



ILLINOIS
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Purchasing Division
Tech Plaza, Suite 212
616 East Green Street
Champaign, IL 61820-5752

Sealed Bid Proposal

No 1MCN212

March 8, 2010

Bid Proposal Date

March 25, 2010

Date Bid Due

Bid is due by
2:00 PM Local
Time

Company Name

Address

Suite, PO Box #

City, State, Zip

Deliveries are to be Urbana Champaign unless otherwise designated.

F. O. B. At Site

Shipping Point

Shipping Weight

Delivery Time

(Time required after receipt of order)

Payment Terms _____ days

%

(discount)

Net _____ days

The undersigned offers the prices, terms, and delivery in this bid proposal.

Vendor

Name

(Signature of responsible officer)

Fein/Social

Security

No.

Required

(9 digits)

Date

THE FOLLOWING GENERAL TERMS AND CONDITIONS WILL APPLY
UNLESS OTHERWISE SPECIFIED IN THE BID PROPOSAL

THIS TRANSACTION is subject to *Procurement Rules of the Chief Procurement Officer for Public Institutions of Higher Education.*

TAXES: Sales to the University are exempt from Illinois R.O.T., Use, S.O.T., Service Use Tax, and Leasing Tax. FEDERAL TAXES are exempted. Certificate will be furnished upon request. SPECIFICATIONS: Unless otherwise indicated, any reference to trade names and specific manufacturers' numbers or descriptions are used to establish minimum quality and/or performance characteristics. Any commodity (or service) of an approved equal or better will be considered. Give complete specifications for any substitutions offered. TIME is of essence, therefore accurate delivery schedules may be considered in making an award. DISCOUNTS for prompt payment shall be shown hereon. Discount periods will be computed from the date when acceptable merchandise has been received, or receipt of invoice, whichever is later. PACKING, DEPOSITS and OTHER COSTS will not be allowed in billing unless included in your Bid Proposal. SHIPMENTS are to be fully insured and made by the most expeditious method consistent with customs of the trade, terms of the Bid Proposal, weight and value of the merchandise and current tariff regulations. STANDARD WARRANTIES must be stated. When appropriate, you may submit your Bid Proposal on any of the items listed, and we also reserve the right to accept or reject all or part of your offer.

Buyer M.C. Nielsen

Description	Quantity	Units	Unit Price	Amount
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Note: Respondent must complete the enclosed Vendor's Disclosure of Financial Interests form. Failure to complete and return this form with your offer will result in your offer being considered as "non-responsive" to this solicitation.

AVAILABILITY OF DOCUMENTS: All State Universities in Illinois publish their competitive Bid/RFP and other procurement notices, as well as award information at: <http://www.procure.stateuniv.state.il.us>

Firms intending to respond to any posted requirement are encouraged to visit that site to insure that they have received a complete and current set of documents. Some notices may provide a downloadable copy of the pertinent procurement documents, as well as any amendments to those documents. Any firm receiving a copy of procurement documents from a third party is solely responsible for insuring that they have received all necessary procurement documentation, including amendments. The issuing University is not responsible for insuring that all or any procurement documentation is received by a firm that is not formally registered with the issuing University.

Furnish Summer Accommodations and Meals for Graduate College Summer Research Program (SROP) and the Summer Pre-Doctoral Institute (SPI) as per attached specifications.

Bid Total \$ _____

NEW STATE OF ILLINOIS REQUIREMENT FOR ALL BIDDERS

Please Read Carefully Before Responding.

Compliance with Public Act 095-0971 (Registration with State Board of Elections)

If you have not already reviewed Public Act 095-0971, which went into effect on January 1, 2009, we strongly recommend that you do so immediately. The Act is available at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0971>.

The Act was amended by P.A. 095-1038 effective March 11, 2009, and the amendment is available at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-1038>.

If you wish to submit a bid or proposal in response to this solicitation you must certify your compliance with the registration requirements of the Act by checking the appropriate box on the form below. Furthermore, if you are required to register with the State Board of Elections, you must also provide a copy of your certificate of registration with your bid or proposal.

If you do not certify your compliance with the Act and provide a copy of the registration certificate issued to you by the State Board of Elections if you are required to register, your bid or proposal cannot be accepted by the University. You must be registered with the Board of Elections prior to bid opening. THERE IS NO GRACE PERIOD ALLOWING FOR REGISTRATION WITH THE BOARD OF ELECTIONS AFTER BID OPENING.

Vendor Certification of Compliance with Public Act 095-0971 (Registration with State Board of Elections)

Please read all of the following explanatory notes before completing the certification:

- If you are a for-profit vendor submitting a bid or proposal exceeding \$50,000, you must check Box #2, register with the State Board of Elections, AND SUBMIT A COPY OF THE REGISTRATION CERTIFICATE ISSUED TO YOU BY THE BOARD OF ELECTIONS WITH YOUR BID OR PROPOSAL.
- If you are a for-profit vendor submitting a bid or proposal for less than \$50,000 but the annual total value of all of your contracts and offers with all State agencies (including all current State contracts, the bid or proposal you are submitting, any other pending offers, and offers you previously submitted this year where you were not awarded a contract) exceeds \$50,000, you must check Box #2, register with the State Board of Elections, AND SUBMIT A COPY OF THE REGISTRATION CERTIFICATE ISSUED TO YOU BY THE BOARD OF ELECTIONS WITH YOUR BID OR PROPOSAL.
- If you are a for-profit vendor submitting a bid or proposal for less than \$50,000, and the annual total value of all of your contracts and offers with all State agencies is also less than \$50,000, you may check Box #1 indicating that you are not required to register.
- If you are a not-for-profit organization or governmental entity, you may check Box #1 indicating that you are not required to register regardless of the amount of your bid or proposal or the annual total value of all of your contracts and offers with all State agencies.
- There are no exceptions to the registration requirements for out-of-state or non-U.S. vendors.

Certify your compliance with the Act by checking the appropriate box. If you fail to check any box, the University cannot accept your bid or proposal.

1. ☐ **The bidder/proposer certifies that they are not required to register as a business entity with the State Board of Elections pursuant to the Procurement Code (30 ILCS 500/20-160).** Further, the bidder/proposer acknowledges that all contracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

(or)

2. ☐ **The bidder/proposer certifies that they have registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to the Procurement Code (30 ILCS 500/20-160).** Further, the bidder/proposer acknowledges that all contracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

If you need to register with the State Board of Elections, please visit its website for specific information on the registration process: <https://BEREP.elections.il.gov>.

ATTACH BOARD OF ELECTIONS REGISTRATION CERTIFICATE TO THIS PAGE.

