



# JOLIET JUNIOR COLLEGE

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1901

## JOLIET JUNIOR COLLEGE DISTRICT #525

(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938

### **INSTRUCTIONS TO BIDDERS**

Sealed proposals are invited for **BUS & MOTOR COACH RENTAL** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

#### **PROPOSALS:**

Proposals will be received and publicly read aloud by the Joliet Junior College District #525, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

**PLACE:** Joliet Junior College District #525  
Director of Business & Auxiliary Services, A3100  
1215 Houbolt Road  
Joliet, IL 60431-8938

**DATE:** **JULY 23, 2018**

#### **FAXES ARE NOT ACCEPTABLE**

**TIME:** **10:00 AM**

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, H1019, plainly marked, with the Bidder's Name and Address and the notation:

**BID:** **BUS & MOTOR COACH RENTAL**

**PRE-BID MEETING: NOT REQUIRED**

**DELIVERY:**

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

**TAX EXEMPTION:**

Joliet Junior College is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:**

Joliet Junior College requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES:**

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

**SUBSTITUTIONS:**

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

**REJECTION OF BIDS:**

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

**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 \(BEP\)](http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx) 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.

**ACKNOWLEDGEMENT OF ADDENDA:**

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

**FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.**

**CLERICAL ERRORS:**

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

**SAMPLES:**

Bidder may be required to furnish samples upon request and without charge to the College.

**BID SECURITY: NOT REQUIRED****PAYMENTS:**

Certified Payroll: **NOT REQUIRED**

Partial Lien Waivers: **NOT REQUIRED**

Final Lien Waivers: **NOT REQUIRED**

**INSURANCE:**

The successful bidder will be required to furnish a certificate of insurance in the following amounts:

The insurance coverage required here-in-under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner.

The Contractor will purchase and maintain "all risks" Builder's Risk property insurance, where applicable, subject only to such exclusions as have been specifically approved by the Owner in writing.

A. Workers Compensation

1. State: Statutory
2. Applicable Federal: Statutory
3. Employer's Liability:
  - a. \$1,000,000 per Accident
  - b. \$1,000,000 Occupational Disease

B. Commercial Comprehensive Liability

1. Each Occurrence: \$1,000,000
2. Products/Completed Operations Aggregate: \$2,000,000
3. Personal/Advertising Injury: \$1,000,000
4. General Aggregate: \$2,000,000
5. Policy shall include: \$2,000,000
  - a. Premises: Operations
  - b. Independent Contractors Liability
  - c. Products and Completed Operations: Maintained for minimum of one year after date of final Certificate for Payment, in full amount of the limits specified above.
  - d. Contractual Liability
  - e. Coverage for explosion (x), collapse (c), and underground (u).
6. The Commercial Comprehensive Liability policy shall include a contractual liability endorsement insuring the indemnity required by the contract. The indemnities shall be named as additional insured on the Contractor's Commercial Comprehensive Liability policy using Form CG 20 10 or its equivalent and shall name Joliet Junior College, its Board of Trustees, officers, employees and agents as additional named insured's at a minimum. The Contractor hereby agrees to effectuate the naming of such additional insured's as unrestricted additional insured's on the Contractor's policy. The additional insured endorsement shall provide the following:

- contributory out
- a. That the coverage afforded the additional insurance will be primary/non-insurance for the additional insurance with respect to claims arising of operations performed by or on behalf of the Contractor.
  - b. That the policy shall contain a thirty (30) day notice of cancellation prior to the effective date thereof.
  - c. That the additional insureds have other insurance which is applicable to the loss, such other insurance will be on an excess or contingent basis.
  - d. That the amount of the company's liability under the insurance policy will not be reduced by the existence of such other insurance.
  - e. That the additional insureds will not be given less than thirty (30) days prior written notice of any cancellation thereof.
  - f. That the Contractor agrees to indemnify the College for any applicable deductibles.
  - g. That the insurance policy from an A.M. Best rated "secured" Illinois State licensed insurer.
  - h. The Contractor shall provide the College with a copy of its insurance policy or in the alternative and subject to the College's agreement, an excerpt of a page from the actual policy evidencing the additional insureds as provided for herein.
  - i. Contractor acknowledges that failure to obtain such insurance on behalf of the College constitutes a material breach of the contract and subjects Contractor to liability for damages, indemnification and all other legal remedies available to College. The Contractor is to provide the College at all times with a certificate of insurance, evidencing the above requirements have been met. The failure of the College to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the College.
  - j. That enclosed is a copy of the endorsement providing additional insured's status and that the Contractor will furnish a Certificate of insurance evidencing the foregoing provisions.
  - k. Please include clause below in the policy:  
It is agreed that Joliet Junior College, its Board of Trustees, officers, employees, agents and (Architect/Engineer Name) are additional insureds on the policy.

