REQUEST FOR PROPOSAL
BEVERAGE SERVICE
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL #RFP2013-P05

INTRODUCTION

Illinois Valley Community College District No. 513 (the 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 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.

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 APRIL 26, 2013 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-307, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 10:00 A.M. on April 26, 2013.
If you wish to view the IVCC facilities, please contact Gary Johnson, Director of Facilities at (815)224-0378.

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>April 10, 2013</td>
</tr>
<tr>
<td>Proposals Due and Bid Opening</td>
<td>April 26, 2013 by 10:00 AM</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>July 1, 2013</td>
</tr>
<tr>
<td>Contract End Date</td>
<td>June 30, 2016</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 tax exempt and therefore all proposal submissions should not include tax.

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

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.

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
Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission. Illinois Valley Community College District No. 513 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.

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>
</thead>
<tbody>
<tr>
<td>April 2010 - March 2011</td>
<td>$18,491.87</td>
<td>$6,300.00</td>
<td>$24,791.87</td>
</tr>
<tr>
<td>April 2011 - March 2012</td>
<td>$21,227.73</td>
<td>$6,300.00</td>
<td>$27,527.73</td>
</tr>
<tr>
<td>April 2012 - March 2013</td>
<td>$19,922.77</td>
<td>$6,300.00</td>
<td>$26,222.77</td>
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The following beverages are currently offered in the machines:

Dole, Frap, Teas, Gatorade, water, fruit juices, soda (cans & bottles)

There are currently 17 machines on campus. The two highlighted machines were removed from the Auto department in fall 2012 due to construction. Please note that we will be adding four new machines in our new building, which is scheduled to open late fall 2013. The machines are located in the following areas:

1. Bldg E
2. Bldg 11
3. Bldg B
4. Auto/ECE
5. Ag
6. Auto/ECE
7. Bldg D
8. Bldg A
9. TDT
10. Cafeteria
11. Gym
12. Cafeteria
13. Cafeteria
14. Cafeteria
15. Cafeteria
16. Cafeteria
17. Cafeteria
18. Gym
19. Cafeteria
PROPOSAL SIGNATURE PAGE

Having read and understand the specifications and requirements of **Beverage Service - Proposal # RFP2013-P05**, 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 #RFP2013-P05

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
Beverage Service Proposal RFP2013-P05

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 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 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.

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 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, you are 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 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,


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