

**Request for Quotation
RFQ # 3304**

**Purchase of High Definition Television
Equipment for Department of Mass
Communications**



RFQ DUE DATE: Friday, September 6, 2013
TIME: 2:00 PM

SEND OR DELIVER ONE (1) ORIGINAL PLUS TWO (2) COPIES OF THE RFQ TO:

Southern Illinois University Edwardsville
ATTN: Kathryn Holden, RFQ 3304
Purchasing Department
Supporting Services Road
Campus Box 1012
Edwardsville, IL 62026-1012

OVERVIEW

Southern Illinois University Edwardsville (SIUE) requests qualified firms to submit formal bids for the purchase of High Definition Television Equipment for the Department of Mass Communications, located on the Edwardsville Campus.

SUBMITTING QUOTATIONS

Submit one (1) original and two (2) copies of the bid in a sealed envelope clearly marked with the RFQ number & due date. Bids shall be executed and submitted on the form(s) provided therefore by the Director of Purchasing of Southern Illinois University Edwardsville. Only the Bid Sheet(s) and enclosures or brochures (if any) are to be returned.

The sealed bid shall be delivered to:
Office of the Director of Purchasing of Southern Illinois University Edwardsville,
Supporting Services Road, Campus Box 1012
Edwardsville, IL 62026-1012.

The Purchasing Office is located in the Supporting Services Building on the Edwardsville Campus.

Bidders shall be responsible for the actual delivery of bids during business hours to the designated location. It will not be sufficient to show that the bid was mailed in time to be received before the scheduled closing time for receipt of quotation.

Bids shall be submitted on SIUE's bid form provided. The bidder shall not make changes in the bid form provided by SIUE. The bidder shall fill in all relevant blank spaces including alternate bids and unit prices (if applicable) electronically, in ink or typewriter, not in pencil.

By submitting a bid, the Vendor agrees to accept all of SIUE's contract terms. Submittal of conditions or qualifying statement contrary to SIUE's contract terms is not acceptable, and unless rescinded, the bid shall be rejected. Qualifying statement that would modify the work should be avoided by gaining approval by SIUE prior to bidding.

All Bid proposals shall be in the hands of the Purchasing Agent of Southern Illinois University Edwardsville no later than date and time as shown on the Bid forms. Bids will be publicly opened and read aloud immediately after the closing time specified, in the Purchasing Office. Any bids received after the time and date specified for the receipt of bids will be returned to the bidder unopened.

At the time and address stated in the advertisement for bids, all bids will be publicly opened and read. The bid opening is open to the public and anyone may attend, but no bid information will be made available to the public during the period between the public bid opening and the award of the bid. All bids received after that time will be returned unopened to the bidder. Official time will be at SIUE as stamped or noted on the envelope by SIUE.

The public bid opening and reading of bids are for informational purposes only and are not to be construed as acceptance or rejection of any of the bids submitted.

QUESTIONS

All questions must be submitted to Kathryn Holden by email (kholden@siue.edu), no later than 12:00 PM CDT, Tuesday, August 27, 2013. Questions submitted after this date and time will not receive a response. No questions may be directed to any other

SIUE representative. Any contact with any other representative may be grounds for disqualification.

ADDENDUM

Any addendum issued to bidders prior to the RFQ opening date shall include an addendum acknowledgement section. Since all addenda become part of the RFQ, all addenda must be signed by an authorized Respondent representative and returned with the RFQ on or before the RFQ opening date. Failure to sign and return any and all addendum acknowledgements shall be grounds for rejection of the RFQ response.

PRODUCT SPECIFICATIONS

Purchase of High Definition Television Equipment for Mass Communication Suite.

SIUE to perform all installation. Initial ISIS setup and RAID build to ensure proper function before shipping to the SIUE Department of Mass Communications to be performed by vendor. Also include system build documentation to assist in the installation & general maintenance of the storage system.

Section #1: High Definition (HD) Video Production Switcher

Ross Video Carbonite MultiMedia 2M 2 MLE with 24 SDI 4 HDMI/ANL inputs

Ross Brand or approved equal

Quantity = 1

State Brand & Item #: _____

Unit Price: _____

Must contain the following:

- 24 Input 2 MLE Rack Frame Processing Engine & 24 Source Button 2 MLE Panel including all Standard System boards (P/N: C2M-224MM-001)
- Standard System Includes:
 - Multi-Definition support for any of the following formats:
-525, 625, 1080i 50, 1080i 59.94, 720P 50, 720P 59.94 & 1080pSF 23.98.
 - Dual MultiViewer w/ up to 16 Internal/External Source Display each, over 25 Layouts w/ Tally & Label controls.
 - MultiViewer offers 2 additional layouts for HD output when system is operating in an SD format.
 - Robotic Camera Control (VISCA, Canon BU).
 - Video Server Control (AMP) w/ Ross Video Exclusive Roll Clip function.
 - Graphics System Control (RossTalk™).
 - Audio Mixer Control (Yamaha 01V96 & DM1000).
 - DashBoard LiveAssist intuitive network menu system.
 - Custom Control Macros.
 - MediaWipe™ Transitions.
 - Standard Mnemonics for Crosspoint Source & Keyer Source display.
- 24 Multi-Definition Serial Digital Inputs, Four (4) shared w/ HDMI/Analog Input processing with de-interlacing ability.
- One (1) Reference input w/ two (2) independently adjustable reference outputs.
- One (1) LTC BNC input for use w/ Ross Video Exclusive LiveEDL™.
- Two (2) Multi-Level Effects System (MLE).
- Four (4) Keyers with Luma/Linear/Chroma or DVE Keying abilities per M/E.
- Two (2) Floating UltraChrome™ Chroma Keyers w/ Super Fine Keying Quality.
- Four (4) Channel Animation Store w/ 8 GB of Memory & MediaManager WebUI.
- Format Scalar & Frame Sync on every input, Shared inputs support de-interlacing & I-P conversion.

Signature of Bidder: _____ Date: _____

Company Name: _____

- Eight (8) Channel Floating 2D DVE for 2D Picture in Picture Boxes or 2D DVE Transitions.
- One (1) Powerful Pattern Generator & One (1) Complex Wash Generator per M/E.
- Wipes & Masks with soft edge borders.
- Ten (10) Outputs: Eight (8) Assignable HD/SD-SDI, 1 PGM HD/SD-SDI, 1 PV HD/SD-SDI (MultiViewer Selectable on PV or Assignable Outputs.
- One Hundred (100) Event Memory System w/ MemoryAITM & Effects Dissolve Recall Modes.
- FlexiClean™ assignable Clean Feed output per MLE, available on Assignable Outputs.
- USB Media Drive for storing/loading of switcher configuration, memories, custom controls and media files.
- Thirty-four (34) GPIO connections each assignable to GPI or GPO function.
- Thirty-four (34) Tally connections.
- 2RU Chassis.
- Full 10-Bit Processing in both HD & SD modes.
- 4:3/16:9 Switchable.
- Substitution:** 30 meter Control Panel Cable
- Comprehensive System Operation and Engineering Manuals Disc.
- Full One (1) Year Transferrable Warranty.
- Lifetime Software Updated via Ross Video Website.

