



REQUEST FOR PROPOSAL (RFP)

07-18-003 – Transportation Services for WCC Fall, Winter and Spring – 2018-2019 Athletic Programs

Proposals Due: July 25, 2018 @ 1:00 p.m. CDST

Waubonsee Community College (WCC) seeks proposals from qualified transportation to provide bus service / transportation for the Waubonsee Community College Fall, Winter and Spring Athletic Programs located at the Sugar Grove Campus, Rt. 47 @ Waubonsee Drive, Sugar Grove, IL. Team trips are identified in this RFP.

Responses to this RFP shall be submitted in a sealed envelope to the address below. **Envelopes must be clearly identified with the name of the RFP and Due Date/Time.** Proposals received after the date and time specified in this RFP will not be considered. RFPs are not publically opened.

**Theresa Larson, Purchasing Manager
Waubonsee Community College
4S783 State Route 47
Dickson Building Room 259
Sugar Grove, IL 60554-9903**

PROPOSED SCHEDULE

RFP Issued	Monday, July 9, 2018
Proposals Due	Wednesday, July 25, 2018 @ 1:00 p.m. CDST
Recommendation of Award	Wednesday, August 22, 2018

To Be Returned with Proposal

- PROPOSAL REQUIREMENTS
- POINT BY POINT RESPONSE TO GENERAL PROVISIONS SECTION
- POINT BY POINT RESPONSE TO RESPONSIBILITIES OF COMPANY SECTION
- AUTHORIZATION OF RESPONSE
- CERTIFICATES OF COMPLIANCE
- ELIGIBILITY CERTIFICATION AND NON-COLLUSION AFFIDAVIT
- BUSINESS ENTERPRISE PROGRAM INFORMATION
- COST / FEES WORKSHEET

All correspondence or questions concerning the RFP should be addressed to purchasing@waubonsee.edu.

Sugar Grove
Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

Aurora Downtown
18 S. River St.
Aurora, IL 60506-4131
(630) 801-7900

Aurora Fox Valley
2060 Ogden Ave.
Aurora, IL 60504-7222
(630) 585-7900

Plano
100 Waubonsee Drive
Plano, IL 60545-2276
(630) 552-7900

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COLLEGE OVERVIEW

Waubonsee Community College (WCC), located forty-five miles west of Chicago, Illinois, has served more than 250,000 students since its inception. As one of 48 public community colleges in the Illinois Community College System, WCC is governed by a board of trustees composed of seven community members elected from the district at large and a student trustee selected by the student body. WCC serves 22 municipalities, 12 public high school districts and nine private high schools in a five-county, 600-square-mile district with the current district population estimated at 428,120. In order to proactively address student and community needs, WCC has cultivated a learning-centered culture that values, and an infrastructure that advances, continuous quality improvement.

Vision

Waubonsee Community College opens the door of knowledge, sparks imaginations, and enlightens lives through learning. We welcome the diverse abilities, goals, and experiences of individuals standing on the threshold of discovery. Our success is defined by the dreams we help shape, the opportunities we help design, and the futures we help create.

Values

Quality — We constantly redefine what it means to be “the best,” seeking to improve in every area and exceed the expectations of those we serve.

Value — We focus every resource directly on the search for learning, creating tangible benefits in everything we do.

Innovation — We are actively engaged on the frontiers of education, continuously improving the learning environment for our students and communities.

Service — We view the world from the perspective of those we serve — anticipating needs and striving to exceed expectations while demonstrating a caring, knowledgeable, consistent connection with each individual every time they meet us.

Accessibility — We remove barriers to learning formed by time, geography, education, culture, experience or beliefs to provide a full range of quality educational opportunities for all who can benefit.

Mission Statement

Waubonsee Community College is a public, comprehensive community college which was organized in 1966, as mandated by the Illinois Public Community College Act, to provide education and training services for individuals in portions of Kane, Kendall, DeKalb, LaSalle and Will counties of District 516. The philosophy of Waubonsee Community College is based on the premise that education is the cornerstone of a literate, democratic society; that learning is a lifelong process; and that the pursuit of knowledge must be supported by institutional policies that demonstrate the values of quality, value, innovation, service and accessibility.

GENERAL REQUIREMENTS

Instructions

1. Provide **one (1) original** and **one (1) copy** of your submittal in a sealed envelope.
2. RFP and a copy of the Trip Worksheet available for download as a pdf from the college’s bid webpage. <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>
3. Respondents may not contact any college employee to discuss this RFP. **All correspondence or questions concerning the RFP should be addressed to purchasing@waubonsee.edu.**
4. All questions must be submitted in writing and will be responded to by addendum. Do not expect an

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immediate answer. Include your email address and/or fax number for any necessary communication.

5. All late proposals will be rejected.
6. All proposals must be signed by a duly authorized representative of the Firm. All unsigned proposals will be rejected.
7. The college reserves the right to amend any segment of the RFP prior to its announcement of a successful Respondent and award of contract. If a change occurs in the college's requirements resulting in a decision to modify the RFP's scope of work or statement of requirements, such change will be communicated in writing as an addendum to the RFP. In the event of a change, all Respondents will be provided the opportunity to revise their proposals to accommodate the amendment.
8. All proposal prices must be held for the duration of the agreement.
9. All work for this contract is to be performed by the selected Firms own staff. Subcontracting any portion of this project will not be allowed without written authorization from the college.
10. A separate purchase order will be issued for trips chartered as a result of an award of this RFP. Trips are not to be scheduled and taken without the selected Firm receiving a purchase order from the college's Purchasing Department. This purchase order number must be referenced on all documents associated with a trip.
11. The college's payment terms are net 30 and payment will be made after each trip.
12. Payment for any trips subcontracted by the selected Firm will be the responsibility of the awarded Firm and not the college.
13. There is no express or implied obligation for the college to reimburse firms for any expenses incurred in preparing proposals in response to this request.
14. It is the policy of WCC to encourage the participation of businesses owned by minorities, females and persons with disabilities in contracts the college awards. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council.