PRICING

Item Description	Quantity	Unit	Unit Price	Total
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Furnish housing and meals for the Graduate College Summer Research Opportunities Program (SROP) and the Summer Pre-Doctoral Institute (SPI). Housing must be located within central campus, with access to the MTD bus-line, and within walking distance of Siebel Center located at 201 N. Goodwin Avenue. All students from both programs must be housed in the same location to allow program management.

Students participating in SROP must be housed in double occupancy rooms. Students participating in SPI must be housed in single occupancy rooms.

Some meals must also be provided, as detailed below. Dates of arrival and departure for these students may vary. Earliest arrival and latest departure dates are below. Additionally, the number of students listed below is an estimate. On-site parking must also be available for students to rent during the duration of the programs.

Accommodation and Meal Pricing

Base Room Rate for individual in a double occupancy room \$_____

Base Room Rate for individual in a single occupancy room \$_____

Base Rate for individual Breakfast \$_____

Base Rate for individual Lunch \$_____

Base Rate for individual Dinner \$_____

Summer Research Opportunities Program (SROP)

Earliest Arrival Date: May 22, 2010 - Latest Departure Date: August 8, 2010

30 students, double room occupancy (minimum of 20 rooms should be reserved)

Meals : dinner only on May 22, 2010 breakfast & dinner May 23 – Aug 8, 2010

78 nights X \$_____ per night/person X 30 (est.) students = \$_____

Breakfast and Dinner \$_____ / X 66 meal days X 30 (est.) students =\$_____
(Monday – Saturday) per person

Summer Pre-Doctoral Institute (SPI)

Earliest Arrival Date: June 9, 2010 Latest Departure Date: August 8, 2010

30 students, single room occupancy

Meals: dinner only on June 9, 2010 breakfast, lunch & dinner June 11 – Aug 8, 2010

61 nights X \$_____ per night/person X 30 (est.) students = \$_____

Breakfast, Lunch and Dinner \$_____ / X 52 meal days X 30 (est.) students =\$_____
(Monday – Saturday) per person

Bid Total \$_____

The SROP/SPI program will notify housing staff of meals that participants will not be requiring prior to the start of the program. Those meals will not be charged to the SROP/SPI program.

The University will only pay for days in residence. Should a student become ill or withdraw from the program, their charges should be prorated to reflect only the days actually in residence. The University will work with the awarded vendor to make sure they are notified should a student decide to leave the program.

Is on site free parking available? _____ yes _____ no

Explain _____

List below any additional charges or considerations:

If meal service is available for Sunday's please indicate what services are available and their associated costs.

Breakfast _____

Dinner _____

Minimum Specifications

Room Furnishings:

- Rooms should be air-conditioned, with desks and reading lamps for each student
- Each room should have a telephone available for participants to receive incoming calls and free outgoing local calls. See also Special terms and conditions No. 14.
- No coed bathrooms
- Closet space should be available for each student

Food Requirements:

- Provide 2 meals a day/ six days a week as follows:
- Breakfast Monday –Saturday served between 7:00 a.m. – 9:00 a.m.
- Dinner Monday – Saturday – served 5:00 p.m. – 6:00 p.m.
- Cafeteria style is preferred

Explain if necessary _____

Linen Requirements:

- Linen supplied should include blankets, pillow, sheets, pillowcases and towels.
- Once a week maid service with change of linens

Facility Requirements:

- Television lounge for students is preferred
- Quiet lounge for student study
- On-site Computer facilities for use by students is preferred
- Access to building entrances and hallways should meet ADA requirements for students with physical disabilities
- Access to on-site laundry facilities

Other Requirements:

- Each student should have their own key to their room
- Building needs to be within walking distance (not more than two blocks) to MTD bus line or facility which will provide transportation to and from campus 7 days a week between the hours of 7:30 a.m. and 7:30 p.m.
- Building /room access key(s) must be made available to program director upon request.

Facility Name:_____.

Address:_____.

Sales Office Phone Number: ()_____ Fax Number: ()_____

Sales Manager assigned to University of Illinois:_____

General Manager:_____ Phone:_____ Fax:_____

Facility Profile

Total Number of floors:_____ Number of Meeting Rooms:_____

Total Number of Guest Rooms:_____ Total Number of Suites:_____

Total Number of Non-Smoking Rooms:_____

Does your hall comply with the number of rooms for physically disadvantaged as per the Americans with Disabilities Act (ADA) guidelines? YES_____ NO_____

If yes, how many rooms comply with the guidelines? _____

Year Hall was built:_____

Does your property have immediate plans for renovation? YES_____ NO_____

If answer is yes, please indicate areas and dates of renovations:_____

Do you have in-house food service? YES_____ NO_____

If yes, Describe:_____

Please check all following that apply to your facility:

- ☐ Building is air-conditioned
- ☐ Rooms are air-conditioned
- ☐ Rooms are carpeted
- ☐ Rooms have adjoining bath
- ☐ Two individuals per room
- ☐ Rooms furnished with beds, closets, chest of drawers, Desks with chairs and reading lamps
- ☐ Lounge and telephones available.
- ☐ Meals on site, Monday - Saturday
- ☐ Sack lunches on request
- ☐ Linen Service Available
- ☐ Computer hook-up available in room
- ☐ Computer room in building
- ☐ Separate floor for females
- ☐ Cable TV hook up available in room
- ☐ TV lounge available
- ☐ Quiet Study Lounge available
- ☐ Private bathrooms
- ☐ Shared bathrooms between rooms
- ☐ Same sex group bathrooms
- ☐ Coed bathrooms

List all types of room configuration such as quad-plex (4 bedrooms off of central living room) you have available and include photos if you wish.

Location /Proximity To Central Campus

Approximate distance to North Campus: Miles_____ Minutes_____ Blocks_____
(Green St & Wright St.)

SAFETY AND SECURITY

Please indicate [Y]yes or [N] no

- | | |
|--|--|
| ☐ Well Lighted Exit Signs | ☐ Separate Floor(s) for Women |
| ☐ Sprinklers in Guest Rooms | ☐ Peepholes in Guest Room Door |
| ☐ In-Room Smoke Detectors | ☐ Patrolled Parking Facilities |
| ☐ Hallway Smoke Detectors | ☐ Lighted Parking Area(s) |
| ☐ Sprinklers in Public Areas | ☐ Autolink to Fire Station |
| ☐ Audible Alarm System | ☐ 24 hour Security Personnel |
| ☐ Sprinklers in Hallways | ☐ Visual Alarm for Hearing Impaired |
| ☐ Fire Extinguishers in Hallway | ☐ Uniformed Security Personnel |
| ☐ Hardwired Smoke Detectors | ☐ Room Air Filtration |
| ☐ Ventilated Stairwells eliminating smoke in the event of a fire | |
| ☐ Multiple exits on each floor | |
| ☐ In-Room Emergency Exit Map | ☐ Staff certified in CPR on duty |
| ☐ Electronic Room Key System | ☐ Staff trained in First-Aid on duty |
| ☐ Windows that open | ☐ Restricted public access to guest room floors |
| ☐ Guest Room Door Dead Bolt | ☐ Lighted Walkways |
| ☐ Public Address System | |
| ☐ Has an Emergency Evacuation Plan | |
| ☐ Staff trained in security measures regarding issuance of duplicate room keys. | |
| { } Room Keys/Combinations are changed ☐ Daily ☐ Weekly ☐ Other _____ | |

