WAUBONSEE
COMMUNITY COLLEGE

REQUEST FOR PROPOSAL

RFP NAME: **ANNUAL MECHANICAL PREVENTATIVE MAINTENANCE AGREEMENT**

RFP NUMBER: **01-22-001**

RFP DUE BY: **12:00 P.M., Monday, January 24, 2022**

Waubonsee Community College (Waubonsee) seeks sealed proposals from qualified Firms (also referred to as Contractor, Respondent, Company and Vendor) to provide annual mechanical preventative maintenance services. All four campuses will be serviced by this contract. The contract is for three years with the college's option to renew for two additional one-year periods. A mandatory pre-proposal meeting will be held on January 11, 2022 at 3:00 p.m. in the Campus Safety and Operations building conference room.

All correspondence or questions concerning this Request for Proposal (RFP) should be addressed to Purchasing@waubonsee.edu.

Submit your proposal in electronic format by email to Purchasing@waubonsee.edu. Do not send or deliver a hard copy to the college.

Pages to be completed and included with proposal response:

- ☐ Price Sheet
- ☐ RFP Authorization Form
- ☐ Certifications
- ☐ Conflict of Interest Disclosure and Non-Collusion Form
- ☐ Contractor's Firm Information and Experience
- ☐ References
- ☐ State of Illinois Business Enterprise Program Information Form
- ☐ Waubonsee's BEP Utilization Form

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Version: 1.0

TABLE OF CONTENTS

COLLEGE OVERVIEW 4
Campus Locations 4
GENERAL REQUIREMENTS 4
RFP Schedule 4
Information 4
Proposal Submission 5
Evaluation Process 5
Award 6
Prevailing Wage and Certified Payroll 6
Business Enterprise Program 6
Confidentiality & Proposal Ownership 6
Covid19 Guidelines 7
Insurance and Indemnity Requirements 8
SCOPE OF WORK 9
Summary 9
General Instructions 9
Working on Campus 10
Work Coordination 11
Cleaning and Waste Disposal 11
Damage to Public and/or Private Property 12
Execution 12
Data Cooling Units Condensing Units and Fan Coil Units 15
Annual Cooling Tower Cleanings 16
Absorption Chiller Tasking 16
Annual Preventive Maintenance (one per year) 17
Condenser and Absorber Tube Cleaning (once per year) 18
York Annual Maintenance 18
Trane Inspection Maintenance Tasks 18
Supplemental IT Closet Cooling Maintenance 19
PROPOSAL REQUIREMENTS AND FORMAT 23

Format 23
Firm Information 23
RFP Authorization Form 25
Proposal Fee Form 26
Certifications 28
Conflict of Interest Disclosure and Non-Collusion Form 29
State of Illinois Business Enterprise for Minorities, Females, And Persons with Disabilities Act Information 30
Waubonsee Community College Business Enterprise Program Utilization Form 31

COLLEGE OVERVIEW

Waubonsee Community College (Waubonsee), located forty-five miles west of Chicago, Illinois, has served more than 300,000 students since its inception. As one of 48 public community colleges in the Illinois Community College System, Waubonsee is governed by a board of trustees composed of seven community members elected from the district at large and a student trustee selected by the student body. Waubonsee serves 22 municipalities, 12 public high school districts and nine private high schools in a five-county, 600-square-mile district. In order to proactively address student and community needs, Waubonsee has cultivated a learning-centered culture that values, and an infrastructure that advances, continuous quality improvement.

Campus Locations

Main Campus

Waubonsee Community College Sugar Grove Campus, 4S783 State Route 47, Sugar Grove, Illinois 60554

Extension Campuses

Waubonsee Community College Plano Campus, 100 Waubonsee Drive, Plano, Illinois 60545
Waubonsee Community College Aurora Downtown Campus, 18 South River St. Aurora, Illinois, 60506
Waubonsee Community College Fox Valley Campus, 2060 Ogden Ave, Aurora, Illinois 60504

GENERAL REQUIREMENTS

RFP Schedule

- RFP Publication Date — Monday, January 3, 2022
- Pre-proposal Meeting — Tuesday, January 11, 2022 at 3:00 p.m.
- Closed to Questions — Wednesday, January 19, 2022
- Responses Due — Monday, January 24, 2022 at 12:00 p.m.
- Recommendation of Award — Wednesday, February 16, 2022

Information

1. Waubonsee Community College does not guarantee any dollar amount or how many times this contract may be utilized during the life of the contract.
2. The annual contract period will be March 1, 2022 through February 28, 2023, with two (2) additional twelve-month periods.
3. RFP documents are available for download from the college's purchasing webpage at https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities.
4. Respondents may not contact any college employee directly to discuss this RFP. All correspondence or questions concerning the RFP should be addressed to **Purchasing@Waubonsee.edu**.
5. All work performed as a result of this RFP is subject to the college's Standard Terms and Conditions incorporated and made part of this RFP. No work shall be performed prior to the issuance of a

Waubonsee Community College purchase order with authorized signatures. All work must be approved in writing and in advance. Contractor(s) shall comply with all procedural instructions issued by the Campus Safety and Operations Department.

   a. Terms and Conditions may be downloaded from the college's website or requested by email to **purchasing@waubonsee.edu**.

6. Respondents are responsible for checking the college's purchasing webpage for updates to the RFP and will be required to acknowledge receipt of the addenda in the RFP response.
7. All questions regarding this RFP will be responded to by addendum. Addenda will be posted to the college's purchasing webpage.
8. All proposal prices must be good for a period of ninety (90) days from the date of opening.
9. A purchase order will be issued to the awarded Contractor. No work can begin prior to award of orders and the college has received certificates of insurance.
10. Invoices are paid monthly for work completed or as negotiated in the executed contract.
11. The college's payment terms are net 30 days.

