

Oakton College
Community College District 535
Purchasing Department, Room 1240,
1600 E. Golf Road, Des Plaines, IL 60016
847-635-1635

Invitation to Bid #TLE-FY26-01
Issue Date: 12/22/2025

**Bids Submissions will be received in the Procurement Office at the above address until
10:00AM CST on Wednesday, Jan 14, 2026**

**Bids will be publicly opened at this time. Late bids will not be accepted.
Late bids will not be accepted.**

Universal Robot Systems

The College is requesting bids to provide Universal Robot Systems to provide students with modern, hands-on training in robotic programming and automation.

In order to comply with the Illinois Compiled Statute Chapter 720, Section 5/33E-2, no information regarding the specifications of this bid will be addressed outside an addendum. Final bid questions must be submitted by Monday, Jan 5th, 2026, at 11:00 AM CST. Questions will be answered through an addendum.

Questions should be submitted to the following people:
Trinh Than, Purchasing Manager, tthan@oakton.edu

Please see the following sheets for complete specifications.

Oakton Community College District 535 is exempt from all Federal, State, and Municipal Taxes.

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of the bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from the specifications and terms are in writing and attached hereto. I offer the following discount terms _____.

Company Name: _____ Date: _____

Address: _____ City/St/Zip: _____

Name: _____ Title: _____

Phone: _____ Fax #: _____

Signature: _____ E-mail: _____

Instructions to Bidders

1. Bid Forms: Bids should be submitted on the form provided. Envelopes marked "Sealed Bid for (commodity being bid)." Bids cannot be accepted via fax machines or email.
2. Specifications: Generally, where specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that or equal, unless "no substitutes" is specified. When offering alternates, they must be identified by brand name, catalog number, and manufacturer's literature must be included.
3. Samples: Bidders will be required to furnish no charge samples upon request.
4. F.O.B. Point: All prices must be quoted F.O.B. destination. Shipments shall become property of Oakton College after delivery and acceptance.
5. Delivery Points: Deliveries must be made to the various buildings within the district, as indicated.
6. Delivery Schedule: Bids must specify delivery time. Unrealistically long delivery times may cause bid to be rejected. Order may be canceled without obligation if delivery requirements are not met.
7. Evaluations: Oakton College reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
8. Vendor Selection: All purchases will be awarded to the lowest responsible bidder who meets all the requirements of the specifications. The determination of a responsible bidder and award of tie bid for like equipment, supplies, or services shall be based upon the following factors: a) capacity to perform, and b) performance history. In the case these factors are equal for award of tie bids, first preference will be given to suppliers located within the boundaries of District #535 and second, from within the state over out of state. In the case of tie bids according these criteria, purchases will be determined by a coin toss. Cash discounts will be used in determining the lowest responsible bidder.
9. Prices: Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of bid opening unless otherwise agreed to by District #535 and bidder.
10. Quantities: Quantities shown may be estimates only and orders may be more or less depending on actual requirements and budget limitations.
11. Exceptions: Any exceptions to these terms, conditions or deviations from written specifications must be shown in writing and attached to the bid form.
12. Tax Exemptions: Oakton College District #535 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.
13. Equal Employment Opportunity Clause/
Prevailing Wage: Oakton College is an equal opportunity employer, and parties doing business with the College must comply with the Equal Employment Opportunity Clause as required by the Illinois Fair Employment Practices Commission. Not less than the prevailing wage shall be paid for labor on the work to be performed as required by law.
14. Non-Collusion Clause: The bidder or agent hereby declares that he, nor any other agent of his business, entered into any collusion or agreement relative to the price to be bid. He further declares that no persons, firms or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or Board of Trustee member of Oakton College District #535 has any undisclosed interest in the award of this contract.

INSTRUCTIONS

1. The College requires a bid for (1) Universal Robot 12e Series Collaborative Robot, (1) Robotiq Hand-E servo gripper, and (1) Robotiq E-Pick Pneumatic gripper. Items must be new and meet the specifications.
2. Please submit pricing on the item(s) listed on pricing page 6.
3. Submitted Pricing must include delivery and a 1-year standard warranty.
4. No substitutions will be accepted. Bid the manufacturer as stated in the bid.
5. Vendors must provide PolyScope X training for up to three people at an authorized training facility within 10 days of receiving the robot.
6. Vendors submitting bids must be stocking distributors able to supply spare joints and complete joint repairs within 24 hours.
7. Delivery must be made complete by April 10, 2026.
8. Upon the delivery of the products, the College reserves the right to inspect the products. Should any issues arise, the vendor agrees to work with the College to resolve the issue. If a solution is not satisfactory to the College, the College reserves the right to return the products to the vendor at no cost to the College (no shipping fees, restocking fees, etc.).
9. The College is exempt from all taxes.
10. The Procurement Department will verify all price calculations. In the event of an error, the total will be adjusted accordingly. The new adjusted total will be used when awarding an item.
11. Please include a company profile with your bid. The profile should include at least, but not limited to, the following:

How long has your company been in business?
The number of employees your company has?
Estimated annual revenues for your last fiscal year?
Provide five references.

