KISHWAUKEE COLLEGE
Business Office

REQUEST FOR PROPOSAL

Industrial Shear for Welding

Opening Date and Time: Wednesday December 2, 2026

2:00 p.m. Central Time

PLEASE NOTE: Proposals received after this time will not be accepted.

Proposals will be publicly opened and recorded at:

Kishwaukee College
Conference Room C1133/C1134
21193 Malta Rd
Malta, IL 60150-9699

Chris Bailey, Purchasing Coordinator
cbailey4@kish.edu

INSTRUCTIONS TO VENDORS

PROPOSAL SUBMISSION:
Proposals must be received and vendors will be identified by Kishwaukee College at the place, date and time designated above. You may attend this public opening if desired.

Proposals must be made in accordance with the instructions provided within this document. All submittals are to contain a total of **two (2) hard copies**. Proposals shall be submitted on or before the specified opening date and time in an opaque sealed envelope addressed to:

Kishwaukee College
Business Office
Chris Bailey, Purchasing Coordinator
21193 Malta Rd, Suite C2140
Malta, IL 60150

Fax, email or other electronic transmission of proposals is not permitted. All envelopes should be plainly marked, with the vendor's name and address and the following notation:

SEALED PROPOSAL: Welding Shear
DO NOT OPEN

FIRM OFFER:
All proposals will be considered firm for a period of sixty (60) days from the proposal opening date established above. After proposals are received, no allowance will be made for oversight or error by a vendor.

ONSITE PRESENTATIONS:
At its sole discretion, the College may request onsite presentations from selected vendors. Presentations will provide the College an opportunity to learn more about the prospective vendors' offerings but will not be scored as part of the RFP evaluation.

AWARD DECISION:
The College reserves the right to reject any or all proposals or parts thereof, or waive any irregularities or informalities, and to accept the proposal that in its judgement best serves the interest of the College. Decisions of the College will be final. The successful vendor shall not proceed with any performance related to this RFP until they have received verification that they have been awarded by the Kishwaukee College Board of Trustees, including execution of a two-party agreement when applicable. Failure to comply is done so at the risk of the vendor.

QUESTIONS, CHANGES AND CORRECTIONS:
Each vendor shall carefully examine all proposal documents and related addenda and shall thoroughly familiarize themselves with the detailed requirements within prior to submitting a proposal. Should a vendor find discrepancies, ambiguities or omissions within RFP documents, or should they be uncertain with regard to process or other matters, questions must be forwarded in writing via email to the

Purchasing Coordinator at cbailey4@kish.edu. Questions must be received no later than November 24, 2026, by 12:00pm.

Should any questions prompt a response that provides information that would impact all prospective vendors, written addenda describing changes and/or corrections will be issued by the college and posted to accompany this Request for Proposal (RFP) document. Any such addenda shall take precedence and supersede specified portions of the documents and shall become part of the vendor's proposal documents.

ACKNOWLEDGEMENT OF ADDENDA:
Signature of a company official on an original proposal document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific RFP. Identification by number of the addenda and date issued should be noted on all proposals submitted. A copy of any and all addenda should be included with the proposal packet. Any addenda will be posted to Kishwaukee College's website at http://www.kish.edu/rfp.

- ***FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON A SUBMITTED PROPOSAL MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.***
- ***Vendors who obtain a copy of this Request for Proposal from the College's website are responsible for checking the site for any addenda issued.***

TAX EXEMPTION:
Kishwaukee College is not subject to Federal Excise Tax, Illinois Retailers Occupational Tax, the Service Occupation Tax (both state and local), the Use Tax and the Service Use Tax. A copy of the college's tax-exempt letter will be provided upon request.

SIGNATURE ON PROPOSAL:
The signature on proposal documents is to be that of an authorized representative of the company making the proposal. Each vendor, by making a proposal, represents that proposal documents have been read and understood and that this Request for Proposal document is a part of the specifications.