Proposal Submission

1. **Submit your proposal in electronic format by email to purchasing@waubonsee.edu. Do not send or deliver a hard copy.**
2. Proposals received after the date and time specified in this RFP will not be considered.
3. **RFP is not binding on Waubonsee.** This RFP is not a binding offer by Waubonsee and acceptance of the terms of this RFP by any Respondent shall not create a binding contract with Waubonsee Community College. Waubonsee reserves the right to negotiate the terms and conditions of any agreement that may result from this Request for Proposal process, including the terms set forth herein and in any proposal. Any future contract that may be awarded must comply with college procurement requirements.
4. **Proposals Shall Constitute an Offer.** A proposal submitted in response to this RFP shall constitute an offer of the Respondent. The signature of a person who is legally authorized to execute contractual obligations on behalf of the Respondent shall indicate acknowledgment of this condition. A submission in response to this RFP acknowledges acceptance by the Respondent of all terms and conditions as set forth herein, unless the response specifically indicates otherwise. A Respondent shall identify clearly and thoroughly any variations between its proposal and the RFP in a cover letter. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of any contract that may result from this RFP, except as outlined or specified in the RFP.
5. All proposals must be signed by a duly authorized representative of the firm; all unsigned proposals will be rejected.
6. Proposals may be withdrawn by written request from Respondent prior to the date and time established for the opening.

Evaluation Process

1. The college reserves the right to:

a. Select the proposal most responsive to the college's needs.
b. Award the contract to the firm who will best serve the interests of the college at the college's sole discretion.
c. Require a firm to submit any evidence of its qualifications as the college may deem necessary and to consider any evidence available such as financial, technical and other capabilities, including performance experience with past and present users.
d. Request additional information or clarifications and to allow corrections of errors and omissions.
e. Waive minor irregularities or variations to specifications in the process.
f. Conduct any investigation of the qualifications of any firm that it deems appropriate.

Award

1. The college reserves the right to award this project to one firm or split the award based on the best interests of the college.
2. The college reserves the right to reject or accept any or all responses, to extend the due date, to waive technicalities in the documents or repost prior to award of the Contract.
3. Awarded Respondent will be notified after award by the college's board of trustees.

Prevailing Wage and Certified Payroll

1. The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers and mechanics employed on PUBLIC WORKS construction projects no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of a similar character in the county where the work is performed.

Business Enterprise Program

1. It is the practice of Waubonsee Community College to ensure full and equitable economic opportunities to person and business that compete for business with WCC, including Minority, Women-Owned and Disadvantage-Owned Business Enterprises (M/W/DBE).
2. WCC encourages participation in contracts for goods and services by firms that are certified. This may be the primary vendor being certified or by the utilization of qualified subcontractors, suppliers, joint ventures or other arrangements that afford meaningful opportunities for M/W/DBE participation. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council.
3. The BEP Utilization Form included in this RFP must be completed and provided as part of the response.

Confidentiality & Proposal Ownership

1. All proposals to the RFP will become the property of Waubonsee Community College and will not be returned.

2. All materials received or created by the college are considered ***public records*** and subject to disclosure to third parties in accordance with the Freedom of Information Act (FOIA). These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the college.
3. If the Respondent requests that the college withhold their trade secrets, commercial information or financial information from disclosure to a third party in response to a FOIA request, the Respondent must include in its submittal:
    a. A written notification specifically identifying such information
    b. A statement that disclosure of such information will cause competitive harm to the Respondent
4. Any content not so marked by the Respondent at the time of submittal will be presumed to be open to public inspection.

Covid19 Guidelines

1. All Contractors must comply with the appropriate PPE as described in the College's Covid19 Protocols below. Please note these protocols may change as warranted by the college.
2. Before heading to Waubonsee Community College, we ask you to do a self-assessment.
    a. Measure your body temperature for signs of a fever (100.4° or higher)
    b. Self-monitor for other symptoms of the virus
        i. Cough
        ii. Shortness of breath or difficulty breathing
        iii. Fatigue
        iv. Muscle or body aches
        v. Headache
        vi. New loss of taste or smell
        vii. Sore throat
        viii. Congestion or runny nose
        ix. Nausea or vomiting, etc.
3. If you have a fever or any other symptoms, please stay home and do NOT come to campus.
4. Everyone visiting our campus must wear a mask in all common areas, including classrooms, service departments, hallways, and restrooms. Even if you are not exhibiting symptoms, you could still be sick, and a mask helps prevent you from infecting others. It also protects you in case you touch your nose or mouth.
5. If you cannot wear a mask for a medical reason, please let the Chief Plant Operator know. Your medical privacy will be maintained, but more details and documentation may be requested.
6. If you need a mask, you can pick up a free one at the Campus Operations Building upon signing in for the day.

Insurance and Indemnity Requirements

1. SAFETY**:** The Contractor, its agents, employees, material men and its Subcontractors will perform all work on the project in a safe and responsible manner, and in compliance with all Federal, State and local safety requirements and standards.
2. INDEMNIFICATION**:** The work 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 Owner, affiliated companies of Owner, their partners, joint venturers, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs, and consultants' fees and costs) which arise in whole or in part or are in any way connected with the Work performed, Materials furnished, or Services provided under this Agreement by Sub-Contractor or its agents.
3. INSURANCE: The insurance required shall be written for the duration of the Contract in amounts not less than the following minimum limits or as required by law whichever is greater. The Insurer must give the college at least 30 days prior written notice of cancellation and termination of the firm's coverage thereunder. 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. Firm shall provide Waubonsee Community College with a Certificate of Insurance and endorsement naming Waubonsee Community College District No. 516, 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 limited 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.