Redundent Power for Carbonite 2M Frame & Panel

Quantity = 1

State Brand & Item #: _____

Unit Price: _____

3G/HD/SD SDI to HDMI Converter

Quantity = 2

State Brand & Item #: _____

Unit Price: _____ Extended Price: _____

OG3-FR Frame for a Buck, with Cooling

Quantity = 1

State Brand & Item #: _____

Unit Price: _____

Signature of Bidder: _____ Date: _____

Company Name: _____

450 Watt Universal Power Supply for OG3 Frame

Quantity = 1

State Brand & Item #: _____

Unit Price: _____

Dual MD-SDI Eq Amp (143-1485 Mb/s), with 10-BNC R2-8205 Rear Module

Quantity = 2

State Brand & Item #: _____

Unit Price: _____ Extended Price: _____

Onsite Operational Training Day

For Section #1 Items Only

Unit Price: _____

Must contain the following:

- 1 day of onsite operational training, 4 weeks advance scheduling notice required.
- Training will be provided on our switcher at our site.
- Customer cancellation or rescheduling of onsite services w/o 7 calendar days advance notice will incur full invoice.

Onsite Operational Training, Additional Day

For Section #1 Items Only

Unit Price: _____

Must contain the following:

- 1 day of additional onsite training...requires CPS-TRAIN-1DAY ordered at the same time.
- other terms same as item #7 above

Signature of Bidder: _____ Date: _____

Company Name: _____

Section #2: HDTV Cameras

Hitachi Z-HD5000-FS1 Fiber Optic TV Studio Production Cameras with lens

Hitachi Brand or approved equal

Quantity = 3

State Brand & Item #: _____

Unit Price: _____ Extended Price: _____

Must contain the following:

- 1 million pixel CCD's, 900 lines of resolution, 1080i.
- 4 HD-SDI out; 2 SD-SDI out, return video, & prompter.
- Includes: Z-HD5000 Camera Head
- TA-Z3 Tripod Adapter Plate.
- CU-HD500 Fiber Optic Base Station 19' rack mount with SDI, HD-SDI, 4:3 & 16:9 out.
- RU-1000VR Remote Control Unit w/ 30-ft cable.
- CA-HF1000 Optical Fiber Camera Adapter.
- XA20s8.5 BRM Fujinon HDTV lens w/o extender.
- MS-01 Fujinon rear lens control kit.

200ft. Fiber Optic Camera Cables

Quantity = 3

State Brand & Item #: _____

Unit Price: _____ Extended Price: _____

Fiber Optic Cleaning Kit with 100 swabs & sleeve removal

Quantity = 1

State Brand & Item #: _____

Unit Price: _____

Camera Viewfinders for the Z-HD5000 TV Studio Cameras

(Substitution—VF-PBM207 with AT-90 for VF-HD500 with AT-500)

Quantity = 3

State Brand & Item #: _____

Unit Price: _____ Extended Price: _____

Signature of Bidder: _____ Date: _____

Company Name: _____

Triple Rack Mount for use with RU-1000VR with 2 blank panels

Quantity = 1

State Brand & Item #: _____

Unit Price: _____

Dynamic Headset Single-Muff with 5 pin XLR Connector

Quantity = 3

State Brand & Item #: _____

Unit Price: _____ Extended Price: _____

Section #3: Avid ISIS 5000 32TB Non-linear Video Editing Server

Avid ISIS 32TB System + Dell Force 10 S25N Switch

Avid Brand or approved equal

Quantity = 1

State Brand & Item #: _____

Unit Price: _____

Intel PRO/1000 PT Dual Port Server Adapters

Quantity = 5

State Brand & Item #: _____

Unit Price: _____ Extended Price: _____

Trade-In Value for existing Avid Unity MediaNetwork Engine (4TB)

Quantity = 1

Allowance Amount: _____

FREIGHT CHARGES Applicable to the Shipment: _____

GRAND TOTAL Including Trade-in Allowance: _____

SIUE reserves the right to award any or all of the items listed in this RFQ.

Signature of Bidder: _____ Date: _____

Company Name: _____

The Federal (Copeland) Anti-Kickback Act and Regulations:

The bidder shall comply with the Federal (Copeland) Anti-Kickback Act (18 USC Section 874 (2002); 40 USC Section 276c (2002) and Regulations of the Secretary of Labor (29 CFR, Part 3) which are herein incorporated by reference.

State Board of Elections:

State Board of Elections Certification Required by Public Act 95-971

Any firm or individual who wishes to submit a bid or proposal in response to this solicitation must make the certification below. If you do not make the certification below (and attach a copy of the certificate of registration from the State Board of Elections, if required), your bid or proposal cannot, by law, be accepted by the University.

Note:

If you do \$50,000 worth of business annually with the State of Illinois, including the state universities, you are required to register with the State Board of Elections and obtain from them a certificate confirming your registration. Responses to Invitations to Bid, Requests for Proposals, Requests for Information, and all other types of procurement solicitations are included in the calculation of this \$50,000 annual amount, whether you receive a resulting award or not. If you do less than \$50,000 worth of business annually, you may be exempt from the registration requirement.

Please refer to Public Act 95-971, which is available at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0971&GA=095>, and the State Board of Elections website (www.elections.il.gov) for more specific information on whether you are required to register or not.

Vendors Legal Authorization:

Vendors may qualify to submit bids to state universities of Illinois only if they are a legal entity authorized to do business in Illinois **prior to** submitting the bid. This applies to both in-state and out-of-state firms. Failure to provide the Certificate in Good Standing (or other qualifications as noted on the attached Vendor Legal Authorization Form) with your bid may result in your bid being considered as non-responsive. **Bidders must submit a true and correct copy substantiating legal registration (30 ILCS 500/1.15.80), according to the guidelines that are referenced on the Vendor Legal Authorization form. Specific information can be obtained from the Illinois Secretary of State.** First-tier subcontractors in which subcontracts exceed \$25,000 will be required to provide this same information to the awardee and to SIUE within 20 days of the award to the awardee of this bid.

Period of Firm Information:

Prices must be kept firm for at least 90 days after the last time specified for submission for RFQ. If the Respondent in the RFQ indicates no period, the price will be firm for 90 days and continued thereafter until written notice to the contrary is received from the Respondent, unless otherwise specified in this RFQ. Firm prices for period of less than 90 days may be considered non-responsive.

Right to Terminate:

This contract is subject to termination and cancellation by SIUE without any penalty with a 30-day written notice to the Contractor. In the event of termination, the Contractor shall be paid for services provided under this contract up to the effective date of termination. SIUE reserves the right to reject any and all proposals.

Illinois Department of Human Rights Number:

All responses require an Illinois Department of Human Rights (IDHR) number or a statement by the Respondent that a PC-1 Employer Report Form has been submitted to the Department prior to the opening of the RFQ for the Respondent to be eligible to offer a response on this RFQ. Contact the IDHR, Public Contracts Unit, Suite 5-100, 100 West Randolph Street, Chicago, Illinois 60601, (312) 814 2431 for more information.

NOTE: If you received your IDHR number prior to July 1, 1998, you may be required to apply for a new number. Contact the IDHR at the above location or see the following Web Site: <http://www.state.il.us/dhr/> or <http://www.state.il.us/cms/>.

Taxes:

Sales to the University, unless otherwise stated, are exempt from Illinois R.O.T. and Federal Taxes.

The University is an instrumentality of the State of Illinois, and as such it is exempt from Federal Income Tax under Sections 115 and 501(c)(3) of the Internal Revenue Code and is exempt from State of Illinois Income Tax in accordance with the Illinois Income Tax Act (35 ILCS 5/205).

However, the University is subject to Federal and State of Illinois Income Tax only if, and to the extent, it has unrelated business taxable income. In addition, the University is exempt from payment of state and local Retailers' Occupation Tax, state and local Service Occupation Tax, state Use Tax, and state Service Use Tax, as provided by Illinois law. Certificates of exemption will be provided upon written request.

