REQUEST FOR PROPOSAL
BEVERAGE SERVICE
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL #RFP2020-P01

INTRODUCTION

Illinois Valley Community College is accepting sealed proposals for beverage services for a term of three years.

IVCC is a public community college with an estimated enrollment of 3,500 full-time and part-time students per semester, and a faculty and staff of 400. The IVCC vending program is set up to provide beverages in various locations on campus with service to be provided five (5) days per week, Monday through Friday.

INSTRUCTION TO BIDDERS

A copy of the signed proposal must be submitted to:
Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE AND MARKED “RFP FOR BEVERAGE SERVICE” AND DELIVERED NO LATER THAN AUGUST 27, 2019 AT 10:00 A.M. Late proposals will not be considered. Electronic proposal submissions will be accepted and can be sent to purchasing@ivcc.edu; vendors, however, assume the risk of premature disclosure due to submission in an unsealed form. It is strongly suggested that vendors choosing to submit electronically also submit copies of the bid in written form as specified above. Bids will be publicly read aloud in Room C-316, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 10:00 A.M. on August 27, 2019.

If you wish to view the IVCC facilities, please contact Scott Curley, Director of Facilities at 815.224.0301.

Please submit all questions to Michelle Carboni, Director of Purchasing in writing, via e-mail. All unique questions and responses will be posted to the IVCC purchasing web page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-Mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Carboni</td>
<td>815.224.0417</td>
<td><a href="mailto:michelle_carboni@ivcc.edu">michelle_carboni@ivcc.edu</a></td>
</tr>
</tbody>
</table>
The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendor whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in the request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Request for Proposal Issued</td>
<td>August 8, 2019</td>
</tr>
<tr>
<td>Proposals Due and Bid Opening</td>
<td>August 27, 2019 by 10:00 AM</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td>Contract End Date</td>
<td>September 30, 2022</td>
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SELECTION CRITERIA
The following criteria will be used by the College to evaluate the proposals and to make a recommendation to the Board of Trustees:

1. Price
2. Selection
3. Reputation
4. Customer Service

Acceptance of a proposal will be based on the total package of services offered. The College reserves the right to request additional information during the evaluation period.

ACKNOWLEDGEMENT OF ADDENDA
Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. Failure to acknowledge receipt of addenda on proposal submitted may result in disqualification of proposal.
PROPOSAL PROCEDURES
No proposal shall be modified, withdrawn, or canceled for (60) sixty days after the proposal opening date without the consent of the College.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least (5) five days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than (10) ten days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS
The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendor are a part of the specifications.

TAX EXEMPTION
The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer’s Occupation Tax (Tax Exemption ID # E9995-5253-06)

INVESTIGATION OF BIDDERS
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The 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.

PROPOSAL AWARD
The successful vendor, and/or any vendor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the vendor.

PROPOSED AGREEMENT
Please submit a sample of your company’s agreement with your proposal.
CERTIFICATE OF INSURANCE

The vendor must provide, within five (5) calendar days of proposal award notification from the College, certificate of insurance evidencing the insurances provided by the vendor and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the College and its Board of Trustees as the Certificate holder and Additional Insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the College.

1. Workers Compensation  
   a. $1,000,000 per accident

2. Commercial Comprehensive Liability  
   a. Each occurrence: $1,000,000  
   b. Products-Completed Operations Aggregate: $2,000,000  
   c. Personal/Advertising Injury: $1,000,000  
   d. General Aggregate: $2,000,000

   a. Bodily injury - $1,000,000 per person  
   b. Bodily injury - $2,000,000 per accident  
   c. Property damage: $1,000,000 OR  
   d. Combined single limit: $1,000,000

4. Umbrella  
   a. Umbrella Excess Liability: $2,000,000

CERTIFICATION FORM

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to 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.

EQUAL OPPORTUNITY EMPLOYMENT

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment of vacancies with the state’s job board: IllinoisJobLink.com.
**LAW GOVERNING**
Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

**BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT COMPLIANCE**
The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

**W-9 FORM**
Please complete the enclosed W-9 form and return with your proposal.
PROPOSAL MUST INCLUDE THE FOLLOWING ITEMS:

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. Please provide a sample copy of the proposed contract.

7. Include any other pertinent information.
Scope of Proposal

The current beverage commission rate is based upon net sales.
Listed below are the commissions and sponsorship totals:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Machine Commissions</th>
<th>Annual Sponsorship</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>July 2016 – June 2017</td>
<td>$10,768.56</td>
<td>$7,500.00</td>
<td>$18,268.56</td>
</tr>
<tr>
<td>July 2017 - June 2018</td>
<td>$9,052.69</td>
<td>$7,500.00</td>
<td>$16,552.69</td>
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<tr>
<td>July 2018 – June 2019</td>
<td>$7,696.72</td>
<td>$7,500.00</td>
<td>$15,196.72</td>
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The following beverages are currently offered in the machines:

Energy Drinks, Coffee Drinks, Teas, Gatorade, Water, Fruit Juices & Soda

There are currently 17 machines on campus. The machines are located in the following areas:

1 Bldg E
2 Bldg B
3 Bldg D
4 Bldg A
5 Truck Driver Training
6 Gym
7 Cafeteria #1
8 Cafeteria #2
9 Cafeteria #3
10 Cafeteria #4
11 Cafeteria #5
12 Cafeteria #6
13 Cafeteria #7
14 Student Center
15 Bldg J East
16 CTC 2nd Floor East
17 CTC 2nd Floor West
Having read and understand the specifications and requirements of Beverage Service - Proposal # RFP2020-P01, I agree to the terms and conditions of this proposal.

Submitted By:

_____________________________________  ____________________________
Company      Authorized Signature

_____________________________________  ____________________________
Address       Printed Name

_____________________________________  ____________________________
City  State  Zip   Phone

_____________________________________
Fax       E-Mail

_____________________________________
Date
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348

Pertaining to the proposal titled: Beverage Service- Proposal #RFP2020-P01

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.

_____________________________________
NAME OF CONTRACTOR/BIDDER

_____________________________________
TITLE

_____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348