Illinois Valley Community College
Request for Proposals
Food Vending Machine Services - No. PR-09-P2

April 14, 2008

Illinois Valley Community College (IVCC), District 513, is accepting proposals for food/beverage vending services.

IVCC is a permanent campus located at 815 North Orlando Smith Road, Oglesby, Illinois 61348. These food service operations will support, at the time of opening, a commuter-only student population of approximately 4,000 and 500 faculty and staff.

Objective/Description of Services
IVCC’s objective is to provide quality products at a fair price with good customer service in a clean environment that meets the demands of today’s general health concerns. This shall include, but is not limited to, manual dining.

The vendor shall, without cost to IVCC, install, operate, and maintain upon the premises, vending machines of the latest design and model with menus that include varieties of hot and cold sandwiches and meals from appetizers to desserts. The vendor must supply all machines and be up and operational by July 1, 2008.

Be advised that Pepsi Cola has all pouring rights at IVCC until June 29, 2010. Hot beverages and dairy products are at the discretion of the food service vendor.

Responsibilities
Installation, operation, maintenance, removal, and replacement of vending machines provided will be the sole responsibility of the vendor and shall be performed by the vendor or its employees under the exclusive direction, supervision, and control of the vendor within twenty-four hours, seven days a week. Service to microwave ovens to be within two (2) hours of service call. Written notice from Gary Johnson, IVCC Facilities Director at 815.224.0378, gary.johnson@ivcc.edu, is necessary prior to installation, moving of equipment, or removing equipment from IVCC. IVCC will specify location and/or specific equipment to be added or eliminated in present and future installations at no cost to IVCC. It will be the responsibility of the vendor to provide all areas, as specified by IVCC, with no less than the following miscellaneous items for vending services:

- Four (4) microwaves
- Carry-out cups and lids, both hot and cold
- Plastic tableware – knives, forks, and spoons
- Napkins and napkin holders
- Acceptable soup bowls and 6” acceptable plates
- Wrapped straws
- Condiments, individually wrapped – mustard, catsup, salt, pepper, sugar, and other items deemed necessary.

The successful vendor will replace machines at the request of IVCC if they are damaged or present an unsightly appearance at any time during the life of the agreement.

The successful vendor will provide all labor, supplies, and equipment for the total vending operation for IVCC. IVCC will assume no financial obligation for the operation of the vending service.

Refunds
The successful vendor shall supply a refund bank at the IVCC information desk. The refund bank shall be maintained with sufficient funds at all times. The vendor may require signed receipts for each refund as made, but may not hold any IVCC employee or office of IVCC responsible for, or accountable for, any refund made.
INSTRUCTIONS TO BIDDERS

Proposals will be accepted until 3:00 p.m., May 7, 2008 at the office of Pat Reed, Director of Purchasing, Room C-344, Third Floor of Building C. Proposals will be publicly opened and read aloud at that time in Room C-342. Please submit your proposal on the form provided to you in the bid document.

Bidders are solely responsible for ensuring that proposals are received by the above office prior to the deadline in a sealed envelope noting the proposal name and number. A return label is enclosed for your convenience. Late proposals cannot be accepted and will be returned to the bidder unopened. Faxed proposals will not be accepted.

Term of Contract:
The agreement will commence on July 1, 2008 and end on June 30, 2013 with the option to be renewed in one (1) year increments unless terminated.

Site Visit:
A site visit is mandatory before submitting a proposal and shall be documented by sign-in at the Physical Plant Office, Room A-109.

Proposed Menu:
Include a menu of your company’s products with your proposal.

Questions:
Questions will be accepted on or before 1:00 p.m. April 25, 2008 via e-mail at pat_reed@ivcc.edu. E-mail must include a contact name and telephone number. All questions will be communicated to all interested bidders by Addendum via e-mail by April 26, 2008. If you would like to receive a copy of the questions and answers, contact Pat Reed, Director of Purchasing.

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 Forms:
Bidders must sign the enclosed Certification Forms that refer to the Criminal Code of 1961, the Illinois Human Right Act dealing with Sexual Harassment, and the Illinois Substance Abuse Prevention of Public Works Projects Act. The signed certifications must be submitted with your bid. Failure to do so may result in the rejection of your bid.

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 prior to the installation of vending machines.

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**Award Criteria:**
The successful vendor, as determined by IVCC, shall be required to execute a contract for vending services. As provided by statute, award will be based on the lowest and best (most advantageous to IVCC) as determined by consideration of:

1. Price,
2. Food selection,
3. General reputation and performance capabilities of the bidder, and
4. Availability of service and repair facilities and personnel.

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 interest of the College.

**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 much provide a minimum of three (3) references for which your company supplied vending 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
Date: ____________, 2008

I/We having visited the site and having read and understand the bidding requirements, offer vending machine services at Illinois Valley Community College per attached proposal:

**Base Offer:**

Percentage of Gross Sales: _____________

Other: _____________________________________________________________
_________________________________________________________________

Enclosed:

Completed Certification Forms (2) __________
Completed W9 __________
References __________
Menu of Items __________

Addendum #1__________ Dated __________
Addendum #2__________ Dated __________
Addendum #3__________ Dated __________

**Signature:**

__________________________________________________________________
Legal business name

__________________________________________________________________
Address

__________________________________________________________________
Authorized signature and title

__________________________________________________________________
Telephone    Fax    E-mail
CERTIFICATION FORM

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

Pertaining to the bid titled: Food/Beverage Vending Services – PR09-02

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 Section 105 of the Illinois Human Rights Act and will, upon request, be able to provide such
written policy to the Department of Human Rights.

____________________________________
NAME OF CONTRACTOR/BIDDER

____________________________________
TITLE

____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348
Bid Date: ________________

Project No.: ________________

Project Name: ________________

Location: ________________

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

A. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and those agreements deal with the subject matter of Public Act 95-0635.

Contractor/Subcontractor

Name of Authorized Representative (type or print)

Title of Authorized Representative (type or print)

Signature of Authorized Representative

Date

B. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has in place, for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act, the attached substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

Contractor/Subcontractor

Name of Authorized Representative (type or print)

Title of Authorized Representative (type or print)

Signature of Authorized Representative

Date
Form W-9 (Rev. November 2005)  
Department of the Treasury  
Internal Revenue Service  
Vending services  
PR-09-P2  

Request for Taxpayer Identification Number and Certification

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

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.

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 and 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

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 assume 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,