



**Snow Removal Services for 2022-2023**  
**RFP# 07-22-002**

Waubonsee Community College has issued a request for proposal (RFP) for snow and ice removal for all four college campuses as specified for the 2022-2023 winter season. This contract may be awarded in whole or in part, and prices will remain firm for the entire winter season. Award is dependent on weather and is not a commitment to purchase. All correspondence or questions concerning this RFP should be addressed to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu).

**RFP Responses Due: July 29, 2022 at 10:00 a.m.**

**Deliver Proposals to: Purchasing Office, Waubonsee Community College, 45783 State Route 47, Sugar Grove, IL 60554**

I HEREBY AUTHORIZE THIS SUBMITTAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROVISIONS OF THIS RFP. 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.

**Include this page as a cover to your response.**

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Name of Company

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Address

---

City State Zip Code

---

Telephone Number Fax Number

---

Authorized Official Signature Date

---

Print Name Title

---

Email Address

**Acknowledgement of Addenda**

I acknowledge having received addenda: \_\_\_\_\_

**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 300,000 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. 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.

### Campus Locations

#### Main Campus

Waubonsee Community College Sugar Grove, Rte. 47 at Waubonsee Drive, Sugar Grove, Illinois 60554

#### Extension Campuses

Waubonsee Community College Plano Campus, 100 Waubonsee Drive, Plano, Illinois 60545

Waubonsee Community College Aurora Downtown Campus, 18 South River St. Aurora, Illinois, 60506

Waubonsee Community College Fox Valley Campus, 2060 Ogden Ave, Aurora, Illinois 60504

## GENERAL REQUIREMENTS

### Summary

Waubonsee Community College (WCC) seeks sealed bids for snow and ice removal for all four college campuses as specified for the 2022-2023 winter season. This contract may be awarded in whole or in part, and prices will remain firm for the entire winter season. Award of this bid is dependent on weather and is not a commitment to purchase.

### Schedule

- RFP publication date: July 19, 2022
- Proposals Due on or before: July 29, 2022 at 10:00 a.m.
- Recommendation of Award: August 17, 2022

### General Information

1. RFP documents are available for download from the college's purchasing webpage at <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>.
2. Return all pages with your proposal.
3. Proposals may be withdrawn by written request from Respondent or his agent prior to the due date

and time.

4. Responses to this RFP must be emailed to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu).
5. Proposals must be good for a period of ninety (90) days from the date of opening.
6. The award of the contract will be made within ninety (90) days after the opening to the lowest responsive and responsible bidder whose bid complies with all requirements prescribed herein.
7. Awarded Contractor will be notified.
8. If the Proposal is not awarded within ninety (90) days after the opening, Respondent may file a written request with the Purchasing Manager on the withdrawal of their proposal, and the Purchasing Manager will permit such withdrawal.
9. The price proposed for each item is the full purchase price, including delivery to destination, rigging expenses, balancing provisions no matter what the cause for imbalance, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. List all costs individually on a separate sheet.
10. The college reserves the right to award this project to one vendor or split the award based on the best interests of the college.
11. The college reserves the right to reject or accept any or all responses, to extend the open period, to waive technicalities in the documents or rebid prior to award of the Contract.
12. The college will issue a purchase order upon award by the college's Board of Trustees. Invoices will be paid monthly for work completed. The college's payment terms are net 30 days.
13. Contractors selected through this process must provide the college with a certificate of insurance. If the coverage period shown on the Contractor's current certificate of insurance ends during the duration of the project, the Vendor must, prior to the end of the coverage period, file a new certificate of coverage with Waubonsee showing that coverage has been extended.
14. Waubonsee Community College encourages the participation of qualified 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.
15. WCC belongs to the following consortium and Group Purchasing Organizations: E&I (Educational and Institutional Cooperative Purchasing); Sourcewell, US Communities; Omnia; Midwest Higher Education Compact Consortium, and the Illinois Public Higher Education Cooperative. If you have pricing agreements with any of these organizations, pricing should minimally reflect these discounts. The college expects to be provided with the best available pricing.
16. All bid responses will become the property of Waubonsee Community College. All materials received or created by the college are considered **public records** and subject to disclosure to third parties in accordance with the Freedom of Information Act (FOIA). These records include but are not limited to bid or proposal submittal, agreement documents, contract work product, or other information submitted by a vendor to the college.
  - a. If the Respondent requests that the college withhold their trade secrets, commercial

information or financial information from disclosure to a third party in response to a FOIA request, the Respondent must include in its submittal:

- i. A written notification specifically identifying such information
  - ii. A statement that disclosure of such information will cause competitive harm to the Respondent
- b. Any content not so marked by the Respondent at the time of submittal will be presumed to be open to public inspection

## Instructions

1. Contractors may not contact any college employee to discuss this RFP. **All correspondence or questions concerning the RFP should be addressed to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu).** All questions must be submitted in writing and will be responded to by addendum. Do not expect an immediate answer. Include your email address and/or fax number for any necessary communication.
2. Contractors are responsible for checking the college's purchasing webpage for updates to the RFP and will be required to acknowledge receipt of the addenda in the RFP response.
3. **Performance and Payment Bond**
  - a. A Performance and Payment Bond is NOT required for this project.
4. **Prevailing Wage**
  - a. Prevailing Wage is not required. See <https://www2.illinois.gov/idol/FAQs/Pages/Landscaping.aspx> for additional information.
5. **Subcontracting**
  - a. All work for this contract is expected to be performed by the Contractor's own staff. Subcontracting any portion of this project will not be allowed without written authorization from the college.

## SCOPE OF WORK

### General

1. Work is based on seasonal needs, and will be performed on an as needed, as specified basis. Snow must be cleared by 7 am.
2. Award of bid is not a commitment to purchase.
3. Awarded Contractor is responsible to furnish all rock salt, calcium chloride, tools, material, and labor to complete the services as specified.
4. It is the Contractor's responsibility to examine the site and field verify conditions under which the work is to be done. No allowance will be made for extra expense on the account of error.
5. Awarded Vendor shall deliver MSDS sheets, if any are related to this project, to the college.
6. All work will be performed by trained professionals and competent personnel. Overall site condition will be monitored and reported as needed.
7. Contractor shall provide its own employees, equipment, and supplies necessary to complete the Services described here under which include clearing all drive lanes, fire lanes, parking areas, sidewalks adjacent to buildings and public sidewalks.

8. Contractor will comply with all federal, state and local governmental laws, regulations, codes and ordinances.
9. All work shall be completed in a workmanlike manner consistent with customary industry practices.
10. Contractor shall be responsible for damage to the Property caused by snow removal operations including, but not limited to, buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping, paving or striping of the Property or equipment used in connection therewith. **Any damage must be reported to the Senior Buildings and Grounds Manager immediately.**
11. **Contractor agrees to complete the Snow Control Data Log for each plow and deicing, and then email or fax to the Senior Buildings and Grounds Manager after each occurrence. This Snow Control Data Log is provided at the end of this bid document for each plow and salting. To receive payment, this log must be attached to the invoice. Invoices are to be separated by campus.**
12. Contractor agrees to provide the Senior Buildings and Grounds Manager with all current contact names & phone numbers that are available 24 hours / 7 days per week including holidays.
13. Snow stakes are required to be in place to mark and identify curbs, sidewalks and landscaping obstacles prior to the first snowfall and removed on or after April 1.