C. Business Auto Liability (including owned, non-owned and hired vehicles).

1. Bodily injury
  - a. \$1,000,000 per person
  - b. \$2,000,000 per accident
2. Property damage: \$1,000,000      OR
3. Combined Single limit: \$1,000,000

D. Umbrella

1. Umbrella Excess Liability: \$4,000,000
2. If the Contractor's Workers Compensation, Commercial General Liability and Business Auto policies do not have these minimum limits, an Umbrella policy

written by an insurance company acceptable to the Owner may be used to meet the minimum limits required.

3. Follow-form or Primary/Non-Contributory (PNC) status and Waiver of Subrogation (WOS) for Joliet Junior College

All such policies of insurance shall be written by companies approved by the College and Certificates of Insurance shall be furnished to the College. The College shall be listed as an additional named insured under such policies. Each policy shall require at least 30 days' notice to the College in the event of cancellation. The contractor agrees to indemnify, defend, and hold harmless the College from and against all suits or claims, which may be based upon any injury to or death of any person or persons or damage to property, which may occur or which may be alleged to have occurred in the course of the performance of this Agreement by the Contractor, whether such sum claim shall be made by an employee of the Contractor, by a third person or their representatives, or whether or not it shall be claimed that the said injury, death, or damage or cause through a negligence act or omission of the Contractor; and the all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the College in any such action or actions, the Contractor, at its own expense, shall satisfy and discharge the same.

## **PERFORMANCE BONDS: NOT REQUIRED**

### **LAWS AND ORDINANCES:**

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

### **SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION:**

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in G1013, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

### **DAMAGE AND NEGLIGENCE:**

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary

boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

**INVESTIGATION OF BIDDERS:**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**DISCLOSURE:**

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

**APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED****SUBCONTRACTORS:**

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

**PREVAILING WAGE RATE: NOT REQUIRED****BID QUANTITIES:**

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**BID AWARDS:**

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

**TERMINATION OF FUNDING:**

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

**CHANGES TO CONTRACT AFTER BID AWARD:**

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any

type of compensation for services or materials provided.

**GENERAL:**

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

**BLACKOUT PERIOD:**

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. 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.





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Janice Reedus  
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #525  
(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938  
Telephone: (815) 280-6640  
Fax: (815) 280-6631

**INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT  
THE FOLLOWING WEBSITE:  
<http://www.jjc.edu/info/purchasing>**

**QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:  
[purchasing@jjc.edu](mailto:purchasing@jjc.edu)**

**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.

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SIGNATURE OF CONTRACTOR/BIDDER

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TITLE

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DATE

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

Joliet Junior College District #525  
Director of Business & Auxiliary Services, A-3100  
1215 Houbolt Road  
Joliet IL 60431

**CERTIFICATE OF COMPLIANCE WITH**  
**ILLINOIS DRUG-FREE WORKPLACE ACT**

\_\_\_\_\_, does hereby certify pursuant to the *Illinois Drug-Free Workplace Act* (30 ILCS 580/) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
NOTARY PUBLIC

**JOLIET JUNIOR COLLEGE  
SPECIFICATIONS FOR CHARTER BUS RENTAL**

Joliet Junior College requests bids on the items listed below for the rental of charter buses during the period September 1, 2018 through June 30, 2019. This agreement may be renewed for an additional two fiscal years upon the agreement of both parties. Joliet Junior College's fiscal year is July 1<sup>st</sup> – June 30<sup>th</sup>.

The anticipated annual bus rental in a fiscal year is approximately: 13 -16 events pending budget.

Bus rental includes a licensed driver.

**Minimum Requirements:**

- Must include Wi-Fi for athletes to access online school work at no extra charge
- Must include USB connections and/or outlets
- Cancellation policy must allow for same day cancellations without additional fees
- Must include an on-board restroom for the softball spring trip

The College shall not be bound to rent this estimated usage.

In the event the bus size requested is not available, awarded bidder must offer a larger bus at the same rate as the requested bus. In the event the lowest bidder does not have any buses available when needed, the College reserves the right to go to the next lowest bidder.

