



May 6, 2019

Subject: **SIGN LANGUAGE INTERPRETATION SERVICES FOR THE CITY COLLEGES OF CHICAGO DISTRICT WIDE**

**Prospective Bidders:**

Attached, please find bid specifications to deliver **Sign Language Interpretation Services for the City Colleges of Chicago – District Wide**. You are invited to provide a bid for the specifications.

Kindly execute your bid quotation on the bid submittal form, returning it in accordance with Sections 00100 through 00500 of this document. Include, completed and signed, Appendixes, I - IV documents in a sealed envelope, which has been properly addressed with the Sealed Bid Number, Company's Name, and the bid due date and time, to the attention of **Steve Nash, Contract Administrator**.

All sealed bids shall be received by the Office of the District Director of Administrative and Procurement Services, Dawson Technical Institute, 3901 S. State Street – Room 102, Chicago, IL 60609, by Friday, May 20, 2019 before 2:00 p.m. The bids shall be publicly opened and read immediately thereafter in Room 201-P. Bids arriving late will be returned to the vendor unopened.

We have scheduled a pre-bid conference to discuss the technical aspects of the specifications and questions relating to the award and compliance procedures for the Minority and Women Business Enterprises Contract Participation Plan (MBE/WBE Plan). **The pre-bid conference is scheduled for 1:00 p.m. Friday May 10, 2019 at Dawson Technical Institute, located at 3901 South State Street in room 231.** Firms anticipating submitting a bid are encouraged to attend. We recommend that you obtain a copy of the bid before attending the pre-bid meeting. Please bring copy of bid with you to pre-bid meeting.

An Intent to Bid Letter (see Attachment A) must be submitted to Procurement Services via email at [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu), to the **attention Steve Nash, Contract Administrator** by **May 15, 2019 by 3:00 p.m.**

All questions regarding clarification or verification of these specifications should be referred to in writing via email at [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu) to Steve Nash – (312) 553-2590. **The deadline for submitting final questions is Monday, May 13, 2019, no later than 3:00 p.m.**

Sincerely,

Sheila R. Johnson  
District Director of Business and Procurement Services

cc: Diane Minor

**REQUEST FOR SEALED BID**

**NO. SN1902**

**SIGN LANGUAGE INTERPRETATION SERVICES**

**BY**

**CITY COLLEGES OF CHICAGO  
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
3901 SOUTH STATE STREET – ROOM 102  
CHICAGO, IL 60609**

**MAY 6, 2019**

**Juan Salgado, Chancellor  
Diane Minor, Vice Chancellor of Administrative & Procurement services  
Sheila R. Johnson, District Director Business & Procurement Services**

**NOTICE**

**SEALED BIDS ARE DUE ON MONDAY, MAY 20, 2019  
AND WILL BE OPENED AND READ PROMPTLY  
AT 2:00 P.M. IN CONFERENCE ROOM 201-P  
3901 SOUTH STATE, CHICAGO, IL 60609**

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**ATTACHMENT A**

Letter of Intent to Bid

**APPENDIX I**

Terms and Compliance with the Minority Business Commitment and Women Business Enterprise Commitment

**APPENDIX II**

CCC Ethics Orientation for Contractors/Vendors

**APPENDIX III**

IRS W-9 Form

**APPENDIX IV**

Economic Disclosure Statement and Affidavit Forms

**00100 BIDDING REQUIREMENTS****1.1 Compliance with Laws**

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, City and the Board of Trustees of Community College District 508 (Owner, Board, City Colleges, CCC) which may in any manner affect the preparations of bids or the performance of the Contract.

**1.2 Vietnam Era Veterans' Readjustment Assistance Act of 1974**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 of the United States Code, Title 38, Part III, Chapter 42, in part, as follows:

"Any contract in the amount of \$10,000 or more entered into by any department or agency for the procurement of personal property and non-personal services (including construction) for the United States, shall contain a provision requiring that the party contracting with the United States shall take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era. The provisions of this section shall apply to any subcontract entered into by a prime Contractor....."

The regulations require that: (1) Contractors list immediately with the appropriate local employment service office all of their suitable employment openings, and (2) each local employment service office gives such veterans priority in referral to openings.

Veterans who believe that a Contractor has failed or refused to comply with the above contract provisions may file a complaint with the Veterans' Employment Service of the Labor Department. The Secretary of Labor will investigate and take action on any such complaints.

Federal Contractors and Subcontractors, including colleges and universities, are now involved with the concept of "affirmative action" in three separate areas of federal law: Executive Orders 11246 and 11375, which require affirmative action for eliminating discrimination based upon race, color, religion, sex and national origin; Rehabilitation Act of 1973, which requires affirmative action in the employment of mentally and physically handicapped individuals; and the above mentioned requirements for veterans' employment. These obligations of federal Contractors should not be confused with nondiscrimination in employment requirements for all employers under Title VII of the Civil Rights Act of 1964 (as amended) and the Equal Pay Act of 1963 (as amended), or with sex discrimination requirements for all recipients of federal financial assistance under Title IX of the Education Amendments of 1972.

**1.3 Examination by Bidder**

The bidder shall, before submitting a bid, carefully examine the bid, plans, specifications, and contract documents. He shall inspect in detail the site of the proposed work and familiarize himself with all the local conditions affecting the contract. If his bid is accepted, he will be responsible for all errors in his bid resulting from his failure or neglect to comply with these instructions. The City Colleges of Chicago will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

Failure of the Contractor to familiarize himself/herself with all requirements of the Contract Documents will not relieve him/her from complying with all of the provisions thereof.

#### 1.4 Taxes

The City Colleges of Chicago is a public institution and is not subject to sales tax.