### Specific to Snow Event

1. **Contractor MUST OBTAIN AUTHORIZATION from the Senior Buildings and Grounds Manager and then begin plowing at the campus as soon as the snow or ice accumulates, or if Contractor is contacted by the Senior Buildings and Grounds Manager, regardless of the time of day or night, or day of the week.** Contractor must notify Senior Buildings and Ground Manager if they are unable to respond for a snow event.
2. **Aurora Fox Valley, Aurora Downtown and Plano Campuses**
  - a. Contractor must be able to respond within in one hour, at the request of the Senior Buildings and Grounds Manager, to address minor ice and snow spots on the walkways and entrance ways to these buildings.
3. **Sugar Grove Campus**
  - a. The Sugar Grove Campus is considered an "On Call" site. The Contractor will only respond if called by the Senior Buildings and Grounds Manager.
4. When snow begins to fall with heavy and rapid accumulation shortly before or during business hours, contractor will respond and keep drive lanes and walk cleared.
5. Contractor shall not create drifts in front of dumpster enclosures, fire lanes, or entrances, on sidewalks or blocking walkways and agrees to remove Contractor-created drifts at no additional cost. If Contractor does not remove the drifts in front of the fire lanes and dumpster enclosures, Contractor agrees to pay any expenses incurred by the College for removal of said drifts.
6. Contractor shall supply and mechanically spread deicing material after notification to and approval of the Senior Building and Grounds Manager.
7. For all snowfalls, snow shall be plowed away from the buildings and pushed to the farthest end of the parking lot. No snow shall be piled up and stacked around light posts, or onto islands or landscaping. Contractor must return and relocate snow that impairs access to property entrance, fire lanes, interior roadways or designated parking stalls.

8. Contractor shall return during the day to plow uncleared parking stalls. If a majority of the parking stalls are still occupied, contractor must return the next day to plow as many stalls as possible and complete by 7AM.
9. All fire hydrants, emergency phones and handicap stalls must be kept free from snow and easily accessible.
10. All brick paver locations are to be plowed utilizing a urethane blade on the plow. Metal cutting edges are prohibited.
11. **No rock salt shall be used at either Plano or Downtown Campuses. Rock salt can be used at the Fox Valley Campus and asphalt parking lots.**
12. **Calcium Chloride is to be used as a melting agent on all brick paver and concrete applications unless an alternate is specified by the contractor and agreed to by the Senior Buildings and Grounds Manager.**

## Approach, Plan of Work and Timeline

1. Work to be performed consists of a complete snow and ice control program for the following areas of the College property:
  - a. Asphalt Parking Lots
  - b. Brick Paver Parking Lots
  - c. Roads
  - d. Sidewalks
  - e. Building Entries
  - f. Garbage Corrals
  - g. Loading Docks

### **Sugar Grove Campus**

1. Asphalt Parking Lots
  - a. Plowing
    - i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.

- 3. 1"-2"
- 4. 2.1"-4"
- 5. 4.1"-6"
- 6. 6.1"- 8"
- 7. 8" and greater

b. Salt Applications

- i. Contractor will provide pricing on a per occurrence basis for the application of rock salt in parking lots.

2. Brick Paver Parking Lots

a. Plowing

- i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.
  - 1. 1"-2"
  - 2. 2.1"-4"
  - 3. 4.1"-6"
  - 4. 6.1"- 8"
  - 5. 8" and greater

b. Calcium Chloride Applications

- i. Contractor will provide pricing on a per occurrence basis for the application of Calcium Chloride in the brick paver parking lots.
  - 1. 1"-2"
  - 2. 2.1"-4"
  - 3. 4.1"-6"
  - 4. 6.1"- 8"
  - 5. 8" and greater

3. Roads

a. Plowing

- i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.
  - 1. 1"-2"
  - 2. 2.1"-4"
  - 3. 4.1"-6"
  - 4. 6.1"- 8"
  - 5. 8" and greater

b. Salt Applications

- i. Contractor will provide pricing on a per occurrence basis for the application of rock salt on roads.