The College requires bus pick-up/drop off from the College's main campus at 1215 Houbolt Road, Joliet, IL.

A tentative schedule for the fiscal year (July1-June 30) sports team travel is attached.

Joliet Junior College reserves the right to cancel this contract upon 15 days notice in the event the services requested are not delivered in a manner desired by the College. The safety record/operation of the vendor is a vital consideration. The college requires that the vendor be D.O.T. certified and licensed to provide the types of services requested. The successful vendor must provide copies of all certifications and licenses.

The vendor's completeness of the bid response and past service to clients will be considered in the bid award.

Vendor Name \_\_\_\_\_

**Joliet Junior College**  
**BUS & MOTOR COACH RENTAL**

**Option: Bus Rental****Year 1****Year 2****Year 3*****28 Passenger Mini Bus:***

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Daily rate for bus   | _____ | _____ | _____ |
| 2. Indicate maximum if different than daily rate                        | _____ | _____ | _____ |
| 3. Hourly rate  | _____ | _____ | _____ |
| 4. Indicate minimum number of hours                                     | _____ | _____ | _____ |
| 5. Cost per mile  | _____ | _____ | _____ |
| 6. Amount of local mileage allowed per day once bus reached destination | _____ | _____ | _____ |

***Other fees and contractual information:***

- |  |       |       |       |
|--|-------|-------|-------|
| 7. Driver's daily fee                  | _____ | _____ | _____ |
| 8. OR Driver's hourly fee              | _____ | _____ | _____ |
| 9. Per diem (meals/lodging) for driver | _____ | _____ | _____ |

Vendor Name \_\_\_\_\_

**Joliet Junior College**  
**BUS & MOTOR COACH RENTAL**

	Year 1	Year 2	Year 3
10. If overnight stay is required who is responsible for the driver's hotel room?	_____	_____	_____
11. Gratuity	_____	_____	_____
12. Fuel Surcharge	_____	_____	_____
13. Indicate who is responsible for tolls, parking and other fees?	_____	_____	_____
14. Indicate # of advance day's notice required	_____	_____	_____
15. Cancellation policy	_____	_____	_____
16. Maximum number of hours a driver may drive during one 24 hour period	_____	_____	_____
17. Number of rest hours required between driving periods	_____	_____	_____
18. Charge per relay driver	_____	_____	_____
19. Indicate any other additional fees:	_____	_____	_____
20. Indicate how you handle delays in travel due to inclement weather	_____	_____	_____
21. Indicate the bus depot from which all hourly/daily charges would start	_____	_____	_____

Vendor Name\_\_\_\_\_

**Joliet Junior College**  
**BUS & MOTOR COACH RENTAL**

**Option: Bus Rental*****40 Passenger Mini Bus:***

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
1. Daily rate for bus	_____	_____	_____
2. Indicate maximum if different than daily rate	_____	_____	_____
3. Hourly rate	_____	_____	_____
4. Indicate minimum number of hours	_____	_____	_____
5. Cost per mile	_____	_____	_____
6. Amount of local mileage allowed per day once bus reached destination	_____	_____	_____
<b><i>Other fees and contractual information:</i></b>			
7. Driver's daily fee	_____	_____	_____
8. OR Driver's hourly fee	_____	_____	_____
9. Per diem (meals/lodging) for driver	_____	_____	_____

Vendor Name \_\_\_\_\_

**Joliet Junior College**  
**BUS & MOTOR COACH RENTAL**

	Year 1	Year 2	Year 3
10. If overnight stay is required who is responsible for the driver's hotel room?	_____	_____	_____
11. Gratuity	_____	_____	_____
12. Fuel Surcharge	_____	_____	_____
13. Indicate who is responsible for tolls, parking and other fees?	_____	_____	_____
14. Indicate # of advance day's notice required	_____	_____	_____
15. Cancellation policy	_____	_____	_____
16. Maximum number of hours a driver may drive during one 24 hour period	_____	_____	_____
17. Number of rest hours required between driving periods	_____	_____	_____
18. Charge per relay driver	_____	_____	_____
19. Indicate any other additional fees:	_____	_____	_____
20. Indicate how you handle delays in travel due to inclement weather	_____	_____	_____
21. Indicate the bus depot from which all hourly/daily charges would start	_____	_____	_____