Type of Security

- | | |
|--|--|
| ☐ Video Cameras in Hallways | ☐ Video Camera(s) at Building Entrance(s) |
| ☐ Patrolled from _____(am/pm) to _____(am/pm). Number of security personnel _____ | |
| ☐ Entrances are locked from _____ to _____ Number of entrances _____ | |

Special Terms and Conditions

1. It is our intention to purchase high quality accommodations and evaluation of responses will be made on this basis.
2. Awards shall be based on the responses that best meet the specifications and requirements, subject to budget limitations. Awards may be based on location, space availability, and other conditions set forth in this proposal.
3. A contract awarded to the successful vendors will be subject to cancellation by the University on a 30-day written notice (without penalty to the University), if in the opinion of the University, the quality and service requirements and the specifications, terms, and conditions are not maintained as originally stated and accepted.
4. All bids must be firm for acceptance a minimum of 90 days. All prices must be firm through the contract period as identified. The University will allow no price increases during the yearly contract period.
5. State date by which housing estimates are needed _____

6. If quantities of rooms must be guaranteed, list number of days prior to conference for notification of quantity required. _____
7. Do you have 24 hour check in? _____
8. Handicapped accessible accommodations (including locations) _____
9. List the cost of a returnable security or damage deposit if required \$ _____
10. The University will only pay for room rental and meals as identified. The individual is responsible for other expenses.
11. The University may consider your response to any and all questions listed in the bid as a part of the overall bid analysis.
12. University of Illinois reserves the right to inspect facilities proposed by all respondents to insure compliance with minimum standards specified and that accommodations are suitable for each conference or camp.
13. List any other concerns or charges _____

14. No collect calls at anytime shall be routed to a student's room. University will not pay for any student's calls. The person making those calls will be responsible for payment to the vendor for any calls.

RENEWAL OPTIONS

The bidder grants at the sole option of the University, the option to renew with the same general terms and conditions, specifications, listing, and any special conditions for the following option period(s) contingent upon the university's continuing need, availability of funds and in accordance with the pricing option checked below:

Option Period I - July 1, 2011 through June 30, 2012.

- A. _____ Price will remain firm for the option period.
- B. _____ Prices will increase no more than _____% for the option period.
- C. _____ Prices will be adjusted according to the Manufacturers documented price increase.
(Please explain fully below.) _____

Option Period II - July 1, 2012 through June 30, 2013.

- A. _____ Price will remain firm for the option period.
- B. _____ Prices will increase no more than _____% for the option period.
- C. _____ Prices will be adjusted according to the Manufacturers documented price increase.
(Please explain fully below.) _____

Option Period III - July 1, 2013 through June 30, 2014.

- A. _____ Price will remain firm for the option period.
- B. _____ Prices will increase no more than _____% for the option period.
- C. _____ Prices will be adjusted according to the Manufacturers documented price increase.
(Please explain fully below.) _____

Option Period IV - July 1, 2014 through June 30, 2015.

- A. _____ Price will remain firm for the option period.
- B. _____ Prices will no increase more than _____% for the option period.
- C. _____ Prices will be adjusted according to the Manufacturers documented price increase.
(Please explain fully below.) _____

Option Period V - July 1, 2015 through June 30, 2016.

- A. _____ Price will remain firm for the option period.
- B. _____ Prices will increase no more than _____% for the option period.
- C. _____ Prices will be adjusted according to the Manufacturers documented price increase.
(Please explain fully below.) _____

Modification of Original Documents: The vendor hereby certifies that they have **not altered or modified the original content** of the University Bid/RFP specifications, or the associated documents including original drawings or graphics. Vendor understands that failure to comply with this requirement may result in the offer being disqualified and, if determined to be a deliberate attempt to misrepresent the offer, may be considered sufficient basis to suspend or debar the violating party from consideration for future contract awards.

Signature

Title

Exceptions and/or Alternate Offers:

The vendor shall clearly state on this response any exceptions to or deviations from or additions to any of the listed specifications, terms and conditions; otherwise, the respondent will be held responsible for compliance in detail with the specifications listed in the Proposal. Please list exceptions below. (NOTE: Reference to any attached brochures will not satisfy the requirement for listing exceptions to specifications. Respondent must list exceptions below and using additional pages if necessary and noted with the heading "Exceptions and/or Alternate Offers".) Exceptions must refer to item or item number or topic and page number.

Use additional pages if necessary

BIDDER INFORMATION

Bidder must provide the following information as part of this proposal:

1. Vendor Sales Representative

Contact Name _____

Telephone _____ fax _____

E-mail Address _____

Address _____

2. References of your current customer(s) of items proposed herein:

a. Federal or State Agency

Contact Name _____

Telephone _____ fax _____

E-mail Address _____

Address _____

b. Large Company

Contact Name _____

Telephone _____ fax _____

E-mail Address _____

Address _____

c. University or College

Contact Name _____

Telephone _____ fax _____

E-mail Address _____

Address _____

GENERAL TERMS AND CONDITIONS

1. **Vendor's Disclosure of Financial Interests:** The respondent must complete and return the enclosed "**VENDOR'S DISCLOSURE OF FINANCIAL INTERESTS**" form along with their offer. In the event that further clarification is required on any of the information provided, the University reserves the right to make any necessary communication with a respondent for such purpose. Such communication, if made, may include a deadline by which time any necessary clarifying information must be submitted.
2. **All respondents must register for an eligible bidder number through the Illinois Department of Human Rights (IDHR) by filing an Employer Report Form (PC-1) with the IDHR Public Contracts unit. All proposals require this number or a statement by the respondent that a PC-1 Employer Report Form has been submitted to the IDHR prior to the Bid due date for the respondent to be eligible to propose an offer for this contract. The Employer Report form is available at http://www.state.il.us/dhr/Programs/DHR_PBCT.htm. Include the IDHR number in Error! Reference source not found. and Additional Requirements and Certification.**

Note: IDHR numbers are valid for five years from the date of issuance. If a Proposer's IDHR number was issued in excess of the five years, the proposer is required to renew their number with the IDHR Public Contracts unit.