4. Sidewalks and Entrance ways



- a. Shoveling Walks
  - i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.
    - 1. 1"-2"
    - 2. 2.1"-4"
    - 3. 4.1"-6"
    - 4. 6.1"- 8"
    - 5. 8" and greater
- b. Calcium Chloride Applications
  - i. Contractor will provide pricing on a per occurrence basis for the application of Calcium Chloride

**Fox Valley Campus**

- 1. Asphalt Parking Lots
  - a. Plowing
    - i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.
      - 1. 1"-2"
      - 2. 2.1"-4"
      - 3. 4.1"-6"
      - 4. 6.1"- 8"
      - 5. 8" and greater
    - ii. Salt Applications
      - 1. Contractor will provide pricing on a per occurrence basis for the application of rock salt in parking lots.
- 2. Sidewalks, loading docks and Entrance ways
  - a. Shoveling Walks
    - i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.
      - 1. 1"-2"
      - 2. 2.1"-4"
      - 3. 4.1"-6"
      - 4. 6.1"- 8"
      - 5. 8" and greater
  - ii. Calcium Chloride Applications
    - 1. Contractor will provide pricing on a per occurrence basis for the application of Calcium Chloride.

**Aurora Downtown Campus**

1. Brick Paver Lots
  - a. Plowing
    - i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.
      1. 1"-2"
      2. 2.1"-4"
      3. 4.1"-6"
      4. 6.1"- 8"
      5. 8" and greater
    - ii. Calcium Chloride Applications
      1. Contractor will provide pricing on a per occurrence basis for the application of Calcium Chloride in parking lots and roads.
2. Sidewalks, Ramps, Gated Loading Dock and Entrance ways
  - a. Shoveling Walks
    - i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.
      1. 1"-2"
      2. 2.1"-4"
      3. 4.1"-6"
      4. 6.1"- 8"
      5. 8" and greater
    - ii. Calcium Chloride Applications
      1. Contractor will provide pricing on a per occurrence basis for the application of Calcium Chloride.

**Plano Campus**

1. Brick Paver Parking Lots
  - a. Plowing
    - i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.
      1. 1"-2"
      2. 2.1"-4"
      3. 4.1"-6"
      4. 6.1"- 8"
      5. 8" and greater

- b. Calcium Chloride Applications
  - i. Contractor will provide pricing on a per occurrence basis for the application of Calcium Chloride in parking lots.
2. Sidewalks, Ramps, Gated Garbage Corral and Entrance ways
  - a. Shoveling Walks
    - i. Contractor will provide pricing based on the amount of snowfall present on the ground at time of service. Pricing will be based on the following rates of snowfall accumulation.
      1. 1"-2"
      2. 2.1"-4"
      3. 4.1"-6"
      4. 6.1"- 8"
      5. 8" and greater
    - ii. Calcium Chloride Applications
      1. Contractor will provide pricing on a per occurrence basis for the application of Calcium Chloride.

## Protection

1. Extreme care shall be taken by Contractor to safeguard all existing facilities, site amenities, utilities, irrigation systems, windows, and vehicles on or around the job site. Damage done to public and/or private property by the Contractor, shall be the responsibility of the Contractor and shall be repaired and/or replaced by Contractor at no additional cost to the college.
2. The Contractor shall use all means to protect existing objects, structures and vegetation. In the event of damage, the Contractor shall immediately make all repairs, replacements and dressings to damaged materials, to the approval of the college, at no additional cost to the college.

## Waste and Disposal

1. Contractor shall be responsible for all cleaning required for work under the Contractor's jurisdiction as well as for keeping all work areas, passageways, ramps, stairs and all other areas of the premises free of accumulation of surplus materials, rubbish, debris and scrap which may be caused by the Contractor's operations.
2. Remove rubbish, debris and scrap promptly upon its accumulation and in no event later than the end of each workday. Contractor is responsible for the management and removal of waste materials, including hazardous materials, to be disposed of in accordance with all applicable laws, regulations, codes, rules, and standards.
3. Burning of rubbish or debris is not allowed at the site. Rubbish, debris and scrap is not to be thrown through any window or other opening, or dropped from any great height; it shall be conducted to the ground, to waiting truck(s) or removable container(s) by means of approved chutes or other means of controlled conveyance.

