

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Physical Education Arena Event Equipment Rental - Bid Rejection

2. **REASON FOR CONSIDERATION**

Bid rejections must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

Conference & Event Services coordinates numerous large events in the Physical Education Center (PEC) annually, including COD Commencement. To benefit from quantity pricing and to reduce costs by using a single vendor for sequential events, the College issued a bid for rental equipment, such as chairs, tables, staging, and set-up services.

A legal notice for an Invitation for Bids was published on February 5, 2018 in the Daily Herald; the invitation was also posted to the College of DuPage Purchasing website and distributed to in-district Chambers of Commerce. Thirteen (13) vendors were directly solicited. Twenty-three (23) vendors downloaded the bid document. A public opening of the bids was held on March 9, 2018 at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC 1B03A). The following individuals were in attendance: Ellen Roberts (COD Director, Business Affairs), Jacoby Radford (COD Purchasing Manager/Recorder), John McGarry (COD Buyer/Facilitator), Judy Coates (COD Manager, Learning and Organization Department/Agent of the Board). Three (3) bids were received. No women/minority owned businesses submitted a bid.

The three bids received were disqualified for non-responsiveness to the bid submittal requirements. Each bidder neglected to provide all required submittal documentation per the bid specifications. Two (2) bidders altered the bid response form provided with the bid specifications. One (1) bidder did not provide the required signed addenda. These documents are required to determine the bidder's conformance in all material respects to the bid specifications.

4. **RECOMMENDATION**

That the Board of Trustees rejects all bids received for the rental of equipment for Physical Education Arena events due to non-conformance with the bid submittal

requirements. The College will seek to rebid Physical Education Arena Event Equipment Rental as soon as practical to secure contract(s) for FY19.

Staff Contact: Ellen Roberts, Director, Business Affairs

BOARD APPROVAL

SIGNATURE PAGE FOR

PHYSICAL EDUCATION ARENA EVENT EQUIPMENT RENTAL – BID REJECTION

ITEM(S) ON REQUEST

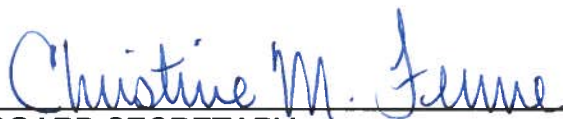
That the Board of Trustees rejects all bids received for the rental of equipment for Physical Education Arena events due to non-conformance with the bid submittal requirements. The College will seek to rebid Physical Education Arena Event Equipment Rental as soon as practical to secure contract(s) for FY19.



BOARD CHAIR

4/19/18

DATE



BOARD SECRETARY

4/19/18

DATE

2018-B0034 PE Arena Event Equipment Rental**ADDENDUM # 4****March 5, 2018**

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This addendum is being issued to update the specifications and provide additional information.

This information becomes part of the Bid/RFP Documents upon receipt. Please review and incorporate into your Bid/Proposal accordingly.

For which Bids are scheduled to be received on March 9, 2018 no later than 2:00 a.m., Central Time.

Bids will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, **Room 1B03**, 425 Fawell Blvd., Glen Ellyn, IL 60137.

The signed Addendum acknowledgment is required to be returned with your Bid no later than the due date set forth for this Invitation to Bid.

Below are clarifications to this bid:

Revision 1.**Event:****August, 2018****Monday, August 6-9 – COD New Student Orientation****Currently Reads:****This tarped event with approximately 100, 8' rounds****Change To:****This tarped event with approximately 100, 6' rounds**

Revision 2.

Optional Line Items Used for PE Arena Events:

Page #21

Item 34 Description Currently Reads:

Tables – 8' x 30" Rectangular

Change To:

Tables – 6' x 30" Rectangular

2018-B0034 PE Arena Event Equipment Rental

ADDENDUM # 4

March 5, 2018

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This signed Addendum is required to be returned with your Bid no later than the due date set forth for this Invitation to Bid. If you have already submitted your Bid, please submit this signed form via email to purchasing@cod.edu.

You can submit this completed addendum to the Purchasing Office by one of the means below:

All issued addenda must be signed and returned to the College as per the instructions in the addenda or bid will not be accepted.

ACKNOWLEDGMENT

You can submit this completed addendum to the Purchasing Office by one of the means below:

1. If you have not yet submitted your bid please sign this addendum and include with your sealed bid.
2. If you have already submitted your bid, please sign and return to the Purchasing office via email at purchasing@cod.edu no later than the scheduled bid deadline. We will make sure it accompanies your bid.

You also have the option of withdrawing your proposal, if necessary.

ACKNOWLEDGEMENT:

I HAVE RECEIVED THIS ADDENDUM # _____

Company Name: _____

Address: _____

Authorized Signature: _____

2018-B0034 PE Arena Event Equipment Rental**ADDENDUM # 3****March 2, 2018**

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This addendum is being issued to update the specifications and provide additional information.

This information becomes part of the Bid/RFP Documents upon receipt. Please review and incorporate into your Bid/Proposal accordingly.

For which Bids are scheduled to be received on March 6, 2018 no later than 11:00 a.m., Central Time.

Bids will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, **Room 1B03**, 425 Fawell Blvd., Glen Ellyn, IL 60137.

The signed Addendum acknowledgment is required to be returned with your Bid no later than the due date set forth for this Invitation to Bid.

Below are clarifications to this bid:

Section I. Revision**1. The Due Date Change:****Currently Reads:****BIDS DUE: TUESDAY, MARCH 6, 2018 at 2:00 p.m. Central Time****Change To:****BIDS DUE: Friday, MARCH 9, 2018 at 2:00 p.m. Central Time**

- 2.** Section 3.0, Specifications, is deleted and replaced in its entirety with the revised Specification in Attachment A of the Addendum.
- 3.** Section 4.0, Bid Form, is deleted and replaced in its entirety with the Bid Form in Attachment B of this Addendum.

Section II. Clarifications

Question 1 - What are the dates for each requested equipment pricing?

ANSWER: Refer to the revised requirements in Attachment A of this addendum, section 3.1, Physical Education Center (PEC) Arena Event Equipment Rental, Services and Event Supplies.

Question 2 - Page 21 item 1 what event is this for?

ANSWER: The events are described in section 3.1.A, Description of Services, Frequencies and Schedule of Work Flow of the specifications. See Question 1 for additional information; refer to Attachment A of this Addendum for event dates and related times.

Question 3 - What is the date of use for each of the three years?

ANSWER: The dates and expected delivery times of the events outlined for August 2018 through June 2019 will generally be the same for the same periods in 2019-2020 and 2020-2021 school year. The awarded vendor will receive an annual event schedule at the beginning of the next fiscal year.

Question 4 - What is the delivery date/timing for each of the three years?

ANSWER: See response to Question 3.

Question 5 - What is the pick-up date/timing for each of the three years?

ANSWER: See response to Question 3.

Question 6 - Please specify which date & event/equipment stays in place for 1.5-2 weeks?

ANSWER: Graduations May 17 through May 25 (expected to be similar time period for all years of Bid).

Question 7 - Would staffing requested ever be to set up/remove your equipment only?

ANSWER: The only equipment requested to be moved is general sports equipment on occasion.

Question 8 - Do you own your own tarps and stages or should the bid include rental tarps & stages?

ANSWER: Yes, the College owns tarps. The College does not own stages in the PE Arena.

Question 9 - If the equipment that needs to be installed/removed is owned by COD, do you provide all handling material to move the equipment? ie: dolly's/carts

ANSWER: Yes.

Question 10 - What size are the tarps?

ANSWER: The tarps are 26 feet x 164 feet each roll. There are 10 tarps. Tarp is folded in half and rolled onto 15 foot PVC pipe with core by rental staff for dismantle and unrolled for setups.

Question 11 – Clarification for Stage Pieces

ANSWER: Bidders are required to provide the quantity needed for the required dimensions of the stage. For example, the College requires a Stage with the following dimensions: 12'w x 24'l x 24"h. If a bidder is utilizing a 4' x 8' foot stage piece, then 9 stage pieces will be required to set-up the entire stage.

Question 12 - Item #15: is quantity 40 runs of 16' tall x 40' straight runs Or only need 1 run of 40' long?

ANSWER: There is one run behind Stage for all graduations, however, STEMCON may have one or two of them. The height requirement will be determined at time event request..

Question 13 – Item #17 what would make a set of steps ADA compliant?

ANSWER: Railings for all steps must be provided by vendor. Please note ramps do not have railings.

Question 14 - Is it acceptable to write/ indicate on bid sheet that pricing is based on one day rental?

ANSWER: Refer to the revised Bid Form in Attachment B of this addendum, Section 4.0, Bid Form. All items or package pricing assumes one time usage per event. Bidders must use the unit cost indicated in the bid form in its bid submission. Bidders may submit an alternate bid, provided that the items

Attachment A

3.0 SPECIFICATIONS

The College is seeking bids for event equipment rental and services for the Physical Education Center (PEC) Arena events to include but not limited to laying tarp, various types of chairs, tables, linen, skirting, stage equipment, stanchions and pipe and drape. This bid is for a three-year contract with an option to renew for up to two additional years.

3.1 Physical Education Center (PEC) Arena Event Equipment Rental, Services and Event Supplies

The College coordinates and stages at least 12 major annual events in the indoor PE Arena in the Physical Education Center. Event sizes range from 300 to 5,000 people. Contractor must provide staff, equipment, event related equipment, supplies and services needed to setup, re-set and take down of the venue for various types of events, which include but not limited to laying tarp, various types of chairs, tables, linen, skirting, stage equipment, stanchions and pipe and drape. The events may be located in or outside the PE Arena and on-site or off-site locations.

The Contractor(s) possess a working knowledge of setting up large and small public special events. Contractor must have experience providing set-up services for large special events (servicing 1000 or more attendees). Contractor must have been in the business of providing equipment rental and set-up services for special events similar to those detailed in this section for at least three (3) years.

The events listed in Section 3.1.A and the line items 1 to 21 listed in section 4.1 generally encompass the rental requirements for the PE Arena Graduation Events. All events are located in the PE Arena.

A. Description of Services, Frequencies and Schedule of Work Flow

Annual Service Dates with arrival times noted and minimum staffing:

AUGUST, 2018

- Monday, August 6-9 – COD New Student Orientation arrival promptly at 6am. Event is Tuesday and Thursday. Minimum 6 to 10 setup crew. *This is tarped event with approx. 100, 8' rounds and 800 folding chairs. Pick up is after 2pm on 8/9.*
- Wednesday, August 15-17 – COD In-Service Employee Event arrival promptly at 6am. Event is Thursday and Friday. Minimum 6 to 10 setup crew. *This event has not been confirmed yet, however, expected to be tarped event with estimate of 200, 8' rounds, 2,000 folding chairs and 200 white table linens. Pick up is after 5pm on 8/17.*

OCTOBER, 2018

- Tuesday, October 16 – COD College Fair arrival promptly at 6am. Event is 5pm same day. Minimum 6 to 10 setup crew. *This is a tarped event with approx. 250, 6' rectangular tables, and 500 folding chairs. Pick up table is after 10pm on 10/16.*

NOVEMBER, 2018

- Friday, November 2-4 – Tarping for Craft Show with tables/chairs and stanchions. Setup Friday at 5pm. Event is Saturday and Sunday. Minimum 6 to 10 setup crew. *This is a tarped event approx. 10 stanchions, and setup of about 30, 8' COD tables and 90 COD chairs. Pick up time is after 7pm on 11/4.*

DECEMBER, 2018

- Friday, December 7-9 – Tarping for Craft Show with tables/chairs and stanchions. Setup Friday at 5pm. Event is Saturday and Sunday. Minimum 6 to 10 setup crew. *This is a tarped event approx. 10 stanchions, and setup of about 30, 8' COD tables and 90 COD chairs, if needed. Pick up time is after 7pm on 12/9.*

MARCH, 2019

- March 22-24 – Tarping for **Craft Show** with tables/chairs and stanchions. Setup Friday at 3pm. Event is Saturday and Sunday. Minimum 6 to 10 setup crew. *This is a tarped event approx. 10 stanchions, and setup of about 30, 8' COD tables and 90 COD chairs, if needed. Pick up time is after 7pm on 3/24.*

APRIL, 2019

- April 26-27 – Tarping, booths, small stage, pipe & drape, possible stanchions for **COD STEMCON**. Setup Friday at 6am. Event is Saturday. Minimum 6 to 10 setup crew. *This is a tarped event with approx. 100 pipe & drape booth (10'x10'), Stage size not confirmed yet or backdrop pipe and drape, 2 step stairs (2), about 100, 6' rectangular tables, 5 to 20 black stanchions, and 350 to 400 chairs. White linens may be needed too. Pick up time is after 5pm on 4/27.*

MAY, 2019

General items for all graduations are 700 whites folding chairs and 3500 gray/black folding chairs, up to 50 stanchions including Items: 1-2, 3,5-6, 12-22, 27-28 31,35. Pickup time is 8pm on Saturday, 5/25.

- Thursday, May 16 - Total Setup for **COD Commencement** - arrival promptly at 6:00am – minimum 10 setup crew until 3pm or when completed. Complete Setup of tarping, staging, chairs, pipe and drape, etc. Event is Friday, May 17. Minimum 10 to 15 setup crew.

Friday-Sunday (May 17-19) – **all Contractor's event equipment inventory stays on-site** in PE Arena.

- Monday, May 20 - Total Re-Set for **High School Ceremonies** - arrival promptly at 6:00am – minimum 10 setup crew until 2pm or when completed re-set of all approx. 5,000 chairs. Minimum 10 to 15 setup crew.

Wednesday, May 22 – **Total Chair Re-set** at 7pm ceremony - arrival promptly at 9pm – minimum 10 setup crew until 12 a.m. or when completed for complete re-set of all approx. 5,000 chairs. Minimum 10 to 15 setup crew.

Thursday, May 23 – **Total Chair Re-set** after 7pm ceremony - arrival promptly at 9pm, minimum 10 setup crew - Reset for next graduation until 12 a.m. or when completed re-set of all approx. 5,000 chairs. Minimum 10 to 15 setup crew.

Friday, May 24 - **Total Chair Re-set** after 7pm ceremony - arrival promptly at 9pm, minimum 10 setup crew - Reset for next graduation until 12 a.m. or when completed re-set of all approx. 5,000 chairs.

Saturday, May 25 – **Total Dismantle** arrival promptly at 5pm, minimum 10 setup crew - complete dismantle and return of all rental equipment inventory until done. As noted pick up time is after 5pm on 5/25.

Additional requirements:

- proper staffing
- meet appropriate arrival and departure times
- proper tarping and taping
- proper install of staging, ramps, stairs, pipe & drape for staging, as well as skirting for all
- proper install of all pipe and draping for bleachers, booths, etc. and Astroturf around pipe and draping
- delivery of appropriate linens and skirting or full table coverage
- proper setup and re-set of all folding chairs with proper aisle widths as requested
- proper delivery and setup of stackable chairs, stanchions, stairs, etc.