#### 1.5 Preparation of Bid

The bidder shall prepare his bid on the attached bid forms. Unless otherwise stated, all blank spaces on the bid page or pages, applicable to the subject specifications, must be filled in correctly. Either a unit price or a lump sum price, as the case may be, must be stated for each and every item, either typed in or written in ink, in figures, and, if required, in words.

If bidder is a corporation, the President and Secretary shall execute the bid. The Corporate seal shall be affixed to the bid. In the event that this bid is executed by other than the President, attach hereto a certified copy of that section of Corporate Bylaws or other authorization by the Corporation which permits the person to execute the offer for the corporation.

If bidder is a partnership, all partners shall execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the City Colleges of Chicago shall be submitted.

If bidder is a sole proprietor, he shall execute the bid.

A "Partnership" or "Sole Proprietor" operating under an Assumed Name, must be registered with the Illinois county in which located, as provided in Chapter 96, Section 4 et sub, Illinois Revised Statutes 1967.

#### 1.6 Submission of Bids

**All prospective bidders shall submit one (1) original signature sealed bid and two (2) USB drives.** When bids are sent by mail to the City Colleges of Chicago, the bidders shall be responsible for their delivery to the City Colleges of Chicago before the advertised date and hour for the opening of bids. If the mail is delayed beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

If you are unable to quote on this bid, please so state on the bid submittal form in Section 00500 and return it to us so that the Board may know that you have had an opportunity to bid.

#### 1.7 Withdrawal of Bids

Bidders may withdraw their bids at any time prior to the time specified as the closing time for the receipt of bids. However, no bidder shall withdraw or cancel his bid for a period of one hundred twenty (120) calendar days after said closing time for the receipt of bids nor shall the successful bidder withdraw, cancel or modify his bid after having been notified by the City Colleges of Chicago that said bid has been accepted.

#### 1.8 Competency of Bidder

No bid will be accepted or contract awarded to any person, firm or corporation that is in arrears or surety or otherwise, upon any obligation to said City Colleges of Chicago, or had failed to perform faithfully any previous contract with the City Colleges of Chicago.

The contract(s) will be awarded only to the responsible Vendor(s), qualified by their ability to provide the anticipated products, experience and in a financial position to produce the products.

1.9 Consideration of Bids

The Board reserves the right to reject any or all bids and to disregard any informality in the bids and bidding when, in its opinion, in the best interest of the City Colleges of Chicago will be served by such action.

It is the intent of this specification to obtain competitive prices on the items and/or services specified.

1.10 Acceptance of Bids

The City Colleges of Chicago will accept in writing one of the bids or reject all bids, within one hundred eighty (180) days from the date of opening bids, unless the lowest responsible bidder, upon request of the City Colleges of Chicago, extends the time of acceptance to the City Colleges of Chicago.

1.11 Exceptions

Any deviations from these specifications must be noted on the Bid Submittal Forms or pages attached thereto, with the exact nature of the change outlined in sufficient detail. The reason for which deviations were made should also follow if not self-explanatory. **Failure of a bidder to comply with the terms of this paragraph may be cause for rejection.**

City Colleges of Chicago reserves the right to disqualify bids which do not completely meet outlined specifications. City Colleges of Chicago will evaluate the impact of exceptions to the specification in determining its need.

1.12 Interpretation of Contract Documents

If any person contemplating submission of a bid is in doubt as to the true meaning of any part of the specifications or other contract documents, he may submit to the City Colleges of Chicago a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by an addendum duly issued by the City Colleges of Chicago. A copy of such addendum will be mailed or delivered to each person receiving a set of such contract documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of bid. Bidder will acknowledge receipt of each addendum issued in space provided on bid page. Oral explanations will not be binding.

In the case of conflict between the written specifications and the drawings, the item with the most stringent requirements shall apply.

1.13 Conflicts

In the event of a conflict between the Contractor's terms and conditions and those of City Colleges of Chicago, City Colleges of Chicago's terms and conditions will take precedence.

**1.14 Sexual Harassment Policy**

State law requires that every party to a public contract and every eligible bidder shall have a written sexual harassment policy that includes at a minimum: (1) a statement that sexual harassment is illegal; (2) the definition of sexual harassment under Illinois law; (3) a description of sexual harassment, utilizing examples; (4) the bidder's internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights (IDHR) and the Illinois Human Rights Commission (IHRC); (6) directions on how to contact the IDHR and IHRC; and (7) protection against retaliation for reporting suspected sexual harassment. See Illinois Human Rights Act 775 ILCS 5/2-105.

A copy of the Bidder's sexual harassment policy shall be provided to the City Colleges of Chicago upon request. Failure to provide a copy of said policy upon request will result in rejection of the bid.

**1.15 Illinois Criminal Code 33E-3 and 33E-4 Compliance**

The bidder certifies that he/she is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Bidder also certifies that no officers or employees of the bidder have been so convicted that the bidder is not the successor company or a new company created by the officers or owners of one so convicted. Bidder further certifies that any such conviction occurring after the date of this certification will be reported to the public body awarding the contract or agents thereof, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the contract therewith.

**1.16 Pre-Bid Meeting**

A pre-bid conference is scheduled for **Friday, May 10, 2019 at 1:00 p.m. at Dawson Technical Institute, 3901 S. State Street, Room 231.** Check with security upon arrival. All interested vendors are encouraged to attend. Please RSVP your attendance to [prourementservices@ccc.edu](mailto:prourementservices@ccc.edu) by Thursday, May 9, 2019. We recommend that you obtain a copy of the bid before attending the pre-bid meeting. Please bring a copy of bid with you to pre-bid meeting.

**1.17 Basis of Award**

Contract will be awarded based on the lowest responsive and responsible bidder(s).

City Colleges of Chicago reserves the right to award a contract or multiple contracts for any one facility herein or reject any or all bids when, in his opinion, the best interest of the City Colleges of Chicago will be served thereby.

City Colleges of Chicago reserves the right to correct mathematical errors.

