

RFQ: 3118
TIME: May 15, 3:00 P.M.

REQUEST FOR QUOTATION (RFQ)
No. 3118
Southern Illinois University Edwardsville
Purchase of Displays for a Digital Signage System

RFQ DUE DATE: May 15, 2008

TIME: 3:00 P.M.

DIRECT ALL QUESTIONS AND SEND OR DELIVER ONE (1) ORIGINAL PLUS
THREE (3) COPIES OF THE RFQ TO:

EMMA JEAN SPENCER
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
PURCHASING DEPARTMENT
SUPPORTING SERVICE BUILDING
CAMPUS BOX 1012
EDWARDSVILLE, IL. 62026-1012
FAX: (618) 650-3251
espence@siue.edu

Name of Company: _____

Signature: _____ Date: _____

RFQ: 3118
TIME: May 15, 3:00 P.M.

Request for quotation for the purchase of displays to be used with a digital signage system:

Please indicate if there is an advantage to purchasing multiple items and whether or not there is a leasing option available on any of the equipment.

Qty	Item	Unit Price	Extended Price
1	23" Samsung LN-T2342H Or Approved Equal	\$ _____	\$ _____
1	32" Sharp LC-32D43U Or Approved Equal	\$ _____	\$ _____
1	42" Sharp LC-42D64U Or Approved Equal	\$ _____	\$ _____
13	46" Sharp PN-465U Or Approved Equal	\$ _____	\$ _____
1	52" Sharp PN-525U Or Approved Equal	\$ _____	\$ _____
1	65" Sharp PN-G655U Or Approved Equal	\$ _____	\$ _____
1	Self Contained Display Unit – Optional Please include options, specifications, and recommendations for a self contained display with sound that would be portable and secure. The structure should be no more than 4' Wide and 7' Tall and should be suitable for setting up in a hallway. Structure should contain an attached lockable cabinet suitable for storing a DVD player or similar device. Please include all screen sizes available. Visit the following web site for an image of a comparable display:	\$ _____	\$ _____

<http://www.siue.edu/lovejoylibrary/ac/img/50th-display-in-muc-web.jpg>

Name of Company: _____

Signature: _____ Date: _____

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8	Peerless ST660 Flat Panel Wall Mount Or Approved Equal	\$ _____	\$ _____
5	Peerless PLCM-UN1-CP Monitor Ceiling Mount with Ceiling Plate Or Approved Equal	\$ _____	\$ _____
5	DA-Lite Ceiling Pipe Trim Ring Or Approved Equal	\$ _____	\$ _____
1	Peerless PLCM-UNL-CP Monitor Ceiling Mount with Ceiling Plate Or Approved Equal	\$ _____	\$ _____
1	Sharp AN-65SP1 Stereo Speakers Or Approved Equal	\$ _____	\$ _____
1	Sharp AN-52SP1 Stereo Speakers Or Approved Equal	\$ _____	\$ _____
13	Sharp AN-46SP1 Stereo Speakers Or Approved Equal	\$ _____	\$ _____
	Any Applicable Freight Costs of Shipment		\$ _____
		Total	\$ _____

NOTE: Bidders are asked to provide their own model and part numbers. All approved equals will be evaluated during the award process. Please provide literature on all equipment being bid, that way a determination can be made as to whether it meets the spec's of the bid. The model numbers listed in the RFQ are to set a standard, any approved equal will be accepted.

Successful bidder to comply (on the University form) with the attached insurance requirements.

Please check the statement below that applies to the articles you are offering in this bid/proposal.

Name of Company: _____

Signature: _____ Date: _____

RFQ: 3118

TIME: May 15, 3:00 P.M.

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.

Enclosures:

Bidder’s Application Form (if applicable)

Department of Human Rights Form (if applicable)

Vendor Disclosure of Financial Interest Form

Contract Certification Form

No Bid Reply Form

Insurance Requirements

General Terms & Conditions

Supplemental Terms & Conditions

MAFBE Form

Extension of offer to IPHEC members

Iran Statement

Name of Company: _____

Signature: _____ Date: _____

Bidder Application Form

Illinois Public Higher Education (IPHE)

This requested information is required to accomplish the statutory purpose of the Illinois Procurement Code [30 ILCS 500].

Instructions: Please type or print. You must respond to all questions, sign the form, and submit it to the appropriate university. If your answer is "same," "not applicable," or "none," please write this to indicate no questions have been overlooked. It is your responsibility to notify the issuing university if the information in this application changes.