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation

For more information, contact the IDHR, Public Contracts Unit, Suite 10-100, 100 West Randolph Street, Chicago, Illinois 60601, (312) 814-2431, or see the following Web Sites: http://www.state.il.us/dhr/Programs/DHR_PBCT.htm.

3. **Procurement Rules:** All bidding, proposals, offers and procurement will be conducted in accordance with the Procurement Rules of the Chief Procurement Officer for Public Institutions of Higher Education, which have been adopted pursuant to the Illinois Procurement Code. All respondents will be strictly held to these statutes and rules and they are considered incorporated herein by reference as if attached hereto. The Respondent remains solely responsible for insuring that its Proposal is received at the time, date, place, and office specified.
4. **"No Bid" Requirement:** If not submitting a offer, respond by returning this form, marking it "NO BID", and explain the reason. Repeated failure to quote without sufficient justification shall be cause for removal of the vendor name from the mailing list. NOTE: to qualify as respondent, vendor must submit a "NO BID", and it must be received no later than the stated opening date and hour.
5. **University Form:** Please use our solicitation form for submitting your offer. Variations or exceptions from the specifications and general conditions should be shown on the attached Exceptions to Specifications sheet. Such exceptions or deviations may be considered in evaluating the offers received. Any exception taken must be noted in the space provided within this solicitation to facilitate this requirement. Failure to comply with this condition may cause your offer to be considered "non-responsive."
6. **Signatures:** This solicitation should be signed in any space provided in this solicitation by an authorized official of the respondents' organization.

7. **Offer Acceptance:** All responses should be firm for acceptance for a period of 90 days.
8. **Contacts:** Questions regarding technical information should be addressed to **Sharee Robinson @ 244-4430**.

Questions regarding bidding, proposals or procedures should be addressed to **Mary Nielsen @ 333-1408**.

9. **Specifications:** Any reference to brand names and numbers in the solicitation is descriptive, but not restrictive, unless otherwise specified. Offers on equivalent items meeting the standards of quality thereby indicated will be considered, unless otherwise specified, providing the offer clearly describes the article offered and how it differs from the referenced brands. Unless the respondent specified otherwise, it is understood that the respondent is offering a referenced brand item as specified in the solicitation. The University will determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name referenced; and the University may require a respondent offering a substitute to supply additional descriptive material and a sample.

If Items requested have quality guidelines of brand name or equal, the items offered must be equal to or better than the brands and model numbers specified as determined by the University of Illinois. The use of brand names in this solicitation are for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. Substantially equivalent products to those designated may be considered for award. "Or Equal" submissions will not be rejected because of minor differences in design, construction or features that do not affect the suitability of the product for its intended use.

10. **Clarifications:** Should any respondent have questions concerning conditions and specifications, or find discrepancies in or omissions from the specifications, or be in doubt as to their meaning, they should notify the Purchasing Division no later than five (5) days prior to the opening and obtain clarification prior to submitting a solicitation. Such inquiries must reference the date of opening and University bid or RFP number.

Interpretations that change the terms, conditions, or specifications will be made in the form of an amendment to the solicitation by the University. If issued, the University will send the amendment to all parties solicited in the original solicitation. In the event there are any conflicts between the general terms and conditions and any special terms and conditions, the special terms and conditions shall take precedence.

11. **Quality:** It is the intention of the University of Illinois to purchase high quality material and/or services and evaluation of responses will be made on this basis.
12. **Product Documentation:** Furnish with your response, descriptive literature, including manufacturer's specifications, performance, other operational capabilities and contents if applicable.

Failure to complete or provide any of the information requested by this solicitation, including all requested catalogs, literature, specifications, price lists, requested references, and/or additional information as indicated, may result in your response being considered as "**non-responsive**" and eliminated from consideration.

13. **Additional Expenses to the University:** The successful respondent will be required to replace at no charge to the University of Illinois (including freight and handling) any shipment in which defects or damages are discovered and/or merchandise is non-conforming to specifications, after the shipment has been received. Respondent must address these defects or damage complaints within 7 working days of such complaints.

14. **Purchase Order Numbers:** Successful respondent will mark University Purchase Order Number on all cartons, correspondence, invoices and shipping documents. Failure to comply may result in delay of payment.
15. **Differences in Counts:** In the event of differences in counts or amounts of merchandise received, the University count shall prevail unless an error can be proven.
16. **Evaluation:** In comparing the offers and making awards, the University may consider such factors as relative quality and adaptability of supplies or services, the respondents' financial responsibility, skill, experience, record of integrity, ability to furnish repairs and maintenance of any service requirements, the time of delivery or performance offered, and any other element or factor in addition to that of the overall price which would affect the final cost to the University and whether the respondent has complied with the specifications. The results of testing and comparison by University staff shall be final.
17. **Compatibility:** Compatibility with existing departmental equipment and inventories may be a factor in making the award(s).
18. **Delivery Schedule:** Time is of the essence and delivery schedules may be considered in the overall analysis.
19. **Pricing:** All price and cost information requested in this solicitation should be provided by the respondent. While price is usually a primary factor in the evaluation of responses received, the relevant importance of price may vary based on the nature of the purchase and the related significance of other criteria as may be expressed elsewhere in this solicitation. In evaluating price, the University may give consideration to all cost factors relevant to determine the total final cost to the University, including but not limited to: life cycle cost, cost of replacing existing inventory, and administrative cost of issuing multiple awards. The University will be the sole determinant of the relevant and appropriate cost factors to be used in evaluating any Base or Alternate offers and/or Options.
20. **Awards:** The University may, at its discretion evaluate all offers submitted on the basis of any Base or Alternate offers and/or Options indicated in this solicitation. If offers on trade-in equipment are requested, the University reserves the right to evaluate and award with or without trade-in, whichever is in the best interest of the University. If trade-in equipment is part of this transaction, the vendor is responsible for removal of trade-in equipment including dismantling, crating, cartage, and/or shipping related costs unless otherwise indicated.
21. **Split Awards:** Unless otherwise stated in this solicitation, the University makes every attempt to award orders on an overall basis to the lowest responsible respondent meeting the specifications, terms and conditions. However, the right is reserved to make separate awards. If a split award is not acceptable to a respondent, it must be so stated in the response.
22. **University Rights:** The University reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the vendor, to accept any item in the offer. The University also reserves the right to accept or reject all or part of your offer, in any combination that is economically advantageous to the University of Illinois.
23. **Subcontracting:** Any contract or purchase order arising from this solicitation shall not be assigned or sublet in whole or in part without the written consent of the University of Illinois.
24. **Most Favored Customer:** For the duration of any purchase agreement resulting from this solicitation, if the vendor reduces the price for like quantities contained herein, the University must receive an adjusted reduced price or better terms the same as that offered to the vendors' most favored customer.

