



**Gila County Community College District**

**Invitation for Bids**

**For**

**Fixed Plant Training Equipment**

**Issue Date December 18, 2025**

**Submittal Due Date January 30, 2026, at 1:00 PM local Arizona time**

**GILA COUNTY COMMUNITY COLLEGE DISTRICT**

**NOTICE OF REQUEST FOR BIDS FOR**

**FIXED PLANT TRAINING EQUIPMENT AND TRAINING MATERIALS**

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**Notice is hereby given that Gila County Community College District is requesting bids from qualified firms for fixed plant training equipment and training materials to be used in a college educational technical training facility.**

**SUBMITTAL DUE DATE:** January 30, 2026, at 1:00 PM

**RETURN PROPOSAL TO:** GILA COUNTY COMMUNITY COLLEGE DISTRICT  
Via Email to:  
[Mary.springer@gilacc.org](mailto:Mary.springer@gilacc.org)

**NOTICE IS HEREBY GIVEN**, that sealed proposals for the material or services as specified will be received by the Gila County Community College District, until the time and date cited.

Proposals received by the correct time and date will be opened and recorded thereafter. Any proposals received later than the date and time specified above will be returned unopened. **Late proposals shall not be considered.**

Interested bidders may obtain a copy of this solicitation and any amendments at: [Procurement - Gila County Community College District](#). Bidders are strongly encouraged to carefully read the entire request for bid document.

Any questions regarding this Invitation For Bids shall be submitted in writing and directed to: Mary Springer, at [mary.springer@gilacc.org](mailto:mary.springer@gilacc.org).

The District Governing Board reserves the right to reject any or all bids, or to accept any bid, or to waive any informality in any bid, or to withhold the award if deemed in the best interest of Gila County Community College District.

Dates advertised in the Arizona Silver Belt: December 24, 2025 & December 31, 2025

Dates Advertised in the Payson Roundup: December 26, 2025 & January 2, 2026

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**INVITATION FOR BIDS**  
**GILA COUNTY COMMUNITY COLLEGE DISTRICT**  
**FIXED PLANT TRAINING EQUIPMENT AND TRAINING MATERIALS**

Gila County Community College District is seeking a qualified firm(s) to provide fixed plant training equipment, installation, and training materials per the specifications.

**SECTION 1 – PROJECT DESCRIPTION**

Gila County Community College District (hereinafter referred to as “the College”) is soliciting bids for equipment and training materials for a Fixed Plant Maintenance Technician Certificate Program. systems.

**SECTION 2 – BACKGROUND**

The Fixed Plant Maintenance Technician Certificate Program has been developed in response to the increasing demand for skilled maintenance professionals across multiple industries. As the current workforce continues to experience significant retirement and attrition, there is an urgent need to prepare the next generation of technicians who are capable of maintaining, troubleshooting, and repairing essential fixed plant systems. The location of the training facility is the Gila County Community College District Regional Training Center located in Claypool, Arizona.

**SECTION 3 – SCOPE OF WORK**

Personal computers will be supplied by the college. Curriculum must be multimedia, PC based and printed student materials covering the individual modules listed below. Statistical Process Control (SPC) software shall be able to track student assignments and track student work.

\*Manufacturer or brand name details if listed in the scope of work are considered minimum acceptable requirements. Bidders are encouraged to offer any product that meets or exceeds these standards.

**Measurement Tools 1 Learning System**

Mobile Technology Workstation or equivalent.

- (1) Tabletop Workstation;
- (1) Dial Caliper;
- (1) Digital Caliper;
- (1) Micrometer Set;
- (1) Rule Set; Dial Indicator; (1) Computer Interface;
- (1) Standard Shapes Package;
- (1) V-Block and Clamp Set;
- (1) Machinist Square;
- Data Management Software;
- (1) Statistical Process Control (SPC) Software;

- (1) Student Curriculum - Interactive PC-Based Multimedia; Instructor's Guide;
- (1) Instructor's Resource Print CD;
- (1) Installation Guide;
- (1) Student Reference Guide.

\*Amatrol 950-MES1 or equal

### **Mechanical Fabrication 1 Learning System**

Requires 120V/60Hz/1ph electrical, compressed air, and PC.

