

INSTRUCTIONS TO BIDDERS
for
Charter Bus Services for Athletics

BID# 25-02

June 2, 2025

10:00 A.M.

Sealed bids are invited Pursuant to specifications

BID:

Bids will be received and publicly read aloud by Morton College at the place, date and time hereinafter designated. You are invited to be present if you so desire.

PLACE:

Morton College
3801 S Central Ave
Cicero, IL 60804

OPENING DATE Monday, June 2, 2025

TIME: 10:00 A.M. Central Standard Time

Bids received after this time will not be accepted.

Bids must be in accordance with the instructions contained herein. All Submittals are to contain a total of **two (2) hard copies**. They shall be submitted on or before the specified closing time in an opaque sealed envelope addressed to:

Mireya Perez
Business Office
Morton College
3801 S Central Ave
Cicero, IL 60804

All envelopes should be plainly marked, with the Bidder's Name and Address and the following notation: *Bid #25-02 –Charter Bus Services for Athletics*

EMAILS OR FAXES ARE NOT ACCEPTABLE

QUESTIONS: Must be submitted no later than 4:30 p.m. Tuesday, May 27, 2025 via email to Mireya Perez
Mireya.perez@morton.edu.

STANDARD INSTRUCTIONS

1. **TAX EXEMPTION:** Morton College is exempt from Federal, State, Municipal taxes and Illinois Retailers Occupational Tax.
2. **SIGNATURE:** The signature on Bid/RFP documents is to be that of an authorized representative of said company. Each bidder, by making his Bid/RFP, represents that they have read and understands the Bid/RFP documents and that these instructions to bidders are a part of the specifications.
3. **DISQUALIFICATION:** The Chief Financial Officer will make such investigation as is necessary to determine the ability of the Bidders to fulfill Bid/RFP requirements. Morton College reserves the right to reject any Bid/RFP if it is determined that a Bidder is not properly qualified to carry out the obligations of the contract.
4. **ACKNOWLEDGEMENT OF ADDENDA:** Signature of company official on original Bid/RFP document shall be construed as acknowledgement of receipt of any and all addenda pertaining to the specific Bid/RFP. Identification by number of the addenda and date issued should be noted on all Bids/RFPs submitted. A copy of any and all Addenda must be included with the Bid/RFP packet.
 - a. ***FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.***
5. **EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION:** Morton College is an Equal Opportunity/Affirmative Action Employer. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practice Act, or the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the Contractor may be declared non-responsible and therefore 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 cancelled or avoided in whole, or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
 - a. It is also the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575 (the Act) and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities.
 - b. If Proposer is certified with the State of Illinois as a BEP vendor, include a copy verifying such certification.
 - c. To register with the State of Illinois as an MBE/FBE/DBE, please visit this site:
https://www.illinois.gov/cms/business/sell2/bep/Pages/Vendor_Registration.aspx

6. **PROPRIETARY INFORMATION:** Vendor should be aware that the contents of all submitted Bids/RFPs are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your Bid/RFP will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While Morton College (MC) will endeavor to maintain all submitted information deemed proprietary within the College, it will not be liable for the release of such information.
7. **BLACKOUT PERIOD:** After the College has advertised for Bids/RFPs, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of Bid/RFP specifications. No vendor shall visit or contact any College officers or employees until after the Bids/RFPs are awarded. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's submittal.
8. All Bids/RFPs shall be considered firm for a period of ninety (90) days from the date established for the opening of Bids.
9. **Termination of Funding:** Morton College's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this contract up to the effective date of termination. Morton College shall give notice of such termination for funding as soon as practicable after becoming aware of the failure of funding.
10. Any proposed substitutions or alternates must be submitted no later than 4:30 p.m. Tuesday, May 27, 2025 via email to Mireya Perez at Mireya.perez@morton.edu. Proposer shall not submit its bid or proposal with the substitutions or alternates unless approved in writing by the College in a written addendum.
11. Each bidder shall carefully examine all Bid/RFP documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a Bid/RFP. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall at once notify the College. If necessary, the College shall send written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business Services. After the College opens the Bids/RFPs, no allowance will be made for oversight by bidder.