25. **Liquidated Damages:** If the vendor fails to perform, provides non-conforming or damaged merchandise, or the order is cancelled for cause, the University may be entitled to compensation by reimbursement or by other legal remedy liquidated damages including, but not limited to, the following:
- a. The additional cost of services or goods bought elsewhere,
 - b. Cost of repeating the bid or proposal procedure,
 - c. Any expense incurred because of delay in service or delivery,
 - d. Any other damages caused by or antecedent to a breach of contract by the vendor.
26. **Cancellation for cause:** Any purchase agreement or contract arising from this solicitation will be subject to cancellation by the University of Illinois upon written notice and without penalty to the University of Illinois if, in the opinion of the University of Illinois, the quality, delivery schedule, specifications, terms, conditions, and other service requirements are not maintained as originally stated and accepted by the vendor.
27. **Multiple Year Contracts:** If the initial term of the contract spans multiple fiscal years (July 1 through June 30) the following funding clause is applicable. Any purchase agreement or contract arising from this solicitation is subject to termination and cancellation in any year for which the General Assembly fails to make an appropriation to make payments under the terms of the purchase agreement contract.
28. **Federal Funding:** In the event that Federal funds are used for any purchase arising from this solicitation, the “**FEDERAL SUBCONTRACT/PURCHASE ORDER FLOWDOWN PROVISIONS**” if attached apply to this transaction and will apply to any subsequent purchase order.
29. **Taxes:** Sales to the University, unless otherwise stated, are exempt from Illinois R.O.T. and Federal Taxes. The University of Illinois tax exempt number is E9989-9779-04.

The University is an instrumentality of the State of Illinois, and as such it is exempt from Federal Income Tax under Sections 115 and 501(c)(3) of the Internal Revenue Code and is exempt from State of Illinois Income Tax in accordance with the Illinois Income Tax Act (35 ILCS 5/205). However, the University is subject to Federal and State of Illinois Income Tax only if, and to the extent, it has unrelated business taxable income. In addition, the University is exempt from payment of state and local Retailers' Occupation Tax, state and local Service Occupation Tax, state Use Tax, and state Service Use Tax, as provided by Illinois law. Certificates of exemption will be provided upon written request.

30. **Accessibility Act:**
As required by the Illinois Public Act 095-0307, all information technology, including electronic information, software, systems, and equipment, developed for or provided under this contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as posted at <http://www.dhs.state.il.us/iitaa>

31. **Disclosure of Business in Iran:** You must respond to the following request for information. Failure to respond will disqualify your firm from consideration in this solicitation.

Within the 24 months before submission of the bid, offer, or proposal the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, has had business operations that involved contracts with or provision of supplies or services to

- (a) the Government of Iran;
- (b) companies in which the Government of Iran has any direct or indirect equity share;
- (c) consortiums or projects commissioned by the Government of Iran; or
- (d) companies involved in consortiums or projects commissioned by the Government of Iran;

AND

- (1) more than 10% of the company's revenues produced in, or assets located in, Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in, or assets located in, Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and the company has failed to take substantial action;

OR

- (2) the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

NO, the above information does NOT apply to our firm.

Signature

YES, the above information DOES apply to our firm. We understand that the University is required to notify the State Comptroller of this disclosure.

Signature

ADDITIONAL REQUIREMENTS AND CERTIFICATIONS

Illinois Department of Human Rights (IDHR) Eligibility:

_____ IS MY IDHR ELIGIBILITY NUMBER _____ EXEMPT

All proposals require this number or a statement by the respondent that a PC-1 Employer Report Form has been submitted to the IDHR prior to the Bid due date for the respondent to be eligible to propose an offer for this contract. If you do not currently have a number or your number was issued in excess of five years ago, you must register or re-register in order to remain eligible. Contact the Illinois Department of Human Rights, Public Contracts Unit, Suite 10-100, 100 West Randolph Street, Chicago, Illinois 60601, Area Code (312) 814-2431, TDD (312)263-1579, or http://www.state.il.us/dhr/Programs/DHR_PBCT.htm. All persons (or firms) employing 14 or fewer individuals at any time during the past 365 days are exempt from the IDHR requirement and should check "Exempt" above.

Taxpayer Identification Certification:

The Internal Revenue Service requires that the University request the following certification. See instructions below for completing the certification.

Under penalties of perjury, I certify that no. _____
is my correct Federal Taxpayer Identification Number. I am doing business as a (check one):

_____ Individual	_____ Real Estate Agent
_____ Sole Proprietorship	_____ Governmental Entity
_____ Partnership	_____ Tax Exempt Organization IRC 501(a) only
_____ Corporation	_____ Trust or Estate
_____ Not-for-profit Corporation	_____ Services Provider Corporation
_____ Medical and Health Care	

Signature _____ Date _____

Instructions:

Enter your Taxpayer Identification Number (TIN) in the appropriate space. For individuals and sole proprietors, this is your Social Security Number. For other entities, it is your employer identification number. Federal Employer Identification Numbers (FEIN's) must not be used for sole proprietorships.

If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for Social Security Number Card (for individuals) from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

To complete the certification if you do not have a TIN, fill out the certification indicating that TIN has been applied for, sign and date the form, and return it to the University. As soon as you receive your TIN, fill out another such form including your TIN, sign and date the form, and return it to the University.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Willfully falsifying TIN related certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Contact Information: Respondent's phone number to place orders: 800-_____

If no 800 number: _____ FAX number: _____

Sales representative's e-mail: _____

Procurement Card: Does respondent accept Procurement Cards (Master Card). Yes _____ No _____.

Payment Terms: Payment(s) in relation to any award for this proposal are subject to the State Prompt Payment Act (30 ILCS 540). Prompt payment discounts, of less than 30 days, will not be considered for evaluation purposes, however, applicable discount(s) will be taken if processed within the stated time limit.

Antibribery: The respondent certifies that it is not barred from being awarded a contract or subcontract under Section 10.1 of the Illinois Purchasing Act (30 ILCS 500/50-5(a)).

Bid Rigging: The respondent certifies that it has not been barred from contracting with a unit of State or Local Government as a result of a violation under 720 ILCS 5/33E-3 (bid rigging prohibition) or 33E-4 (bid rotating prohibition) (Criminal Code of 1961, as amended).

Felony Certification: The respondent certifies that it is not barred pursuant to 30 ILCS 500/50-10 from conducting business with the State of Illinois or any agency as a result of being convicted of a felony and also certifies in accordance with 30 ILCS 500/50-10.5 that no officer, director, partner or other managerial agent of the contracting business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of the bid or contract. The respondent acknowledges that the contracting agency shall declare the contract void if this certification is false.