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.

SCOPE OF WORK

Summary

Waubonsee Community College (Waubonsee) seeks sealed proposals from qualified Firms (also referred to as Contractor, Respondent, Company and Vendor) to provide annual mechanical preventative maintenance services. All four campuses will be serviced by this contract. The contract is for three years with the college's option to renew for two additional one-year periods. A mandatory pre-proposal meeting will be held on January 11, 2022 at 2:00 p.m. in the Campus Safety and Operations building conference room.

General Instructions

1. Work is to be performed by a mechanical HVAC company with at least five (5) years of verifiable experience. All personnel shall be capable employees thoroughly trained and qualified for the work assigned to them.
2. Contractor will provide a primary technician, as well as a back-up service technician, to be assigned to our account. This leads to familiarity with our equipment, your specified system requirements, and our staff.
3. Contractor's personnel must observe all regulations in effect at Waubonsee Community College. While on college property, employees shall be subject to control of the college but under no circumstances shall such personnel be deemed to be employees of the college. Neither the Contractor nor his employees shall represent themselves as employees of the college.
4. All work to take place during normal business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m.
5. Contractor shall be able to provide emergency service 24-hours a day, 365 days a year.
6. Preventive maintenance customers will be given preferential service on emergency calls over non-contract customers.
7. Contractor shall provide a guaranteed response time within two (2) hours after a critical emergency call is placed.
8. Contractor shall commence and end all services on the same workday unless approved by WCC in advance.
9. Adequate personnel and equipment shall be provided to permit the timely completion of each project.
10. Contractor shall provide the college with a written and electronic copy of the service technician's report after any inspection or service call.
11. Contractor shall instruct the college's personnel on the basic operation of the system to provide the best operating efficiency or conditions.
12. Contractor shall provide management, supervision, labor, materials, equipment and supplies, and shall be responsible for the efficient, effective, economical services on an as needed, as called basis.
    a. Parts shall be invoiced at Contractor's cost. Contractor shall provide a copy of the materials invoice when requested.

   b. No additional surcharges for tools and equipment required to perform services will be accepted. Waubonsee Community College reserves the right to independently purchase and/or provide any and all parts, material, supplies, or equipment required to complete any service or repair work.
   c. Waubonsee will not pay for any trip charges and/or service charges.
   d. All invoices must include detailed billing, (the hours of each employee per job, parts, etc.).
13. Contractor shall provide estimates for work when requested. If Waubonsee deems such quote to be unreasonable, Waubonsee reserves the right to request quotes from other Contractors for such service.
    a. All work, repairs, service and installations must have a scope of work. The scope of work must be itemized in the quote to Waubonsee.
14. Contractor shall comply with and perform all services in accordance with all applicable federal, state and local laws, rules, regulations, ordinances, codes and manufacturer's instructions.
15. Contractor shall make all effort to reduce to a minimum any inconvenience to the students, faculty or staff at Waubonsee properties.
16. College's designated personnel must be at all start up, repairs and installations. The college's Chief Plant Operator or designee must sign off on all completed repairs and installs.
17. It is the Contractor's responsibility to examine the site and field verify conditions under which the work is to be done. No allowance will be made for extra expense on the account of error.
18. Awarded Contractor shall deliver MSDS sheets, if any are related to this project, to the Chief Plant Operator.
19. The awarded Contractor warrants to the college that: (1) materials and equipment furnished will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Contractor will provide all products and materials according to manufacturer's written instructions.
20. Warranty conditions for all materials and supplies shall be considered manufacturer's minimum standard warranty unless otherwise agreed to in writing.

Working on Campus

1. When performing any work on campus, the Contractor must not volunteer any recommendations, opinions, feedback or other comments to anyone regarding their work. Should anyone ask about their work they should refer them to the Campus Safety and Operations Department. The purpose is to avoid anyone from providing information that is incorrect, is at an inappropriate time or conflicts with the College's normal operating procedures.
2. All personnel must be able to read, write, speak and understand English to sufficiently perform the duties of the position.
3. The physical, verbal or sexual harassment of any college student, faculty, staff, client or visitor is strictly prohibited. Violation of this policy will be cause for immediate removal of this employee

and possible legal repercussions.

4. All work is expected to take place during normal business hours.
5. Contractor's access to, or use of college facilities is strictly limited to the areas needed to perform maintenance or repairs only.
6. Contractor's personnel must work safely and adhere to all industry standards for safe work practices.
7. Contractor's personnel are required to sign-in and out at the Campus Safety and Operations building during normal business hours (Monday – Friday from 8:00 a.m. – 4:30 p.m.).
    a. Contractor will receive a badge and key, if applicable. When signing out keys or access cards is required, the Contractor accepts sole responsibility should they be lost or stolen while in their possession. Any cost associated with replacement and/or re-keying is the responsibility of the contractor and will be deducted from the next invoice as indicated under "Damages".
    b. Contractors will not access/enter any buildings without utilizing the college issued contractor's badge and will not enter by use of another person's access badge.
    c. Contractors must sign out and return badges and keys at the end of end of each work day to the Campus Safety and Operations (OPS) building.
8. During non-business hours, or in the event the college is closed, the Contractor shall report in and out to the Campus Police Department located in Dickson Center, on the south side of campus at the beginning and end of each work day.
9. Uniforms & IDs: When on College property to perform assigned duties, vehicles and personnel must be identifiable. The Contractor and all its employees shall be in uniform with visible company identification at all times.
10. Contractor's Vehicles: All Contractor vehicles must be clearly identified with company name, phone number and or logo and with any applicable state license numbers.
11. Contractor employees must present themselves with professionalism and be courteous at all times. Contractor employees must observe all College policies.

