



JOLIET JUNIOR COLLEGE

1901

JOLIET JUNIOR COLLEGE DISTRICT #525

(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938

INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **CHARTER BUS RENTAL** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

PROPOSALS:

Proposals will be received and publicly read aloud by the Joliet Junior College District #525, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

PLACE: Joliet Junior College District #525
Director of Business & Auxiliary Services, H1019
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: APRIL 25, 2011

FAXES ARE NOT ACCEPTABLE

TIME: 2:00 PM

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, H1019, plainly marked, with the Bidder's Name and Address and the notation:

BID: CHARTER BUS RENTAL

PRE-BID MEETING: NOT REQUIRED

DELIVERY:

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

TAX EXEMPTION:

Joliet Junior College District #525 is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS:

Joliet Junior College District #525 requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

BIDDING PROCEDURES:

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

SUBSTITUTIONS:

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

REJECTION OF BIDS:

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of company official on 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.

Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.

CLERICAL ERRORS:

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

SAMPLES:

Bidder may be required to furnish samples upon request and without charge to the College.

BID SECURITY: NOT REQUIRED

PAYMENTS:

Certified Payroll: **NOT REQUIRED**

Partial Lien Waivers: **NOT REQUIRED**

Final Lien Waivers: **NOT REQUIRED**

INSURANCE:

The successful bidder will be required to furnish a certificate of insurance in the following amounts:

The insurance coverage required here-in-under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner.

The Contractor will purchase and maintain "all risks" Builder's Risk property insurance subject only to such exclusions as have been specifically approved by the Owner in writing.

A. Workers Compensation

1. State: Statutory
2. Applicable Federal: Statutory
3. Employer's Liability:
 - a. \$1,000,000 per Accident
 - b. \$1,000,000 Occupational Disease

B. Commercial Comprehensive Liability

1. Each Occurrence: \$2,000,000
2. Products/Completed Operations Aggregate: \$2,000,000
3. Personal/Advertising Injury: \$2,000,000
4. General Aggregate: \$2,000,000
5. Policy shall include: \$2,000,000
 - a. Premises: Operations
 - b. Independent Contractors Liability
 - c. Products and Completed Operations: Maintained for minimum of one year after date of final Certificate for Payment, in full amount of the limits specified above.
 - d. Contractual Liability
 - e. Coverage for explosion (x), collapse (c), and underground (u).
6. The Commercial Comprehensive Liability policy shall include a contractual liability endorsement insuring the indemnity required by the contract. The indemnities shall be named as additional insured on the Contractor's Commercial Comprehensive Liability policy using Form CG 20 10 or its equivalent and shall name Joliet Junior College, its Board of Trustees, officers, employees and agents as additional insured's at a minimum. The Contractor hereby agrees to effectuate the naming of such additional insured's as unrestricted additional insured's on the Contractor's policy. The additional insured endorsement shall provide the following:
 - a. That the coverage afforded the additional insurance will be primary insurance for the additional insurance with respect to claims arising out of operations performed by or on behalf of the Contractor.
 - b. That the policy shall contain a thirty (30) day notice of cancellation prior to the effective date thereof.
 - c. That the additional insureds have other insurance which is applicable to the loss, such other insurance will be on an excess or contingent basis.

- d. That the amount of the company's liability under the insurance policy will not be reduced by the existence of such other insurance.
- e. That the additional insureds will not be given less than thirty (30) days prior written notice of any cancellation thereof.
- f. That the Contractor agrees to indemnify the College for any applicable deductibles.
- g. That the insurance policy from an A.M. Best rated "secured" Illinois State licensed insurer.
- h. The Contractor shall provide the College with a copy of its insurance policy or in the alternative and subject to the College's agreement, an excerpt of a page from the actual policy evidencing the additional insureds as provided for herein.
- i. Contractor acknowledges that failure to obtain such insurance on behalf of the College constitutes a material breach of the contract and subjects Contractor to liability for damages, indemnification and all other legal remedies available to College. The Contractor is to provide the College at all times with a certificate of insurance, evidencing the above requirements have been met. The failure of the College to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the College.
- j. That enclosed is a copy of the endorsement providing additional insured's status and that the Contractor will furnish a Certificate of insurance evidencing the foregoing provisions.
- k. Please include clause below in the policy:
It is agreed that Joliet Junior College, its Board of Trustees, officers, employees, agents and (Architect/Engineer Name) are additional insureds on the policy.

