Illinois Valley Community College
815 N. Orlando Smith Avenue
Oglesby, Illinois 61348
Request for Proposals - PR-09-P07
Catering Services – Learning Ladder Lunches

Illinois Valley Community College is accepting proposals from foodservice providers for catering services to supply lunches to its Early Childhood Center, the Learning Ladder, located at the ACE Hardware Retail Support Center in Princeton, Illinois. The food supplier will be required to follow all the regulations of the Child and Adult Care Food Program (CACFP) and Child Care Centers. See attached information from CACFP.

Overview:

The ‘Learning Ladder’ Early Childhood Center is a nationally accredited facility located at the ACE Hardware Retail Support Center, 2121 N. Euclid Ave., Princeton, IL. Under the management of the Illinois Valley Community College’s Early Childhood Education Program, the Center serves as an on-site educational childcare facility for ACE Team Members as well as providing open enrollment for IVCC faculty, staff, students and the general public. The Center serves as a lab school to IVCC Early Childhood Education students for course observations, field experiences and student teaching experiences. The Center is committed to provide a quality educational setting for families and children, based on current theory regarding best educational practices for the growing and developing minds and bodies of young children.

Proposal Due Date:
Sealed proposals will be accepted until 2:00 p.m., Thursday, December 4, 2008 at the office of Pat Reed, Director of Purchasing, Room C343, Third Floor of Building C, Illinois Valley Community College. Proposals will be publicly opened in Room C342 and read aloud at that time. Faxed proposals will not be considered for award.

Term of Agreement:
The agreement will commence on January 1, 2009 and end on December 31, 2011. Both parties reserve the right to mutually extend the contract for an additional twelve (12) months unless either party presents formal written notice of cancellation within sixty (60) days prior to the end of the term.

Food provider must supply the following:
1. Cater hot lunch meal service at 11:00 a.m. for children ages 1-5.
2. Food service must guarantee appropriate temperatures for service of hot and cold food items.
3. Request includes service for an estimated 45-50 hot lunches/day as well as an estimated 1000 individual cartons of milk per month.
4. Service is for Monday-Friday, excluding holidays 12 months of the year.
5. A monthly menu shall be distributed to the site at least two weeks prior to the month of service.
6. Vendor shall provide appropriate portion sizes for components of the meal—this must be designated on the menu.
7. Vendor shall provide an invoice with each meal delivery stating the date and number of meals delivered.
8. Vendor must submit an itemized statement for all deliveries and charges within ten (10) days of the last day of each month.
9. The vendor’s facility must be inspected by the local or state health department.
10. The 45-50 meals a day include meals service for adults.
11. Include a sample of a monthly menu that would provide service to children ages 1-5 inclusive of portion amounts.

Signature:
IVCC requires the signature to be that of an authorized representative of said company. Each bidder, by making her/his bid, represents that they have read and understand the bidding documents and that these instructions to bidders are part of the specifications.
**Taxes:**
IVCC is exempt from all federal excise, state, and local taxes.

**W-9 Form:**
Complete the enclosed W-9 Form and return with your proposal.

**Certification Form:**
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961, the Illinois Human Right Act dealing with Sexual Harassment. The signed certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

**Insurance:**
The vendor performing services for IVCC shall 1) maintain workers’ compensation insurance as required by Illinois statues, for all employees engaged in work; 2) maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be $1,000,000 liability for bodily injury and property damage including product liability and completed operations; 3) provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in the RFP. Minimum coverage will be $1,000,000 per occurrence combined single limit for automobile liability and property damage. **Proof of insurance must be forwarded to the IVCC Business Office.**

**Award Criteria:**
The successful vendor, as determined by IVCC, shall be required to execute a contract for food catering services. The successful bidder will receive a Purchase Order from the College. Award of contract will be determined by the following:
1. Price,
2. Food selection, and
3. General reputation and performance capabilities of the bidder.

IVCC reserves the right to reject any or all proposals and to waive irregularities and to accept that proposal considered to be in the best interests of the College.

**Acknowledgement of Addenda:**
Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of addenda and date issued should be noted on all bids submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.**

**Bidders who obtain a copy of the bid from our website are responsible for checking back on the site for any addenda issued.**

**Investigation of Bidders:**
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Illinois Valley Community College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**References:**
Bidders must provide a minimum of three (3) references for which your company supplied food services. References must include company name, phone number, and contact name.
Equal Opportunity Employment:
IVCC is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Illinois Valley Community College District #513, the members of its College Board, its agents and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suite, arising or growing out of the performance of, or failure to perform its contract.

Pat Reed
Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE
815 N. Orlando Smith Ave.
Oglesby, Illinois 61348
Telephone: (815)224-0417 Fax: (815)224-0294
INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
Having read and understand the bidding requirements, the undersigned proposes to furnish lunches to the Early Childhood Center, the Learning Ladder located at the ACE Hardware Retail Support Center, 2121 N. Euclid Ave., Princeton, IL. for the following:

- Price per meal: $___________________
- 6 oz. carton of whole milk: $___________________
- 6 oz. carton of 2% milk: $___________________

Attachments:
- IVCC Certification Form
- Monthly Menu

Addendum No. __________ Dated ______________
Addendum No. __________ Dated ______________

SIGNATURE:

Representative Name (please print)______________________________________________________________
Representative Signature______________________________________________________________
Company Name______________________________________________________________

Date __________ Phone # __________ Fax # __________ Email Address__________________________
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE
    DISTRICT 513
    OGLESBY, IL  61348

Pertaining to the bid titled: Learning Ladder Catering Service: PR-09-P07

I/we, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

SUBMITTED BY:

____________________________________________________________________________________
Company Name

____________________________________________________________________________________
Address

City _______________ State _______________ Zip _______________

____________________________________________________________________________________
Authorized Signature

____________________________________________________________________________________
Typed or Printed Name of Authorized Person and Title
### Request for Taxpayer Identification Number and Certification

**Form W-9**

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name, if different from above</td>
</tr>
</tbody>
</table>

**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 partnerships, individuals, 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 onwhose 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.)

#### 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 301.7701-5(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,