

Prairie State College

Request for Proposal Instructions

Sealed proposals will be received by Prairie State College (PSC) for a **Private Security Contractor** set forth in the attached specifications and/or plans.

RFP Proposals

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College and mailed or delivered in a sealed envelope identified as **“RFP ENCLOSED – “Security Company”** to the address below.

Proposals will be sent to:

Chief of Police, Dr. Anthony Martin
Prairie State College
202 South Halsted Street
Chicago Heights, IL 60411

Deadline: **June 10, 2021**

Time: **4:00 PM CST**

Questions should be directed to Chief of Police, Dr. Anthony Martin by email amartin@prairiestate.edu or telephone (708) 709-7834 by Monday, June 7, 2021, 4:00 PM.

PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE VENDOR UNOPENED.

Faxed proposals will not be considered because they do not meet the sealed proposal requirement.

Awarding of Contract

Contract shall be awarded to the lowest responsible vendor that can demonstrate their ability to meet the security needs of PSC. The College reserves the right to reject any and all proposals or any part thereof, to waive immaterial technicalities in the proposal, and to accept the proposals deemed most favorable to the interest of the College after all have been examined and evaluated.

An award may be made to a single bidder for all items or awarded on an item by item basis. If a split award is not acceptable to a bidder, it must be so stated in the bid.

Taxes

As a public community college, Prairie State College is exempt from Federal, State and Municipal Taxes. Tax exemption numbers will be provided upon request.

Payment for Goods and Services

The Board of Trustees approves bill payments on the last Tuesday of each month. Goods and services must be received and an approved invoice be received in the Accounts Payable office a minimum of ten (10) days to allow to be processed for payment.

Alternate Bids

Alternate bids shall not be considered a counteroffer. An alternate bid shall not become a part of the contract unless approved by the College upon the award of the bid. If bidding other than specified, alternates must be guaranteed equal or better than that originally specified. Burden of proof lies with the bidder. Alternate bids must include specifications, brand name, numbers and/or trademark, if any, and any other information pertinent to the identification.

Time Price Will Be Firm

Proposals prices must be firm for a period of forty-five (45) days from the date of the bid opening.

Delivery Price

Unless otherwise specified in the invitation to bid, your bid price **must** be a delivered price, F.O.B. Prairie State College, with all transportation and handling charges paid by the bidder.

Compliance With Laws

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County and local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

Other

Prairie State College is committed to a policy of non-discrimination. Thus, bidders are required to be in compliance with Federal Executive Orders 11246 and 11375, and the Equal Employment Opportunity Clause issued by the Illinois Fair Employment Practices Commission Public Act 77-1552.

Signature On Bids

Prairie State College, District #515 requires the signature on bid documents to be that of an authorized representative of said company. Each bidder represents that he/she has read and understands the bidding documents and that these instructions are a part of the specifications.

Vice President, Finance and Administration
Prairie State College

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

SIGNATURE

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:
Prairie State College, District # 515
Vice President, Finance and Administration
202 South Halsted Street, Room 2115
Chicago Heights IL 60411