



# JOLIET JUNIOR COLLEGE

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## Joliet Junior College LIBRARY MATERIALS Request for Proposal

**Bid Due Date: September 28, 2011 @ 2:00 P.M. CDT**

**Questions will be compiled and answers provided to all vendors. Requests for clarification should be emailed to Judy Mitchell at [jmitchel@jjc.edu](mailto:jmitchel@jjc.edu) before 09/16/2011, at NOON. Winning bidder will be notified on October 12, 2011 contingent upon approval.**

All bids and supporting documentation, unless otherwise stated, must be submitted to Joliet Junior College Attn: Judy Mitchell with a subject line of Library Materials. One (1) original and one (1) copy will be required. Proposals must be received no later than 2:00 p.m. CDT on 09/28/2011.

**BUSINESS SERVICES:**     **Joliet Junior College**  
Judy Mitchell, Dir. of Business & Auxiliary Services  
1215 Houbolt Road, Room A3102  
Joliet, Illinois 60431  
E-mail: [jmitchel@jjc.edu](mailto:jmitchel@jjc.edu)

**RFP NAME:**                     **LIBRARY MATERIALS**

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**The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals for the purchase of library materials including books, and audiovisual materials to be ordered as needed by the college library. Vendors must be able to provide a large variety of books to support the academic and instructional needs of the college. Additional scope is discussed in the specification portion of this proposal.**

**Joliet Junior College (JJC) reserves the right to accept or reject any or all bids. It is the college's intent to award this contract to the vendor who provides the best overall value to the college. Joliet Junior College is not obligated to award this contract to lowest bidder.**



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Joliet Junior College  
Request for Proposal  
LIBRARY MATERIALS

RFP Opening SEPTEMBER 28, 2011 @ 2:00 PM

## **SCHEDULE OF EVENTS:**

Date (2011)	Event
September 11, 2011	Vendors contacted via email / advertised
September 16, 2011 @ NOON	Last date/time for submission of written questions via email to <a href="mailto:jmitchel@jjc.edu">jmitchel@jjc.edu</a>
September 20, 2011 – END OF DAY	Responses to questions emailed
September 28, 2011 @ 2:00 PM	Proposals must be submitted to: <b>Joliet Junior College</b> Judy Mitchell, Dir. of Business & Auxiliary Services 1215 Houbolt Road, Room A3102 Joliet, Illinois 60431
September 29, 2011	JJC Evaluation Team reviews proposal
October 11, 2011	Notification of Award

Please direct proposal questions to: [jmitchel@jjc.edu](mailto:jmitchel@jjc.edu)

## **OVERVIEW**

Founded in 1901, Joliet Junior College is the first public community college in the nation. From an initial enrollment of six individuals, Joliet Junior College has grown to serve more than thirty one thousand students in a variety of education programs. Today, the college offers five locations at which students enrolled in courses can pursue post-secondary degrees.

## **VISION STATEMENT**

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for post-secondary education.



## **MISSION STATEMENT**

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

## **JOLIET JUNIOR COLLEGE SECURITY STATEMENT**

All information provided by Joliet Junior College in connection with this RFP shall be considered confidential and proprietary information and must not be disclosed to individuals outside the vendor's organization without prior written approval by the College.

All records received from a Contractor will be deemed public records and presumed to be open. If the contractor submits with the proposal any information claimed to be exempt under the Illinois Statutes, this information must be placed in a separate envelope.

## **SCOPE OF SERVICES**

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals for the purchase of library materials including books and audiovisual materials to be ordered as needed by the college library. Vendors must be able to provide a large variety of books to support the academic and instructional needs of the college. Additional scope is discussed in the specification portion of this proposal.

