

Oakton Community College
Community College District 535
Purchasing Department, Room 1240
1600 E. Golf Road, Des Plaines, IL 60016
847-635-2607

Invitation to Bid #0411-24-13

Issue Date: April 11, 2024

Bids will be received in the Purchasing Office via email until

11:00 am on Tuesday, April 30, 2024

Late bids will not be accepted.

Please read the instruction and terms on the attached pages before completing this bid.

Transportation Services for Athletic Teams – One Year Contract

The College is seeking bids for a company to provide motor coach transportation services for the athletic teams. All interested providers must be certified by the Department of Transportation, Federal Highway Administration.

This will be a one-year contract. The contract may be renewed for an additional two (2) one-year terms if the College and the transportation company agree on the terms of the renewal. Complete specifications are included on the following pages.

In order to comply with the Illinois Compiled Statute Chapter 720, Section 5/33E-2, no information regarding specifications of this bid will be addressed outside an addendum.

Final bid questions must be submitted by 11:00 AM April 23, 2023.

Questions will be answered through an addendum.

Questions should be submitted to the following people:

Christine Paciero, Senior Manager of Athletics, cpaciero@oakton.edu

Mick Reuter, Athletic Operations Specialist, mreuter@oakton.edu

Kathi Rosenberg, Procurement Manager, krosenberg@oakton.edu

Respondents may not contact any other College employee to discuss this bid.

Oakton Community College District 535 is exempt from all Federal, State, and Municipal Taxes.

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of the bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from the specifications and terms are in writing and attached hereto.

Company Name: _____ Date: _____

Address: _____ City/St/Zip: _____

Name: _____ Title: _____

Phone # _____ Fax # _____

Signature: _____ E-mail: _____

Instructions to Bidders

1. Bid Forms: Bids should be submitted on the form provided. Envelopes marked "Sealed Bid for (commodity being bid)." Bids cannot be accepted via fax machines or email.
2. Specifications: Generally, where specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that or equal, unless "no substitutes" is specified. When offering alternates, they must be identified by brand name, catalog number, and manufacturer's literature must be included.
3. Samples: Bidders will be required to furnish no charge samples upon request.
4. F.O.B. Point: All prices must be quoted F.O.B. destination. Shipments shall become property of Oakton College after delivery and acceptance.
5. Delivery Points: Deliveries must be made to the various buildings within the district, as indicated.
6. Delivery Schedule: Bids must specify delivery time. Unrealistically long delivery times may cause bid to be rejected. Order may be canceled without obligation if delivery requirements are not met.
7. Evaluations: Oakton College reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
8. Vendor Selection: All purchases will be awarded to the lowest responsible bidder who meets all the requirements of the specifications. The determination of a responsible bidder and award of tie bid for like equipment, supplies, or services shall be based upon the following factors: a) capacity to perform, and b) performance history. In the case these factors are equal for award of tie bids, first preference will be given to suppliers located within the boundaries of District #535 and second, from within the state over out of state. In the case of tie bids according these criteria, purchases will be determined by a coin toss. Cash discounts will be used in determining the lowest responsible bidder.
9. Prices: Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of bid opening unless otherwise agreed to by District #535 and bidder.
10. Quantities: Quantities shown may be estimates only and orders may be more or less depending on actual requirements and budget limitations.
11. Exceptions: Any exceptions to these terms, conditions or deviations from written specifications must be shown in writing and attached to the bid form.
12. Tax Exemptions: Oakton College District #535 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.
13. Equal Employment/Opportunity Clause/Prevailing Wage: Oakton College is an equal opportunity employer, and parties doing business with the College must comply with the Equal Employment Opportunity Clause as required by the Illinois Fair Employment Practices Commission. Not less than the prevailing wage shall be paid for labor on the work to be performed as required by law.
14. Non-Collusion Clause: The bidder or agent hereby declares that he, nor any other agent of his business, entered into any collusion or agreement relative to the price to be bid. He further declares that no persons, firms or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or Board of Trustee member of Oakton College District #535 has any undisclosed interest in the award of this contract.

