



JOLIET JUNIOR COLLEGE  
—1901—

REQUEST FOR PROPOSAL  
#R17005

PROPERTY & CASUALTY  
INSURANCE



# JOLIET JUNIOR COLLEGE

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Joliet Junior College  
Request for Proposal

**RFP Opening May 17, 2017**

## **Background**

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 15,383 full time and part time students enrolled in Fall 2016 classes on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

## **Vision Statement**

Joliet Junior College will be the first choice.

## **Mission Statement**

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.

## **I. OVERVIEW**

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from Providers for services relating to refuse and recyclable material collection.

Additional scope is discussed in the **SCOPE OF WORK** section of this proposal.



## II. RFP SCHEDULE

Date (2017)	Event
May 3, 2017	Vendors contacted via email / advertised
May 8, 2017 at 2:00pm (CST)	Last date/time for submission of written questions via email to <a href="mailto:purchasing@jjc.edu">purchasing@jjc.edu</a>
May 9, 2017 end of day	Responses to questions emailed
May 17, 2017 at 2:00pm (CST)	Proposals must be submitted to the attention of: Janice Reedus, Director of Business & Auxiliary Service, Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431
Week of May 22, 2017	JJC Evaluation Team reviews proposal
June 14, 2017	Notification of Award

## III. INSTRUCTIONS TO VENDORS

**ADVICE:** The department responsible for this RFP is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Janice Reedus, Director of Business & Auxiliary Services, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to [purchasing@jjc.edu](mailto:purchasing@jjc.edu) on or before May 5, 2017 at 2:00pm (CST).

All questions and answers will be published and provided to all potential suppliers by end of business day on May 8, 2017.

**SUBMISSION:** the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFP's must be submitted by the date and time of public opening (see above). RFP's must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP for Property and Casualty Insurance, the opening date and time. An original and three (3) copies of the RFP, and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. RFP's must be addressed to: Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938.



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RFP's not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only, properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFP's shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFP's received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals maybe withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

**ADDENDA:** The only method by which any requirement of this solicitation may be modified is by written addendum.

**PROPOSAL DUE DATE:** The proposal must be received on or before May 17, 2017 at 2:00pm (CST) at the Business and Auxiliary Services Department, Campus Center, Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938.

## **INSURANCE:**

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.



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## **TAXES:**

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

## **INDEMNIFICATION:**

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

## **DISCLOSURE:**

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

## **TERM OF CONTRACT:**

Any contract, which results from this RFP, shall be for a period of one year from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional four (4) one-year terms.

## **BLACKOUT PERIOD:**

After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to prebid conferences. Such vendors making such request shall email Janice Reedus, Director of Business & Auxiliary Services, at [purchasing@jjc.edu](mailto:purchasing@jjc.edu) No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response

## **IV. GENERAL TERMS AND CONDITIONS**

**Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.



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**Purchase:** After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

**Right to Cancel:** JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

**Governing Law and Venue:** This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

**Dispute Resolution:** JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

**Costs:** All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

**Proprietary Information:** Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

**Business Enterprise Program (BEP):**

Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](#) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to <http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for



complete requirements for BEP certification. For applicable projects, vendors may be asked to submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

**Negotiation:** JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

**Award:** The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

**Retention of Documentation:** All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

**Opening of Proposals:** Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

## V. **FORMAT FOR RESPONSE**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and three (3) copies of the RFP and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. The original copy should be so noted and signed.

### **1. Title Page**

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

### **2. Table of Contents**

Clearly identify the materials by sections and page number(s).

### **3. Letter of Transmittal**

Limit to one or two pages.



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- a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.

#### **4. Profile of the Vendor**

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top ten current and prior two-year clients indicating the type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- c. Indicate any third-party firms involved with your program and state their role(s).

#### **5. Scope Section**

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

#### **6. Responses to Addendum**

#### **7. Prices Responses**

#### **8. Invoicing Procedure**

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

#### **9. Pro forma Contract**

The terms and conditions included in the *Pro forma* Contract apply to any contract resulting from this RFP. In this section of your proposal state any clarifications to the proposed document and your reasons for clarifications. No exceptions are allowed. However, alternative suggestions are encouraged. Please list any alternative suggestions for improvement in costs and/or services provided as an alternative.

#### **10. Bidder's Certification Statement**

## **VI. EVALUATION**

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best





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value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

1. Experience and record of performance in previous contracts of similar size and scope.
2. Experience, ability capability, skill, and financial resources to provide the requested services.
3. Accessibility and willingness to meet with JJC Departments and/or JJC Executive Team, if needed.
4. Resources and technology to identify and provide best suitable coverage opportunities.
5. Total price proposed for services.

## **SCOPE OF WORK**

Joliet Junior College invites you to submit a sealed quote for the college's property and casualty insurance policy beginning July 1, 2017. All proposals should conform to the specifications outlined below, as a minimum.

