

REQUEST FOR BIDS**Emergency Covid-19 Cleaning and Disinfecting Services****Specification & Contract Number Q01012****Submission Deadline
for Proposals:****October 29, 2020 at 11:00 a.m., Central Time****Bid Opening:****October 29, 2020 at 11:00 a.m. Central Time**To access bid opening via phone dial 312-535-8110 and use access code
146 550 6271. To join online:<https://harpercollege.webex.com/harpercollege/j.php?MTID=m1b5e353f3a0d4173667a462aa3a7e28e>**Deadline for any questions
Regarding this project:**

October 21, 2020

Number of Copies:Submit (3) Hard Copies of Proposals
One marked "**Original**"**PLEASE MARK THE
RETURN ENVELOPES:**

1. Professional Cleaning and Disinfecting Services
2. October 29, 2020 at 11:00 a.m. Central Time
3. Q01012

RETURN PROPOSALS TO:Harper College Purchasing Department
"A" Building, Room A217
1200 W. Algonquin Road
Palatine, IL. 60067**ISSUED BY:** *Mark Sobie*
*Purchasing Specialist***PROPSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED**

LEGAL NOTICE

Harper College will accept Bids for Emergency Covid-19 Cleaning and Disinfecting Services, Specification and Contract Number Q01012, until 11:00 a.m. Central Time on October 29, 2020 at which time they will be publicly opened and read aloud.

To access bid opening via phone dial 312-535-8110 and use access code 146 550 6271. To join online: <https://harpercollege.webex.com/harpercollege/j.php?MTID=m1b5e353f3a0d4173667a462aa3a7e28e>

Proposals shall be submitted to: Harper College Purchasing Department
"A" Building, Room A217
1200 W. Algonquin Road
Palatine, IL. 60067-7398

The scope of the project includes establishing a pool of contractors to perform emergency cleaning and disinfecting services for potential or confirmed cases of Covid19 exposure.

Interested parties may contact the Purchasing Department for the Request for Proposals documents. Questions should be addressed to purchasing@harpercollege.edu. The last day to submit questions is October 21, 2020.

Offers may not be withdrawn for a period of 90 days after closing date without the consent of the Board of Trustees.

Any responses submitted unsealed, unsigned, fax transmissions or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter.

Bidders shall comply with Business Enterprise Program: Participation and Utilization Plan developed by Harper College. There is a 20 percent aspirational goal on this contract.

Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.

Mark Sobie
Purchasing Specialist

HARPER COLLEGE GENERAL INFORMATION

1. GENERAL CONDITIONS

1.1 DEFINITIONS

The following terms when used in the contract documents shall be defined as follows:
Bidder – The legal entity to which the contract is awarded by Harper College.

1.2 INTENT OF THE CONTRACT DOCUMENTS

The contract documents are complimentary, and what is called for by one shall be as binding as if called by all. The intention of the contract documents is to include in the contract price the cost of all materials, equipment, bonds, transportation and all other expenses as may be necessary for the complete performance of the contract according to the contract documents.

1.3 SILENCE OF SPECIFICATIONS

The apparent silence of specifications as to any detail or apparent omission from it as detailed description concerning any point shall be interpreted as meaning that only the best commercial material or practice shall prevail and that only items of the best material or workmanship to be used.

1.4 CONTRACT QUANTITIES

- A. Specific Quantities: Where quantities are specifically stated in the contract documents, the bidder shall deliver and the College pay for only such quantities as therein stated.
- B. Requirements: Where quantities are stated in the contract documents in terms of requirements, the bidder shall deliver all such quantities as are ordered by the College within the contract period at the unit price that is proposed.
- C. Estimated Quantities: Where quantities are stated in the contract documents in terms of estimated quantities, the bidder shall supply that quantity as specified by the College within the limits of more or less than ten percent (10%) of the estimated quantity so specified, unless otherwise stated within the specification.

1.5 NO USE OF COLLEGE'S NAME

The bidder is specifically denied the right of using in any form or medium the name of the College for public advertisement unless the College has granted permission to the bidder to do so.

1.6 NEW PARTS AND MATERIALS: TITLE

Equipment and material must be of current date (latest model or supply) and meet specifications. This provision excludes the use of surplus, re-manufactured or used products, whether in part or in whole, except where specifications explicitly provide therefore. Further, the bidder warrants that it has lien free title to all equipment, supplies, or materials purchased under the terms of this contract.

**HARPER COLLEGE
GENERAL CONDITIONS**

1.7 SUBLETTING OF CONTRACT OR CONTRACT FUNDS

It is mutually understood and agreed that the bidder shall not assign, transfer, convey, sublet, or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of the College and in no case shall consent relieve the bidder from his obligations or change the terms of the contract.

1.8 HOLD HARMLESS

The bidder agrees to indemnify, save harmless, and defend Harper College, its officers, officials, employees, volunteers and agents, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses, or expenses, including court costs or attorney fees for or on account of any injury to any person, or any death at any time resulting from such injury or any damage to any property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

1.9 GUARANTIES AND WARRANTIES

All guaranties and warranties required shall be furnished by the bidder and shall be delivered to the College before the final voucher on the contract is issued.

1.10 DELIVERY AND BILLING

- A. Shipping: All materials shipped to Harper College must be shipped F.O.B. delivered designated location, Palatine, Illinois. If the delivery is made by truck, the bidder must make arrangements in advance in order that the College may schedule for receipt of the materials. The materials must then be delivered where directed. No deliveries will be accepted on Saturday, Sunday, or holidays.
- B. Packing Slips: All shipments or deliveries shall be accompanied by packing slips or delivery tickets and shall contain the following information for each item delivered:
 - 1. Purchase order number
 - 2. Name of the article and stock number
 - 3. Quantity ordered
 - 4. Quantity back-ordered
 - 5. Name of bidder
- C. Inspections: The College shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of the said items not complying with these specifications are subject to rejection at the option of the College. Any items rejected shall be removed from the premises of the College and/or replaced at the entire expense of the bidder.
- D. Invoices: Mail All Invoices to:

William Rainey Harper College
Attn: Accounts Payable
1200 W. Algonquin Road
Palatine, IL 60067-7398

**HARPER COLLEGE
GENERAL CONDITIONS**

1.11 TOXIC SUBSTANCES DISCLOSURES

All bidders must comply with the requirements of the Toxic Substance Disclosure to Employees Act, for any materials, supplies, and covered by said Act.