**1.18 Minority/Women Business Enterprise Plan (M/WBE)**

City Colleges of Chicago have adopted a Minority/Women Business Enterprise Plan (M/WBE). The successful bid will be required to comply with the requirements of the approved Plan. Enclosed, as Appendix 1, is the "City Colleges of Chicago Conditions Regarding Compliance with the Minority and Women Business Enterprise Plan". By submitting a bid, Bidders are committing

to comply with the CCC M/WBE Plan. Bidders are required to submit Schedules A and C with Sealed Bid submissions. City Colleges of Chicago is requesting direct participation with regards to compliance with M/WBE Plan requirements.

Please note that, for this Bid, CCC is requesting that any M/WBE subcontracting vendors be certified in their appropriate area(s) of expertise at the time of bid submission. Please contact Steve Nash, Contract Administrator, (312) 553-2590 via email at [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu) if you have any questions regarding the M/WBE Compliance regulations or any part of the Participation Plan.

#### 1.19 Minimum Wage Ordinance

Effective December 11, 2014, City Colleges of Chicago (CCC) adopted Mayoral Executive Order 2014-1 which provides for a fair and adequate Minimum Wage to be paid to employees of CCC contractors and subcontractors performing work on CCC contracts. A copy of the Order may be downloaded from the Chicago City Clerk's website at: <http://chicityclerk.com/wp-content/uploads/2014/09/Executive-Order-No.-2014-1.pdf>

If this contract was advertised on or after December 11, 2014, Contractor must comply with Mayoral Executive Order 2014-1 and any applicable regulations issued by the Chief Procurement Officer. As of December 11, 2014, the Minimum Wage to be paid is \$13.00 per hour. The Minimum Wage must be paid to:

- All employees regularly performing work on CCC property or at a CCC jobsite.
- All employees whose regular work entails performing a service for CCC under a CCC contract.

The Minimum Wage is not required to be paid to employees whose work is performed in general support of contractors operations, does not directly relate to the services provided to CCC under the contract, and is included in the contract price as overhead, unless that employee's regularly assigned work location is on CCC property or at a CCC jobsite. It is also not required to be paid by employers that are 501(c)(3) not-for-profits.

Except as further described, the Minimum Wage is also not required to be paid to categories of employees subject to subsection 4(a)(2), subsection 4(a)(3), subsection 4(d), subsection 4(e), or Section 6 of the Illinois Minimum Wage Law, 820 ILCS 105/1 et seq., in force as of the date of this Contract or as amended. Nevertheless, the Minimum Wage is required to be paid to those workers described in subsections 4(a)(2)(A) and 4(a)(2)(B) of the Illinois Minimum Wage Law.

Additionally, the Minimum Wage is not required to be paid to employees subject to a collective bargaining agreement that provides for different wages than those required by Mayoral Executive Order 2014-1, if that collective bargaining agreement was in force prior to December 11, 2014, or if that collective bargaining agreement clearly and specifically waives the requirements of the order.

If the payment of a prevailing wage is required and the prevailing wage is higher than the Minimum Wage, then the Contractor must pay the prevailing wage.

#### 1.20 Participation by other local Governments

Other local government agencies ("Local Government Agencies") may be eligible to purchase Services pursuant to the terms and conditions of this Contract if such agencies are authorized, by law or their governing bodies, to execute such purchases, and if such authorization is allowed by the City Colleges of Chicago's District Director of Business & Procurement Services, and if such purchases have no significant net adverse effect on the City Colleges of Chicago and result in no observed diminished ability on the Bidder to provide the Services to the City Colleges of Chicago



or user departments pursuant to such purchases. Local Government Agencies shall include without limitation: City of Chicago, Chicago Park District, Chicago Public Schools, Chicago Transit Authority, Chicago Housing Authority, Chicago Board of Elections, Metropolitan Pier & Exposition Authority (McCormick Place, Navy Pier), and the Municipal Courts. All purchases and payment transactions shall be made directly between the Bidder and the requesting Local Government Agency; City Colleges of Chicago shall not be responsible for payment of any amounts owed by any Local Government Agency to Bidder.

## **END OF SECTION**

### **00200 GENERAL CONDITIONS**

#### **2.1 Equal Employment Opportunity**

In the event of the Bidder's noncompliance with any provision of this Equal Employment Opportunity clause, or the Illinois Department of Human Rights, the Bidder may be 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 canceled or voided in whole or in part, such other sanctions or penalties may be imposed or remedied invoked as provided by statute or regulations.

During the performance of this Contract, the Bidder agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this Contract or any portion hereof, it will determine the availability (in accordance with the Illinois Department of Human Rights) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Bidder's obligations under the Illinois Department of Human Rights.

If any such labor organization or representative fails or refuses to cooperate with the Bidder in its efforts to comply with such Act or Rules and Regulations, the Bidder will promptly so notify the Illinois Department of Human Rights and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

- E. That it will submit reports as required by the Illinois Department of Human Rights, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Department of Human Rights.

- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Department of Human Rights for purposes of investigation to ascertain compliance with the Illinois Department of Human Rights.
- G. That it will include verbatim or by reference, the provisions of paragraphs A through G of this clause in every performance subcontract as defined in Section 2.10 (b) of the Illinois Department of Human Rights' Rules and Regulations for Public Contracts so that such provisions will be upon every such Subcontractor; and that it will also so include the provisions of paragraphs A, E, F and G in every supply subcontract as defined in Section 2.10 (a) of the Department's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such Subcontractor. In the same manner as with other provisions of this Contract, the Contractor will be liable for compliance with applicable provisions of this clause by all its Subcontractors; and further, it will promptly notify the contracting agency and the Illinois Department of Human Rights in the event any Subcontractor fails or refuses to comply therewith. In addition, no Contractor will utilize any Subcontractor declared by the Department to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph G of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the Illinois Department of Human Rights' Rules and Regulations for Public Contracts:

"Section 2.10 The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a Contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

- For the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or
- Under which any portion of the Contractor's obligation under any one or more contracts is performed, undertaken or assumed."