Financial Disclosures/Conflict of Interest Forms and Subcontractor Reporting:

Section 20-120: All contracts/purchase orders shall state whether the services of a subcontractor will or may be used, including names and addresses of first-tier subcontractors in with contracts of \$25,000 or more and the expected amount of money each will receive. The awardee shall provide SIUE, who in turn will submit to the Chief Procurement Officer, a copy of any subcontracts within 20 days after the execution of the contract/purchase order or after execution of the subcontract, whichever is later. The awardee will notify SIUE and the Chief Procurement Officer promptly, if any time during the term of a contract the awardee add or changes any subcontractors. Subcontracts must include all the standard qualifications, certifications, representations and disclosures attachment as required under the Illinois Procurement Code. Awardee should copy these forms from this contract document and insure they are included and provided as part of all subcontracts.

Section 50-35 (a): All offers from responsive bidders with an annual value of more than \$25,000 and all subcontracts, copies of which must be provided by Section 20-120 of the Illinois Procurement Code, shall be accompanied by disclosure of the financial interests of the bidder and each first-tier subcontractor to be used. The financial disclosure form of each successful bidder and its subcontractors shall be incorporated as a material terms of the contract and shall become part of the publicly available contract or procurement file maintained by the appropriate chief procurement officer. Each disclosure under this Section and Section 50-34 shall be signed and made under penalty of perjury by an authorized officer or employee on behalf of the bidder or offeror, and must be filed with the Procurement Policy Board. All contractor and subcontractor disclosures will be filed as attachments to the award posting on the private side of the Illinois Higher Education Bulletin. These documents will not be available to the public.

General Requirements and Conditions:

This procurement will be in accordance with the Procurement Rules of the Chief Procurement Officer for Public Institutions of Higher Education, which have been adopted pursuant to the Illinois Procurement Code (30 ILCS 500) (1998). The issuance of this solicitation does not imply any commitment to purchase any products or services from any vendor.

Execution and Form of Contract:

Within ten (10) business days after the receipt of formal notice of a contract award, the successful Vendor shall enter into a written contract, prepared by the University and properly executed by its authorized representatives.

Insufficient or Non-Appropriation of Funds:

In the event that sufficient funds for this project are not appropriated, or are unavailable from other sources, the University reserves the right to cancel, without penalty, the initial contract award resulting from this request.

ENCLOSURES:

W-9 – to be returned with bid

Department of Human Rights Form – If applicable, mail to Chicago address on form

Contract Certifications and Conflicts Form – to be returned with bid

Financial Disclosures & Conflicts of Interest – to be returned with bid

Board of Elections Registration – Certificate must be returned with bid

Vendor Legal Authorization – Certificate must be returned with bid

Iran Statement – to be returned with bid

Disability Public Act 87-8701 Form – if applicable, return with bid

MAFBE (Minority and Female Business Enterprise) Form – informational

Manufactured in the United States form – to be returned with bid

Insurance Requirements (Certificate of Insurance to be returned with bid)

General Terms & Conditions – informational

Supplemental Terms & Conditions – informational

No Bid Reply Form – return only if not submitting a bid

(Signature for entire RFQ is on Page 13)

SIGNATURE

By signing this Quotation, the Respondent signifies agreement with and acceptance of all the terms, conditions and specifications shown in this RFQ signifies that this is an accurate or firm price for providing the requested products & services, and agrees to hold the prices firm as required in the RFQ. The Respondent signifies travel costs, if allowed in this RFQ, are an accurate estimate. The person signing below represents and warrants that he/she has authority to bind his/her company.

Please complete all the information requested below:

Company name: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

Signature: _____

Printed Name: _____

Title: _____

IDHR #: _____ IDHR Expiration Date: _____

Federal ID #: _____

Delivery: _____ days after receipt of order

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



State of Illinois
Illinois Department of Human Rights
Legal Division, Public Contracts Unit

Make payment to:
ILLINOIS DEPARTMENT OF HUMAN RIGHTS
MAIL TO: IDHR - FISCAL UNIT
100 W. RANDOLPH - SUITE 10-100
CHICAGO, ILLINOIS 60601
TELEPHONE: 312-814-2432 (TTY: 217-785-5125)
[Contact a Public Contracts Unit Representative](mailto:IDHR.PublicContracts@Illinois.gov)
IDHR.PublicContracts@Illinois.gov

IDHR EMPLOYER REPORT FORM (PC-1): FIRST TIME APPLICATION FOR AN IDHR NUMBER

Instructions: This form is to be used by entities applying for an IDHR number for the first time. IDHR Numbers expire five years after the date of issue, and may be renewed at that time for an additional \$75 fee. The information requested is necessary to accomplish the statutory purpose set forth in [775 ILCS 5/1-101 et seq.](#) Disclosure of this information is REQUIRED. Forms received with employment data omitted will not be processed. The gathering and retention of employee race/ethnicity and gender data is permitted by state and federal law so long as such data are kept separate from other personnel information and are not used for the purpose of committing unlawful discrimination. For administrative details, review [44 Ill. Admin. Code, Section 750.210\(a\)](#).

You must file an application if your company wants to be eligible to bid on state contracts and any one of the following applies:

- 1) your company employs 15 or more persons at the time of application for a public contract;
- 2) your company has employed 15 or more persons at any time during the 365 day period prior to the date of your applying for a public contract;
- 3) you are directed to file by a contracting agency of the State of Illinois, any political subdivision, or a municipal corporation.

A form is deemed filed when it is received by the IDHR Chicago office, PROPERLY completed, signed, and accompanied by a certified check, money order, or cashier's check for \$75 payable to the Illinois Department of Human Rights. No personal checks, business checks, or credit card numbers will be accepted. Any form without an approved form of payment will be returned unprocessed. This form must be filed prior to bid opening.

Sexual Harassment Policy: NO company without a sexual harassment policy will be issued an IDHR number. If your organization has no policy, and would like a model for creating one, please visit: http://www.state.il.us/dhr/Programs/dhr_pbsx.htm.

Federal Employer Identification Number (FEIN) must be provided.

If your entity has multiple locations that all have the same FEIN, you are only obligated to pay one fee (\$75) to receive an IDHR number for all locations having the same FEIN and wishing to be eligible to bid on business with the State of Illinois. The following form must be filled out for EACH location applying to do business with the State. [Click here to open additional blank copies of the following form.](#)

For definitions of "Employees", "Race or Ethnic Background" and "Job Category" or to review the Equal Employment Opportunity Clause, Requirements regarding Sexual Harassment Policies, or applicable regulations regarding the Discriminatory Club Act, [Click Here](#).



State of Illinois
 Illinois Department of Human Rights
 Legal Division, Public Contracts Unit
First Time Application

Make Payment (\$75 Certified Check, Cashier's Check, or Money Order) to:
 ILLINOIS DEPARTMENT OF HUMAN RIGHTS
and mail to:
 IDHR - FISCAL UNIT
 100 W. RANDOLPH - SUITE 10-100
 CHICAGO, ILLINOIS 60601

Name of Applying Company: _____ FEIN: _____

Address: _____

City: _____ State: _____ ZIP: _____ County: _____ Country: _____

Contact Name: _____ Phone: _____ Email: _____
 Individual or sole proprietor Corporation - not for profit
 Partnership Government entity
 Corporation - for profit Educational institution

JOB CATEGORIES	WHITE (Not of Hispanic Origin)		BLACK OR AFRICAN-AMERICAN (Not of Hispanic Origin)		HISPANIC OR LATINO		ASIAN OR PACIFIC ISLANDER		AMERICAN INDIAN OR ALASKAN NATIVE		OVERALL TOTALS	
	M	F	M	F	M	F	M	F	M	F	M	F
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												

M = MALE COLUMN L IS SUM OF ROWS B, D, F, H, AND J.
F = FEMALE COLUMN M IS SUM OF ROWS C, E, G, I, AND K.
Sole proprietorship: one employee and that same employee is the owner; must fill in the above chart for the one person.