12. Upon award of the contract by the College's Board of Trustees, the Contractor/Vendor shall enter into a contract with the College in the same form as included in the bid documents and/or incorporating all terms and conditions contained in this bid package, including but not limited to the Standard Instructions and Minimum Insurance Requirements. Notwithstanding any contract provision to the contrary, Morton College may terminate this contract any time and for any reason or no reason in its sole discretion, upon 30-day written notice to the bidder / vendor / contractor. In the event of termination for convenience by Morton College, Morton College shall pay the contractor for work completed or services rendered to the date of termination but shall have no further contractual obligation. In the event of termination for convenience by Morton College, the College shall pay the contractor for work completed or services rendered to the date of termination, but shall have no further contractual obligation. In the event of termination for cause by Morton College, including and not limited to a material breach by the bidder / vendor / contractor, upon such termination, Morton College shall have no further contractual obligation. In no event shall the bidder / vendor / contractor make a claim on Morton College for consequential, incidental or other special damages, including and not limited to lost profits, and the bidder / vendor / contractor hereby waives and releases any and all such claims.
13. The Contractor/Vendor agrees to indemnify, hold harmless and defend Morton College, the members of the Board of Trustees of Morton College, its officers, employees, student teachers, and agents thereof against all suits, actions, legal proceedings, claims, and demands of any kind, and against all damages, judgments for personal injuries, including death to any person (including but not limited to third parties, employees of College, employees of Contractor/Vendor or any subcontractor and their dependents or personal representatives), loss, cost, expense and attorneys' fees, in any manner caused by, arising from, incidental to, connected with or growing out of the services provided under this contract. Contractor/Vendor waives any and all rights it may have under any worker's compensation act or interpretations of the act.
14. A current W-9 form must be returned with the bid packet. (*A blank form can be found at the IRS.Gov website.*)
15. Other areas of the College occasionally require transportation services and will be encouraged to use the selected vendor. Selected vendor will be expected to extend contract pricing. On pricing page, please indicate the price per mile/hour/driver for other campus travel needs.
16. The College will pay invoices on a trip-by-trip basis.
17. Please include a company profile with your bid.
The profile must include the following:
 - a) Years in business
 - b) Number of employees
 - c) Size of fleet
 - d) Annual revenue for the last fiscal year

MINIMUM INSURANCE REQUIREMENTS

The undersigned Contractor/Vendor or User of College Campus Facilities shall purchase and maintain the following insurance coverages with carriers with a Bests Financial Rating not less than A, XII to which Morton College has no reasonable objection.

A Contractor/Vendor or User shall furnish a certificate of insurance and the specified endorsement to Morton College prior to the commencement of any work covered by this, or any resulting, contract or purchase order, as evidence that all requirements of this addendum have been complied with. The certificate and endorsement shall also contain a provision that the coverages afforded under the policies required shall not be cancelled or allowed to expire unless 60 days prior written notice has been given to Morton College. Failure on the part of the Contractor/Vendor or User to maintain coverage as required shall constitute a default and entitle Morton College, at its sole option, to either terminate the contract or procure replacement coverage and offset the cost against any money due the Contractor/Vendor or User.

Coverages, whether written on occurrence or claims made, shall be maintained without interruption from the date of commencement of work/event until the date of final payment and termination of any coverage to be maintained after final payment.

1. WORKERS COMPENSATION/EMPLOYERS LIABILITY:

- \$500,000 per accident
- \$500,000 disease, policy limit
- \$500,000 disease, each

2. COMMERCIAL GENERAL LIABILITY:

Coverage shall include premises operations, independent contractors, contractual liability, products and completed operations including broad form property damage, covering bodily injury and property damage or limits as shown below. Products and completed operations liability shall be maintained for two years after completion of the work performed under this Contract or Purchase Order.

- \$2,000,000 each occurrence
- \$4,000,000 general aggregate
- Policy shall be properly endorsed to show **Morton College** as an **Additional Insured** on a primary and noncontributory basis.

3. COMMERCIAL AUTOMOBILE LIABILITY:

Coverage shall be written to include all owned, non-owned, and hired automobiles covering bodily injury and property damage, including uninsured and underinsured motorist's coverage for limits as shown below.

- \$2,000,000 combined single limit each occurrence OR
- \$4,000,000 bodily per person, per occurrence and property damage per occurrence

- Policy shall be properly endorsed to show **Morton College** as an **Additional Insured** on a primary and noncontributory basis.

4. **UMBRELLA LIABILITY:**

The policy shall cover excess of Employers Liability, General Liability, and Automobile Liability with underlying limits as shown in items 1, 2, and 3 and shall also name Morton College as an **ADDITIONAL INSURED** on a primary noncontributory basis with the following limits.

- \$5,000,000 each occurrence
- \$10,000,000 general aggregate

5. **PROFESSIONAL LIABILITY:**

Should this contract provide for Professional services, such as, but not limited to, Athletic Trainers, Sports Medicine, Counseling, Dental, Medical, Psychological, and Contractors, the vendor shall purchase and maintain Professional Liability coverage for the services to be rendered for limits not less than:

- \$1,000,000 per claim or occurrence, \$3,000,000 aggregate
- The vendor shall furnish **Morton College** a certificate of insurance and policy endorsement as evidence of coverage, in addition to those coverages as required in paragraphs, 1, 2, and 3.