- (1) Workstation;
- (1) Construction Panel;
- (1) Fabrication Parts Kit;
- (1) Mechanical Parts Kit;
- (1) Skill Component Set;
- (1) Pneumatic Kit;
- (1) Fabrication Tools Kit;
- (1) Mechanical Fabrication Component Set;
- (1) Fabrication Parts Set;
- (1) Mechanical Tools Kit;
- (1) Hardware Kit;
- (1) Bolt Stretch Kit;
- (1) Student Curriculum - Interactive PC-Based Multimedia;
- (1) Instructor's Guide;
- (1) Instructor's Resource Print CD;
- (1) Installation Guides; (1) Student Reference Guide.

\*Amatrol 950-MPF1 or equal

### **Mechanical Drives 1 Learning System**

Hand Tool Package, 120V/60Hz/1ph electrical, and PC;

Must accommodate two (2) students.

Include Spare Parts kit.

- (1) Mobile Workstation;
- (1) Motor Base Package;
- (1) Bearing Package;
- (1) Prony Brake;
- (1) Shaft and Standoffs Package;
- (1) Rotary Power Component Package;
- (1) Alignment Package;
- (1) Gauging Package;
- (1) Digital Tachometer;
- (1) Toolbox;
- (1) Lockout/Tagout Kit;

- (1) Student Curriculum - Interactive PC-Based Multimedia;
- (1) Instructor's Guide;
- (1) Instructor's Resource Print CD;
- (1) Installation Guide;
- (1) Student Reference Guide.

\*Amatrol 970-ME1 or equal

### **Mechanical Drives 2 Learning System**

- (1) Coupling/Sprocket Package;
- (1) Belt Package;
- (1) Chain Package;
- (2) Components Packages;
- (1) Indicator Package;

Viscosimeter;  
Include Spare Parts kit.

- (1) Student Curriculum - Interactive PC-Based Multimedia;
- (1) Instructor's Guide;
- (1) Instructor's Resource Print CD;
- (1) Installation Guide;
- (1) Student Reference Guide.

\*Amatrol 97-ME2 or equal

### **Mechanical Drives 3 Learning System**

Hand Tool Package and PC

- (1) Fastener Kit;
- (1) Worm Gear Speed Reducer;
- (1) Ball Bearings Package;
- (1) Roller Bearings Package;
- (1) Plain Bearings Package;
- (1) Angular Contact Bearing;
- (1) Bearing Press;
- (1) Seals Package;
- (1) Helical Gear Set;

(1) Student Curriculum - Interactive PC-Based Multimedia;

- (1) Instructor's Guide;
- (1) Instructor's Resource Print CD;
- (1) Installation Guide;
- (1) Student Reference Guide.

\*Amatrol 97-ME3 or equal

### **Floor-Standing Belt Conveyor Learning System**

- (1) Flat Belt Conveyor;
- (1) Student Learning Activity Packet;
- (1) Instructor's Guide; (1) Instructor's Resource Print CD;
- (1) Installation Guide;
- (1) Student Reference Guide.

\*Amatrol 97-ME4D or equal

### **Centrifugal Pump Learning System**

Requires 208V/60Hz/3ph electrical Hand Tool Package.

Corrosion Inhibitor.

- (1) Mobile Workstation;
- (1) Centrifugal Pump with Mechanical Seal and Foot Mount;
- (1) Variable Speed Motor/Drive Unit;
- (1) Tank with Valve Network;
- (1) Torque Load/Speed Monitor;
- (1) Precision Pressure gauge Package, Inlet and Outlet;
- (1) Digital Flow Meter;
- (1) Student Learning Activity Packet;
- (1) Instructor's Guide;
- (1) Instructor's Resource Print CD;
- (1) Installation Guide;
- (1) Student Reference Guide.

\*Amatrol 950-PM1 or equal

### **Magnetic Pump Learning System**

- (1) Magnetic Pump;
- (1) Pipe Network Attachments;
- (1) Coupling/Mounting Attachments;
- (1) Student Learning Activity Packet;
- (1) Instructor's Guide;
- (1) Instructor's Resource Print CD;
- (1) Installation Guide;
- (1) Student Reference Guide.