SCOPE OF WORK

Objectives

1. WCC desires to contract with one (1) transportation company for WCC's Fall, Winter and Spring 2018-2019 Athletic Programs as identified in the Trip Worksheet.
2. Game dates / times may be subject to change.
3. Spring games have not been scheduled yet, however the awarded Vendor will be expected to provide pricing and services for those games.
4. Additional games may be required if scheduled by the college.
 - a. Fall – approximately 6 games
 - b. Spring – approximately seven (7) baseball and ten (10) softball games

Responsibilities of WCC and WCC Athletics

1. WCC would agree to designate the awarded company as the "select" provider of bus transportation for WCC Athletics Fall, Winter and Spring Athletic Programs 2018-2019 season. This designation shall be in effect for the entire term of this agreement.
2. WCC agrees to provide the bus schedules per team per season as early as possible to ensure that buses are available for the entire schedule and to help avoid double bookings.
3. WCC shall provide pickup times and delivery locations and times, hotel information if applicable, and equipment requirements as early as possible.

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General Provisions

All responses shall include a point-by-point statement whether you will Agree or take Exception to all points in this section. If an Exception is noted, please explain by attaching separate sheets of paper as necessary.

Agree	Exception	
<input type="checkbox"/>	<input type="checkbox"/>	1. The awarded company shall recognize that its association with WCC is not an endorsement or warranty of their products or services. Further, the awarded company shall recognize that any resulting agreement shall not be considered or interpreted to indicate a promise or guarantee, real or imagined, of any additional or peripheral business from WCC or WCC Athletics.
<input type="checkbox"/>	<input type="checkbox"/>	2. The successful company shall provide all labor, vehicles, supervision, permits, fees and incidentals required and/or implied under this RFP for the complete and satisfactory performance of services.
<input type="checkbox"/>	<input type="checkbox"/>	3. The awarded company shall obtain and maintain at their own expense all necessary insurances, permits, licenses, and other such documents as required by law. Carrier must have liability insurance in accordance with regulations of the US Dept. of Transportation and of the State of Illinois and comply with ICC Transportation regulations.
<input type="checkbox"/>	<input type="checkbox"/>	4. A current copy of certificate of insurance naming WCC as additional insured or certificate holder is to be on file with WCC at all times during the term of the subsequent contract awards. Company shall notify WCC in writing via certified mail 30 days prior to any insurance policy that will be suspended, voided, cancelled or reduced.
<input type="checkbox"/>	<input type="checkbox"/>	5. The awarded company shall maintain vehicles and equipment in good working order and repair in compliance with the manufacturer’s recommendations, perform all necessary maintenance and repairs to vehicles and equipment, and complete such work without interruption of scheduled service, and clean the buses prior to scheduled service to WCC.
<input type="checkbox"/>	<input type="checkbox"/>	6. All applicable items and/or services offered shall comply with all applicable rules, regulations, safety standards, and including but not limited to any applicable federal, Americans with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA), Federal Motor Vehicle Safety Standard (FMVSS), State of Illinois Department of Transportation (IDOT), State of Illinois Department of Motor Vehicles, and local laws in force at the time of service. All warning labels required by law must be installed accordingly.
<input type="checkbox"/>	<input type="checkbox"/>	7. WCC expects that the awarded company will be using their own fleet to service WCC. However WCC recognizes that there may be an occasional need to supplement a company fleet by using a vehicle and/or driver from another company with which the contractor has an agreement. All such variations (substitutions) will require prior approval from WCC, and such supplemental service shall be provided at cost, with no markup allowed for the contract. All substitute vendors must be able to abide by the equipment and service specifications and requires outlined in this agreement. The vendor shall be responsible for all acts and performances of any subcontractor or secondary provider that the vendor may engage for the completion of the contract. The vendor shall be responsible for the payment to all subcontractors or secondary providers.

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<input type="checkbox"/>	<input type="checkbox"/>	8. The contractor, for the term of the contract, shall be properly licensed and registered with the State to provide Bus Services. Vehicles supplied shall have the appropriate registration. Upon request, the contractor shall provide copies of licenses/registration to WCC.
<input type="checkbox"/>	<input type="checkbox"/>	9. All contractor-supplied drivers shall have valid commercial driver licenses for passenger transportation. All drivers will be required to have radio or phone contact with the vendor dispatch center in the event of any problem which may cause an interruption or delay in service and needs to be reported quickly to the vendor and to WCC. Drivers will need to be able to speak and read English.
<input type="checkbox"/>	<input type="checkbox"/>	10. WCC reserves the right, in cooperation with the contractor, to request certain drivers be used for certain trips, or request that certain drivers NOT be used for trips (for sufficient cause).
<input type="checkbox"/>	<input type="checkbox"/>	11. The contract award and WCC purchase orders shall be the only documentation necessary. No additional agreements will be allowed. College personnel must not sign any agreements from the contractor listed on the contract award.
<input type="checkbox"/>	<input type="checkbox"/>	12. Should additional services be required, which is beyond the scope of this RFP but is related to the overall contract, the vendor will be requested to submit a written proposal and upon approval, a purchase order may be issued to authorize the work.
<input type="checkbox"/>	<input type="checkbox"/>	13. The contractor shall be responsible for the repair or replacement costs of any damage to WCC and/or personal property caused by the use, misuse or negligence caused by the contractor or their employees. This includes, but not limited to permanent objects, curbs, fencing, shrubs, trees, and lawn areas. The contractor is responsible for reporting damage to WCC property within seventy-two (72) hours of occurrence. The damage must be reported in writing. All damage must be repaired to the satisfaction of WCC.
<input type="checkbox"/>	<input type="checkbox"/>	14. The awarded company shall not provide drivers who have a history of three or more moving violations, or who otherwise is unfit, not skilled or not licensed to perform the required duties. Providing such drivers shall make the company subject to contract suspension or cancellation.

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Responsibilities of Company

All responses shall include a point-by-point statement whether you will agree or take exception to all points in section. If an Exception is noted, please explain by attaching separate sheets of paper as necessary.