1.12 "EQUAL EMPLOYMENT OPPORTUNITY"

In the event of the bidder's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the bidder may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this contract, the bidder agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the bidder's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contract. If any such labor organization or representative fails or refuses to cooperate with the bidder in its efforts to comply with such Act and Rules and Regulations, the bidder will promptly to notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.
- E. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

**HARPER COLLEGE
GENERAL CONDITIONS**

- G. That it will include verbatim or by reference the provisions of paragraphs A through G of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such sub-bidder; and that it will also so include the provisions of paragraphs A through G in every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such sub-bidder. In the same manner as with other provisions of this contract, the bidder will be liable for compliance with applicable provisions of this clause by all its sub-bidders; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any sub-bidder fails or refuses to comply therewith. In addition, no bidder will utilize any sub-bidder declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph G of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the FEPC's Rules and Regulations for Public Contracts:

Section 2.10. The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a bidder and any person (in which the parties do not stand in the relationship of an employer and an employee):

- a. for the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, are utilized in the performance of any one or more contracts; or
- b. under which any portion of the bidder's obligation under any one or more contracts is performed, undertaken or assumed.

1.13 NON APPROPRIATIONS

The College reserves the right to terminate the whole or any part of this contract or to reject bids, in the event that sufficient funds to complete the contract are not appropriated by the College Board of Trustees.

1.14 TERMINATION FOR DEFAULT

The College reserves the right to terminate the whole or any part of this contract, upon written notice to the bidder, in the event of default by the bidder. Default is defined as failure by the bidder to perform any provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the College may procure, upon such terms and in a manner as the Purchasing Department may deem appropriate, supplies or services similar to those so terminated. The bidder shall be liable for any excess cost for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Department that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the bidder.

1.15 TERMINATION FOR CONVENIENCE

The College may terminate this contract at any time upon a written notice to the bidder, should it be determined that these services are no longer required or if sufficient funds are not available to cover the estimated requirement. Payment for work performed prior to the effective date of termination shall be based upon an estimate of the services actually performed and shall be mutually agreed upon by the College and the bidder. Such payment so made to the bidder shall be in full settlement for services rendered under this contract.

**HARPER COLLEGE
GENERAL CONDITIONS**

1.16 PROPOSED TIMELINE:

RFP Issued.....	October 16, 2020
Last Day to submit questions for a response.....	October 21, 2020
Final Addendum issued	October 23, 2020
RFP Deadline	October 29, 2020
Approval by Harper College Board of Trustees	December 2020

2. INSTRUCTIONS TO BIDDERS

2.1 AWARDING THE CONTRACT

Award shall be made by the Harper College Board of Trustees to the lowest responsive and responsible Respondents meeting specifications outlined in this RFB and whose Proposals are determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein below. In determining the lowest responsive and responsible bidders, the College reserves the right to take into consideration past performance.

In this RFB, it is the College's intent to establish a pool of up to five qualified vendors to provide these services on an as-needed basis. The College reserves the right to select from this pool if the low bidder is not available to perform the work within the specified response time in any event that requires emergency cleanup due to potential or confirmed Covid-19 exposure.

2.2 REQUIRED AFFIDAVITS - CERTIFICATION OF COMPLIANCE

The bidder is required to execute and submit with his proposal the Certification of Compliance affidavit found in the proposal section of these documents. Submission of the Certification of Compliance affidavit certifies that the bidder is in compliance with the following:

- A) The bidder certifies and affirms that the proposal was prepared independently for this project and that the pricing contains no fees or amounts other than for the legitimate execution of this work as specified, and that it includes no understanding or agreements in restraints of trade.
- B) The bidder certifies that he is not barred from bidding on this contract as a result of a conviction for violation of State of Illinois laws prohibiting bid-rigging or bid-rotating pursuant to Illinois Compiled Statutes, 720 ILCS 5/33E-1 et seq.
- C) The bidder certifies that he is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, pursuant to Illinois Compiled Statutes, 65 ILCS 5/11-42.1-1.
- D) The bidder agrees to provide a drug free workplace in accordance with the Illinois Drug Free Workplace Act, Illinois Compiled Statutes, 30 ILCS 580/1 et seq. (This requirement applies to employers having twenty-five (25) or more employees.)

**HARPER COLLEGE
INSTRUCTIONS TO BIDDERS**

- E) The bidder certifies that he has a written Sexual Harassment Policy in place in full compliance with Illinois Compiled Statutes, 775 ILCS 5/2-105(A)(4).

William Rainey Harper College, Community College District No. 512, confirms that it is in compliance with said statute.

Failure of the bidder to complete and return the Certification of Compliance affidavit may be considered sufficient reason for rejection of the bid.

2.3 ALTERNATE AND MULTIPLE BIDS

Unless otherwise indicated in these documents, the bidder may not submit alternate or multiple bids as part of this package. The submission of more than one bid within a single package may be cause for rejection of any or all of the bids of that bidder.

2.4 FREEDOM OF INFORMATION ACT

Harper College is a public body and subject to the Freedom of Information Act, 5 ILCS 140/1 (FOIA). Any information submitted to Harper College by the respondent/bidder is subject to disclosure to third parties in accordance with FOIA.

If the respondent/bidder intends for Harper College to withhold trade secrets, commercial information or financial information from disclosure to a third party in response to a FOIA request, the respondent/bidder must specifically mark information that is proprietary, privileged or confidential and would cause competitive harm if released at the time of the proposal/bid is submitted to Harper College. 5 ILCS 140/7(1)(g). Any content not so marked by the bidder/respondent at the time of the proposal/bid submission will be presumed to be open to public inspection. The respondent/bidder may be required to substantiate the basis for its claims at a later time.

Notwithstanding timely notice received from a respondent/bidder, Harper College reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request.