## 2.2 Non-Discrimination

A Contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice.

Contractor further agrees that this article will be incorporated by Contractor in all contracts entered into with supplier of materials or services, Contractors and Subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract. Attention is called to Executive Order 11246 issued September 24, 1965, 3 CFR p. 567, 1966; The Civil Rights Act of 1964, Pub. L. 88-352, July 2, 1964, 78 Stat. 241 et sub; to the State Acts approved July 28, 1961, Ill. Rev. Stat. 1967, CH. 38, Secs. 13-3 to 13-4 inclusive; July 8, 1933, Ill. Rev. Stat. 1967, CH. 29, Secs. 17 to 24 inclusive; July 21, 1961, Ill. Rev. Stat. 1967, CH. 48, Secs. 851 to 866 inclusive, and July 26, 1967, Ill. Rev. Stat. 1967, CH. 48, Secs. 881 to 887 inclusive, and an ordinance passed by the City Council of the City of Chicago, August 21, 1945, page 3877 to the Journal of the Proceeding.

When requested to demonstrate compliance, the Contractor and Subcontractors will furnish

such reports and information as requested by the Chicago Commission on Human Relations.

### 2.3 Insurance

The Proposer shall procure and maintain at all times, at Proposers own expense, until final acceptance of the Work covered by this Agreement, and if required to return during the warranty period, the types of insurance specified below, with insurance companies authorized to do business in the State of Illinois covering all operations under this Agreement, whether performed by the Proposer or by subcontractors.

- 1) Worker's Compensation and Occupational Disease Insurance  
Workers Compensation and Occupational Disease Insurance, in accordance with the laws of the State of Illinois, or any other applicable jurisdiction, covering all employees who are to provide a service under this contract. Employer's liability coverage with limits of not less than \$1,000,000 each accident or illness shall be included.
- 2) Commercial Liability Insurance (Primary and Umbrella)  
Commercial Liability Insurance or equivalent with limits of not less than \$5,000,000 per occurrence, combined single limit, for bodily injury, personal injury, and property damage liability. Products/completed operations, explosion, collapse, underground, independent contractors, broad form property damage and contractual liability coverages are to be included. City Colleges of Chicago is to be named as an additional insured without recourse or right of contribution for any liability arising from this work.
- 3) Automobile Liability Insurance  
The Proposer shall provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage. The City Colleges of Chicago is to be named as an additional insured.
- 4) Fidelity, EPLI and Professional Liability (E&O)  
Professional liability insurance covering errors, omissions or negligent acts must be maintained with limits of not less than \$1,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work on this Agreement. A Claims-Made Policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

The successful Proposer(s) shall furnish the Institution with original insurance certificates evidencing the required coverage. All insurance certificates shall name the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, and its officers, directors, agents, students, employees, contractors, and volunteers as additional insured on a primary, non-contributory basis.

The Contractor will furnish City Colleges of Chicago original Certificates of Insurance evidencing the required coverage to be in force on the date of this contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this contract. The Contractor shall submit evidence of insurance prior to contract award. The failure of City Colleges of Chicago to obtain such evidence from Proposer before permitting Proposer to commence work shall not be deemed to be a waiver by City Colleges of Chicago, and the Proposer shall remain under continuing obligation to maintain the insurance coverage.

The insurance herein specified shall be carried until all work required to be performed

under the terms of the Agreement is satisfactorily completed and formally accepted. Failure to carry or keep such insurance in force may constitute a violation of the Agreement, and City Colleges of Chicago maintains the right to stop work until proper evidence of insurance is provided.

The insurance shall provide for 60 days prior written notice to be given to City Colleges of Chicago Procurement Services in the event coverage is substantially changed, canceled, or non-renewed.

The Proposer shall require all subcontractors to carry the insurance required herein, or Proposer may provide the coverage for any or all subcontractors, and, if so, the evidence of insurance submitted shall so stipulate.

Any and all deductibles on referenced insurance coverages shall be borne by Proposers.

Proposer expressly understands and agrees that any insurance coverages and limits furnished by Proposer shall in no way limit the Proposer's liabilities and responsibilities specified within the contract documents or by law.

The Proposer and each subcontractor agree that insurer shall waive their rights of subrogation against City Colleges of Chicago.

The Proposer expressly understands and agrees that any insurance maintained by City Colleges of Chicago shall apply in excess of and not contribute with insurance provided by the Proposer under the contract.

If the Proposer or its subcontractors desire additional coverage, higher limits of liability, or other modifications for its own protection, the Proposer and each of its subcontractors, shall be responsible for the acquisition and cost of such additional protection.

City Colleges of Chicago maintains the right to modify, delete, alter or change these requirements.

#### 2.4 Default

If the Vendor fails to supply the require items within the specified time schedule, or if the Vendor shall become insolvent or be declared bankrupt and shall not cure said condition within seven (7) days thereof or shall make an assignment for the benefit of creditors, the City Colleges of Chicago shall give notice in writing to the Vendor and his surety of such default, specifying the same, and if the Contract, within a period of seven (7) days after such notice, shall not proceed in accordance therewith, then the City Colleges of Chicago shall have full power and authority to declare the forfeiture of this contract, and to forfeit the rights of the Vendor(s) in this contract.

The foregoing remedies of the City Colleges of Chicago, whether exercised or not in case of default by the Contractor shall not exclude or constitute a waiver of, any remedies otherwise provided by law or in equity.