Today's date _____ This application is: Initial application Revision of previously submitted application

Submit this completed form to the university closest to you or the university with whom you intend to do the most business. Check that university below:

<input type="checkbox"/> Director of Purchases Chicago State University 9501 King Drive Chicago, IL 60628-1598 <input type="checkbox"/> Director of Purchases Eastern Illinois University Room 113 Old Main Charleston, IL 61920-3099 <input type="checkbox"/> Purchasing Office Governors State University University Park, IL 60466-0975 <input type="checkbox"/> Director of Purchases 1220 Illinois State University Normal, IL 61790-1220 <input type="checkbox"/> Assistant Director Northeastern Illinois University 5500 North St. Louis Avenue Chicago, IL 60625-4699	<input type="checkbox"/> Manager of Procurement Services Northern Illinois University B-113 Gilbert Hall DeKalb, IL 60115-2870 <input type="checkbox"/> Director of Purchasing Southern Illinois University Bldg 108 - Miles Hall Carbondale, IL 62901-6813 <input type="checkbox"/> Director of Purchasing Southern Illinois University Box 1012 Edwardsville, IL 62026-1012 <input type="checkbox"/> Director of Procurement Services SIU Medical School P.O. Box 19605 Springfield, IL 62794-9605	<input type="checkbox"/> Director of Purchases University of Illinois at Chicago Room 312 - M.A.B. (MC-560) 809 South Marshfield Avenue Chicago, IL 60612-7203 <input type="checkbox"/> Business Manager Purchasing B106 University of Illinois at Springfield Springfield, IL 62794-9243 <input type="checkbox"/> Director of Purchases University of Illinois at Urbana- Champaign Room 207, 506 S. Wright St. Urbana, IL 61801-3684 <input type="checkbox"/> Director of Purchases Room 227 Sherman Hall Western Illinois University Macomb, IL 61455-1390
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If you wish to be included on the bid list for other universities, copy this form and submit it to the other universities.

1. Legal name/address to which solicitations are to be mailed:	2. Address to which purchase orders are to be mailed, if different:
3. Address to which payment is to be mailed, if different:	4. Contact person: Phone number: 800 number: FAX number: E-mail:
5. If a division of a corporation, show name and address of parent company: State of incorporation _____	6. Years in business U.S. owned business: <input type="checkbox"/> Yes <input type="checkbox"/> No

7. Legal and tax status – I certify, under penalty of perjury, that I/we do business as a (check one only):

- | | |
|--|--|
| <input type="checkbox"/> Individual
<input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation
<input type="checkbox"/> Not-for-Profit Corporation
<input type="checkbox"/> Medical Health Care Services Provider Corp. | <input type="checkbox"/> Real Estate Agent
<input type="checkbox"/> Government Entity
<input type="checkbox"/> Tax Exempt Organizations (IRC 501 (a) only)
<input type="checkbox"/> Trust or Estate
<input type="checkbox"/> Limited Liability Corporation |
|--|--|

8. Enter your Taxpayer Identification Number (use Social Security Number if individual or sole proprietorship):

FEIN _____ SSN _____

9. **Enter your Illinois Department of Human Rights (IDHR) number.** Failure to do so will delay the processing of your application. If your IDHR number is 89999-00-0 or lower, you must re-register with the Illinois Department of Human Rights.

IDHR Contractor Registration Number _____

IDHR requires all persons wishing to bid on State of Illinois contracts to file an Employers Report Form - Form PC-1 before bid opening. You may obtain a PC-1 form through IDHR at (312) 814-2431, TDD (312) 263-1579, or <http://www.state.il.us/cms/purchase>.

10. Is your firm authorized to do business in the State of Illinois, as well as locally, with all necessary business licenses?

Yes No If no, please explain

11. Net worth of business:

12. Bank reference - name and address:

13. Total sales and receipts (include amounts for all affiliated businesses) for most recent fiscal year:

14. Special Programs – Complete all of 14 (A – D).

The public higher education institutions of Illinois have various special programs that may be available to your company. Please check each category which applies, and complete the requested information. You may be requested to complete a more detailed form and provide additional documentation in order to ensure eligibility.

(A) Small business. See 30 ILCS 500/45-45. To participate as a small business you must qualify under the following definition and criteria:

“Small business” means a business that is independently owned and operated and is not dominant in its field of operation (that is, it does not exercise a controlling or major influence in a kind of activity in which a number of business concerns are primarily engaged). To compute your size status, include your (and your affiliates’) annual sales and receipts, subject to the following limitations:

Wholesale business – annual sales for the most recently completed fiscal year cannot exceed \$7,500,000

Submit a copy of the latest year’s Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

Retail business or business selling services – annual sales and receipts cannot exceed \$1,500,000

Submit a copy of the latest year’s Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

Manufacturing business – cannot employ more than 250 persons

Submit a copy of the latest year’s Federal or State income tax return page(s) showing an Illinois address and the latest year’s form IL-W-3 (Illinois Annual Withholding Income Tax Return) showing the number of Forms W-2, W-2G, and 1099-R issued (denotes number of employees at the company). If a manufacturing business has been in existence for less than a full fiscal year, its average employment shall be calculated for the period through one month prior to the bid or proposal due date. In such cases, a notarized statement to that effect and proof of when the business came into existence shall be submitted.