## **RESOURCES**

[Joliet Junior College Financial Audit](#)  
[Joliet Junior College Current Budget](#)  
[Joliet Junior College Campus Police Crime Statistics](#)

## **GENERAL REQUIREMENTS**

1. No individual applications will be completed until the award has been made.
2. Bidding companies may submit any suggestions for improvement of coverage but these must be submitted separately and the difference in premium clearly explained.
3. The enclosed Statement of Values (for building and contents) and list of vehicles should form a basis for your quotation. Loss information available upon request.
4. Each company quoted must be rated A 5 by Best and Company.
5. All quotations submitted must be valid for a 60-day period after date of opening.
6. Bidding companies are requested to offer quotations on both a single year policy and a five-year policy. Five-year premiums will be subject to a proportionate increase or decrease as indicated on the bid proposal form. Preference may be given to multiyear quotes.



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7. Joliet Junior College reserves the right to reject any or all quotations and to award the insurance policies to a single firm or group of firms, or for multi-year based on the best interests of the college. Quotations submitted on any other basis must be so stated.
8. All proposals must not be subject to loss control for the duration of the policy term quoted.
9. The insurance agent must be an authorized representative of insurance company and both shall be authorized to conduct business in the State of Illinois.
10. Terrorism coverage must be offered but the cost for such shall be separately stated on the bid form. The terrorism coverage being offered must also be stated. The College shall have the option of declining or accepting such coverage.

## **INSURANCE INFORMATION:**

Joliet Junior College was founded in 1901 and is the first public community college in the United States. The college originally was located in downtown Joliet, occupying space on the main campus of Joliet Township High School. In 1968, the college moved to its present location at 1215 Houbolt Road, which consists of 353 acres. The main buildings were constructed in 1972 with additions built in 1974 and 1980. In 1996, the new Arthur G. and Vera C. Smith Business and Technology Center was completed and in 2000 the Veterinary Technology Building opened on the main campus. The Romeoville Campus consists of one classroom building and a garage on forty acres and is located at 1125 West 135th Street, Romeoville, Illinois, and was constructed in 1993. The Louis Joliet Renaissance Center (LJRC) was constructed in 1925 and the City Center Campus itself was constructed in 1969. The City Center Campus, constructed of masonry non-combustible, consists of offices on the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors; classrooms first floor only. The LJRC restaurant and banquet facility consists of ballroom/dining and meeting rooms, lobby/office, production area, and basement. Total square feet is approximately 80,000 w/o basement; basement is approximately 9,500 square feet. The Weitendorf Agricultural Education Center opened in June 2007 on 32 acres of land. In December 2009, the new greenhouse facility was the first project to be built as part of the college's master plan. It features a multi-purpose classroom and three greenhouses totaling nearly 9,000 square feet. In spring 2011 the Facility Services Building opened which includes administrative offices, shipping and receiving loading dock, heated vehicle storage, and surplus good storage area. In June 2011 the Campus Center opened. This building offers centralized student services, cafeteria, and bookstore, library with expanded computer workshops and study rooms and administrative offices. In January 2013 the Health Professions Center opened. The nursing, allied health and emergency services programs are located in this new building.



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There are an estimated 612 full-time employees of the college. These consist of 37 administrators, 56 professional staff, 221 faculty, 76 clerical workers, 134 support staff, 73 plant workers (including food service, operations and maintenance) and 15 campus police officers. The college also employs approximately 460 part-time adjunct faculty each term.

In January of 2017, a new City Center Campus 6-story, 96,000 square foot building opened. It houses Workforce Development, GED/ESL training, adult education and culinary arts.

By I July of 2017, JJC will complete an expansion of an additional 50,028 square foot at the Romeoville Campus. Also by July of 2017, JJC will complete construction of an 85,223 square foot multipurpose event center featuring athletic courts, bleachers and offices. The center will be located near the College's main campus.

## Parking Lot parcels:

- 1) JJC owns a parking lot on the west side of 214 N. Ottawa Street for a total square footage of 17,424. The City of Joliet shall be listed as an additional insured on this parking lot. The City of Joliet and JJC have an agreement regarding parcels B and C that states:

“In addition, the City of Joliet and JJC shall jointly defend any claim or action for personal injury, wrongful death or property damage in which the specific location of the occurrence cannot be determined (Lot C or Lot B) and any claim or action in which it is alleged that the injury or other basis of liability involves both the City Parcel and Lot B. In such event, the respective liabilities of the parties shall be apportioned according to the Illinois Common law pertaining to joint local government tortfeasors. The City of Joliet and JJC specifically reserve any privilege; immunity and defense accorded them under law.”

Property coverage shall be included as well as liability coverage for said parking lot.

- 2) JJC also owns a parking lot with a square footage of 25,200 and an alley contiguous to north of 255 N. Chicago with square footage of 2,475 on the corner of Benton and Chicago.



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## INSURANCE SPECIFICATIONS

### A. PROPERTY

1. Description and location of property. All values shown are replacement costs. Coverage should be quoted at replacement cost.