It is unacceptable for a proposal/bid to be marked proprietary, privileged and/or confidential in its entirety. A proposal/bid marked as such may be deemed non-responsive by Harper College.

2.5 INSPECTION OF INSTALLATION / WORK SITE

Prior to submission of the bid, the bidder shall inspect in detail the site/s of the proposed work and familiarize him/herself with the local conditions affecting the contract under which he will be obligated to operate in performing the work. In particular, the bidder shall review the work site in respect to adequacy of access. Any concerns by the bidder in respect to any of these items shall be brought to the attention of the College prior to the bid opening. Upon award of a contract, the contractor shall be responsible for, and the College will make no allowance for, any errors in his proposal resulting from his failure or neglect to comply with these instructions.

2.6 BASIS OF AWARD

Bids will be canvassed on the basis of the price(s) as shown on the Proposal page. Bidders are cautioned to include in their proposal all related charges. The College reserves the right to make the award of contract on the base bid price only or in combination with any option or combination of options, whichever is considered to be in the best interest of the College. The College reserves the right to waive technicalities, or to reject any

**HARPER COLLEGE
INSTRUCTIONS TO BIDDERS**

and all bids when, in the opinion of the Board of Trustees, the best interest of William Rainey Harper College will be served by such action.

2.7 METHOD OF PAYMENT

The College will pay in accordance with the Local Government Prompt Payment Act. Invoices shall be sent to William Rainey Harper College, Attn: Accounts Payable, 1200 W. Algonquin Road, Palatine, Illinois, 60067-7398.

3. SPECIAL CONDITIONS

3.1 EXCEPTIONS TO SPECIFICATIONS / CORRECTIONS

Any exceptions to these specifications shall be listed and fully explained on a separate page entitled "Exceptions to Specifications", prepared by the bidder on his firm's letterhead, to be attached to and submitted with these documents at the time of the bid opening. Each exception must refer to the page number and paragraph to which it pertains. The nature of each exception shall be fully explained. Bidders are cautioned that any deviations from or exceptions to these specifications may be cause for rejection of the bid.

All prices and notations must be typed in or written in ink. Mistakes may be crossed out, and corrections typed in or written in ink adjacent and dated and initialed in ink by the person signing the proposal.

3.2 Insurance Requirements:

Respondents shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois, as enumerated in Harper College's insurance requirements. **Please state your professional liability coverage if applicable.**

Upon notice of acceptance of proposal, the successful bidder shall, within ten (10) calendar days of said notice, furnish to the College a certificate of insurance evidencing coverage by the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the College, licensed to do business in the State of Illinois, and with a minimum insurance rating of A: VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing Harper College at least thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect until such time as the subject equipment has been approved and accepted by the College.

**HARPER COLLEGE
SPECIAL CONDITIONS**

MINIMUM INSURANCE REQUIREMENTS:

General Liability	General Aggregate	\$1,000,000
	Products-Comp/Op Agg	\$2,000,000
	Personal Injury	\$1,000,000
	Each Occurrence	\$1,000,000
Excess Liability	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000
Automobile Liability	Bodily injury (each acc)	\$1,000,000
	Property damage (each acc)	\$1,000,000
Worker's Compensation	Statutory Limits	
	Each accident	\$500,000
	Disease-Policy limit	\$500,000
Pollution Liability	Disease-Each employee	\$500,000
	Each Occurrence	\$1,000,000

Contractor shall cause each subcontractor employed by contractor to purchase and maintain insurance of the type specified above. When requested by the College, contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor. William Rainey Harper College shall be named as an additional insured.

3.3 INDEMNITY

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless Harper College, its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegal's fees and court costs), arising out of or resulting from the performance of the contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. Contractor shall similarly protect, indemnify, and hold and save harmless Harper College, its officers, officials, employees, volunteers and agents from and against any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of contractor's breach of any of its obligations under, or contractor's default of, any provision of the Contract.

HARPER COLLEGE SPECIAL CONDITIONS

3.10 TERMINATION FOR DEFAULT

The College reserves the right to terminate the whole or any part of this contract, upon written notice to the bidder, in the event of default by the bidder. Default is defined as failure by the bidder to perform any provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the College may procure, upon such terms and in a manner as the Purchasing Department may deem appropriate, supplies or services similar to those so terminated. The bidder shall be liable for any excess cost for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Department that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the bidder.

3.11 TERMINATION FOR CONVENIENCE

The College may terminate this contract at any time upon a written notice to the bidder, should it be determined that these services are no longer required, or if sufficient funds are not available to cover the estimated requirement, or for any other reason in the College's sole and exclusive discretion. Payment for work performed prior to the effective date of termination shall be based upon an estimate of the services actually performed and shall be mutually agreed upon by the College and the bidder. Such payment so made to the bidder shall be in full settlement for services rendered under this contract.

3.12 CONFLICT OF INTEREST

It shall be a breach of ethical standards for any employee of the College to participate directly or indirectly in procurement when the employee knows that:

- The employee has financial interest pertaining to the procurement.
- A business or organization in which the employee has a financial interest pertaining to the procurement is involved in the procurement.
- Any other person, business, or organization with which the employee is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Employees who violate this standard will be subject to discipline in accordance with applicable State, County and local codes. Upon discovery of an actual or potential conflict of interest, an employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.

HARPER COLLEGE STATEMENT OF WORK

COLLEGE BACKGROUND

William Rainey Harper College is one of forty-nine (49) community colleges in the State of Illinois that make up the Illinois Community College System. Harper College's credit full-time equivalent (FTE) including CE reimbursement enrollment for FY 14 was 21,116.30.

Harper is a comprehensive community college which offers transfer curriculum, occupational training, adult enrichment classes and a variety of other community services. The College offers certificates and associate degrees in a wide range of program areas.

The College district is located in the northwest suburbs of Chicago. The 200-acre campus is located in Palatine, with extension facilities at the Learning and Career Center in Prospect Heights and the Harper Professional Center in Schaumburg. Further information about Harper College can be found on its website.