DATE OF ABOVE DATA:
 NOTE: ANSWER EACH QUESTION BELOW WITH INFORMATION PERTAINING TO THE WORK FORCE REPORTED ABOVE.

Describe the goods or services produced at or provided by the employer.

Identify the geographical area from which the company draws its employees. Use city, county, metropolitan statistical area, or distance from location.

What is the maximum number of employees working for the company during a 12-month period?	
What is the average number of persons employed by the company on a year-round basis?	
How many disabled persons are employed by the company?	
	Yes No
Is the employer a federal contractor pursuant to federal executive order 11246 ?	<input type="checkbox"/> <input type="checkbox"/>
Does the company normally hire additional employees to perform contract work?	<input type="checkbox"/> <input type="checkbox"/>
Is the company minority owned?	<input type="checkbox"/> <input type="checkbox"/>
Is the company female owned?	<input type="checkbox"/> <input type="checkbox"/>
Does the company have a current written affirmative-action plan?	<input type="checkbox"/> <input type="checkbox"/>
Does the company have a current written sexual harassment policy?	<input type="checkbox"/> <input type="checkbox"/>
Within the past three years, has the company been declared ineligible for any public contract based on a finding of employment discrimination? If yes, attach a separate sheet fully explaining the situation.	<input type="checkbox"/> <input type="checkbox"/>
Is this form for a location which shares a FEIN with another location that is already registered with IDHR?	<input type="checkbox"/> <input type="checkbox"/>

I certify that the information provided in this report, and in any attachments thereto, is true and accurate to the best of my knowledge and belief. The employer filing this report agrees to conform with the requirements set forth in the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and the rules and regulations of the Department of Human Rights. I am authorized to sign this form on behalf of the employer.

SIGNATURE _____ DATE _____

TYPED NAME AND TITLE _____ TELEPHONE _____ EMAIL _____

CONTRACT CERTIFICATIONS AND CONFLICTS

TRANSACTION #: _____

By executing this Contract Vendor makes the following certifications and acknowledges that this Contract may be declared void if any certification is false:

1. Equal Employment Opportunity. The Vendor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 ILCS 5), the U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act, and the rules applicable to each. The equal opportunity clause of Section 2-105 of the Illinois Human Rights Act is incorporated herein. The Vendor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60). The Vendor agrees to incorporate this clause into all subcontracts under this Contract.
2. Educational Loan Default; Debt Delinquency. If the Vendor is an individual, he/she is not in default on an educational loan funded by the State of Illinois (5 ILCS 385/3). Neither Vendor nor any affiliate is delinquent in the payment of any debt to the State of Illinois as defined by the Debt Collection Board (30 ILCS 500/50-11).
3. Criminal Convictions. Vendor has not been barred from contracting as a result of conviction of any of the following crimes: bid-rigging or bid rotating under 720 ILCS 5/33E or a similar law of another state; bribery or attempted bribery of an officer or employee of the State of Illinois or any other state (30 ILCS 500/50-5(a)); felony committed by any officer, director, partner or other managerial agent of Vendor under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 where conviction occurred within 5 years of date of Contract (30 ILCS 500/50-10.5); any other felony where sentence was completed less than 5 years prior to date of Contract (30 ILCS 500/50-10).
4. Inducement to Refrain from Bidding. Vendor has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has Vendor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).
5. Employment of Former State Officers or Employees. Vendor is not in violation of the "Revolving Door" prohibitions of the Illinois Procurement Code (30 ILCS 500/50-30) and the State Officials and Employees Ethics Act (5 ILCS 430/5-45).
6. Membership in Discriminatory Clubs. Vendor does not pay dues to, or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club" (775 ILCS 25/2).
7. Certain Service Contracts (does NOT apply to contracts for professional or artistic services). If this is a service contract as defined in 30 ILCS 500/25-80, Vendor (i) will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the Contract, and (ii) shall offer employment to all employees currently employed in any existing bargaining unit performing substantially similar work that will be performed under this Contract. This certification does not apply to heating and air-conditioning, plumbing, and electrical service contracts. If this Contract includes janitorial, window cleaning, building and grounds, site technical, natural resource, security, or food services amounting to \$2,000 or more (or \$200 or more per month), Vendor shall pay its employees who are to provide the services the prevailing wage rate and provide working conditions no less favorable than those prevalent in the locality where the Contract is to be performed (30 ILCS 500/25-60).
8. Printing Services. If this Contract includes printing services in any amount, Vendor shall pay its employees who are to provide the printing services the prevailing wage rate and provide working conditions no less favorable than those prevalent in the locality where the Contract is to be performed (30 ILCS 500/25-60). Unless otherwise indicated in the Contract documentation, any printing services provided shall be made using soybean oil-based ink (30 ILCS 500/45-15).
9. Prohibited Sources of Labor. No foreign made equipment, materials, or supplies to be furnished to the University under the Contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (30 ILCS 583/10) or by the labor of any child under the age of 12 (30 ILCS 584/10).
10. International Boycott (applies to contracts which exceed \$10,000). Neither Vendor nor any affiliate is participating in or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce (30 ILCS 582/5).
11. Steel Products. If steel products to be used or supplied for the "construction, reconstruction, alteration, repair, improvement or maintenance" of a public work are being provided under this Contract, such steel products shall be manufactured or produced in the United States, unless the President of the University grants an exception (30 ILCS 565).