Building	Square Footage	Bldg	BPP	BI/EE	Totals
					Value
A (Campus Center)	130,474	\$ 38,925,235	\$ 8,076,950	\$ 7,950,000	\$ 54,952,185
B	16,888	\$ 3,688,489	\$ 279,888		\$ 3,968,377
C (Automotive)	91,735	\$ 18,391,005	\$ 3,298,884		\$ 21,689,889
D	16,927	\$ 3,933,352	\$ 231,438		\$ 4,164,790
E (Natural Science)	85,635	\$ 16,979,752	\$ 1,637,610		\$ 18,617,362
F	10,269	\$ 3,924,136	\$ 57,630		\$ 3,981,766
G	38,513	\$ 7,540,184	\$ 544,476		\$ 8,084,660
H (Bridge)	19,377	\$ 4,172,214	\$ 155,244		\$ 4,327,458
J	160,258	\$ 30,446,740	\$ 3,520,938		\$ 33,967,678
K (Fine Arts)	46,175	\$ 9,348,726	\$ 1,056,618		\$ 10,405,344
L (Facilities)	42,498	\$ 9,297,305	\$ 204,000		\$ 9,501,305
S (Ag/Hort)	30,103	\$ 6,235,067	\$ 393,618		\$ 6,628,685
T (Business/Technical)	94,214	\$ 19,491,765	\$ 3,382,376		\$ 22,874,141
U (Health Professions)	124,671	\$ 33,494,841	\$ 2,206,790		\$ 35,701,631
Event Center	85,223	\$ 18,250,000	\$ 720,000		\$ 18,970,000
Boiler House	4,809	\$ 6,895,823	\$ 44,472		\$ 6,940,295
Greenhouse	11,798	\$ 4,072,126	\$ 204,000		\$ 4,276,126
Maintenance Barn	4,384	\$ 307,660			\$ 307,660
Salt Sheds (2)	1,969	\$ 107,161	\$ 25,500		\$ 132,661
School House	1,132	\$ 51,759			\$ 51,759
BB Press Box	537	\$ 86,100	\$ 10,000		\$ 96,100
SB Press Box	180	\$ 38,872	\$ 5,000		\$ 43,872
Property / Open		\$ 4,331,023			\$ 4,331,023
Romeoville Campus	36,025	\$ 6,902,360	\$ 1,145,154	\$ 1,000,000	\$ 9,047,514
Romeoville Addition	50,028	\$ 17,580,800	\$ 960,000		\$ 18,540,800
Romeoville Storage	1,460	\$ 152,919	\$ 53,346		\$ 206,265
Ren Center Campus	75,692	\$ 16,899,000	\$ 1,298,562	\$ 1,000,000	\$ 19,197,562
Morris Educ Center	6,000	\$ -	\$ 69,258		\$ 69,258
Weitendorf Ag Center	32,832	\$ 5,675,579	\$ 1,123,020	\$ 50,000	\$ 6,848,599
Weitendorf Storage	4,800	\$ 130,695			\$ 130,695
City Campus (6 story)	98,000	\$ 47,280,000	\$ 4,740,000	\$ -	\$ 52,020,000
Signs		\$ 241,006			\$ 241,006
<b>Totals</b>	<b>1,322,606</b>	<b>\$334,871,694</b>	<b>\$ 35,444,772</b>	<b>\$ 10,000,000</b>	<b>\$ 380,316,466</b>



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2. Option 1 Deductible	\$ 5,000
3. Option 2 Deductible	\$ 10,000
4. Extra Expense	\$ 200,000 (Each Occurrence Per Location)
5. Demolition Insurance	\$ 200,000
6. Increased Cost of Construction	\$ 450,000
7. Valuable Papers/Records	\$ 10,000
8. Fire Protective Devices	\$ 5,000
9. Loss of Refrigeration	\$ 2,500
10. Sculpture - T Building Entrance	\$ 75,000
11. Ordinance of Law Coverage	Included in Limit of Insurance Per Building
12. Demolition & Increased Cost of Construction	\$1,000,000 per Building
13. Loss of Master Key	\$ 25,000
14. Certified Acts of Terrorism	
15. Fire Device Recharge	\$ 50,000
16. New Construction at Scheduled Premises	\$ 1,000,000
17. Newly Acquired Property; Buildings	\$ 2,000,000
18. Newly Acquired Property; Business Personal Property	\$ 1,000,000
19. Non Owned Detached Trailers	\$ 50,000
20. Outdoor Trees, Shrubs, Sod, Plants and Lawns	\$ 50,000
21. Sewer and Drain Backup	Included in Limit of Insurance
22. Reward Coverage	\$ 50,000
23. Unnamed Premises: At All Unnamed Premises: Buildings	\$ 100,000
24. Unnamed Premises: At All Unnamed Premises: Business Personal Property	\$ 100,000
25. Water Damage Building Tear Out And Repair	Included
26. Animals	\$ 25,000
27. Harvested Crops	\$ 25,000
28. Personal Effects of Students - Sublimit of \$5,000 per Student	\$ 100,000
29. Electronic Vandalism BPP Contents Limit Per SOV	
• Bidder to include list of all exclusions with your quote	



