

**REQUEST FOR PROPOSAL
BEVERAGE SERVICE
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL #RFP2016-P04**

INTRODUCTION

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

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

INSTRUCTION TO BIDDERS

A copy of the signed proposal must be submitted to:

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

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE AND MARKED “RFP FOR BEVERAGE SERVICE” AND DELIVERED NO LATER THAN APRIL 29, 2016 AT 10:00 A.M. Late proposals will not be considered. Electronic proposal submissions will be accepted and can be sent to purchasing@ivcc.edu; vendors, however, assume the risk of premature disclosure due to submission in an unsealed form. It is strongly suggested that vendors choosing to submit electronically also submit copies of the bid in written form as specified above. Bids will be publicly read aloud in Room C-326, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 10:00 A.M. on April 29, 2016.

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

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

Name	Phone	E-Mail address
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.

SCHEDULE OF EVENTS

Event	Date and Time
Request for Proposal Issued	April 18, 2016
Proposals Due and Bid Opening	April 29, 2013 by 10:00 AM
Contract Start Date	July 1, 2016
Contract End Date	June 30, 2019

SELECTION CRITERIA

The following criteria will be used by the College to evaluate the proposals and to make a recommendation to the Board of Trustees:

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

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

ACKNOWLEDGEMENT OF ADDENDA

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

PROPOSAL PROCEDURES

No proposal shall be modified, withdrawn, or canceled for (60) sixty days after the proposal opening date without the consent of the College.

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

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

SIGNATURE ON PROPOSALS

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

TAX EXEMPTION

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

INVESTIGATION OF BIDDERS

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

PROPOSAL AWARD

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

PROPOSED AGREEMENT

Please submit a sample of your company's agreement with your proposal.

CERTIFICATE OF INSURANCE

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

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

Insurance shall be with a company or companies licensed to do business in Illinois and acceptable to Illinois Valley Community College. The Contractor/Vendor shall furnish IVCC with copies of the policies or a certificate showing that such insurance is in effect. The policies will include a clause stating that the insurance will not be canceled or reduced without at least thirty (30) days prior written notice to IVCC. All liability insurance policies shall name IVCC as an additional insured and shall include a severability of interest clause with respect to claims, demands, suits, judgments, costs, charges, and expenses arising out of, or in connection with any loss, damage, or injury resulting from the negligence or other fault of the Contractor/Vendor, Contractor's/Vendor's agents, representatives, and employees.

The labor, insurance and indemnity provisions therein apply to any work performed on College premises and vendor agrees to comply therewith. Vendor is to pay particular attention to the prevailing wage clause. Certificate of Insurance must be on file or submitted to the Purchasing Director prior to commencement of work.

CERTIFICATION FORM

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

EQUAL OPPORTUNITY EMPLOYMENT

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment of vacancies with the state's job board: IllinoisJobLink.com.

LAW GOVERNING

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

W-9 FORM

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

PROPOSAL MUST INCLUDE THE FOLLOWING ITEMS:

1. A detailed description of what vending service contractor proposes.
2. Equipment offering. Equipment must be new or like new. Provide photos and detailed descriptions of equipment (age, features, etc.)
3. Include brands and variety of beverage offering and size.
4. Provide names, titles, telephone numbers, and email addresses of personnel responsible for administering service to IVCC.
5. Describe your maintenance and service policy.
6. Please provide a sample copy of the proposed contract.
7. Include any other pertinent information.

Scope of Proposal

The current beverage commission rate is based upon net sales.

Listed below are the commissions and sponsorship totals:

Time Period	Machine Commissions	Annual Sponsorship	Total
April 2013 - March 2014	\$15,782.85	\$7,500.00	\$23,282.85
April 2014 - March 2015	\$13,359.49	\$7,500.00	\$20,859.49
April 2015 - March 2016	\$11,520.43	\$7,500.00	\$19,020.43

The following beverages are currently offered in the machines:

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

There are currently 20 machines on campus. The machines are located in the following areas:

- 1 Bldg E
- 2 Bldg B
- 3 Bldg D
- 4 Bldg A
- 5 TDT
- 6 Cafeteria
- 7 Bldg J East
- 8 Gym
- 9 Cafeteria
- 10 Cafeteria
- 11 Cafeteria
- 12 Cafeteria
- 13 Cafeteria
- 14 Cafeteria
- 15 Student Center
- 16 Cafeteria
- 17 Bldg J East
- 18 CTC 2nd Floor East
- 19 CTC 2nd Floor West
- 20 Bldg J West

PROPOSAL SIGNATURE PAGE

Having read and understand the specifications and requirements of **Beverage Service - Proposal # RFP2016-P04**, I agree to the terms and conditions of this proposal.

Submitted By:

Company

Authorized Signature

Address

Printed Name

City State Zip

Phone

Fax

E-Mail

Date

CERTIFICATION FORM

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

Pertaining to the proposal titled: Beverage Service- Proposal #RFP2016-P04

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the “*Criminal Code of 1961*”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with *Section 2-105 of the Illinois Human Rights Act* and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

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

**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.

Sign Here	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.

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-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.