Agree	Exception	
<input type="checkbox"/>	<input type="checkbox"/>	1. The awarded company will be responsible for providing bus transportation for regular season “away” games for WCC’s athletic programs as identified in this RFP.
<input type="checkbox"/>	<input type="checkbox"/>	2. Departure and return site will be from Waubensee Community College, Sugar Grove Campus unless specified otherwise. All vehicles shall arrive at WCC (30) thirty minutes prior to departure. The awarded contractor shall notify WCC Athletics immediately if there are any vendor-caused delays to the scheduled pick-up and/or drop-off times.
<input type="checkbox"/>	<input type="checkbox"/>	3. The awarded company must provide one specific individual as contact and 24 hour dispatch service phone number for “live” customer service.
<input type="checkbox"/>	<input type="checkbox"/>	4. Transportation equipment must be no older than five years. WCC expects all buses provided under this RFP and subsequent contract to be in sound and safe operating condition and shall meet all provisions, including emergency exits, under the Department of Transportation and Motor Vehicle Department Regulations. Companies that provide substandard buses that cause breakdowns, delays, or otherwise inconvenience the team or put them at risk should expect a ban of a to-be-determined length of time from participating in WCC bids until such time as all problems have been demonstrated to have been corrected.
<input type="checkbox"/>	<input type="checkbox"/>	5. Unless otherwise noted or requested formally by WCC, the awarded company shall be expected to provide full size coach buses with the following features - lavatory, DVD with monitors throughout the vehicle (minimum six monitors throughout or 4 large monitors throughout and one 17” monitor in front), full underneath storage to accommodate all equipment and supplies, reclining seats, shades on windows, eating tray tables that fold down from seat backs, DC to AC power inverters to allow laptop and cell phone use in transit, and internet access.
<input type="checkbox"/>	<input type="checkbox"/>	6. The awarded company shall absorb all costs associated with providing bus transportation including the costs of all tolls, parking, road use taxes, fees and insurance, meals and lodging costs. WCC will secure a room for the driver at the group rate, and pass hotel name, address, rate, phone number, etc. on to the bus company.
<input type="checkbox"/>	<input type="checkbox"/>	7. All prices must include driver’s gratuity. There will be no tipping by the travel party. If gratuity is expected, the percentage must be included and specified in the cost. There will be no tipping by the travel party.
<input type="checkbox"/>	<input type="checkbox"/>	8. The awarded company shall require that all drivers for WCC wear company uniforms or other clothing (i.e. polo shirts with company name and logo) while driving for WCC.
<input type="checkbox"/>	<input type="checkbox"/>	9. Bus and driver must remain with the group from WCC departure through return at WCC, including practice sessions, actual competitions, restaurant stops and miscellaneous excursions. Smoking on the bus by the driver is prohibited and unnecessary stops by the driver are not allowed. No friends or family of the driver are to accompany them on a trip at any time.

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<input type="checkbox"/>	<input type="checkbox"/>	10. All buses provided under this award shall be provided clean inside and out. During overnight trips the driver shall be responsible for removing all debris prior to the travel the next day. If found after a trip, items left behind by the travel party shall be returned to WCC within 24 hours.
<input type="checkbox"/>	<input type="checkbox"/>	11. A WCC Athletics coaching staff member will provide an itinerary for the trip to include; destination, dates, WCC departure and return times and competition game time. In addition, hotel arrangements and other information pertinent to the trip will be provided.
<input type="checkbox"/>	<input type="checkbox"/>	12. Drivers must be prepared in advance with all necessary directions for destinations. All buses must also be equipped with a GPS system to assist drivers in locating and navigating to destinations. All drivers must also carry a cell phone. Drivers shall not rely on WCC staff for directions.
<input type="checkbox"/>	<input type="checkbox"/>	13. Upon arrival at pick up/departure location, the driver shall meet with the team coach(es) to review travel itinerary, timeline and destination. If changes are needed or requested, they should be agreed upon at that time.
<input type="checkbox"/>	<input type="checkbox"/>	14. Reasonable, minor requests by the team coach(es) (i.e. stopping for meals, rest stops) made at any time prior to or during trips shall be accommodated as long as those requests fall within acceptable parameters.
<input type="checkbox"/>	<input type="checkbox"/>	15. In the event of a breakdown, the contractor shall promptly transfer all passengers to a serviceable vehicle. Any and all costs associated with a mechanical failure of the vendor's vehicle, including wait time and vehicle repair, shall be borne by the vendor.
<input type="checkbox"/>	<input type="checkbox"/>	16. In the event that a breakdown or driver error results in a group missing an event or a flight, vendor shall bear responsibility and agree to negotiate in good faith to compensate WCC for lost expenses.
<input type="checkbox"/>	<input type="checkbox"/>	17. In the event that a trip is cancelled due to weather or for other reasons out of the control of the college, the vendor will be notified as soon as possible. If the cancellation should occur after the bus has arrived at its designated pick-up area, only miles from the base to the designated pick-up will be charged. Trips cancelled at least 24 hours prior to the designated pickup time shall not be charged. Any trips cancelled less than 24 hours prior to the designated pick-up time will be paid in accordance with a cancellation fee agreed upon between the vendor and the college.
<input type="checkbox"/>	<input type="checkbox"/>	18. All accidents that involve the vendor's personnel in operation of a vehicle pursuant to this contract shall be immediately (within one hour) reported to the proper authorities and the college.

EVALUATION PROCESS

1. The college reserves the right to select the proposal most responsive to the college's needs.
2. The college reserves the right to award the contract to the firm who will best serve the interests of the college at the college's sole discretion. The college reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The college also reserves the right to waive minor irregularities or variations to specifications in the process.

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3. The college reserves the right, before awarding the contract, to require a firm to submit any evidence of its qualifications as the college may deem necessary and to consider any evidence available such as financial, technical and other capabilities, including performance experience with past and present users.
4. The college reserves the right to request additional information or clarifications and to allow corrections of errors and omissions. The college reserves the right to make those decisions after receipt of responses.
5. The college reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate.
6. A selection committee consisting of the staff from the college will review all proposals and make a determination based on the following factors:
 - a. Professional capacity to take on the work.
 - b. Proposed fee structure
 - c. Ability to perform within time and budget constraints
 - d. Previous work experience and performance with similar institutions
 - e. Recommendations by references
 - f. Other pertinent information submitted
7. The college may request a phone interview or may invite one or more finalists to have key personnel who would be engaged in the provision of the services make presentation(s) and/or discuss the proposal. The college will not be liable for expenses incurred in attending this interview.
8. At the college's discretion, the college may invite one or more finalists for a second interview with the college president, executive vice president of finance and operations and other senior administrative staff. The college will not be liable for expenses incurred in attending this interview.
9. The college will conduct contract negotiations with the firm whose proposal is deemed most responsive to the college's needs. Until the college acts formally to approve a contract, and until such contract is signed by both parties, the college is legally obligated in no respect. By this Request for Proposal, the college has not committed itself to undertake the work set forth.
10. All provisions of this Request for Proposal and the successful proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). This Request for Proposal and the successful proposal will constitute the fundamental outline of the awarded contract.
11. Any contract resulting from this RFP will not be an exclusive contract. WCC will reserve the right to procure similar or related services in any manner deemed by the college to be in its own best interest.