C. Business Auto Liability (including owned, non-owned and hired vehicles).

- 1. Bodily injury
 - a. \$1,000,000 per person
 - b. \$2,000,000 per accident
- 2. Property damage: \$1,000,000 OR
- 3. Combined Single limit: \$1,000,000

D. Umbrella

- 1. Umbrella Excess Liability: \$4,000,000
- 2. If the Contractor's Workers Compensation, Commercial General Liability and Business Auto policies do not have these minimum limits, an Umbrella policy written by an insurance company acceptable to the Owner may be used to meet the minimum limits required.

All such policies of insurance shall be written by companies approved by the College and Certificates of Insurance shall be furnished to the College. The College shall be listed as an additional insured

under such policies. Each policy shall require at least 30 days notice to the College in the event of cancellation. The contractor agrees to indemnify, defend, and hold harmless the College from and against all suits or claims, which may be based upon any injury to or death of any person or persons or damage to property, which may occur or which may be alleged to have occurred in the course of the performance of this Agreement by the Contractor, whether such sum claim shall be made by an employee of the Contractor, by a third person or their representatives, or whether or not it shall be claimed that the said injury, death, or damage or cause through a negligence act or omission of the Contractor; and the all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the College in any such action or actions, the Contractor, at its own expense, shall satisfy and discharge the same.

PERFORMANCE BONDS: NOT REQUIRED

LAWS AND ORDINANCES:

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

DAMAGE AND NEGLIGENCE:

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior 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.

APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED

SUBCONTRACTORS:

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

PREVAILING WAGE RATE: NOT REQUIRED

BLACKOUT PERIOD:

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

OTHER:

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

BID QUANTITIES:

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

BID AWARDS:

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

CHANGES TO CONTRACT AFTER BID AWARD:

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

GENERAL:

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

B11024

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College District #525, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.



Judy L. Mitchell
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE DISTRICT #525
(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938
Telephone: (815) 280-6640
Fax: (815) 280-6631

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
<http://www.jjc.edu/info/purchasing>

QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:
purchasing@jjc.edu

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.

SIGNATURE 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-1019
1215 Houbolt Road
Joliet IL 60431

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____, does hereby certify pursuant to the *Illinois Drug-Free Workplace Act* (30 ILCS 580/) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

By Authorized Agent

Date

SUBSCRIBED AND SWORN TO before me
This ____ day of _____, 2009.

NOTARY PUBLIC

**EXECUTE AND ATTACH TO PROPOSAL FORM
JOLIET JUNIOR COLLEGE**

SPECIFICATIONS FOR CHARTER BUS RENTAL

Joliet Junior College requests bids on the items listed below for the rental of charter buses during the period July 1, 2011 through June 30, 2012. This agreement may be renewed for an additional two fiscal years upon the agreement of both parties. Joliet Junior College's fiscal year is July 1st – June 30th.

The anticipated annual bus rental in a fiscal year is approximately: 10 events.

Bus rental includes a licensed driver.

The College shall not be bound to rent this estimated usage.

In the event the lowest bidder does not have a bus available when it is needed, the College reserves the right to go to the next lowest bidder.

The College requires bus pick-up/drop off from the College's main campus at 1215 Houbolt Road, Joliet, IL.

A tentative schedule for the fiscal year (July1-June 30) sports team travel is attached.

Joliet Junior College reserves the right to cancel this contract upon 15 days notice in the event the services requested are not delivered in a manner desired by the College. The safety record/operation of the vendor is a vital consideration. The college requires that the vendor be D.O.T. certified and licensed to provide the types of services requested. The successful vendor must provide copies of all certifications and licenses.