General Information

1. The College will enter into a written contract with the selected vendor from July 1, 2024 through June 30, 2025, with the option of renewing for two additional years (one year at a time), from July 1, 2025 through June 30, 2026, and July 1, 2026 through June 30, 2027, if the College and Transportation Service provider agree on the terms of the renewal.
2. The bid will not be awarded based on price alone. The College will award this bid to the selected vendor based on what is in the College's best interests using a selection criterion based on vendor qualifications and certifications, services provided, reputation, references, experience, reviews, functionality, and suitability and fit for our environment. After a detailed and thorough review of the bids, the Administration will select the vendor that is in the best overall interest of the College.
3. The College reserves the right to waive technicalities and informalities in the bid process, to reject any or all bids, or any part of any bid, for any reason. The College also reserves the right to obtain clarification of any point in a firm's bid or to obtain additional information. The determination of whether any bid by a firm does or does not conform to the conditions and specifications of the Invitation to Bid is the responsibility of the College.
4. After a thorough review and evaluation of the responses submitted, if needed, the College may select companies for an in-person or phone interview.
5. This contract is subject to the provisions of the Equal Employment Opportunity Clause as provided by the Illinois Fair Employment Practices Commission, and the Illinois Revised Statutes. In addition, contractors must comply with the Illinois Drug Free Workplace Act and the Illinois Human Right Act.
6. This bid is scheduled to be awarded at the May 21, 2024 or June 25, 2024 Board of Trustees meeting.
7. Bid results will be posted on the [Oakton Procurement Webpage](#) the day after this contract is awarded at the Board of Trustees Meeting.
8. 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 21, please indicate the price per mile/hour/driver for other campus travel needs.
9. The College will pay invoices on a trip-by-trip basis.
10. The College is exempt from all taxes.
11. Any contract resulting from this bid will not be an exclusive contract. Oakton will reserve the right to procure similar or related services in any manner deemed by the College to be in its own best interest.

12. All applicable items and/or services offered shall comply with all applicable rules, regulations, safety standards, and including but not limited to any applicable federal, Americans with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA), Federal Motor Vehicle Safety Standard (FMVSS), State of Illinois Department of Transportation (IDOT), State of Illinois Department of Motor Vehicles, and local laws in force at the time of service. All warning labels required by law must be installed accordingly
13. The College reserves the right to cancel a contract with a 30-day written notice.
14. However, if continued unresolved issues arise regarding drivers, condition of equipment, meeting agreed upon schedules for departure, or any other significant unforeseen problems, the College reserves the right to terminate the agreement with a 15-day written notice.
15. The Procurement Department will verify all price calculations. In the event of an error, the unit price will prevail and the total will be adjusted accordingly. The new adjusted total will be used when awarding an item. All pricing listed on the vendor's response to this Invitation to Bid is final.
16. Because this is a "sealed bid" we cannot accept bids over the phone, email or fax machine. If you are sending a bid response back to the College, you MUST write the bid number on the outside of the envelope as well as your company's name. If you return a bid response to the College via an overnight carrier or your own envelope, please address the envelope to:

Oakton College
Attention: Procurement Office, Room 1240
Bid # 0411-24-13: Transportation for Athletes
1600 E. Golf Road
Des Plaines, IL 60016
17. If you are dropping off your bid response, it must be delivered to room the Purchasing office in room 1240 on the Des Plaines campus by 11:00 am on Tuesday, April 30, 2024. Park in Lot A and proceed to West Entrance #10. Once inside the building, proceed down the hallway until you reach the information desk. Turn right, Room 1240 will be about 3/4 way down the hall on the left side.
17. A "NO BID" is considered a valid response. If submitting a "No Bid", please state the reason why.
18. Vendors must submit bid on forms provided. Please complete pages 15 through 21.
19. Questions regarding this bid must be submitted in writing via email by 11:00 am on Tuesday, April 23, 2024. Questions will be answered in the form of an addendum. Questions should be submitted to the following people:

Christine Paciero, Senior Manager of Athletics, cpaciero@oakton.edu
Mick Reuter, Athletic Operations Specialist, mreuter@oakton.edu
Kathi Rosenberg, Purchasing Manager, krosenberg@oakton.edu

20. The College would expect companies to provide their lowest/best offer when submitting prices. If your lowest/best price is through one of the following consortiums, please include which consortium you used:
- Educational and Institutional Cooperative Services (E & I)
 - OMNIA Partners, Government Purchasing Alliance
 - Illinois Department of Central Management Service (CMS)
 - Illinois Community College System Foundation (ICCSPC)
 - Illinois Public Higher Education Cooperative (IPHEC)
 - Midwest Higher Education Consortium (MHEC).
 - Sourcewell (Formerly National Joint Powers Alliance - NJPA)
 - Suburban Purchasing Cooperative (SPC)

Any appropriate discounts and/or special pricing from these consortiums should be applied to this bid.