EVALUATION CRITERIA

The award of this RFP will be based upon a comprehensive review and analysis of all proposals by the RFP committee, and negotiation of the proposal which best meets the needs of the college. The contract award will be based on a points-earned matrix derived from a technical and financial evaluation. All Vendors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

All proposals will be evaluated by a committee, which will use the specific evaluation criteria listed below.

Criteria

1. Qualifications and Experience
 - a. Prior experience with college or university bus and/or motor coach services
 - b. Company Federal DOT FMSCA rating

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- c. Company safety record
 - d. Company vehicle maintenance program
 - e. Number and experience of drivers
 - f. Quality of company handbooks
 - g. Company hiring program
 - h. Company training/retraining/supervision program
 - i. References
2. Ability to Perform
 - a. Company's proposed willingness to meet the needs of the college and accept general provisions and responsibilities as outlined in the RFP
 - b. Size, quality and age of company vehicle fleet
 - c. Company's ability to provide buses in sufficient quantity and of sufficient quality to accommodate WCC Athletics needs
 - d. Company violations (equipment and moving) over the last three years
 - e. Company ability to provide 24/7 support for emergencies after hours
 - f. Company contingency plan for breakdowns etc.
 - g. Company cancellation policy
 - h. Value added services
 3. Cost
 - a. Pricing worksheet
 - b. Additional Fees
 4. Supplemental Information: As part of the review, the college may request the Vendor to supply in writing clarifications, additional documentation or information needed to fairly evaluate each proposal.
 5. Review of References: Each proposer is required to provide at least three (3) references for services of similar nature with other colleges or universities. Please include name, title, telephone number and e-mail address of a contact person at each institution. The college reserves the right, but is not obligated to contact any institution as a reference.
 6. Award will be predicated upon the successful negotiation of the specific terms and conditions to be included in the Agreement. WCC will be the sole judge of the suitability of the proposed Agreement.
 7. Requests for Clarification by WCC: WCC may request that any proponent clarify or supplement any information contained in their Proposal. Proposers are required to provide a written response within ten (10) business days of receipt of any request for clarification by the college.

PROPOSAL REQUIREMENTS AND FORMAT

Proposals shall be prepared simply and economically, providing a straightforward description of the respondent's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content, including all attachments and work samples.

Provide **one (1) original** and **one (1) copy** of your submittal in a sealed envelope. Prepare your responses to this RFP in the format and sequence specified below, preferably stapled or clipped, and no binders. Respond specifically to each item in the order as provided. Failure to comply may result in the college rejecting your proposal as non-responsive.

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Firm Information

1. Provide your full company name as it is registered with the United States Department of Transportation (US DOT) along with your US DOT#. WCC shall verify such registration along with DOT records of company violations, citations, and inspections. Also provide the following:
 - a. Name of the principal(s) of the company.
 - b. Name, telephone number, and email address of a representative of the firm authorized to discuss the proposal.
 - c. Addresses of all offices of the company. Identify the office which will fulfill this agreement.
 - d. Number of employees of the company and number of full-time drivers employed by the company.
 - e. Provide the number of years in business under current name and any past company names or affiliations.
 - f. Statement of whether there are any ongoing, pending, or potential legal actions against the firm.
2. Provide contact information for 24/7 Emergency/After Hours. Include names, titles/job functions, and telephone and/or cell phone numbers for at least two contacts, in order of precedence and priority.
3. Provide a list of your company's complete fleet, including vans, mini-buses, and full sized buses and motor coaches. Said list shall describe each vehicle by passenger capacity size, age, mileage (odometer reading) at time of RFP response and standard equipment on each (i.e. lavatory, DVD player / TV screens, shades on windows, fold down tables, DC to AC power inverters and internet.
4. Provide your company contingency policy or plan if anything happens to a bus during a trip (i.e. breakdowns). Explain particularly and in detail how these situations are handled for both in-state and out of state and "after hours".
5. Explain your company's plan to ensure that your company would have a bus of acceptable condition for WCC in case of a conflict with other customer schedules. For instance, if all your buses are reserved well in advance for a particular group for a particular day, and WCC needs a bus for that day, what would your company do?
6. Provide a list of any equipment violations and/or safety violations that your company has received over the past three (3) years. If none, state none.
7. Provide a list of moving violations that your current drivers have received over the past three years.
8. Provide information on your company's vehicle maintenance:
 - a. How often is scheduled maintenance on your vehicles performed?
 - b. How and when are inspections performed to ensure safety and top operational condition?
 - c. How are maintenance issues tracked?
 - d. How are repairs prioritized?
9. Explain your driver hiring program.
 - a. What criteria is used when deciding whether or not to hire drivers?
 - b. Are background checks performed during the hiring process?
 - c. How does your company ensure that new drivers meet minimum requirements to operate a bus or motor coach?
 - d. How does your company provide oversight of the seasoned drivers and provide "refresher" training?
 - e. How does your company address drivers who receive moving violations?
10. Explain your training/retraining/supervision program.

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- a. How does your company provide oversight of the seasoned drivers and provide “refresher” training?
 - b. How does your company track moving violations for each driver?
 - c. How does your company address drivers who receive moving violations?
11. Provide your current Federal DOT FMSCA rating % for the following: (See <http://ai.fmcsa.dot.gov/SMS/Data/Search.aspx>)
- a. Unsafe Driving _____%
 - b. Driver Fitness _____%
 - c. Vehicle Maintenance _____%
12. Provide your company policy for cancellation of trips by WCC, including cancellation fees.
13. Identify any other carrier that your company would subcontract to and provide the company name, address and US DOT #. WCC reserves the right to reject any subcontractor.
14. Provide any additional information you feel may be pertinent for WCC to know when evaluating proposals such as value added or unique services or equipment.
15. Provide a completed copy of the **General Provisions** and **Responsibilities of Company** point-by-point statement whether you will agree or take exception to all points. If an exception is noted, please explain and attach separate sheets of paper as necessary.