Construction business – annual sales and receipts cannot exceed \$3,000,000

Submit a copy of the latest year’s Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address.

Fill out this section to pre-qualify as a provider of Professional and Artistic Services

If you do not offer such services, or do not wish to pre-qualify, proceed to Item #24.

Completing this section does not guarantee that you will be pre-qualified. Being pre-qualified does not guarantee that you will be awarded a contract. You do not need to be pre-qualified to respond to a solicitation (Illinois Procurement Code [30 ILCS 500/35-15]). Consult the universities' solicitations to determine specific qualification requirements for individual solicitations.

Automatic notification – Once you have been pre-qualified you will be entitled to receive an automatic notification of Procurement Bulletin solicitations for services for which you have pre-qualified **if** you have listed a FAX number and/or e-mail address as requested in Item #4.

Do not use this section to pre-qualify for construction or construction-related professional services. Contact the university with whom you wish to do business for information regarding specific requirements for these categories.

17. Please check the professional and artistic services for which you are requesting pre-qualification. For each service you check, provide the information requested in Items #17-23 of this application.

<p>Accounting</p> <input type="checkbox"/> Accountant <input type="checkbox"/> Auditor <input type="checkbox"/> Billing Services <input type="checkbox"/> Collection Services	<p>Dentistry</p> <input type="checkbox"/> Dentist <input type="checkbox"/> Orthodontist <input type="checkbox"/> Periodontist	<p>Management/ Administrative Services</p> <input type="checkbox"/> Actuary <input type="checkbox"/> Banking Services <input type="checkbox"/> Consultant <input type="checkbox"/> Economist <input type="checkbox"/> Executive Search Services <input type="checkbox"/> Investment Services <input type="checkbox"/> Training and Development	<p>Medicine</p> <input type="checkbox"/> Audiologist <input type="checkbox"/> Chiropractor <input type="checkbox"/> Dietician <input type="checkbox"/> Medical Transcriber <input type="checkbox"/> Nurse <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Optometrist <input type="checkbox"/> Orthopedist <input type="checkbox"/> Pathologist <input type="checkbox"/> Pharmacist <input type="checkbox"/> Physical Therapist <input type="checkbox"/> Physician <input type="checkbox"/> Podiatrist <input type="checkbox"/> Radiologist <input type="checkbox"/> Surgeon <input type="checkbox"/> Temporary Medical Staffing <input type="checkbox"/> Veterinarian
<p>Artistic</p> <input type="checkbox"/> Artist <input type="checkbox"/> Entertainer <input type="checkbox"/> Musician <input type="checkbox"/> Sculptor	<p>Environmental/Land</p> <input type="checkbox"/> Cartographer <input type="checkbox"/> Environmental Analyst <input type="checkbox"/> Environmental Engineer <input type="checkbox"/> Geologist <input type="checkbox"/> Hydrologist <input type="checkbox"/> Land Appraiser <input type="checkbox"/> Land Use Planner <input type="checkbox"/> Meteorologist <input type="checkbox"/> Naturalist	<p>Marketing And Media Services</p> <input type="checkbox"/> Audio and Video Production <input type="checkbox"/> Commercial Photographer <input type="checkbox"/> Editor <input type="checkbox"/> Graphic Designer <input type="checkbox"/> Media Consultant <input type="checkbox"/> Public Relations	<p>Science/Research</p> <input type="checkbox"/> Archaeologist <input type="checkbox"/> Biologist <input type="checkbox"/> Botanist <input type="checkbox"/> Chemist <input type="checkbox"/> Educator <input type="checkbox"/> Entomologist <input type="checkbox"/> Historian <input type="checkbox"/> Other
<p>Clinical Psychology</p> <input type="checkbox"/> Psychotherapist <input type="checkbox"/> Psychiatrist	<p>Law</p> <input type="checkbox"/> Administrative Law Judge <input type="checkbox"/> Arbitrator <input type="checkbox"/> Attorney <input type="checkbox"/> Court Reporting <input type="checkbox"/> Hearing Officer <input type="checkbox"/> Law Clerk <input type="checkbox"/> Legal Services		
<p>Data Processing</p> <input type="checkbox"/> Consultant <input type="checkbox"/> Network Design <input type="checkbox"/> Programmer <input type="checkbox"/> Systems Analyst			

18. Licenses and/or professional registration – List names of each key person of the firm. If a requested service requires a licensed/registered practitioner, you may be required to provide a copy of such license/registration to the university before an award can be made or work begun.