Work Coordination

1. The Contractor's supervisor (or working supervisor) must be available via a cell phone that has voicemail and should be on at all times. All cell phone calls must be answered.
2. It will be the responsibility of the Contractor to discuss the logistics of working with or around other Contractors with the Campus Safety and Operations Department, so as to ensure that all work will proceed efficiently and that all deadlines will be met. Any such logistics must be coordinated through and approved by the Supervisor-in-Charge.
3. Contractor and its employees must be cognizant of other Contractors performing work, and must confer with the Campus Safety and Operations Supervisor in charge for any logistical or coordination questions which might arise involving other Contractors.

Cleaning and Waste Disposal

1. Upon completion of the work, Contractor shall clean up the area where the work was

performed and Contractor shall remove any debris generated by the repairs from WCC premises.

2. Contractor shall be responsible for all cleaning required for work under the Contractor's jurisdiction as well as for keeping all work areas, passageways, ramps, stairs and all other areas of the premises free of accumulation of surplus materials, rubbish, debris and scrap which may be caused by the Contractor's operations.
3. Remove rubbish, debris and scrap promptly upon its accumulation and in no event later than the end of each workday. Contractor is responsible for the management and removal of waste materials, including hazardous materials, to be disposed of in accordance with all applicable laws, regulations, codes, rules, and standards.
4. Burning of rubbish or debris is not allowed at the site. Rubbish, debris and scrap is not to be thrown through any window or other opening, or dropped from any great height; it shall be conducted to the ground, to waiting truck(s) or removable container(s) by means of approved chutes or other means of controlled conveyance.
5. Spillages of oil, grease or other liquids that could cause a slippery or otherwise hazardous situation or stain a finished surface shall be cleaned up immediately.
6. If rubbish and debris is not removed, or if surfaces are not cleaned as specified above, the college reserves the right to have said work done by others and the related cost(s) will be deducted from monies due the Contractor.

Damage to Public and/or Private Property

1. The Contractor will assume full financial responsibility for damage to the premises, including all furniture, carpeting, etc., therein, whether due to accident or negligence.
2. Extreme care shall be taken by Contractor to safeguard all existing facilities, site amenities, utilities, irrigation systems, windows, and vehicles on or around the job site. Damage done to public and/or private property by the Contractor, shall be the responsibility of the Contractor and shall be repaired and/or replaced by Contractor at no additional cost to the College.
3. The Contractor shall use all means to protect existing objects, structures and vegetation. In the event of damage, the Contractor shall immediately make all repairs, replacements and dressings to damaged materials, to the approval of the College, at no additional cost to the College.

Execution

Annual Preventive Maintenance Program for Five Waubonsee Absorption Chillers

Contractor will provide a complete program of preventive maintenance on the systems and equipment listed in "Schedule A". To maintain the equipment in good working order, factory-trained technicians will perform all preventive maintenance tasks in accordance with the guidelines issued by OEM YORK engineering or other manufacturers.

The preventive maintenance program must meet the manufacturer's requirements to properly maintain and service the college’s equipment. All work will be performed during normal working hours.

The **Annual Preventive Maintenance Program** includes the following:

- Seasonal startup preparation and inspection
- Condenser tube brush and clean
- Two (2) cooling season operating inspections
- Shutdown inspection
- Annual preventive maintenance
- Two (2) solution analysis and inspections
- Written report of findings, corrective actions, and recommendations following each visit
- Discount on labor and parts for work beyond the scope of the agreement
- Free attendance to local operator training seminars

Units covered by building (Sugar Grove Campus):

- Main Plant York 371
- Main Plant York 231
- Von Ohlen Hall York
- Collins Hall York
- Henning Computer Center Trane

<u>Annual Preventive Maintenance Program for Trane RTW Chiller</u>

Contractor will provide a complete program of preventive maintenance on the systems and equipment listed in "Schedule A". To maintain the equipment in good working order, factory-trained technicians will perform all preventive maintenance tasks in accordance with the guidelines issued by OEM TRANE engineering or other manufacturers.

This preventive maintenance program meets the manufacturer's requirements to properly maintain and service our equipment. All work will be performed during normal working hours.

The **Annual Preventive Maintenance Program** includes the following:

- Seasonal startup preparation and inspection
- Two (2) cooling season operating inspections
- Shutdown inspection
- Annual preventive maintenance
- Condenser Coil Cleaning pressure washed two (2) times per season (air cooled)
    - Oil Analysis
- Written report of findings, corrective actions, and recommendations following each visit
- Discount on labor and parts for work beyond the scope of the agreement
- Free attendance to local operator training seminars

Units covered by building (Sugar Grove Campus):

- Von Ohlen Hall Trane RTW Chiller

Annual Preventive Maintenance Program for Three Rooftop Chillers / RTU

Contractor will provide a complete program of preventive maintenance on the systems and equipment listed in "Schedule A". To maintain the equipment in good working order, factory-trained technicians will perform all preventive maintenance tasks in accordance with the guidelines issued by OEM York engineering or other manufacturers.