Should any of the above policies be written on a claims-made basis, the policy date or retroactive date shall predate the contract. The Additional Insured provisions as contained in these paragraphs shall be maintained for a period of not less than five years after the expiration and or nonrenewal of this Contract. The termination date of the policy or applicable extended reporting period shall be no earlier than the termination date of coverages required to be maintained as shown above.

Specifications and Bid Documents

start on the following page (7)

Note:

A complete Bid Packet consists of

Pages 7 through 22

(All pages must be returned with Bid submission)

Specifications and Instructions
For
Charter Bus Services for Athletics

Bid# 25-02

Background

Morton College is a comprehensive two-year community college in Cicero, Illinois, offering more than 100 courses for transfer, career programs, and certificates. Morton College is accredited by The Higher Learning Commission. Morton College is also recognized by the Illinois Board of Higher Education and by the Illinois Community College Board.

Morton College participates in eleven NJCAA athletic programs: Women's Basketball, Men's Basketball, Women's Volleyball, Women's Soccer, Men's Soccer, Baseball, Softball, Men's Cross Country, Women's Cross Country, Men's Wrestling and Women's Wrestling. These eleven teams utilize charter buses to travel to away games, mostly in the Northern and Southern Illinois, Southern Wisconsin, and Chicagoland areas. Teams also travel regionally and nationally for spring training and NJCAA tournaments.

Objective

The College is accepting bids for charter bus service for its Panther Athletic Teams' away games and tournaments. Any contract resulting from this Bid will be for a three-year period with a provision for one (1) one-year renewals under the same terms and conditions of the contract, at the sole option of the College. The first contract period is to be from July 1, 2025 through June 30, 2028. If the winning bidder cannot meet availability needs at time of event scheduling, the College will seek alternative transportation solutions. This Bid may be awarded to a single or multiple bidders based on cost. Once an award(s) has been approved by the MC Board of Trustees, the Athletic Director will reach out to awarded bidder(s) to schedule transportation. Exact dates of most trips will not be available until June 2025.

BUSES: The charter/motor coach vehicles need to have 56, 47, and mini bus passenger capacity options in order to meet the needs of the teams' varying roster sizes and their equipment. The charter/motor coach vehicle should have a minimum of an on-board restroom, air conditioning, and equipment storage. ADA accessibility should be available upon request. Vehicles must be clean, well maintained, damage free inside and out, in excellent mechanical condition, with all systems in working condition.

PRICING: Pricing should be quoted based on bus size and duration of trip. Firm pricing is assumed to be all-inclusive. Any additional fees (such as additional drivers, driver accommodations, parking, fuel surcharge, etc.) should be specifically identified in the Bid. Please also note any minimum charge requirements or similar policies. A separate sheet should be used if necessary.

MULTI-DAY TRAVEL: A limited number of travel events will require an overnight stay. The College will be responsible for arranging all overnight accommodations including a standard room for the driver(s). The driver will be responsible for all incurred costs other than the cost of the room. Please note that travel events requiring overnight stays will include local travel to and from the competition sites as well as other locations as needed (example: restaurants). Athletic Director will provide multi-day travel dates with as much notice as possible. In instances where a team qualifies for Nationals, trip can last from 4-7 days.

DRIVERS: Drivers shall be courteous, considerate, clearly identified as authorized employees of the bidder, and be able to show appropriate identification. The bidder agrees that any and all charter/motor coaches provided shall comply with all Department of Transportation regulations. Every driver/operator must be at least 25 years of age and appropriately licensed in accordance with all applicable laws and regulations. All drivers must be available for contact at any time during the trip. Every charter/motor coach provided must have a functioning cell phone with each driver at all times.

In the event the College determines that a driver has been remiss of the responsibilities concerning requests, safety standards, speeding, or offensive behavior, the College reserves the right for the removal of the driver from future charters. The vehicle driver(s) must work with the athletic coach or designated College official to be available for local transportation at the trip destination. Stops for meals may be required on certain trips. The bidder is responsible for the driver's meals. Tolls, parking fees, fuel, and repairs are the bidder's responsibility.

BOARDING AND DEPARTURE TIMES: The primary pickup site for Athletic travel is Morton College Main Campus, 3801 S Central Ave. Departure times are critical for team travel to maintain planned itineraries. A 10% penalty fee shall be assessed for every 15 minutes that the vendor is late for departure.

