**Invitation for Proposal**

**to provide**

 **( )**

 IFP- (2 initials,mm,yyyy)

Critical Dates: m,d,yyyy IFP Issued

m,d,yyyy **Mandatory** Pre-bid conference

**Time – P.M. Location**.

m,d,yyyy Due Date – 4:30 P.M. CDT

m,d,yyyy Bid Award – notification

m,d,yyyy implementation begins

m,d,yyyy Contract begins

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Please submit 2 copies of this proposal, (1) if this document is completed and emailed, to:

Tom Schaubroeck

 Augustana College

 639 38th Street

 Rock Island, IL 61201

 Voice: 309-794-7616

Fax: 309-794-7708

Email: tomschaubroeck@augustana.edu

Address *all questions* to: Name w/email hyperlink – 309-794-nnnn,

Section 1 - Introduction**.**

Thank you. We look forward to the opportunity to consider your proposal for **( )** and related services as outlined in this document and accompanying attachments.

Augustana College is a selective, independent college of the liberal arts and sciences, related to the Evangelical Lutheran Church in America. The 115-acre wooded campus in Rock Island, Illinois, is in the Quad Cities metropolitan area (population 350,000), on Interstate 80, approximately 165 miles west of Chicago, 230 miles north of St. Louis, and 176 miles east of Des Moines. Augustana serves approximately 2,500 students from varied geographical, social, ethnic, and religious backgrounds.

The ( ) Department is located at…( ).

Augustana is exempt from Illinois retail sales tax. ID E9986-2697-05

The potential annual value of this proposal is approximately $.

**The College address is 639-38th Street, Rock Island Illinois, 61201**.

Selection will be jointly determined by the Augustana Purchasing Office and ( ) Office based upon a combination of response to this RFP and the results of any interviews.

The scheduled start date will be ( ). A contract will be awarded to the contractor(s), (determined by the College), who, in our opinion, can provide the best combination of cost effectiveness, qualifications, availability, and services with sensitivity toward environmental stewardship.

Proposals will be evaluated on the following criteria, listed in no particular order of their relative priority:

* Overall Total cost
* Overall response to this RFP
* Qualifications
* Overall quality of program
* Ability to respond to program changes
* Scheduling flexibility
* Emergency response plan
* Ability to guarantee quality and service throughout the length of contract
* Sustainability related

Section 2 - Specifications**.**

**MANDATORY REQUIREMENTS AND DESIRABLE SPECIFICATIONS**

(Insert)

Section 3 - General Terms & Conditions.

Reference herein to “College” shall mean Augustana College and reference to “vendor”, “contractor” or “bidder” shall mean the business represented by the person whose signature is on this proposal.

Augustana College reserves the right to reject any and all proposals, to award a partial contract, to waive informalities, and to make whatever award the College determines is in the best interest of Augustana.

**Proposal Withdrawal**: Proposals may be withdrawn up to the time of proposal opening.

**Proposal Duration**: For contract purposes, proposal shall be valid for a minimum of 30 days. If contract is not signed within that time period, new prices may be submitted.

**Pricing**: Pricing shall remain fixed (based on the specifications) for the initial term of contract and will be negotiated annually thereafter contingent upon contract renewal.

**Award Determination**; Augustana College shall be the sole determiner of the award. By signing this form, you agree to abide by the decision of the College, which shall be final.

**Contractual Understanding**; Unless otherwise specifically proposed by the Vendor and accepted in writing by the College, each term or condition herein shall, upon award by the College, have the force and effect of a contractual understanding between the College and the selected carrier.

**Contract Term**: The contract is initially for 12 months, July 1, 200 to June 30, 20, with an option to renew annually from July 1 to June 30, for 2 additional years, contingent on satisfactory contract performance and at the sole discretion of Augustana College.

**Exceptions to Specifications** The bidder shall clearly state in the proposal any exceptions to, or deviations from these specifications, terms or conditions; otherwise, the bidder will be responsible for compliance with all requirements listed herein.

**Proposal Obligations** The contents of the proposal and any clarification thereto submitted by the successful bidder shall become a part of the contractual obligation incorporated by reference into any ensuing contract.

**Proposal Ownership** All proposals at bid opening will become the property of Augustana and will not be returned.

**Evidence of Experience** Vendors must be prepared to provide any evidence of experience, performance and/or financial surety that the College may deem necessary to fully establish the performance capabilities represented in the vendor’s proposal. The College will reject any proposal and void any award resulting from this RFP to a vendor who makes any material misrepresentation in their proposal.

**Contract Termination** The College reserves the right to cancel the contract at any time the vendor’s performance is, in the opinion of the College, deemed unsatisfactory. In such event, the College shall give written notice of the unsatisfactory performance and expected remedies for same.