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

B. Special Requirements for Tarping PE Arena Additional Requirements:

The largest events are held in the PE Arena. This facility is 245 ft. by 171 ft. with wood floor in the center and Mondo (rubberized surface) around the basketball size wood floor and requires placement of 10 pieces of tarp. Each roll weighs approx. 600 pounds. The tarps are stored on the Mondo floor at the northwest corner of the arena.

When tarps are set in place by Contractor's staff they must be taped to each other with vinyl tape, however, that vinyl tape cannot touch the Mondo or wood surface, so gaffer tape (provided by College) must be used on the edges that touch the Mondo or wood surface.

The arena is tarped in its entirety for all non-athletic events. Laying of tarp must take less than 3 hours for initial setup.

A list of the required of equipment needed for Graduation and major annual events and quantities are listed in Section 4.1 of the Bid Form.

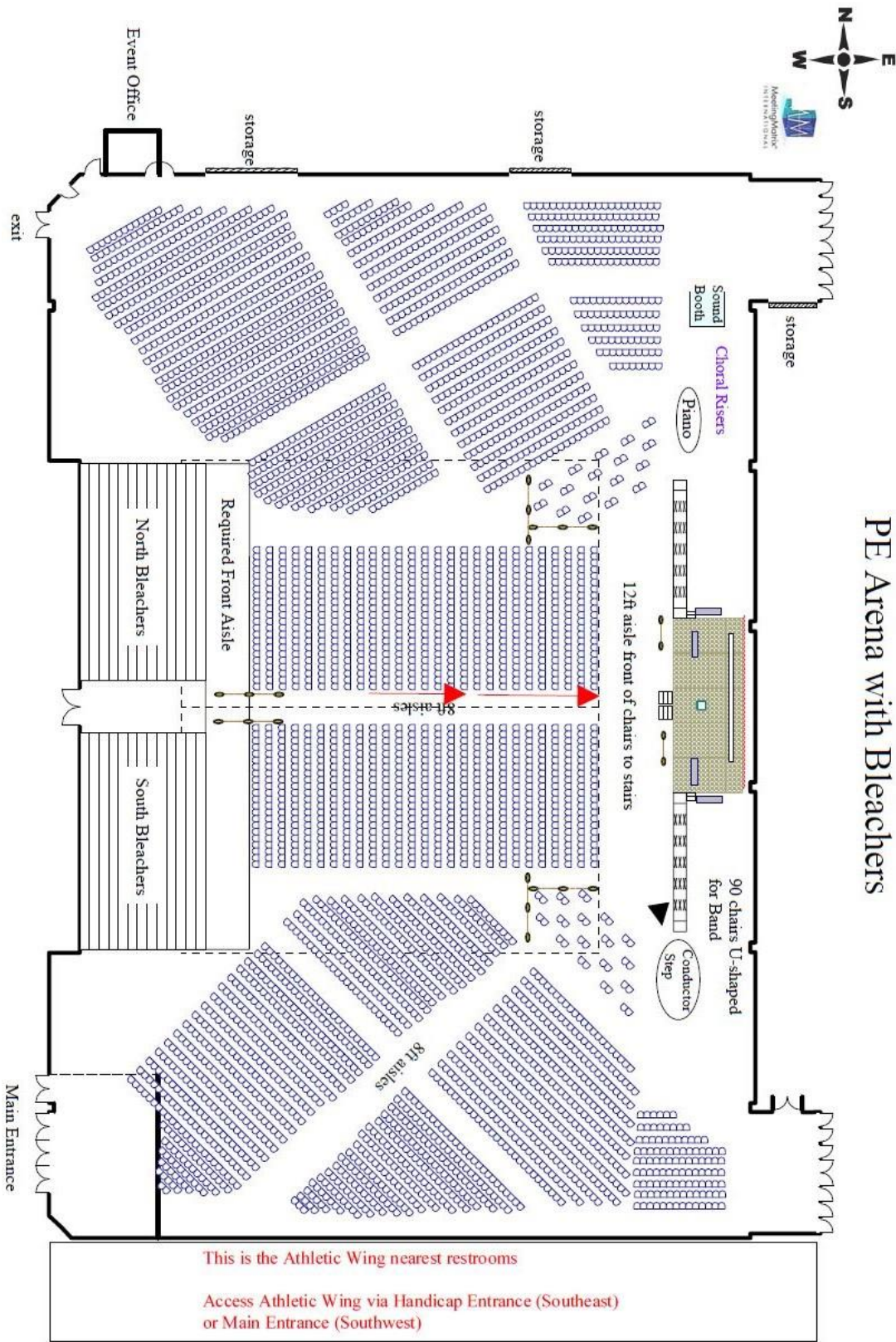
C. Example of Equipment Type(s) for Graduations

- Main Stage (includes all equipment for stage, ramps and stairs (includes setup, take down and Labor)
 - Graduations 40 ft. stage, (40' width x 16' depth x 32" height)
 - Access ramps, two 34' long and 48" wide (no rails)
 - Side Stair step kits with rails on each side, two 3 step
 - Stage Turf/carpeted Black/dark or clean rubberized surface
 - Readers stage (8' w x 8' d x 24" h) butts up to Main Stage with one 2-step kit
 - Front Stairs to Stage includes two step kits with rails butted together/matching
- Contractor must provide any black tape needed for stage area
- Stage Skirting, Pipe & Drape and weighting (includes setup, take down and Labor)
 - All Black stage varied heights skirting and Black Velcro attaching mechanisms
 - With 16 ft. High pipe & drape for behind 40 ft. stage with two 16 ft. high x 12 ft. wide sides to stage each also 16 ft. high
 - Some Graduations - COD provides front stairs which require Contractor supplied 8" x 8' skirting for 3 step stairs with Black Velcro attaching mechanisms
 - Contractor must provide black vinyl tape needed for Pipe and Drape for stability
 - Contractor must supply weighting for COD provided front stairs too.
- Pipe & Drape for Bleachers and Sound Booth (includes all supporting equipment, setup, take-down and Labor).
 - 10-12' runs at 8 ft. high – black
 - 10-12' runs at 3 ft. high - black
 - Contractor must provide black vinyl tape needed for Pipe and Drape for stability.
- Chairs (generally white and black but charcoal acceptable)
- Tables (generally 8 ft. tables but sometimes 6 ft. tables)
- Table Skirting required for 8 or 6 ft. tables for Events
 - Need True Red, Orange, Gold, Navy, Hunter Green, Black, Royal Blue, White
 - Prefer "skirting" instead of colored table cloths in the colors above.
- Linens (primarily white) for generally 8 ft. tables but can be 6 ft. tables

- Stanchions (black on black) – max 50

Example of graduation setup is provided below:

PE Arena Graduation Setup Example



Attachment B

4.0 BID FORM

4.1 Bid Sheet – Physical Education Center (PEC) Arena Event Equipment Rental, Services and Event Supplies

Instructions for completing Bid Form

College of DuPage is seeking bidders for rental equipment and services for PE Arena Events, which will be held at our main campus located in Glen Ellyn, Illinois. **All bid prices shall include labor, set-up and dismantle for all events, and return transportation to Contractor's warehouse.** Contractor shall also be responsible for the take down and removal of all equipment immediately following each event.

Bidders must provide quotes for Line Items 1 to 21; bidding Line Items 1 to 21 is a mandatory requirement. Bid Line Items 22 to 35 are optional. Bid/proposal pricing for all items and /or services must be based on the standard unit of measure indicated. Pricing on alternate unit of measure may not be accepted.

Contract(s) will be awarded to the lowest responsible bidder(s) conforming to bid specifications, terms of delivery, quality, and serviceability for Line items 1 through 21 of the bid specification.

The College reserves the right to award one (1) or more Contracts or reject any or all bids when the best interest of the College will be served thereby.

Item	Description	Unit Cost (Each including Labor) per Day
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1 Folding Chairs (Metal or Plastic)

Qty. 500 to 5,000 (BLACK OR CHARCOAL)

Contract Year One through Three (FY19-21) \$_____

Extension Year 1 (FY2022) \$_____

Extension Year 2 (FY2023) \$_____

Qty. 1 to 499 (BLACK OR CHARCOAL)

Contract Year One through Three (FY19-21) \$_____

Extension Year 1 (FY2022) \$_____

Extension Year 2 (FY2023) \$_____

Qty. 500 to 1200 (WHITE)

Contract Year One through Three (FY19-21) \$_____

Extension Year 1 (FY2022) \$_____

Extension Year 2 (FY2023) \$_____

Qty. 1 to 499 (WHITE)

Contract Year One through Three (FY19-21) \$_____

Extension Year 1 (FY2022) \$_____

Extension Year 2 (FY2023) \$_____

Qty. 1 to 1,200 (OTHER ACCEPTABLE COLOR)

Contract Year One through Three (FY19-21) \$_____

Extension Year 1 (FY2022) \$_____

Extension Year 2 (FY2023) \$_____

Item	Description	Unit Cost (Each including Labor) per Day
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2 Re-set Chair Cost (Graduations only!) 600-4,200

Contract Year One through Three (FY19-21)	\$_____
Extension Year 1 (FY2022)	\$_____
Extension Year 2 (FY2023)	\$_____

Item	Description	Unit Cost (Each including Labor) per Day
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3 Stackable Chairs

Metal Black Padded on Black or Black Padded on Chrome

Qty. 1 – 50

Contract Year One through Three (FY19-21)	\$_____
Extension Year 1 (FY2022)	\$_____
Extension Year 2 (FY2023)	\$_____

Item	Description	Unit Cost (Each including Labor) per Day
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4 Padded White or Black Chairs

Metal or Plastic

Qty. 100 - 500

Contract Year One through Three (FY19-21)	\$_____
Extension Year 1 (FY2022)	\$_____
Extension Year 2 (FY2023)	\$_____

Qty. 1 – 99

Contract Year One through Three (FY19-21)	\$_____
Extension Year 1 (FY2022)	\$_____
Extension Year 2 (FY2023)	\$_____

Item	Description	Qty.	Unit Cost (Each including Labor) per Day
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5	Main Stage - (all pieces) Setup Size: 40'W x 16'D x 32" Tall	20 (if 4'x8')	
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(All carpeted/turfed or rubberized Gray/Black,
Skirted Black and Velcro/Coin Hooks included)
- See additional stage pieces below
(Complete package)

Contract Year One through Three (FY19-21)	\$_____
Extension Year 1 (FY2022)	\$_____
Extension Year 2 (FY2023)	\$_____

Item	Description	Qty.	Unit Cost (including Labor) per Day
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6	Readers Stage – All Pieces Setup Size: 8'W x 8'D x 24" Tall	2 (if 4'x8')	
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(All carpeted/turfed or rubberized Black,
Skirted Black and Velcro/Coin Hooks included)
(Complete package)

Contract Year One through Three (FY19-21)	\$_____
Extension Year 1 (FY2022)	\$_____
Extension Year 2 (FY2023)	\$_____

Item	Description	Qty.	Unit Cost (including Labor) per Day
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7	ACCESS RAMPS for stage Setup Size each ramp: 4'W x 34'L to 32H" Height of Stage, no handrails (All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included) (Complete package)	2	
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Contract Year One through Three (FY19-21)	\$_____
Extension Year 1 (FY2022)	\$_____
Extension Year 2 (FY2023)	\$_____

Item	Description	Qty.	Unit Cost (including Labor) per Day
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8	Tarp (40,000 square foot Arena) Installation, taping and take down College owned tarp (10 rolls @ 600 lb. each). Labor only	1	
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Contract Year One through Three (FY19-21)	\$_____
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Extension Year 1 (FY2022)	\$_____
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Extension Year 2 (FY2023)	\$_____
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- Apply (9) Nine rolls (3" x 60') of Hunter Green Vinyl Tape (provided by COD)
(Labor included with tarping)
(This requirement is for ANY Event not just Graduations)
- Apply (2) Two rolls (3" x 60') of Hunter Green GAFFERS Tape (provided by COD)
(Labor included with tarping) 3" piece every 30 feet as tarp is laid to prevent wrinkles
(This requirement is for ANY Event not just Graduations)

Item	Description	Qty.	Unit Cost (including Labor) per Day
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9	Stage Black Pipe & Drape (back drop) 40 16' T x 40' Straight Run w/Sandbags/ weights (Complete package)		
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Contract Year One through Three (FY19-21)	\$_____
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Extension Year 1 (FY2022)	\$_____
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Extension Year 2 (FY2023)	\$_____
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Item	Description	Qty.	Unit Cost (including Labor) per Day
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10	Stage Black Pipe & Drape (sides) 16' T x 8-12' straight runs for both sides of stage w/sandbags/ weights (Complete package)	2	
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Contract Year One through Three (FY19-21)	\$_____
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Extension Year 1 (FY2022)	\$_____
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Extension Year 2 (FY2023)	\$_____
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Item	Description	Qty.	Unit Cost (each) per Day
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11	Stairs - 3 step w/ rail for main stage 24" and 32" height in black on either side of main stage or Readers Stage Not skirted. ADA Compliant.	3	
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Contract Year One through Three (FY19-21)	\$_____
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Extension Year 1 (FY2022)	\$_____
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Extension Year 2 (FY2023)	\$_____
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Item	Description	Qty.	Unit Cost (each) per Day
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12	Front Stairs - 3 step w/ rail for front of stage 24" and 32" height in black secured together Not skirted. ADA Compliant.	2	
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Contract Year One through Three (FY19-21)	\$_____
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Extension Year 1 (FY2022)	\$_____
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Extension Year 2 (FY2023)	\$_____
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Item	Description	Qty.	Unit Cost (including Labor) per Day
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13	Skirting (Black) for COD provided 8' wide Stairs for front of main stage Skirt, 8" T x 8' W Black (All Skirted Black and Velcro/Coin Hooks included) (Complete package)	8	
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Contract Year One through Three (FY19-21)	\$_____
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Extension Year 1 (FY2022)	\$_____
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Extension Year 2 (FY2023)	\$_____
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Item	Description	Qty.	Unit Cost (including Labor) per Day
14	Bleachers Black Pipe and Drape - 8' T x 24' runs on all 4 sides - 3' T x 12' runs on all 4 sides (Complete Package)	96 feet - black 48 feet - back	
	Contract Year One through Three (FY19-21)		\$_____
	Extension Year 1 (FY2022)		\$_____
	Extension Year 2 (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (each) per Day
15	Sound Booth – (2) 8' T x 8' W Run and (1) 8' T x 3' W for 3rd side, Black pipe & drape at NE corner of Arena	3 pieces	
	Contract Year One through Three (FY19-21)		\$_____
	Extension Year 1 (FY2022)		\$_____
	Extension Year 2 (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor) per Day
16	ASTRO Turf for in between Bleachers (1) 12'x 40' piece of turf = 480' Color: black to be set-up after tarping Delivered/installed/taken down.	1	
	Contract Year One through Three (FY19-21)		\$_____
	Extension Year 1 (FY2022)		\$_____
	Extension Year 2 (FY2023)		\$_____
	<ul style="list-style-type: none"> • Apply (1 or 2) Rolls (3" x 60') Black Vinyl Tape (<u>Request Unit Cost below</u>) (Labor included with all Pipe & Drape) • Also apply (2) Two rolls (3" x 60') of Black GAFFERS Tape (provided by COD) (Labor included with tarping) to tape down Pipe & Drape to Mondo flooring only. (<i>This requirement is for ANY Event not just Graduations</i>) 		