Fees & Services

1. Complete the trip worksheets provided in Appendix I. Please provide a thorough breakdown of your proposed fees for this agreement.
2. Provide Hourly and Mileage rates for additional services and other expenses not included in the proposed scope of work.

AUTHORIZATION OF RESPONSE

I HEREBY AUTHORIZE THIS PROPOSAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROPOSAL INSTRUCTIONS AND SPECIFICATIONS. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED PROPOSAL IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT, I CERTIFY THAT THE FIRM IS NOT BARRED FROM BIDDING IN THE STATE OF ILLINOIS OR AT THE FEDERAL LEVEL.

Name of Company

Typed or Printed Name *Authorized Signature* Date

Address

City State Zip Code

Telephone Number Fax Number

Email Address

Proposals must be made in the official name of the firm or individual which business is conducted, stating official business address, and must be signed in ink by a person authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

Acknowledgement of Addenda

I acknowledge having received addenda # _____.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

_____ Contractor, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat. Ch. 127 132.313) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act, further certified, that [her, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Firm or Corporation: _____

By: _____
(Authorized Agent of Contractor)

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

_____ Contractor, does hereby certify pursuant to P.A. 87-1257, the Illinois Human Rights Act, the (he, she, it) has adopted a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) an employer's internal complaint process, including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Right Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm or Corporation: _____

By: _____
(Authorized Agent of Contractor)

ELIGIBILITY CERTIFICATION AND NON-COLLUSION AFFIDAVIT

STATE OF _____

_____ COUNTY

Public Act 85-1295 (Illinois Revised Statutes, 1987, ch. 38, art. 33E) requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

_____, as part of its bid on a contract for
(Firm or Corporation)

Transportation Services for Athletic Teams, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

By: _____
(Authorized Agent of Contractor)

The undersigned bidder or agent, being duly sworn, on oath says that he/she has not, nor has any other member, representative, nor agent of the firm, company, corporation, or partnership represented by him/her entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

The undersigned bidder further states that no person, persons, firms, or corporation has, have or will receive directly or indirectly any rebate, fee, gift, commission, or thing of value on account of such sale.

Firm Name: _____

By: _____
(Authorized Agent of Contractor)

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires:

(Notary Public) CERTIFICATION

STATE OF ILLINOIS BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT INFORMATION

If applicable, Vendor shall provide the following information on the MBE/WBE/DBE status of its business so that the college can comply with the State of Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1, et seq. Please mark if not applicable.

Providing the information below is for information only and does not weigh on award of contract.

Identify Business Status (___MBE ___WBE ___DBE ___VOB)

- African American
- Alaskan Native/Native American
- Asian American
- Disabled
- Female
- Hispanic American
- Veteran
- Not Applicable

Small Business

- HUBZone small business
- Service-disabled veteran-owned small business
- Small Business
- Small disadvantaged business
- Veteran-owned small business
- Women-owned small business
- Not Applicable

Certifying Organization

- DCMS (Department of Central Management Services) Business Enterprise Program
- CMBDC (Chicago Minority Business Development Council)
- IDOT (Illinois Department of Transportation)
- WBDC (Women's Business Development Center)
- Other (Please Specify)
- Not Applicable

For more information please visit:

<http://www.illinois.gov/cms/business/sel2/bep/Pages/Default.aspx>

APPENDIX I – TRIP COST / FEES WORKSHEET

A copy of the Trip Worksheet will be found at the end of this RFP. A fillable PDF version of the Trip Worksheet is available for download from <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>.

Provide the additional hourly rates and fees as specified below.

	Cost
Cancellation Fee - less than 24 hours' notice	
Hourly rate for additional driver	
Other Charges - Specify	

The cost for each trip on the following page is to include all expenses, including those associated with the driver. Provide a formula you use to calculate a trip cost. Apply the formula to each of the trips.

APPENDIX II - WCC - STANDARD TERMS AND CONDITIONS

Legal Entity: Waubonsee Community College District 516, commonly known as Waubonsee Community College is described herein as “Buyer” or “WCC”.

Seller: The “Seller” means any person, business or entity designated on this purchase order or contracted to provide “Deliverables.” Deliverables means the tangible and/or intangible personal property, product, service, software, information technology, telecommunications technology, apparatus, equipment, supplies, repairs, or other goods delivered pursuant to this purchase order, including items incident to the provision of services.

Limitation of Authority: All purchases shall be made in accordance with Illinois law. No officer or employee of WCC not expressly authorized under Illinois law, shall make any purchase on its behalf, or enter into any contract of purchase, verbal or written, for any Deliverable of any kind or description, or accept any of them on approval or otherwise. Seller is directed to applicable Illinois law to verify the authority of any person purportedly signing on behalf of the Legal Entity. The Buyer will not be responsible for articles delivered and/or services performed for its account without a specific written purchase order that has been authorized by the Purchasing Manager.

Governing Law and Limitation of Liability: This Agreement shall be governed and construed in accordance with the law of Illinois without reference to its conflict of laws and/or provisions. It is the intent of the parties that arbitration and mediation shall not be a remedy or prerequisite required by this contract, and any reference to “arbitration” or “mediation” contained in any contract or agreement resulting from the execution of this Purchase Order is void and of no legal effect. The parties waive any right to demand a trial by Jury and agree that the venue for litigation arising from this Purchase Order or any Contract or Agreement entered into subsequent to the execution of this Purchase Order shall be in the Circuit Court for the 16th Judicial Circuit, Kane County, Illinois regardless of the place of business or residence of Seller. The parties agree that this venue is convenient for all of them and each consent to the personal jurisdiction of such court. In the event of any litigation the prevailing party shall have the right to recover its reasonable attorney’s fees and costs. WCC shall not be liable to the Seller, or to any subcontractor, regardless of the form of action, for any consequential, incidental, indirect, or special damages, or for any claim or demand based on a release of information, or patent, copyright, or other intellectual property right infringement.

Indemnification: The Seller agrees to hold harmless and indemnify WCC, its officers, agents, trustees and employees, and defend each of them, against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against WCC, its officers, agents, trustees or employees, including reasonable attorneys’ fees and expenses, arising out of the acts or omissions of Seller, its officers, agents or employees, resulting from or connected with Seller’s performance hereunder or failure to comply with any applicable law or regulation.

Bidding: Seller certifies that it is not barred from bidding on agreement/contract as a result of a conviction for either bid rigging or bid rotating under Illinois law. WCC reserves the right to reject any and all bids, and waive any bid irregularities.