W-9 FORM:
A current W-9 form must be returned with the proposal packet. *(A blank form is included at the end of this document).*

EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION:
Kishwaukee College is an Equal Opportunity/Affirmative Action Employer. In the event of the vendor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practice Act, or the Fair Employment Practices Commission's Rules and Regulations for Public contracts, the vendor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporation and the contract may be cancelled or avoided in whole, or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

MINORITIES, FEMALES AND PERSONS WITH DISABILITES PARTICIPATION:
It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575 and the Business Enterprise Council

for Minorities, Females and Persons with Disabilities. To qualify for BEP utilization, any Prime Vendor or Subcontractor that will complete work towards fulfillment of the specifications noted in this solicitation must be qualified as a BEP Certified Vendor at the time the proposal is due.

DAMAGE AND NEGLIGENCE:
Kishwaukee College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slowdown, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

TERMINATION OF FUNDING:
Kishwaukee College's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the vendor shall be paid for services performed under this Contract up to the effective date of termination. Kishwaukee College shall give notice of such termination for funding as soon as practicable after becoming aware of the failure of funding.

BLACKOUT PERIOD:
Under no circumstances are respondents to contact or discuss this Request for Proposal, or any of the information contained herein or about this solicitation in general, with any Kishwaukee College trustee, employee, vendor, contractor or subcontractor, other than using the methods outlined in this RFP. Respondents are strictly forbidden from visiting the College's locations or approaching any College trustee, employee, vendor, contractor or subcontractor for any information related to this Request for Proposal without the direct knowledge and authorization in writing in advance from the Jescelynne Gibbons, Dean of Business and Technical Education. Violation of these provisions may subject the respondent to immediate disqualification.

INSPECTION:
Upon completion of any work, the College shall reserve the right to make final inspection, and finding the entire work to be in full compliance with all requirements set forth, will accept the work. The vendor shall maintain all parts of the work at their own expense until final acceptance of the entire work by the College. If any defects or omissions in the work are hidden or concealed at the time of acceptance but become apparent within one year after the final acceptance of the work, the Vendor shall immediately correct and make good the same upon notice by the College, and if the Vendor fails, refuses or neglects to do so, the College may correct and make good the same and the Vendor hereby agrees to pay on demand the cost and expense of doing such work.

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RFP Specifications

Kishwaukee College invites proposals from qualified vendors to submit bids to sell Kishwaukee a shear. This includes equipment, installation/setup, and delivery.

LOCATION:
Vendor shall provide equipment, installation, setup to the Kishwaukee College campus located at:

21193 Malta Rd.
Malta IL 60150

AGREEMENT PROVISIONS:
If an award is made, the selected vendor may be required to execute a two-party agreement with the College affirming the terms and conditions that will manage the engagement between the two parties. In the event that an agreement is executed, this document, all related addenda and the vendor's submission will be included as exhibits to the agreement.

TERM OF AGREEMENT:
The initial term of this Service Agreement shall be for one (1) year, commencing on the first of acceptance of delivery, with an option for the College to renew for up to four (4) additional one-year terms, at the College's sole discretion based upon ongoing need and continued satisfactory vendor performance. Should the College wish to exercise a renewal option, the vendor will be notified before the start of the renewal term. The College reserves the right to exercise one, more than one, all, or no renewal options. Should the initial term be memorialized via a two-party agreement, any extension beyond that initial 1-year term will be affirmed via written amendment to the agreement, signed by both parties. Alternative terms will be considered if potential value or savings are demonstrable.

PERSONNEL:
The awarded vendor must provide qualified, experienced individuals to perform required work. Any representative or employee of the awarded vendor that visits the College for any reason shall always be dressed in clean uniforms/work attire that clearly identifies his/her/their employer and will observe all regulations in effect on the College premises.

OVERVIEW OF WORK:
The selected vendor should deliver, install, and commission one new industrial-grade hydraulic shear for use in the Welding Program. The equipment will be utilized for instructional and training purposes in a postsecondary educational laboratory environment and must provide reliable, safe, and accurate cutting of sheet metal and plate materials commonly used in welding and fabrication coursework. The shear shall support the College's Welding Program objectives and ready for use upon final acceptance.