This preventive maintenance program meets the manufacturer's requirements to properly maintain and service our equipment. All work will be performed during normal working hours

The **Annual Preventive Maintenance Program** includes the following:

- Seasonal startup preparation and inspection
- Two (2) cooling season operating inspections
- Shutdown inspection
- Annual preventive maintenance
- Condenser Coil Cleaning pressure washed 2X per season
- Oil Analysis
- Written report of findings, corrective actions, and recommendations following each visit
- Discount on labor and parts for work beyond the scope of the agreement
- Free attendance to local operator training seminars

Units covered by building:

APC (Sugar Grove Campus)	York CHILLER
Student Center (Sugar Grove Campus)	York CHILLER
Plano Campus	Trane RTU

Schedule A – Covered Equipment

APC (Sugar Grove Campus) York air cooled CHILLER – 2 x yr. coil clean
Student Center (Sugar Grove Campus) York air cooled CHILLER- 2 x yr. coil clean
Plano Campus Trane RTU air cooled gas fired-2 x yr. coil clean
Aurora Downtown Campus Dakin Air Cooled Chiller-2 x yr. coil clean
Aurora Downtown Campus York RTU 3 -2 x yr. coil clean
Aurora Downtown Campus York RTU 4 -2 x yr. coil clean
Von Ohlen Hall (Sugar Grove Campus) Trane RTW Chiller
Main Plant (Sugar Grove Campus) York 371 Absorber
Main Plant (Sugar Grove Campus) York 231 Absorber
Von Ohlen Hall (Sugar Grove Campus) York Absorber
Collins Hall (Sugar Grove Campus) York Absorber
Henning Computer Center (Sugar Grove Campus) Trane Absorber
Fox Valley Campus Carrier RTU1-2 x yr. coil clean
Fox Valley Campus Carrier RTU2-2 x yr. coil clean

Fox Valley Aon RTU3-2 x yr. coil clean
Fox Valley Carrier RTU4-2 x yr. coil clean
Annual Spring-cleaning Cooling Central Plant 236 tower
Annual Spring-cleaning Cooling Central Plant 371 tower
Annual Spring -cleaning Von Ohlen Hall Cooling Tower
Annual Spring-cleaning Collins Hall Cooling Tower
Spring cleaning Henning Computer Center Cooling Tower

Data Cooling Units Condensing Units and Fan Coil Units

SG Campus - Dickson Center		**SG Campus - Science Building**
Liebert 10 ton -Deluxe Liebert 5 Ton-Mini-Mate Liebert 5 Ton-Mini-Mate		AC-1/CU-2 Liebert
SG Campus - Von Ohlen Shelter		**SG Campus - Field House**
Carrier Ductless		Unit #1 Mitsubishi Unit #2 Mitsubishi Unit #3 Mitsubishi Unit #4 Mitsubishi
SG Campus - Henning Computer Center		**Aurora Downtown Campus**
AC1- Mini -Mate 3 ton		ACI1 Stultz 10 ton ACU2 Stultz ACU3 Stutz ACU4 Stultz ACU5 Stultz ACU6 Stultz ACU7 Stultz ACU8 Stultz ACU9 Stultz
SG Campus - Student Center		**Plano Campus**
#1 Liebert Mini-Mate #2 Liebert Mini-Mate #3 Liebert Mini-Mate #4 Liebert Mini-Mate		LAN AC-1 Liebert
SG Campus - APC Building		**Fox Valley Campus**
#1 Liebert #2 Liebert		IT #1 Mitsubishi IT #2 Mitsubishi
SG Campus - Collins Hall		
#1 Liebert #2 Mitsubishi		

Annual Cooling Tower Cleanings

Spring cleaning Cooling Central Plant 236 tower
Spring cleaning Cooling Central Plant 371 tower
Spring cleaning Von Ohlen double Cooling Tower
Spring cleaning Collins Cooling Tower
Spring cleaning Henning Cooling Tower

Technicians are required to be fully trained and experienced in OSHA protocols (e.g., lock out/tag out, containment, proper use of recommended equipment, respiratory protection, personal protective equipment (PPE) and other safety measures).

Cooling tower cleaning processes include, but are not limited to:

1. **Acid cleaning, for scale and rust removal**
2. **Mechanical cleaning involves power washing with professional equipment**
3. **Disinfection, for bacteria control and Legionella risk-abatement**
4. **Basin and distribution cleanup following cleaning process**

Contractor will take necessary precaution to insure necessary safety protocols are deployed such as safety cones and caution tape to protect surrounding greenspace and machinery.

Absorption Chiller Tasking

Spring Start-Up (one per year)

- Verify machine vacuum.
- Verify chilled and tower water systems are filled and vented.
- Verify steam or hot water systems are operational (as applicable).
- Inspect and verify proper flows and flow interlocks.
- Verify pump seals do not leak (if applicable).
- Put absorber on auxiliary motor cooling water (if applicable).
- Start absorber and verify proper operation of all controls.
- Purge out non-condensable and verify proper operation of purge.
- Verify flue damper(s) are working properly (if applicable).
- Verify proper operation of absorber.
- Verify proper operation of burner (if applicable).
- Perform combustion analysis (if applicable).
- Adjust burner and burner linkage (if applicable).
- Take voltage and amperage readings of pump motors.
- Take detailed operating log to determine performance of absorber.
- Put bromide filter into service and verify operation (if required).

- Remove absorber from auxiliary motor cooling and put back on internal motor cooling for normal operation (if applicable).
- Verify all system and chiller valves are in proper positions.
- Make recommendations and provide detailed report to WCC engineer.
- Henning Absorber will require switch over from heating to cooling (Spring) and cooling to heating (Fall).

Monthly Inspection

- Verify proper purge pump operation
- Verify proper water flows through chiller.
- Verify operating controls are performing properly.
- Verify non-condensable are not present.
- Check burner linkages for smooth operation and or binding (if required).
- Verify flue damper(s) is working properly (if required).
- Review customers' daily logs and discuss operating trends with engineer.
- Take voltage and amperage readings of pump motors.
- Take detailed operating log to determine performance of absorber.
- Make recommendations and provide detailed report to WCC engineer.

Lithium Bromide/Refrigerant Water Analysis (once per year)

- Take refrigerant water sample and send to lab for complete analysis (as required).
- Take lithium bromide solution sample and send to lab for complete analysis.