The vendor's completeness of the bid response and past service to clients will be considered in the bid award.

Vendor Name _____

Joliet Junior College
Bid Form Proposal for Rental of Charter Buses

Option: Bus Rental

Year 1

Year 2

Year 3

For buses up to 25 passengers:

- | | | | |
|---|-------|-------|-------|
| 1. Daily rate for bus | _____ | _____ | _____ |
| 2. Indicate maximum if different than daily rate | _____ | _____ | _____ |
| 3. Hourly rate | _____ | _____ | _____ |
| 4. Indicate minimum number of hours | _____ | _____ | _____ |
| 5. Cost per mile | _____ | _____ | _____ |
| 6. Amount of local mileage allowed per day once bus reached destination | _____ | _____ | _____ |

Other fees and contractual information:

- | | | | |
|--|-------|-------|-------|
| 7. Driver's daily fee | _____ | _____ | _____ |
| 8. OR Driver's hourly fee | _____ | _____ | _____ |
| 9. Per diem (meals/lodging) for driver | _____ | _____ | _____ |

	Year 1	Year 2	Year 3
10. If overnight stay is required who is responsible for the driver's hotel room?	_____	_____	_____
11. Gratuity	_____	_____	_____
12. Fuel Surcharge	_____	_____	_____
13. Indicate who is responsible for tolls, parking and other fees?	_____	_____	_____
14. Indicate # of advance day's notice required	_____	_____	_____
15. Cancellation policy	_____	_____	_____
16. Maximum number of hours a driver may drive during one 24 hour period	_____	_____	_____
17. Number of rest hours required between driving periods	_____	_____	_____
18. Charge per relay driver	_____	_____	_____
19. Indicate any other additional fees:	_____	_____	_____
20. Indicate how you handle delays in travel due to inclement weather	_____	_____	_____
21. Indicate the bus depot from which all hourly/daily charges would start	_____	_____	_____

Vendor Name _____

Joliet Junior College
Bid Form Proposal for Rental of Charter Buses

Option: Bus Rental

For buses up to 60 passengers:

	Year 1	Year 2	Year 3
1. Daily rate for bus	_____	_____	_____
2. Indicate maximum if different than daily rate	_____	_____	_____
3. Hourly rate	_____	_____	_____
4. Indicate minimum number of hours	_____	_____	_____
5. Cost per mile	_____	_____	_____
6. Amount of local mileage allowed per day once bus reached destination	_____	_____	_____

	Year 1	Year 2	Year 3
<i>Other fees and contractual information:</i>			
7. Driver's daily fee	_____	_____	_____
8. OR Driver's hourly fee	_____	_____	_____
9. Per diem (meals/lodging) for driver	_____	_____	_____
10. If overnight stay is required who is responsible for the driver's hotel room?	_____	_____	_____
11. Gratuity	_____	_____	_____
12. Fuel Surcharge	_____	_____	_____
13. Indicate who is responsible for tolls, parking and other fees?	_____	_____	_____
14. Indicate # of advance day's notice required	_____	_____	_____
15. Cancellation policy	_____	_____	_____
16. Maximum number of hours a driver may drive during one 24 hour period	_____	_____	_____
17. Number of rest hours required between driving periods	_____	_____	_____
18. Charge per relay driver	_____	_____	_____
19. Indicate any other additional fees:	_____	_____	_____

	Year 1	Year 2	Year 3
20. Indicate how you handle delays in travel due to inclement weather	_____	_____	_____
21. Indicate the bus depot from which all hourly/daily charges would start	_____	_____	_____

Football Team Travel

For the football team, indicate below the number of buses you would use to accommodate passengers numbering from 80-85. Include charges as requested above:

Other:

Sports events may be cancelled and rescheduled to the next day. The College shall not pay any cancellation penalties. Explain your procedure/policy on rescheduling rentals. Include any fees not noted in above rentals.

Include information on buses available for use. Information shall include: manufacturer/model/year and current mileage and number of seats. Indicate whether the bus has seat belts.

Include information on your driver certification/drug testing program.