Drug Free Workplace: The respondent certifies it has read the Drug Free Workplace Act (30 ILCS 580/1) and is, or will be, in compliance with the Act on the effective date of the award of this contract. The Drug Free Workplace Act requires, in part, that contractors with 25 or more employees take steps to ensure a drug free workplace by informing employees of the dangers of drug abuse, of the availability of any treatment or assistance programs, of prohibited activities and of sanctions that will be imposed for violation; and that individuals with contracts not engaged in the manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. These requirements apply to contracts of \$5,000.00 or more.

International Boycott: The respondent certifies neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act. (30 ILCS 582/1).

Educational Loan Default: The respondent certifies that he/she is not in default for a period of six months or more and in the amount of \$600.00 or more on the repayment of any educational loan guaranteed by the State Scholarship Commission or made by an Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education. This clause is not applicable to corporations or partnerships (5ILCS 3 85/3).

Records Retention: (30 ILCS 500/20-65) requires that the respondent who receives a contract as a result of this proposal, shall maintain, for a minimum of 3 years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General; and the respondent agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Act shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

State Preference Percentage: If respondent is an out-of-state vendor (not having an establishment for transacting business within Illinois), and if respondent's state has a preference law favoring in-state vendors, what is the percentage preference? _____%

Recycling: Packaging which is readily recyclable, made with recyclable materials, and designed to minimize potential adverse effects on the environment when disposed of by incineration or in a landfill is desired to the extent possible. Product(s) offered which contain recycled materials may be acceptable provided they meet all pertinent specifications and performance criteria outlined in this proposal. If the product(s) offered are manufactured utilizing recycled materials, identify the percentage composition and nature of the recycled content:

Non-Discrimination, Certification, and Equal Employment Opportunity: The contractor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 Illinois Compiled Statutes 5), the U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act and the rules applicable to each. The equal opportunity clause of Section n 750.10 of the Illinois Department of Human Rights Rules is specifically incorporated herein.

The contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60).

The contractor agrees to incorporate this clause into any approved subcontracts under this Contract.

Alteration/Modification of Original Documents: The contractor certifies that no alterations or modifications may be made to the original content of this Bid/RFP or other procurement documents (either text or graphics and whether transmitted electronically or hard copy). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered response. Contractor understands that failure to comply with this requirement may result in the offer being disqualified and, if determined to be a deliberate attempt to misrepresent the offer, may be considered as sufficient basis to suspend or debar the violating party from consideration for future contract awards.

Contract Debt Certification: The respondent certifies that it, or any affiliate, is not barred from being awarded a contract under Section 30 ILCS 500/50-11 (b) of the Illinois Procurement Code, as amended. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. The respondent further certifies that the University may declare any resulting award of this Bid/Request for Proposal (RFP) void if the certification completed pursuant to this subsection (b) is false. Section 50-12 prohibits a person from entering into a contract with a State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The respondent further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

Environmental Certification

The contractor certifies in accordance with 30 ILCS 500/50-14 that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act for a period of five years prior to the date of the bid or contract. The contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.

Labor Certification

The contractor certifies in accordance with 30 ILCS 583/10 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction.

You may use the Bidder Application and Financial Disclosure Forms in two ways:

- Enter your information online. Print the form, sign, and mail to the appropriate university.
- Print the form, enter your information, sign, and mail to the appropriate university.

Financial Interests and Potential Conflicts of Interests Disclosures

SUBMIT THIS INFORMATION WITH YOUR BID, PROPOSAL, OR OFFER.

You can use this form in two ways:

1. Enter your information on line, print, sign, and submit.
2. Print the form, enter your information, sign, and submit.

The Illinois Procurement Code requires that vendors desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflict of interest information as specified in this form.

STEP 1 – SELECT THE DOCUMENTATION YOU ARE SUBMITTING

► Publicly Traded Entities – Select one.

- ☐ I have attached a copy of the corporate Form 10-K
- ☐ I am going to complete Step 2 for each qualifying individual.

► Privately Held Entities (with more than 400 shareholders)

- ☐ I am going to complete Step 2 for each qualifying individual and have attached information that would be included in a Form 10-K.

► Privately Held Entities (with less than 400 shareholders)

- ☐ I am going to complete Step 2 for each qualifying individual.

STEP 2– LIST INDIVIDUALS WITH FINANCIAL INTERESTS IN YOUR COMPANY OR BUSINESS

- ☐ No individuals have an ownership value or distributive income share of more than 5% or \$90,414.60. Proceed to Step 4.

- ☐ I have entered below those individuals with an ownership or distributive income share of more than 5% or \$90,414.60 in this company (use codes in blue below).

Financial Interest of Ownership*	Name (Create a separate Step 3 page for each individual.)	Address	Type of Ownership/ Distributable Income Share**	Ownership interest in the vendor (or its parent)
				☐ %
				☐ Amt
				☐ %
				☐ Amt
				☐ %
				☐ Amt
				☐ %
				☐ Amt
				☐ %
				☐ Amt

Attach additional pages if needed.

*Financial Interest of Ownership Code (Use all that apply):

- 1 = Ownership exceeding 5%
- 2 = Ownership value exceeding \$90,414.60
- 3 = Distributive income share exceeding 5%
- 4 = Distributive income share exceeding \$90,414.60

**Type of Ownership/Distributable Income Code:

- 1 = Sole proprietorship
- 2 = Stock
- 3 = Partnership
- 4 = Other (Explain)

STEP 3 – DISCLOSE POTENTIAL CONFLICTS OF INTEREST FOR EACH INDIVIDUAL NAMED IN STEP 2

For each of the individuals identified in Step 2, indicate which, if any, of the following beneficial relationships could be a potential conflict of interest. If "Yes," please use the space under the section to describe—attach additional pages as necessary.

Name of Individual _____

- | | | |
|---|---------------------------------|--------------------------------|
| a. State employment, currently or in the previous 3 years, including contractual employment of services. | Yes
☐ | No
☐ |
| b. State employment of spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years. | Yes
☐ | No
☐ |
| c. Elective status; the holding of elective office of the State of Illinois, the government of the United States any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous 3 years. | Yes
☐ | No
☐ |
| d. Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
☐ | No
☐ |
| e. Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. | Yes
☐ | No
☐ |
| f. Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
☐ | No
☐ |
| g. Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. | Yes
☐ | No
☐ |
| h. Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
☐ | No
☐ |
| i. Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. | Yes
☐ | No
☐ |
| j. Relationship to anyone; spouse, father, mother, son, or daughter; who is or was a compensated employee in the last 2 years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. | Yes
☐ | No
☐ |

STEP 4 – LIST CURRENT AND/OR PENDING CONTRACTS WITH OTHER STATE UNITS

► Current Contracts

Do you have any current contracts, leases, or other on-going procurement relationships with other units of State of Illinois government?

☐ No.