4. Spillages of oil, grease or other liquids that could cause a slippery or otherwise hazardous situation or stain a finished surface shall be cleaned up immediately.
5. If rubbish and debris is not removed, or if surfaces are not cleaned as specified above, the college reserves the right to have said work done by others and the related cost(s) will be deducted from monies due the Contractor.

Sample Copy of Snow Control Data Log

**Waubonsee Community College Contractor Snow Control Data Log**

Date: \_\_\_\_\_ Site: \_\_\_\_\_

Time Arrived on Site: \_\_\_\_\_ AM \_\_\_\_\_ PM Time of Site Completion: \_\_\_\_\_ AM \_\_\_\_\_ PM

**Roads and Lots --- Circle all that apply**

Condition Upon Arrival

0"-2" Accumulation                      2"-4" Accumulation                      Ice  
4"-6" Accumulation                      6"-8" Accumulation

Other \_\_\_\_\_

Action Taken: \_\_\_\_\_

Amount of ice melt applied \_\_\_\_\_ Lbs.

**Sidewalks and Entranceways --- Circle all that apply**

Condition Upon Arrival

0"-2" Accumulation                      2"-4" Accumulation                      Ice  
4"-6" Accumulation                      6"-8" Accumulation

Other \_\_\_\_\_

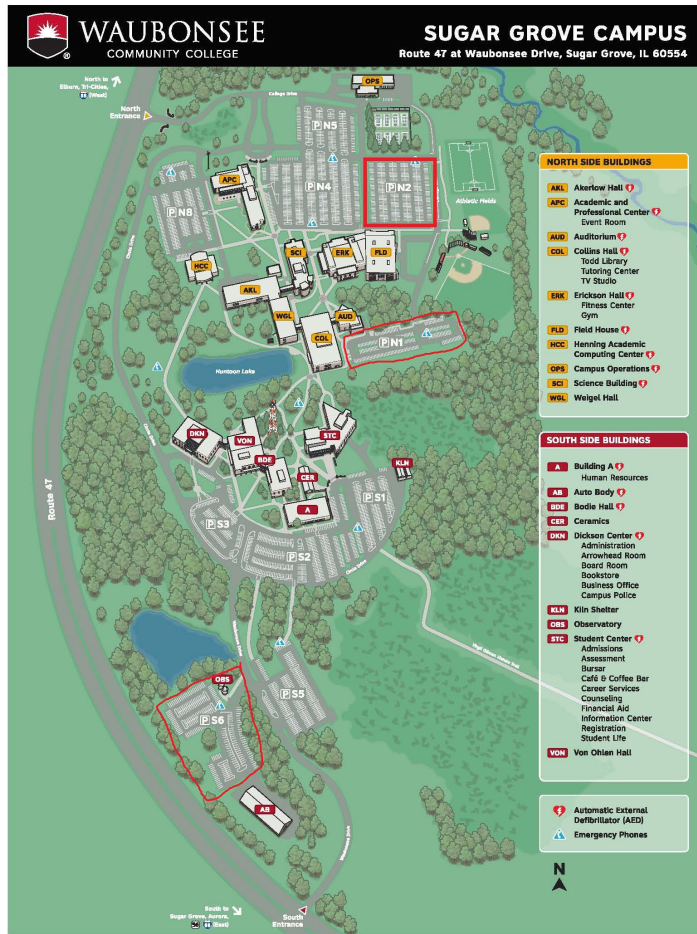
Action Taken: \_\_\_\_\_

Amount of ice melt applied \_\_\_\_\_ Lbs.