PART 1 – GENERAL

I. Professional Cleaning and Disinfecting Services

Harper College is requesting proposals from professional cleaning services to provide cleaning and disinfecting services for campus spaces and equipment on an as needed basis in the event of potential or confirmed Covid-19 exposure. The College provides and maintains safe and sanitary space for College students, faculty and staff. The quantity and type of services may include but not limited to: classrooms, restrooms, classroom labs, offices, common areas and mechanical rooms. The services provided must meet or exceed the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations and Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019.

It is the College's intent to establish a pool of qualified vendors to provide emergency cleaning services as specified here-in on an as-needed basis for a one-year term. The College reserves the right to select from this pool at the prices quoted in this proposal or seek multiple proposals from firms qualified in this pool at its sole discretion, for any event that requires these services.

II. General Description of Services:

The selected service provider or providers will work with the College to provide cleaning and disinfecting services as needed on an on-call basis. The scope of services does not include general custodial services.

Service providers are expected to provide all cleaning equipment, tools, products and staff necessary to clean and/or disinfect and removal of all waste.

HARPER COLLEGE STATEMENT OF WORK

III. Required Submittals: The proposal shall be tabbed and laid out with each letter below representing a tabbed section and in this sequence:

- a. Brief summary of the company, firm or individual proposing to provide such services and products for cleaning and disinfecting.
- b. Qualifications: Brief summary of past experience for similar services including reference information.
- c. Specialized Training: Identify any specialized training qualifying staff personnel for this work (e.g., Bloodborne pathogen training, HAZWOPPR40, etc.).
- d. Response Time: Acknowledgement and guarantee to meet the required 24-48 hour response time and description of availability to provide the services including a description of current workload.
- e. Staffing: Point of contact and number of personnel or workforce available to provide such services to the College.
- f. Complete list of products to be used for cleaning and disinfecting and appropriate SDS forms and information for each product.
- g. Schedule of fees/charges. Identify the fees/charges for such services and products. This request is seeking pricing proposals based on square footage including products and equipment to be utilized to complete the work
- h. Certificate of Insurance evidencing required levels of insurance requirements
- i. Proposed Contract
- j. References – including contact names, size and type of work performed
- k. Description of safety measures to adhere to CDC guidelines regarding COVID-19
- l. Proposal submission must address how proposer will meet the requirements of this RFP including the minimum requirements outlined in Section V below.
- m. Acknowledgement of Harper College Covid-19 Plan and willingness to adhere to the requirements.
- n. Capability of completing clean up event within 24 hours. Please provide the maximum square footage you are capable of completing within 24 hours

IV. College Responsibilities:

- a. The College's Facilities Maintenance staff will close and provide signage to all areas identified as potentially infected for a minimum of 24 hours prior to the contractor coming on site and remove all signage after the contractor has completed their work.
- b. Provide the contractor with floor plans of infected areas including square footage, travel paths and access locations.
- c. Contact person for the selected service provider.
- d. Provide the Contractor with Harper College COVID-19 Contractor Plan requirements (Included in this Document).

HARPER COLLEGE STATEMENT OF WORK

V. Selection Criteria:

The college will follow the purchasing of services policies receiving and evaluating proposals to comply with board policy, as outlined in Section 2.01 of this document. Proposers must meet the minimum requirements/performance standards as listed below:

- a. Guaranteed return phone call within two to four hours of the initial call.
- b. Guaranteed on-site response time of 24-48 hours from notification
- c. Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste.
- d. Proper equipment, chemicals and Personal Protection Equipment (PPE), compliant with CDC guidelines for COVID-19 disinfection, to perform the task
- e. All required procedures and local authorizations or permits to perform cleaning and disinfecting services and managing wastes generated.
- f. Completion of clean up event within 24 hours or other specified amount of time as mutually agreed per the College. Please provide the maximum square footage you are capable of completing within 24 hour period.
- g. Compliance with the Harper College COVID-19 Contractor Plan.

VI. Specific Requirements: Disinfection of Areas with Suspected/Confirmed Cases of COVID-19

The services provided must meet or exceed the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations and Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019.

Concealed Carry: The contractor/supplier acknowledges that firearms are prohibited on the College's campus except as provided in Section 65 of the Firearm Concealed Carry Act, 430 ILCS 66/65. The Contractor shall inform its employees and subcontractors of this prohibition and shall strictly enforce it when on the College's campus. The supplier/contractor further agrees to consult and comply with Harper College's Board Policies regarding the possession of firearms on campus.

Background Checks: The contractor agrees to conduct criminal background checks on each of its employees, as well as employees of its subcontractors, prior to sending them to the College. The College may request new background checks of any employee at any time. Such criminal background checks will be performed at Contractor's or Subcontractor's expense and at no additional cost to the College. If in the College's sole discretion objectionable information regarding any employee is discovered in the background check, such person shall not be allowed to continue working at the College. The minimum background check process shall include, but not be limited to, the following checks.

- i. Social Security Number Trace
- ii. Federal, State and County Criminal Background Checks
- iii. National Sex Offender Registry

**HARPER COLLEGE
STATEMENT OF WORK**

VII. Response Time and Scheduling:

- a. The contractor must be able to respond to the College within one (1) hour of notification.
- b. The contractor shall provide an initial scope of work and projected price to the College within twenty-four (24) hours from the initial notification.
- c. The selected service provider shall be required to be on site to perform cleaning and disinfecting services within 24 - 48 hours from the initial notification.
- d. The contractor shall complete all work in one mobilization unless otherwise directed by the college.
- e. All work shall be ideally scheduled between Monday and Friday, but may be required Saturdays, Sundays and holidays as necessary to allow College to open for classes. College will inform contractor upon first contact whether weekend/holiday schedule is required.

VIII. Term of Contract

The term of contract will be for one year, with an option for one-year renewal, upon mutual agreement. The initial contract term will be from January 1, 2021 – December 31, 2021.