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## INSTRUCTIONS:

- a) Include in building values, architect fees, machinery and equipment and permanent fixtures pertaining to the service of the building, also attached signs, platforms, sheds, and additions.
- b) Show “Improvements and Betterments” value for all buildings not owned, designating these values “I & B” wherever they appear in the “Statement”.
- c) Include in “Contents”, values of all contents in each building which is not otherwise a part of building values and personal property values for which the insured has assumed liability and, unless otherwise covered, the value of the insured’s interest in personal property belonging in whole or in part to theirs.
- d) Property in the open: includes fences, walls, flag poles, playground and athletic equipment, yard lighting standards or equipment, signs, statuary, shrines, machines and equipment and other personal property, etc. in the open and not attached to any building or structure otherwise listed in the “Statement”.

NOTE: The following are not covered and their value should not be included in values shown:

- a) That portion of walks, roadways and other paved surfaces which are outside of and more than 25 feet distant from building(s).
- b) Land grading or filling.
- c) Growing crops.

Any modifications in these instructions shall be in accordance with the rules of and satisfactory to the Ratings Organization where the “statement of values” is to be filed.

This insurance is to apply to all physical loss or damage risks with the exception of the following:

- a) Standard war risk and governmental action exclusion.
- b) Standard nuclear reaction or radiation exclusion.
- c) Standard earthquake and flood exclusion.
- d) Vice and vermin.
- e) Property not covered.

## **B. BUSINESS INCOME**

Loss of tuition and fee revenues as a result of interruption of college business caused by damage or destruction of property covered under the terms as outlined in Section A. Amount of insurance coverage \$10,000,000 blanket all locations.



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## C. INLAND MARINE

Camera Equipment, Including Projection Machines, Films and Articles of Equipment pertaining thereto.	\$100,000
Musical Instruments and Articles of Equipment pertaining thereto	\$260,000
Sports Equipment, Including Uniforms.	\$150,000
Personal Effects of Employees, but no more than \$5,000 for the Personal Effects of Any One Employee (Loss of Currency, Jewelry, Objects of Art or Similar Valuables, Loss or Damage of Automobiles or Similar Conveyances are to be excluded).	\$50,000
Leased Television Equipment	\$10,500
Fine Arts	\$50,000
Antenna – Satellite	\$25,000
Sculpture Outside of T Building known as “Dublitore Balancia”	\$75,000
Leased Copiers/Printers	\$650,000
2003 Float 20" X 8"	\$1500
Steinway Piano.	\$66,500
Library Holdings	
a. Books-circulating: 72,435	\$3,621,750
b. Recordings/Music CD’s/Playaways (Audio Materials): 3686	\$184,300
c. DVD and Videos: 3000	\$150,000
d. Ereaders (circulating): 20	\$2,500
e. Laptops (circulating): 20	\$17,000

Year	Make/Model	Serial Number	Purchase Price
<b>Mowers</b>			
2005	John Deere Model 1445 - front mower	CH3013D207015	\$14,015
2007	Kubota Model F3680 - front mower	11113	\$14,441
2014	John Deer Model JD 1600	1TC1600TTEF200344	\$50,548.19
2014	John Deere Model JD 1445-2	1TC1445DHET135216	\$22,132.11
2015	John Deer 1570	1TC1570VCFS010280	\$26,417.16
2015	John Deer 1570	1TC1570VCFS010281	\$26,417.16
2005	John Deere Model L-100 mower	GXL100B025737	\$1,399
1993	MTD-LT Model MTD 12.5-38 mower	1C043C30215	Donation
2000	John Deere MX10 Pull Type mower		\$4,500
	John Deere mower (not in use but we still own)		\$1,400
07 or 08	Self-propelled mower Zero turn		\$1,800



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2009	Frontier 5' mower		
1969	John Deere tractor JD4020		\$12,000
2001	John Deere Model 4300 - utility tractor	LV4300H330512	\$19,990
2008	John Deere Model 3520 - utility tractor	LV3520H450454	\$25,548
		<b>Serial</b>	<b>Purchase</b>
<b>Year</b>	<b>Make/Model</b>	<b>Number</b>	<b>Price</b>
2009	John Deere JD3720 tractor		\$22,000
1995	IH LX750 Loader		
2011	John Deere Model 5095M - loader tractor	ILV5095MVAJ346287	\$47,677
2013	Case Loader Backhoe 580N	JJGN580NVDC580600	\$61,400

