REQUEST FOR PROPOSAL

BEVERAGE SERVICE
Proposal No. PR10-P07

April 23, 2010

Sealed proposals are invited by Illinois Valley Community College (IVCC), District #513, 815 North Orlando Smith Ave., Oglesby, Illinois 61348, for BEVERAGE SERVICE to commence on July 1, 2010 and end on June 30, 2015.

IVCC is a public community college with an estimated enrollment of 5,000 full-time and part-time students per semester, and a faculty and staff of 500. The IVCC vending program is set up to provide beverages in various locations on campus with service to be provided six (6) days per week, Monday through Saturday.

If you wish to view the IVCC facilities, please contact Gary Johnson, Director of Facilities at (815)224-0378.

Proposals will be accepted until 3:00 p.m. May 6, 2010 at the office of Pat Reed, Director of Purchasing, Room C-343, third floor of Building C. Proposals will be publicly opened in Room C-342 and read aloud at that time.

Include the following with your proposal:
1. A detailed description of what vending service contractor proposes.
2. Equipment offering. Equipment must be new or like new. Provide photos and detailed descriptions of equipment (age, features, etc.)
3. Include brands and variety of beverage offering and size.
4. Provide names, titles, telephone numbers, and email addresses of personnel responsible for administering service to IVCC.
5. Describe your maintenance and service policy.
6. Include any other pertinent information.

Proposals must be submitted in a sealed envelope to the purchasing office plainly marked with your company name and address with the notation “BEVERAGE SERVICE”. Faxed proposals will not be considered for award.

It is the intention to take a recommendation to the IVCC Board of Trustees at its regular scheduled meeting on May 27, 2010 and place machines on campus by July 1, 2010.

The IVCC Board of Trustees reserves the right to reject any or all proposals, to waive irregularities, and to accept the proposal that is considered to be in the best interests of IVCC.
Vendors must sign the enclosed IVCC Certification referring to the Criminal Code of 1961 and to Section 2-105 of the Illinois Human Rights Act dealing with sexual harassment. Return the signed certification with your proposal. If the certification form is not submitted with your bid, it may be necessary to reject your proposal.

The successful vendor must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Attention is called to the provisions of Equal Employment Opportunity.

The successful vendor will be required to provide a Certificate of Insurance in the amounts outlined in Attachment 1 with companies acceptable to IVCC.

IVCC is exempt from Federal, State, and Municipal taxes.

Please direct questions regarding this request to Pat Reed at (815)-224-0417 or electronically at purchasing@ivcc.edu

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Pat Reed
Director of Purchasing

Illinois Valley Community College
815 N. Orlando Smith Ave.
Oglesby, Illinois 61348
Telephone: 815-224-0417
pat_reed@ivcc.edu

BID INFORMATION CAN BE VIEWED AT WWW.IVCC.EDU/PURCHASING
CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

___________________________________________
Name of contractor / bidder

___________________________________________
Title

___________________________________________
Company name

___________________________________________
Date

THIS FORM MUST BE RETURNED WITH YOUR BID.
INSURANCE REQUIREMENTS

Insurance, Indemnification and Hold Harmless
The successful Vendor shall procure, place on file, and maintain during the period of the contract, the insurance described and in the amounts specified in the following subparagraphs and naming IVCC as additional insured.

Worker’s Compensation
A limit of not less than minimum statutory limits for the State of Illinois.

Employers Liability
- $500,000 per accident
- $500,000 disease policy limit
- $500,000 disease each employee

Commercial General Liability
- $1,000,000 per occurrence - bodily injury and property damage
- $2,000,000 general aggregate

Business Auto Liability
Including all owned, non-owned and hired vehicles
- $1,000,000 each accident - bodily injury and property damage

Umbrella Excess Liability
- $5,000,000 each occurrence
- $5,000,000 general aggregate

Indemnification: The vendor shall protect, indemnify and hold IVCC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss of damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations, or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

Insurance shall be with a company or companies licensed to do business in Illinois and acceptable to Illinois Valley Community College. The Contractor/Vendor shall furnish IVCC with copies of the policies or a certificate showing that such insurance is in effect. The policies will include a clause stating that the insurance will not be canceled or reduced without at least thirty (30) days prior written notice to IVCC. All liability insurance policies shall name IVCC as an additional insured and shall include a severability of interest clause with respect to claims, demands, suits, judgments, costs, charges, and expenses arising out of, or in connection with any loss, damage, or injury resulting from the negligence or other fault of the Contractor/Vendor, Contractor’s/Vendor’s agents, representatives, and employees.

The labor, insurance and indemnity provisions therein apply to any work performed on College premises and vendor agrees to comply therewith. Vendor is to pay particular attention to the prevailing wage clause. Certificate of Insurance must be on file or submitted to the Purchasing Director prior to commencement of work.