Unless otherwise specified in the booking, buses are to be at the departure point 15 minutes ahead of the scheduled departure time to allow for passenger boarding.

Each team must arrive to the destination site at least 90 minutes prior to the start of a competition. It will be the responsibility of the bidder to coordinate with Morton College Athletics staff members to determine departure times necessary to meet this requirement, taking into consideration drive time and road and weather conditions to arrive on site, on time. It is expected that the bus and driver will remain on site for the length of the competition.

CANCELLATIONS: Athletic games may be cancelled due to weather prior to a scheduled departure date and/or time. Some cancellations may occur as late as the same day of travel. The Athletic Director or College official will notify the vendor immediately upon receiving a cancellation. In such case of cancellation, the College shall not pay for any departure. If the bus departs the College for its destination and a cancellation occurs, the College shall pay the proportionate mileage of the total cost of the trip.

Award of Order

This bid will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. The College will accept the bid which is considered to be in the best interest of the College. All such contracts are contingent upon approval by the Board of Trustees of Morton College, District No. 527.

Charter Bus Services for Athletics

BID# 25-02

Bid Sheet

for trips running August 1, 2025 through June 30, 2026

Destination City	College	# of Day s	56 Passenger Cost	47 Passenger Cost	Mini-Bus Cost
Moline, IL	Black Hawk College	1			
Galesburg, IL	Carl Sandburg College	1			
Freeport, IL	Highland Community College	1			
Oglesby, IL	Illinois Valley Community College	1			
Malta, IL	Kishwaukee College	1			
Dixon, IL	Sauk Valley Community College	1			
Chicago, IL	Harry S Truman College	1			
Chicago, IL	Kennedy-King College	1			
Chicago, IL	Malcolm X College	1			
Chicago, IL	Olive-Harvey College	1			
Chicago, IL	Richard J. Daley College	1			
Chicago, IL	Wilbur Wright College	1			
Wauwatosa, WI	Bryant & Stratton College	1			
Kankakee, IL	Kankakee Community College	1			
South Holland, IL	South Suburban College	1			
River Grove, IL	Triton College	1			

Destination City	College	# of Days	56 Passenger Cost	47 Passenger Cost	Mini-Bus Cost
Glen Ellyn, IL	College of DuPage	1			
Paletine, IL	Harper College	1			
Joliet, IL	Joliet Junior College	1			
Madison, WI	Madison College	1			
Milwaukee, WI	Milwaukee Area Technical College	1			
Grayslake, IL	College of Lake County	1			
Elgin, IL	Elgin Community College	1			
McHenry, IL	McHenry County Community College	1			
Palos Hills, IL	Moraine Valley Community College	1			
Cicero, IL	Morton College	1			
Des Plaines, IL	Oakton Community College	1			
Chicago Heights, IL	Prairie State College	1			
Sugar Grove, IL	Waubonsee Community College	1			
Danville, IL	Danville Area Community College	5			
Normal, IL	Heartland Community College	1			
Peoria, IL	Illinois Central Community College	1			
Carterville, IL	John A Logan Community College	2			
Quincy, IL	John Wood Community College	2			

Destination City	College	# of Days	56 Passenger Cost	47 Passenger Cost	Mini-Bus Cost
Mattoon, IL	Lake Land Community College	2			
Springfield, IL	Lincoln Land Community College	1			
Champaign, IL	Parkland Community College	1			
Canton, IL	Spoon River Community College	2			
Mount Carmel, IL	Wabash Valley Community College	2			
Des Moines, IA	Des Moines Area Community College	3			
Iowa Falls, IA	Ellsworth Community College	2			
Ottumwa, IA	Indian Hills Community College	2			
Fort Dodge, IA	Iowa Central Community College	2			
Council Bluffs, IA	Iowa Western Community College	2			
Cedar Rapids, IA	Kirkwood Community College	2			
Marshalltown, IA	Marshalltown Community College	2			
Mason City, IA	North Iowa Area Community College	2			
Burlington, IA	Southeastern Community College	2			
Moberly, MO	Moberly Area Community College	3			

Destination City	College	# of Days	56 Passenger Cost	47 Passenger Cost	Mini-Bus Cost
Kansas City, MO	Kansas City Community College	3			
Columbus, GA	NFCA Lead Off Classic	4			
Rochester, MN	Rochester Community College	3			
Perrysburg, OH	Owens Community College	3			

Additional information requested	
Cost increase per year starting 7/1/2025	%
Fuel Surcharge	

Price per mile or per hour or driver for other trips within the Chicagoland area \$_____ per / _____

Please explain how rate is determined: _____

Price per mile or per hour or driver for other trips outside the Chicagoland area \$_____ per/ _____

Please explain how rate is determined: _____

Vendor Information	
Company Name	
Address	
City, State, Zip	
Telephone (including Area Code)	
Date	
Name <i>(Please Print)</i>	
Title	
Authorized Signature	
Contact Email	

I have read and understand these requirements, and I agree to these requirements.