- Amatrol 95-PM1G or equal

### **eLearning Library Subscription Main Library - 12 Months,**

- (1) 12-month subscription for one person to the learning library which includes (15) seats to access learning library.

\*Amatrol 206-LSUB12-B or equal

### **On Site Installation & Product Orientation**

Proper set up & calibration of the system, Visual inspection for shipping damage or QA defects, Installation of multimedia & or software, Completion of all installation procedures outlined by the manufacture. Familiarize Instructor with all teaching resources & training material provided with the system. Familiarize instructor with the property use & maintenance of equipment.

\*Amatrol INST-B or equal

### **1 on 1 Professional Development - On Site**

1 on 1 Professional Development - On Site

One Day on-site. 8:00 am to 4:00 pm. Includes travel costs for Trainer.

\*Amatrol KES-PD1 or equal

## **SECTION 5 – SUBMITTAL REQUIREMENTS**

The Invitation for Bids (IFB) submittals must be emailed by January 30, 2026 at 1:00 PM local Arizona time. The district reserves the right to accept or reject any and all proposals.

IFB submittals must be delivered via email to Mary Springer, Gila County Community College District Procurement Specialist on or before the date and time specified in the IFB. Late submittals will not be considered and will be rejected. It is the responsibility of the company to ensure that the bid package is complete and emailed to:

mary.springer@gilacc.org

Please be advised that failure to comply with the following criteria may be grounds for deeming your submittal non-responsive and rejected:

- Receipt of IFB at the place and deadline indicated in the IFB.
- Providing a signed copy of any addenda issued. It is the firm's responsibility to check for any updates to this solicitation and ensure they are included in the submittal package.

All contracts must conform to Arizona laws.

The following tentative schedule has been prepared for this project:

IFB's Due by 1:00 PM January 30, 2026

Board Approval/Award February 2026

## **SECTION 6 – GENERAL INFORMATION**

**Instructions.** GCCD will not be held responsible for any oral instructions. Any changes to this Invitation for Bids will be in the form of a written addendum. Interested firms are urged to inquire prior to submitting their bid by sending an email to Mary Springer, [mary.springer@gilcc.org](mailto:mary.springer@gilcc.org) to ensure that any addenda are signed and included in the IFB submittal.

**District Rights** - GCCD reserves the right to reject any or all IFB's, to waive any informality or irregularity in any IFB's received.

No information will be released until the time of the award. Proposal results will not be given in response to telephone inquiries.

**Effective Period of Proposals** - To allow for an adequate time for evaluation, approval, and award of a contract, the district requires a bid in response to this IFB to be valid and irrevocable for ninety (90) days after the bid due date and time.

**Withdrawal** - Bids may be withdrawn until the date and time of bid opening.

**Cancellation** - The District may cancel an IFB in whole or in part if it is determined to be in the best interest of the district.

**Acceptance or Rejection of Bids** - The District reserves the right to waive any formalities and to reject any or all bids or any part(s) thereof, and/or to accept any bid or any part thereof and/or to cancel the IFB.

All vendor information regarding the bid may become public information. All copies and contents of any bid, attachment and explanations submitted in response to this IFB shall become the property of the district, except any materials that both the vendor and District agree to classify as confidential, proprietary, or trade secrets. These materials must be clearly marked by the vendor and may be returned to the vendor after the award upon request.

**Proprietary Information** - If the vendor includes in the bid any information deemed confidential, proprietary, or protected, such information must be packaged separately from the balance of the bid and clearly marked as to any proprietary claim. The district discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The district, as a public entity, cannot and does not guarantee that proprietary information will not be disclosed. The district shall have the right to use any and all information included in the bids submitted unless the firm expressly restricts the information. If such a restriction impedes the consideration of the firm's bid, the College President may disqualify the proposal.

**Right to Use District Name** - The firm is specifically denied the right to use in any form or media the name of the district for public advertising unless express permission is granted in writing by the district.

## **SECTION 7 – GENERAL PROVISIONS**

**Offer and Acceptance** - A response to the IFB is an offer to contract with the district based on the provisions contained in the IFB. An authorized signature on the cover letter accompanying the bid documents shall constitute an irrevocable offer to sell goods or services specified and accept the terms of the subsequent contract, which shall incorporate this IFB.