**Remedies Upon Default** - In any case where the vendor has been notified of unsatisfactory performance, and continues to be in default, the College may procure goods or services as substitution from another source and charge the cost difference to the defaulting vendor.

**Collection for Default** - The College Business Office shall offset any cost differences incurred from the defaulting vendor pursuant to the preceding paragraph.

**Immunity from Liability** Every person who is a party to this agreement is hereby notified and agrees that the College and its agents are immune from liability and suit for or from the vendor’s activities involving third parties and arising from any contract which may result from this solicitation.

**Indemnification** The vendor agrees to jointly and severally indemnify and hold the College, its agents, successors, and assigns, harmless from and against all liability, loss damage or expense, including reasonable attorney’s fees and costs incurred or sustained by reason of the failure of the vendor to fully perform and comply with the terms and obligations of any contract resulting from this RFP.

**Prevailing Law** The terms and conditions of this RFP and any ensuing contract shall be construed in accordance the laws of the State of Illinois and any/all litigation or actions commenced in connection with this RFP or any resulting contract shall be instituted in the appropriate courts in the State of Illinois.

**Assignment** Any contract resulting from this RFP may not be assigned or transferred by either party without the express written consent of the other party.

**Responsibility for Those Performing the Work** The vendor shall be responsible for the acts and omissions of all the vendor’s employees. The vendor shall at all times enforce strict discipline and good order among the vendor’s employees and shall not employ any unfit person or anyone not skilled in the task assigned. Incompetent or incorrigible employees shall be dismissed from the project by the vendor when so determined by the College, and such persons shall be prohibited from returning to the work site without written consent from the College.

**Audit Privilege –** When applicable, The College reserves the right to audit the awarded vendor’s books on an annual basis with one week prior notice

**Statutory/Regulatory Compliance** The successful bidder shall keep informed of, and shall maintain all permits and comply with all applicable laws, ordinances, rules, regulations and order of the State and Federal governments or public bodies having jurisdiction affecting any contract which may result from this RFP.

**Safety** The successful bidder shall provide all necessary safeguards for safety and protection as set forth by the State of Illinois, the United States Department of Labor Occupational Safety and Health Administration, and any other government body with jurisdiction pertaining to the performance of any contract resulting from this RFP.

**Insurance:** A certificate of insurance that indicates coverage for workmen’s compensation, public liability, property damage and vehicular requirements must be provided.

* Workmen’s Compensation Insurance in accordance with the requirements of laws of the State of Illinois.
* Public Liability Insurance in the amount of $5,000,000.00
* Property Damage Insurance in the amount of $2,000,000.00.

**Payment Terms** The payment terms of this contract are **Monthly, Net 30 days from invoice receipt.**

Section 4 - Reply Presentation & Review**.**

1. Answer all responses after the specification. M= mandatory, D= desired.
2. Address any proposed deviations to bid specifications line by line within the format of this document or referencing by section and item if on separate sheet(s).
3. Complete pricing on Excel attachment.
4. Attach any requested response sheets and list in section 5 or on a separate cover sheet.

Only bids submitted by the due date will be considered.

Bids will be reviewed by Purchasing and ( ) departments and every effort will be made to finalize award(s) within 10 days of bid due date.

It is preferable to receive bids as a typed, completed electronic version of this document and attachments.

Section 5 - Schedules & Other Attachments**.**

1. Attachment A-Pricing Excel spreadsheet ().xls
2. Attachment B - Specification details
3. Appendix A Bid Form

**Appendix B**

**Bid Form**

**Date submitted: \_\_\_/\_\_\_/\_\_\_**

To: Augustana College

 Purchasing Department

 639 - 38th St.

 Rock Island, Illinois 61201

The undersigned bidder, in response to your Request For Proposals (RFP) for the above project, having examined the bid documents and being familiar with the conditions surrounding the proposed project, hereby proposes to provide the goods and services meeting the requirements outlined in this RFP in accordance with the proposal attached hereto.

Bidder acknowledges receipt of the following addenda, which are part of the bidding documents: Section 1, Section 2, Section 3, Section 4, Section 5, Attachment A (Excel Spreadsheet), Appendix B Bid Form

Bidder understands the College reserves the right to reject any and all proposals, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest.

Bidder agrees this offer shall be good and may not be withdrawn for a period of sixty (60) calendar days after the bid opening. Bidder hereby certifies: (a) this bid is genuine and is not made in the interest of, or on the behalf of, any undisclosed person, firm, or corporation; (b) the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) the bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) the bidder has not sought by collusion to obtain any advantage over any other bidder, or over the College.

**Company Name:**

**Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel. # Fax #**

**Signature of owner or authorized officer:**

**( email will constitute valid signature if sent electronically)**

**Please print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**