Item	Description	Qty.	Unit Cost	
17	Linen – 72” x 120” linen tablecloth Color: white for 6’ or 8’ tables	1 – 100	<u>without labor</u>	<u>with labor</u>
	Contract Year One through Three (FY19-21)		\$_____	\$_____
	Extension Year 1 (FY2022)		\$_____	\$_____
	Extension Year 2 (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost	
18	Table Skirting - 14’ skirting Color(s): hunter green, orange, black, true red, gold, royal blue, navy	1 - 20 each	<u>without labor</u>	<u>with labor</u>
	Contract Year One through Three (FY19-21)		\$_____	\$_____
	Extension Year 1 (FY2022)		\$_____	\$_____
	Extension Year 2 (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost per Day	
19	Setup/Dismantle of College’s 8’ x 30” Rectangular Tables	1-300	Labor only!	
	Contract Year One through Three (FY19-21)		\$_____	
	Extension Year 1 (FY2022)		\$_____	
	Extension Year 2 (FY2023)		\$_____	

Item	Description	Qty.	Unit Cost per Day	
20	Stanchions Black – Retractable Base & band Approx. 40” H x 8’-12’ W	1-50	<u>without labor</u>	<u>with labor</u>
	Contract Year One through Three (FY19-21)		\$_____	\$_____
	Extension Year 1 (FY2022)		\$_____	\$_____
	Extension Year 2 (FY2023)		\$_____	\$_____

Item	Description	Per Quote
21	Delivery or Pickup Charges	
	<u>Contract Year One through Three (FY19-21)</u>	
	Standard Delivery (4 hrs. window betw. 6am-8pm)	\$_____
	Time Specific Delivery (0 min. to 15 min.)	\$_____
	Delivery or Pickup (4am-6am)	\$_____
	Delivery or Pickup (after 6am-10pm)	\$_____
	Delivery or Pickup (10pm-4am)	\$_____
	Delivery or Pickup Sunday	\$_____
	<u>Extension Year 1 (FY2022)</u>	\$_____
	Standard Delivery (4 hrs. window betw. 6am-8pm)	\$_____
	Time Specific Delivery (0 min. to 15 min.)	\$_____
	Delivery or Pickup (4am-6am)	\$_____
	Delivery or Pickup (after 6am-10pm)	\$_____
	Delivery or Pickup (10pm-4am)	\$_____
	Delivery or Pickup Sunday	\$_____
	<u>Extension Year 2 (FY2023)</u>	\$_____
	Standard Delivery (4 hrs. window betw. 6am-8pm)	\$_____
	Time Specific Delivery (0 min. to 15 min.)	\$_____
	Delivery or Pickup (4am-6am)	\$_____
	Delivery or Pickup (after 6am-10pm)	\$_____
	Delivery or Pickup (10pm-4am)	\$_____
	Delivery or Pickup Sunday	\$_____

END OF REQUIRED BID ITEMS FOR GRADUATION EVENTS

Optional Line Items Used for PE Arena Events:

The following items, Line Items 22 through 35, are optional items used for PE arena Events. **Bidding for line items 22 to 35 is optional;** Bidders may submit quotes for line items 22 to 35 is optional. Bid/proposal pricing for items and/or services must be based on the standard unit of measure indicated. Pricing on alternate unit of measure may not be accepted.

Item	Description	Qty.	Unit Cost (including Labor) per Day
22	8' x 24' x 32" Tall Stage – All Pieces 6 (if 4'x8') Setup Size: 8' x 24' x 32" (All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included) (Complete package)		
	Contract Year One through Three (FY19-21)		\$_____
	Extension Year 1 (FY2022)		\$_____
	Extension Year 2 (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor) per Day
23	12' x 24' x 24" Tall Stage – All Pieces 9 (if 4'x8') Setup Size: 12' x 24' x 24" (All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included) (Complete package)		
	Contract Year One through Three (FY19-21)		\$_____
	Extension Year 1 (FY2022)		\$_____
	Extension Year 2 (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor) per Day
24	8' x 16' x 24" Tall Stage – All Pieces 4 (if 4'x8') Setup Size: 8' x 16' x 24" (All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included) (Complete package)		
	Contract Year One through Three (FY19-21)		\$_____
	Extension Year 1 (FY2022)		\$_____
	Extension Year 2 (FY2023)		\$_____

25	<p>12' x 24' x 16" Tall Stage – All Pieces 9 (if 4'x8') Setup Size: 12' x 24' x 16" (All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included) (Complete package)</p>						
	<table border="0" style="width: 100%;"> <tr> <td style="width: 85%;">Contract Year One through Three (FY19-21)</td> <td style="width: 15%; text-align: right;">\$ _____</td> </tr> <tr> <td>Extension Year 1 (FY2022)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Extension Year 2 (FY2023)</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	Contract Year One through Three (FY19-21)	\$ _____	Extension Year 1 (FY2022)	\$ _____	Extension Year 2 (FY2023)	\$ _____
Contract Year One through Three (FY19-21)	\$ _____						
Extension Year 1 (FY2022)	\$ _____						
Extension Year 2 (FY2023)	\$ _____						

26	<p>16' x 28' x 8" Tall Stage – All Pieces 14 (if 4'x8')</p> <p>Setup Size: 16' x 28' x 8"</p> <p>(All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included)</p> <p>(Complete package)</p>						
<table border="0" style="width: 100%;"> <tr> <td style="width: 85%;">Contract Year One through Three (FY19-21)</td> <td style="width: 15%; text-align: right;">\$ _____</td> </tr> <tr> <td>Extension Year 1 (FY2022)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Extension Year 2 (FY2023)</td> <td style="text-align: right;">\$ _____</td> </tr> </table>		Contract Year One through Three (FY19-21)	\$ _____	Extension Year 1 (FY2022)	\$ _____	Extension Year 2 (FY2023)	\$ _____
Contract Year One through Three (FY19-21)	\$ _____						
Extension Year 1 (FY2022)	\$ _____						
Extension Year 2 (FY2023)	\$ _____						

27	Black Tape Apply (1-3) rolls (3" x 60') Black Vinyl Tape (Labor included with all Pipe & Drape and Staging) <i>(This requirement is for ANY Event not just Graduations)</i>	1
	Contract Year One through Three (FY19-21)	\$ _____
	Extension Year 1 (FY2022)	\$ _____
	Extension Year 2 (FY2023)	\$ _____

Item	Description	Qty.	Unit Cost (including Labor) per Day
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28	Booth(s) 10' x 10' x 8' T 8' T back with two sides 3' T Black pipe & drape (complete package) (1 to 150 booths needed throughout Arena)	All pieces each a complete booth	
----	--	---	--

Contract Year One through Three (FY19-21)	\$_____
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Extension Year 1 (FY2022)	\$_____
---------------------------	---------

Extension Year 2 (FY2023)	\$_____
---------------------------	---------

Item	Description	Qty.	Unit Cost (including Labor) per Day
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29	Stage Run Black Pipe & Drape 8' T x 40' Straight Run w/Sandbags/ weights (Complete package)	1	
----	--	----------	--

Contract Year One through Three (FY19-21)	\$_____
---	---------

Extension Year 1 (FY2022)	\$_____
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Extension Year 2 (FY2023)	\$_____
---------------------------	---------

Item	Description	Qty.	Unit Cost (including Labor) per Day
------	-------------	------	-------------------------------------

30	Stage Black Pipe & Drape (back drop) 8' T x 30' Straight Run / w/Sandbags weights (Complete package)	1	
----	---	----------	--

Contract Year One through Three (FY19-21)	\$_____
---	---------

Extension Year 1 (FY2022)	\$_____
---------------------------	---------

Extension Year 2 (FY2023)	\$_____
---------------------------	---------

Item	Description	Qty.	Unit Cost (including Labor) per Day
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31	Stage Black Pipe & Drape (back drop) 8' T x 24' Straight Run w/Sandbags/weights (Complete package)	1	
----	---	----------	--

Contract Year One through Three (FY19-21)	\$_____
---	---------

Extension Year 1 (FY2022)	\$_____
---------------------------	---------

Extension Year 2 (FY2023)	\$_____
---------------------------	---------

Item	Description	Qty.	Unit Cost	
32	Linen for 72" x 30" Round Tables Color: white and floor length	1 – 200	<u>without labor</u>	<u>with labor</u>
	Contract Year One through Three (FY19-21)		\$_____	\$_____
	Extension Year 1 (FY2022)		\$_____	\$_____
	Extension Year 2 (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost	
33	Linen – 72" x 120" table cloths 6' or 8' tables – Color(s) White, hunter green or other color	1 – 100	<u>without labor</u>	<u>with labor</u>
	Contract Year One through Three (FY19-21)		\$_____	\$_____
	Extension Year 1 (FY2022)		\$_____	\$_____
	Extension Year 2 (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost	
34	Tables – 8' x 30" Rectangular	1-300	<u>without labor</u>	<u>with labor</u>
	Contract Year One through Three (FY19-21)		\$_____	\$_____
	Extension Year 1 (FY2022)		\$_____	\$_____
	Extension Year 2 (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost	
35	Tables – 6' x 30" Rectangular	1-300	<u>without labor</u>	<u>with labor</u>
	Contract Year One through Three (FY19-21)		\$_____	\$_____
	Extension Year 1 (FY2022)		\$_____	\$_____
	Extension Year 2 (FY2023)		\$_____	\$_____

END OF BID ITEMS LIST

Additional Instructions:

- 1 - Initial Installation of tarp and Re-sets of equipment are Time Sensitive
- 2 - Full Arena Tarp install must be completed in less than 3 hours (40,000 square feet)
- 3 - May require that some COD equipment be moved by Contractor before Arena setups begin
- 4 - Black or Green Gaffers tape will be provided by COD for tarp to Mondo or Wood Surfaces
- 5 - This list does not include all equipment needed, just the major items utilized
- 6 - Max quantities needed are provided, when available.
- 7 - All pricing must include ALL labor, equipment, pickup and transportation costs.
- 8 - If you cannot provide an item, please note: N/A (Not Available) in Unit Cost (Column).
- 9 - All equipment types i.e., stage(s), pipe & drape, ramps, skirting, etc., indicated on this Bid must be inclusive of all parts/items required for complete installation whether noted or not.

Comments:

Submitted by: _____ (printed)

Submitted by: _____ (signed)

END OF SECTION

2018-B0034 PE Arena Event Equipment Rental

ADDENDUM # 3

March 2, 2018

.....

This signed Addendum is required to be returned with your Bid no later than the due date set forth for this Invitation to Bid. If you have already submitted your Bid, please submit this signed form via email to purchasing@cod.edu.

You can submit this completed addendum to the Purchasing Office by one of the means below:

All issued addenda must be signed and returned to the College as per the instructions in the addenda or bid will not be accepted.

ACKNOWLEDGMENT

You can submit this completed addendum to the Purchasing Office by one of the means below:

1. If you have not yet submitted your bid please sign this addendum and include with your sealed bid.
2. If you have already submitted your bid, please sign and return to the Purchasing office via email at purchasing@cod.edu no later than the scheduled bid deadline. We will make sure it accompanies your bid.

You also have the option of withdrawing your proposal, if necessary.

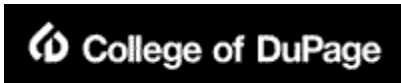
ACKNOWLEDGEMENT:

I HAVE RECEIVED THIS ADDENDUM # _____

Company Name: _____

Address: _____

Authorized Signature: _____



Purchasing Department

425 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599
PHONE (630) 942-2355
FAX (630) 942-4322

2018-B0034 PE Arena Event Equipment Rental

ADDENDUM # 2

February 23, 2018

.....

This addendum is being issued to update the specifications and provide additional information.

This information becomes part of the Bid/RFP Documents upon receipt. Please review and incorporate into your Bid/Proposal accordingly.

For which Bids are scheduled to be received on February 26, 2018 no later than 11:00 a.m., Central Time.

Bids will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, **Room 1B03**, 425 Fawell Blvd., Glen Ellyn, IL 60137.

The signed Addendum acknowledgment is required to be returned with your Bid no later than the due date set forth for this Invitation to Bid.

Below are clarifications to this bid:

Section I. Revision

1. The Due Date Change:

Currently Reads:

BIDS DUE: MONDAY, FEBRUARY 26, 2018 at 11:00 a.m. Central Time

Change To:

BIDS DUE: TUESDAY, MARCH 6, 2018 at 2:00 p.m. Central Time

2018-B0034 PE Arena Event Equipment Rental

ADDENDUM # 2

February 23, 2018

.....

This signed Addendum is required to be returned with your Bid no later than the due date set forth for this Invitation to Bid. If you have already submitted your Bid, please submit this signed form via email to purchasing@cod.edu.

You can submit this completed addendum to the Purchasing Office by one of the means below:

All issued addenda must be signed and returned to the College as per the instructions in the addenda or bid will not be accepted.

ACKNOWLEDGMENT

You can submit this completed addendum to the Purchasing Office by one of the means below:

1. If you have not yet submitted your bid please sign this addendum and include with your sealed bid.
2. If you have already submitted your bid, please sign and return to the Purchasing office via email at purchasing@cod.edu no later than the scheduled bid deadline. We will make sure it accompanies your bid.

You also have the option of withdrawing your proposal, if necessary.

ACKNOWLEDGEMENT:

I HAVE RECEIVED THIS ADDENDUM # _____

Company Name: _____

Address: _____

Authorized Signature: _____

2018-B0034 PE Arena Event Equipment Rental**ADDENDUM # 1****February 14, 2018**

.....

This addendum is being issued to update the specifications and provide additional information.

This information becomes part of the Bid/RFP Documents upon receipt. Please review and incorporate into your Bid/Proposal accordingly.

For which Bids are scheduled to be received on February 22, 2018 no later than 11:00 a.m., Central Time.

Bids will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, **Room 1B03**, 425 Fawell Blvd., Glen Ellyn, IL 60137.