#### 2.5 Indemnity

Notwithstanding any other terms and conditions, including any obligations regarding insurance coverage, Vendor agrees to defend, indemnify, save and hold harmless fully the Board of Trustees of Community College District No. 508, its colleges, satellite campus', officers, employees, agents, students, volunteers and contractors against any and all claims, suits or judgments, costs or expenses, including attorney's reasonable fees, (collectively ("Loss")) in

connection with this Agreement. This indemnification obligation does not extend to that portion of a Loss caused by Institution's negligence, as determined by a court of competent jurisdiction in a final, non-appealable judicial order. The firm must acknowledge in their submission their willingness to indemnify City Colleges of Chicago.

The requirements listed below are mandatory for protecting the interests of the City Colleges of Chicago.

1. The successful Proposer shall indemnify and hold CCC harmless from all providers' performance or failure of performance under the resulting contract.
2. The successful Proposer shall keep CCC free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the provider.
3. The action of the successful Proposer with third parties is not binding upon CCC.

## 2.6 Termination

**Termination for Convenience:** This contract can be terminated upon ten (10) days written notice by City Colleges of Chicago on the grounds of Proposer's violation of any terms and conditions of the Contract, procedures or guidelines or inadequacy of Proposer's performance or if there is no further need for the requirements. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City Colleges of Chicago for payments to be made under this agreement, then the City Colleges of Chicago will notify the contractor of such occurrence and this agreement shall terminate on the earliest of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. No payments will be made or due to the contractor under this contract beyond those amounts appropriated and budgeted by the City Colleges of Chicago to fund payment under this contract.

City Colleges of Chicago may terminate this Contract, or any portion of the Services to be performed under it, at any time for convenience by a notice in writing from CCC to the Proposer when the Contract may be deemed no longer in the best interest of CCC.

**Termination for Default:** Subject to Section 10(a) herein, this Agreement may also be terminated for default. Each of the following shall constitute an event of default by Consultant ("Default").

- i. Any material misrepresentation, whether in the inducement or in the performance, made by the Consultant to the Institution; and
- ii. A breach of a representation or warranty contained in this Agreement; and
- iii. The insolvency, bankruptcy or committing of any act of bankruptcy or insolvency, or making an assignment for the benefit of creditors; and
- iv. Failure to comply with or perform any material provision of this Agreement; and
- v. Failure or refusal to provide enough properly skilled personnel, adequate supervision, or adequate materials and equipment of the proper quality to perform the Services; and
- vi. Causing, by any action or omission, the stoppage, delay of, or interference with, the work of any other Consultant or sub consultant.

If a court of competent jurisdiction rules that termination of this Agreement by the

Institution for default of Consultant was wrongful, then the termination shall be deemed to have been a termination for convenience.

**a. Curable and Incurable Defaults.** Time-sensitive defaults (e.g., failure to meet deadlines) are not curable unless the Institution, in its sole and absolute discretion, extends the deadline. Such extension, however, does not relieve Consultant of liability for any damages the Institution may suffer. Consultant shall cure any default that is not time-sensitive with ten (10) calendar days after Consultant is given notice of the default.

**b. Remedies.** In addition to any other remedies contained herein, the Institution may invoke any or all of the following remedies for a Default:

- i. Complete the Services at Consultant's expense, either directly or through the use of contractors and subcontractors; or
- ii. Receive a refund or withhold all or any portion of the Fee; or
- iii. Demand specific performance, an injunction or any other appropriate equitable remedy; or
- iv. Terminate this Agreement.

**c. Right to Offset.** All costs incurred by the Institution due to: (i) termination of this Agreement for default; or (ii) Consultant's performance of the Services; or (iii) Institution's exercise of any of the remedies available herein, may be offset by: (i) any credits due to or overpayments made by the Institution; or (ii) any payments due to Consultant for Services completed. If such amount offset is insufficient to cover those excess costs, Consultant shall be liable for and promptly remit to the Institution the balance upon written demand. This right to offset is in addition to and not a limitation on any other remedies available to the Institution.

No remedy hereunder is exclusive of any other remedy, but each remedy shall be cumulative and in addition to any other remedies at law, in equity or by statute existing now or hereafter. No delay or omission to exercise any right or power accruing upon any Default shall impair any such right or power nor shall it be construed to be a waiver of any Default or acquiescence therein, and every such right and power may be exercised periodically and as often as may be deemed expedient. If the Institution considers it to be in the Institutions best interest, it may choose not to declare a default or terminate the Agreement. The parties acknowledge that this provision is solely for the benefit of the Institution and that if the Institution permits Consultant to continue providing Services despite one or more events of default, the Consultant is in no way relieved of any of its duties and obligations under the Agreement and the Institution does not waive or relinquish any of its rights.

**Additional Provisions.** The parties further agree the following provisions:

**a. Cooperation with Successors.** If this Agreement expires or is terminated for any reason, Consultant shall use its best efforts to assure an orderly transition to Institution and to the successor consultant, if any. Consultant must make an orderly demobilization of its own operations, provide the Services uninterrupted until the effective day of such termination or expiration, and otherwise comply with the reasonable requests and requirements of the Institution in connection with the termination or expiration.

## 2.7 CCC Ethics Policy

As a contractor or vendor doing business with the City Colleges of Chicago, you are required to

comply with the CCC Ethics Policy. Contractors are expected to work on behalf of CCC in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity, you are allowing established values to guide your actions and decisions. The City Colleges of Chicago Ethics Policy can be found at <http://www.ccc.edu/departments/Pages/Ethics-Training.aspx>. Contractors are required to read and return a signed "ACKNOWLEDGEMENT" form with all responses. (See Appendix II)

2.8 Disclosure

The Bidder will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the District. The Bidder shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts. The Bidder will be required to disclose any lobbying activities if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any sister governmental agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with this contract.

2.9 Debarment

Proposers must disclose that the neither the vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a contract or agreement with any federal, state, county or local department or agency. If the vendor is unable to certify to this statement, it must attach an explanation to this application.