Samples to be taken in June. Samples will be sent to and analyzed by a qualified testing laboratory. Complete report will be forwarded to customer. Does not include any chemical additions or any service procedure as indicated by lab report. Contractor will quote these as required.

Annual Preventive Maintenance (one per year)

- Inspect purge pump belt for proper alignment, tension and wear.
- Lubricate hand valves/motors/linkages as required.
- Clean strainers and magnets
- Inspect and calibrate all safety and operating controls.
- Check pump seals
- Leak check auxiliary cooling lines and bromide filter
- Meg solution pump motors.
- Tighten electrical terminals and clean electrical panels.
- Inspect and calibrate flow switches.
- Verify unit vacuum as compared to chiller ambient temperature.
- Inspect gas and oil train for leakage
- Burner inspection per manufacturer's guidelines.

- Make recommendations and provide a detailed report to WCC engineer.

Condenser and Absorber Tube Cleaning (once per year)

- Valve off and drain condenser and absorber sections.
- Rig and remove one (1) head and associated piping
- Brush clean and flush condenser and absorber tubes.
- Rig and reinstall gaskets heads and piping.
- Fill and vent sections and leak check water side.

The above service does ***not*** include any additional cleaning procedures to free restricted tubes or chemical cleaning. Contractor will quote these as required.

York Annual Maintenance

Both York air cooled chillers require Fall compressor valve isolation to reduce potential for refrigerant leakage, and returned to operation in Spring prior to startup.

- Open up element of oil filter and inspect for any wear metals or aluminum.
- Leak check entire unit including recovery system and related piping. Report any leaks to customer.
- Inspect graphic Opti view panel.
- Check DC voltages at factory test points.
- Go over wiring connections and tighten as necessary.
- Check all safety inputs that designate at input board and verify their proper status.
- Exercise the diagnostics on the graphic panel and verify all tests pass.
- Check motor starter as follows:
- Inspect dashpots by checking oil condition.
- Disconnect and meg motor to related wiring.
- Tighten all starter connections.
- Inspect condition of contacts.
- Engage starter with motor disconnect to verify proper contactor engagement, timing and linkage operation.
- Put machine back to a “ready to start” condition.
- Oil change bases on analysis report or visual findings.
- Clean work area and touch up unit with paint.

Trane Inspection Maintenance Tasks

Annual Maintenance

- Service purge unit as per manufacturer’s recommendations.

- Change oil and filter using manufacturer=s recommended oil.
- Remove old oil from jobsite and dispose of according to EPA Guidelines.
- Clean or replace all refrigerant filters (as applicable).
- Pressurize and leak test entire unit using electronic and halide leak detectors.
- Inspect and calibrate unit=s operational and safety controls (if applicable).
- Perform megger test on compressor motor and oil pump motor; record data.
- Clean and inspect unit=s electrical and starter panels.
- Inspect starter contacts for wear.
- Verify oil level and mechanical switch operation of dashpot overloads (if applicable).
- Tighten all electrical connections in all panels.
- Provide customer with a detailed report.
- Advise WCC staff of problems needing additional repairs.

Start-Up

- Verify that all system and chiller valves are in proper positions.
- Verify chiller pressure and temperature.
- Verify chilled and condenser water systems are filled and vented.
- Verify proper water flows through evaporator and condenser water bundles.
- Verify correct operation of chilled water condenser water flow switches and interlocks.
- Start unit and verify proper operation of all controls.
- Purge out non-condensable and verify proper operation of purge (if applicable).
- Set up chilled water temperature controlled to design water temperature.
- Record voltage and amperage readings.
- Perform a detailed operating log to determine performance of chiller.
- Provide operating engineer with instructions as required.
- Report any problems to customer=s representative and provide a detailed report.

Data Cooling System Maintenance
Maintenance Schedule -April, May, June, July, August, September

Supplemental IT Closet Cooling Maintenance

Scope of Work

Contractor will render ***six (6) comprehensive*** inspections per year (***30 units***). During each visit, Contractor will furnish labor, lubricants, etc. Services to be performed in accordance with the inspection schedule.

Contractor will check in with Campus Operations, sign in and out acquire badge, map and pass key. Contractor will provide necessary manpower and equipment (hoses and tools) to provide maintenance tasks.

Contractor will perform the following comprehensive inspection during each visit:

- Check performance of each piece of equipment
- Check condenser coils and fans
- Clean condenser coils 6 times (each visit) as needed
- Check compressor
- Check oil levels
- Check superheating settings
- Check operating pressures
- Check pressure controls
- Check blowers, fans, bearings, and pulleys
- Lubricate bearings if applicable
- Check and adjust for proper belt tension and alignment if applicable
- Tighten electrical connections and make minor repairs
- Inspect contactors and relays
    - Visually inspect electrical components and wiring termination
    - Check condensate systems and water level alarms verify proper operation and drainage
- Check controls for proper operation and settings
- Check refrigerant charges
    - For correct refrigerant level
    - For non-condensable
    - For moisture
- Inspect refrigerant piping-replace missing insulation
- Check and clean condensate pans, drains, and pumps
- Check cooling, heating, and condensing coils
- Check and flush drain lines
- Wipe down of exterior of unit as needed

Reinstall panels and fasteners-return area the way you found it.