21. The College is a public institution and therefore subject to comply with legitimate Freedom of Information Act (FOIA) requests. Please be advised that your response to this Request for Bid is subject to comply with any FOIA requests for information. The FOIA copy of your response should indicate confidential and/or proprietary information that has been removed/redacted. Please mark this as "FOIA Copy." See pages 24 & 25 for further instructions. If you submit a FOIA copy please indicate it appropriately on your electronic bid submission. If submitting FOIA copy please be sure to **also** submit the original bid, marked appropriately.
22. Please submit *one hard copy, one FOIA hard copy of your bid, and one digital copy* of your bid. The digital copy (flash drive preferred) should include your original bid and a copy of your FOIA bid. The College will use the FOIA copy at the public bid/RFP opening. This copy must include your pricing.
23. The College participates in the State of Illinois Business Enterprise Program (BEP). As noted on page 21, please describe how your company can help the College make a good faith effort to meet or exceed the College's aspirational goal of conducting 30% of its business with Minority Business Enterprises. Please indicate if your company or subcontractors are Minority Business Enterprise (MBE), Female Business Enterprise (FBE), Persons with Disabilities Business Enterprise (PBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB).

Interested businesses may visit the [State of Illinois Commission on Equity and Inclusion](https://cei.illinois.gov/business-enterprise-program.html), Business Enterprise Program (BEP) to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to (<https://cei.illinois.gov/business-enterprise-program.html>) for complete requirements for the BEP certification.

Dates and Timeframes

Bid Issued	Thursday, April 11, 2024
Deadline to submit questions	Tuesday, April 23, 2024
Final addendum issued (if needed) to answer questions	Thursday, April 25, 2024
Deadline for Vendors submission of bids	Tuesday, April 30, 2024 by 11:00 am
Bids reviewed	Between 4/30 and 5/8
Approval from Board of Trustees	May 21, 2024 (alternate date June 25, 2024)
Contract Starts	July 1, 2024

The College reserves the right to change or alter these times and activities.

24. 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

25. Please include three references who you provide similar transportation services for.
Educational references preferred.
References should include the following:
 - a) Company Name
 - b) Contact Name
 - c) Phone Number
 - d) Email address
 - e) Description of service provided

26. Please provide a list of your company's fleet. Describe each vehicle by passenger capacity size, age, mileage, and amenities. Describe how often maintenance and inspections are performed.

27. Explain your driver hiring program.
 - a) What criteria is used when deciding whether or not to hire drivers?
 - b) Are background checks performed during the hiring process?
 - c) How does your company ensure that new drivers meet minimum requirements to operate a bus or motor coach?
 - d) How does your company provide oversight of the seasoned drivers and provide "refresher"

28. For less than a 4-hour notification, any penalty charges assessed will not equal the full cost of the planned trip. Such charge should be no larger than needed to defray the selected firm's expense. Please include information about your company's cancellation policy.

29. The awarded vendor must submit a current copy of Certificate of Insurance naming Oakton Community College as additional insured or certificate holder and is to be on file

with Oakton at all times during the term of the subsequent contract awards. Company shall notify Oakton in writing via certified mail 30 days prior to any insurance policy that will be suspended, voided, canceled, or reduced.

30. All interested providers must be certified by the Department of Transportation, Federal Highway Administration and must provide proof if awarded a contract.

Overview

Oakton College is accepting bids for a company to provide transportation services for the athletic teams of the College.

Oakton is a member of the National Junior College Athletic Association (NJCAA) and the Illinois Skyway Collegiate Conference (ISCC). The Skyway Conference consists of eight Illinois Community Colleges located in the collar counties of Chicago which compete in many different sports.

Competition locations are determined by the ISCC for conference competition with additional competitions for non-conference schools scheduled by the Oakton Athletic Department. In addition, the NJCAA schedules regional and national competition to which teams only attend if they qualify. Determination about regional and national competition is made a few days prior to competition.

For purposes of this Invitation to Bid, only transportation services for regular season competition is being requested. Post-season competition will be scheduled on an as needed basis, with the company that the bid is awarded to.

Project Scope

All responses shall include a point-by-point statement whether vendor agrees or takes exception to all points in section. If an Exception is noted, please explain by attaching separate sheets of paper, noting corresponding letter, as necessary.