12. Because this is a “sealed bid” we cannot accept proposals over the phone, by fax or e-mail. When you return a bid response to the College via an overnight carrier or your own envelope, please address the envelope to:

**Oakton College
Attention: Trinh Than, Procurement Department
Title: Universal Robot Systems
Bid #TLE-FY26-01
1600 East Golf Road
Des Plaines, IL 60016**

Please include your company name on the outside of the package.

13. If you are mailing in your bid response, please make sure the delivery of the bid packet is scheduled for Jan 5th, 2026, or after, as the College will be closed for Winter Break from Dec 24th, 2025, and will reopen on Jan 5th, 2026.
14. *The College participates in the State of Illinois Business Enterprise Program (BEP) with an aspirational goal of conducting 30% of our business with companies that qualify for this program. Please indicate if your company or subcontractors are Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), Persons with Disabilities Business Enterprise (DBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB). And, “If so, is your company registered with the Illinois Commission on Equity and Inclusion (CEI) Business Enterprise Program?”*

Interested businesses may visit the Illinois Commission on Equity and Inclusion (CEI) Business Enterprise Program (BEP) to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CEI as BEP vendors prior to contract award. Go to [Illinois of State Commission on Equity & Inclusion.](#)”

15. **Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:**
☐ Yes ☒ No. If “yes” is marked, this solicitation contains a goal of ____% to include businesses owned by minorities, females, and persons with disabilities in the College’s procurement and contracting/subcontracting processes.

If a BEP goal is identified, you must complete and submit the BEP Utilization Plan with your bid response, or your bid will be deemed non-responsive.

The Utilization Plan can be found here:

<https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/U-Plan%20V.25.1.pdf>

If you have questions concerning the Utilization Plan, please contact the [Commission on Equity & Inclusion \(CEI\)](#).

If subcontractors are used to meet the BEP goal listed above, the vendor will be required to provide the College with the payout details.

16. The College would expect companies to provide their lowest/best offer when submitting prices. If your lowest/best price is through one of the following consortiums, please include which consortium you used:

Educational and Institutional Cooperative Services (E & I)
OMNIA Partners (Formerly U.S Communities)
Illinois Department of Central Management Service (CMS)
Illinois Community College System Foundation (ICCSPC)
Illinois Public Higher Education Cooperative (IPHEC)
Midwest Higher Education Consortium (MHEC).
Sourcewell (Formerly National Joint Powers Alliance - NJPA)
Suburban Purchasing Cooperative (SPC)

Any appropriate discounts and/or special pricing from these consortia should be applied to this bid.

17. The bid will be awarded to the vendor with the lowest grand total.
18. The bid will be presented for approval at the March 2026 Board of Trustees meeting.
19. Bid results will be posted on the Procurement website after the March 2026 Board meeting.
[Oakton Procurement webpage](#)
20. The College is a public institution and therefore, subject to comply with legitimate Freedom of Information Act (FOIA) requests. Please be advised that your response to this bid is subject to comply with any FOIA requests for information. The FOIA copy of your response should indicate confidential and/or proprietary information that has been removed/redacted. Please mark as "FOIA Copy." See page 9 & 10 for further instructions. The College will use the FOIA copy at the public bid/RFP opening. This copy must include your pricing. If you submit a FOIA copy please indicate it appropriately on your electronic bid submission. If submitting FOIA copy please be sure to **also** submit the original bid, marked appropriately.

21. Please submit two paper copies (One Original copy & One FOIA copy)

SPECIFICATIONS AND PRICING FOR UNIVERSAL ROBOT SYSTEMS

Manufacturer	Part #	Product Description	Quantity	Unit Price
Universal Robot	200875	<u>UR12e Collaborative Robot</u> 6-axis robot arm with working radius of 1300 mm (51.2 inches) 12.5 kg (27.6 lbs) Payload Capacity, and arm IP54 classification. ± 360° range on all joints Tool Speed: 1 meter/second Joint Speed: 120°/sec (large joints) 180°/sec (small joints)	1	
Robotiq	VAC-ES-UR-EPICK-KIT1	<u>Robotiq E-Pick Gripper</u> Vacuum flow: 12L/min	1	
Robotiq	HND-ES-UR-KIT	<u>Robotiq Hand-e Gripper</u> Stroke:0-50 mm (2.0 in) Grip Force: 20-185 N (4.5-41 lbf.) Payload: Form-fit – 5kg (11lbs), Friction – 4.7 kg (8.8lbs)	1	
Grand Total				