2.10 Economic Disclosure Form

Community College District No. 508 (CCC) requires the submission of an Economic Disclosure Statement and Affidavit ("EDS") with all bids. The economic disclosure forms must be completed in its entirety and notarized. (See Appendix IV)

2.11 Prevailing Wages

As required by the Illinois Revised Statutes, Chapter 48, Sections 39s-1 -39s-11, Prevailing Wage Act, as amended, requires that all wages paid to laborers, workers or mechanics performing work under this contract be in accordance with the general prevailing hourly rate of wages for persons engaged in the construction of public works in this locality as determined by the Department of Labor of the State of Illinois.

**END OF SECTION**

**00300 SPECIAL CONDITIONS****3.1 Scope**

Prospective bidders should make a field investigation of each College Disability Access Center (DAC) to become completely familiar with DAC campus locations, staff and procedures for both meeting students for whom services are to be provided and verification of services performed. The City Colleges of Chicago campuses and satellite locations are listed in Section 4.2.

**3.2 Contract Award**

This contract will become effective after approval by the Board of Trustees and the issuance of purchase order(s) to selected vendor or vendors with the highest percentage off discount and the most responsive and responsible bids.

**3.3 Contract Period**

The contract shall begin for a period of two (2) years, with the option of one (1) one-year contract extension, unless terminated according to the terms of the Termination paragraph. The expiration date shall be the last day of the twenty-four calendar months after the established start date.

**3.4 Contract Extension Option**

This contract shall be in effect for the dates indicated herein for the contract period. The Board of Trustees may elect to extend for an additional period of a year from the expiration date of this contract at a renewal rate not to exceed 4% per fiscal year of the contract or as negotiated per industry standards. However, the contractor shall have the privilege of rejecting an extension of the contract period. Such rejection shall be made in writing to the Department of Business and Procurement Services at least one hundred twenty (120) days prior to the expiration of the contract and shall state its unwillingness to agree to an extension.

**3.5 Pricing**

Discounts quoted and pricing catalog must remain firm for the entire term of the contract. The bidder shall prepare his bid on the bid form in Section 00500. Unless otherwise stated, all blank spaces on the bid page applicable to the subject specification must be filled in.

If you are unable to quote on this bid, please state so on the bid submittal form in Section 00500 and return it to us so that the Board may know that you have had an opportunity to bid.

Please execute your bid and return it fully completed and signed in an enclosed envelope which has been properly designated.

**City Colleges reserves the right to reject any and all bids.**

**3.6 Terms of Payment**

The selected proposer will not be entitled to demand or receive payment under this Agreement until all of the stipulations, provisions and conditions set forth in the Agreement have been complied with. Invoice(s) should be transmitted to the Accounts Payable Department via e-mail (preferred method) to [accountpayableservices@ccc.edu](mailto:accountpayableservices@ccc.edu) or in duplicate hard copy to City Colleges of Chicago, Accounts Payable Department, 3901 South State, Chicago, IL 60609. City Colleges of Chicago offers expedited payment terms to its suppliers for accepting electronic payments, as follows:



**Sealed Bid #SN1902 – Sign Language Interpretation Services****District Wide**

Net 15 days or less- City Colleges of Chicago utilizes an electronic payment method leveraging unique and secure card less payment accounts which allows for placement of funds for approved payment transactions on a Visa Single Use Account (“SUA”) administered through U.S. Bank via the Payment Plus program.

Net 45 days - City Colleges of Chicago also utilizes Automatic Clearing House (“ACH”) as a method to pay suppliers. This requires completion of a form indicating Bank routing and account number information authorizing CCC to deposit funds into your Bank account.

Net 60 days – City Colleges of Chicago will issue traditional checks to suppliers unable to accept one of the preferred electronic methods.

**3.7 Invoices**

Invoices should be sent to Accounts Payable Department, 3901 South State Street, Chicago IL 60609. Invoices must include purchase order number and be itemized giving a complete description of services/products provided. City Colleges of Chicago is a public institution and therefore is not subject to sales taxes.

**3.8 Contact Person**

Refer technical questions concerning clarification of these specifications to Steve Nash, (312) 553-2590 via email, [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu). Please reference the **Sealed Bid #SN1902 – Sign Language Interpretation Services** in your subject line. The deadline for submitting questions is **Monday, May 13, 2019 at 3:00 p.m.**

**Potential bidders who contact any City Colleges of Chicago personnel, other than the Contract Administrator, will be considered in violation of the provisions of the Contract Document and risk the possibility of having their bid disqualified.**

**3.9 Changes in Contract**

No changes shall be made in the specification or the contract after award of the contract, without the written authorization of the City Colleges of Chicago.

**3.10 Tests**

In order to determine that the proposed products conform to this specification, the City Colleges of Chicago reserves the right to test and/or inspect sample products should we have any concerns, prior to use. Other tests and measurements may also be performed, as determined by the City Colleges of Chicago. Upon request by the City Colleges of Chicago, the bidder shall submit one or more sample products for test and inspection, at no cost to the City Colleges of Chicago.

**3.11 Quantities**

The City Colleges of Chicago reserves the right to increase or decrease quantities ordered under this contract. Nothing herein shall be construed as an intent on the part of the City Colleges of Chicago to purchase any supplies other than those determined by the City Colleges of Chicago to be necessary to meet their current needs.

The City Colleges of Chicago will be obligated to order and pay for only such quantities as are from time-to-time ordered on formal CCC purchase orders.

**3.12 Incomplete Bids**

Bidders must quote all items. Bids submitted to the contrary will be considered incomplete, and as a result, may be rejected.

**3.13 Guarantee**

The contractor hereby guarantees their workmanship and services for the term of the contract. The guarantee period shall commence on the first day of service to the City Colleges of Chicago.