Name	Capacity (Owner, Partner, Etc.)	Current Licenses/Registrations (Include Certificate # if Applicable)	License/Registration Exp. Date

19. Work experience – List contracts for similar services that have been completed within the last five years:

Project	Location	Type of Service	Total Amount of Contract	Start/Completion Dates	Name/Phone # of Owner or Other Reference

20. Resume' of key personnel – Provide the requested information for key personnel who would be assigned to work on contracts awarded or who would, at a minimum, supervise such work.

Name and Title	Primary Responsibilities	Years Experience (This Firm/Other Firms)	Education (Institutions, Years, Degrees, Certificates)	Other Relevant Experience and/or Qualifications

21. Judgments and claims – Are there any judgments, claims, or suits pending or outstanding against you or your organization that could affect the ability to complete any contract awarded?
 Yes No If no, please explain:

22. Receivership – Have you or your organization filed for bankruptcy, receivership, or reorganization within the last five years?
 Yes No If yes, please provide details:

23. Statutory qualifications – Are you or your organization disqualified, ineligible, suspended, or otherwise barred from receiving solicitations and/or awards from any State of Illinois university or agency or any agency of the Federal Government?
 Yes No If yes, please provide details:

24. I understand that:

Information provided in this application may be audited by any State university or verified by other means.

Provision of information in this application does not relieve me from providing the same or additional information as required in a response to a solicitation.

Submittal of this application does not guarantee pre-qualification. Pre-qualification will be given only if I meet all statutory or regulatory requirements, including any that may not be listed in this application.

I must update significant information changes within a reasonable amount of time. Significant changes include, but are not limited to: change of legal status, TIN, ownership, name, address, as well as loss of licensure or registration, filing of bankruptcy, or suspension or debarment by any Federal, state, or local governmental agency.

Failure to provide accurate and reliable information required by this form may, in accordance with any and all applicable laws, result in penalties including, but not limited to, suspension or debarment from doing business with any university and termination of contracts, and loss of profits in appropriate cases.

Under penalty of perjury, I swear or affirm that:

The information provided in this application is true and correct as of the time of signing.

I have not been barred from contracting with a unit of State or local government as a result of a violation of Section 33-E or 33E-4 of the Criminal Code of 1961.

I, along with other officers and employees, have not been convicted of bribery nor attempted bribery of an officer or employee of the State of Illinois, nor have made an admission of guilt of such conduct that is a matter of record.

I am an equal opportunity employer and in compliance with the equal opportunity requirements of applicable state and federal laws.

Signature _____

Name (type or print) _____

Date _____

Title _____



STATE OF ILLINOIS
**Department of
 Human Rights**

COMPLIANCE DIVISION - PUBLIC CONTRACTS UNIT
 100 W. RANDOLPH - SUITE 10-100
 CHICAGO, ILLINOIS 60601
 TELEPHONE: 312-814-2432 (TDD: 312-263-1579)

EMPLOYER REPORT FORM

Please read instructions before completing this form. Improperly completed forms will not be processed. Use black or dark blue ink. Do not use pencil. Type or print legibly. Return the completed form to the above address.

SECTION I. PURPOSE FOR WHICH REPORT IS FILED

Initial registration for contract eligibility

Renewal registration ⇒ IDHR number is

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SECTION II. TYPE OF REPORT SUBMITTED (Check one only)

SINGLE-ESTABLISHMENT

REPORT. This employer conducts its operations from a single location. This report contains employment figures for that location.

MULTI-ESTABLISHMENT

CONSOLIDATED REPORT. This employer operates from multiple locations. This report is filed by the headquarters and consolidates the employment figures for all locations. (Required for all multi-establishment employers).

ESTABLISHMENT REPORT.

This report contains the employment figures for the facility identified below. (Required for all multi-establishment employers. A separate establishment report must be filed for each establishment located in Illinois employing 25 or more persons).

SECTION III. EMPLOYER IDENTIFICATION

A. EMPLOYER'S PRINCIPAL PLACE OF BUSINESS. (Complete for all reports)

NAME			
ADDRESS			
CITY	COUNTY	STATE	ZIP
CONTACT PERSON		CONTACT TELEPHONE	
<input type="checkbox"/> FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)			
<input type="checkbox"/> SOCIAL SECURITY NUMBER (SOLE PROPRIETOR)			

B. ESTABLISHMENT REPORTING. (Complete for establishment reports only)

NAME			
ADDRESS			
CITY	COUNTY	STATE	ZIP
CONTACT PERSON		CONTACT TELEPHONE	
<input type="checkbox"/> FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)			
<input type="checkbox"/> SOCIAL SECURITY NUMBER (SOLE PROPRIETOR)			

SECTION IV. FORM OF ORGANIZATION

- | | | |
|--|---|--|
| <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR | <input type="checkbox"/> CORPORATION - NOT FOR PROFIT | <input type="checkbox"/> OTHER-EXPLAIN BELOW |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> GOVERNMENT ENTITY | |
| <input type="checkbox"/> CORPORATION - FOR PROFIT | <input type="checkbox"/> EDUCATIONAL INSTITUTION | |

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. If you do not complete this form, it will not be processed and you will not be eligible to be awarded public contracts. This form has been approved by the Forms Management Center. In compliance with state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, Sections 503 and 504 of the Federal Rehabilitation Act, and the Americans with Disabilities Act, the Department of Human Rights does not unlawfully discriminate in employment, contracts, or any other activity.