12. Lead Poisoning Prevention Act (410 ILCS 45). If Vendor is the owner of residential buildings in Illinois, Vendor has not committed a willful or knowing violation of the Lead Poisoning Prevention Act (30 ILCS 500/50-14.5).
13. Collection of Illinois Use Tax. Neither Vendor nor any affiliate has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois (30 ILCS 500/50-12).
14. EPA Violation. Vendor has not been found by a court or the Illinois Pollution Control Board to have committed a willful or knowing violation of the Illinois Environmental Protection Act within 5 years of date of Contract (30 ILCS 500/50-14).
15. Drug Free Workplace (applies to contracts which exceed \$5,000). If Vendor employs 25 or more employees, Vendor will provide a drug free workplace in accordance with the requirements of the Illinois Drug-Free Workplace Act; if Vendor is an individual, Vendor will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the performance of the Contract (30 ILCS 580).
16. State Board of Elections Registration. Vendor is either (1) not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Procurement Code; or (2) has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration (30 ILCS 500/20-160).
17. Legal Entity Authorized to Do Business in Illinois (does not apply to Vendors who are sole proprietors). Vendor is an existing legal entity authorized to do business in Illinois (30 ILCS 500/20-43).
18. Conflict of Interest. Vendor is under no legal prohibition on contracting with the State of Illinois and has no known conflicts of interest. In addition, Vendor has disclosed, if required, on forms provided by the University, and agrees it is under a continuing obligation to disclose to the University, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or that would prohibit Vendor from having or continuing the Contract.
19. Taxpayer ID. The Federal Tax Payer Identification Number (FEIN) and legal status information provided by Vendor to the University in University's vendor registration process is true and correct.
20. Audits. As required by 30 ILCS 500/20-65, Vendor (and any subcontractors) agrees to maintain books and records related to the performance of the Contract and necessary to support amounts charged to the University under the Contract for a minimum of three (3) years from the last action on the Contract. Vendor further agrees to cooperate fully with any audit and to make the books and records available to the Auditor General, the Chief Procurement Officer, or the University. If the Contract is federally funded, the books and records shall also be made available to the Comptroller General of the U.S. and the funding agency Inspector General.
21. Medicare/Medicaid and Other Federal Debarments. Neither Vendor nor any of its employees or subcontractors who may provide services pursuant to this Contract is currently subject of an investigation or proceeding to exclude it as a provider under Medicare or Medicaid or under any other federal or state health care program or under any third party insurance program, nor is it currently excluded or debarred from submitting claims to Medicare or Medicaid or to any other federal or state health care program or to any third party insurer. Vendor represents and warrants it has checked the U.S. General Service Administration's (GSA) Excluded Party Listing System (EPLS), which lists parties excluded from federal procurement and non-procurement programs. The EPLS website includes GSA/EPLS, the U.S. Department of Health and Human Services (HHS) Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE), and the Department of Treasury's (Treasury) Specially Designated Nationals (SDN) list. Vendor further represents and warrants it has checked the Illinois Department of Public Aid (IDPA) OIG Provider Sanctions list of individuals and entities excluded from state procurement with respect to Vendor's employees and agents. See the following websites: <http://epls.arnet.gov> and <http://www.state.il.us/agency/oig/search.asp>. University will terminate Contract without penalty to University if Vendor becomes excluded during the life of this Contract.
22. Medical Goods and Services. If medical goods and services are to be provided to the University under this Contract, such goods and services will be provided in accordance with all applicable legal requirements, including the laws at issue under the Public Law No. 109-171 - Deficit Reduction Act of 2005 (DRA) with respect to the establishment and dissemination of written policies for detecting and preventing waste, fraud and abuse as addressed in the University policies and code of conduct.
23. IITAA Compliance (applies only to information technology contracts). Vendor acknowledges that all information technology, including electronic information, software, systems and equipment, developed or provided under this Contract must be accessible to individuals with disabilities to the greatest extent possible, in accordance with the Illinois Information Technology Accessibility Act Standards published at www.dhs.state.il.us/iitaa (30 ILCS 587).
24. **This applies to chartered bus contracts and is otherwise not applicable.** The Contractor certifies that it is in compliance with the Illinois Vehicle Code and that Contractor and all drivers of vehicles that will be provided under this contract are in compliance with the Uniform Commercial Driver's License Act, 625 ILCS 5/6-500.

Business Enterprise Program for Minorities, Females and Persons With Disabilities: In order to promote the development and use of minority-owned businesses or services, Southern Illinois University, as an Illinois public university, is required to participate in the State of Illinois' Business Enterprise Program (BEP) for minorities, females, and persons with disabilities by Public Act 88-597 (30 ILCS 575/0.01, et seq.). This Act requires that each State of Illinois public university annually report its utilization of businesses owned by minorities, females and persons with disabilities. The completion of this section will play an important role in our University's goal to obtain goods and services from qualifying individuals or businesses.

PLEASE SELECT THE APPROPRIATE BOXES:

If an individual: Female Male

If a company: Female Owned (must own 51% or more) Not Applicable

Select appropriate category: African American Alaskan American Asian American Caucasian
 Hispanic Native American Decline to Answer

If disabled, please check: Person with Disability

All subcontracts of \$50,000 or more issued by Vendor under this Contract must include these Certifications, and, if applicable, the Financial Disclosures and Conflicts of Interest Form.

If this is a multi-year contract, including the initial term and all optional renewals, Vendor and all subcontractors shall reconfirm compliance with the above certifications by July 1 of each year that this Contract remains in effect.

FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

Financial Disclosures and Conflicts of Interest forms ("forms") must be accurately completed and submitted by the vendor, any parent entity(ies) and any subcontractors. There are nine steps to this form and each must be completed as instructed in the step heading, unless otherwise provided. A bid, offer, or proposal that does not include this form shall be considered not responsive. The University will consider this form when evaluating the bid, offer, or proposal or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the previously submitted form is no longer accurate, disclosing entities must provide an updated form.

Separate forms are required for the vendor, any parent entity(ies) and any subcontractors.

This disclosure is submitted for (check one):

- Vendor
- Vendor's Parent Entity(ies) (100% ownership)
- Subcontractor(s) >\$50,000
- Subcontractor's Parent Entity(ies) > \$50,000

Project Name and Reference #: _____

Vendor Name: _____

Doing Business As (DBA): _____

Parent Entity: _____

Subcontractor: _____

Instrument of Ownership or Beneficial Interest (check one):

- Sole Proprietorship
- Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation)
- Limited Liability Company Membership Agreement (Series LLC, Low-Profit Limited Liability Partnership)
- Partnership Agreement (General Partnership, Limited Partnership, Limited Liability Partnership, Limited Liability Limited Partnership)
- Not-for-Profit
- Trust Agreement (Beneficiary)
- Other

If you selected Other, please describe: _____.

STEP 1

SUPPORTING DOCUMENTATION SUBMITTAL

(All vendors complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

You must select one of the six options below and select the documentation you are submitting. You must provide the documentation the applicable section requires with this form.

Option 1 – Publicly Traded Entities

1.A. Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

1.B. Attach a copy of the Federal 10-K, and I will skip to Step 3.

Option 2 – Privately Held Entities with more than 200 Shareholders

2.A. Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

2.B. Complete Step 2, Option A each qualifying individual or entity holding any ownership share in excess of 5% and will attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.

Option 3 – All other Privately Held Entities, not including Sole Proprietorships

3.A. Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

Option 4 – Foreign Entities

4.A. Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

4.B. Attach a copy of the Securities Exchange Commission Form 20-F or 40-F, and I will skip to Step 3.

Option 5 – Not-for-Profit Entities

Complete Step 2, Option B.

Option 6 – Sole Proprietorships

Skip to Step 3.

STEP 2

DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS

(All vendors, except sole proprietorships, must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Complete either Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

OPTION A – Ownership Share and Distributive Income

Ownership Share – If you selected Option 1.A., 2.A., 2.B., 3.A. or 4A. in Step 1, provide the name and address of each individual and entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE - X			
Name	Address	% of Ownership	\$ Value of Ownership

Distributive Income – If you selected Option 1.A., 2.A., 3.A., or 4A. in Step 1, provide the name and address of each individual and their percentage of the disclosing vendor’s total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE - Y			
Name	Address	% of Distributive Income	\$ Value of Distributive Income

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than \$106,447.20.
 Yes No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 or greater than 5% of the total distributive income of the disclosing entity. Yes No

OPTION B – Disclosure of Board of Directors (Not-for-Profits)

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

Name	Address

STEP 3

DISCLOSURE OF LOBBYIST OR AGENT

(Complete only if bid, offer, or contract has an annual value over \$25,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Yes No. Is your company represented by or do you employ a lobbyist or other agent required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or other agent who is not identified through Step 2, Option A above and who has communicated, is communicating, or may communicate with any University officer or employee concerning the bid or offer? If yes, please identify each lobbyist and agent, including the name and address below.