	<u>Agree</u>	<u>Exception</u>
A. The successful vendor will provide transportation services to off-campus locations for the following teams with the estimated number of team coaches and participants:		
Men's Soccer – 35	<input type="checkbox"/>	<input type="checkbox"/>
Women's Soccer –26		
Volleyball - 14		
Men's Basketball - 18		
Women's Basketball – 18		
Men's Baseball - 48		
Women's Softball – 20		
B. Preliminary schedule of all competition dates for these teams are attached. Decisions about transportation needs for individual contests are made based upon team roster sizes and the availability of college transportation. Not all competition dates noted in this “request for bid” will utilize vendor transportation services. A more complete competition schedule will be provided as dates are confirmed.	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: There are some days when transportation will be needed for multiple destinations or different game times for men's and women's teams. A separate vehicle must be used for each trip on these days.	<input type="checkbox"/>	<input type="checkbox"/>
C. The successful vendor will provide a vehicle of appropriate size and configuration to safely transport each team from the Des Plaines campus of Oakton Community College to the competition sites and return. Vehicles must be less than 5 years old, clean, well maintained, damage free inside and out, in excellent mechanical condition, with all systems in working condition.	<input type="checkbox"/>	<input type="checkbox"/>
D. The scheduling of exact departure times will be made in consultation with the winning	<input type="checkbox"/>	<input type="checkbox"/>

transportation company. Each team must arrive on site at least 90 minutes prior to the start of competition. It will be the responsibility of the vendor to determine departure times necessary to meet this requirement based on drive time, road and weather conditions. It is expected that the bus and driver will remain on site for the length of the competition.

- E. A limited number of travel events may require an overnight stay. If this is necessary, 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 competition sites and other locations, i.e., restaurants.

- F. On occasion, competitions may be cancelled or rescheduled per ISCC guidelines and weather conditions. If this occurs, the College may need to change/adjust the travel schedule with very short notice. (For example, a softball game may be cancelled due to inclement weather requiring a rescheduling for the next available date which could be the next day.) The College will strive to communicate all schedule changes as quickly as possible.

- G. Schedule changes from those attached to this Request for Bid may occur based upon facility availability or other unforeseen issues. The Athletic Department strives to create a schedule early in the school year, some minor changes may occur.

- H. Transportation for post-season competition will be scheduled as early as possible once a team qualifies. We will communicate these transportation needs to the selected company as quickly as possible upon the scheduling of the event.

- I. In such cases where cancellation of a trip is necessary due to unforeseen circumstances, College personnel will strive to notify the selected firm as soon as possible. In cases where

cancellation of trip occurs at least 4 hours before embarkation, there will be no trip and/or penalty charges assessed. For less than 4-hour notification, any penalty charges assessed will not equal the full cost of the planned trip. Such charge should be no larger than needed to defray the selected firm's expense. Please include information about your company's cancellation policy.

- J. Should the contracted transportation vehicle arrive more than one-half (1/2) hour late, all charges connected with alternate arrangements, either made by the College or the contracted firm will be the responsibility of the contracted firm.
- K. Drivers shall be courteous and considerate and clearly identified as authorized employees of the contractor and be able to show appropriate identification. 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 motor coach or bus 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 his/her responsibility concerning requests, safety standards, speeding or offensive behavior, the College reserves the right for the removal of the driver from future charters. The awarded company shall not provide drivers who have a history of three or more moving violations, or who otherwise is unfit, not skilled or licensed to perform the required duties. Providing such drivers shall make the company subject to contract suspension or cancellation.
- L. All buses or motor coaches provided shall comply with all Department of Transportation regulations.
- M. Vehicles providing transportation must meet or exceed the following:
- a) Vehicle shall be no older than 5 years old
 - d) Vehicle shall have air-conditioning and heat
 - g) Vehicle shall be equipped with standard safety features

j) Be clean and in sound and safe operating condition

- N. The College prefers vehicles with:
- Plug-in charging capability
 - Large buses – 2 Routers
 - Small buses – 1 Router
 - Please note on your fleet information list if your vehicles have these features.
- O. 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 contractor is responsible for the driver’s meals. Tolls and parking fees, along with fuel and repairs are the vendor’s responsibility.
- P. In the event of a breakdown, the vendor shall promptly transfer all passengers to a serviceable vehicle. Any and all costs associated with a mechanical failure of the vendor’s vehicle, including wait time and repair, shall be borne by the vendor.