SECTION V. WORKFORCE INFORMATION

SEE THE INSTRUCTIONS BEFORE COMPLETING THIS SECTION.

JOB CATEGORIES	OVERALL TOTALS		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	
	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 B IS SUM OF ROWS D,F,H,J AND L.
F = FEMALE. COLUMN C IS SUM OF ROWS E,G, I,K, AND M.

CHECK THIS BOX ONLY IF REGISTRANT DID NOT EMPLOY ANY INDIVIDUALS AT TIME OF REGISTRATION.

DATE OF ABOVE DATA _____

SECTION VI. GENERAL INFORMATION

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

A. DESCRIBE THE GOODS OR SERVICES PRODUCED AT OR PROVIDED BY THE EMPLOYER.	
B. IDENTIFY THE EMPLOYER'S THREE DIGIT STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE, IF KNOWN.	
C. IS THE EMPLOYER A FEDERAL CONTRACTOR PURSUANT TO FEDERAL EXECUTIVE ORDER 11246?	
D. DOES THE COMPANY NORMALLY HIRE ADDITIONAL EMPLOYEES TO PERFORM CONTRACT WORK?	
E. WHAT IS THE MAXIMUM NUMBER OF EMPLOYEES WORKING FOR THE COMPANY DURING A 12 MONTH PERIOD?	
F. WHAT IS THE AVERAGE NUMBER OF PERSONS EMPLOYED BY THE COMPANY ON A YEAR-ROUND BASIS?	
G. IDENTIFY THE GEOGRAPHICAL AREA FROM WHICH THE COMPANY DRAWS ITS EMPLOYEES. USE CITY, COUNTY, METROPOLITAN STATISTICAL AREA, OR DISTANCE FROM ESTABLISHMENT.	
H. 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.	
I. DOES THE COMPANY HAVE A CURRENT WRITTEN AFFIRMATIVE-ACTION PLAN?	

SECTION VII. CERTIFICATION

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 authorised to sign this form on behalf of the employer.

SIGNATURE	TYPED NAME AND TITLE	TELEPHONE NUMBER	DATE
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ILLINOIS DEPARTMENT OF HUMAN RIGHTS

COMPLIANCE DIVISION - PUBLIC CONTRACTS UNIT

INSTRUCTIONS FOR COMPLETING THE EMPLOYER REPORT FORM

KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE. THEY CONTAIN IMPORTANT INFORMATION REGARDING YOUR DUTIES AND OBLIGATIONS AS A PUBLIC CONTRACTOR.

NEED HELP?

Call us. We can be reached at 312-814-2431 Monday through Friday, 8:30 AM to 5:00 PM, Central Time. We will make every effort to assist you in obtaining a prompt and accurate answer to your question. (TDD: 312-263-1579)

GENERAL

LEGAL AUTHORITY. The filing requirement is authorized under 44 Ill. Admin. Code 750.210(a).

WHO MUST FILE. You must file if 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.

WHEN THE FORM MUST BE FILED. This depends on the procurement method used by the contracting agency.

1) If the contract will be awarded by means of **COMPETITIVE BIDDING OR A COMPETITIVE SELECTION PROCEDURE**, a properly completed form must be on file with IDHR **prior** to bid opening.

2) if the contract will be awarded by use of any other procurement method, the form must be on file with IDHR prior to contract award.

WHEN A FORM IS PROPERLY FILED. A form is deemed filed when it is received, in IDHR's Chicago office, properly completed and signed. Please note, writing "applied for" on a bid does not satisfy the filing requirement; the form must be on file with IDHR and must be properly completed and signed..

SECTION I

INITIAL REGISTRATION. Check this box if the company you are registering has not previously registered with IDHR.

RENEWAL REGISTRATION. Check this box if this is a registration renewal and list your IDHR number.

SECTION II

Before completing this section, it may be necessary to make or obtain additional copies of page one and two of the form. A separate report must be filed for each location required to report. The following examples illustrate typical filing situations.