The signed Addendum acknowledgment is required to be returned with your Bid no later than the due date set forth for this Invitation to Bid.

Below are clarifications to this bid:

Section I. Revision**1. The Due Date Change:****Currently Reads:****BIDS DUE: THURSDAY, FEBRUARY 22, 2018 at 11:00 a.m. Central Time****Change To:****BIDS DUE: MONDAY, FEBRUARY 26, 2018 at 2:00 p.m. Central Time**

2018-B0034 PE Arena Event Equipment Rental

ADDENDUM # 1

February 14, 2018

.....

This signed Addendum is required to be returned with your Bid no later than the due date set forth for this Invitation to Bid. If you have already submitted your Bid, please submit this signed form via email to purchasing@cod.edu.

You can submit this completed addendum to the Purchasing Office by one of the means below:

All issued addenda must be signed and returned to the College as per the instructions in the addenda or bid will not be accepted.

ACKNOWLEDGMENT

You can submit this completed addendum to the Purchasing Office by one of the means below:

1. If you have not yet submitted your bid please sign this addendum and include with your sealed bid.
2. If you have already submitted your bid, please sign and return to the Purchasing office via email at purchasing@cod.edu no later than the scheduled bid deadline. We will make sure it accompanies your bid.

You also have the option of withdrawing your proposal, if necessary.

ACKNOWLEDGEMENT:

I HAVE RECEIVED THIS ADDENDUM # _____

Company Name: _____

Address: _____

Authorized Signature: _____

BIDDER: _____



COMMUNITY COLLEGE DISTRICT NO. 502

BID NUMBER: 2018-B0034

P.E. Arena Events Equipment Rental

BIDS DUE: Thursday, February 22, 2018 at 11:00 a.m. Central Time

In the event of College closure due to inclement weather, bid deadline will be extended to the next business day at the same time.

RETURN BIDS TO:

**COLLEGE OF DUPAGE
PURCHASING DEPARTMENT
BIC BUILDING, ROOM 1B03
425 FAWELL BLVD.
GLEN ELLYN, ILLINOIS 60137**

ISSUED BY THE COLLEGE OF DUPAGE PURCHASING DEPARTMENT

Purchasing Department

425 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599
<http://www.cod.edu>

PHONE (630) 942-2217

February 5, 2018

INVITATION TO BID

Sealed bids for **P.E Arena Events Equipment Rental for the Conference & Events Department** will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, Room 1B03, 425 Fawell Blvd., Glen Ellyn, IL 60137, until **11:00 a.m. Central Time, Thursday, February 22, 2018**, at which time they will be publicly opened. In the event of College closure due to inclement weather, bid deadline will be extended to the next business day at the same time.

Any bid received after the date and time stated above will be returned unopened. College of DuPage shall not be responsible for bids that are not received at the specific office location indicated above by the stated deadline. Failure by a delivery service company or person to meet the deadline will not excuse the Respondent from the deadline requirement. It is solely, the bidder's responsibility, to ensure that adequate time is allowed for timely and accurate delivery.

Prices offered shall be F.O.B. Destination, College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137. Prices must be firm. No bids will be accepted on the basis of a price prevailing at the time of shipment.

The award(s) of the contract will be made to the lowest responsible and qualified bidder whose bid complies with all the requirements prescribed. Brand or trade names in bid specifications are used for identification purpose only.

No bid shall be withdrawn for a period of ninety (90) days after the bid opening date without the consent of the College.

LEGAL NOTICE

BID NOTICE

No. 2018-B0034

The College of DuPage is accepting sealed bids for **P.E Arena Events Equipment Rental for the Conference & Events Department**. Bid documents may be downloaded from the Purchasing Website at www.cod.edu/about/purchasing/requests/ by clicking on the link for this bid and following the instructions.

Bids are due to the College of DuPage Purchasing Department in the Berg Instructional Center (BIC) Building, Room 1B03, 425 Fawell Blvd., Glen Ellyn, IL 60137 up to and no later than **11:00 a.m. Central Time, Thursday, February 22, 2018**, at which time they will publicly opened. College of DuPage Board of Trustees Reserves the right to reject any and all responses. This invitation is issued in the name of the Board of Trustees of College of DuPage, Community College District 502, Glen Ellyn, Illinois.

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BID SUBMISSION CHECKLIST

Things to Remember When Submitting a Response to an Invitation to Bid for the College of
DuPage

1. ☐ **Read the *entire* document.** In your review, note critical items such as: blackout period, required goods and services, submittal dates, submission requirements, etc.
2. ☐ **Note the contact information provided.** The Purchasing Office Buyer at purchasing@cod.edu is the single point of contact for this Invitation to Bid and is the only person with whom you are allowed to communicate regarding this bid. This person is an excellent source of information for any questions you may have.
3. ☐ **Take advantage of the “question and answer” period.** Submit your questions to the Purchasing Department by the date in the Invitation to Bid and view the answers given in the formal addenda issued for the Invitation to Bid. All addenda issued for an Invitation to Bid will be emailed to each company that downloaded the bid documents and will include all questions asked and answered concerning the Invitation to Bid. Please ensure when downloading the bid documents, you use a valid email address.
4. ☐ **Do not alter, add to, or delete and part of the Bid documents without prior approval.** Please refer to the section titled *Exceptions* for instruction on how to request a deviation to the original Invitation to Bid.
5. ☐ **Ensure all Addenda are signed.** Before submitting your response, check the College Purchasing website at <http://www.cod.edu/about/purchasing/requests/index.aspx> to see whether any addenda were issued for this Bid request. If so, you must submit a signed copy of the addenda along with your bid response.
6. ☐ **Review and read the bid document again to make sure you have addressed all requirements.**
*Your original response and the requested electronic copy (flash drive) must be identical and be complete.
*Bids will not be accepted if Sections 6, 7, and 8 are not completed. (Please note there are two (2) signature lines in Section 8 that must be signed.)
*If your company is a Certified Women-Owned, Minority-owned, or Persons with Disability-owned business, please include a copy of any and all certifications.
7. ☐ **Submit your response on time.** Note the date and time listed on the front page of the Invitation to Bid and be sure to submit all required items on time. Late responses will not be accepted and will be returned, unopened. Ensure the box (s) containing your proposal is appropriately labeled. Please allow adequate time for delivery to the Purchasing Department.
8. ☐ **Important dates to know:**
 - Bid Publication Date – 2/5/18
 - Questions Due – on or before 11 a.m. on 2/9/18
 - Bids Due – 2/22/18 at 11:00 a.m.
 - Target Board Approval Date – 3/15/18

1.0 GENERAL INFORMATION

1.1 DEFINITIONS

- A. BIDDER** shall mean the individual or business entity submitting a Bid to supply any or all of the services or goods required by the Bid Documents.
- B. BID** shall mean the Bid Documents as completed by the Bidder which constitutes the Bidder's offer.
- C. CONTRACT** shall mean the agreement between the College and Contractor as set forth in the Bid Documents and as awarded by the College of DuPage Board of Trustees.
- D. BID DOCUMENTS** shall mean collectively the Instructions to Bidders, General Conditions, Special Conditions, Specifications, Attachments, and Addenda, if any, Bid, Site Inspection Certificate, Contractor Certifications and Forms for Minority Participation. The above documents shall be considered as one integrated document setting forth the obligations of the parties.
- E. CONTRACTOR** shall mean the individual or business entity submitting a Bid and to whom the College of DuPage Board of Trustees awards the Contract.
- F. COLLEGE** shall mean the College of DuPage, Community College District No. 502, a body politic and corporate of the State of Illinois.
- G. DIRECTOR** shall mean the person or persons authorized by the College to act in connection with this Contract. Such authorization shall not include any power to change the scope of the Contract or to obligate the College to pay additional sums beyond the amount of the Contract awarded by the College of DuPage Board of Trustees.
- H. PURCHASING MANAGER** shall mean the Purchasing Manager of the College of DuPage.
- I. SPECIFICATIONS** shall mean the description of the required services, Contract Goods, equipment, personnel, volume and use statistics and all requirements for the scope of work set forth in the Bid Documents.

1.2 BIDS TO CONFORM TO REQUIREMENTS OF LEGAL ADVERTISING

The College will not entertain or consider any Bid responses: (i) received after the exact time specified in the legal advertisements; (ii) not accompanied by the required bid deposit/bond, if required; or (iii) in any other way failing to comply fully with the conditions stated in the legal advertisement.

1.3 COMPLIANCE

Submissions under this Invitation to Bid shall be for items at least equal to or better than the quality and performance characteristics stated herein. The burden of proof that product and services meet specifications shall be documented by the bidder and be provided as part of the submitted bid. Failure to provide complete documentation of the product compliance with specifications required may result in bid rejection.

1.4 COMPLIANCE WITH LAWS - PUBLIC CONTRACTS

This Contract is a competitively bid public contract of the College of DuPage subject to laws and ordinances governing public contracts. The Bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State and other local government agencies which may in any manner affect the preparation of the Bid or the performance of the Contract. If the Bidder observes that any of the Bid Documents are at variance therewith, it shall promptly notify the Purchasing Manager in writing and necessary changes shall be effected by appropriate modification.

1.5 REGULATIONS

The Contractor or Subcontractor, warrants that they are familiar with and they shall comply with all Federal, State, and Local Laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Contract, including, without limitation, Workmen's Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours and regulations with respect to use of explosives. No plea of misunderstanding or ignorance thereof will be considered. Whenever required, the Contractor, or Subcontractor, shall furnish the college with satisfactory proof of compliance with said Federal, State and Local Laws, statutes, ordinances, rules, regulations, orders, and decrees.

1.6 BID MODIFICATIONS

Unless indicated, it is understood that bids are in strict accordance with specification requirements. Bids shall be deemed final, conclusive, and irrevocable. No bid shall be subject to correction or amendment for any error or miscalculation. Bid prices shall include cost of materials as specified, any applicable discounts and shipping. Installation shall include, but is not limited to, all assembly required, setting in place, and mounting all materials at various campus locations.

1.7 PRICES FIRM

All prices quoted in the Bid shall be firm and will not be subject to increase during the term of the Contract awarded to the Contractor, except as otherwise provided in the Bid Documents.

1.8 AWARD OF CONTRACT

The award of the contract will be made within ninety (90) calendar days after the opening of bids to the lowest responsible and qualified bidder overall whose bid complies with the requirements prescribed in in the bid document. The successful bidder will be notified by electronic mail that their bid has been accepted and that they have been awarded the contract. Notification will also be posted on the College's Purchasing website at <http://www.cod.edu/about/purchasing/>. Failure to execute performance as per accepted bid may result in legal action by the College of DuPage to recover damages.

If a contract is not awarded within ninety (90) days after the opening of bids, a bidder may file a written request with the Purchasing Manager on the withdrawal of their bid and the Purchasing Manager will permit such withdrawal.

The bid security (if required) of all except the three (3) low bidders will be returned promptly after the bids have been checked, tabulated, and the relation of the bids established. Bid security of the three (3) lowest bidders, if required in legal notice, will be returned as soon as the contract and the bond of the successful bidder have been promptly executed and approved. If contracts cannot be awarded promptly, the College may permit the three (3) lowest bidders to substitute bid bonds for bank cashier's checks, bank drafts or certified checks submitted with their bids. Bid bonds executed by corporate surety companies shall be satisfactory to the Owner, but such substitution shall not be made until a period of fifteen (15) days has elapsed after the date of opening of bids and bond forms furnished by the College shall be used.

1.9 CONSIDERATION OF BIDS

The College reserves the right to reject or accept any or all Bid responses, to extend the bidding period, to waive technicalities in the documents and/or to direct that the project be abandoned or rebid prior to award of the Contract.

1.10 COMPETENCY OF BIDDER

No Bid will be accepted from or Contract awarded to a Bidder that is in arrears or is in default to the College upon any debt or Contract, or that is a defaulter, as surety or otherwise upon any obligation to said College, or has failed to perform faithfully any previous contract with the College.

1.11 BIDDER WARRANTIES

The submission of a Bid shall constitute a warranty that: (i) Bidder has carefully and thoroughly reviewed the Bid Documents and has found them complete and free from ambiguities and sufficient to describe the Contract work; (ii) Bidder and all workmen and/or employees it intends to use in the performance of this Contract are skilled and experienced in the type of work or services called for by the Bid Documents; and (iii) neither the Bidder nor any of its employees, agents, suppliers or subcontractors have relied on any verbal representations from the College, or any of the College's employees, agents, or consultants, in preparing the Bid.

1.12 PAYMENT REMITTANCE

All College Contractors are required to receive payment from the College via an Automated Clearing House (ACH) transfer. Instructions to register for ACH payments will be sent, upon request, to successful bidders. Failure to comply with the ACH requirements may result in termination of the contract or purchase order. College ACH transfers typically occur the third week of each month. Invoices must be received at least 3 weeks prior to each ACH payment release. You are strongly encouraged to set up your account upon notice of award to avoid a delay payment.

1.13 CASH BILLING DISCOUNTS

Cash billing or percentage discounts for payment will not be considered in evaluating Bids.

1.14 LOCAL BUSINESS PREFERENCE

When two (2) or more responsible bidders submit the same low bid, the contract award will be determined by drawing lots in a public meeting unless one bidder is a local bidder within the District boundaries and one is a non-local bidder, in which event the local bidder will be awarded the contract.

1.15 EQUAL EMPLOYMENT OPPORTUNITY

In the hiring of employees for the performance of work under the Contract and any subcontract thereunder, no Contractor or Subcontractor shall, by reason of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge or sexual orientation discriminate against any citizen of the United States, in the employment of Labor or workers, who are qualified and available to perform work to which the employment is related. Neither shall any Contractor or Subcontractor, or any person on behalf of either, discriminate against or intimidate any employee hired for the performance of work under this Contract on account of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge or sexual orientation.

1.16 TAX EXEMPTION

College of DuPage District #502 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.

1.17 HOLD HARMLESS CLAUSE

The Respondent agrees to indemnify, hold harmless and defend College of DuPage, its agents, servants, and employees, and each of them against, and hold it and them harmless from, any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's 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 property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

1.18 CONTRACTORS LIABILITY INSURANCE

The Contractor shall not commence work under this contract until all insurance required herein is obtained and approved by the Owner. Nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

The Contractor shall furnish the College of DuPage with a Certificate of Insurance, with College of DuPage, its trustees, officers, agents, employees, and any other parties designated by **COD named as an additional insured for Commercial General and Automobile Liability**, showing the minimum coverage indicated below. Insurance companies must have a Best Rating of at least A VI and otherwise be acceptable to the College. Workers' compensation insurance shall include a waiver of subrogation in favor of the College of DuPage. The College will also be shown as the certificate holder. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to College of DuPage. **An endorsement page showing coverage must accompany the certificate of insurance.** The foregoing certificate shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to College of DuPage.