☐ Yes. List below or attach additional pages:

Unit of State Government	Project Name, Bid/Proposal Number, or Lease	Contract Total

► Pending Contracts or Proposals

Do you have any pending contracts, proposals, leases, or other on-going procurement relationships with other units of State of Illinois government?

☐ No.

☐ Yes. List below or attach additional pages:

Unit of State Government	Project Name, Bid/Proposal Number, or Lease	Est. Contract Total

STEP 5 – SIGN FORM

Name of Vendor or Contracting Entity

Official authorized to sign on behalf of vendor:

Name _____ Title _____

Signature _____ Date _____

**If you do not complete and return this form with your response,
you will be considered as “non-responsive” to this solicitation.**

You may use this Bidder Application Form in two ways:

- Enter your information online. Print the form, sign it, and mail to the appropriate university.
- Print the form, enter your information, sign it, and mail it to the appropriate university.

Business Name: **Bidder Application Form****Illinois Public Higher Education (IPHE)**

This requested information is required to accomplish the statutory purpose of the Illinois Procurement Code [30 ILCS 500].

Instructions: Please type or print. You must respond to all questions, sign the form, and submit it to the appropriate university. If your answer is "same," "not applicable," or "none," please write this to indicate no questions have been overlooked. It is your responsibility to notify the issuing university if the information in this application changes.

Today's date: This application is: ☐ Initial application ☐ Revision of previously submitted application

Submit this completed form to the university closest to you or the university with whom you intend to do the most business. Check that university below:

- | | | |
|---|--|--|
| ☐ Director of Purchases
Chicago State University
9501 King Drive
Chicago, IL 60628-1598 | ☐ Director of Procurement Services
Northern Illinois University
Lowden Hall, Room 107
DeKalb, IL 60115 | ☐ Director of Purchases
University of Illinois at Chicago
Room 312 - M.A.B. (MC-560)
809 South Marshfield Avenue
Chicago, IL 60612-7203 |
| ☐ Director of Purchases
Eastern Illinois University
Room 113 Old Main
Charleston, IL 61920-3099 | ☐ Director of Purchasing
Southern Illinois University
Bldg 108 - Miles Hall
Carbondale, IL 62901-6813 | ☐ Purchasing Office
University of Illinois at Springfield
One University Plaza MS BSB 106
Springfield, IL 62703-5407 |
| ☐ Purchasing Office
Governors State University
University Park, IL 60466-0975 | ☐ Director of Purchasing
Southern Illinois University
Box 1012
Edwardsville, IL 62026-1012 | ☐ Director of Purchases
University of Illinois at Urbana-
Champaign
Purchasing Division
616 E. Green, Suite 212
Champaign, IL 61820-5752 |
| ☐ Director of Purchases
1220 Illinois State University
Normal, IL 61790-1220 | ☐ Director of Procurement Services
SIU Medical School
P.O. Box 19605
Springfield, IL 62794-9605 | ☐ Director of Purchases
Western Illinois University
One University Circle
Room 227 Sherman Hall
Macomb, IL 61455-1390 |
| ☐ Director of Purchasing
Purchasing Department
Northeastern Illinois University
5500 North St. Louis Avenue
Chicago, IL 60625-4699 | | |

If you wish to be included on the bid list for other universities, copy this form and submit it to the other universities.

1. Legal name/address to which solicitations are to be mailed:

2. Address to which purchase orders are to be mailed, if different:

3. Address to which payment is to be mailed, if different:

4. Contact person:

Phone number: 800 number: FAX number: E-mail:

5. If a division of a corporation, show name and address of parent company:

State of incorporation:

6. Years in business

U.S. owned business: ☐ Yes ☐ No

7. Legal and tax status – I certify, under penalty of perjury, that I/we do business as a (check one only):

- | | |
|--|--|
| ☐ Individual | ☐ Real Estate Agent |
| ☐ Sole Proprietorship | ☐ Government Entity |
| ☐ Partnership | ☐ Tax Exempt Organizations (IRC 501 (a) only) |
| ☐ Corporation | ☐ Trust or Estate |
| ☐ Not-for-Profit Corporation | ☐ Limited Liability Corporation |
| ☐ Medical Health Care Services Provider Corp. | |

8. Enter your Taxpayer Identification Number (use Social Security Number if individual or sole proprietorship):

FEIN: SSN:

9. **Enter your Illinois Department of Human Rights (IDHR) number.** Failure to do so will delay the processing of your application. If your IDHR number is 89999-00-0 or lower, you must re-register with the Illinois Department of Human Rights.

IDHR Contractor Registration Number: ☐ Exempt

If you employ 15 or more individuals and wish to bid on State of Illinois contracts, IDHR requires that you file an Employers Report Form - Form PC-1 before bid opening. You may obtain a PC-1 form through IDHR at (312) 814-2431, TDD (312) 263-1579, or www.state.il.us/cms/purchase/download. All persons (or firms) employing 14 or fewer individuals at all times during the past 365 days are exempt from the IDHR requirement and should check the "Exempt" box above.

10. Is your firm authorized to do business in the State of Illinois, as well as locally, with all necessary business licenses?

☐ Yes ☐ No

If no, please explain

11. Net worth of business:

12. Bank reference - name and address:

13. Total sales and receipts (include amounts for all affiliated businesses) for most recent fiscal year:

14. Special Programs – Complete all of 14 (A – D).

The public higher education institutions of Illinois have various special programs that may be available to your company. Please check each category which applies, and complete the requested information. You may be requested to complete a more detailed form and provide additional documentation in order to ensure eligibility.

☐ **(A) Small business.** See 30 ILCS 500/45-45. To participate as a small business you must qualify under the following definition and criteria:

"Small business" means a business that is independently owned and operated and is not dominant in its field of operation (that is, it does not exercise a controlling or major influence in a kind of activity in which a number of business concerns are primarily engaged). To compute your size status, include your (and your affiliates') annual sales and receipts, subject to the following limitations:

Wholesale business – annual sales for the most recently completed fiscal year cannot exceed \$7,500,000

Submit a copy of the latest year's Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

Retail business or business selling services – annual sales and receipts cannot exceed \$1,500,000

Submit a copy of the latest year's Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

Manufacturing business – cannot employ more than 250 persons

Submit a copy of the latest year's Federal or State income tax return page(s) showing an Illinois address and the latest year's form IL-W-3 (Illinois Annual Withholding Income Tax Return) showing the number of Forms W-2, W-2G, and 1099-R issued (denotes number of employees at the company). If a manufacturing business has been in existence for less than a full fiscal year, its average employment shall be calculated for the period through one month prior to the bid or proposal due date. In such cases, a notarized statement to that effect and proof of when the business came into existence shall be submitted.

Construction business – annual sales and receipts cannot exceed \$10,000,000

Submit a copy of the latest year's Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address.