- A machine shop with 18 employees in Marion, Illinois, and no other locations, will file a single establishment report.
- A computer retailer headquartered in Chicago employs 75 persons statewide. Forty are employed in Chicago, 25 are employed in Rockford, and 10 are located in Peoria. This company will file three reports: a Consolidated Report listing its statewide employees; an Establishment Report listing its Chicago employees, and an Establishment Report listing its Rockford employees. A report for the Peoria location is not required because fewer than 25 persons are employed.
- Corporation XYZ, headquartered in Boston, has 30 separate facilities located throughout the US. Three are located in Illinois, each employing 25 or more persons. The corporation will file four reports: a Consolidated Report covering all employees nationwide and three Establishment Reports, one for each Illinois location.
- If one of these situations does not apply, please contact IDHR at the number listed in the box above.

SECTION III

Single establishment employers should complete Section A only.

Multiple-establishment employers should complete both Sections A and B. All reports for such employers should be filed by the headquarters on behalf of its various locations. All forms received by IDHR directly from establishment locations are deemed to have been filed by the headquarters entity.

FEIN numbers must be provided. Sole proprietors may use their social security number in lieu of a FEIN number and should so indicate.

SECTION IV

Check the appropriate box.

SECTION V

EMPLOYMENT DATA 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.

DEFINITION OF EMPLOYEE. For purposes of this form, an "employee" is an individual performing services for remuneration for the employer. All full-time and permanent part-time employees are to be reported.

COUNT EMPLOYEES ONCE. Report each employee in only one job category. (See below). Within that category, report each employee in only one box reflecting the person's race/ethnicity and gender. (See below).

CHECK YOUR MATH. Total each column. Within rows, boxes marked M (Male) must total to Column B and all boxes marked F (Female) must total to Column C. Forms received containing errors will not be processed.

SPECIAL NOTE FOR COMPANIES WHO FILE EEO-1 REPORTS. If your company files Standard Form 100 (EEO-1) with the federal Joint Reporting Committee, you will find that the job, race/ethnic, and gender categories, parallel those used in the EEO-1 form.

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race/ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category is intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes:

bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft Workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, arts occupations, handpainters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers. Workers in both protective and nonprotective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

SECTION VI

A. In this box, briefly describe what products are made and/or what services are provided at the establishment whose workforce is reported above. Please be specific.

B. If known, enter the three digit SIC code. If not known, leave this section blank.

C. Answer "yes" or "no." In general, a person holding a contract with any agency of the federal government valued at \$10,000 or more is a covered federal contractor.

D. Answer "yes" or "no" as appropriate.

E. Enter a number that represents the greatest number of persons employed at the establishment at any one time during a typical 12 month period.

F. Enter a number representing the average number of persons employed per month during a 12 month period.

G. Filers should determine the area from which most of its employees are drawn. This can be expressed as a city, county, metropolitan statistical area, or a linear distance from the reported establishment.

H. For purposes of answering this question, a finding of ineligibility is defined as a final order of a court of record of the United States or any state, or any federal or state administrative agency. Full details must be provided. AN ANSWER OF "YES" TO THIS QUESTION MAY AFFECT THE FILER'S ELIGIBILITY TO BE AWARDED PUBLIC CONTRACTS IN ILLINOIS.

G. Answer "yes" or "no." While it is not necessary to forward a copy of such a plan to IDHR with this report, filers should be aware that the Department may require that any public contractor or eligible bidder file an affirmative action plan. (See EEO Clause below).

SECTION VII

Before signing the form, the responsible party should read the EEO Clause, (see below). This Clause found at 44 Ill. Admin. Code 750.APPENDIX A, is incorporated into all Illinois public contracts and summarizes the duties and obligations of public contractors and eligible bidders with respect to non-discrimination and affirmative action in connection with public contracts. The sexual harassment policy notice and Discriminatory Club Act notice should also be read.

FILING THE FORM

Completed and signed forms should be mailed or delivered to the address given on the top of page one of the form. Do not send the form to the contracting agency as doing this may delay processing.

Please file only pages one and two of the form. Keep the instruction pages for future reference.

ILLINOIS ADMINISTRATIVE CODE
EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

2) That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5) That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.

6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.

7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to

comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

WRITTEN SEXUAL HARASSMENT POLICY REQUIRED

Illinois law requires all parties to a public contract and all eligible bidders to have a written sexual harassment policy covering their employees and applicants for employment. This requirement applies regardless of the number of persons employed or the dollar value of any public contract.

This requirement is found at 775 ILCS 5/2-105(A)(4). Each sexual harassment policy must contain the following elements:

1. A statement that sexual harassment is illegal.
2. The definition of sexual harassment under the Illinois Human Rights Act.
3. A description of the acts that constitutes sexual harassment, with examples.
4. The vendor's internal complaint procedure, including penalties.
5. The legal recourse, investigative, and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission.
6. Information as to how a person can contact the Department and the Commission.
7. Information regarding the protection against retaliation under Section 6-101 of the Human Rights Act.

A copy of the employer's policy must be submitted to the Department or to a contracting agency upon request.