Harper College COVID-19

Contractor Plan v1.1 Maintenance, Repairs and Other Services

June 10, 2020

Table of Contents:

1.0 Guidelines for Managing Outside Contractors on Campus

- 1.1 Introduction:
- 1.2 Risk Mitigation Practices

2.0 Not Used

3.0 COVID-19 Exposure/Potential Exposure Protocol

- 3.1 General Illness: Individuals with signs of an illness
- 3.2 Recognized Exposure defined
- 3.3 Employees with recognized exposure

4.0 Resources and Forms

- 4.1 Not Used
- 4.2 COVID-19 Illness/Health Assessment

1.0 Guidelines for Managing Outside Contractors on Campus: Maintenance and Repairs

1.1 Introduction:

All CDC/OSHA and state/local/provincial guidelines must be followed and adhered to. Risk mitigation/safety plans and protocols around COVID-19 specifically are required.

Facilities personnel on a campus may collect plans/protocols from the contractors and will have Facilities staff on campus to manage compliance according to the agreed upon terms. In all cases, contractors shall develop their plans and self-manage their crew.

To minimize the risk of COVID-19, Contractors shall enact the following protocols based on the Center of Disease Control (CDC) Risk Assessment and Management criteria. These protocols and plans are subject to any conflicting laws, rules, or regulations, which shall take precedence over these protocols and plans to the extent of any conflict. By accepting and utilizing these protocols and plans, each Contractor and subcontractor acknowledges that it remains responsible for the means, methods, techniques, and procedures used with respect to its work, and that Harper College has no responsibility or liability arising from implementation and utilization of these plans or protocols, or from the Contractor's work or its subcontractor's work.

1.2 Risk Mitigation Practices:

- All current CDC Guidelines shall be followed
 - Social Distancing- a minimum of 6 feet of physical separation
 - Face Coverings shall be required at all times
 - Hand Washing/Hand Sanitizer
 - Regular Cleaning of high touch surfaces
- General Requirements
 - Only authorized work shall be conducted on campus
 - Contractors shall provide names and contact numbers of all workers prior to arrival
 - Eliminate unnecessary person-to-person contact in the workplace
 - Discourage workers from sharing tools and equipment
 - Trash shall be removed upon completion of work
- Arriving on Campus (prior to starting work)
 - Sick Workers shall not be allowed on Campus
 - Workers are required to check in with facilities staff or campus police and show valid IDs
 - Temperature check and health assessment will be conducted when arriving on campus
See 4.2 COVID-19 Illness/Health Assessment
- On campus
 - Facilities Supervisor will identify entrance to jobsite, break and lunch areas
 - Crew movement will be restricted to the areas of work only
 - Eliminate or minimize worker exposure to public or non-work areas
 - PPE shall be provided by the contractor and used at all time
 - Face Coverings shall be required at all times
 - Elevators shall be occupied by one person at a time. (8/10/20)

3.0 COVID-19 Exposure/Potential Exposure Protocol

Observed Illness (observed by others, info comes out of questioning an individual)

Communicated Illness (individual notifies us)

3.1 General Illness: Individuals with signs of an illness

- Health Assessment conducted (using COVID-19 Illness/Health Assessment) by Facilities staff
- Contractor shall report any potential COVID-19 Illness to Facilities Supervisor immediately
- Contractor shall report any confirmed COVID-19 Illness to the Facilities Supervisor immediately upon verification

3.2 Recognized Exposure defined as prolonged exposure to an:

- Individual who is ill, laboratory confirmed to have COVID-19
- Individual who is ill, symptoms clinically compatible to COVID-19
- Individual in contact with someone laboratory confirmed to have COVID-19
- Individual in contact with someone ill, symptoms clinically compatible to COVID-19

3.3 Employees with recognized exposure shall take the following steps as appropriate:

- Contractor shall assess level of contact (per CDC definition). If:
 - Recognized Exposure: impacted employees shall be notified, sent home for 14 days, asked to self-monitor, contact medical provider, and avoid contact with high risk/vulnerable individuals
 - Unrecognized Possible Exposure: Contractor to continue general practices and continue to monitor for symptoms, follow appropriate social distancing and prevention guidelines
- Contractor shall report assessments to the Facilities Supervisor
- College's Facilities Supervisor will determine jobsite actions:
 - Temporary partial/full closure (final determination made by Executive Vice President of Administrative Services and Executive Director of Facilities)
- Contractor shall provide notification to Facilities Supervisor, notification shall include:
 - Date ill worker was on site
 - Locations/areas used by worker

4.0 Resources and Forms

4.2 COVID-19 Illness/Health Assessment

Use the Following Questions when Pre-Screening Workers for Entry to the Jobsite Each Day

1. Are you experiencing any symptoms such as fever, cough, or shortness of breath?

Yes No Comments: _____

2. Have you been in close contact with anyone who has been diagnosed with COVID-19?

Yes No Comments: _____

3. Have you been in close contact with anyone who may have COVID-19 but is yet to be confirmed?

Yes No Comments: _____

4. Are you currently in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19?

Yes No Comments: _____

5. Have you traveled internationally in the last 14 days?

Yes No Comments: _____

6. Have you traveled outside your home state in the last 14 days?

Yes No Comments: _____

By answering YES to any of the above questions, the worker will be asked to complete a “secondary screening” where potential Risk Exposure will be determined based on the affirmative answer. All necessary precautions will be taken to protect the worker and others on the jobsite. Any worker who is not eligible to enter the site will be asked to work with their supervisor and their company to implement appropriate protocols for managing the situation.

FORM OF PROPOSAL -- PRICING

RETURN THIS PAGE IN A SEPARATE ENVELOPE MARKED "PRICING"

TO: Harper College
 1200 W. Algonquin Road
 Palatine, IL 60067
 Attn: Purchasing Department

FROM: Organization: _____
 Address: _____
 City, State, Zip Code: _____
 Contact Person: _____
 Telephone Number: _____
 Facsimile Number: _____

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this proposal document, the proposer hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961 and of 2012, as amended.

Contractors shall provide a detailed pricing sheet with the RFB that will detail their square footage rates for labor and equipment. Rates requested shall be inclusive of all contractor costs.

The following unit costs are to be provided to determine total cost of each clean-up:
 Pricing Assumptions – Assume cost for single mobilization

Description	Price per Sf up to 1,000 sf	Price per Sf up to 1,001 – 9,999 sf	Unit Cost above 10,000 sf
Mobilization			
Total Labor			
Equipment			
Disposal of Waste			
Any additional ancillary expenses required to complete work			
TOTAL Base Bid Price per Sf			

Note: Please break out each line item above in terms of square feet. Total price per Sf should reflect the sum of these line items.