Vendor Name\_\_\_\_\_

**Joliet Junior College**  
**BUS & MOTOR COACH RENTAL**

**Option: Bus Rental*****50 Passenger Motor Coach:***

	Year 1	Year 2	Year 3
1. Daily rate for bus	_____	_____	_____
2. Indicate maximum if different than daily rate	_____	_____	_____
3. Hourly rate	_____	_____	_____
4. Indicate minimum number of hours	_____	_____	_____
5. Cost per mile	_____	_____	_____
6. Amount of local mileage allowed per day once bus reached destination	_____	_____	_____
<b><i>Other fees and contractual information:</i></b>			
7. Driver's daily fee	_____	_____	_____
8. OR Driver's hourly fee	_____	_____	_____
9. Per diem (meals/lodging) for driver	_____	_____	_____

Vendor Name\_\_\_\_\_

**Joliet Junior College**  
**BUS & MOTOR COACH RENTAL**

	Year 1	Year 2	Year 3
10. If overnight stay is required who is responsible for the driver's hotel room?	_____	_____	_____
11. Gratuity	_____	_____	_____
12. Fuel Surcharge	_____	_____	_____
13. Indicate who is responsible for tolls, parking and other fees?	_____	_____	_____
14. Indicate # of advance day's notice required	_____	_____	_____
15. Cancellation policy	_____	_____	_____
16. Maximum number of hours a driver may drive during one 24 hour period	_____	_____	_____
17. Number of rest hours required between driving periods	_____	_____	_____
18. Charge per relay driver	_____	_____	_____
19. Indicate any other additional fees:	_____	_____	_____
20. Indicate how you handle delays in travel due to inclement weather	_____	_____	_____
21. Indicate the bus depot from which all hourly/daily charges would start	_____	_____	_____

Vendor Name\_\_\_\_\_

**Joliet Junior College**  
**BUS & MOTOR COACH RENTAL**

**Other:**

Sports events may be cancelled and rescheduled. The College shall not pay any cancellation penalties. Explain your procedure/policy on rescheduling rentals. Include any fees not noted in above rentals.

Include information on buses available for use. Information shall include: manufacturer/model/year and current mileage and number of seats. Indicate whether the bus has seat belts.

Include information on your driver certification/drug testing program.

Vendor Name\_\_\_\_\_

**Joliet Junior College**  
**BUS & MOTOR COACH RENTAL**

Include three references where you have provided similar service.

Name	College/School	Phone Number
Name	College/School	Phone Number
Name	College/School	Phone Number

Please price the following scenarios:

- 1 The men's and women's basketball teams (40 passengers) leave the college on the last Sunday in January, 2019 at 2:00 pm to travel to Alverno College (Milwaukee Tech's home facility for basketball/volleyball) in Milwaukee, WI. The round trip mileage is 236. The team arrives at 4:00 pm to Alverno College. The driver takes the men's basketball team to dinner while the women play at return for their game. The driver takes the women's team to dinner and returns. Depart Alverno at 9:30 pm for return to Joliet Junior College. Arrive back in Joliet at approximately 11:30 pm. What is the total cost of transportation for this trip? Include pricing breakdown by mileage or daily rate and additional costs.

\$\_\_\_\_\_

Vendor Name \_\_\_\_\_

**Joliet Junior College**  
**BUS & MOTOR COACH RENTAL**

2. The baseball team (40 passengers) travels to Nashville, TN. Depart JJC on 3/5/19 at 6:00 a.m. Stop for lunch. Arrive at Jefferson College in Hillsboro, MO for a DH at 2:00 pm. After games, check into hotel nearby. DH at Jefferson on 3/6/19 and return back to hotel. On 3/7/19, depart for Nashville, TN to continue Spring trip (3/7-3/11). Travel daily from hotel to colleges and return to hotel by 9:00 p.m. Depart for JJC after game on 3/11/18 and make a stop for a meal. Arrive back at JJC at approximately 2:00 am. What is the total cost of transportation for this trip? Include pricing breakdown by mileage or daily rate and additional costs.