INSURANCE AND INDEMNITY REQUIREMENTS

1. SAFETY: The Contractor, its agents, employees, material men and its Subcontractors will provide all services under this agreement in a safe and responsible manner, and in compliance with all Federal, State and local safety requirements and standards, and in accordance with the Owner's policies, administrative procedures, and rules.
2. INDEMNIFICATION: The services performed by the Contractor shall be at the risk of the Contractor exclusively. To the extent permitted by law, Contractor shall indemnify, defend, and hold harmless Oakton Community College, its Board of Trustees, individual trustees, officers, administrators, , designees, employees, agents, volunteers, successors, and assigns, and each of them (collectively the "Indemnified Parties"), from and against any and all claims, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and/or expenses (including but not limited to investigative and repair costs, attorney's fees and costs, and consultants' fees and costs) to the extent arising from the negligent act or omission of Contractor or its employees or subcontractors, and to the extent arising from Contractor's performance of this agreement, Contractor's breach of this agreement, and/or any Services provided by Contractor under this agreement.
3. INSURANCE: Contractor shall cause the insurance policies specified below to be in effect for the duration of the Contract with policy limits not less than the following minimum limits, or as required by law, whichever is greater. Each such policy shall by endorsement include "Oakton Community College, its Board of Trustees, individual trustees, officers, administrators, designees, employees, agents, volunteers, successors, and assigns, and each of them" as additional insureds on a primary and noncontributory basis. Each such policy shall by endorsement require each insurer to give the College at least 30 days prior written notice of cancellation and termination of the policy. All subcontractors the firm hires must comply with the same requirements.
 - a) Comprehensive General Liability including Contractor's protective liability, Contractual liability, Completed Operations and Products liability. The latter shall be written for a period of one year from the date of acceptance by the Owner, to be renewed annually as long as the contract is in force. Minimum limits shall be as follows:
 - i. Not less than \$1 million dollars Each Occurrence, \$2 million Products/Completed Operations aggregate, \$1 million Personal and Advertising Injury limits, and \$2 million General Aggregate subject to a per project aggregate.
 - ii. Contractor shall provide Oakton Community College with a Certificate of Insurance and endorsement naming Oakton Community College District No. 535, its officers, agents, employees and assigns as Additional Insured thereunder on a primary and noncontributory basis.
 - b. Workman's Compensation as required by all applicable laws including employer's liability in the amount of \$500,000.00 or as otherwise required by law.
 - c. Comprehensive Business Automobile Liability including non-ownership and hired car coverage as well as owned vehicles. Minimum limits shall be as follows:
 - i. Written in the amount of not less than \$1 million each accident and covering any auto.
 - d. Umbrella / Excess coverage in the amount of \$5,000,000 over the comprehensive general liability coverage and the automobile liability coverage specified above.

INSURANCE AND INDEMNITY REQUIREMENTS, continued

4. PROPERTY INSURANCE: It is agreed that the Contractor shall purchase and maintain property insurance for its material left at the job site. Contractor waives all rights of subrogation against Owner for loss of, or damage to, Contractor's work, tools, machinery, equipment, materials or supplies.