Employers can obtain a Model Sexual Harassment Policy by contacting the Department.

DISCRIMINATORY CLUB ACT

Pursuant to 775 ILCS 25/2, no private organization selling goods or services to the State or receiving any award or grant from the State, nor any public body, may pay any dues or fees on behalf of its employees or agents or may subsidize or otherwise reimburse them for payments of their dues or fees to any discriminatory club. A "discriminatory club" includes any club, society, organization, or association, which discriminates in its membership policy or in access to its services or facilities. Facilities that are distinctly private in nature, such as restrooms and shower rooms, are exempt as to discrimination based on sex.



STATE OF ILLINOIS
**Department of
 Human Rights**

COMPLIANCE DIVISION - PUBLIC CONTRACTS UNIT
 100 W. RANDOLPH - SUITE 10-100
 CHICAGO, ILLINOIS 60601
 TELEPHONE: 312-814-2432 (TDD: 312-263-1579)

EMPLOYER REPORT FORM

Please read instructions before completing this form. Improperly completed forms will not be processed. Use black or dark blue ink. Do not use pencil. Type or print legibly. Return the completed form to the above address.

SECTION I. PURPOSE FOR WHICH REPORT IS FILED

Initial registration for contract eligibility

Renewal registration ⇒ IDHR number is

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SECTION II. TYPE OF REPORT SUBMITTED (Check one only)

SINGLE-ESTABLISHMENT

REPORT. This employer conducts its operations from a single location. This report contains employment figures for that location.

MULTI-ESTABLISHMENT

CONSOLIDATED REPORT. This employer operates from multiple locations. This report is filed by the headquarters and consolidates the employment figures for all locations. (Required for all multi-establishment employers).

ESTABLISHMENT REPORT.

This report contains the employment figures for the facility identified below. (Required for all multi-establishment employers. A separate establishment report must be filed for each establishment located in Illinois employing 25 or more persons).

SECTION III. EMPLOYER IDENTIFICATION

A. EMPLOYER'S PRINCIPAL PLACE OF BUSINESS. (Complete for all reports)

NAME			
ADDRESS			
CITY	COUNTY	STATE	ZIP
CONTACT PERSON		CONTACT TELEPHONE	
<input type="checkbox"/> FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)			
<input type="checkbox"/> SOCIAL SECURITY NUMBER (SOLE PROPRIETOR)			

B. ESTABLISHMENT REPORTING. (Complete for establishment reports only)

NAME			
ADDRESS			
CITY	COUNTY	STATE	ZIP
CONTACT PERSON		CONTACT TELEPHONE	
<input type="checkbox"/> FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)			
<input type="checkbox"/> SOCIAL SECURITY NUMBER (SOLE PROPRIETOR)			

SECTION IV. FORM OF ORGANIZATION

- | | | |
|--|---|--|
| <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR | <input type="checkbox"/> CORPORATION - NOT FOR PROFIT | <input type="checkbox"/> OTHER-EXPLAIN BELOW |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> GOVERNMENT ENTITY | |
| <input type="checkbox"/> CORPORATION - FOR PROFIT | <input type="checkbox"/> EDUCATIONAL INSTITUTION | |

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. If you do not complete this form, it will not be processed and you will not be eligible to be awarded public contracts. This form has been approved by the Forms Management Center. In compliance with state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, Sections 503 and 504 of the Federal Rehabilitation Act, and the Americans with Disabilities Act, the Department of Human Rights does not unlawfully discriminate in employment, contracts, or any other activity.

SECTION V. WORKFORCE INFORMATION

SEE THE INSTRUCTIONS BEFORE COMPLETING THIS SECTION.

JOB CATEGORIES	OVERALL TOTALS		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	
	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 B IS SUM OF ROWS D,F,H,J AND L.
F = FEMALE. COLUMN C IS SUM OF ROWS E,G, I,K, AND M.

CHECK THIS BOX ONLY IF REGISTRANT DID NOT EMPLOY ANY INDIVIDUALS AT TIME OF REGISTRATION.

DATE OF ABOVE DATA _____

SECTION VI. GENERAL INFORMATION

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

A. DESCRIBE THE GOODS OR SERVICES PRODUCED AT OR PROVIDED BY THE EMPLOYER.	
B. IDENTIFY THE EMPLOYER'S THREE DIGIT STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE, IF KNOWN.	
C. IS THE EMPLOYER A FEDERAL CONTRACTOR PURSUANT TO FEDERAL EXECUTIVE ORDER 11246?	
D. DOES THE COMPANY NORMALLY HIRE ADDITIONAL EMPLOYEES TO PERFORM CONTRACT WORK?	
E. WHAT IS THE MAXIMUM NUMBER OF EMPLOYEES WORKING FOR THE COMPANY DURING A 12 MONTH PERIOD?	
F. WHAT IS THE AVERAGE NUMBER OF PERSONS EMPLOYED BY THE COMPANY ON A YEAR-ROUND BASIS?	
G. IDENTIFY THE GEOGRAPHICAL AREA FROM WHICH THE COMPANY DRAWS ITS EMPLOYEES. USE CITY, COUNTY, METROPOLITAN STATISTICAL AREA, OR DISTANCE FROM ESTABLISHMENT.	
H. 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.	
I. DOES THE COMPANY HAVE A CURRENT WRITTEN AFFIRMATIVE-ACTION PLAN?	