\$ \_\_\_\_\_

\_\_\_\_\_  
**FIRM**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**CITY      STATE    ZIP**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PHONE NO.**

\_\_\_\_\_  
**FAX NO.**

\_\_\_\_\_  
**E-MAIL ADDRESS**

Bid summaries and awards can be viewed at [www.jjc.edu/community/vendors](http://www.jjc.edu/community/vendors)

# JOLIET JUNIOR COLLEGE

## 2018-2019 Charter Bus Dates

<u>DAY</u>	<u>DATE</u>	<u>SPORT</u>	<u>DESTINATION</u>	<u>LEAVE TIME</u>	<u>GAME TIME</u>	<u>BUS SIZE</u>
Thursday	August 30	Volleyball	Madison College 1701 Wright Street Madison, WI 53704	1:30 pm	6:00 pm	20-28
Friday	September 14	Cross Country (Hosted by Bradley University)	Detweiller Park 8327 North Galena Road Peoria, IL 61615	1:00 pm	5:00 pm	20-28
Wednesday	September 26	Men's Soccer	Madison College 1701 Wright Street Madison, WI 53704	11:30 am	4:00 pm	28-36
Friday	September 28	Women's Soccer	Milwaukee Area Technical College 6665 South Howell Avenue Oak Creek, WI 53154	12:30 pm	4:00 pm	28-36
Wednesday	October 3	Men's Soccer	Rock Valley College 3301 North Mulford Road Rockford, IL 61114	12:30 pm	4:00 pm	28-36
Tuesday	October 9	Volleyball	Rock Valley College 3301 North Mulford Road Rockford, IL 61114	2:30 pm	6:00 pm	20-28
Wednesday	October 10	Women's Soccer	Madison College 1701 Wright Street Madison, WI 53704	11:30 am	4:00 pm	28-36
Wednesday	October 10	Men's Soccer	Milwaukee Area Technical College 6665 South Howell Avenue Oak Creek, WI 53154	12:30 pm	4:00 pm	28-36

Thursday	October 11	Volleyball (Milwaukee Tech)	Alverno College 3400 South 43 <sup>rd</sup> Street Milwaukee, WI 53234	3:30 pm	7:00 pm	20-28
Friday	October 12	Women's Soccer	Rock Valley College 3301 North Mulford Road Rockford, IL 61114	12:30 pm	4:00 pm	28-36
Friday	October 12	Cross Country (Hosted by Bradley University)	Newman Golf Course 2021 W. Nebraska Avenue Peoria, IL 61604	9:00 am	1:00 pm	20-28
Fri-Sat	November 2-3	Wrestling	Muskegon CC 221 Quarterline Road Muskegon, MI 49442	TBA (Overnight)	7:00 am (Return home at 9 pm at night)	28-36
Saturday	November 10	Wrestling	Millikin University 1184 West Main Street Decatur, IL 62522	4:15 am	7:00 am (Weigh ins)	28-36
Fri-Sat	November 16-17	Wrestling	Lindenwood University 2600 West Main Street Belleville, IL 62226	TBA (Overnight)	TBA	28-36
Thursday	January 3	M & W Basketball	Madison College 1701 Wright Street Madison, WI 53704	12:30 pm	5:00 pm/ 7:00 pm	56
Thurs-Sat	January 3-5	Wrestling	Louisville, KY	TBA (Overnight)	TBA	28-36
Saturday	January 12	M & W Basketball	Rock Valley College 3301 North Mulford Road Rockford, IL 61114	9:30 am	1:00 pm/ 3:00 pm	56
Saturday	February 2	M & W Basketball	Alverno College 3400 South 43 <sup>rd</sup> Street	9:30 am	1:00 pm/ 3:00 pm	56

		(Milwaukee Tech)	Milwaukee, WI 53234			
Sat-Fri	March 9-15	Softball Spring Trip	Avista Resort 300 North Ocean Blvd. North Myrtle Beach, SC 29582	4:00 am	TBA	56
Saturday	March 30	Baseball	Rock Valley College 3301 North Mulford Road Rockford, IL 61114	8:00 am	12:00 pm	36-48
Sunday	April 7	Baseball	Black Hawk College 6600 34 <sup>th</sup> Avenue Moline, IL 61265	8:00 am	12:00 pm	36-48
Thursday	April 11	Softball (Milwaukee Tech)	Mequon Rotary Park 4100 Highland Road Mequon, WI 53092	11:30 am	3:00 pm	28-36
Saturday	April 20	Softball	Carl Sandburg College 2400 Tom L. Wilson Blvd. Galesburg, IL 61401	8:00 am	12:00 pm	28-36
Saturday	April 20	Baseball	Milwaukee Area Technical College 6665 South Howell Avenue Oak Creek, WI 53154	8:00 am	12:00 pm	36-48
Tuesday	April 23	Softball	Madison College 1701 Wright Street Madison, WI 53704	10:30 am	3:00 pm	28-36
Wednesday	May 1	Baseball	Highland Community College 2998 West Pearl City Road Freeport, IL 61032	11:00 am	3:00 pm	36-48