Please confirm that total Base Bid price includes mobilization, labor, equipment, and disposal and all other ancillary charges required to complete this work: Yes No

How many square feet can you typically clean in a 24/hr period _____?

Upon each engagement the contractor shall provide the College with a not-to-exceed proposal based on the rates established above inclusive of all equipment, labor disposal and any additional ancillary equipment required to complete the work. The contractor shall not change the scope of work without prior written consent from the College.

RETURN THIS PAGE ALONG WITH YOUR PROPOSAL

TO: Harper College
1200 W. Algonquin Road
Palatine, IL 60067
Attn: Purchasing Department

FROM: Organization: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Facsimile Number: _____
Email: _____

AUTHORIZED NEGOTIATORS:

Name: _____ Phone #: _____
Name: _____ Phone #: _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____
Addendum No. _____, Dated _____

In submitting these Proposals, it is understood that Harper College reserves the right to reject any or all Proposals, to accept an alternate Proposals, and to waive any informalities in any Proposals.

In addition to this document, Respondents shall furnish, with the Proposals, all submittals as required herein.

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed.
_____ Partnership: State full names, titles and addresses of all responsible principals
and/or partners on attached sheet.
_____ Corporation: State of Incorporation: _____

Please provide your Federal Employer Identification Number (F.E.I.N.): _____

Seal (affix seal below if applicable)

(List Name of Officers)

President _____
Vice-President _____
Secretary _____
Treasurer _____

Attest:

Signature of Secretary

REFERENCES FOR HARPER COLLEGE

Per C.03.1 of General Information, list below current business references for whom you have performed work similar to that required by this RFP. *Please provide this information for each partner in a Joint Venture, and for all Sub-Respondents:*

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Complete this form and submit it with Form of Proposals.

Respondent's Name: _____

Signature: _____

CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the bidder.

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain bidders, which are contained on the following pages of the bid documents.
3. That the undersigned knows of his own knowledge that the bidder is not disqualified from bidding under the aforesaid sections.

Authorized Signature

Type or Print Name

Title

SEAL

Instructions: This is to be completely filled out and executed by the Chief Executive Officer or the bidder authorized to submit the certification.

DISQUALIFICATION OF CERTAIN BIDDERS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or bid rotating, or attempting to rig or rotate bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Antitrust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

**HARPER COLLEGE, ILLINOIS
TAX COMPLIANCE AFFIDAVIT**

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____.
(Consultant)

The individual or entity making the foregoing Proposals or bid certifies that he is not barred from contracting with Harper College because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting such taxes, in accordance with the procedures established by the appropriate revenue act, The individual or entity making the Proposals or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, may have other serious legal consequences.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this ____ day of _____, 20__

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

**HARPER COLLEGE, ILLINOIS
ANTI-COLLUSION AFFIDAVIT AND CONSULTANT'S CERTIFICATION**

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____.
(Consultant)

The party making the foregoing Proposals or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this ____ day of _____, 20__

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

CONFLICT OF INTEREST FORM

_____, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the proposer, its owners and employees, and any official or employee of William Rainey Harper College.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Proposer has not disclosed any actual or potential conflict of interest, William Rainey Harper College may disqualify the proposal.

(Name of Proposer if the Proposer is an Individual)
(Name of Partner if the Proposer is a Partnership)
(Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this ____ day of _____, 20__

Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

**STATE OF ILLINOIS
BUSINESS ENTERPRISE PROGRAM
MINORITIES, FEMALES, PERSONS WITH DISABILITY
PARTICIPATION AND UTILIZATION PLAN**

The Business Enterprise for Minorities, Females and Persons with Disabilities Act (BEP) establishes a goal for community colleges contracting with businesses that have been certified as owned and controlled by persons who are minorities (MBE), female (FBE/ also referred to as WBE), or persons with disabilities (DBE) (collectively, BEP certified vendor(s)). 30 ILCS 575

Contract Goal to be Achieved by Vendor: This solicitation includes a specific **BEP** participation goal of 20% of the total dollar amount awarded to MBEs and FBEs, with at least 50% of the total dollar amount awarded to FBEs.

The BEP participation goal is applicable to all bids or offers. In addition to the award criteria established for this solicitation, the College will award this contract to a Vendor that meets the goal or demonstrates good faith efforts to meet the goal. This goal is applicable to change orders and allowances within the scope of work provided by the BEP certified vendors. If Vendor is an MBE and FBE certified vendor, the entire goal is met and no subcontracting with a BEP certified vendors is required; however, **Vendor must submit a Utilization Plan indicating that the goal will be met by self-performance.**

Following are guidelines for Vendor's completion of the Utilization Plan. The Utilization Plan must demonstrate that Vendor has either: (1) met the entire contract goal; or (2) made good faith efforts towards meeting the goal.

At the time of bid or offer, Vendor, or Vendor's proposed Subcontractor, must be certified with the Illinois Department of Central Management Services as a BEP certified vendor.

Failure to complete a Utilization Plan or provide Good Faith Effort documentation shall render the bid or offer non-responsive; and subject to rejection and/or disqualification in the College's sole discretion.