## Miscellaneous Farm Equipment

1978	John Deere JD6600 Combine		\$3,000
2002	Kinzie 3000 No-Till planter		\$7,000
2008	John Deere skid		\$18,000
2012	Skid trailer		\$4,400
2013	Demco Mounted Sprayer		\$1,100
	John Deere DJ213 grain table (combine		
1980	head)	272190H	\$1,000
1980	John Deere 443 corn head	334610	\$2,500
2000	(2) EZ Flow grain wagons 300		\$3,000
2000	Weigh Wagon		
1999	Westfield WR 80-31 8" Grain auger		\$1,200
1995	Flat bed farm wagon (Hayrack and Gear)		\$1,100
2009	John Deere JD 655 roto-tiller		
	Knight Pro Twin Slinger 8018 Manure		
1990	Spreader	2652	

## Gators/ATV

2004	John Deere Gator 4x2	W004X105779	\$2,500
2008	John Deere Gator TS 4x2 - 3	W04X2SD032165	\$5,100
2008	John Deere Gator TS 4x2 -4	W04X2SD032167	\$5,100
2009	John Deere Gator TS 4x2 - 5	M04X2SD040311	\$5,909
2009	John Deere Gator TH 6x4 - 6	M06X4HD050105	\$14,183
2010	John Deere Gator Model TH6x4 - 1	M06X4HD050025	\$14,677
2013	John Deere Gator TH6x4 -7	1M06X4HDTDM080627	\$13,148
2015	John Deer Gator TH6x4	1M06X4HDVFM100417	\$17,513
2007	John Deere Gator		\$4,000
2006	Polaris ATV	4XAMH50A762073516	Not Licensed
	Polaris ATV 4x4		
2003	Polaris Ranger 2x4		\$1,500
2008	Polaris 4 Wheeler		\$2,200





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Forklifts			
2006	Yale Veracitor Tusk (orange/red sit-down) Clark (yellow sit-down) Hyster (Walkie)	GPO40SXV Forklift Tusk 300MB5.3 Clark TMG15 Hyster B60Z Yale NR035ADNL24TE095 Yale 0S030EAN24TE089	\$24,000
	Yale (Stand-up)		
	Yale (Order Picker)		

Any exclusion beyond those listed in Section A must be documented by a copy of the policy provisions to be submitted along with the bid proposal.

Deductible Amount-----\$1,000.00

## D. BOILER AND MACHINERY

### A. Description of Coverage:

Limit per Accident	per SOV Building Limits
--------------------	----------------------------

### B. Perils Insured Against:

Losses arising from damages associated with any boiler, any fired or unfired vessel normally subject to vacuum or internal pressure, any refrigeration system, any piping with its accessory equipment, and any mechanical or electrical machine or apparatus which generates, controls, transmits, transforms, or utilizes mechanical or electrical power.

## E. CRIME

Comprehensive Dishonesty, Disappearance and Destruction Coverage.

	<u>Liability Amount</u>
Loss Inside Premises	*\$ 100,000
Loss Outside Premises	\$ 50,000
Extortion Coverage	\$ 100,000
Employee Dishonesty	\$ 100,000
Forgery	\$ 25,000
Money Orders	\$ 25,000
Counterfeit Paper Currency	\$ 25,000
Accounts Receivable	\$ 250,000



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1. Description of Coverage's:

	<u>Liability Amount</u>
Loss Inside Premises	*\$ 100,000
Loss Outside Premises	\$ 50,000
Extortion Coverage	\$ 100,000
Employee Dishonesty	\$ 100,000
Forgery	\$ 25,000
Money Orders	\$ 25,000
Counterfeit Paper Currency	\$ 25,000
Accounts Receivable	\$ 250,000

\* Monies and securities increased to \$200,000 for 7 days of fall enrollment and \$200,000 for 7 days of spring enrollment and \$200,000 for 7 days of summer enrollment.

2. Perils Insured Against:

- a. Loss Inside Premises:  
loss of money and securities by actual destruction, disappearance, or wrongful abstraction within college premises or within any banking premises.
- b. Loss Outside Premises:  
loss of money or securities by actual destruction, disappearance, or wrongful abstraction outside of premises while being conveyed by messenger or any armored Motor Vehicle Company.
- c. Loss by counterfeit currency or money orders.
- d. Loss by forgery or alteration of negotiable instruments.
- e. Loss by extortion due to surrender of money or other property as a result of threats to do bodily harm.

**F. COMPREHENSIVE GENERAL LIABILITY**

	<u>Liability Limits</u>
General Aggregate	\$2,000,000
Products Completed Operations	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Premises Rented to you Limit	\$1,000,000
Medical Expense Limit, Any One Person	\$ 15,000
Incidental Malpractice	\$1,000,000
General Liability Deductible	NIL



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## **SCHOOL & EDUCATORS LEGAL LIABILITY**

Claims Made Retroactive Date	7/1/2008
Each Claim Limit	\$1,000,000
School & Educators Legal Liability	
Aggregate Limit	\$1,000,000
Deductible	\$25,000

### Educators Legal Liability Insurance for the entities:

Joliet Junior College Community College District 525, 1215 Houbolt Road, Joliet, IL  
 Joliet Junior College Foundation, 1215 Houbolt Road, Joliet, IL