Vendor Name _____

Joliet Junior College
Bid Form Proposal for Rental of Charter Buses

Include three references where you have provided similar service.

_____	_____	_____
Name	College/School	Phone Number
_____	_____	_____
Name	College/School	Phone Number
_____	_____	_____
Name	College/School	Phone Number

Please price the following scenarios:

- 1) The men’s and women’s basketball team (33 passengers) leaves the College at 12/5/11 at 2:00 p.m. to travel to McHenry Community College in Crystal Lake, IL. The round trip mileage is 141. The team arrives at 4:00 p.m. at McHenry Community College. The driver takes the men’s basketball team to dinner while the women play and return for their game. The driver takes the women’s team to dinner and returns. Depart McHenry Community College at 9:30 p.m. for return to Joliet Junior College. Arrive back in Joliet at approximately 11:30 p.m.. What is the total cost of transportation for this trip? Include pricing breakdown by mileage or daily rate and additional costs.

\$ _____

Vendor Name _____

Joliet Junior College
Bid Form Proposal for Rental of Charter Buses

2) The baseball team (31 passengers) travels to Nashville, TN. Depart JJC on 3/15/12 at 6:00 a.m. Stop for lunch. Arrive at hotel in Nashville, TN and check in. Depart daily (3/16-3/20) from hotel for game and return to hotel by 9:00 p.m. The team is not bussed for their meals. There is a second hotel in Columbia (above Nashville) that the team will check into during their stay. Depart for JJC on 3/21/12 and make a stop for a meal. Arrive back at JJC evening 3/21/12. What is the total cost of transportation for this trip? Include pricing breakdown by mileage or daily rate and additional costs.

\$ _____

FIRM

SIGNATURE

ADDRESS

PRINTED NAME

CITY STATE ZIP

DATE

PHONE NO. FAX NO.

E-MAIL ADDRESS

Bid summaries and awards can be viewed at www.jjc.edu/purchasing

**JOLIET JUNIOR COLLEGE
TENTATIVE TRAVEL FOR CHARTER BUS RENTAL**

8/26/11	Men's Football	Leave for Little Rock, AR	80+
8/27/11	Men's Football	Play game, drive straight back	80+
9/9/11	Men's Football	Leave for Council Bluffs, IA	80+
9/10/11	Men's Football	Play game, drive straight back	80+
9/30/11	Men's Football	Leave for Fort Dodge, IA	80+
10/1/11	Men's Football	Play game, drive straight back	80+
10/29/11	Men's Football	Football at Palatine, IL	80+

DATE	TEAM	DESTINATION	Approximate # traveling
3/10/12	Men's Baseball	Leaving JJC for Nashville, TN	40+
3/11/12	Men's Baseball	Games 1 hr. from Nashville	40+
3/12/12	Men's Baseball	Game 1 hr. from Nashville	40+
3/13/12	Men's Baseball	Game 1 hr. from Nashville	40+
3/14/12	Men's Baseball	Game 1 hr. from Nashville	40+
3/15/12	Men's Baseball	Play single game and drive straight back to Joliet—Return Late PM	40+

Other possible trips depending on qualification:

DATE	TEAM	DESTINATION	Approximate # traveling
11/9/11	Women's Volleyball	Leaving JJC for Rochester, MN	20+
11/13/11	Women's Volleyball	Return to JJC from Rochester, MN	20+
3/6/12	Men's Basketball	Leaving JJC for Loch Sheldrake, NY	20+
3/11/12	Men's Basketball	Return to JJC from Loch Sheldrake, NY	20+
3/6/12	Women's Basketball	Leaving JJC for Rochester, MN	20+
3/11/12	Women's Basketball	Return to JJC from Rochester, MN	20+
5/16/12	Men's Baseball	Leaving JJC for Tyler, TX	40+
5/26/12	Men's Baseball	Return to JJC from Tyler, TX	40+
5/15/12	Women's Softball	Leaving JJC for Rochester, MN	20+
5/20/12	Women's Softball	Return to JJC from Rochester, MN	20+