1. If applicable where there is more than one prime vendor, the Utilization Plan should include an executed Joint Venture Agreement specifying the terms and conditions of the relationship between the parties and their relationship and responsibilities to the contract. The Joint Venture Agreement must clearly evidence that the BEP certified vendor will be responsible for a clearly defined portion of the work and that its responsibilities, risks, profits and contributions of capital, and personnel are proportionate to its ownership percentage. It must include specific details related to the parties' contributions of capital, personnel, and equipment and share of the costs of insurance and other items; the scopes to be performed by the BEP certified vendor under its supervision; and the commitment of management, supervisory personnel, and operative personnel employed by the BEP certified vendor to be dedicated to the performance of the contract. Established Joint Venture Agreements will only be credited toward BEP goal achievements for specific work performed by the BEP certified vendor. **Each party to the Joint Venture Agreement must execute the bid or offer prior to submission of the bid or offer to the College.**
2. An agreement between a vendor and a BEP certified vendor in which a BEP certified vendor promises not to provide subcontracting or pricing quotations to other vendors is prohibited. The College may request additional information to demonstrate compliance. Vendor agrees to cooperate promptly with the College in submitting to interviews, allowing entry to places of business, providing further documentation, and to soliciting the cooperation of a proposed BEP certified vendor. Failure to cooperate by Vendor and BEP certified vendor may render the bidder or offeror non-responsive or not responsible. **The contract will not be awarded to Vendor unless Vendor's Utilization Plan is approved by the College.**
3. **BEP Certified Vendor Locator References:** Vendor may consult CMS' BEP Vendor Directory at www.sell2.illinois.gov/cms/business, as well as the directories of other certifying agencies, but firms **must be certified with CMS as BEP certified vendors at the time of bid or offer.**

4. **Vendor Assurance:** Vendor shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure by Vendor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the College deems appropriate. This assurance must be included in each subcontract that Vendor signs with a subcontractor or supplier.
5. **Calculating BEP Certified Vendor Participation:** The Utilization Plan documents work anticipated to be performed, or goods/equipment provided by all BEP certified vendors and paid for upon satisfactory completion/delivery. Only the value of payments made for the work actually performed by BEP certified vendors, by subcontractors or suppliers to such vendors, is counted toward the contract goal. Applicable guidelines for counting payments attributable to contract goals are summarized below:
 - 5.1 The value of the work actually performed or goods/equipment provided by the BEP certified vendor shall be counted towards the goal. The entire amount of that portion of the contract that is performed by the BEP certified vendor, including supplies purchased or equipment leased by the BEP certified vendor shall be counted, except supplies purchased and equipment rented from the Prime Vendor submitting this bid or offer.
 - 5.2 A vendor shall count the portion of the total dollar value of the BEP contract equal to the distinct, clearly defined portion of the work of the contract that the BEP certified vendor performs toward the goal. A vendor shall also count the dollar value of work subcontracted to other BEP certified vendor. Work performed by the non- BEP certified party shall not be counted toward the goal. **Work that a BEP certified vendor subcontracts to a non-BEP certified vendor will not count towards the goal.**
 - 5.3 A Vendor shall count toward the goal 100% of its expenditures for materials and supplies required under the contract and obtained from a BEP certified vendor manufacturer, BEP certified regular dealer, or BEP certified supplier. A Vendor shall count toward the goal the following expenditures to BEP certified vendors that are not manufacturers, regular dealers, or suppliers:
 - 5.3.1 The fees or commissions charged for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the contract, provided that the fee or commission is determined by College to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - 5.3.2 The fees charged for delivery of materials and supplies required by the contract (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer or a supplier of the materials and supplies being procured, provided that the fee is determined by the College to be reasonable and not excessive as compared with fees customarily allowed for similar services. The BEP certified vendor's trucking firm must be responsible for the management and supervision of the entire trucking operation for which it is responsible on the contract, and must itself own and operate at least one fully licensed, insured and operational truck used on the contract.
 - 5.3.3 The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the contract, provided that the fee or commission is determined by the College to be reasonable and not excessive as compared with fees customarily allowed for similar services.

- 5.4 BEP certified vendors who are performing on contract as second tier subcontractors may be counted in meeting the established BEP goal for this contract as long as the Prime Vendor can provide documentation indicating the utilization of these vendors.
- 5.5 A Vendor shall count towards the goal only expenditures to firms that perform a commercially useful function in the work of the contract.
- 5.5.1 A firm is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. The BEP certified vendor must also be responsible, with respect to materials or supplies used on the contract, for negotiating price, determining quality and quantity, ordering the materials or supplies, and installing the materials (where applicable) and paying for the material or supplies. To determine whether a firm is performing a commercially useful function, the College shall evaluate the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the credit claimed for its performance of the work, industry practices, and other relevant factors.
- 5.5.2 A BEP certified vendor does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction or contract through which funds are passed through in order to obtain BEP certified vendor participation. In determining whether a BEP certified vendor is such an extra participant, the College shall examine similar transactions, particularly those in which BEP certified vendors do not participate, and industry practices.
- 5.6 A Vendor shall not count towards the goal expenditures that are not direct, necessary and related to the work of the contract. Only the amount of services or goods that are directly attributable to the performance of the contract shall be counted. Ineligible expenditures include general office overhead or other Vendor support activities.
6. **Good Faith Effort Procedures:** Vendor must submit Utilization Plans, subcontract documents, and/or Letters of Intent that meet or exceed the published goal. If Vendor cannot meet the stated goal, Vendor must document and explain within the Utilization Plan the good faith efforts it undertook to meet the goal. Utilization Plans are due at the time of and must be enclosed and sealed with the bid or offer submission. Copies of subcontract documents and/or Letters of Intent shall be due upon request.
7. **Contract Compliance:** Compliance with this section is an essential part of the contract. The following administrative procedures and remedies govern Vendor's compliance with the contractual obligations established by the Utilization Plan. **After approval of the Plan and award of the contract, the Utilization Plan becomes part of the contract.** If Vendor did not succeed in obtaining BEP certified vendor participation to achieve the goal and the Utilization Plan was approved and contract awarded based upon a determination of good faith, the total dollar value of BEP certified vendor work calculated in the approved Utilization Plan as a percentage of the awarded contract value shall become the contract goal.
- 7.1. The Utilization Plan may not be amended after contract execution without the College's prior written approval.
- 7.2. **Vendor may not make changes to its contractual BEP certified vendor commitments or substitute BEP certified vendors without the prior written approval of the College.** Unauthorized changes or substitutions, including performing the work designated for a BEP certified vendor with Vendor's own forces, shall be a violation of the utilization plan and a breach of the contract, and shall be cause to terminate the contract, and/or seek other contract remedies or sanctions.

