

PROVISO TOWNSHIP HIGH SCHOOLS
District 209 – Cook County



Sharon Palmer
Director of Accounting

8601 West Roosevelt Road
Forest Park, IL 60130

One Team-One Goal-One Proviso

December 28, 2016

To Whom It May Concern:

The Board of Education of Proviso Township High Schools District 209 is accepting Request for Proposals (RFP) for an Eastern college tour. The college tour should allow students to have campus tours, meet with admission representatives, learn about scholarship opportunities, visit dorms, tour historical landmarks, and receive mentoring. The tour should also aid students in the admissions process and provide materials to evaluate each school to determine which school is the best fit for the individual student. RFP instructions and specifications are enclosed.

Proviso Township High Schools District 209 is a public high school district serving grades 9 – 12. We have three high schools with a total enrollment of approximately 4,614 students.

All proposals must be submitted to Proviso Township High Schools District 209 no later than Wednesday, January 25, 2017 by 1:00 p.m. Please submit to:

Proviso Township High Schools District 209
8601 W. Roosevelt Road
Forest Park, IL 60130
Attention: Charlotte White, Purchasing

Sincerely,

A handwritten signature in cursive script that reads "Sharon Palmer".

Sharon Palmer
Director of Accounting

INSTRUCTIONS TO APPLICANTS

1. Proposals are due Wednesday, January 25, 2017 no later than 1:00 p.m. in the Business Office of:

Proviso Township High Schools District 209
8601 W. Roosevelt Road
Forest Park, IL 60130
Attention: Charlotte White, Purchasing

2. Proposals are to be in sealed envelopes, clearly marked: **Eastern College Tour** on the outside of the opaque envelope. Proposals are to be submitted on the enclosed official Request for Proposal form. Please provide the District with four (4) copies of your proposal, plus one original.
3. The Board reserves the right to accept or to reject any and all proposals, in whole or in part, to waive any irregularities therein and to award the contract to other than the lowest proposer.
4. Any questions are to be directed to Ms. Sharon Palmer, at spalmer@pths209.org.
5. Proposals will be evaluated by a review committee. The evaluation and award of a proposal shall be based on a combination of factors, including, but not limited to, the following: proposal price, references, previous school experiences, professional competence, customer services, safety and security and any other factors considered to be in the school district's best interest.

SECTION I:

Proviso Township High Schools District 209

General Information

Proviso Township High Schools District 209 is a 9-12 public school district consisting of three high schools with an enrollment of approximately 4,614 students. District 209 is located in Cook County and services parts or all of the following communities: Forest Park, Hillside, Maywood, Broadview, Melrose Park, Northlake, Stone Park, Westchester, Berkeley and Bellwood.

The purpose of this request is to provide a college tour that will allow students to have campus tours, meet with admissions representatives, learn about scholarship opportunities, visit dorms, tour historical landmarks, and receive mentoring. The tour will also aid students in the admissions process and provide material to evaluate each school to determine which schools is the best fit for the individual student.

Interested firms should submit their proposal by 1:00 p.m Wednesday, January 25, 2017 in the format set forth below. Failure to submit a proposal by this deadline will disqualify the firm from further consideration. All expenses for submitting a proposal in response to the RFP shall be borne by the proposer. Proposals must be in a sealed envelope clearly marked, Eastern College Tour.

Limitations of Proposals

Proposals will be considered only if made without any connection with any other person or company submitting a proposal, if in all respects is fair and without collusion, and if no member of the Board nor other officer of the school district is directly or indirectly interested in the proposal or in any portion of the profits thereof.

The company may withdraw or change a proposal if written notice of the withdrawal or change is received by the Board before the latest time specified for submission of proposals. Any change may be made only by substitution of another proposal.

Proposals received after the time specified in the invitation to quote will not be considered and shall be returned to the company. The method of transmittal of the proposal is a proposer's risk of untimely receipt by the Board.

The District reserves the right to reject any and all proposals submitted, and to ask for more details or further clarification of any proposal, and select the proposal that best meets the needs of the District. The Board reserves the right to reject any or all proposals or any part thereof, to waive immaterial technicalities in the quoting, and to accept the proposal deemed most favorable to the Board after all proposals have been examined and evaluated.

Specifications

The purpose of this proposal is to provide a college tour during the spring for a total of 150 students at Proviso East, Proviso West and Proviso Math and Science Academy (50 from each school). Each school will host a college tour for 5 days and 4 nights beginning the week of June 5-9, Proviso Math and Science Academy; June 12-16, Proviso West; and June 19-23, 2017, Proviso East.

Scope of Services:

- Contractor will coordinate the Eastern College Tour and make contact with the university personnel to visit some of the following campuses: University of Michigan, Michigan State, Ohio State, Miami of Ohio, University of Dayton, Penn State, Temple University, Notre Dame, Indiana University, Purdue University, Butler University, Ball State or University of Kentucky. The District wants to ensure that the majority of these schools are covered from Michigan, Ohio, and Indiana; however if the tour director offers other competitive and comparable schools the District will consider the proposal.
- Contractor will provide 13 student rooms and 5 adult rooms for each tour, there will be 4 students per room.
- Contractor will pay for 5 adult rooms, driver's room, and all gratuities.
- Contractor will coordinate a tour of each college campus including residence halls.
- Contractor will provide transportation to and from the college tour and must provide a certificate of insurance.
- Contractor will coordinate and provide breakfast and lunch each day for students while they are on the tour.
- Contractor will provide security coverage at the hotel during the evenings.
- Contractor will coordinate tours of historical landmarks, museums, and site seeing along the tour.
- Contractor will coordinate a leadership seminar and decision making skills presentation and workbooks. The workbook is a non-negotiable, and offering students a presentation about how to market their skills to obtain admission into the college that best fits them is integral part of this tour.
- Contractor will coordinate one dinner for students which will be a pizza party at the hotel
- In the event the contractor is unable to schedule a specific tour with a university, they will consult with the Assistant Superintendent of Curriculum and Instruction at Proviso and select a replacement university in the vicinity.
- Contractor will provide all meals, and pay for hotel in the event that the bus breaks down and the students and chaperones are stranded.

SECTION III: DELIVERY POINTS

Service points for purposes of this bid shall be the following location(s) designated by an "X" in the left column:

X

PROVISO EAST HIGH SCHOOL
807 S. FIRST AVENUE
MAYWOOD, IL 60153

X

PROVISO WEST HIGH SCHOOL
4701 W. HARRISON STREET
HILLSIDE, IL 60162

X

PROVISO MATH AND SCIENCE ACADEMY (PMSA)
8601 ROOSEVELT ROAD
FOREST PARK, IL 60130

Request for Proposal Form

TO: Office of Business Administration
Proviso Township High Schools
8601 West Roosevelt Road
Forest Park, IL 60130-2532

FROM: _____
(Name of FIRM)

Price for Proviso East for 50 students \$ _____
Price for Proviso West for 50 students \$ _____
Price for PMSA for 50 students \$ _____
Total base price for proposal \$ _____

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of proposal due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

Firm Name Signature

Address Print Name

City, State, Zip Code Title

Telephone Number Date

Email address

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

_____ (Individual Vendor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.314) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Individual Vendor

By: _____

Signature

Date

(Vendors With 25 or More Employees)

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

_____ (Vendor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.313) 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*.

Vendor

By: _____
Signature

Title

Date

CERTIFICATE REGARDING

SEXUAL HARASSMENT POLICY

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) direction on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Name of Contractor

By: _____
Signature

Title

Date