AIR FILTER Replacement
Included - Six (6) times per year

V-BELT MAINTENANCE
Included - As Needed

COIL (Evaporator & Condenser) MAINTENANCE (cleaning)
Included - Six (6) times per year
Scheduled -April, May, June, July, August, September

	Data Cooling Systems	Model:	Serial:	Cond Unit Loc:	Cond Unit Model:	Cond Unit Serial:	Evap Unit Loc:	Frequency:
	SG Dickson							
1	Liebert 10 Ton-Deluxe	DH125AAAEIS339	C08EO10063	Dickson Roof			Room 111	6 x per year
2	Liebert 5 Ton-Mini-Mate	MMDO60OECHELO	0018C28759	Dickson Roof			Room 111	6 x per year
3	Liebert 5 Ton-Mini-Mate	MMDO60OECHELO	0018C28761	Dickson Roof			Room 111	6 x per year
	SG - Von Ohlen Shelter							
4	Unit #1 Win-not active	SSISM30-A	AAEZ03052	Von Shelter Enclosure	Fredrickson	Same	Same	6 x per year
5	Unit #2 Win-not active	hsh2700	9222754	Von Shelter Enclosure	LG	Same	Same	6 x per year
6	Carrier Ductless			Von Shelter Enclosure		Same	Same	6 x per year
	SG - Henning Computer Center							
7	AC1- Mini-Mate 3 ton	MMD36EY00D0	0725N149756	Henning Roof			Henning Lan room	6 x per year
	SG - Student Center							
8	#1 Liebert Mini-Mate	MMD12EPOODO	CU1	STC Roof			Room 108	6 x per year
9	#2 Liebert Mini-Mate	MMD12EPOODO	CU2	STC Roof			Room 154	6 x per year
10	#3 Liebert Mini-Mate	MMD12EPOODO	CU3	STC Roof			Room 208	6 x per year
11	#4 Liebert Mini-Mate	MMD12EPOODO	CU4	STC Roof			Room 257B	6 x per year
	SG – APC Center							
12	#1 Liebert	DAMA-0112	AO2006-1264-E	APC Roof			Room 125	6 x per year
13	#2 Liebert	DAPA-0332	AO2006-1264-E	APC Roof			Room 208	6 x per year

	SG – Collins Hall							
14	#1 Liebert	MMD36E		Collins Ground level			Room 155	6 x per year
15	#2 Mitsubishi			Collins Ground level			Room 149	6 x per year
	SG – Science Building							
16	AC-1/CU-2 Liebert	DAMA-1.512AO		Science roof			Room 117	6 x per year
17							Room 204	6 x per year
	SG - Field House							
18	Unit #1 Mitsubishi	PUY-A24NHA4	32U14713A	FH Roof/ Elec Room			Room 193	6 x per year
19	Unit #2 Mitsubishi	PUY-A42WHA5	34U14-01A	FH Roof			Room183	6 x per year
20	Unit #3 Mitsubishi	PUY-A42WHA5	31U056078	FH Roof/ by elevator			Room 202	6 x per year
21	Unit #4 Mitsubishi	PUY-A42WHA5	3Y0044732	FH ground/ A/V closet			Room 162	6 x per year
	Aurora Downtown Campus							
22	ACU1 Stultz 10 ton	OHS-012-AHU	9230014	Roof 2 cond units	OHS-012-RCU-0	9230006	2nd Floor Data Center 187C	6 x per year
23	ACU2 Stultz	OHS-012-AHU	9230017	Roof	OHS-012-RCU-0	9230009	160 F Media Closet	6 x per year
24	ACU3 Stultz	OHS-012-AHU	9230012	Roof	OHS-012-RCU-0	9230005	160H Media Closet	6 x per year
25	ACU4 Stultz	OHS-012-AHU	9230011	Roof	OHS-012-RCU-0	9230003	150 IT Closet	6 x per year
26	ACU5 Stultz	OHS-120-DAHU	9230028	Roof	OHS-060-RCU-0	9240030	245 IT Closet	6 x per year
27	ACU6 Stultz	OHS-012-AHU	9230015	Loading Dock	OHS-012-RCU-0	9230008	350 IT Closet	6 x per year
28	ACU7 Stultz	OHS-012-AHU	9230013	Loading Dock	OHS-012-RCU-0	9230004	305 IT Closet	6 x per year
29	ACU8 Stultz	OHS-012-AHU	9230010	Loading Dock	OHS-012-RCU-0	9230007	456 IT Closet	6 x per year
30	ACU9 Stultz	OHS-012-AHU	9230016	Loading Dock	OHS-012-RCU-0	9230002	417 IT Closet	6 x per year

	Plano Campus							
31	LAN AC-1 Liebert	MMD18a-p0070	1005N194488	IT Room			IT Room	6 x per year
	Fox Valley Campus							
32	IT #1 Mitsubishi			Fox Valley Roof			Room 132	6 x per year
33	IT #2 Mitsubishi			Fox Valley Roof			Room 202	6 x per year
	Total of 30 Units -all locations							

PROPOSAL REQUIREMENTS AND FORMAT

Format

1. Contractors shall provide a straight-forward, concise description of your firm's capability to satisfy the requirements of this RFP and perform the work described in this RFP. Prepare your responses to this RFP in the format and sequence specified below. Respond specifically to each item in the order as provided. Failure to comply may result in the college rejecting your proposal as non-responsive.
2. Submittal response must include a signed Authorization Form and all other documents noted on the cover page.

Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
    a. Company name with address and telephone. Name of the principal(s) of the firm.
    b. Name, telephone number, and email address of a representative of the firm authorized to discuss the proposal.
    c. Addresses of all offices of the firm. Identify the office which will fulfill this agreement.
    d. Number of employees of the firm.
    e. Number of years in business under current name and any past corporate names or affiliations.
    f. Statement of whether there are any ongoing, pending, or potential legal actions against

the firm.