TYPE OF INSURANCE

MINIMUM INSURANCE COVERAGE

Combined Single Limit Per Occurrence/Aggregate

Commercial General Liability including:

1. Premises – Operations	\$1,000,000 / \$2,000,000
2. Explosion, Underground and Collapse Hazard	
3. Products/Completed Operations	
4. Contractual Insurance	
5. Broad Form Property Damage	
6. Independent Contractors	
7. Bodily Injury	

Automobile Liability

Owned, Non-owned, or Rented	\$1,000,000 / \$2,000,000
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Workers' Compensation and Employers' Liability	As Required by Applicable Laws
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Professional Liability	If Performance Specifications are Required by the Contract
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1.19 PREVAILING WAGE ACT

When applicable, and as a condition of receiving payment, Contractor must pay its employees prevailing wages in the locality in which the work is to be performed as establish for Public Works (construction and maintenance of a public work) prevailing wage and other requirements under Contract for Public Workers 820 ILCS 130/4. When required by the College Contractor shall provide a copy of the certified payroll on request. Contractor is responsible for contacting the Illinois Department of Labor to ensure understanding of prevailing wage requirements.

The prevailing rates of wages are determined by the Illinois Department of Labor and are available on the Department's official website: <http://www.illinois.gov/idol/Laws- Rules/CONMED/Pages/prevaling-wage-rates.aspx>. The College of DuPage has adopted the resolution regarding the prevailing wage rates for DuPage County in accordance with Illinois Prevailing Wage Act and are available the College's website: http://www.cod.edu/about/purchasing/illinois_prevailing_wage_act.aspx.

1.20 BUSINESS ENTERPRISE PROGRAM

The College of DuPage encourages the participation of qualified minorities, females, and persons with disabilities owned businesses in public contracts. It is the practice of the College to ensure full and equitable economic opportunities to persons and businesses that compete for business with the College of DuPage, including minorities, females, and persons with disabilities owned business enterprises The

College is committed to the economic development of disadvantaged business enterprises and the award of contracts to businesses owned by minorities, females, and persons with disabilities for services to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575.

END OF SECTION

2.0 INSTRUCTIONS TO BIDDERS

2.1 OUTSIDE DOCUMENT DISCLAIMER

The College of DuPage cannot warrant, represent, or guarantee the accuracy or completeness of documents which have not been obtained directly from the College. If you have obtained these documents from a third party source, the College is not responsible for any loss or damage including, but not limited to, time, money, or goodwill arising from errors, inaccuracies or omissions in any third party bid documents.

To obtain official documents, please visit: <https://www.cod.edu/about/purchasing/requests/index.aspx>. Click on the link for this project, and follow the prompts to enter your information onto our Contractor list and download the original documents. This will ensure your contact information is registered on our Contractor list, and we can send you any addenda that may be issued. This website is the only official website for prospective bidders to obtain digital copies of bid documents. It is the responsibility of each prospective bidder to verify the completeness of their printed bid documents before submitting a bid and accompanying executed addenda acknowledgement, and other required forms.

2.2 BLACKOUT PERIOD

Under no circumstances are respondents to contact or discuss this Invitation to Bid, or any of the information contained herein or about this project in general, with any College of DuPage trustee, employee, Contractor, contractor or subcontractor, other than using the methods outlined in this bid. Respondents are strictly forbidden from visiting the College's locations or approaching any College trustee, employee, Contractor, contractor or subcontractor for any information related to this Invitation to Bid or this project without the direct knowledge and authorization in writing in advance from the Purchasing Manager or Buyer. Violation of these provisions may subject the respondent to immediate disqualification. **Initial your understanding of this requirement**

2.3 REQUESTS FOR INFORMATION/CLARIFICATION

If any firm submitting a bid for this project is in doubt as to the true meaning of the specifications or other documents or any part thereof, bidder shall request clarification from the Purchasing Department. Questions must be submitted in writing and be directed via email to the Purchasing Department at purchasing@cod.edu no later than **February 9, 2018 at 11:00 a.m. Central Time**. Questions for which answers are provided will be communicated to all registered recipients of bid documents via addendum. All issued addenda must be signed and returned to the College as per the instructions in the addenda or bid will not be accepted.

2.4 SUBMISSION OF BIDS

To be assured of consideration, Bids must be received by the College of DuPage in the College's in Purchasing Department, BIC-1B03, no later than 11:00 a.m. Central Time on Thursday, February 22, 2018, 2018. Failure by a delivery service company or person to meet the deadline will not excuse the Bidder from the deadline requirement. It is solely the Bidder's responsibility to ensure that adequate time is allowed for timely, accurate delivery and that the Bid is received as required.

All Bidders shall submit:

One (1) **sealed** original copy of the Bid;
and one flash drive containing all completed documents

Bids must be in a sealed envelope and delivered to:

Purchasing Manager
ATTN: Bid No. 2018-B0034
College of DuPage
BIC Building - Room 1B03
425 Fawell Blvd.
Glen Ellyn, Illinois 60137

Bids must be received by the date and hour of the Bid Opening as shown in the legal advertisement. The sealed envelope submitted by the Bidder shall carry the following information on the face of the envelope: Bidder's name, address, Bid Notice Number, advertised date of Bid Opening and the hour designated for Bid Opening as shown in the legal advertisement. Unless otherwise stated, all blank spaces on the bid forms shall be fully completed. Bidder bears all responsibility for error or omissions in the submission of the Bid.

2.5 EXCEPTIONS

If any Respondent intends to take any deviations or exceptions from the Specifications or other bid Documents, Respondent shall submit to the Purchasing Manager/Buyer a written request for a deviation or exception at least 5 business days prior to the date and time of advertised bid opening date. If the Project Manager considers such deviation or exception acceptable, the Purchasing Manager/Buyer shall issue an Addendum setting forth such deviation or exception from the Specifications or other which shall be applicable to all Respondents submitting a response.

If no Addendum is issued by the Purchasing Manager/Buyer, then such deviation or exception shall be deemed rejected.

The College may reject any response containing deviations or exceptions not previously accepted through a written Addendum. A copy of such Addendum will be e-mailed or delivered to each Respondent receiving a set of such bid Documents. Respondent shall acknowledge receipt of each Addendum issued in the space provided on the bid form or via a signed addendum. Failure to acknowledge receipt of addenda may result in disqualification of the Bid. All written requests for deviations or exceptions shall be sent to purchasing@cod.edu.

Initial understanding of this requirement: _____

2.6 ERROR IN BID

Where a bidder claims to have made a mistake, such mistake must be called to the attention of the Purchasing Manager within twenty-four (24) hours after the opening of bids. Within forty-eight (48) hours of the bid opening, bidder shall submit to the College's designated contracting officer original documentary evidence and a detailed explanation of how the mistake was made. Failure to conform to this requirement precludes the bidder from withdrawing its bid based upon a bid mistake. If such notice, proof and explanations have been tendered, and the contracting officer is convinced that a bona fide mistake has been made, the contracting officer may recommend to the Board of Trustees that the bidder be allowed to withdraw its bid and recommend that the bid be awarded to the next lowest responsible, responsive bidder. If the Board determines by majority vote, that the bidder has made a bona fide error, no award will be made upon such bid and the bid security will be returned.

2.7 WITHDRAWAL OF BIDS

Bidders may withdraw their Bids at any time prior to the time specified in the legal advertisement as the date and hour set for the Bid Opening. However, no Bidder shall withdraw, cancel or modify its Bid response for a period of ninety (90) calendar days after said advertised Bid Opening.

2.8 NOTICES

All communications and notices between the College and Bidders regarding the Bid Documents shall be in writing and hand delivered or delivered via United States mail, postage prepaid, or via email. Notices to the Bidders shall be addressed to the name and address or email address provided by the Bidders; notices to the Purchasing Manager shall be addressed to Purchasing Department, College of DuPage, BIC Building - Room 1B03, 425 Fawell Blvd., Glen Ellyn, Illinois 60137, or purchasing@cod.edu.

2.9 BID DEPOSIT

When required in the legal advertisement, the Bid shall be accompanied by cashier's check, certified check or surety bond in the amount shown in the legal advertisement or as may be prescribed in these Bid Documents. A certified or cashier's check shall be drawn on a responsible bank doing business in the United States and shall be made payable to the order of the College of DuPage. The Surety issuing the bond must have a general rating of "A", and shall be a Class V or higher in the financial size category as defined by Best's Key Rating Guide - Property and Casualty. Failure to submit the bid deposit shall constitute an informal Bid and such Bid shall be rejected.

The Bidder hereby agrees that the bid deposit shall be forfeited to the College as liquidated damages and not as penalty in the event Bidder fails to comply with the terms of this invitation to bid, or otherwise fails or refuses to honor the Bid upon award of the Contract by the College.

The bid deposit of all bidders will be returned, with the exception of the winning Contractor, after the College has awarded the Contract. The bid deposit of the Contractor will be returned after the Contract has been awarded and the Contractor has submitted all insurance documentation and the Performance and Payment Bond, as required by the Bid Documents.

***This project does not require a bid deposit.**

2.10 PERFORMANCE AND PAYMENT BOND

The successful Bidder shall furnish a Performance and Payment Bond in the full amount of the Contract on the College Bid Form, a specimen of which is provided herein. The Surety issuing the Performance and Payment Bond must have a general rating of "A" and shall be a Class V or higher in the financial size category as defined by Best's Key Rating Guide-Property and Casualty.

In the event that the Bidder fails to furnish the Performance and Payment Bond within fourteen (14) calendar days after service of the Notice of Award, the College may elect to retain Bidder's bid deposit as liquidated damages and not as a penalty and the Contract may be terminated. The parties agree that the sum of the bid deposit is a fair estimate of the amount of damages that the College will sustain due to the Bidder's failure to furnish the Performance and Payment Bond and the termination of the Contract.

END OF SECTION

3.0 SPECIFICATIONS

The College is seeking bids for event equipment rental and services for the Physical Education Center (PEC) Arena events to include but not limited to laying tarp, various types of chairs, tables, linen, skirting, stage equipment, stanchions and pipe and drape. This bid is for a three-year contract with an option to renew for up to two additional years.

3.1 Category One – Physical Education Center (PEC) Arena Event Equipment Rental, Services and Event Supplies

The College coordinates and stages at least 12 major annual events in the indoor PE Arena in the Physical Education Center. Event sizes range from 300 to 5,000 people. Contractor must provide staff, equipment, event related equipment, supplies and services needed to setup, re-set and take down of the venue for various types of events, which include but not limited to laying tarp, various types of chairs, tables, linen, skirting, stage equipment, stanchions and pipe and drape. The events may be located in or outside the PE Arena and on-site or off-site locations.

The Contractor(s) possess a working knowledge of setting up large and small public special events. Contractor must have experience providing set-up services for large special events (servicing 1000 or more attendees). Contractor must have been in the business of providing equipment rental and set-up services for special events similar to those detailed in this section for at least three (3) years.

A. Description of Services, Frequencies and Schedule of Work Flow

Annual Service Dates WITH arrival times noted and minimum staffing:

AUGUST, 2018

- Monday, August 6-9 – COD New Student Orientation arrival promptly at 6am. Event is Tuesday and Thursday. Minimum 6 to 10 setup crew.
- Wednesday, August 15-17 – COD In-Service Employee Event arrival promptly at 6am. Event is Thursday and Friday. Minimum 6 to 10 setup crew.

OCTOBER, 2018

- Tuesday, October 16 – COD College Fair arrival promptly at 6am. Event is 5pm same day. Minimum 6 to 10 setup crew.

NOVEMBER, 2018

- Friday, November 2-4 – Tarping for Craft Show with tables/chairs and stanchions. Setup Friday at 5pm. Event is Saturday and Sunday. Minimum 6 to 10 setup crew.

DECEMBER, 2018

- Friday, December 7-9 – Tarping for Craft Show with tables/chairs and stanchions. Setup Friday at 5pm. Event is Saturday and Sunday. Minimum 6 to 10 setup crew.

MARCH, 2019

- March 22-24 – Tarping for Craft Show with tables/chairs and stanchions. Setup Friday at 3pm. Event is Saturday and Sunday. Minimum 6 to 10 setup crew.

APRIL, 2019

- April 26-27 – Tarping, booths, small stage, pipe & drape, possible stanchions for COD STEMCON. Setup Friday at 6am. Event is Saturday. Minimum 6 to 10 setup crew.

MAY, 2019

- Thursday, May 16 - Total Setup for COD Commencement - arrival promptly at 6:00am –until 3pm or when completed. Complete Setup of tarping, staging, chairs, pipe and drape, etc. Event is Friday, May 17. Minimum 10 to 15 setup crew.

Friday-Sunday (May 17-19) – all **Contractor's event equipment inventory stays on-site** in PE Arena.

- Monday, May 20 - Total Re-Set for **High School Ceremonies** - arrival promptly at 6:00am – until 2pm or when completed re-set of all approx. 5,000 chairs. Minimum 10 to 15 setup crew.

Wednesday, May 22 – **Total Chair Re-set** at 7pm ceremony - arrival promptly at 9pm – until 12 a.m. or when completed for complete re-set of all approx. 5,000 chairs. Minimum 10 to 15 setup crew.

Thursday, May 23 – **Total Chair Re-set** after 7pm ceremony - arrival promptly at 9pm, - Reset for next graduation until 12 a.m. or when completed re-set of all approx. 5,000 chairs. Minimum 10 to 15 setup crew.

Friday, May 24 - **Total Chair Re-set** after 7pm ceremony - arrival promptly at 9pm, minimum 10 setup crew - Reset for next graduation until 12 a.m. or when completed re-set of all approx. 5,000 chairs.

Saturday, May 25 – **Total Dismantle** arrival promptly at 5pm, minimum 10 setup crew - complete dismantle and return of all rental equipment inventory until done.

Additional requirements:

- proper staffing
- meet appropriate arrival and departure times
- proper tarping and taping
- proper install of staging, ramps, stairs, pipe & drape for staging, as well as skirting for all
- proper install of all pipe and draping for bleachers, booths, etc. and Astroturf around pipe and draping
- delivery of appropriate linens and skirting or full table coverage
- proper setup and re-set of all folding chairs with proper aisle widths as requested
- proper delivery and setup of stackable chairs, stanchions, stairs, etc.

B. Special Requirements for Tarping PE Arena Additional Requirements:

The largest events are held in the PE Arena. This facility is 245 ft. by 171 ft. with wood floor in the center and Mondo (rubberized surface) around the basketball size wood floor and requires placement of 10 pieces of tarp. Each roll weighs approx. 600 pounds. The tarps are stored on the Mondo floor at the northwest corner of the arena.