Purchases: A purchase order is required for all orders. Seller shall invoice Buyer for the goods at the time of final shipment unless otherwise provided for in this purchase order. Invoices shall show the purchase order number for each separate purchase order number issued. Failure to do so may result in a delay of payment. Packing slip shall be affixed to outside of package(s), listing contents of each package and notating an authorized purchase order number. Shipments without a purchase order will be rejected at the receiving dock.

Warranty:

- 1) Seller warrants that all Deliverables furnished hereunder will be free from defects in design, material, and workmanship, and will conform to applicable specifications, drawings, samples, and descriptions. This warranty is in addition to any warranties available under law, from the manufacturer, or any standard warranty of Seller.
- 2) At the time of delivery, no software shall contain any virus, timer, counter or other limiting design, instruction, or routine that would erase data or programming or cause the software or any hardware or computer system to become inoperable or otherwise incapable of being used in the full manner for which it was designed.
- 3) No Deliverable shall violate or infringe upon the rights of any third party, including, without limitation, any patent, copyright, trademark, trade secret, or other proprietary rights of any kind.
- 4) Seller warrants that it has full title to the Deliverables and has the right to grant to WCC the rights and licenses contemplated herein without the consent of any third party.

Assignment: This purchase order may not be assigned, and no duty or right hereunder may be delegated, or monies payable hereunder, by Seller and Seller may not use any sub-contractor to perform hereunder, without the prior written consent of Buyer, which consent may be given or withheld at Buyer’s sole discretion. Any assignment made without such consent shall be null and void.

Prices: Buyer accepts Seller’s quote or bid prices as recorded on Seller’s proposal and on this purchase order which shall not be changed prior to delivery or completion of services without Buyer’s prior written agreement. Unless otherwise provided in this purchase order, the price includes all charges for freight and insurance. No separate charges, except those clearly recorded on Seller’s proposal and on this purchase order can, or will be allowed. Seller represents that the price charged for the goods and services covered by this purchase order is commercially reasonable and is the lowest price charged by Seller to buyers of a class of purchasers similar to Buyer under conditions similar to those specified in this purchase order. All prices quoted are in U.S. dollars.

Cancellation:

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- 1) In addition to all other rights and remedies provided for hereunder or under law (including without limitation, damages) Buyer may cancel all or any part of this purchase order:
 - a) if Seller breaches any of the terms, warranties or provisions hereof
 - b) upon the occurrence of any event entitling Buyer to reject the goods
 - c) if any insolvency proceeding is instituted by or against Seller
 - d) if Seller provides material false information to Buyer
- 2) Buyer, at Buyer's sole discretion, may cancel this purchase order at any time as to the goods not then delivered.
- 3) Buyer shall not be deemed to have canceled this purchase order unless it notifies Seller of its intent to do so in writing. Upon receipt of such notice Seller will immediately stop work and notify any other parties performing any part of the work to stop work and will protect property in Seller's possession in which Buyer has or may acquire an interest.
- 4) Unless Buyer exercises its right to cancel because of the events described in paragraph (1) above or because of other event or condition caused by or under the control of Seller, Seller may claim:
 - a) Reimbursement for actual out-of-pocket cost incurred by Seller as a result of such cancellation (exclusive of costs for materials that Seller can use on other orders) and
 - b) A reasonable profit on the work performed by Seller prior to cancellation. Such claim must be made within twenty (20) days of the notice of cancellation and the total amount of such claim shall not exceed the purchase price for the completed goods. In the event of cancellation Seller shall deliver to WCC all material and information as may have been involved in the provision of services or Deliverables to the date of termination.

Taxes: Waubonsee Community College is exempt from Federal Excise and State Sales Taxes and such taxes shall not be included in prices. Federal Excise Tax Exception Certificate will be furnished upon request.

Articles or Services: Deliverables and/or services to be delivered or performed shall be in accordance with the terms, prices, delivery time, specifications, and conditions as recorded on Seller's proposal and as itemized on this purchase order. Stated delivery time must be adhered to. Buyer reserves the right to cancel this order if Seller does not make deliveries as specified on this order. No substitutions of articles or change of any nature shall be made without written authorization from the Buyer.

Inspection, Acceptance and Payment by Buyer: All Deliverables shall be received subject to Buyer's right to inspection and rejection. Those rejected as a result of inspection will be held for Seller's inspection at Seller's risk and, if Seller directs, will be returned at Seller's expense. Freight to and from original destination for excess goods except for customary quantity variations recognized by trade practice, will be paid by Seller. Payment for Deliverables on an order prior to inspection shall not constitute acceptance.

Responsibility for Deliverables and Risk of Loss: All shipments are to be made "F.O.B. Destination" unless otherwise specified on Seller's proposal and on this purchase order and accepted by Buyer. Seller assumes and accepts that all risk of loss of goods covered hereby shall be borne by Seller until goods have been received and accepted by Buyer or received, installed, and accepted by Buyer, whichever is applicable. When articles are sold "F.O.B. Point of Origin" and the purchase order confirms this, Seller is to prepay shipping charge and record prepaid charges on invoice and attach the original receipt, freight bill or express receipt to the invoice.

OSHA: All equipment and material shall be in accordance with applicable OSHA Rules and Regulations in effect at the time of order.

MSDS: Seller shall forward any required material safety data sheet (MSDS) to Buyer on all products subject to this order.

Prevailing Wage: When a contract/order requires construction of Public Works as defined in the Illinois Prevailing Wage Act, including new structures, renovation, remodeling and expansion of existing structures, maintenance and repair of equipment on a construction site, transportation of equipment or materials to or from a construction site:

- 1) Seller and its subcontractors must pay prevailing wage to any laborers or workers working on the project. It is Seller's responsibility to determine the appropriate current prevailing wage rate.
- 2) Seller shall maintain a certified payroll which will be required prior to payment, and shall be required to submit a Wage Certification Form and maintain records in accordance with the Prevailing Wage Act [820 ILCS 130/1-12]
- 3) Prior to payment of the purchase price, Seller shall furnish lien waivers, releases, affidavits, and other documents as Buyer requires, keeping Buyer's premises lien free.