2. Provide a list of trained technicians, along with a complete list of current cell phone numbers used by the company.
3. Provide proof of absorption experience along with references.
4. Identify any work to be subcontracted and provide the subcontractor's company name, contact information, deliverables to be produced and tasked to be performed.
    a. Waubonsee Community College reserves the right to reject any subcontractor.
    b. If a subcontractor or supplier is needed to fulfill contract requirements, please consider using a BEP certified minority, woman-owned or disadvantaged business. The State's policy is to promote small businesses, including those owned by Veterans, businesses owned and controlled by minorities, females, and persons with disabilities, and sheltered workshops for the severely disabled. We encourage the use of these companies on State contracts and in your commercial activities.
    c. The BEP Certified Vendor database is available on the BEP website, https://www.illinois.gov/cms/business/sell2/bep/Pages/default.aspx.

Include with proposal:

- ❑ RFP Authorization Form
- ❑ Price Sheet
- ❑ Certifications
- ❑ Conflict of Interest and Non-Disclosure Form
- ❑ Three (3) references with contact information including phone and email
- ❑ State of Illinois Business Enterprise for Minorities, Females, And Persons with Disabilities Act Information
- ❑ Waubonsee Community College Utilization Form
- ❑ A copy of your standard customer agreement/order which you would request your customers to execute.

RFP Authorization Form

All Respondents are required to complete and sign this form.

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

_____
Name of Company

_____
Address

_____
City State Zip Code

_____
Telephone Number Fax Number

_____
Authorized Signatory Date

_____
Print Name Title

_____
Email Address

ACKNOWLEDGEMENT OF ADDENDA

Addenda #_____

Proposal Fee Form

COST FOR MECHANICAL MAINTENANCE AND REPAIR

	Regular Business Hrs	**After Hours**
Hourly Rate for Service Technician	$ per Hour	$ per Hour
Hourly Rate for Sheet Metal Journeyman	$ per Hour	$ per Hour
Hourly Rate for Sheet Metal Apprentice	$ per Hour	$ per Hour
Hourly Rate for Pipe Fitter Journeyman	$ per Hour	$ per Hour
Hourly Rate for Pipe Fitter Apprentice	$ per Hour	$ per Hour

Labor rates will remain firm during the three-year contract.

Parts Percentage Markup:	

QUESTIONS

1. How many years has your company been in business? _____
2. Has your company had a contract terminated in the last five (5) years? **Y OR N** If so, please explain on a separate sheet.
3. Has your company ever been involved in a lawsuit with a party with whom it has done business? **Y OR N** If so, please explain on a separate sheet.
4. What is your company's service response time to emergency call-outs? No greater than _____hr(s).

SUPPLEMENTAL AGREEMENTS

Annual Preventive Maintenance Program for Five (5) WCC Absorption Chillers	**PRICE**
Preventive Maintenance for Associated Equipment – provides complete inspection and preventive maintenance for associated cooling and heating equipment to ensure reliable and efficient operation. See Schedule A for list of items to be included in this Supplemental Agreement.	$
Total Service Coverage – provides all repair labor and materials required to keep the equipment listed in Schedule A in proper operating condition.	$

Annual Preventive Maintenance Program for Trane RTW Chiller	**PRICE**
Preventive Maintenance for Associated Equipment – provides complete inspection and preventive maintenance for associated cooling and heating equipment to ensure reliable and efficient operation. See Schedule A for list of items to be included in this Supplemental Agreement.	$
Total Service Coverage – provides all repair labor and materials required to keep the equipment listed in Schedule A in proper operating condition.	$

Annual Preventive Maintenance Program for Three (3) Rooftop Chillers / RTU at APC, STC and Plano	**PRICE**
Preventive Maintenance for Associated Equipment – provides complete inspection and preventive maintenance for associated cooling and heating equipment to ensure reliable and efficient operation. See Schedule A for list of items to be included in this Supplemental Agreement.	$
Total Service Coverage – provides all repair labor and materials required to keep the equipment listed in Schedule A in proper operating condition.	$

Certifications

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

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

1. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 et seq. Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12.
2. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 et seq.
3. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 et seq.
4. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
5. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 et seq.
6. Fair Employment Practice: Company is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
7. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.
8. Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ICLS 5 with regards to bid rigging/bid rotating.
9. When required by law, the bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.

Authorized Signatory: _____ ***Date:*** _____

Conflict of Interest Disclosure and Non-Collusion Form

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

Conflict of Interest Disclosure

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

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

_____

_____

_____

_____

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

Non-Collusion Statement

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Company, and that the contents of this Proposal as to prices, terms or conditions of said RFP have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Proposal.

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

Firm Name: _____

By:_____
(Authorized Signatory)

_____ Title

State of Illinois Business Enterprise for Minorities, Females, And Persons with Disabilities Act Information

Vendor shall provide the following information on the MBE status of its business so that the College can comply with the Business Enterprise for Minorities (MBE), Females (WBE), Persons with Disabilities Act (DBE), or Veteran Owned Business (VOB), 30 ILCS 575/1, et seq.

Identify Business Certification Status (___MBE ___WBE ___DBE ___VOB)

☐ African American
☐ Alaskan Native/Native American
☐ Asian American
☐ Disabled
☐ Female
☐ Hispanic American
☐ Veteran
☐ Not Applicable

Small Business Certification

☐ HUBZone small business
☐ Service-disabled veteran-owned small business
☐ Small Business
☐ Small disadvantaged business
☐ Veteran-owned small business
☐ Women-owned small business
☐ Not Applicable

Certifying Organization

☐ DCMS (Department of Central Management Services) Business Enterprise Program
☐ CMBDC (Chicago Minority Business Development Council)
☐ IDOT (Illinois Department of Transportation)
☐ WBDC (Women's Business Development Center)
☐ Other (Please Specify) _____
☐ Not Applicable

For more information please visit:

http://www.illinois.gov/cms/business/sell2/bep/Pages/Default.aspx

Waubonsee Community College Business Enterprise Program Utilization Form

This form begins on the following page.