

**Joliet Junior College  
Request for Proposal  
Wireless Communication Services**

Vendor Name \_\_\_\_\_

**1.1 General College Information**

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 13,900 credit and 20,000 non-credit students attending classes on its main campus located at 1215 Houbolt Rd., Joliet, IL and its four extension campuses; located in Romeoville, 1125 West Romeo Road, downtown Joliet, 214 N. Ottawa St., the southern portion of Joliet, 17840 Laraway Road, and Morris, 1715 North Division. The College employs over 1,000 employees, including all full and part-time faculty, staff and student workers.

**1.2 Purpose/Scope of RFP**

The purpose of this RFP is to obtain updated wireless communication services on all campuses. Detailed requirements are in Sections 2, 3, 4, and 5. The total amount of cellular phones is approximately 125; which includes cellular, data, text, two-way and pagers.

**1.3 Proposal Due Date**

The due date of this RFP is February 17, 2009 at 11:00 a.m., CST. An original copy and three copies shall be provided.

**1.4 Calendar**

<b>Date (2009)</b>	<b>Event</b>
Monday, February 2, 2009	Packages mailed and available
Monday, February 9, 2009	Questions due via fax or email
Tuesday, February 10, 2009	Responses emailed to vendors
Tuesday, February 17, 2009	Proposals must be submitted to the Purchasing Department, Building H, Room 1018

**1.5 Instructions to Vendors**

**Advice:** The department responsible for this RFP is the Purchasing Department located at 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Judy Mitchell, Director Business & Auxiliary Services, H-1018, telephone (815) 280-6640; fax (815) 280-6631.

Questions can be sent via telephone facsimile to (815) 280-6631, Attention: Judy Mitchell, or electronically to [jmitchel@jjc.edu](mailto:jmitchel@jjc.edu). All questions and answers will be published and provided to all potential vendors 24 hours after due date of receipt of questions.

Faxed proposals ARE NOT acceptable. All RFP's must be submitted by the date and time of public opening (see above). RFP's must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP Wireless Service, the opening date and time. An original and three (3) copies of the RFP shall be provided.

RFP's must be addressed to: Joliet Junior College, Judy Mitchell, Director Business & Auxiliary Services, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFP's not submitted in the format as instructed by this RFP may not be accepted.

**Receipt of RFP / Late RFP:** Sealed RFP's shall be received at the place and until the time indicated in this RFP (see above). It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

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RFP's received after the date and time specified shall be considered LATE, and shall not be considered for award.

**Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening:** Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director Business & Auxiliary Services or Joliet Junior College.

**Addenda:** The only method by which any requirement of this solicitation may be modified is by written addendum.

If an addendum to the proposal document required, JJC will email the addendum within a reasonable time prior to the due date. JJC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Proposals may not be considered if they do not include acknowledgement of a formal addendum. Addendums will be emailed to all vendors of record and such addendum shall be acknowledged by signing and including in your proposal submission.

**Proposal Due Date:** The proposal must be received on or before 11:00 a.m., Central Standard Time, on February 17, 2009, at the Purchasing Department, Building H, Room 1018, 1215 Houbolt Rd., Joliet, IL 60431-8938

**Insurance:** The vendor performing services at JJC shall:

1. Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.
2. Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

**Taxes:** JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

**Indemnification:** The vendor shall protect, indemnify and hold JJC 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 or 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.

**Disclosure:** Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

**Term of Contract:** Any contract, which results from this RFP, shall be for a period of two years from the date of the contract award, with the option to renew for two additional years.

**Subcontracting:** No portion of this contract may be subcontracted without prior permission of the College.

## **1.6 General Terms and Conditions**

**Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.

**Purchase:** After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business & Auxiliary Services.

**Right to Cancel:** JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

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**Governing Law and Venue:** This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute Resolution (ADR) has been exhausted.

**Dispute Resolution:** JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

**Costs:** All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of the vendor.

**Proprietary Information:** Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

**Negotiation:** JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

**Award:** The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

**Retention of Documentation:** All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

**Opening of Proposals:** Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

### **1.7 Format for Response**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and three (3) copies of the proposal will be required. The original copy should be so noted and signed

**1. Title Page**

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

**2. Table of Contents**

Clearly identify the materials by sections and page number(s).

**3. Profile of the Vendor**

a. Give the names of the persons who will be authorized to make representations for the vendor, their titles, addresses, and telephone numbers.

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b. Indicate any third-party firms involved with your program and state their role(s).

**5. Scope Section**

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

**6. Price Responses**

- a. Cell phones only
- b. Cell phones w/data and text plans
- c. Cell phone w/2 way
- d. Cell phone w/2 way, data and text plans
- e. Two-way only
- f. Pagers

**7. Promotional Items / Incentives to College**

- a. Pricing for staff personal cell phones
- b. Pricing for students personal cell phones

**8. Invoicing Procedure**

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

**9. Bidder's Certification Statement**

**1.8 Evaluation**

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the vendor to be awarded a contract for this project. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC.

**1.9 Scope of Work**

Joliet Junior College is soliciting proposals to replace wireless communication services on campus. All contracts are to be for a two-year period with our option to renew annually. The college is allowed to award this bid to one vendor or multiple vendors based on the best interest of the college.

The College is requesting pricing for the following equipment:

- Cellular phones only
- Cellular phone and two-way only
- Two-way only
- Text pagers

Cellular service must be available in all buildings at all campuses. Although carriers may have coverage at all locations; carrier should perform an on campus survey to determine which areas have no service (due to building design, interference, poor signal strength, etc.) and if they can provide a solution to remedy that and if there are additional costs involved.

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Vendor Name \_\_\_\_\_

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
City                      State                      Zip                      Date

\_\_\_\_\_  
Phone                                      Fax

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**CERTIFICATION OF CONTRACT/BIDDER**

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

\_\_\_\_\_  
NAME OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

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

Joliet Junior College District #525  
Director of Business & Auxiliary Services, H-1018  
1215 Houbolt Road  
Joliet, IL 60431-8938