Destinations

Blackhawk College

6600 34th Ave.,
Moline, IL 61265

Elgin Community College

1700 Spartan Drive
Elgin, IL 60123

Joliet Junior College

1215 Houbolt Road
Joliet, IL 60431-8938

Rock Valley College

3301 Mulford Rd
Rockford, IL 61114

Morton College

3801 South Central Avenue
Cicero, IL 60804

St. Louis Community College

3221 McKelvey Rd
Bridgeton, MO 63044

Triton College

2000 5th Ave.,
River Grove, IL 60171

Concordia Univeristy

7400 Augusta St.
River Forest, IL 60305

Milwaukee Area Tech College

700 W State St
Milwaukee, WI 53233

College of DuPage

425 Fawell Blvd.,
Glen Ellyn, IL 60137

Harper College

1200 W. Algonquin Road
Palatine, IL 60067

Grand Rapids Community College

143 Bostwich Ave
Grand Rapids, MI 49503

McHenry County College

8900 U.S. Highway 14
Crystal Lake, IL 60012

Carl Sandburg College

2400 Tom L Wilson Blvd
Galesburg, IL 61401

UW-Whitewater

800 W. Main St.
Whitewater, WI 53190

Truman College

1145 W. Wilson Ave.,
Chicago, IL 60640

Malcolm X College

1900 W. Jackson Blvd
Chicago, IL 60612

Kishwaukee Community College

21193 Malta Road
Malta, IL 60150

College of Lake County

19351 West Washington Street
Grayslake, IL 60030

Madison College

1701 Wright St.
Madison, WI 53704

Kaskaskia College

27210 College Rd
Centralia, IL 62801

Moraine Valley Community College

10900 S. 88th Ave
Palos Hills, IL 60465

Prairie State College

203 S. Halsted St.
Chicago Heights, IL 60411

South Suburban College

15800 State St.
South Holland, IL 60473-1200

Waubonsee Community College

Rt. 47 at Waubonsee Dr.
Sugar Grove, IL 60554

Lake Michigan College

2755 E. Napier Ave
Benton Harbor, MI 49022

Olive Harvey College

10001 S. Woodlawn Ave
Chicago, IL 60628

2024 Tentative Men's Soccer Travel Schedule Price Page
 35 Travelers

Preliminary Men's Soccer Traveling Schedule				
Date	Day	Destination	Game Time	Price for Motor Coach
8/24/24	Sat.	Madison College	12:00 PM	\$ _____
8/31/24	Sat.	Black Hawk College	2:00 PM	\$ _____
9/10/24	Tue.	Waubensee Community College	4:00 PM	\$ _____
9/17/24	Tue.	McHenry County College	4:00 PM	\$ _____
9/27/24	Fri	Rock Valley College	4:00 pm	\$ _____
9/29/24	Sun	Rock Valley College	12:00 pm	\$ _____
10/1/24	Tue	Elgin Community College	4:00 pm	\$ _____
10/5/24	Sat.	Kankakee Community College	12:00 PM	\$ _____
10/8/24	Tue.	Prairie State College	4:00 pm	\$ _____
10/11/24	Sat.	Kishwaukee College	12:00 pm	\$ _____
10/14/24	Tue.	Moraine Valley Community College	4:00 pm	\$ _____
10/17/24	Sat	Carl Sandburg College	12:00 pm	\$ _____
		TOTAL		\$ _____

Duration of team time at site – 3 hours approximately

2024 Tentative Women's Soccer Travel Schedule Price Page
 26 Travelers

Preliminary Women's Soccer Traveling Schedule				
Date	Day	Destination	Game Time	Price for Motor Coach
8/9/24	Fri.	Grand Rapids CC	2:00 PM	\$ _____
8/21/24	Wed	Concordia University	1:00 PM	\$ _____
8/24/24	.Sat	Madison College	3:00 PM	\$ _____
8/29/24	Thu	Black Hawk College	4:00 pm	\$ _____
8/31/24	Sat.	Kaskaskia College	1:00 PM	\$ _____
9/11/24	Sat.	Morton College	4:00 pm	\$ _____
9/17/24	Tue	Harper College	2:00 PM	\$ _____
9/25/24	Wed	Elgin Community College	4:00 PM	\$ _____
9/28/24	Sat	Joliet Junior College	10:00 am	\$ _____
10/9/24	Wed	College of Lake County	4:00 pm	\$ _____
10/12/24	Sat.	Prairie State College	12:00 pm	\$ _____
		Total		\$ _____

Duration of team time at site – 3 hours approximately

2024 Tentative Volleyball Travel Schedule Price Page
 14 Travelers

Preliminary Volleyball Traveling Schedule				
Date	Day	Destination	Game Time	Price for Motor Coach
8/24/24	Sat	Rock Valley College	10:00 am	\$
8/25/24	Sun	Rock Valley College	12:00 pm	\$
9/4/24	Wed	McHenry County College	6:00 PM	\$
9/7/24	Sat	South Suburban College	10:00 am	\$
9/8/24	Sun	South Suburban College	10:00 am	\$
9/10/24	Tue	Kankakee Community College	6:00 pm	\$
9/14/24	Sat.	St. Louis Community College	10:00 am	\$
9/15/24	Sun	St. Louis Community College	10:00 am	\$
9/18/24	Wed	College of Lake County	6:00 pm	\$
9/24/24	Tue.	College of DuPage	6:00 pm	\$
9/28/24	Sat.	Milwaukee Area Technical College	10:00 am	\$
9/29/24	Sun	Milwaukee Area Technical College	10:00 am	\$
10/9/24	Wed	Waubensee Community College	6:00 pm	\$
12/12/24	Sat.	South Suburban College	12:00 pm	\$
10/17/24	Thu	Kankakee Community College	6:00 pm	\$
10/18/24	Fri	UW-Whitewater	6:00 pm	\$
10/22/24	Tue	Malcolm X College	6:00 pm	\$
10/24/24	Thu	Illinois Valley Community College	6:00 pm	\$
		TOTAL		\$

