasing@parkland.edu](mailto:purchasing@parkland.edu), to obtain the results of the bid. No information regarding the recommendation to the Board of Trustees will be released until after the Board of Trustees meet on March 26, 2025.

The Board of Trustees of Parkland College reserves the right to reject all or any part of a bid submitted, to waive any technicalities or informalities in the bidding, and to accept bids or combination of a bid deemed most favorable to and in the best interest of the college after all bids have been examined and evaluated. All bidders must fully comply with all local, state, and federal laws regarding bidding on public projects and the performance of services or supplying of goods under a bid.

Questions regarding the bid specifications may be addressed to Purchasing, at (217) 351-2232, or via email at [purchasing@parkland.edu](mailto:purchasing@parkland.edu).

Sincerely,

Chris Randles  
V.P. of Administrative Services and Chief Financial Officer

Enc:           Bid form  
                  Return envelope

### **Prices and Payments:**

1. All bid prices shall be complete and include warranty and delivery.
2. Contract will be an official Parkland College purchase order to be issued after approval of the bid by the Board of Trustees.
3. Payment shall be made in accordance with these specifications and the bid proposal submitted by the bidder. Bid will be valid for a period of sixty days from date of bid opening.
4. Any exceptions or deviations from the bid specifications must be addressed in writing and submitted with the bid.
5. Parkland College is tax exempt. A copy of the exemption certificate will be furnished on request.

**Any bid not received by said time and at said place will not be considered. Bids sent by facsimile machine or email will not be accepted. The bids will be publicly opened and announced at 2:00 p.m. CST on Tuesday, February 11, 2025, Room A108 on the Parkland College campus. No decision will be made at that time.**

### **Scope:**

Parkland College is soliciting bids from qualified vendors to design, build, and deliver interactive career exploration carts aimed at engaging youth aged 12-17. These carts should provide hands-on, educational activities that spark interest in a variety of career fields. **Of specific interest are carts with activities for careers in welding, advanced manufacturing, automotive, agricultural, electrical, and health professions.** The project aims to encourage career exploration by integrating technology, creativity, and interactivity into portable and durable carts.

### **General:**

These are the specifications required for the six career exploration carts. Bidders must answer all questions. Any unanswered questions will be considered noncompliant and nonresponsive and subject to rejection.

### **Business Enterprise for Minorities, Females, and Persons with Disabilities:**

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified as a minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female owned or person with a disability owned business?

Yes \_\_\_\_ No \_\_\_\_

### **SPECIFICATIONS AND REQUIREMENTS**

Please prepare your line-itemized bid to clearly reflect specifications outlined below.

#### **Career Exploration Carts:**

1. Target Audience is youth aged 12 – 17.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
2. Carts Available:
  - a. Cart with activities for careers in welding.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
  - b. Cart with activities for careers in advanced manufacturing.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
  - c. Cart with activities for careers in automotive.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
  - d. Cart with activities for agricultural professions.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
  - e. Cart with activities for electrical professions.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
  - f. Cart with activities for health professions.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
3. Design Requirements:
  - a. Durable, portable and modular design for ease of movement and adaptability.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
  - b. Height adjustable.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
  - c. Aesthetically appealing to teenagers, with modern and engaging visuals.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**
  
  - d. Able to accommodate one to three students engaging in the activity at one time.  
**Does your bid comply? Yes \_\_\_\_ No \_\_\_\_**

- e. Sized appropriately to fit through standard doors and into elevators as well as to be transported in a mobile career exploration unit (fifth-wheel trailer approximately 36' long and 8' wide with (2) flush hydraulic slide-out sections – approximately 15 ½' long)

**Does your bid comply?      Yes\_\_\_ No\_\_\_**

**4. Interactive Components:**

- a. Activities, games, or simulations highlighting various careers (e.g., STEM, arts, trades, healthcare, etc.).

**Does your bid comply?      Yes\_\_\_ No\_\_\_**

- b. Hands-on elements such as tools, props, or gadgets.

**Does your bid comply?      Yes\_\_\_ No\_\_\_**

- c. Digital elements, such as touchscreen displays, augmented reality (AR), or virtual reality (VR) components.

**Does your bid comply?      Yes\_\_\_ No\_\_\_**

**5. Educational Content:**

- a. Age-appropriate information about job roles, required skills, and pathways to careers.

**Does your bid comply?      Yes\_\_\_ No\_\_\_**

- b. Content tailored to highlight diverse career opportunities, including nontraditional fields.

**Does your bid comply?      Yes\_\_\_ No\_\_\_**

**6. Customized Options:**

- a. All materials and designs must comply with safety regulations for use by minors.

**Does your bid comply?      Yes\_\_\_ No\_\_\_**

- b. Must be free from small, detachable parts that could pose choking hazards.

**Does your bid comply?      Yes\_\_\_ No\_\_\_**

**Interested Vendors Must Submit the Following:**

**1. Proposal Overview:**

- a. Description of how the six proposed carts will meet the specifications outlined above.
- b. Innovative ideas or unique features to enhance user engagement.

**2. Detailed Design Plans:**

- a. Photographs, preliminary sketches or renderings of the six carts.
- b. Description of materials and technology to be used.

**3. Budget Breakdown:**

- a. Detailed cost estimate, including materials, labor, delivery, and any optional features such as training that might be available.

4. Timeline:
  - a. Project schedule from design to delivery, including key milestones.
5. Experience and References:
  - a. Examples of similar projects completed.
  - b. Contact information for at least two references.
6. Warranty and Support:
  - a. Details of warranty coverage and post-delivery support options.

**Evaluation Criteria:**

Bids will be evaluated based on the following criteria:

1. Alignment with project specifications and goals.
2. Creativity and innovation of the proposed design.
3. Quality and durability of materials and components.
4. Cost-effectiveness and value for money.
5. Vendor's experience and track record.
6. Feasibility of the proposed timeline.

**Submission Instructions:**

Please address written bids to Purchasing, Room A108, Parkland College, 2400 West Bradley Avenue, Champaign, IL, 61821-1899. Bid envelopes should be marked "**BID # 2025-007 Career Exploration Carts**" to ensure delivery. Bids must be received no later than **2:00 p.m. CST** on **Tuesday, February 11, 2025**, at which time they will be publicly opened and read in **Room A108**. Any bid not received by said time and date will not be considered. Bids sent by facsimile machine or email will not be accepted.

For questions or further clarification, contact Purchasing, at (217) 351-2232, or via email at [purchasing@parkland.edu](mailto:purchasing@parkland.edu).

**Additional Information:**

Parkland College reserves the right to accept or reject any or all bids and to negotiate with selected vendors. All materials and designs submitted as part of this bid will remain the property of their respective creators unless otherwise agreed upon.

**BID FORM**

**BID # 2025-007**

**Six Career Exploration Carts**

**Six Career Exploration Carts as per bid specifications:**

**Total Cost**                      \$ \_\_\_\_\_  
(Price to include warranties and delivery.)

Vendor Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Authorized Representative (please print) \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

**Any deviations to these specifications shall be addressed in writing and submitted with bid.**