Name	Address	Relationship to Disclosing Entity

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain a State/University contract: _____

STEP 4

PROHIBITED CONFLICTS OF INTEREST

(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: _____

1. Do you hold or are you the spouse or minor child of any person who holds an elective office in the State of Illinois or hold a seat in the General Assembly? Yes No
2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% (\$106,447.20) of the salary of the Governor? Yes No
3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority? Yes No
4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor? Yes No
5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$177,412.00)? Yes No
6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% (\$354,824.00) in the aggregate of the vendor's distributable income or an amount of distributable income in excess of two times the salary of the Governor? Yes No

STEP 5

POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS

(Complete only if bid, offer, or contract has an annual value over \$25,000)

(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Step 5 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above.

Please provide the name of the person for which responses are provided: _____

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services? Yes No
2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years? Yes No
3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois? Yes No
4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years? Yes No
5. Do you hold or have you held in the previous 3 years any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that? Yes No
6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years? Yes No
7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government? Yes No
8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist? Yes No
9. Do you currently have or in the previous 3 years had compensated employment by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections? Yes No
10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections? Yes No

STEP 6

EXPLANATION OF AFFIRMATIVE RESPONSES

(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

If you answered "Yes" in Step 4 or Step 5, please provide on an additional page a detailed explanation that includes, but is not limited to the name, salary, State agency or university, and position title of each individual.

STEP 7

**POTENTIAL CONFLICTS OF INTEREST
RELATING TO DEBARMENT & LEGAL PROCEEDINGS**

(Complete only if bid, offer, or contract has an annual value over \$25,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

This step must be completed for each person disclosed through Step 2, Option A and Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: _____

- 1. Within the previous ten years, have you had debarment from contracting with any governmental entity? Yes No
- 2. Within the previous ten years, have you had any professional licensure discipline? Yes No
- 3. Within the previous ten years, have you had any bankruptcies? Yes No
- 4. Within the previous ten years, have you had any adverse civil judgments and administrative findings? Yes No
- 5. Within the previous ten years, have you had any criminal felony convictions? Yes No

If you answered "Yes", please provide a detailed explanation that includes, but is not limited to the name, State agency or university, and position title of each individual and descriptive information regarding the nature of the debarment and/or legal proceeding.

STEP 8

DISCLOSURE OF CURRENT AND PENDING CONTRACTS

(Complete only if bid, offer, or contract has an annual value over \$25,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

If you selected Option 1, 2, 3, 4 or 6 in Step 1, do you have any contracts, pending contracts, bids, proposals, or other ongoing procurement relationships with State of Illinois agencies or universities? Yes No

If "Yes", please specify below. Attach an additional page in the same format as provided below, if desired.

Agency/University	Project Title	Status	Value	Contract Reference/P.O./ Bulletin #

Please explain the procurement relationship: _____

STEP 9

SIGN THE DISCLOSURE

(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

This disclosure is signed and made under penalty of perjury by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: _____

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Phone Number: _____

Email Address: _____

NEW STATE OF ILLINOIS REQUIREMENT FOR ALL BIDDERS

Please Read Carefully Before Responding.

Compliance with Public Act 095-0971 (Registration with State Board of Elections)

If you have not already reviewed Public Act 095-0971, which went into effect on January 1, 2009, we strongly recommend that you do so immediately. The Act is available at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0971>.

The Act was amended by P.A. 095-1038 effective March 11, 2009, and the amendment is available at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-1038>.

If you wish to submit a bid or proposal in response to this solicitation you must certify your compliance with the registration requirements of the Act by checking the appropriate box on the form below. Furthermore, if you are required to register with the State Board of Elections, you must also provide a copy of your certificate of registration with your bid or proposal.

If you do not certify your compliance with the Act and provide a copy of the registration certificate issued to you by the State Board of Elections if you are required to register, your bid or proposal cannot be accepted by the University. You must be registered with the Board of Elections prior to bid opening. THERE IS NO GRACE PERIOD ALLOWING FOR REGISTRATION WITH THE BOARD OF ELECTIONS AFTER BID OPENING.

Vendor Certification of Compliance with Public Act 095-0971 (Registration with State Board of Elections)

Please read all of the following explanatory notes before completing the certification:

- If you are a for-profit vendor submitting a bid or proposal exceeding \$50,000, you must check Box #2, register with the State Board of Elections, AND SUBMIT A COPY OF THE REGISTRATION CERTIFICATE ISSUED TO YOU BY THE BOARD OF ELECTIONS WITH YOUR BID OR PROPOSAL.
- If you are a for-profit vendor submitting a bid or proposal for less than \$50,000 but the annual total value of all of your contracts and offers with all State agencies (including all current State contracts, the bid or proposal you are submitting, any other pending offers, and offers you previously submitted this year where you were not awarded a contract) exceeds \$50,000, you must check Box #2, register with the State Board of Elections, AND SUBMIT A COPY OF THE REGISTRATION CERTIFICATE ISSUED TO YOU BY THE BOARD OF ELECTIONS WITH YOUR BID OR PROPOSAL.
- If you are a for-profit vendor submitting a bid or proposal for less than \$50,000, and the annual total value of all of your contracts and offers with all State agencies is also less than \$50,000, you may check Box #1 indicating that you are not required to register.
- If you are a not-for-profit organization or governmental entity, you may check Box #1 indicating that you are not required to register regardless of the amount of your bid or proposal or the annual total value of all of your contracts and offers with all State agencies.
- There are no exceptions to the registration requirements for out-of-state or non-U.S. vendors.

Certify your compliance with the Act by checking the appropriate box. If you fail to check any box, the University cannot accept your bid or proposal.

1. **The bidder/proposer certifies that they are not required to register as a business entity with the State Board of Elections pursuant to the Procurement Code (30 ILCS 500/20-160).** Further, the bidder/proposer acknowledges that all contracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

(or)

2. **The bidder/proposer certifies that they have registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to the Procurement Code (30 ILCS 500/20-160).** Further, the bidder/proposer acknowledges that all contracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

If you need to register with the State Board of Elections, please visit its website for specific information on the registration process: <https://BEREP.elections.il.gov>.

ATTACH BOARD OF ELECTIONS REGISTRATION CERTIFICATE TO THIS PAGE.

If you are not required to register, check here

Vendors Legal Authorization: Vendors may qualify to submit bids to state universities of Illinois only if they are a legal entity authorized to do business in Illinois **prior to** submitting the bid. This applies to both in-state and out-of-state firms. Failure to provide the Certificate in Good Standing (or other qualifications as noted on the attached Vendor Legal Authorization Form) with your bid may result in your bid being considered as non-responsive. **Bidders must submit a true and correct copy substantiating legal registration (30 ILCS 500/1.15.80), according to the guidelines that are referenced on the Vendor Legal Authorization form. Specific information can be obtained from the Illinois Secretary of State.** First-tier subcontractors in which subcontracts exceed \$25,000 will be required to provide this same information to the awardee and to SIUE within 20 days of the award to the awardee of this bid.

Disclosure of Business in Iran

You must respond to the following request for information. Failure to respond will disqualify your firm from consideration in this solicitation.

Does the following information apply to your firm? You must affix your signature below indicating whether the information does or does not apply to your firm.

Within the 24 months before submission of the bid, offer, or proposal the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, has had business operations that involved contracts with or provision of supplies or services to

- (a) the Government of Iran;
- (b) companies in which the Government of Iran has any direct or indirect equity share;
- (c) consortiums or projects commissioned by the Government of Iran; or
- (d) companies involved in consortiums or projects commissioned by the Government of Iran;

AND

(1) more than 10% of the company's revenues produced in, or assets located in, Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in, or assets located in, Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and the company has failed to take substantial action;

OR

(2) the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

NO, the above information does NOT apply to our firm.