**Cost of Preparation** - Any and all costs associated with the preparation, presentation, demonstration, or submission of responses to this IFB shall be entirely the responsibility of the contractor and does not commit Gila County Community College District to pay or reimburse any costs in any manner. These costs may include but are not limited to bid materials, reproductions, copyright infringements and any other costs.

**Accuracy** - It is the responsibility of all firms to examine the entire IFB document and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a bid. Negligence in preparing a bid package confers no right of withdrawal after the due date and time. Firms are responsible for errors and omissions in their bids. Failure to include all requested information will have a negative impact on the evaluation of the firm's bid and may result in rejection.

**Waiver of Damage Claim** - Each firm, in submitting a bid, is deemed to have waived any claims for damages by reason of the selection of another bid and/or the rejection of his/her bid.

**Responsibility for Compliance with Legal Requirements** - The contractor shall comply with all state and federal laws applicable to its operations.

**Governing Law** - A contract resulting from this IFB shall be governed, and the District and contractor shall have all remedies afforded to each, by the law of the State of Arizona. State law claims shall be brought only in Gila County Superior Court.

**Subsequent Contract** – The terms and conditions as set forth in this document shall take precedence over any subsequent contract.

**Non-discrimination** - During performance of a contract, the vendor will comply with provisions of the Civil Rights Act of 1964, Executive Order No. 11246 of September 24, 1965, rules, regulations, and relevant orders of the Secretary of Labor and all applicable Municipal, County and State laws.

**Executive Order 2009-09** - The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, age, creed, color, religion, sex, national origin or disability.

**Americans with Disabilities Act** - The contractor shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101, et seq.) and applicable Federal regulations under the Act.

**Confidentiality** - The contractor shall keep the information related to all contracts and subcontracts in strict confidence. Other than the reports submitted to the District, the contractor shall not publish, reproduce or otherwise divulge such information in whole, or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, to those employees on staff who must have the information on a "need-to-know" basis, and the contractor agrees to immediately notify the District, in writing, in the event it is determined, or there is reason to suspect, a breach of confidence has occurred. Execution of a confidentiality agreement will be required of the successful contractor.

**Non-Collusion** - GCCD requires free and open competition. Whenever possible, specifications, bid invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy GCCD's needs and the accomplishment of a sound economical operation. The Proposer's signature on its bid guarantees that any prices offered have been established without collusion with other eligible Bidders and without effort to preclude GCCD from obtaining the lowest possible competitive price.

**Indemnification** - Indemnification to the fullest extent permitted by law, the contractor shall defend, indemnify and hold harmless the District, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the contractor, its employees, agents, or any tier of subcontractors in the performance of the contract. The contractor's duty to defend, hold harmless and indemnify the District, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting there from, caused by any acts, errors, mistakes, omissions, work or services in the performance of this contract including any employee of the contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the contractor be legally liable. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph. The contractor shall hold the district, its officers, and employees, harmless from liability of any nature or kind on account of use of any copyrighted or non-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this request.

**Protest Policy**- Refer to the District's Procurement Policy for Protest notification and procedures. Contact Mary Springer at [mary.springer@gilacc.org](mailto:mary.springer@gilacc.org) for a copy of the Procurement Policy and Protest Procedure.

**Contact with District Employees** - All firms interested in this project (including firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a role in the

selection process. This requirement is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must be addressed to the authorized representative identified in this solicitation.

**No Boycott of Israel Certification** Contractor hereby certifies that it is not currently engaged in and will not for the duration of this agreement engage in a boycott of Israel as required by A.R.S. § 35-393.01 A. Violation of this certification by Contractor may result in action by GCCCD up to and including termination of any awarded Agreement.

**NO FORCED LABOR** - The company does not currently, and agrees for the duration of this Agreement that the company will not use:

1. The forced labor of Ethnic Uyghurs in the People's Republic of China.
2. Any goods or services produced by the forced labor of Ethnic Uyghurs in the People's Republic of China; and,
3. Any contractors, subcontracts, or suppliers that use the forced labor or any goods or services produced by the forced labor of Ethnic Uyghurs in the People's Republic of China.