GENERAL VENDOR RESPONSIBILITIES:
The Vendor shall provide all project management, labor, supervision, equipment, materials, shipping, travel, tools, setup, testing, and related services necessary to complete the work. Any item reasonably required for full operation of the proposed system shall be identified in the Vendor's proposal, including any exclusions, dependencies, optional items, or recurring costs.

1. **Equipment and Delivery**
    a. Supply a current-production hydraulic shear that includes the following:
        i. 3/8" x 8' mild steel capacity minimum

ii. Electronic blade clearance adjustment
iii. Electronic rake angle adjustment
iv. Front sheet support arms – 3 minimum
v. Electronic back gauge – 36" minimum
vi. Squaring arm – 6' minimum
vii. Wired for 460-volt service
viii. Emergency stop controls and safety guarding.
ix. The welding shear shall be manufactured by an established, industry-recognized manufacturer in metal fabrication equipment production and shall not be manufactured, assembled, or substantially produced in China or Indonesia. A reputable, legacy manufacturer.
x. Equipment must be brand new; Used or refurbished will not be acceptable.

b. Equipment shall be factory assembled and comply with applicable OSHA, ANSI, and industry safety standards.
c. Equipment shall include all standard accessories required for sage and proper operation.
d. Deliver all equipment to the College's designated installation location and coordinate delivery dates, receiving requirements, and access with the College's project representative.

2. Installation and System Configuration

a. Assemble, position, level, and secure equipment as required.
b. Verify proper functionality and safe operation prior to acceptance.
c. Remove installation debris and leave the work area clean and ready for use.

3. Testing, Demonstration, and Commissioning

a. Perform functional testing of all equipment, controls, displays, software, and reporting capabilities.
b. Provide a written record of testing and correct any deficiencies, damaged components, missing items, configuration errors, or performance issues before final acceptance.
c. Provide manufacturer's operation and maintenance manuals.
d. Provide electrical schematics and parts lists.
e. Provide warranty documentation and service contact information.

4. Documentation and Deliverables

a. Provide electronic copies of user guides, instructor guides, administrator documentation, maintenance instructions, troubleshooting resources, warranty information, license information, and training materials.
b. Provide final equipment and software inventories, serial numbers, keys or entitlement records, support contact information, and recommended maintenance schedules.
c. Provide documentation in accessible, searchable formats and identify any materials available only through an online customer portal.

5. Warranty, Maintenance, and Technical Support

a. Describe support hours, contact methods, escalation procedures, remote-support capabilities, on-site service availability, response targets, replacement-parts availability, and any service limitations.

b. Provide pricing and terms for extended warranty coverage, preventive maintenance, software support, and technical support after the initial warranty period.
c. Include manufacture's standard warranty, with warranty period clearly identified in the bid response.
d. Identify local or regional service support capabilities.
e. Provide estimated response times for service and repair requests.

6. Project Management and Implementation Schedule

a. Designate a qualified project manager who will serve as the primary point of contact from contract award through final acceptance.
b. Provide an implementation plan showing major activities, responsible parties, dependencies, delivery, installation, configuration, testing, training, issue resolution, and final acceptance.
c. Promptly notify the College of anticipated delays, substitutions, discontinued components, or other conditions that could affect the project schedule, cost, or performance.

7. Vendor Qualifications

a. Bidders shall demonstrate experience supplying and installing metal fabrication equipment for educational institutions, manufacturing facilities, or similar environments. Provide three (3) references for comparable projects completed within the past 5 years.

8. Final Acceptance

a. The work will be considered complete only after all contracted equipment and services have been delivered; installation and configuration are complete; testing is successful; deficiencies are corrected; required training is completed; documentation is received; and the College determines that the system is fully operational.
b. Final payment may be conditioned upon the College's written acceptance in accordance with the terms of the resulting contract.
c. Acceptance shall not waive warranty obligations or the Vendor's responsibility to correct latent defects.