When tarps are set in place by Contractor's staff they must be taped to each other with vinyl tape, however, that vinyl tape cannot touch the Mondo or wood surface, so gaffer tape (provided by College) must be used on the edges that touch the Mondo or wood surface.

The arena is tarped in its entirety for all non-athletic events. Laying of tarp must take less than 3 hours for initial setup.

A list of the majority of equipment needed for major annual events and quantities are listed in Section 4.1, Category 1, of the Bid Form.

C. Example of Equipment Type(s) for Graduations

Main Stage (includes all equipment for stage, ramps and stairs (includes setup, take down and Labor)

- Graduations 40 ft. stage, (40' width x 16' depth x 32" height)
- Access ramps, two 34' long and 48" wide (no rails)
- Side Stair step kits with rails on each side, two 3 step
- Stage Turf/carpeted Black/dark or clean rubberized surface
- Readers stage (8' w x 8' d x 24" h) butts up to Main Stage with one 2-step kit
- Front Stairs to Stage includes two step kits with rails butted together/matching

- Contractor must provide any black tape needed for stage area

Stage Skirting, Pipe & Drape and weighting (includes setup, take down and Labor)

- All Black stage varied heights skirting and Black Velcro attaching mechanisms
- With 16 ft. High pipe & drape for behind 40 ft. stage with two 16 ft. high x 12 ft. wide sides to stage each also 16 ft. high
- Some Graduations - COD provides front stairs which require Contractor supplied 8" x 8' skirting for 3 step stairs with Black Velcro attaching mechanisms
- Contractor must provide black vinyl tape needed for Pipe and Drape for stability
- Contractor must supply weighting for COD provided front stairs too.

Pipe & Drape for Bleachers and Sound Booth (includes all supporting equipment, setup, take- down and Labor).

- 10-12' runs at 8 ft. high – black
- 10-12' runs at 3 ft. high - black
- Contractor must provide black vinyl tape needed for Pipe and Drape for stability.

Chairs (generally white and black but charcoal acceptable)

Tables (generally 8 ft. tables but sometimes 6 ft. tables)

Table Skirting required for 8 or 6 ft. tables for Events

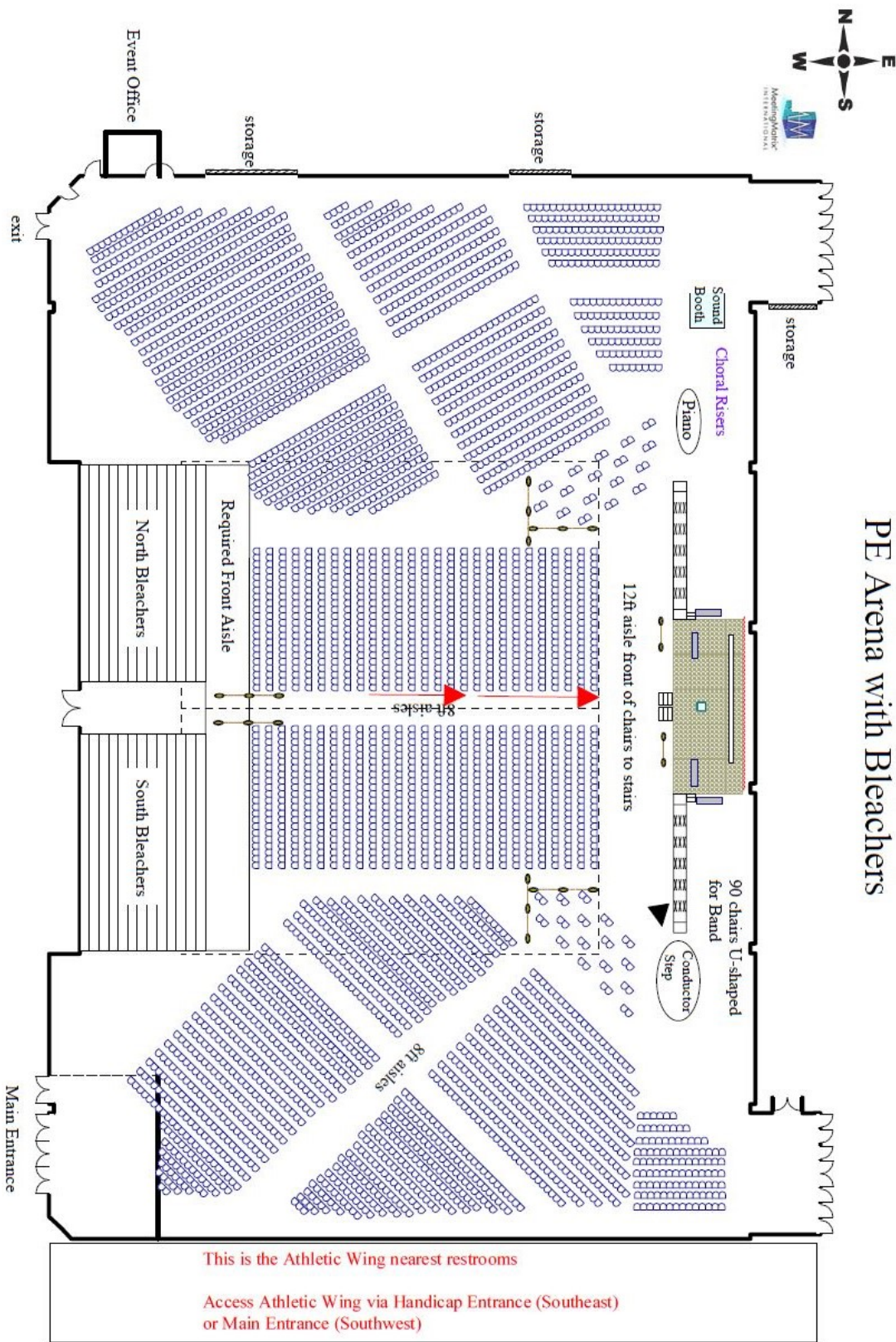
- Need True Red, Orange, Gold, Navy, Hunter Green, Black, Royal Blue, White
- Prefer "skirting" instead of colored table cloths in the colors above.

Linens (primarily white) for generally 8 ft. tables but can be 6 ft. tables

Stanchions (black on black) – max 50

Example of graduation setup is provided below:

PE Arena Graduation Setup Example



3.2 Category Two – College-Wide Event Rental Equipment and Event Supplies for Small Events

The College has numerous smaller events throughout the campus and off-site locations that require various sizes and colors of tables, chairs, draping, linen, skirting and stanchions. The College also requires various sizes and colors of staging, tents, stairs, ramps, and booths.

A list of rental equipment, which the College requires for various smaller events, is listed in Section 4.2 of this bid.

4.0 BID FORM

Bid/proposal pricing for all items and /or services must be based on the standard unit of measure indicated. Pricing on alternate unit of measure may not be accepted. Each quote must be signed and unit price, extended price and total price must be typed or written in ink. Any exceptions to items specified or other terms must be clearly indicated on the bid

Bidders may bid the following:

- a. Category 1 or Category 2; or**
- b. Categories 1 and 2.**

Bidding both categories is not required. Bidders may be awarded one (1) or more Category, Bids submitted to the contrary will be considered incomplete, and as a result, will be rejected.

Contracts will be awarded per Category as described in Section 3 and in the Bid Form based on the lowest bid price submitted by the responsive and responsible bidder(s) meeting all the terms and conditions of the specification.

The College reserves the right to award one (1) or more Contracts or reject any or all Bids when, the best interest of the College will be served thereby.

This is for a three-year contract with an option to renew for up to two additional years:

- **Year One thru Three: Fiscal Year 2019-2021 (July 1, 2018 thru June 30, 2021)**
- Optional: Fiscal Year 2022
- Optional: Fiscal Year 2023

4.1 **BID SHEET – Category One: Physical Education Center (PEC) Arena Event Equipment Rental, Services and Event Supplies**

Instructions for completing Category 1 - Bid Sheet

Bidders must quote all specified items in Category 1. Bids submitted to the contrary will be considered incomplete, and as a result, will be rejected. Bid/proposal pricing for all items and /or services must be based on the standard unit of measure indicated. Pricing on alternate unit of measure may not be accepted.

Contracts will be awarded per line item based on the lowest bid price per line submitted by the responsive and responsible bidder(s) meeting all the terms and conditions of the specification

College of DuPage is seeking bidders for rental equipment and services for PE Arena Events which are held at our main campus located in Glen Ellyn, Illinois. **All bid prices shall include labor, the cost of delivery, set-up and dismantle for all events, and return transportation to Contractor's warehouse.** Contractor shall also be responsible for the take down and removal of all equipment immediately following each event.

General Note: The events listed in Section 3.1 and the items listed below generally encompass the rental requirements for the PE Arena. Additional events may be added as required.

Item	Description	Unit Cost (Each including Labor)
------	-------------	----------------------------------

1 Folding Chairs (Metal or Plastic)

Qty. 500 to 5,000 (BLACK OR CHARCOAL)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Qty. 1 to 499 (BLACK OR CHARCOAL)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Qty. 500 to 1200 (WHITE)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Qty. 1 to 499 (WHITE)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Qty. 1 to 1,200 (OTHER ACCEPTABLE COLOR)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Unit Cost (each including Labor)
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2 Re-set Chair Cost (Graduations only!) 600-4,200

Year One through Three (FY19-21)	\$_____
Year Four (FY2022)	\$_____
Year Five (FY2023)	\$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Unit Cost (each including Labor)
------	-------------	----------------------------------

3 Stackable Chairs

Metal Black Padded on Black or Black Padded on Chrome

Qty. 1 – 50

Year One through Three (FY19-21)	\$_____
Year Four (FY2022)	\$_____
Year Five (FY2023)	\$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Unit Cost (Each including Labor)
------	-------------	----------------------------------

4 Padded White or Black Chairs

Metal or Plastic

Qty. 100 - 500

Year One through Three (FY19-21)	\$_____
Year Four (FY2022)	\$_____
Year Five (FY2023)	\$_____

Qty. 1 – 99

Year One through Three (FY19-21)	\$_____
Year Four (FY2022)	\$_____
Year Five (FY2023)	\$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (Each including Labor)
------	-------------	------	----------------------------------

5 Main Stage - (all pieces) 20 (if 4'x8')

Setup Size: 40'W x 16'D x 32" T

(All carpeted/turfed or rubberized Gray/Black,
Skirted Black and Velcro/Coin Hooks included)

- See additional stage pieces below

(Complete package)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (including Labor)
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6 Readers Stage – All Pieces 2 (if 4'x8')

Setup Size: 8' x 8' x 24" Tall

(All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included)

(Complete package)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (including Labor)
------	-------------	------	-----------------------------

7 8' x 24" x 32" Tall Stage – All Pieces 2 (if 4'x8')

Setup Size: 8' x 24' x 32"

(All carpeted/turfed or rubberized Black,
Skirted Black and Velcro/Coin Hooks included)

(Complete package)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Item	Description	Qty.	Unit Cost (including Labor)
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- 8 12' x 24' x 24" Tall Stage – All Pieces 2 (if 4'x8')**
Setup Size: 12' x 24' x 24"
 (All carpeted/turfed or rubberized Black,
 Skirted Black and Velcro/Coin Hooks included)
(Complete package)

Year One through Three (FY19-21)	\$_____
Year Four (FY2022)	\$_____
Year Five (FY2023)	\$_____

Item	Description	Qty.	Unit Cost (including Labor)
------	-------------	------	-----------------------------

- 9 8' x 16' x 24" Tall Stage – All Pieces 2 (if 4'x8')**
Setup Size: 8' x 16' x 24"
 (All carpeted/turfed or rubberized Black,
 Skirted Black and Velcro/Coin Hooks included)
(Complete package)

Year One through Three (FY19-21)	\$_____
Year Four (FY2022)	\$_____
Year Five (FY2023)	\$_____

Item	Description	Qty.	Unit Cost (including Labor)
------	-------------	------	-----------------------------

- 10 12' x 24' x 16" Tall Stage – All Pieces 2 (if 4'x8')**
Setup Size: 12' x 24' x 16"
 (All carpeted/turfed or rubberized Black,
 Skirted Black and Velcro/Coin Hooks included)
(Complete package)

Year One through Three (FY19-21)	\$_____
Year Four (FY2022)	\$_____
Year Five (FY2023)	\$_____

Item	Description	Qty.	Unit Cost (including Labor)
------	-------------	------	-----------------------------

11 16' x 28' x 8" Tall Stage – All Pieces 2 (if 4'x8')

Setup Size: 16' x 28' x 8"

(All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included)

(Complete package)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Item	Description	Qty.	Unit Cost (including Labor)
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12 ACCESS RAMPS for stage 2

Setup Size each ramp:

4'W x 34'L to 32H" Height of Stage,

no handrails (All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included)

(Complete package)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (including Labor)
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13 Tarp (40,000 square foot Arena) 1

Installation, taping and take down

College owned tarp (10 rolls @ 600 lb. each).

Labor only

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

- Apply (9) Nine rolls (3" x 60') of Hunter Green Vinyl Tape (provided by COD)
(Labor included with tarping)
(This requirement is for ANY Event not just Graduations)
- Apply (2) Two rolls (3" x 60') of Hunter Green GAFFERS Tape (provided by COD)
(Labor included with tarping) 3" piece every 30 feet as tarp is laid to prevent wrinkles
(This requirement is for ANY Event not just Graduations)

Item	Description	Qty.	Unit Cost (including Labor)
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14 Black Tape

Apply (1-3) rolls (3" x 60') Black Vinyl Tape
(Labor included with all Pipe & Drape and Staging)
(This requirement is for ANY Event not just Graduations)

Year One through Three (FY19-21) \$ _____

Year Four (FY2022) \$ _____

Year Five (FY2023) \$ _____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (including Labor)
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**15 Stage Black Pipe & Drape (back drop) 40
16' T x 40' Straight Run w/Sandbags/
weights (Complete package)**

Year One through Three (FY19-21) \$ _____

Year Four (FY2022) \$ _____

Year Five (FY2023) \$ _____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (including Labor)
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**16 Stage Black Pipe & Drape (sides) 2
16' T x 8-12' straight runs for
both sides of stage w/sandbags/
weights (Complete package)**

Year One through Three (FY19-21) \$ _____

Year Four (FY2022) \$ _____

Year Five (FY2023) \$ _____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (Per "each")
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- 17 Stairs - 3 step w/ rail for main stage 3**
24" and 32" height in black on either
side of main stage or Readers Stage
Not skirted. ADA Compliant.

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (Per "each")
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- 18 Front Stairs - 3 step w/ rail for front of stage 2**
24" and 32" height in black secured together
Not skirted. ADA Compliant.