Bonds: For Public Works projects over \$50,000, the Seller shall furnish a Performance Bond and a Labor and Material Bond in an amount equal to the contract before commencing work. The surety on the bond shall be a company that is licensed by the Department of Insurance authorizing it to execute surety bonds and the company shall have a financial strength rating of at least A- as rated by A.M. Best Company, Inc., Moody's Investor Service, Standard & Poor's Corporation, or a similar rating agency.

Confidential Data: Seller shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all confidential data, whether in hard copy or electronically maintained or transmitted, received from, or on behalf of WCC or its students. These measures will be extended by contract to all subcontractors used by the Seller. Unless authorized by WCC, Seller may not copy, store, or transmit unencrypted confidential and sensitive data on non-WCC-owned/leased computing devices, or other portable storage or computing devices. Seller shall destroy such data when they are no longer needed for the purpose for which they were released.

Non-Disclosure: Seller shall not announce this agreement and relationship in any press releases or other publications, or use WCC's name or logo's in any marketing materials without prior written consent of WCC.

- 1) All information that is obtained and work performed under this agreement and the Seller's Waubonsee Community College contract/order is considered sensitive, may or may not require use of sensitive and personal data and information and falls under one

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or more categories of information that is subject to protection from disclosure and misuse, including but not limited to: personal information and highly restricted personal information in connection with law enforcement sensitive data and information, the Privacy Act of 1974, 5 U.S.C. § 552a et. seq., the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g et seq. (FERPA), and personal information as defined under and governed by the Personal Information Protection Act, 815 ILCS 530 et seq.

- 2) Seller agrees to comply with all federal and state statutes, rules and regulations as identified in the Waubonsee Acceptable Usage Agreement (located at www.waubonsee.edu/it), understands that disclosure of any information, by any means, for a purpose or to an extent unauthorized herein, shall be grounds for immediate termination of the contract/order and this agreement, and may subject the offender to criminal and civil sanctions.
- 3) All source materials/data/information and resultant work products compiled or created and any information or portion of information derived therefrom are the property of the Waubonsee Community College and must not be used by Seller for any purpose other than the purpose outlined by the contract/order and this agreement.
- 4) Neither Seller, nor its officers, directors, agents, or employees shall divulge, sell, or distribute any information obtained from Waubonsee Community College or derived therefrom at any point in time to a third party, even after termination or expiration of a contract/order, except as may otherwise be required by law.
- 5) Seller shall notify each of its officers, directors, agents, and employees having access to the Waubonsee Community College information that such information may be used only for the purpose and to the extent authorized in this contract.

Insurance: During the term of this agreement, upon Buyer's request, Seller shall maintain, and require its subcontractors to maintain, insurance policies with limits acceptable to Buyer, to protect against claims that may arise from this purchase order. In addition, Seller and its subcontractors shall maintain Workman's Compensation insurance and Comprehensive Automobile Liability insurance coverage in amounts as required by Illinois law. Seller may be required to provide additional insurance as noted in the BID/RFP documents including but not limited to professional liability, E & O (Errors and Omissions), environmental liability and umbrella coverage. WCC, its officers, agents, employees and assigns as will be named as Additional Insured thereunder on a primary and noncontributory basis and certificate holder for all work performed on Buyer's property.

Independent Contractor: Seller shall perform its obligations as an independent contractor of WCC and nothing herein shall be deemed to constitute Seller and WCC as partners, joint venturers, or principal and agent. Seller has no authority to represent WCC and shall not represent that it or any of its subcontractors are in any manner agents or employees of WCC.

License: Upon payment in full for software, Seller grants to WCC a perpetual, non-exclusive, worldwide, irrevocable, fully paid right and license to install and use the software on all computing devices used by or for the benefit of WCC. This license is subject to the limitation on the maximum number of end users or other limitations listed on Seller's proposal, but if none, this license shall be deemed to be enterprise-wide and the software may be used by all WCC end users without any maximum number. Any Deliverable under this purchase order that may be subject to a copyright shall be considered a "work for hire" as defined by the U.S. Copyright Act and shall be owned by WCC and WCC shall be considered the author of such item. If a Deliverable shall not be considered a "work for hire" under the U.S. Copyright laws, Seller hereby irrevocably assigns all right, title, and interest in the Deliverable, including all intellectual property rights effective from the moment of creation of the Deliverable.

Smoke Free Campus: The policy of the WCC Board of Trustees is to have a smoke free college environment. Smoking on college grounds and inside college facilities and college vehicles is prohibited. Smoking is only permitted inside private vehicles.

Affirmative Action/Equal Opportunity: Waubonsee Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate against any employee or service provider because of race, sex, color, age, religion, national origin, marital status, veteran's status, physical or mental disability or any other protected status under federal or state law.

Entire Agreement: This purchase order, together with any written documents incorporated by reference, constitutes the entire agreement between Buyer and Seller with respect to this transaction and supersedes all previous communications. Any additional or different terms by the Seller or Seller's acknowledgement are rejected by the Buyer unless expressly agreed to in writing by an authorized representative of the Buyer. This agreement shall be binding upon and inure to the benefit of all heirs, personal representative, successors and assigns of the Seller.

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APPENDIX III - INSURANCE AND INDEMNITY REQUIREMENTS

1. **SAFETY:** The Contractor, its agents, employees, material men and its Subcontractors will perform all work on the project in a safe and responsible manner, and in compliance with all Federal, State and local safety requirements and standards.
2. **INDEMNIFICATION:** The work performed by the Contractor shall be at the risk of the Contractor exclusively. To the extent permitted by law, Contractor shall indemnify, defend, and hold harmless Owner, affiliated companies of Owner, their partners, joint venturers, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs, and consultants' fees and costs) which arise in whole or in part or are in any way connected with the Work performed, Materials furnished, or Services provided under this Agreement by Sub-Contractor or its agents.
3. **INSURANCE:** The insurance required shall be written for the duration of the Contract in amounts not less than the following minimum limits or as required by law whichever is greater. The Insurer must give the college at least 30 days prior written notice of cancellation and termination of the firm's coverage thereunder. All subcontractors the firm hires must comply with the same requirements.
 - a. Comprehensive General Liability including Contractor's protective liability, Contractual liability, Completed Operations and Products liability. The latter shall be written for a period of one year from the date of acceptance by the Owner, to be renewed annually as long as the contract is in force. Minimum limits shall be as follows:
 - i. Not less than \$1 million dollars Each Occurrence, \$2 million Products/Completed Operations aggregate, \$1 million Personal and Advertising Injury limits, and \$2 million General Aggregate subject to a per project aggregate.
 - ii. Firm shall provide Waubonsee Community College with a Certificate of Insurance and endorsement naming Waubonsee Community College District No. 516, its officers, agents, employees and assigns as Additional Insured thereunder on a primary and noncontributory basis.
 - b. Workman's Compensation as required by all applicable laws including employer's liability in the amount of \$500,000.00 or as otherwise limited by law.
 - c. Comprehensive Business Automobile Liability including non-ownership and hired car coverage as well as owned vehicles. Minimum limits shall be as follows:
 - i. Written in the amount of not less than \$1 million each accident and covering any auto.
4. **PROPERTY INSURANCE:** It is agreed that the Contractor shall purchase and maintain property insurance for its material left at the job site. Contractor waives all rights of subrogation against Owner for loss of, or damage to, Contractor's work, tools, machinery, equipment, materials or supplies.