Policy Type: Claims made-all-inclusive coverage

## **EDUCATIONAL INSTITUTIONAL EMPLOYMENT PRACTICES**

Liability with Third Party Coverage	
Claims Made Retroactive Date	7/1/2008
Wrongful Employment Act Limit	\$1,000,000
Employment Practices Aggregate Limit	\$1,000,000
Deductible	\$25,000

## **EMPLOYEE BENEFITS LIABILITY**

Claims Made Retroactive Date	7/1/2008
Each Employee	\$1,000,000
Aggregate	\$2,000,000
Each Employee Deductible	\$1,000

## **SEXUAL MISCONDUCT OR SEXUAL MOLESTATION LIABILITY**

Each Incident Limit	\$1,000,000
Aggregate Limit	\$1,000,000
Deductible	\$10,000

## **LAW ENFORCEMENT PROFESSIONAL LEGAL LIABILITY**

Claims made Retroactive Date:	7/1/2008
Limit of Liability:	\$1,000,000 Each
Occurrence	\$1,000,000 Aggregate
Option 1 Deductible:	\$ 5,000 per Claim
Option 2 Deductible:	\$ 10,000 per Claim

Armed Officers	15
Campus Safety Officer's Unarmed Officers	19

Cost of defense outside limit of liability. Coverage is included for all mutual aid agreements.



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Definition of insured to include: the named insured, all full or part time employees, all auxiliary or volunteer law enforcement officers of the named insured, and the public entity of which the law enforcement agency is a part including the elected and appointed officials for their law enforcement related acts. The insurance afforded applies separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the Company's liability.

Wrongful acts: means an actual or alleged error or omission, negligent act, neglect or breach of duty by an insured while conducting law enforcement activities, which result in:

- a. Personal Injury, or
- b. Bodily Injury, or
- c. Property Damage, caused by an Occurrence.

## STUDENT MEDICAL PROFESSIONAL LIABILITY

Claims Made Basis.

Retroactive Date: July 1, 2010

Limit of Liability: \$1,000,000 Each Occurrence  
\$3,000,000 Aggregate

Nurses: 350 Students  
Vet Tech: 100 Students  
Paramedic: 153 Students

Named Insured:

- a. Joliet Junior College District 525
- b. All Students Enrolled in the Program
- c. All Volunteers (Not Compensated)

## LIQUOR LIABILITY

Joliet Junior College	Gross Annual Receipts:	\$100,000
214 N Ottawa	Limit of Liability:	\$1,000,000
Joliet, Illinois 60432		

Joliet Junior College	Gross Annual Receipts:	\$100,000
235 W. Chicago	Limit of Liability:	\$1,000,000
Joliet, Illinois 60432		



Waiver of Subrogation

School Broadcasting and Publication

Vacant Farm Land 112 Acres

Parking Lot Parcels:

255 N. Chicago Street, Joliet, Illinois – 78 spaces

265 N. Ottawa Street, Joliet, Illinois – 102 spaces

Additional Insured's:

Joliet Junior College Foundation and its Board Members and the

Joliet Junior College Alumni Association Board Members

Police Intern Program:

Illinois State Police

Grundy County Sheriffs Police Department

Will County Sheriffs Police Department

Morris Police Department

Plainfield Police Department

Frankfort Police Department

Bolingbrook Police Department

Shorewood Police Department

Lockport Police Department

Joliet Police Department

Kendall County Police Department

Ottawa Police Department

Lemont Police Department

Will County Public Defender's Office

Will County States Attorney's Office

River Valley Justice

SWARM

Fire Science Intern Program:

East Joliet Fire Department

Troy Fire Department

Plainfield Fire Department

EMS Ride Along Program:

Joliet Fire Department

Lockport Fire Protection District

Kurtz Ambulance

2. Perils Insured Against:

This insurance is to apply to all sums, which the college shall become legally obligated to



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pay as damages because of personal injury or property damage, with the exception of the following:

- a. Centennial Housing, LLC, a subsidiary of JJC Foundation.
- b. Claims arising out of ownership or operation of any automobile or other motor vehicle.
- c. Claims arising from contamination or pollution.
- d. Standard war risk and governmental action exclusion.
- e. Claims arising from the distribution, sale or serving of alcoholic beverages for profit.
- f. Obligations pertaining to workmen's compensation, unemployment compensation or disability benefits.
- g. Claims arising from bodily injury to an employee of the college.
- h. Property damage to property owned by the college.
- i. Claims arising from explosion of steam boilers or steam pipes.

Any additional exclusion must be documented by a copy of the policy provisions to be submitted along with the bid proposal.

3. The incidental malpractice liability includes coverage for 35 athletic, laboratory, or physical training instructors, and 650 teachers (includes part-time instructors), not elsewhere classified.

4. Boats watercraft liability includes coverage for one (1) rowboat used on the campus lake for picking up refuse.

5. Joliet Junior College Foundation and its Board Members and the Joliet Junior College Alumni Association Board Members are to be included as additional insured limited to liability arising out of their function of raising funds for Community College District # 525.