**Questions** - Questions pertaining to the IFB or contract issues shall be submitted in writing and directed to: Mary Springer, [mary.springer@gilacc.org](mailto:mary.springer@gilacc.org)

## **SECTION 8 – CONTRACT TERMS AND CONDITIONS**

The contractor shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards. If the contractor shall fail to fulfill or perform any material obligation of the contractor under the contract (to be established upon the District's selection of a contractor) and such failure shall continue for sixty (60) days following written notice (the "Default Notice") from the District to the contractor informing the contractor of its failure to fulfill or perform said material obligation, then the District may terminate the contract by providing the contractor with written notice (the "Termination Notice").

**Contract Administrator** - The District's President or designee will be the Contract Administrator for any Agreement that results from this IFB. The President or designee will be the point of contact at Gila County Community College District for day-to-day operations.

**Assignment of Contract** - The contractor will not be permitted to assign the contract, in whole or in part, or enter into any subcontract for the performance of any work contracted for, without first obtaining the written consent of the district, and then only subject to such conditions as the district may prescribe.

**Compliance with All Laws** - The contractor shall comply with all laws, ordinances, rules, orders, and regulations of federal, state, and municipal governments and of any and all of their departments, divisions, bureaus, and subdivisions.

**Termination for Convenience** – The District reserves the right to terminate the Contract, in whole or in part at any time when in the best interest of the District, without penalty or recourse. Upon receipt of the written notice, the Contractor shall stop all work, as directed in the notice, notify all Subcontractors of the effective date of the termination and minimize all further costs to the District. In the event of termination under this paragraph, all documents, Data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the District upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and Materials or Services accepted before the effective date of the termination.

**Availability of Funds for the Next Fiscal Year** - Funds may not be available for performance under this Contract beyond the current Fiscal Year. No legal liability on the part of the District for any payment may arise under this Contract beyond the current Fiscal Year until funds are made available for performance of this Contract.

**Purchase Order** – Upon execution of a Contract, Gila County Community College District will issue a purchase order to the contractor as documentation of the order process.

## **SECTION 9 – COST PROPOSAL**

Firm shall provide a cost proposal to include:

Costs of all equipment specified in the IFB.

Costs to install all equipment listed in IFB.

Costs of all training and training materials and subscriptions.

Any other costs firm is responsible for in the execution of this project.

## **SECTION 10 – COMPLETION CHECKLIST**

This checklist is a summary of some of the required components of the IFB. *It is provided as a convenience to vendors but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use.* It is the responsibility of the vendor to submit complete and compliant bids. Vendors shall email one (1) electronic copy of the proposal to mary.springer@gilacc.org.

- Cost Proposal
- Non-collusion Affidavit
- Conflict of Interest Disclosure
- Offer and Acceptance

**Non-collusion Affidavit**  
**(Must be completed by contractor)**

(Name of Individual)

being first duly sworn upon oath deposes and says: That he/she is.

(Title)

Of (Name of Company, Firm or Corporation)

that, pursuant to Subsection 112(c) of Title 23, United States Code, he certifies that neither he nor anyone associated with the company, firm, or corporation mentioned above has, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of full competitive bidding in connection with the associated project:

Subscribed and sworn to before me this day of \_\_\_\_\_ 20\_\_\_\_

(Signature)

If a Corporation (Seal)

## Notary Public

## My Commission Expires

## Conflict of Interest Disclosure

All vendors must disclose with their bids the name of any officer, director, or agent who is also an employee of the district or any of its agencies. Further, all vendors must disclose the name of any District employee who owns, directly or indirectly, an interest in the vendor or any of its campuses.

EMPLOYEE NAME	DESCRIPTION OF CONFLICT

## Offer and Acceptance Page

Please complete price sheet in its entirety for the services provided in IFB 120125

Firm Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

FIXED PLANT TRAINING EQUIPMENT AND TRAINING MATERIALS	
Equipment Price	
Installation Price	
Training and Training Materials and Subscriptions Price	
Any other costs not included in above	
Total Bid (All Inclusive)	

\*\*All applicable taxes shall be included in bid amount.

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Signature of Authorized Firm's Representative

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Printed Name

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Title

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Date \_\_\_\_\_

Acceptance

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GCCD Board President, Dr. Janet L. Brocker

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Date \_\_\_\_\_