## **SPECIFICATIONS**

Vendors must be able to offer the following services:

- Provide secure online ordering website which includes the following:
  - allows college to request materials on a weekly basis
  - provides online status for all orders placed
  - provides reporting capabilities
- Supports an efficient library workflow regarding the procurement of materials
- Online ordering provides quick turnaround time, products must be shipped the same week they are ordered
- Large variety of books to support the various academic/ instructional needs of the college
- Broad range of academic centric books
- Provide postage paid envelopes for returns
- No minimum order requirements
- Pre-publication offers
- No fees for out of print searching
- Shipping costs to be included in your pricing



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- Cost: Bidders should describe in detail the pricing and discount structure, including any and all costs, including additional charges and how they are calculated for each category of materials. Discounting should be included for Trade, University Press and Scholarly Trade (science, technology medical, and textbooks)

## **INSTRUCTIONS TO VENDORS**

ADVICE: The JJC contact will be Judy Mitchell, Director Business & Auxiliary Services, A-3102, telephone (815) 280-6640; fax (815) 280-6631. Questions concerning this RFP will be answered if sent to via email to [jmitchel@jjc.edu](mailto:jmitchel@jjc.edu) on or before Friday, 09/16/11 at Noon. All questions and answers will be published and provided to all potential suppliers by end of business day on 09/20/11.

## **SUBMISSION**

The submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed. 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 for Library Materials, the opening date and time. An original and one (1) copy of the RFP shall be provided.

RFP's must be addressed to: Joliet Junior College, Judy Mitchell, Director Business and Auxiliary Services, Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFP's not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only, properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFP's shall be received at the place and until the time indicated in this RFP. 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. RFP's received after the date and time specified shall be considered LATE, and shall not be opened.

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 maybe 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



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the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

## **ADDENDA**

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

## **SIGNATURE ON BIDS**

JJC requires the signature on documents to be that of an authorized representative of said company.

## **CERTIFICATION FORM**

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your proposal.

## **PROPOSAL DUE DATE**

The proposal must be received on or before September 28, 2011 at 2:00 PM to, Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938

## **INSURANCE**

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

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.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.



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## **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 supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

## **INDEMNIFICATION**

The supplier 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 supplier.

## **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 one year from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional four (4) one-year terms.

## **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 and 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.

**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



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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 and shall be borne by 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 supplier 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.



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## **QUANTITY**

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

## **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 one (1) copy of the proposal will be required. Each shall be submitted in a binder. The original copy should be so noted and signed

### **1. VENDOR INFORMATION**

- (a) Vendor shall provide information pertaining to the company's financial standings. Documents should include but not be limited to Dunn & Bradstreet reports (or similar report).
- (b) Vendor shall provide a brief overview of the company's history, products, services, and customer demographics.

### **2. PRICING**

- (a) Illustrate all financial elements in this Section so that all costs (one-time, fixed, recurring, ongoing, optional, usage based, etc.) for all hardware, software, licensing, hardware maintenance, software maintenance, and shipping are reflected.
- (b) List all miscellaneous costs or fees that may be incurred with the purchase and installation of this system.
- (c) List any additional reimbursable costs. Travel expenses must comply with Joliet Junior College's policies

### **3. DISCOUNTS**

- (a) All discount structures, educational discounts, volume discounts, grants, beta site arrangements, special offers, etc. shall be indicated in this Section.
- (b) Clearly delineate and reflect by line item and totals, any educational allowances and discounts available for each category such as hardware, software, licensing, hardware maintenance, software maintenance, shipping, support, etc.
- (c) Clearly delineate thresholds and volumes necessary if discounts are scaled.



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(d) Prepayment plans with associated discounts or allowances should be considered in your pricing schemes.

#### **4. REFERENCES**

1. Please provide a list of educational references using the proposed service. We prefer that educational references include institutions similar in size and configuration.
2. Installation of your product(s) should have occurred within the last 3 years.
3. Provide the organization name, contact name, address, email, phone number, date of installation.

#### **PROPOSAL EVALUATION**

It is the intent of the College to obtain the highest value at the most reasonable price. To achieve this goal, bids will be evaluated on several factors:

- Pricing/Charges
- Ability to Meet our Needs
- References

The College reserves the right to reject all proposals or to award the proposal that is in the best interest of the College.

#### **CONFIDENTIALITY**

All bidders agree that any information about Joliet Junior College, which is exchanged as part of this bid, negotiation, or performance stages of this contract will be kept confidential by the bidder. Information exchanged with reference to enrollment, projects and future plans for expansion and other sensitive information are of most importance and are confidential.

#### **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.



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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.

\_\_\_\_\_  
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, A3102  
1215 Houbolt Road  
Joliet IL 60431