

**REQUEST FOR PROPOSAL  
ATHLETIC TRAINER SERVICES  
FOR  
ILLINOIS VALLEY COMMUNITY COLLEGE  
PROPOSAL # RFP2016-P01**

The Board of Trustees of Illinois Valley Community College (IVCC) District No. 513 is seeking a proposal for Athletic Trainer Services. **All proposals are due by 10:00 a.m. on Wednesday, July 8, 2015** and should be sent to:

A copy of the signed proposal must be submitted to:

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

**ALL PROPOSALS MUST BE IN A SEALED ENVELOPE AND MARKED “RFP FOR ATHLETIC TRAINER SERVICES” AND DELIVERED NO LATER THAN 10:00 A.M., JULY 8, 2015.** Late proposals will not be considered. Electronic proposal submissions will be accepted and can be sent to purchasing@ivcc.edu; vendors, however, assume the risk of premature disclosure due to submission in an unsealed form. It is strongly suggested that vendors choosing to submit electronically also submit copies of the proposal in written form as specified above. Proposals will be publicly read aloud in Room C-325, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 10:00 a.m. on July 8, 2015.

Please submit all questions to Michelle Carboni, Director of Purchasing, via e-mail.

<b>Name</b>	<b>Phone</b>	<b>E-Mail address</b>
Michelle Carboni	815-224-0417	michelle_carboni@ivcc.edu

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendor whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in the request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

<b>Event</b>	<b>Date and Time</b>
Request for Proposals Issued	June 24, 2015
Proposals Due & Bid Opening	July 8, 2015
Evaluation Period	July 8 -16, 2015
Anticipated Contract Award	August 17, 2015

**ACKNOWLEDGEMENT OF ADDENDA**

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**PROPOSAL PROCEDURES**

No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College’s Board of Trustees.

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

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

**SIGNATURE ON PROPOSALS**

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

## **TAX EXEMPTION**

The College is tax exempt and therefore all proposal submissions should not include tax.

## **AWARD CRITERIA**

As provided by statute, award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:

1. Price offered
2. General reputation and performance capabilities
3. Conformity with specifications herein
4. Availability of services and personnel

As deemed in the best interest of the College, the College reserves the right to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

## **INVESTIGATION OF BIDDERS**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

## **PROPOSAL AWARD**

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

## **PROPOSED AGREEMENT**

Submit a sample of your company's agreement with your proposal.

## **CERTIFICATION FORM**

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

## **EQUAL OPPORTUNITY EMPLOYMENT**

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

Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

## **W-9 FORM**

Please complete the enclosed W-9 form and return it with your proposal.

## **GENERAL INFORMATION**

Illinois Valley Community College (IVCC), District 513, 815 North Orlando Smith Avenue, Oglesby, Illinois, is accepting proposals for athletic training services at all scheduled home sporting events for a term of two (2) years. Services to be in accordance with generally accepted athletic training practices in the State of Illinois. Proposals will be accepted until 10:00 a.m., July 8, 2015 at the office of Michelle Carboni, Director of Purchasing, Room C343. Proposals will be publicly opened and read aloud at that time in Room C-325.

Trainers must be certified and carry and maintain general liability and professional liability insurance at appropriate levels to fully cover the Trainer.

## **CERTIFICATE OF INSURANCE**

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

1. Workers Compensation
  - a. \$1,000,000 per accident
2. Commercial Comprehensive Liability
  - a. Each occurrence: \$1,000,000
  - b. Products-Completed Operations Aggregate: \$2,000,000
  - c. Personal/Advertising Injury: \$1,000,000
  - d. General Aggregate: \$2,000,000
3. Business Auto Liability (including owned, non-owned, and hired vehicles).
  - a. Bodily injury - \$1,000,000 per person
  - b. Bodily injury - \$2,000,000 per accident
  - c. Property damage: \$1,000,000 OR
  - d. Combined single limit: \$1,000,000
4. Umbrella
  - a. Umbrella Excess Liability: \$2,000,000

## **INDEMNIFICATION**

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

## **SCHEDULE OF EVENTS**

The Trainer will be notified by Cory Tomasson, Interim IVCC Athletic Director, of the actual dates and times of all home contests. Below is a schedule of the IVCC sport seasons:

<b>Sport</b>	<b>Season</b>	<b># Contests</b>	<b>Hours/game</b>
Volleyball	August 1 – November 1	10-12	1.5
M - Basketball	October 1 – March 31	14-17	2
W - Basketball	October 1 – March 31	14-17	2
Baseball	January 1 - May 31	15-20	4
Softball	January 1 – May 31	12-16	4
W - Tennis	August 1 – November 15	4-5	3
M - Tennis	January 25 – April 30	4-5	3

## **INCIDENT REPORTING**

The athletic trainer will be required to fill out the attached Incident Report Form for any injury that occurs during a home sporting event.

## **SCOPE OF SERVICE**

Please include the scope of services provided to IVCC and the rate per event.

If you have any questions regarding this request, please contact me at 815.224.0417. Thank you for your time and interest.

IVCC reserves the right to refuse any or all proposals and select that proposal that is considered to be in the best interest of the College and its student athletes.

**ATHLETIC TRAINER SERVICES PROPOSAL  
ILLINOIS VALLEY COMMUNITY COLLEGE**

**CERTIFICATION OF CONTRACT/BIDDER**

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

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**NAME OF CONTRACTOR/BIDDER**

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**TITLE**

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**DATE**

**THIS FORM MUST BE RETURNED WITH YOUR BID TO:**

Illinois Valley Community College  
Purchasing Department – Room C-343  
815 North Orlando Smith Road  
Oglesby, Illinois 61348

**SIGNATURE PAGE**

Having read and understand the specifications and requirements of **Athletic Trainer Services - Proposal # RFP2016-P01**, I agree to the terms and conditions of this proposal.

**Submitted By:**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Date



**Request for Taxpayer  
 Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Print or type see specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Apply to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
OR	
Employer identification number	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.  
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/w9](http://www.irs.gov/w9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
  - Certify that you are not subject to backup withholding, or
  - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.