## II. UMBRELLA POLICY

A. Description of Coverage's:

**Liability Limit**



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Follow Form Excess and Umbrella

Each Occurrence or Each Claim Limit Products/Completed Operations	\$20,000,000
Aggregate Limit	\$20,000,000
General Aggregate Limit	\$20,000,000
Retained Limit	NIL
Law Enforcement Each Claim Limit	\$10,000,000
Law Enforcement Aggregate Limit	\$10,000,000
School & Educators Each Claim Limit	\$10,000,000
School & Educators Aggregate Limit	\$10,000,000
Sexual Misconduct & Sexual Molestation Each Incident Limit	\$10,000,000
Sexual Misconduct & Sexual Molestation Aggregate Limit	\$10,000,000

B. Perils Insured Against:

Any exclusion must be documented by a copy of the policy provisions to be submitted along with the bid proposal.

### III. BUSINESS AUTO

A. Description of Coverage's:

	<u>Liability Limits Per Accident</u>
Auto Liability Insurance	\$1,000,000
Auto Medical Payments Insurance (Per Person)	\$ 5,000
Underinsured Motorists Insurance	\$1,000,000
Comprehensive Deductible	\$ 500
	Add option for \$ 1,000
	Add option for \$ 2,500
Collision Deductible	\$ 500
	Add option for \$ 1,000
	Add option for \$ 2,500
Hired and Non Owned Auto (Physical Damage) (Each Occurrence)	\$ 50,000
Hired/Non-Owned Cost of Hire	\$ 5,000
Comprehensive Deductible	\$ 500
	Add option for \$ 1,000
	Add option for \$ 2,500
Collision Deductible	\$ 500
	Add option for \$ 1,000
	Add option for \$ 2,500

B. Vehicles to be covered are listed in the attached Joliet Junior College Vehicle List.



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C. Audio visual and data electronic equipment in all campus police vehicles to be included.

## IV. GARAGE POLICY

A. Description of Coverage:

	<u>Aggregate</u>	<u>Liability Limits Per Accident</u>
1. Liability Insurance – Non-Owned Vehicles Garage Liability Form CA 0005	\$ 3,000,000	\$ 1,000,000
2. Comprehensive Garage Keepers Legal Liability Direct Coverage – Primary Insurance		\$ 60,000
Deductible		\$ 100
3. Collision		\$ 60,000
Deductible		\$ 250

B. Policy is to cover automobiles not owned by the College, which are left for service in the College’s automobile repair shop including coverage for road testing of non-owned vehicles.

## V. CYBER COVERAGE

A. Description of Coverage’s:	<u>Liability Limit</u>
Policy Aggregate	\$1,000,000
Aggregate Sublimit for Fines Expenses & Costs	\$ 250,000
Notified Individuals Aggregate Aggregate Limit for Computer Expert Services, Legal Services, Public Relations & Crisis Management Expenses	\$ 100,000
Each claim Retention	\$ 50,000
Notified Individuals Threshold Expert, Legal, PR & Crisis Management	100
Continuity Date	\$10,000 Combined but \$5,000 Legal Only
Cyber Extortion Aggregate	8/15/2014
Each Extortion Claim Retention	\$1,000,000
	\$ 50,000

### **OTHER ITEMS FOR CONSIDERATION:**

Provide any examples or specify how the brokerage firm/agent can provide the following:





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- a. 24/7 access to JJC account team, including the JJC Purchasing Department to identify and negotiate risk transfer opportunities and to provide policy options for vendors.
- b. Established carrier panels for Builders Risk, Umbrella and Executive Risk coverages.
- c. Risk Management seminars offerings.
- d. Higher Education expertise.
- e. Availability of software solutions for certificate of insurance tracking.
- f. Services which identify the total cost of risk for JJC.
- g. Expertise in international travel policies and resources.
- h. Benchmarking resources for the purposes of limit comparisons, deductible comparisons and claims experience.
- i. Willingness to meet with JJC Executive Team if needed.
- j. Willingness to work with various JJC departments to answer and mitigate concerns.

## JOLIET JUNIOR COLLEGE Vehicle List

	<u>Year/Make/Model</u>	<u>Vehicle I.D.#</u>
1	1992 Pierce Pumper (Fire Truck)	4P1CT02M5PA000110
2	1999 GMC Sierra Pick-up truck	1GTHK34F8XF041920
3	1999 Ford Taurus CT	1FAFP53S0XG210279
4	2002 Hyundai Santa Fe	KM8SC73D42U294498
	2005 Ford E350 Super Duty	1FDWE35P05HA78057
5	Ambulance	
6	2005 Chevrolet Pickup truck	1GCHK242X5E249274
7	2005 Ford 4 x 4 Diesel Dump Truck	1FDAF57P85EC03288
8	2005 Chevy Collins 14 passenger van	1GBJG31U751208417
9	2006 GMC Sierra pickup truck	1GTHK24D06E165063
10	2006 Ford Econoline E350 bus	1FBSS31L86HB28112
11	2006 Ford Cargo Van	1FTRE14W46HA44977
12	2007 Mitsubishi Endeavor Carryall	4A4MM21537E042301
	2007 Ford Crown Vic Police	2FAFP71WX7X159420
13	Interceptor	
14	2007 Ford 500 4 door	1FAHP28137G123452
15	2008 Ford Truck - Crew Cab 4 door	1FTSW215X8ED26108
16	2009 Ford F350 Pickup	1FTWF31R29EA24257
17	2009 Ford Crown Vic Police Inter	2FAHP71V89X115659
18	2009 Ford Crown Vic Police Inter	2FAHP71V69X115658