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (including Labor)
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- 19 Skirting (Black) for COD provided 8**
8' wide Stairs for front of main stage
Skirt, 8" T x 8' W Black (All Skirted Black
and Velcro/Coin Hooks included)
(Complete package)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost (including Labor)
20	Bleachers Black Pipe and Drape - 8' T x 24' runs on all 4 sides - 3' T x 12' runs on all 4 sides (Complete Package)	96 feet - black 48 feet - back	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
21	Black Tape Apply (1-3) rolls (3" x 60') Black Vinyl Tape (Labor included with all Pipe & Drape) (This requirement is for ANY Event not just Graduations)		
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____
	<ul style="list-style-type: none"> Also apply (2) Two rolls (3" x 60') of Black GAFFERS Tape (provided by COD) (Labor included with tarping) to tape down Pipe & Drape to Mondo flooring only. (This requirement is for ANY Event not just Graduations) Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually. 		

Item	Description	Qty.	Unit Cost (including Labor)
22	Sound Booth – (2) 8' T x 8' W Run and (1) 8' T x 3' W for 3rd side, Black pipe & drape at NE corner of Arena	3 pieces	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____
	<ul style="list-style-type: none"> Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually. 		

Item	Description	Qty.	Unit Cost (including Labor)
23	Booth(s) 10' x 10' x 8' T 8' T back with two sides 3' T Black pipe & drape (complete package) (1 to 150 booths needed throughout Arena)	All pieces each a complete booth	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
24	Stage Run Black Pipe & Drape 8' T x 40' Straight Run w/Sandbags/ weights (Complete package)	40'	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
25	Stage Black Pipe & Drape (back drop) 30' 8' T x 30' Straight Run w/Sandbags/ weights (Complete package)		
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
26	Stage Black Pipe & Drape (back drop) 24' 8' T x 24' Straight Run w/Sandbags/ weights (Complete package)		
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
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27 ASTROTurf for in between Bleachers 1

(1) 12'x 40' piece of turf = 480'

Color: black to be set-up after tarping

Delivered/installed/taken down.

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

- Apply (1 or 2) Rolls (3" x 60') Black Vinyl Tape (provided by COD)
(Labor included with all Pipe & Drape)
- Also apply (2) Two rolls (3" x 60') of Black GAFFERS Tape (provided by COD)
(Labor included with tarping) to tape down Pipe & Drape to Mondo flooring only.
(This requirement is for ANY Event not just Graduations)
- Take-down usually immediately following events with the exception of PE Arena graduation ceremonies which require all equipment stays setup and must remain in place for 1.5 to 2 weeks. Graduations are generally mid to end of May but may be 1st week of June annually.

Item	Description	Qty.	Unit Cost	
28	Linen – 72" x 120" linen table cloth	1 – 100	<u>without labor</u>	<u>with labor</u>
	Color: white for 6' or 8' tables			
	Year One through Three (FY19-21)		\$_____	\$_____
	Year Four (FY2022)		\$_____	\$_____
	Year Five (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost	
29	Linen for 72" x 30" Round Tables	1 – 200	<u>without labor</u>	<u>with labor</u>
	Color: white and floor length			
	Year One through Three (FY19-21)		\$_____	\$_____
	Year Four (FY2022)		\$_____	\$_____
	Year Five (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost (including Labor)	
30	Linen – 72” x 120” table cloths 6’ or 8’ tables – Color(s) White, hunter green or other color	1 – 100	<u>without labor</u>	<u>with labor</u>
	Year One through Three (FY19-21)		\$_____	\$_____
	Year Four (FY2022)		\$_____	\$_____
	Year Five (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost	
31	Table Skirting - 14’ skirting Color(s): hunter green, orange, black, true red, gold, royal blue, navy	1 - 20 each	<u>without labor</u>	<u>with labor</u>
	Year One through Three (FY19-21)		\$_____	\$_____
	Year Four (FY2022)		\$_____	\$_____
	Year Five (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost	
32	Tables – 8’ x 30” Rectangular	1-300	<u>without labor</u>	<u>with labor</u>
	Year One through Three (FY19-21)		\$_____	\$_____
	Year Four (FY2022)		\$_____	\$_____
	Year Five (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost	
33	Tables – 6’ x 30” Rectangular	1-300	<u>without labor</u>	<u>with labor</u>
	Year One through Three (FY19-21)		\$_____	\$_____
	Year Four (FY2022)		\$_____	\$_____
	Year Five (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost
34	Setup/Dismantle of College's 8' x 30" Rectangular Tables	1-300	Labor only!
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost
35	Stanchions Black – Retractable Base & band Approx. 40" H x 8'-12' W	1-50	<u>without labor</u> <u>with labor</u>
	Year One through Three (FY19-21)		\$_____ \$_____
	Year Four (FY2022)		\$_____ \$_____
	Year Five (FY2023)		\$_____ \$_____

Item	Description	Per Quote
36	Delivery or Pickup Charges	
	<u>Year One through Three (FY19-21)</u>	
	Standard Delivery (4 hrs. window betw. 6am-8pm)	\$_____
	Time Specific Delivery (0 min. to 15 min.)	\$_____
	Delivery or Pickup (4am-6am)	\$_____
	Delivery or Pickup (after 6am-10pm)	\$_____
	Delivery or Pickup (10pm-4am)	\$_____
	Delivery or Pickup Sunday	\$_____
	<u>Year Four (FY2022)</u>	\$_____
	Standard Delivery (4 hrs. window bet. 6am-8pm)	\$_____
	Time Specific Delivery (0 min. to 15 min.)	\$_____
	Delivery or Pickup (4am-6am)	\$_____
	Delivery or Pickup (after 6am-10pm)	\$_____
	Delivery or Pickup (10pm-4am)	\$_____
	Delivery or Pickup Sunday	\$_____

<u>Year Five (FY2023)</u>	\$_____
Standard Delivery (4 hrs. window betw. 6am-8pm)	\$_____
Time Specific Delivery (0 min. to 15 min.)	\$_____
Delivery or Pickup (4am-6am)	\$_____
Delivery or Pickup (after 6am-10pm)	\$_____
Delivery or Pickup (10pm-4am)	\$_____
Delivery or Pickup Sunday	\$_____

Additional Instructions for Category One Bidding:

- 1 - Initial Installation of tarp and Re-sets of equipment are Time Sensitive
- 2 - Full Arena Tarp install must be completed in less than 3 hours (40,000 square feet)
- 3 - May require that some COD equipment be moved by Contractor before Arena setups begin
- 4 - Black or Green Gaffers tape will be provided by COD for tarp to Mondo or Wood Surfaces
- 5 - This list does not include all equipment needed, just the major items utilized
- 6 - Max quantities needed are provided, when available.
- 7 - All pricing must include ALL labor, equipment, delivery, pickup and transportation costs.
- 8 - If you cannot provide an item, please note: N/A (Not Available) in Total Cost (Column).
- 9 – All equipment types i.e., stage(s), pipe & drape, ramps, skirting, etc., indicated on this Category must be inclusive of all parts/items required for complete installation whether noted or not.

END OF BID LIST – CATEGORY 1

Submitted by: _____ (printed)

Submitted by: _____ (signed)

END OF SECTION

4.2 BID SHEET – Category Two: College-Wide Event Rental Equipment and Event Supplies for Small Events

Instructions for completing Category 2 - Bid Sheet

Bidders may quote any line item in this Category, but is not mandatory to bid all line items. Bidder may be awarded one (1) or more Items. Bids submitted to the contrary will be considered incomplete, and as a result, will be rejected. Bid/proposal pricing for all items and /or services must be based on the standard unit of measure indicated. Pricing on alternate unit of measure may not be accepted.

Contracts will be awarded per line item based on the lowest bid price per line submitted by the responsive and responsible bidder(s) meeting all the terms and conditions of the specification.

Special Criteria for All Category 2:

- 1 - May require, at times, that some equipment be moved before setups begin.
- 2 - This list does not include all equipment needed, just the major items utilized.
- 3 - All pricing must include ALL labor, equipment, delivery, pickup and transportation costs
- 4 - If you cannot provide an item, please note: N/A (Not Available) in Total Cost (Column)
- 5 - All equipment types i.e., stage(s), pipe & drape, ramps, skirting, etc., indicated on this Bid Sheet must be inclusive of all parts/items required for a complete installation whether noted or not.

BID SHEET - CATEGORY 2

Item	Description	Unit Cost (Each including Labor)
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1 Folding Chairs (Metal or Plastic)Qty. 1 to 500 (**BLACK OR CHARCOAL**)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Qty. 1 to 500 (**WHITE**)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Qty. 1 to 500 (**OTHER ACCEPTABLE COLOR**)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Item	Description	Unit Cost (including Labor)
------	-------------	-----------------------------

2 Stackable ChairsMetal Black Padded on Black
or Black Padded on Chrome**Qty. 50 – 100**

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Qty. 1 – 49

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Item	Description	Unit Cost (Each including Labor)
------	-------------	----------------------------------

3 Padded White Chairs
Metal or Plastic
Qty. 100 - 500

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Qty. 1 – 99

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Item	Description	Qty.	Unit Cost (Each including Labor)
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4 Stage 8' x 8' x 24" or 32" Tall All Pieces
All carpeted/turfed Black, Skirted Black
and Velcro/Coin Hooks included
(Complete package)

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Item	Description	Qty.	Unit Cost (including Labor)
------	-------------	------	-----------------------------

5 Stage 20' x 16' x 24" or 32" Tall All Pieces
All carpeted/turfed Black, Skirted Black
and Velcro/Coin Hooks included

Year One through Three (FY19-21) \$_____

Year Four (FY2022) \$_____

Year Five (FY2023) \$_____

Item	Description	Qty.	Unit Cost (including Labor)
6	Stage 16' x 12' x 24" or 32" Tall All carpeted/turfed Black, Skirted Black and Velcro/Coin Hooks included	All Pieces	
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Qty.	Unit Cost (including Labor)
7	Booths (Black 10' x 10') (Complete Booth Standard Color) Pipe & Drape 3' sides and 8" tall back Note: Straight Runs 20'w, 24'w, 30'w, 40'w to be charged a 10x10 price	1-25	
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Qty.	Unit Cost (including Labor)
8	ACCESS RAMPS for stage Setup Size each ramp: 3-4'W x 16'L to 16H" Height of Stage, Handrails, if requested (All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included) - Complete package	1-2	
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Qty.	Unit Cost (including Labor)
9	ACCESS RAMPS for stage	1-2	
	Setup Size each ramp: 3-4'W x 24'L to 24H" Height of Stage, Handrails, if requested (All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included) - Complete package		
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Qty.	Unit Cost (including Labor)
10	ACCESS RAMPS for stage	1-2	
	Setup Size each ramp: 3-4'W x 32'L to 32H" Height of Stage, Handrails, if requested (All carpeted/turfed or rubberized Black, Skirted Black and Velcro/Coin Hooks included) - Complete package		
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Qty.	Unit Cost (including Labor)
11	Stage Black Pipe & Drape (back drop) All pieces (Complete Package Standard Color)		
	16' T x 40' Straight Run w/Sandbags/weights		
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Qty.	Unit Cost (including Labor)
12	Stage Black Pipe & Drape (sides) All pieces (Complete Package Standard Color)		
	10'-16' T x 8-12' straight runs for both sides of stage or independently w/sandbags/weights		
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Qty.	Unit Cost (Per "each")
13	Stairs - 2 step with or without Rail for stage 24" height in black on either side of stage Not skirted. ADA Compliant.	1-4	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
14	Skirting (Black) for COD provided 8' wide Stairs Skirt, 8" T x 8'W Black (All Skirted Black and Velcro/Coin Hooks included) (Complete package)	8	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
15	Sound Booth – (2) 8' T x 8' W Run and (1) 8' T x 3' W for 3rd side, Black pipe & drape (Complete Package)	All pieces	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
16	Linen – 72" x 120" Color: white and black for 6' or 8'	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
17	Linen – 72” x 120” Color: gray, hunter green or other color	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
18	Linen - 72” x 30” Round Tables Color: white and black	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
19	Linen - 90” x 30” Round Tables Color: white and black	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
20	Linen - 120” x 30” Round Tables Color: white and black	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
21	Linen - 132” x 30” Round Tables Color: white and black	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
22	Linen - 156" Rectangular Tables Color: white and black	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
23	Table Skirting - 14' skirting Color(s): hunter green, black, white or other color	1 - 20 each	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
24	Tables – 6' x 30" Rectangular	1-200	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
25	Tables 6' x 30" Round Tables	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
26	Tables 8' x 30" Round Tables	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
27	Tables: Wood Top or Similar High Boys 30" diameter 30" or 42" high	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
28	Tables: Wood Top or Similar High Boys 36" diameter 30" or 42" high	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
29	Tables: Wood Top or Similar Cabaret 30" diameter	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
30	Tables: Wood top or similar Cabaret 36" diameter	1-100	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)	
31	Stanchions Black – Retractable Base & band Approx. 40" H x 8'-12' W	1-50 each	<u>without labor</u>	<u>with labor</u>
	Year One through Three (FY19-21)		\$_____	\$_____
	Year Four (FY2022)		\$_____	\$_____
	Year Five (FY2023)		\$_____	\$_____

Item	Description	Qty.	Unit Cost (including Labor)	
32	Tent 15' x 30' x 8' Tall (Complete Package) Setup on asphalt or cement, no sides, no in-ground Spikes. Need temporary weight system and/or concrete (water is not necessarily available). All required setup apparatus included – white preferred color, no sides. Other details to be advised at time of quote.	All pieces		
	Year One through Three (FY19-21)		\$_____	
	Year Four (FY2022)		\$_____	
	Year Five (FY2023)		\$_____	

Item	Description	Qty.	Unit Cost (including Labor)	
33	Tent 20' x 20' x 8' Tall (Complete Package) Setup on asphalt or cement, no sides, no in-ground Spikes. Need temporary weight system and/or concrete (water is not necessarily available). All required setup apparatus included – white preferred color, no sides. Other details to be advised at time of quote.	All pieces		
	Year One through Three (FY19-21)		\$_____	
	Year Four (FY2022)		\$_____	
	Year Five (FY2023)		\$_____	

Item	Description	Qty.	Unit Cost (including Labor)	
34	Tent 16' x 16' x 8' Tall (Complete Package) Setup on asphalt or cement, no sides, no in-ground Spikes. Need temporary weight system and/or concrete (water is not necessarily available). All required setup apparatus included – white preferred color, no sides. Other details to be advised at time of quote.	All pieces		
	Year One through Three (FY19-21)		\$_____	
	Year Four (FY2022)		\$_____	
	Year Five (FY2023)		\$_____	