Signature

YES, the above information DOES apply to our firm. We understand that the University is required to notify the State Comptroller of this disclosure.

Signature

EFFECTIVE JANUARY 1, 1992, PUBLIC ACT 87-701 ALLOWS FOR BUSINESSES OWNED AND OPERATED BY A PERSON WITH DISABILITY TO PARTICIPATE IN A PREFERENTIAL PROCUREMENT PROGRAM FOR STATE GOVERNMENTAL CONTRACTS.

IF YOU WISH TO APPLY UNDER THIS CATEGORY, COMPLETE THE QUESTIONS IN SECTION E.

- E. “BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY” means a business concern of which at least 51 percentum is owned by one or more persons with a disability, or in the case of corporation, one in which at least 51 percent of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code of 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

PERSON WITH A DISABILITY shall mean a person who is a citizen or lawful permanent resident of the United States and who has a medically diagnosed, severe physical or mental disability that results from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiphegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end state renal failure disease;

and

substantially limits at least one of the major life activities such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance or work skills in terms of employability;

or

any other disability or combination of disabilities which is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed above. {language as specified in P.Act 87-701, Section 2.1, (a) and (b)}.

UNDER THIS DEFINITION, THIS FIRM IS: (CHECK WHERE APPROPRIATE)

- A business owned and operated by a person(s) with a disability(s).

IF CHECKED, CONTINUE TO RESPOND, AS APPROPRIATE, TO THE FOLLOWING DOCUMENTATION:

- Owner(s) has been or currently is a Department of Rehabilitation Services client in the Vocational Rehabilitation Program.

IF CHECKED, DO NOT PROCEED.

IF NOT CHECKED, FOR EACH OWNER WITH A DISABILITY, THE DOCUMENTATION LISTED BELOW MUST be obtained from a licensed medical physician which addresses the definition of "disability".

OWNER'S FULL NAME _____
Disability (1) _____
(2) _____
(3) _____

FUNCTIONAL LIMITATION
CHECK ALL APPROPRIATE

- Mobility
 Communication
 Self-Care
 Self-Direction
 Interpersonal Skills
 Work Tolerance
 Work Skills
 Other _____

SIGNATURE OF CERTIFYING PHYSICIAN

PROFESSIONAL MEDICAL LICENSE NUMBER

STATE

UNIVERSITY'S GOALS FOR CONTRACTING WITH MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES

In support of the Business Enterprise for Minority, Female and Persons with Disabilities Act (MAFBE; 30 ILCS 575 et seq., as amended) the University has established the goal of 20% of its contracts to be awarded to minority (11%), female (7%), and disabled (2%) businesses. University encourages minority, female and disabled business enterprises to compete for and participate in University contracts. The goals can be met by means of contracts let directly to minority, female and disabled business firms by University, or indirectly by Proposer's ordering goods or services from minority, female and disabled firms when suppliers or subcontractors are needed to fulfill the Contract.

Information about Proposer's MAFBE status must be included in Bidder's Application Form as part of the submission. Proposer, if awarded a Contract, agrees to notify Southern Illinois University Edwardsville of changes of its status as a minority, female or disabled business enterprise within fifteen (15) business days of the occurrence of such a change.

Proposer agrees to identify minority, female and disabled business firms providing the Proposer with goods or services in the fulfillment of the Contract requirements, and further agrees to report, upon request by the University, the dollar value of purchases made with these firms. Upon request, University will provide a list of certified minority, female and disabled business firms that may be contacted.

If the Proposer's firm is not owned by a minority, a female, or disabled person and the Proposer intends to use such a firm to provide supplies or subcontracting services, include a plan to order supplies or subcontract for services with such firms. The plan should indicate the estimated value as a percentage of the total Pricing Proposal. The plan should also indicate the names of the minority, female and disabled businesses that will be used, the type of certification they have, and the agency certifying their status.

Please check the statement below that applies to the articles you are offering in this bid/proposal.
For the purposes of this question "manufactured in the United States" means in the case of assembled articles that final assembly occurred in the United States.

- We certify that all offered articles were/ will be manufactured in the United States.
We understand that, if we are awarded a contract based on a preference for US manufactured goods under the Procurement of Domestic Products Act (PA 93-0954), this certification will become part of the contract, and, if we knowingly supply non-US manufactured goods, we will be subject to penalties that include debarment for 5 years, voiding of the contract, and civil damages.
- We are unable to certify that all offered articles were/ will be manufactured in the United States.

INSURANCE REQUIREMENTS

Contractor/Consultant shall procure and maintain during the term of this Contract insurance coverage as listed below. The insurance companies providing coverage must have a B+:VI or better rating in the current edition of Best's Key Rating Guide. Contractor/Consultant shall maintain such insurance for the duration of the contract. If a policy required under this section is written on a claims-made basis and that policy is replaced or renewed, any retroactive date must coincide with, or precede commencement of services by Contractor/Consultant or sub-Contractor/Consultant under this Contract. A claims-made policy that is replaced or not renewed must have an extended reporting period of not less than two (2) years.

A.	Worker's Compensation and Occupational Diseases	Illinois Statutory Limits
	Employer's Liability	\$500,000 per occurrence
B.	Commercial General Liability	\$1,000,000 per occurrence
	General Aggregate	\$3,000,000
C.	Commercial Auto Liability (including owned, hired and non-owned endorsement)	
	Combined Single Limit	\$1,000,000 per occurrence
	or	
	Bodily Injury	\$1,000,000 per occurrence
	Property Damage	\$ 500,000 per occurrence
D.	Professional Liability	\$1,000,000 per occurrence
	General Aggregate	\$3,000,000

Umbrella liability insurance may be used to meet the general liability coverage limit requirements.

Sub-Contractors must comply with the same insurance coverage requirements Contractor/Consultant. Sub-Contractor shall submit the required Certificate of Insurance through the Contractor/Consultant.

The Board of Trustees of Southern Illinois University shall be named as additional insured for general liability coverage. The following wording shall appear on any Certificate of Insurance provided: "The Board of Trustees of Southern Illinois University is an additional insured for any liability arising from the activities of the Contractor/Consultant and/or sub-contractors performing work on behalf of the Contractor/Consultant." Contractor/Consultant shall furnish all original Certificate(s) of Insurance evidencing the required coverage to be in force on the date of this contract no less than three business days prior to the event. The receipt of any certificate does not constitute an agreement by the University that insurance requirements have been met. Failure of the University to obtain certificates or other insurance evidence from the vendor shall not be deemed a waiver by the University.