- 7.3.** If it becomes necessary to substitute a BEP certified vendor or otherwise change the Utilization Plan, Vendor must notify the College in writing of the request to substitute a BEP certified vendor or otherwise change the Utilization Plan. The request must state specific reasons for the substitution or change. The College shall notify the Council or its delegate of the request to substitute a BEP certified vendor or change the Utilization Plan. The College reserves the right to approve or deny a request for substitution or other change in the Utilization Plan.
- 7.4.** Where Vendor has established the basis for the substitution to the College's satisfaction, it must make good faith efforts to meet the contract goal by substituting a BEP certified vendor. Documentation of a replacement BEP certified vendor, or of good faith efforts to replace the BEP certified vendor, must meet the requirements of the initial Utilization Plan. If the goal cannot be reached and good faith efforts have been made, Vendor may substitute with a non- BEP certified vendor or Vendor may perform the work.
- 7.5.** If a Vendor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Utilization Plan, Vendor must obtain the approval of the College to modify the Utilization Plan and must make good faith efforts to ensure that BEP certified vendors have a fair opportunity to submit a bid or offer on the new scope of work.
- 7.6.** A new BEP certified vendor agreement must be executed and submitted to the College within five business days of Vendor's receipt of the College's approval for the substitution or other change.
- 7.7.** Vendor shall maintain a record of all relevant data with respect to the utilization of BEP certified vendors, including but without limitation, payroll records, invoices, canceled checks and books of account for a period of at least three years after the completion of the contract. Full access to these records shall be granted by Vendor upon 48 hours written demand by the College to any duly authorized representative thereof, or to any municipal, state or federal authorities. The College shall have the right to obtain from Vendor any additional data reasonably related or necessary to verify any representations by Vendor. After the performance of the final item of work or delivery of material by the BEP certified vendor and final payment to the BEP certified vendor by Vendor, but not later than 30 calendar days after such payment, Vendor shall submit a statement confirming the final payment and the total payments made to the BEP certified vendor under the contract.
- 7.8.** The College will periodically review Vendor's compliance with these provisions and the terms of its contract. Without limitation, Vendor's failure to comply with these provisions or its contractual commitments as contained in the Utilization Plan, failure to cooperate in providing information regarding its compliance with these provisions or its Utilization Plan, or provision of false or misleading information or statements concerning compliance, certification status or eligibility of the BEP certified vendor, good faith efforts or any other material fact or representation shall constitute a material breach of this contract and entitle the College to declare a default, terminate the contract, or exercise those remedies provided for in the contract or at law or in equity.
- 7.9.** The College reserves the right to withhold payment to Vendor to enforce these provisions and Vendor's contractual commitments. Final payment shall not be made pursuant to the contract until Vendor submits sufficient documentation demonstrating compliance with its Utilization Plan.

UTILIZATION PLAN

The Utilization Plan and Letter of Intent must be sealed and submitted with bid.

(Vendor) submits the following Utilization Plan as part of our bid or offer in accordance with the requirements of the BEP Program Status and Participation section of the solicitation for _____, Illinois

Reference Number Q_____. We understand that all subcontractors must be certified with the CMS BEP Program at the time of submission of all bids and offers. **We understand that compliance with this section is an essential part of this contract and that the Utilization Plan will become a part of the contract, if awarded.**

Vendor submits the following statement:

- Vendor is a BEP certified firm and plans to fully meet the goal through self-performance.
- Vendor has identified BEP certified subcontractor(s) to fully meet the established goal and submits the attached executed Letter(s) of Intent; or
- Vendor has made good faith efforts towards meeting the entire goal as indicated on the attached Utilization Plan, or a portion of the goal, and hereby requests a waiver (complete checklist below).

Vendor's person responsible for compliance with this BEP goal:

Name: _____ Title: _____

Telephone: _____ Email: _____

Signature of authorized representative of bidder:

Name: _____ Title: _____

Signature: _____

Telephone: _____ Email: _____

Notary: _____

DEMONSTRATION OF GOOD FAITH EFFORTS TO ACHIEVE GOAL AND REQUEST FOR WAIVER

If the BEP participation goal was not achieved, the vendor must provide documented evidence of good faith efforts to achieve the goal.

Below is a checklist of actions that will be used to evaluate a Vendor's Demonstration of Good Faith Efforts and Request for Waiver. **Please check the actions which you completed.** If any other efforts were made to obtain BEP participation in addition to the items listed below, attach a detailed description of such efforts. The College reserves the right to review and audit the results of the vendor's efforts as described below.

- Utilize the Sell2Illinois website: www2.illinois.gov/cms/business to identify BEP certified vendors within the respective commodity/service codes denoted above and at a minimum email all listed vendors and solicit quotes from all vendors who express an interest via follow-up emails or telephone calls.
- Solicit through all reasonable and available means (e.g., attendance at a vendor conference, advertising and/or written notices) the interest of BEP certified vendors that have the capability to perform the work of the contract. Vendor must solicit this interest within sufficient time to allow the BEP certified vendors to respond to the solicitation. Vendor must determine with certainty if the BEP certified vendors are interested by taking appropriate steps to follow up initial solicitations and encourage them to submit a bid or proposal. Vendor must provide interested BEP certified vendors with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding promptly to the solicitation.
- Select portions of the work to be performed by BEP certified vendors in order to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate BEP certified vendor participation, even when Vendor might otherwise prefer to perform these work items with its own forces.
- Make a portion of the work available to BEP certified vendors and selecting those portions of the work or material needs consistent with their availability, so as to facilitate BEP certified vendor participation.
- Negotiate in good faith with interested BEP certified vendors. Evidence of such negotiation must include the names, addresses, email addresses, and telephone numbers of BEP certified vendors that were considered and an explanation as to why an agreement could not be reached.
- Thoroughly investigate the capabilities of BEP certified vendors and not reject them as unqualified without sound reasons.
- Make efforts to assist interested BEP certified vendors in obtaining lines of credit or insurance as required by the College.
- Make efforts to assist interested BEP certified vendors in obtaining necessary equipment, supplies, materials, or related assistance or services.

BEP Utilization Plan

The following firms will be utilized to meet the goals of the BEP Program

Name of Firm	Contract Value	Description of Work	% of Goal
Total			