CONTRACTOR/VENDOR/USER **DATE**

Authorized Representative

REFERENCES

Provide at least three (3) customer references for similar projects. Provide performance results.

COMPANY_____

ADDRESS_____

CITY, STATE, ZIP_____

CONTACT PERSON_____

TELEPHONE_____

EMAIL_____

SERVICES PROVIDED_____

COMPANY_____

ADDRESS_____

CITY, STATE, ZIP_____

CONTACT PERSON_____

TELEPHONE_____

EMAIL_____

SERVICES PROVIDED_____

COMPANY_____

ADDRESS_____

CITY, STATE, ZIP_____

CONTACT PERSON_____

TELEPHONE_____

EMAIL_____

SERVICES PROVIDED_____

AUTHORIZATION FORM

I HEREBY AUTHORIZE THIS SUBMITTAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROVISIONS OF THIS RFP. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED BID IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. Include this page with your response.

Name of Company

Address

City

State

Zip Code

Telephone Number

Email Address

Authorized Official Signature

Date

Official Print Name

Title

Contact Name, phone, and email of individual authorized to discuss RFP submittal if different from above.

Acknowledgement of Addenda (if any)

I acknowledge having received addenda # _____.

CERTIFICATIONS

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

Respondents are cautioned to carefully read these certifications prior to signing below. Signing this page shall constitute a warranty by the undersigned that all statements, certifications and information set forth within these certifications are true, complete and correct as of the date signed. The undersigned is notified that if the college learns that any of the following certifications were falsely made, any contract entered with the undersigned shall be subject to termination.

1. **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.
2. **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.
3. **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.
4. **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).
5. **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.
6. **Fair Employment Practice:** Company follows all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
7. **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.
8. **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, 720ICLS 5 with regards to bid rigging/bid rotating.**
9. **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.**

Authorized Signatory: _____ *Date:* _____

CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

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

Conflict of Interest Disclosure

Morton College is requiring that all relationships with the college, its administrators, trustees, committee member, or any other employee of the college be disclosed in writing as a part of any proposal submitted. Contact regarding this Proposal with any employee of Morton College during the pre-award period, except as noted in the solicitation, is strictly forbidden, and is considered sufficient grounds for dismissal from the RFP process.

Define the relationship with any Morton College administrator, trustee, committee members, or their immediate family member, with which your company or any of its owners, officers, trustees, employees do business with, or for which there is an opportunity to influence a related college decision.

☐ Respondent certifies that there is no known conflict of interest with any Morton College administrator, trustee, committee member or employee of the college.

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 Proposal in collusion with any other Company, and that the contents of this Proposal as to prices, terms or conditions of said RFP 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 Proposal.

The undersigned further affirms that this Proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name: _____

By: _____

(Authorized Signatory)

Title

MINORITY, PERSON WITH DISABILITY-OWNED, AND FEMALE-OWNED BUSINESS CONCERN REPRESENTATION

Minority-Owned Business: a business which is at least 51% owned by one or more minority persons (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Female-Owned Business: a business which is at least 51% owned by one or more females (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act), or, in the case of a corporation, at least 51% of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.

Business Owned by a Person with Disability: a business that is at least 51% owned by one or more persons with a disability (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) and the management and daily business operation of which are controlled by one or more of the persons with disabilities who own it. A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 or the Internal Revenue Code of 1986 is also considered a "business owned by a person with a disability."

The definitions above are adopted from the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1 et. seq.

Morton shall rely on written representations of concerns regarding their status as minority/female-owned businesses.

VENDORS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID NOT RESPONSIVE.

- A. Representation. The offeror represents that it is (%), a minority-owned Business concern.
- B. Representation. The offeror represents that it is (%), a female-owned Business concern.
- C. Representation. The offeror represents that it is (%), a disabled-owned Business concern.

Please Check Appropriate Boxes:

- | | | |
|--|---|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Caucasian | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Asian-Pacific American | <input type="checkbox"/> Asian-Indian American |
| <input type="checkbox"/> Female Owned | <input type="checkbox"/> Disabled Owned | <input type="checkbox"/> Other _____ (please specify) |

Company Name _____

Address _____

City _____ ***State*** _____ ***Zip*** _____

Phone _____ ***Fax#*** _____

FEIN# _____

Signature of Company Official

Title ***Date***