

Invitation to Bid Athletic Training Services

Morton Community College District No. 527 ("Morton College") will accept bids for **Athletic Training Services** until **12:00 noon CST on July 15, 2020**. The bids will be opened publicly and read aloud at Morton College in the Business Office, Room 203C at that time.

Bids must be submitted in sealed envelopes plainly marked **Athletic Training Services**. Failure to properly mark the envelope will result in disqualification of the bid if it is prematurely opened.

For additional information and specifications contact:

John Treiber
Athletic Director
708-656-8000 Ext.2370
Room 101-D

Bid Specifications: Athletic Training Services for Morton College

Morton College is seeking bids for athletic training services for the following school years: 2020-21, 2021-22 and 2022-23. Any bidder will need to meet the following requirements, and propose a fee for these services. Morton College is seeking a total cost for two (2) certified athletic trainers. AT1 for up to 40 hours per week for the Fall, Winter, and Spring when the following ten (10) sports are in season: Men's Cross Country, Women's Cross Country, Men's Golf, Men's Soccer, Women's Soccer, Men's Basketball, Women's Basketball, Volleyball, Softball and Baseball. AT2 would work up to thirty (30) hours for the Fall season only due to sports played at two (2) sites.

1. Vendor agrees to provide up to forty (40) hours for AT1 per week of athletic training services ("Services") to the athletes of Morton College for the Fall, Winter, and Spring sport seasons and up to thirty (30) hours for AT2 during the Fall sport season only. The hours of coverage will be determined by the Athletic Director of Morton College ("Athletic Director") and the Vendor; and will vary according to the needs of Morton College and Vendor's availability during a given season. Coverage required by any changes to the agreed upon schedules will be contingent upon availability of the Vendor to provide it.
2. The Services will be offered at Morton College in a space provided by Morton College, and on the field during specified games and practices, as agreed upon by the parties.
3. The Athletic Trainer shall be an employee of the Vendor and an independent contractor for Morton College.
4. The Athletic Trainer is responsible for monitoring and maintaining basic medical materials and supplies in medical kits, and informing the Athletic Director of needed supplies.
5. The Athletic Trainer will perform all record keeping functions as required by the Athletic Director, including joint development of parental consent forms and emergency cards to allow for the treatment of an athlete in the event of an injury.
6. The duties of the Athletic Trainer shall include, but are not limited to, consulting with coaches, pre-game taping, assessing injuries on site, initiating/coordinating basic first aid treatment to injured athletes, and recommending referral of more seriously injured athletes to a local hospital or other appropriate health care provider. The Athletic Trainer will recommend measures to reduce injury potential, if appropriate. The Athletic Trainer will remain as consistent and visible as possible to facilitate an effective working relationship with coaches and athletes of Morton College. While at Morton College, the Athletic Trainer will function under the direct supervision of the Athletic Director. Performance issues requiring resolution shall be the responsibility of the Vendor's Director/Coordinator to resolve, as such issues are reported by the Athletic Director to ensure that the needs of Morton College are met. If absent then substitute coverage will be provided for the Athletic Trainer for scheduled games/events, with practice coverage only as available.
7. Morton College agrees to provide:
 - a. Designated space for the Athletic Trainer to provide services to Morton College athletes.
 - b. Support and assistance to the Athletic Trainer in coordinating medical treatment for injured athletes.
 - c. Materials and supplies as determined by the Athletic Trainer, in conjunction with the Athletic Director.
 - d. Event schedule coverage requests to the Vendor in writing at least two weeks prior to the first coverage event of each season.

- e. Immediate notice of event cancellation.
- f. An acceptable location for Vendor's banner or sign to be displayed at all home athletic events.

8. The Vendor agrees to provide:

- a. A single primary qualified, National Athletic Trainers' Association ("NATA") certified, Illinois Athletic Trainer to provide Services according to the predetermined schedule and consistent with the above duties. The Athletic Trainer will be employed by the Vendor.
 - b. Professional liability insurance coverage with a minimum amount of \$1,000,000 per occurrence and \$3,000,000 aggregate.
 - c. Coverage will be provided for rescheduled makeup events if given at least 24 hours' notice of the change.
 - d. Coverage will be provided for weekend and holiday events.
9. Both parties agree to indemnify and hold each other harmless from and against all claims, demands, cost, expense, and losses caused by the negligence of the other party.
10. The parties agree to adopt this proposal for athletic training services for the 2020-21, 2021-22 and 2022-23 academic years, consistent with a mutually agreed upon and finalized event schedule. The agreement between the parties shall terminate at the conclusion of the 2022-23 academic year or upon four weeks written notice given by either party or by mutual agreement at any time.
11. A contract entered into as a result of this Invitation to Bid shall be between the Morton Community College District 527, acting through its Board of Trustees and the selected Vendor.
12. A contract entered into as a result of this Invitation to Bid shall be governed and interpreted under the laws of the State of Illinois.
13. A contract or any part hereof entered into as a result of this Invitation to Bid shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of the Athletic Director.
14. A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties. All previous communications between the parties, whether oral or written, with reference to the subject matter of this Invitation to Bid are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.
15. Award will be made to the Vendor who is determined by Morton College to best meet the needs and objectives of Morton College. Morton College reserves the right to reject any or all proposals if they are, in its sole discretion, judged unacceptable, to waive any technical or formal defect therein, to accept or reject any part of any proposal, and to award the Contract to a vendor other than the Vendor proposing the lowest price according to its own judgment and in its best interest.

Bid Form must be completed and returned with sealed bid proposal.

Invitation to Bid for Athletic Training Services

BID FORM

Please Print:

Company Name: _____

Phone #: _____

Fax #: _____

Address: _____

Contact Person: _____

E-mail: _____

BID AMOUNT: \$ _____

Any questions or concerns can be directed to:

John Treiber, Athletic Director
708-656-8000 Ext.2370
john.treiber@morton.edu

Morton College reserves the right to reject any or all of the bids received and to waive any informality in the bidding. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of Morton College.