- ☐ DCMS (Department of Central Management Services) Business Enterprise Program
- ☐ CMBDC (Chicago Minority Business Development Council)
- ☐ IDOT (Illinois Department of Transportation)
- ☐ WBDC (Women's Business Development Center)

☐ African American

☐ Hispanic

☐ Person with disability (must be severe mental or physical disabilities which substantially limit major life activities)

☐ Female

☐ Native American/Alaskan

☐ Asian American

☐ **(D) State use – Not-for-profit agency for the severely handicapped.** Must meet requirements of U.S. Department of Labor and the Illinois Department of Rehabilitation Services. See 30 ILCS 500/45-35.

Name and Address	Percent Owned	Voting Percentage

Names of Corporate Officers	Names of Corporate Directors

Fill out this section to pre-qualify as a provider of Professional and Artistic Services

If you do not offer such services, or do not wish to pre-qualify, proceed to Item #24.

Completing this section does not guarantee that you will be pre-qualified. Being pre-qualified does not guarantee that you will be awarded a contract. You do not need to be pre-qualified to respond to a solicitation (Illinois Procurement Code [30 ILCS 500/35-15]). Consult the universities' solicitations to determine specific qualification requirements for individual solicitations.

Automatic notification – Once you have been pre-qualified you will be entitled to receive an automatic notification of Procurement Bulletin solicitations for services for which you have pre-qualified **if** you have listed a FAX number and/or e-mail address as requested in Item #4.

Do not use this section to pre-qualify for construction or construction-related professional services. Contact the university with whom you wish to do business for information regarding specific requirements for these categories.

17. Please check the professional and artistic services for which you are requesting pre-qualification. For each service you check, provide the information requested in Items #17-23 of this application.

Accounting ☐ Accountant ☐ Auditor ☐ Billing Services ☐ Collection Services Artistic ☐ Artist ☐ Art/Artifact Restoration ☐ Entertainer ☐ Musician ☐ Sculptor Clinical Psychology ☐ Psychotherapist ☐ Psychiatrist Data Processing ☐ Consultant ☐ Network Design ☐ Programmer ☐ Systems Analyst	Dentistry ☐ Dentist ☐ Orthodontist ☐ Periodontist Environmental/Land ☐ Cartographer ☐ Environmental Analyst ☐ Environmental Engineer ☐ Geologist ☐ Hydrologist ☐ Land Appraiser ☐ Land Use Planner ☐ Meteorologist ☐ Naturalist Law ☐ Administrative Law Judge ☐ Arbitrator ☐ Attorney ☐ Court Reporting ☐ Hearing Officer ☐ Law Clerk ☐ Legal Services	Management/ Administrative Services ☐ Actuary ☐ Banking Services ☐ Consultant ☐ Economist ☐ Executive Search Services ☐ Investment Services ☐ Training and Development Marketing And Media Services ☐ Audio and Video Production ☐ Commercial Photographer ☐ Editor ☐ Graphic Designer ☐ Media Consultant ☐ Public Relations	Medicine ☐ Audiologist ☐ Chiropractor ☐ Dietician ☐ Medical Transcriber ☐ Nurse ☐ Occupational Therapist ☐ Optometrist ☐ Orthopedist ☐ Pathologist ☐ Pharmacist ☐ Physical Therapist ☐ Physician ☐ Podiatrist ☐ Radiologist ☐ Surgeon ☐ Temporary Medical Staffing ☐ Veterinarian Science/Research ☐ Archaeologist ☐ Biologist ☐ Botanist ☐ Chemist ☐ Educator ☐ Entomologist ☐ Historian ☐ Other
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18. Licenses and/or professional registration – List names of each key person of the firm. If a requested service requires a licensed/registered practitioner, you may be required to provide a copy of such license/registration to the university before an award can be made or work begun.

Name	Capacity (Owner, Partner, Etc.)	Current Licenses/Registrations (Include Certificate # if Applicable)	License/Registration Exp. Date

19. Work experience – List contracts for similar services that have been completed within the last five years:

Project	Location	Type of Service	Total Amount of Contract	Start/Completion Dates	Name/Phone # of Owner or Other Reference

20. Resume' of key personnel – Provide the requested information for key personnel who would be assigned to work on contracts awarded or who would, at a minimum, supervise such work.

Name and Title	Primary Responsibilities	Years Experience (This Firm/Other Firms)	Education (Institutions, Years, Degrees, Certificates)	Other Relevant Experience and/or Qualifications

21. Judgments and claims – Are there any judgments, claims, or suits pending or outstanding against you or your organization that could affect the ability to complete any contract awarded?

☐ Yes☐ No

If yes, please explain:

22. Receivership – Have you or your organization filed for bankruptcy, receivership, or reorganization within the last five years?

☐ Yes☐ No

If yes, please provide details:

23. Statutory qualifications – Are you or your organization disqualified, ineligible, suspended, or otherwise barred from receiving solicitations and/or awards from any State of Illinois university or agency or any agency of the Federal Government?

☐ Yes☐ No

If yes, please provide details:

24. I understand that:

Information provided in this application may be audited by any State university or verified by other means.

Provision of information in this application does not relieve me from providing the same or additional information as required in a response to a solicitation.

Submittal of this application does not guarantee pre-qualification. Pre-qualification will be given only if I meet all statutory or regulatory requirements, including any that may not be listed in this application.

I must update significant information changes within a reasonable amount of time. Significant changes include, but are not limited to: change of legal status, TIN, ownership, name, address, as well as loss of licensure or registration, filing of bankruptcy, or suspension or debarment by any Federal, state, or local governmental agency.

Failure to provide accurate and reliable information required by this form may, in accordance with any and all applicable laws, result in penalties including, but not limited to, suspension or debarment from doing business with any university and termination of contracts, and loss of profits in appropriate cases.

Under penalty of perjury, I swear or affirm that:

The information provided in this application is true and correct as of the time of signing.

I have not been barred from contracting with a unit of State or local government as a result of a violation of Section 33-E or 33E-4 of the Criminal Code of 1961.

I, along with other officers and employees, have not been convicted of bribery nor attempted bribery of an officer or employee of the State of Illinois, nor have made an admission of guilt of such conduct that is a matter of record.

I am an equal opportunity employer and in compliance with the equal opportunity requirements of applicable state and federal laws.

Signature: _____

Name (type or print):

Date:

Title:

When submitting your response, please use the mailing label below—be sure to enter the Bid or RFP number. This will direct your response to the correct address and alert Purchasing Division staff to provide special handling.

☐ Please check if you
are submitting a no bid.

Bid/RFP #1MCN212

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
PURCHASING DIVISION
TECH PLAZA, SUITE 212
616 EAST GREEN STREET
CHAMPAIGN, IL 61820-5752