SOUTHERN ILLINOIS UNIVERSITY - EDWARDSVILLE

GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions will apply **UNLESS OTHERWISE SPECIFIED IN THE BID PROPOSAL.**

1. This transaction is subject to Regulations Governing Procurement and Bidding at State Systems Universities in Illinois adopted pursuant to Illinois Procurement Code.
2. TAXES: The University is exempted by the Illinois Use Tax Act (35 ILCS 105/3-5) from paying any of the taxes imposed by the Act, and sales to the University are exempt by the Illinois Retailer's Occupation Tax Act (35ILCS 120/2-5) from any of the taxes imposed by that Act. The University is exempt from Federal Excise Tax and an exemption certificate will be provided upon request.
3. Bid proposals shall be executed and submitted on the form/s provided by the Director of Purchases of Southern Illinois University at Edwardsville. Only the Proposal Sheet's and attachments or brochures (if any) are to be returned. The sealed bid (proposal) shall be delivered to the Office of the Director of Purchases of Southern Illinois University Edwardsville, Box 1012, Edwardsville, IL 62026. The Purchasing Office is located in the Supporting Services Building on the Edwardsville Campus.
4. Bid proposals may be either delivered by hand, or sent through U.S. Mail to the address shown above. In either event, bidders remain responsible for insuring that bids are actually received at the time, date, place and office required.
5. Bidders may withdraw, change, or modify proposals at any time prior to the time and date of official opening. No oral (only written, telegraphic, or other electronically transmitted hard copy modifications) to the proposal will be considered. All such transmittals shall be confirmed in writing (signed by an authorized representative) and postmarked no later than the date of the bid opening.
6. The Director of Purchases of the University reserves the right to reject any and all bids or any part thereof, to waive informalities, and to accept the bid deemed most favorable to the University.
7. Unit and total price for each line item must be clearly shown. In the event of a discrepancy, the unit price shall govern unless otherwise expressly stated in the bid proposal.

8. Packing, deposits, and other costs, including transportation costs will not be allowed in billing unless specifically stated in your bid proposal.
9. Time is of essence; therefore, accurate delivery schedules may be considered in making an award.
10. No person shall be eligible to be awarded a contract subject to the competitive bidding requirements of the Illinois Procurement Code, unless such person, is prequalified by the Commission or is not subject to a current order of non-compliance and has prior to bid opening, filed with the Illinois Department of Human Rights, 100 West Randolph, Room 10-100, Chicago, IL 60601, a completed and sworn Employer Report Form (Form PC-1).
11. Illinois State Board of Elections
Effective January 1, 2009 - New Vendor Requirements: Public Act 095-0971 requires vendors who wish to bid on State of Illinois contracts to register with the Illinois State Board of Elections. The Act applies to all for-profit vendors, including out-of-state and non-U.S. vendors. Vendors that are not in compliance with the Act cannot be awarded contracts by the state universities. Vendors who registered with the Illinois State Board of Elections by mail or e-mail prior to August 1, 2009 should have re-registered online by September 30, 2009 at <https://BEREP.elections.il.gov>.
12. A Foreign Corporation is responsible for obtaining A CERTIFICATE OF AUTHORITY to transact business in the State of Illinois. A Foreign Corporation is a corporation organized under the laws of the state or country other than Illinois. Contact: Secretary of State, (217) 782-6961.
13. Prompt payment discounts involving periods of less than 30 days will not be considered for bid evaluation purposes. However, applicable discounts will be taken if processed within the stated time limit.
14. Approximately 30 days are likely to elapse between an awardee's submission of a bill and payment thereof.
15. If any one or more specifications is deemed by the bidder to be unnecessarily restrictive in nature, consideration will be given to changing same if the buyer is so advised a minimum of five (5) days before the bid opening. Any verbal notification is to be confirmed immediately in writing to all bidders.

16. Subcontracting of Services

The services provided for herein shall be performed by Vendor, and not person other than Vendor shall be engaged in such services. In the event the Vendor requires the service of other vendors, an amendment to this purchase order stating the name, taxpayer identification number, addresses, and anticipated amounts to be paid to said additional vendors shall be required. This provision shall not apply to secretarial and clerical services needed by vendor to assist in the performance of this order. Vendor shall not hire University's employees to perform any portion of the work or services provided for herein, including clerical, secretarial and similar incidental services, except upon the written approval of the University.

17. Conflict of Interest

Vendor affirms, that to the best of his/her knowledge, there exist no actual or potential conflict between vendor's family, business, or financial interest and his/her services under this order. He/She further affirms that he/she is not an SIUE officer or employee of the spouse thereof.

18. Vendor as Independent Contract

Vendor will not be considered to be an agent or employee of the University for any purpose.

19. Illinois Campus Security Enhancement Act of 2008

The Illinois General Assembly has recently adopted new statutory requirements affecting all institutions of higher education in the State of Illinois relating to campus violence prevention. Specifically, the Illinois Campus Security Enhancement Act of 2008 mandates all institutions of higher education to create a campus violence prevention plan and training program. In response to this statutory mandate, Southern Illinois University Edwardsville ("University") has developed a campus violence prevention plan which sets forth violence prevention strategies, measures, policies and programs for the purpose of preventing violence and enhancing safety on campus. This plan incorporates the statutory requirements which include the plan itself, the formation of a violence prevention committee and training/notification procedures for the campus community.

SUPPLEMENTAL GENERAL TERMS AND CONDITIONS FOR EQUIPMENT

The following Supplemental General Terms and Conditions will apply UNLESS OTHERWISE SPECIFIED IN THE BID PROPOSAL.

1. Workmanship, quality, and performance to be equal to or better than that of the brand/s herein specified.
2. The brand/s and specifications herein are not intended to limit competition, merely to set a standard.
3. The award will be made considering price, responsibility and capability of the bidder, availability of funds, anticipated cost of future maintenance, availability of parts, and other relevant factors; provided the bid meets the specifications and requirements of the bid information.
4. For quotations on equipment other than that specified herein (alternates) the bidder MUST include complete specifications and brochures and must also give a STATEMENT AS TO ANY DEVIATIONS FROM THAT SPECIFIED. Alternates, which are recognized by the industry to be of equal workmanship, quality, and performance, will be considered.
5. If any one or more specification is deemed by the bidder to be unnecessary restrictive in nature, consideration will be given to changing same, if the buyer is so advised a minimum of 5 days before the bid opening. Any verbal notification is to be confirmed immediately in writing to all bidders.
6. Bid to be accompanied by a statement regarding the warranty, and/or guarantee under which the products herein stated are sold.
7. State response time (in hours) on quotation sheet for warranty work and/or repair work.
8. State references of local installations of the product/s herein bid. List the company, contract, and phone numbers for each reference on the quotation sheet or enclosure.
9. One (1) copy of instructional and/or service manual to be furnished at no additional charge.
10. The University reserves the right to request that bidders demonstrate the equipment herein offered. Demonstrations, if required, must be representative of the equipment which will be delivered if a contract is awarded. All inbound and outbound transportation, packing, crating, and set-up must be paid by the bidder.
11. All equipment quoted including components thereof, to be of current production type. If model and/or series specified is not of current or latest production, so state, and quote on current model and/or series.
12. See other instructions if installation is required.
13. Unless otherwise specified, the item/s offered must be new.

CONTRACTUAL SERVICES
NO BID REPLY FORM

BIDDER:

If for any reason you are not submitting a bid on this Request, we ask that you check one or more reasons below and return to us in the return bid envelope. From our study of these reasons, we are hopeful that we can develop future bid packages which will elicit your bid.

NOTE: If you will return the form immediately under separate cover, we will attempt to address your concern prior to the bid opening on this Request.

We hereby submit a No Bid because:

- 1. We are not interested in contracting through the bid process.
- 2. We are unable to prepare the bid form and conform with your requirements in time to meet the due date.
- 3. We do not wish to bid under the terms and conditions of the request for bid document. Objections: _____

_____.
- 4. We do not feel we can be competitive.
- 5. We do not wish to contract with a State agency. Objections: _____

_____.
- 6. We do not provide the services on which bids are requested.
- 7. Other: _____

_____.

- We wish to
- Remain on The list of bidders
 - Be deleted from

Firm _____

Signed _____