By signing below, the vendor confirms the following:

- 1. The vendor fully understands the bidding document.**
- 2. Items will be new and meet the required specifications.**
- 3. The product is for the EXACT product required, not a substitute.**
- 4. Pricing for each item submitted includes a 1 (one) Year Standard Warranty, Delivery charges, and Tariff Costs.**

Company Name: _____ Date: _____

Signature: _____

BID CHECKLIST

- 1) Did you include a company profile? YES NO
- 2) Did you include the references requested? YES NO
- 3) ~~Please include the name of your bonding company (not applicable) YES NO~~
~~rated A-/6 or better by Best's for your Performance/Labor and~~
~~Material Payment Bonds.~~
Company Name _____
Address _____
City/State/Zip _____
Phone Number _____
Rating _____
- 4) Did you complete and include your fully completed bid price sheets? YES NO
- 5) ~~Did you attend the mandatory pre bid meetings? (not applicable) YES NO~~
- 6) ~~Did you complete and include the Contractors Certification? YES NO~~
- 7) Did you read and do you agree to all terms and specifications as noted in the bid? YES NO
- 8) ~~Did you include your Bid Security in the form of either a bid bond or cashier's check drawn to the order of Oakton Community College in the amount of 10% of the base bid price? YES NO~~
- 9a) Is your company going to use subcontractors? YES NO
- 9b) If yes, did you include the name, address, phone number of the subcontractors being used? YES NO
- 10) Is your company or any subcontractor a Minority Business Enterprise? YES NO
- 11) If so, is this company registered with the State of Illinois Commission on Equity and Inclusion? YES NO
- 12) ~~A BEP goal was identified, did you complete the Utilization Plan? YES NO~~

******THIS BID CHECKLIST SHOULD BE RETURNED WITH YOUR BID******

Company: _____

Signature: _____

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CONTRACTOR'S CERTIFICATION

Pursuant to Illinois Revised Statutes Chapter 38, Article 33E (Public Contracts), the undersigned certifies that he/she is a duly authorized agent of the contractor submitting the attached bid to Community College District 535, Oakton College and that said contractor is not barred from bidding on this public contract as a result of a violation of either Section 33E-3 or 33E-4 of said statute.

Signed this _____ day of _____, 202__.

By: _____

Title: _____

Address: _____

SUBSCRIBED AND SWORN TO before
me this _____ day of _____, 202__.

Notary Public

Please return this form with your bid.

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Notes to Authorized Representatives completing this Designation:

- Under Illinois law, prices and price quotes become public information once the information is announced at the public proposal opening and may not thereafter be kept confidential.
- Other information cannot be kept confidential unless it is a trade secret, and is identified as such by the party submitting a proposal at the time of submittal as specified in Section 7(1)(g) of the Illinois Freedom of Information Act ("FOIA", 5 ILCS 40/7(1)(g)).
- "Trade secret" as defined in Section 2(d) of the Illinois Trade Secrets Act (765 ILCS 1065/2(d)) means information, including but not limited to technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data, or list of actual or potential customers or suppliers, that: (1) is sufficiently secret to derive actual or potential economic value from not being generally known to other persons who can obtain economic value from its or use; and (2) is the subject of efforts to maintain its secrecy or confidentiality that are reasonable under the circumstances.

* * * *

The attached material submitted in this Response to Oakton College **Invitation to Bid #TLE-FY26-01 Universal Robot Systems** includes trade secrets and / or commercial or financial information that is proprietary, privileged, or confidential. The disclosure of specifically identified content within the material would cause competitive harm to:

(insert name of individual or company submitting the response)

as further explained below, such that it may be kept confidential under 5 ILCS 40/7(1)(g).

We request that the pages or parts of pages of this Response, as next indicated, be treated as confidential material and not be released without the prior written approval of our Authorized Representative named on the following page.

Section	Page #(s)	Topic	Why disclosure would cause competitive harm

If the designation of this information as confidential is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality, and agrees to hold the College harmless for any costs, damages, or penalties arising out of the College's agreeing to withhold the information.

Failure to complete and include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to inspection and copying. The College considers other markings of "confidential" in the bid/proposal documents to be insufficient. The undersigned agrees to hold the College harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Authorized Representative: _____
Signature

Authorized Representative: _____
Type or Print

E-mail address: _____

Date: _____

Please be sure to include one copy of your BID response that has confidential and/or proprietary information removed/redacted. Please mark this as "FOIA Copy."

The College will use this copy at the public proposal/bid opening, and this copy must include your pricing.