Duration of team time at site – 3 hours approximately

**2024/2025 Tentative Men's and Women's Basketball Travel Schedule
 Price Sheet**

36 Travelers (18 Men's team, 18 Women's team traveling together)

Preliminary Men's and Women's Basketball Traveling Schedule				
Date	Day	Destination	Game Time	Price for Motor Coach
10/5/24	Sat	College of DuPage	10:00 am	\$ _____
10/6/24	Sun	Rock Valley College	10:00 am	\$ _____
10/19/24	Sat.	Black Hawk College	10:00 am	\$ _____
10/26/24	Sat	Illinois Valley Community College	12:00 pm	\$ _____
11/8/24	Fri.	Olive Harvey College	5:00 pm	\$ _____
11/9/24	Sat.	Kankakee Community College	5:00 pm	\$ _____
11/16/24	Sat.	Kishwaukee Community College	1:00 pm	\$ _____
11/20/24	Wed	Lake Michigan College	5:00 pm	\$ _____
11/23/24	Sat	Illinois Valley Community College	1:00 pm	\$ _____
11/26/24	Tue	South Suburban College	5:00 PM	\$ _____
12/3/24	Tue.	Harper College	5:00 pm	\$ _____
1/4/24	Tue	Truman College	5:00 pm	\$ _____
1/7/25	Tue	McHenry County College	5:00 pm	\$ _____
1/14/25	Tue	Morton College	5:00 pm	\$ _____
1/28/25	Tue	Prairie State College	5:00 pm	\$ _____
1/30/25	Thu	Elgin Community College	5:00 pm	\$ _____
2/4/25	Tue	Waubensee Community College	5:00 pm	\$ _____
2/11/25	Tue	College of Lake County	5:00 pm	\$ _____
2/22/25	Thu	Moraine Valley Community College	5:00 pm	\$ _____
TOTAL				\$ _____

Duration of team time at site – 4 hours approximately.

2025 Tentative Men's Baseball Travel Schedule Price Page
 48 Travelers

Tentative Men's 2025 Baseball Schedule			
Date	Destination	GAME TIME	Price for Motor Coach
TBD	Milwaukee Area Tech (DH)	TBD	\$ _____
TBD	College of DuPage (DH)	TBD	\$ _____
TBD	Prairie State College (DH)	TBD	\$ _____
TBD	Kankakee College (DH)	TBD	\$ _____
	Sauk Valley Community College (DH)	TBD	
TBD	McHenry County College (DH)	TBD	\$ _____
TBD	Joliet Junior College (DH)	TBD	\$ _____
TBD	Elgin Community College (DH)	TBD	\$ _____
TBD	Morton College (DH)	TBD	\$ _____
TBD	Triton College (DH)	TBD	\$ _____
TBD	Kishwaukee College (DH)	TBD	\$ _____
TBD	Waubensee Community College (DH)	TBD	\$ _____
TBD	South Suburban College (DH)	TBD	\$ _____
TBD	Carl Sandburg College (DH)	TBD	\$ _____
TBD	Olive Harvey College (DH)	TBD	\$ _____
TBD	Madison College (DH)	TBD	\$ _____
TBD	Milwaukee Area Technical College (DH)	TBD	\$ _____
TBD	Carl Sandburg College (DH)	TBD	\$ _____
TBD	Black Hawk College (DH)	TBD	\$ _____
TBD	Harper College (DH)	TBD	\$ _____
	Total		\$ _____

Duration of team time at site – 6 hours approximately

2025 Tentative Women's Softball Travel Schedule Price Page
 20 Travelers

Tentative Women's 2025 Softball Schedule				
Date		Destination	GAME TIME	Price for Motor Coach
TBD		Waubensee Community College (DH)	TBD	\$ _____
TBD		South Suburban College (DH)	TBD	\$ _____
TBD		Carl Sandburg College	TBD	\$ _____
TBD		Kennedy King College	TBD	\$ _____
TBD		Madison College	TBD	\$ _____
TBD		Milwaukee Area Technical College	TBD	\$ _____
TBD		Rock Valley College	TBD	\$ _____
TBD		Carl Sandburg College	TBD	\$ _____
TBD		Black Hawk College	TBD	\$ _____
TBD		Harper College	TBD	\$ _____
		Total		\$ _____

Duration of team time at site – 4 hours approximately

Summary of All Trips Price Page

<u>Athletic Team</u>	<u>Price for Motor Coach</u>
Men's Soccer Travel	\$ _____
Women's Soccer Travel	\$ _____
Volleyball Travel	\$ _____
Men & Women's Basketball Travel	\$ _____
Men's Baseball Travel	\$ _____
Women's Softball Travel	\$ _____

GRAND TOTAL

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 rate is determined: _____

The College has an aspirational goal of conducting 30% of our business with minority business enterprises. Please indicate if your company is a Minority Business Enterprise (MBE), Female Business Enterprise (FBE), Persons with Disabilities Business Enterprise (PBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB) _____.