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19	2010 Ford F-250 SD	1FTSF2BR2AEA75480
20	2010 Ford F250 4x4 Reg Cab	1FTNF2B53AEA75031
21	2010 Ford Explorer 4 x 4 door XLT	1FMEU7DE4AUA42833
	2010 Ford Transit Connect XLCargo	NMOLS6AN5AT017684
22	Van	
23	2011 Ford F350 4x4 cab	1FTRF3B69BEC26276
24	2012 Ford 250 Pickup 4X4	1FTBF2BT2CEB50502
25	2012 Ford F-250 4x4	1FTBF2B69CEB62320
26	2013 Ford Explorer	1FM5K8AR2DGA38494
27	2013 Ford F250 4X4	1FTBF2BT7DEB37651
28	2014 Ford Taurus	1FAHP2MK4EG186359
29	2014 Ford F-150	1FTEX1EM9EKG35281
30	2015 Ford F250 XL SRW 4x4 Pickup	1FTBF2B69FEA17136
31	2015 Ford F250 XL SRW 4x4 Pickup	1FTBF2B60FEA17137
32	2015 Ford F250 XL SRW 4x4 Pickup	1FTBF2B67FEA17135
33	2016 Chevy Express 2500	1GCWGBFF6G1191506
34	2016 Chevy Express 3500	1GAZGNFG0G1255667

## **QUANTITY**

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

## **PROPOSED PRICING**

**The vendor must complete the pricing matrix below. Any exceptions or additions to the requested information must be attached to the RFP as a separate document.**

The prices included herein are to be firm through the contract term, unless noted otherwise by the vendor.



**JOLIET JUNIOR COLLEGE  
PROPERTY AND CASUALTY INSURANCE  
PRICING SHEET**

	<b>DESCRIPTION OF COVERAGE</b>	<b>YEAR ONE PREMIUM</b>	<b>ANNUAL PREMIUM W/UP TO FOUR RENEWALS SUBJECT TO RERATE*</b>	<b>TERRORISM COVERAGE</b>
<b>I.</b>	<b>PACKAGE</b>			
A.	Property (deductible \$5,000) Included all items listed #1- #28	\$	\$	\$
	Property (deductible \$10,000) Alternate quote Included all items listed #1- #28	\$	\$	\$
B.	Business Income \$10,000,000 blanket all locations	\$	\$	\$
C.	Inland Marine	\$	\$	\$
D.	Boiler & Machinery	\$	\$	\$
E.	Crime Policy	\$	\$	\$
F.	General Liability	\$	\$	\$
	School & Educators Legal Liability	\$	\$	\$
	Educational Institutional Employment Practices	\$	\$	\$



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	<b>DESCRIPTION OF COVERAGE</b>	<b>YEAR ONE PREMIUM</b>	<b>ANNUAL PREMIUM W/UP TO FOUR RENEWALS SUBJECT TO RERATE*</b>	<b>TERRORISM COVERAGE</b>
	Employees Benefits Liability	\$	\$	\$
	Sexual Misconduct or Sexual Molestation Liability	\$	\$	\$
	Law Enforcement Professional Legal Liability Option 1: \$5,000 deductible	\$	\$	\$
	Law Enforcement Professional Legal Liability Option 2: \$10,000 deductible	\$	\$	\$
	Student Medical Professional Liability	\$	\$	\$
	Liquor Liability	\$	\$	\$
<b>II.</b>	<b>UMBRELLA POLICY</b>	\$	\$	\$
<b>III.</b>	<b>BUSINESS AUTO</b> \$500 deductible	\$	\$	\$
	Business Auto alternate quote \$1,000 deductible	\$	\$	\$
	Business Auto alternate quote \$2,500 deductible	\$	\$	\$
<b>IV.</b>	<b>GARAGE POLICY</b>			
<b>V.</b>	<b>CYBER COVERAGE</b>			
	<b>TOTAL</b>	\$	\$	\$

\*Rerate: Change in property/equipment insured values or rating factors. If this option is chosen, vendor is required to inform the college of changes in next year's policy rates/premiums by April 1st.

\*\* Loss runs available upon request.



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## 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.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525  
Director of Business & Auxiliary Services, H-1019  
1215 Houbolt Road  
Joliet IL 60431