**3.14 Catalogs/Price Lists**

For bid evaluation purposes, the bidder shall submit with its bid one (1) copy of price list/catalog for categories quoted on the proposal page. Failure to furnish price lists may be cause for rejection of bid for being non-responsive to this requirement.

Bidder shall also complete Sample Product Pricing Form. This form will be used for evaluation purposes and does not constitute a commitment by CCC of any products or quantities.

Before a contract can be awarded, the contractor must submit copies of all current manufacturer's or other accepted published price lists/catalogs for items indicated on the proposal page(s) for use by the City Colleges of Chicago to facilitate audit of all invoices and sub-orders off the contract. The contractor will be responsible for forwarding new price lists or supplements of latest revision to all participating City Colleges of Chicago and the Department of Procurement Services during the contract period.

All pricing shall be governed by the latest editions or supplements to current manufacturers published price lists unless specified otherwise on the proposal page(s).

**3.15 Bid Documents**

Failure of the vendor to familiarize himself/herself with all requirements of the Bid Documents will not relieve him/her from complying with all of the provisions thereof.

**End of Section****SECTION 00400 GENERAL SPECIFICATIONS****4.1 Sign Language Interpretation Scope of Service**

CCC seeks bids from qualified firms to provide interpreter services for hearing impaired students for all seven City Colleges of Chicago-District Wide. Interpreter services are provided to students who request these services through the Disability Access Center (DAC) at each of the colleges. Occasions for which services may be provided to students may include, but are not limited to, the following:

- Registered classes (day, evening and weekend courses)
- Advising services such as academic, financial aid, etc.
- Tutoring services
- All CCC sponsored public events

The selected vendor will schedule interpreter services through DACs, which are located within Office of Student Services at each CCC campus. The selected firm will service approximately 45 hearing impaired students for an average of 110 hours per student per year.

\* Interpreters must have a valid license as an interpreter with the State of Illinois.

#### Primary and Secondary Sources

It is the intent of the CCC to award a contract to the lowest responsive and responsible bidder meeting specifications as the "primary source". However, to ensure that the Sign Language Interpretation Services specified herein can be obtained on an emergency basis, the CCC reserves the right to award a separate contract for all campuses and satellite locations specified herein to the second lowest responsive and responsible bidder meeting specifications hereinafter referred to as the "Secondary Source". It being understood that first preference will be given to ordering from the primary Source.

In the event that the Sign Language Interpretation Services specified herein cannot be obtained from the primary source, CCC departments can order from the secondary source provided that prior approval has been given by the Chief Procurement Officer.

The CCC is not obligated to order any quantities or to pay for any Sign Language Interpretation Services delivered by the secondary source unless prior authorization has been given to the secondary source by the District Director of Business and Procurement Services.

#### Conflicts of Interest

No member of the governing body of the CCC or other unit of government other office, employee or agent of CCC or other unit of government who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interests, direct or indirect, in the contract.

The contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the project to which the contract pertains which would conflict in any manner or degree with the performance of its work hereunder. The contractor further covenants that in its performance of the contract no person having any such interest shall be employed.

#### Visiting Work Site(s)

The contractor shall visit the site of the proposed work and become thoroughly familiarized with the location and conditions which will be encountered and which will affect the proposed work. No additional allowance will be granted because of lack of knowledge of such conditions.

Such an examination of the work sites shall be presumed upon submittal of a bid proposal and submission of a bid proposal shall constitute the contractor's acceptance of all site requirements. To arrange a visit contact the DAC staff listed on the contact and telephone number sheet. (Section 4.2)

## **4.2 Locations and Contacts**

Prospective bidders should make a field investigation of each College Disability Access Center (DAC) to become completely familiar with DAC campus locations, staff and procedures for both meeting students for whom services are to be provided and verification of services performed.

Contact the DAC Directors listed below to schedule a campus visit to become familiar with procedures for both meeting students for whom services are to be provided and verification of services performed.

**Sealed Bid #SN1902 – Sign Language Interpretation Services****District Wide****Harold Washington College**

30 E. Lake Street  
Chicago, IL 60601  
Room 107  
(312) 553-3050  
Attn: Nicolette Radford  
[nradford@ccc.edu](mailto:nradford@ccc.edu)

**Malcolm X College**

1900 W. Jackson Street  
Chicago, IL 60612  
Room 1302  
(312) 850-7342  
Attn: Lisa Willis  
[lwillis01@ccc.edu](mailto:lwillis01@ccc.edu)

**Wilbur Wright College**

4300 N. Narragansett Ave.  
Chicago, IL 60634  
Learning Resource Cntr. L-135  
(773) 481-8015  
Attn: Vinitra Subramani  
[vsubramani@ccc.edu](mailto:vsubramani@ccc.edu)

**Harry S. Truman College**

1145 West Wilson Ave.  
Chicago, IL 60640  
Main Building Rm. 1435  
(773) 907-4725  
Attn: Lauren Daley  
[ldaley@ccc.edu](mailto:ldaley@ccc.edu)

**Olive-Harvey College**

10001 S. Woodlawn Ave.  
Chicago, IL 60628  
Room 1401  
(773) 291-6345  
Attn: Patrice Henderson  
[phenderson10@ccc.edu](mailto:phenderson10@ccc.edu)

**Kennedy-King College**

6301 S. Halsted St.  
Chicago, IL 60621  
Bldg. W - Rm. 108  
(773) 620-5499  
Attn: Tanya Cox  
[tcx11@ccc.edu](mailto:tcx11@ccc.edu)

**Richard J. Daley College**

7500 S. Pulaski Road  
Chicago, IL 60652  
Room 2405  
(773) 838-7578  
Attn: Sophie Levandowski  
[slevandowski@ccc.edu](mailto:slevandowski@ccc.edu)

**End of Section**

**00500 BID SUBMITTAL FORMS****5.1 Bid Form for Sign Language Interpretation Services-District Wide**

Having carefully examined the specifications and being familiar with all the conditions affecting this bid, the undersigned agrees to provide sign language interpretation services for the City Colleges of Chicago for the college campuses on the following **Table 1** to satisfactorily meet the specifications dated May 6, 2019.