Item	Description	Qty.	Unit Cost (including Labor)
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35	Tent 16' x 24' x 8' Tall (Complete Package) Setup on asphalt or cement, no sides, no in-ground Spikes. Need temporary weight system and/or concrete (water is not necessarily available). All required setup apparatus included – white preferred color, no sides. Other details to be advised at time of quote.	All pieces	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
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36	Tent 24' x 32' x 8' Tall (Complete Package) Setup on asphalt or cement, no sides, no in-ground Spikes. Need temporary weight system and/or concrete (water is not necessarily available). All required setup apparatus included – white preferred color, no sides. Other details to be advised at time of quote.	All pieces	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
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37	Tent 16' x 24' x 12' Tall (Complete Package) Setup on asphalt or cement, no sides, no in-ground Spikes. Need temporary weight system and/or concrete (water is not necessarily available). All required setup apparatus included – white preferred color, no sides. Other details to be advised at time of quote.	All pieces	
	Year One through Three (FY19-21)		\$_____
	Year Four (FY2022)		\$_____
	Year Five (FY2023)		\$_____

Item	Description	Qty.	Unit Cost (including Labor)
38	Tent 24' x 24' x 12' Tall (Complete Package) Setup on asphalt or cement, no sides, no in-ground Spikes. Need temporary weight system and/or concrete (water is not necessarily available). All required setup apparatus included – white preferred color, no sides. Other details to be advised at time of quote.	All pieces	
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Qty.	Unit Cost (including Labor)
39	Tent 12' x 12' x 8' Tall (Complete Package) Setup on asphalt or cement, no sides, no in-ground Spikes. Need temporary weight system and/or concrete (water is not necessarily available). All required setup apparatus included – white preferred color, no sides. Other details to be advised at time of quote.	All pieces	
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Qty.	Unit Cost (including Labor)
40	Tent 16' x 16' x 8' Tall (Complete Package) Setup on asphalt or cement, no sides, no in-ground Spikes. Need temporary weight system and/or concrete (water is not necessarily available). All required setup apparatus included – white preferred color, no sides. Other details to be advised at time of quote.	All pieces	
	Year One through Three (FY19-21)		\$ _____
	Year Four (FY2022)		\$ _____
	Year Five (FY2023)		\$ _____

Item	Description	Unit Cost
41	Delivery, Pick-up Charges	
	<u>Year One through Three (FY19-21)</u>	
	Standard Delivery (6 hrs. window betw. 6am-8pm)	\$_____
	Time Specific Delivery (0 min. to 15 min.)	\$_____
	Time Specific Delivery (16 minute to 30 min.)	\$_____
	Time Specific Delivery (31 min. to 2 hrs.)	\$_____
	Time Specific Delivery (2 hrs. to 4 hrs.)	\$_____
	Delivery or Pickup (4am-6am)	\$_____
	Delivery or Pickup (after 6am-10pm)	\$_____
	Delivery or Pickup (10pm-4am)	\$_____
	Delivery or Pickup Sunday	\$_____
	<u>Year Four (FY2022)</u>	
	Standard Delivery (6 hrs. window betw. 6am-8pm)	\$_____
	Time Specific Delivery (0 min. to 15 min.)	\$_____
	Time Specific Delivery (16 minute to 30 min.)	\$_____
	Time Specific Delivery (31 min. to 2 hrs.)	\$_____
	Time Specific Delivery (2 hrs. to 4 hrs.)	\$_____
	Delivery or Pickup (4am-6am)	\$_____
	Delivery or Pickup (after 6am-10pm)	\$_____
	Delivery or Pickup (10pm-4am)	\$_____
	Delivery or Pickup Sunday	\$_____
	<u>Year Five (FY2023)</u>	
	Standard Delivery (6 hrs. window betw.)	\$_____
	Time Specific Delivery (0 min. to 15 min.)	\$_____
	Time Specific Delivery (16 minute to 30 min.)	\$_____
	Time Specific Delivery (31 min. to 2 hrs.)	\$_____
	Time Specific Delivery (2 hrs. to 4 hrs.)	\$_____
	Delivery or Pickup (4am-6am)	\$_____

Delivery or Pickup (after 6am-10pm)	\$_____
Delivery or Pickup (10pm-4am)	\$_____
Delivery or Pickup Sunday	\$_____

Final Notes:

Any other services fees, costs/charges for associated items, fuel charges or discounts not noted above must be noted in Contractor's Bid Response. Any other comments must be noted as well for consideration.

END OF BID LIST – CATEGORY 2

Submitted by: _____ (printed)

Submitted by: _____ (signed)

END OF SECTION

5.0 BUSINESS ENTERPRISE PROGRAM

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 (PDBE) (collectively, BEP certified Contractor(s)). 30 ILCS 575

Contract Goal to be Achieved by Contractor: This solicitation includes an aspirational **BEP** participation goal of 20% based on the availability of BEP certified Contractors to perform or provide the anticipated services and/or supplies required by this solicitation.

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 Contractor 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 Contractors. If Contractor is an MBE and FBE certified Contractor, the entire goal is met and no subcontracting with a BEP certified Contractors is required; however, **Contractor must submit a Utilization Plan indicating that the goal will be met by self-performance.**

Following are guidelines for Contractor's completion of the Utilization Plan. The Utilization Plan must demonstrate that Contractor 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, Contractor, or Contractor's proposed Subcontractor, must be certified with the Illinois Department of Central Management Services as a BEP certified Contractor.

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 Contractor, 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 Contractor 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 Contractor under its supervision; and the commitment of management, supervisory personnel, and operative personnel employed by the BEP certified Contractor 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 Contractor. **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 Contractor and a BEP certified Contractor in which a BEP certified Contractor promises not to provide subcontracting or pricing quotations to other Contractors is prohibited. The College may request additional information to demonstrate compliance. Contractor 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 Contractor. Failure to cooperate by Contractor and BEP certified Contractor may render the bidder or offeror non-responsive or not responsible. **The contract will not be awarded to Contractor unless Contractor's Utilization Plan is approved by the College.**
3. **BEP Certified Contractor Locator References:** Contractor may consult CMS' BEP Contractor 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 Contractors at the time of bid or offer.**
4. **Contractor Assurance:** Contractor shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure by Contractor 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 Contractor signs with a subcontractor or supplier.
5. **Calculating BEP Certified Contractor Participation:** The Utilization Plan documents work anticipated to be performed, or goods/equipment provided by all BEP certified Contractors and paid for upon satisfactory completion/delivery. Only the value of payments made for the work actually performed by BEP certified Contractors, by subcontractors or suppliers to such Contractors, 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 Contractor shall be counted towards the goal. The entire amount of that portion of the contract that is performed by the BEP certified Contractor, including supplies purchased or equipment leased by the BEP certified Contractor shall be counted, except supplies purchased and equipment rented from the Prime Contractor submitting this bid or offer.
 - 5.2 A Contractor 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 Contractor performs toward the goal. A Contractor shall also count the dollar value of work subcontracted to other BEP certified Contractor. Work performed by the non- BEP certified party shall not be counted toward the goal. **Work that a BEP certified Contractor subcontracts to a non-BEP certified Contractor will not count towards the goal.**
 - 5.3 A Contractor shall count toward the goal 100% of its expenditures for materials and supplies required under the contract and obtained from a BEP certified Contractor manufacturer, BEP certified regular dealer, or BEP certified supplier. A Contractor shall count toward the goal the following expenditures to BEP certified Contractors 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 Contractor'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 Contractors 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 Contractor can provide documentation indicating the utilization of these Contractors.
- 5.5** A Contractor 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 Contractor 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 Contractor 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 Contractor participation. In determining whether a BEP certified Contractor is such an extra participant, the College shall examine similar transactions, particularly those in which BEP certified Contractors do not participate, and industry practices.
- 5.6** A Contractor 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 Contractor support activities.

6. **Good Faith Effort Procedures:** Contractor must submit Utilization Plans, subcontract documents, and/or Letters of Intent that meet or exceed the published goal. If Contractor cannot meet the stated goal, Contractor 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 Contractor'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 Contractor did not succeed in obtaining BEP certified Contractor 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 Contractor 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. **Contractor may not make changes to its contractual BEP certified Contractor commitments or substitute BEP certified Contractors without the prior written approval of the College.** Unauthorized changes or substitutions, including performing the work designated for a BEP certified Contractor with Contractor'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 Contractor or otherwise change the Utilization Plan, Contractor must notify the College in writing of the request to substitute a BEP certified Contractor 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 Contractor 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 Contractor 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 Contractor. Documentation of a replacement BEP certified Contractor, or of good faith efforts to replace the BEP certified Contractor, must meet the requirements of the initial Utilization Plan. If the goal cannot be reached and good faith efforts have been made, Contractor may substitute with a non- BEP certified Contractor or Contractor may perform the work.
 - 7.5. If a Contractor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Utilization Plan, Contractor must obtain the approval of the College to modify the Utilization Plan and must make good faith efforts to ensure that BEP certified Contractors have a fair opportunity to submit a bid or offer on the new scope of work.
 - 7.6. A new BEP certified Contractor agreement must be executed and submitted to the College within five business days of Contractor's receipt of the College's approval for the substitution or other change.

- 7.7.** Contractor shall maintain a record of all relevant data with respect to the utilization of BEP certified Contractors, 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 Contractor 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 Contractor any additional data reasonably related or necessary to verify any representations by Contractor. After the performance of the final item of work or delivery of material by the BEP certified Contractor and final payment to the BEP certified Contractor by Contractor, but not later than 30 calendar days after such payment, Contractor shall submit a statement confirming the final payment and the total payments made to the BEP certified Contractor under the contract.
- 7.8.** The College will periodically review Contractor's compliance with these provisions and the terms of its contract. Without limitation, Contractor'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 Contractor, 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 Contractor to enforce these provisions and Contractor's contractual commitments. Final payment shall not be made pursuant to the contract until Contractor submits sufficient documentation demonstrating compliance with its Utilization Plan.

UTILIZATION PLAN

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

_____ (Contractor) submits the following Utilization Plan as part

Respondent Name

of our bid or offer in accordance with the requirements of the BEP Program Status and Participation section of the solicitation for **P.E Arena Events Equipment Rental for the Conference & Events Department, Bid Number 2018-B0034**. 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.**

Contractor submits the following statement:

- ☐ Contractor is a BEP certified firm and plans to fully meet the goal through self-performance.
- ☐ Contractor has identified BEP certified subcontractor(s) to fully meet the established goal and submits the attached executed Letter(s) of Intent; or
- ☐ Contractor 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).

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

Name: _____

Title: _____

Telephone: _____

Email: _____

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

If the BEP participation goal was not achieved, the Contractor 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 Contractor'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 Contractor's efforts as described below.

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

6.0 CERTIFICATIONS ****Required****

IMPORTANT: All bidders are required to complete and sign this form. Completed form must be returned with bid no later than the advertised bid deadline. Failure to return this completed form may result in disqualification of bid.

THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COLLEGE LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

- A. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.* Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12. **Yes** _____ **No** _____
- B. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 *et seq.*
- C. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 *et seq.*
- D. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
- E. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.*
- F. Fair Employment Practice: Company is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations. **Yes** _____ **No** _____
- G. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.
Yes _____ **No** _____
- H. Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ILCS 5 with regards to bid rigging/bid rotating.
Yes _____ **No** _____
- I. When required by law, the bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.

ADVICE

- A. MINORITY/WOMAN-OWNED, DISADVANTAGED BUSINESS? YES _____ NO _____. If yes, please attach copy of certification and advise certification number and expiration date below:

Name of Certifying Entity: _____

Certification #: _____ Expiration Date: _____

- B. STATE NEGOTIATED COOPERATIVE AGREEMENT: YES _____ NO _____ Contract No. _____

Signature

Respondent/Company Official: _____ Date: _____

7.0 SIGNATURE PAGE ****Required****

IMPORTANT: All bidders are required to complete and sign this form. Completed form must be returned with bid to purchasing@cod.edu no later than the advertised bid deadline. Failure to return this completed form may result in disqualification of bid.

Check One:

☐ **SOLE PROPRIETOR** ☐ **PARTNERSHIP** (and/or JOINT VENTURE) ☐ **LIMITED LIABILITY COMPANY**
☐ **CORPORATION**

The undersigned acknowledges receipt of a full set of Bid Documents and Addenda Numbers _____
(None unless indicated here). **All issued addenda must be signed and returned to the College as per the instructions in the addenda or bid will not be accepted.**

The undersigned makes the foregoing Bid subject to all of the terms and conditions of the Bid Documents. The undersigned certifies that all of the foregoing statements of the Contractor Certifications are true and correct. The undersigned warrants that all of the facts and information submitted by the undersigned in connection with this Bid are true and correct. Upon award and execution of this Contract by the College of DuPage Board of Trustees, the undersigned agrees that execution of this Bid shall stand as the undersigned's execution of this Contract.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

CELLULAR TELEPHONE NUMBER: _____

FEIN/SSN: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

Subscribed to and sworn before me this

_____ Day of _____, 2017. My commission expires: _____

X _____

Notary Public Signature

Notary Seal

* **Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.**

** **If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**

*** **Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.**

*** **If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**

***** **In the event that this Signature Page is signed by any persons other than the President and Secretary, attach either a certified copy of the corporate by-laws, a resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.**

8.0 CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM **Required******

IMPORTANT: All bidders are required to complete and sign this form. Completed form must be returned with bid no later than the advertised bid deadline. Failure to return this completed form may result in disqualification of bid.

BID #: _____ DATE: _____

CONFLICT OF INTEREST DISCLOSURE

College of DuPage (COD) reserves the right, at its sole discretion, to reject any and all bids, revise the submission timeline as described in the solicitation, and to discontinue at any time the submission process as described in the solicitation. College of DuPage is requiring that any and all relationships with the College, its Administrators, Trustees, Committee members, COD Foundation Trustees, or any other Employee of the College be disclosed in writing as a part of any bid submitted. Contact with any employee of the College of DuPage during the pre-award period, except as noted in the solicitation, is strictly forbidden and is considered sufficient grounds for dismissal from the Bid/RFP process.

CONTRACTOR CONFLICT OF INTEREST DISCLOSURE

Define the relationship with any College of DuPage Administrator, Trustee, Employee, COD Foundation Board member, Committee member, or their immediate family member, with which your company or any of its owners, officers, Trustees, employees, or their immediate family, does business or is likely to do business with, or for which there is an opportunity to influence a related College decision; include the name and relationship to any immediate family member.

Contractor certifies that there is no known conflict of interest with any COD Administrator, Employee Trustee, Committee member, or COD Foundation Trustee, or their immediate family.

Contractor Printed Name: _____ Title: _____

Signature: _____ Date: _____

NON-COLLUSION STATEMENT

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been Communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Company Name: _____ Owners/Principal(s)
Name(s)/Title(s): _____

Contractor Address: _____ City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Signature

Bidder/Company Official: _____ Date: _____