Name of Contractor: \_\_\_\_\_ Submitted by: \_\_\_\_\_

\*Please scan and email to [ekeeneygarcia@waubonsee.edu](mailto:ekeeneygarcia@waubonsee.edu) or Fax (630)466-3594 within 24 hours of completion

Campus Map – Locations of Parking Lots – Sugar Grove Campus



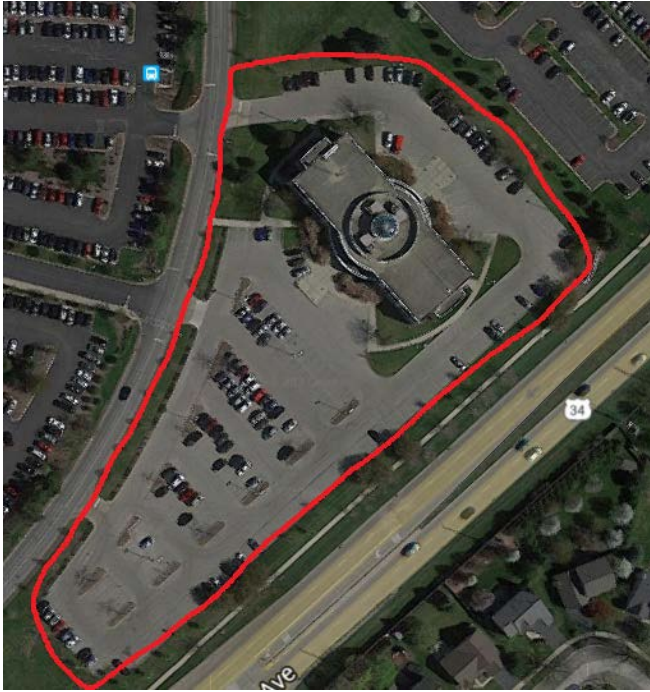
Campus Map – Aurora Downtown Campus



\* All exterior doors cleared to sidewalk including one set on Galena Blvd and four sets on River Street.

**REQUEST FOR PROPOSAL (RFP)  
Waubonsee Community College  
Snow and Ice Removal**

Campus Map – Aurora Fox Valley Campus



Campus Map – Plano Campus



## UNIT COSTS

**COMPANY NAME** \_\_\_\_\_

*All Contractors are required to complete and sign this form. Please print clearly. Attach a detailed proposal with a breakdown of costs for all equipment, delivery, installation and training.*

### SUGAR GROVE

<u>Snowfall Amount</u>	<b>Plowing Asphalt Lots</b>	<b>Plowing Brick Paver Lots</b>	<b>Plowing Roads</b>
1"-2" snowfall	\$ _____	\$ _____	\$ _____
2.1"-4" snowfall	\$ _____	\$ _____	\$ _____
4.1"-6" snowfall	\$ _____	\$ _____	\$ _____
6.1"-8" snowfall	\$ _____	\$ _____	\$ _____
>8.1" snowfall	\$ _____	\$ _____	\$ _____
<b>Rock Salt Application</b>	<b>Asphalt Lots</b>	<b>Roads</b>	
Per occurrence	\$ _____	\$ _____	
<b>Calcium Chloride Application</b>	<b>Brick Paver Lots</b>		
Per occurrence	\$ _____		

### AURORA DOWNTOWN CAMPUS

<u>Snowfall Amount</u>	<b>Plowing Brick Paver Lot</b>	<b>Shoveling Walks</b>
1"-2" snowfall	\$ _____	\$ _____
2.1"-4" snowfall	\$ _____	\$ _____
4.1"-6" snowfall	\$ _____	\$ _____

**REQUEST FOR PROPOSAL (RFP)  
Waubonsee Community College  
Snow and Ice Removal**

6.1"-8" snowfall	\$ _____	\$ _____
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>8.1" snowfall	\$ _____	\$ _____
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**Calcium Chloride  
Application**

**Brick Paver Lot**

**Sidewalks**

Per occurrence	\$ _____	\$ _____
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**AURORA FOX VALLEY CAMPUS**

**Snowfall Amount**

**Plowing Asphalt Lot**

**Shoveling Walks**

1"-2" snowfall	\$ _____	\$ _____
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2.1"-4" snowfall	\$ _____	\$ _____
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4.1"-6" snowfall	\$ _____	\$ _____
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6.1"-8" snowfall	\$ _____	\$ _____
------------------	----------	----------