We propose to deliver sign language interpretation services in accordance with Sections 00100 through 00500 of the specifications for the initial two (2) years of the contract if awarded:

**Table 1**

<b>Services</b>	<b>Rate/Time</b>
Standard Hourly Rate	
Standard Rate for “no-shows”	
Standard Rate for 2 interpreters and beyond	
One interpreter for two hours	
Team interpreters for an event two or more hours	
After Business Hours Rate	
Weekend Rate	
Additional Time Request	
Emergency Fee	
Healthcare setting interpretation	
<b>Cancellations</b>	
Rate for Cancellation (within 12 hour notice)	
Rate for Cancellation (within 24 hour notice)	
Rate for Cancellation (After 24 hour notice)	
Please note: If schools are closed due to inclement weather and natural disaster, we do not pay cancellation fees or the fees for services not rendered under those 2 conditions for school closures.	

If you are submitting a NO-BID for this requirement, kindly indicate the reason why you are not submitting a bid in the space that follows:

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**5.2 REFERENCES**

Bidders, please provide at least three (3) references, one per firm, for whom you have provided goods and/or services to those similar to what is requested in this bid. Please complete the following CCC Reference Questionnaire, Page 1 of 2, for each of your references and return them your bid. City Colleges of Chicago will send Page 2 to your references. (Please make additional copies as needed.)

## CCC REFERENCE QUESTIONNAIRE

*The contractor/firm listed below has named you as a reference on a project completed within the past three years and/or is currently in progress. The work performed, as indicated by the contractor/firm, is described below. Please revise any incorrect data, and/or include any additional relevant information.*

*Your timely completion of Questions 1-6, on the attached page, will assist CCC in determining the responsibility of this contractor. Your response will be "on the record" and available for the contractor/firm's review. The individual completing this questionnaire may be contacted to confirm participation. Thank you for your assistance.*

Upon completion, please return this page to **Steve Nash, Contract Administrator**, via e-mail to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu).

**TO BE COMPLETED BY PROPOSER****Reference Company Name:** \_\_\_\_\_**Reference Contact:** \_\_\_\_\_**Reference Fax:** \_\_\_\_\_**Reference Phone:** \_\_\_\_\_**Reference E-mail:** \_\_\_\_\_**Name of Firm:** \_\_\_\_\_**Description of Contract for Which Reference is Requested:**

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**Contract Amount:** \_\_\_\_\_**Project Completion Date:** \_\_\_\_\_

**5.3 BID SIGNATURE SHEET**

Bidder acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**The following Documents must be completed and included with all Bids submitted:**

1. Pages 20 – 24 (Section 00500 - Bid Submittal Forms and References, 5.1 through 5.3) one original signature and two USB drives)

**Appendix I**

2. Pages 42 – 47 (MBE/WBE Schedule A) Direct/Indirect Participation
3. Pages 48 – 50 (Schedule C) Letter of Intent from Certified MBE/WBE
4. MBE/WBE Certifications letters from Certifying Agencies recognized By City Colleges of Chicago.

**Appendix II**

5. CCC Ethics Policy “Acknowledgement” Form

**Appendix III**

6. IRS W-9 Form

7. **Appendix IV**

Economic Disclosure Form

**Note: All bids must be signed to be considered a valid quotation.**

Firm's Name: \_\_\_\_\_  
(Corporation, Partnership, Sole Proprietor)

By: \_\_\_\_\_  
(Signature and Title)

By: \_\_\_\_\_  
(Printed Name and Title)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

**NOTICE:** SEALED BIDS ARE DUE ON MONDAY, MAY 20, 2019 **by 2:00 p.m. to Room 102** AND WILL BE OPENED AND READ ALOUD PROMPTLY, AT CITY COLLEGES OF CHICAGO, DAWSON TECHNICAL INSTITUTE, CONFERENCE ROOM 201-P, 3901 SOUTH STATE STREET, CHICAGO, IL 60609.



**NOTE:**

IT IS THE RESPONSIBILITY OF THE BIDDER TO HAND DELIVER OR MAIL BIDS BEFORE THE SCHEDULED DATE AND TIME. BIDS ARRIVING LATE WILL BE RETURNED UNOPENED. WHEN RESPONDING TO THESE SPECIFICATIONS, PLEASE RETURN ONE (1) ORIGINAL OF THE BID SUBMITTAL FORMS WITH THE APPROPRIATE M/WBE SCHEDULES COMPLETED AND TWO (2) USB DRIVES.

## ATTACHMENT A

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
D/B/A CITY COLLEGES OF CHICAGO****LETTER OF INTENT TO BID****SEALED BID #SN1902  
SIGN LANGUAGE INTERPRETATION SERVICES – DISTRICT WIDE**

I, \_\_\_\_\_, the undersigned being a duly  
authorized official of \_\_\_\_\_ hereby  
acknowledge receipt of the above referenced Sealed Bid offering and certify the intent of this firm  
to submit a bid in response to the notification.

PLEASE EXECUTE AND email to [Procurementservices.com](mailto:Procurementservices.com), TO THE ATTENTION OF **STEVE NASH, CONTRACT  
ADMINISTRATOR**, CITY COLLEGES OF CHICAGO, PROCUREMENT SERVICES DEPARTMENT, AT 312-553-2590  
BY **WEDNESDAY, MAY 15, 2019 by 3:00 p.m.**

COMPANY'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

PRINCIPAL CONTACT: \_\_\_\_\_

TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_