Winter Sports Transportation 2018-2019															
Winter	Estimated # of Passengers	Day	Date	Location	Address	Departure Time	Travel Time	Game Time	Leave Time	Meal Stop	Arrival at WCC	Trip Cost 26 passenger	Trip Cost 35 passenger	Trip Cost 43 passenger	Trip Cost 56 passenger
Women's Basketball	20	Tuesday	11/6/18	Triton College	2000 5th Ave, River Grove, IL 60171	3:00 PM	2 hours	6:00 PM	8:00 PM	1 hour	11:00 PM				
Women's Basketball	20	Thursday	11/8/18	Illinois Valley Community College	815 N Orlando Smith St, Oglesby, IL 61348	2:30 PM	2 hours	5:30 PM	7:30 PM	1 hour	10:30 PM				
Women's Basketball	20	Saturday	11/10/18	Carl Sandburg College	2400 Tom L. Wilson Blvd, Galesburg, IL 61401	10:00 AM	2 hours	1:00 PM	3:00 PM	1 hour	6:00 PM				
Women's Basketball	20	Friday	11/16/18	Black Hawk College	6600 34th Ave., Moline IL 61265	2:30 PM	2 hours	5:30 PM	7:30 PM	1 hour	10:30 PM				
Women's Basketball	20	Saturday	12/8/18	Parkland College	2400 W Bradley Ave, Champaign, IL 61821	10:00 AM	2 hours	1:00 PM	3:00 PM	1 hour	6:00 PM				
Women's Basketball	20	Saturday	2/9/2019	Kankakee College	100 College Drive, Kankakee, IL 60901	10:00 AM	2 hours	1:00 PM	3:00 PM	1 hour	6:00 PM				
Men's Basketball	20	Thursday	11/8/18	Olive Harvey College	10001 S Woodlawn Ave, Chicago, IL 60628	4:00 PM	2 hours	7:00 PM	9:00 PM	1 hour	12:00 AM				
Mens and Womens Basketball	40	Thursday	11/29/18	College of DuPage	425 Fawell Blvd, Glen Ellyn, IL 60137	2:00 PM	2 hours	5 & 7 PM	9:00 PM	inbetween	11:00 PM				
Mens and Womens Basketball	40	Saturday	12/1/18	Milwaukee Area Technical College	700 W State St, Milwaukee, WI 53233	10:00 AM	2 hours	1 & 3 PM	5:00 PM	inbetween	7:00 PM				
Mens and Womens Basketball	40	Tuesday	1/8/19	Oakton Community College	1600 East Golf Road, Des Plaines, IL 60016	2:15 AM	2 hours	5:15 & 7:15	9:15 PM	inbetween	11:15 PM				
Mens and Womens Basketball	40	Tuesday	1/15/19	Prairie State College	202 S Halsted St, Chicago Heights, IL 60411	2:15 AM	2 hours	5:15 & 7:15	9:15 PM	inbetween	11:15 PM				
Mens and Womens Basketball	40	Tuesday	1/22/19	McHenry County College	8900 US-14, Crystal Lake, IL 60012	2:15 AM	2 hours	5:15 & 7:15	9:15 PM	inbetween	11:15 PM				
Mens and Womens Basketball	40	Tuesday	1/29/19	College of Lake County	19351 W Washington St, Grayslake, IL 60030	2:15 AM	2 hours	5:15 & 7:15	9:15 PM	inbetween	11:15 PM				
Mens and Womens Basketball	40	Tuesday	2/5/19	Moraine Valley Community College	9000 College Pkwy, Palos Hills, IL 60465	2:15 AM	2 hours	5:15 & 7:15	9:15 PM	inbetween	11:15 PM				
Mens and Womens Basketball	40	Thursday	2/14/19	Elgin Community College	1700 Spartan Dr, Elgin, IL 60123	2:15 AM	2 hours	5:15 & 7:15	9:15 PM	inbetween	11:15 PM				
Mens and Womens Basketball	40	Tuesday	2/19/19	Morton College	3801 S Central Ave, Cicero, IL 60804	2:15 AM	2 hours	5:15 & 7:15	9:15 PM	inbetween	11:15 PM				
Spring Sports Transportation 2018-2019															
Spring	Estimated # of Passengers	Day	Date	Location	Address	Departure Time	Travel Time	Game Time	Leave Time	Meal Stop	Arrival at WCC	Trip Cost 26 passenger	Trip Cost 35 passenger	Trip Cost 43 passenger	Trip Cost 56 passenger
Baseball	40	Saturday	3/23/19	McHenry County College	8900 US-14, Crystal Lake, IL 60012		8 hours								
Baseball	40	Saturday	3/30/19	Prairie State College	202 S Halsted St, Chicago Heights, IL 60411		8 hours								
Baseball	40	Friday	4/5/19	Elgin Community College	1700 Spartan Dr, Elgin, IL 60123		8 hours								
Baseball	40	Tuesday	4/9/19	Morton College	3801 S Central Ave, Cicero, IL 60804		8 hours								
Baseball	40	Saturday	4/13/19	Moraine Valley Community College	9000 College Pkwy, Palos Hills, IL 60465		8 hours								
Baseball	40	Friday	4/19/19	Oakton Community College	1600 East Golf Road, Des Plaines, IL 60016		8 hours								
Baseball	40	Saturday	4/27/19	College of Lake County	19351 W Washington St, Grayslake, IL 60030		8 hours								