9. Alternative #1

a. Vendor shall include removal, loading, and lawful disposal or recycling of the existing shear and all associated components as part of the delivery and installation of the new equipment.

Vendor Proposal Response

The Vendor shall describe how its proposed solution will satisfy each requirement in this Overview of Work. The response shall clearly identify included items, optional items, exceptions, assumptions, College responsibilities, one-time costs, recurring costs, lead times, and any requirement that cannot be met as written.

Bid packets will be opened on December 2, 2026.

PROPOSAL FORM

Industrial Shear for Welding

The following pages MUST BE SUBMITTED with the proposal packet. Any proposal that is submitted without these documents may be DISQUALIFIED.

Complete all fields in the table below.

Company Name	
Address	
City, State, ZIP	
Contact Name	
Title	
Phone	
Email	

Part 1 – NOTES:

Vendors are invited to include additional information not specifically requested within this document, if the information is useful and applicable to this Request for Proposal.

Part 2 – COMPANY INFORMATION:

Respond to each of the items below.

1. Provide information regarding the organizational and ownership structure of your company and number of years in business. Identify any recent changes to organization or ownership.

2. Provide information regarding your current annual sales, total number of employees and capacity to perform the services required by the College.

3. Provide a company overview that outlines your key competencies and approach to shear equipment installation. Include an overview on what sets you apart from other vendors.

4. List the experience and role of staff members who will work on this account. Include names, titles, roles, responsibilities and office locations. Identify the expectations for the interactions these individuals will have with the internal Kishwaukee College team.

5. Confirm understanding and acceptance of all conditions and terms within this RFP document, specifically the specifications noted on pages 6-9.

6. Detail what can be expected during the on-boarding process of a new client engagement.

7. Detail what can be expected during the first 30-days of performance.

8. Provide three examples that illustrate the vendor's ability to minimize costs, while passing on savings to the client.

9. Provide samples of at least one shear delivery and installation completed within the past two years for a similar client.

10. Detail capabilities and practices used to ensure efficient and effective shear installation.

Kishwaukee College reserves the right to reject any proposal if it is determined that the proposing vendor is not properly qualified to perform as specified within this document.

Part 3 – REFERENCES:

Please provide contact information for three (3) clients similar in size and/or structure to Kishwaukee College that engaged with the vendor for similar needs. The College will use the information that is provided and only responsive references will be awarded points.

Name	Address	Contact Information (Phone & Email)

Part 4 – OFFER:

Having familiarized itself with the conditions affecting the cost of the work associated with **providing a shear of the Welding Program** at Kishwaukee College and with the RFP documents, vendor hereby proposes to perform everything required and to furnish all labor, materials, necessary tools, expendable equipment and transportation series necessary to complete in a workmanlike manner the work stated specifications section of the RFP documents.

Part 5 - SECONDARY VENDOR:
If your firm does not receive the primary award, would your firm be willing to accept a secondary vendor award, while performing under the terms of your proposal in either a replacement or complimentary fashion, should the awarded primary vendor be unable to satisfy the College's needs during the award period for any reason?

_____Yes _____No

TOTAL AMOUNT OF BID:	$
ALTERNATIVE #1: Vendor shall include removal, loading, and lawful disposal or recycling of the existing shear and all associated components as part of the delivery and installation of the new equipment.	

Part 6 - PROPOSAL FORM SIGNATURE(S)

Company Name: _____
(Vendor – print the full name of your Proprietorship, Partnership or Corporation)

Authorized Officer Signature: _____ Date: _____

Printed Name: _____

Title: _____

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ..... ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 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 *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
___ ___ ___ – ___ ___ – ___ ___ ___ ___

or

Employer identification number
___ ___ – ___ ___ ___ ___ ___ ___ ___

Part II Certification

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. person (including a U.S. resident alien).

Certification instructions. 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.)

Sign Here Signature of U.S. person ▶ Date ▶

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.

U.S. person. 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.

In 3 above, 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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

For further instructions, please visit http://www.irs.gov/pub/irs-pdf/iw9.pdf