If so, is your company registered with Illinois Central Management Services Business Enterprise Program? YES NO

Company: _____

Signature: _____

E-mail: _____

VENDOR'S CHECKLIST

Did you include the following in your bid response:

- | | | |
|--|-----------|----------|
| Company Profile, <i>as indicated on Page 6, item #24</i> | Yes _____ | No _____ |
| References, <i>as indicated on Page 6, item #25</i> | Yes _____ | No _____ |
| Fleet Information w/amenities of each vehicle; <i>as indicated on Page 6, item #26, Page 8, item C, and Page 10, items M & N</i> | Yes _____ | No _____ |
| Describe Driver Hiring Program, <i>as indicated on Page 6, item #27</i> | Yes _____ | No _____ |
| Cancellation Policy, <i>as indicated on Page 6, item #28</i> | Yes _____ | No _____ |
| I agree to provide a Certificate of Insurance prior to contract start date, <i>as indicated on page 6 & 7, item #29</i> | Yes _____ | No _____ |
| I agree to provide Certification from DOT prior to contract start date, <i>as indicated on page 7, item #30</i> | Yes _____ | No _____ |
| All pages related to Project Scope <i>as indicated on pages 8 through 11, items A through P</i> | Yes _____ | No _____ |
| Pricing pages, <i>Pages 15-21 (includes summary page)</i> | Yes _____ | No _____ |
| Vendor's Checklist, <i>Page 22</i> | Yes _____ | No _____ |
| Contractor's Certification, <i>Page 23</i> | Yes _____ | No _____ |
| Electronic FOIA Copy, <i>Pages 24 & 25</i> | Yes _____ | No _____ |

Company: _____

Signature: _____

E-mail: _____

COUNTY OF COOK) SS.
)

CONTRACTOR'S CERTIFICATION

Pursuant to Illinois Revised Statutes Chapter 38, Article 33E (Public Contracts), the undersigned certifies that he/she is a duly authorized agent of the contractor submitting the attached bid to Community College District 535, Oakton Community College and that said contractor is not barred from bidding on this public contract as a result of a violation of either Section 33E-3 or 33E-4 of said statute.

Signed this _____ day of _____, 2024.

By: _____

Title: _____

Address: _____

SUBSCRIBED AND SWORN TO before
me this _____ day of _____, 2024.

Notary Public

Please return this form with your bid.

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Notes to Authorized Representatives completing this Designation:

- **Under Illinois law, prices and price quotes become public information once the information is announced at the public bid opening and may not thereafter be kept confidential.**
- **Other information cannot be kept confidential unless it is a trade secret, and is identified as such by the party submitting a bid at the time of submittal as specified in Section 7(1)(g) of the Illinois Freedom of Information Act (“FOIA”, 5 ILCS 40/7(1)(g)).**
- **“Trade secret” as defined in Section 2(d)of the Illinois Trade Secrets Act (765 ILCS 1065/2(d)) means information, including but not limited to technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data, or list of actual or potential customers or suppliers, that: (1) is sufficiently secret to derive actual or potential economic value from not being generally known to other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts to maintain its secrecy or confidentiality that are reasonable under the circumstances.**

* * * *

The attached material submitted in this Response to Oakton Community College **Request for Bid #2 for Transportation Services for Athletic Teams** includes trade secrets and / or commercial or financial information that is proprietary, privileged, or confidential. The disclosure of specifically identified content within the material would cause competitive harm to:

(insert name of individual or company submitting the response)

as further explained below, such that it may be kept confidential under 5 ILCS 40/7(1)(g).

We request that the pages or parts of pages of this Response, as next indicated, be treated as confidential material and not be released without the prior written approval of our Authorized Representative named on the following page.

Section	Page #(s)	Topic	Why disclosure would cause competitive harm

If the designation of this information as confidential is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality, and agrees to hold the College harmless for any costs, damages, or penalties arising out of the College's agreeing to withhold the information.

Failure to complete and include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to inspection and copying. The College considers other markings of "confidential" in the bid/proposal documents to be insufficient. The undersigned agrees to hold the College harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Authorized Representative: _____
Signature

Authorized Representative: _____
Type or Print

E-mail address: _____

Date: _____

Please be sure to include one copy of your RFP/Bid response that has confidential and/or proprietary information removed/redacted. Please mark this as "FOIA Copy."

The College will use this copy at the public bid/proposal opening, and this copy must include your pricing.