>8.1" snowfall	\$ _____	\$ _____
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**Rock Salt Application**

**Asphalt Lot**

Per occurrence	\$ _____
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**Calcium Chloride  
Application**

**Sidewalks**

Per occurrence	\$ _____
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**PLANO CAMPUS**

<b><u>Snowfall Amount</u></b>	<b>Plowing Brick Paver Lot</b>	<b>Shoveling Walks</b>
1"-2" snowfall	\$ _____	\$ _____
2.1"-4" snowfall	\$ _____	\$ _____
4.1"-6" snowfall	\$ _____	\$ _____
6.1"-8" snowfall	\$ _____	\$ _____
>8.1" snowfall	\$ _____	\$ _____

<b>Calcium Chloride Application</b>	<b>Brick Paver Lot</b>	<b>Sidewalks</b>
Per occurrence	\$ _____	\$ _____

## CERTIFICATIONS

**All Bidders are required to complete and sign this form.** Completed form must be returned with Bid no later than the advertised Bid deadline. Failure to return this completed form may result in disqualification.

Bidders are cautioned to carefully read these certifications prior to signing below. Signing this page shall constitute a warranty by the undersigned that all of the statements, certifications and information set forth within these certifications are true, complete and correct as of the date signed. The undersigned is notified that if the college learns that any of the following certifications were falsely made, any contract entered into with the undersigned shall be subject to termination.

1. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 et seq. Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12.
2. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 et seq.
3. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 et seq.
4. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
5. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 et seq.
6. Fair Employment Practice: Company is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
7. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.
8. Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ICLS 5 with regards to bid rigging/bid rotating.
9. When required by law, the bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.
10. MINORITY/WOMAN-OWNED, DISADVANTAGED BUSINESS? **Yes**\_\_\_\_ **No**\_\_\_\_. If yes, please attach copy of certification and advise certification number and expiration date below:

Name of Certifying Entity: \_\_\_\_\_ Cert. # and Exp. Date: \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

**All Bidders are required to complete and sign this form.** Completed form must be returned with Bid no later than the advertised Bid deadline Failure to return this completed form may result in disqualification of Bid.

### **Conflict of Interest Disclosure**

Waubonsee Community College is requiring that any and all relationships with the college, its administrators, trustees, committee member, or any other employee of the college be disclosed in writing as a part of any bid submitted. Contact in regards to this Bid with any employee of Waubonsee Community College during the pre-award period, except as noted in the solicitation, is strictly forbidden and is considered sufficient grounds for dismissal from the RFP/RFP process.

Define the relationship with any Waubonsee Community College administrator, trustee, committee members, or their immediate family member, with which your company or any of its owners, officers, trustees, employees does business with, or for which there is an opportunity to influence a related college decision.

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Bidder certifies that there is no known conflict of interest with any WCC administrator, trustee, committee member or employee of the college.

### **Non-Collusion Statement**

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other Bidder, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid.

The undersigned further affirms that this Bid was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_ Title

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

Vendor shall provide the following information on the MBE status of its business so that the college can comply with the Business Enterprise for Minorities (MBE), Females (WBE), Persons with Disabilities Act (DBE), or Veteran Owned Business (VOB), 30 ILCS 575/1, et seq.

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/sell2/bep/Pages/Default.aspx>

## REFERENCES OF SIMILAR WORK PERFORMED

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Contact Name Phone

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Company / Organization Name

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Address

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City State ZIP Code

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Contact Name Phone

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Company / Organization Name

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Address

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City State ZIP Code

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Contact Name Phone

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Company / Organization Name

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Address

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City State ZIP Code

## Appendix A: WCC's 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 16<sup>th</sup> 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

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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:**

- 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 materially 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:

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- 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 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](http://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



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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.

## Appendix B: 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.
  - d. Umbrella Liability Insurance: Written in the amount of no less than \$2 million each accident.
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.

**END OF DOCUMENT**