SECTION VII. CERTIFICATION

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 authorised to sign this form on behalf of the employer.

SIGNATURE	TYPED NAME AND TITLE	TELEPHONE NUMBER	DATE
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ILLINOIS DEPARTMENT OF HUMAN RIGHTS

COMPLIANCE DIVISION - PUBLIC CONTRACTS UNIT

INSTRUCTIONS FOR COMPLETING THE EMPLOYER REPORT FORM

KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE. THEY CONTAIN IMPORTANT INFORMATION REGARDING YOUR DUTIES AND OBLIGATIONS AS A PUBLIC CONTRACTOR.

NEED HELP?

Call us. We can be reached at 312-814-2431 Monday through Friday, 8:30 AM to 5:00 PM, Central Time. We will make every effort to assist you in obtaining a prompt and accurate answer to your question. (TDD: 312-263-1579)

GENERAL

LEGAL AUTHORITY. The filing requirement is authorized under 44 Ill. Admin. Code 750.210(a).

WHO MUST FILE. You must file if 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.

WHEN THE FORM MUST BE FILED. This depends on the procurement method used by the contracting agency.

1) If the contract will be awarded by means of **COMPETITIVE BIDDING OR A COMPETITIVE SELECTION PROCEDURE**, a properly completed form must be on file with IDHR **prior** to bid opening.

2) if the contract will be awarded by use of any other procurement method, the form must be on file with IDHR prior to contract award.

WHEN A FORM IS PROPERLY FILED. A form is deemed filed when it is received, in IDHR's Chicago office, properly completed and signed. Please note, writing "applied for" on a bid does not satisfy the filing requirement; the form must be on file with IDHR and must be properly completed and signed..

SECTION I

INITIAL REGISTRATION. Check this box if the company you are registering has not previously registered with IDHR.

RENEWAL REGISTRATION. Check this box if this is a registration renewal and list your IDHR number.

SECTION II

Before completing this section, it may be necessary to make or obtain additional copies of page one and two of the form. A separate report must be filed for each location required to report. The following examples illustrate typical filing situations.

- A machine shop with 18 employees in Marion, Illinois, and no other locations, will file a single establishment report.
- A computer retailer headquartered in Chicago employs 75 persons statewide. Forty are employed in Chicago, 25 are employed in Rockford, and 10 are located in Peoria. This company will file three reports: a Consolidated Report listing its statewide employees; an Establishment Report listing its Chicago employees, and an Establishment Report listing its Rockford employees. A report for the Peoria location is not required because fewer than 25 persons are employed.
- Corporation XYZ, headquartered in Boston, has 30 separate facilities located throughout the US. Three are located in Illinois, each employing 25 or more persons. The corporation will file four reports: a Consolidated Report covering all employees nationwide and three Establishment Reports, one for each Illinois location.
- If one of these situations does not apply, please contact IDHR at the number listed in the box above.

SECTION III

Single establishment employers should complete Section A only.

Multiple-establishment employers should complete both Sections A and B. All reports for such employers should be filed by the headquarters on behalf of its various locations. All forms received by IDHR directly from establishment locations are deemed to have been filed by the headquarters entity.

FEIN numbers must be provided. Sole proprietors may use their social security number in lieu of a FEIN number and should so indicate.

SECTION IV

Check the appropriate box.

SECTION V

EMPLOYMENT DATA 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.

DEFINITION OF EMPLOYEE. For purposes of this form, an "employee" is an individual performing services for remuneration for the employer. All full-time and permanent part-time employees are to be reported.

COUNT EMPLOYEES ONCE. Report each employee in only one job category. (See below). Within that category, report each employee in only one box reflecting the person's race/ethnicity and gender. (See below).

CHECK YOUR MATH. Total each column. Within rows, boxes marked M (Male) must total to Column B and all boxes marked F (Female) must total to Column C. Forms received containing errors will not be processed.

SPECIAL NOTE FOR COMPANIES WHO FILE EEO-1 REPORTS. If your company files Standard Form 100 (EEO-1) with the federal Joint Reporting Committee, you will find that the job, race/ethnic, and gender categories, parallel those used in the EEO-1 form.

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race/ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category is intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes:

bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft Workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, arts occupations, handpainters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers. Workers in both protective and nonprotective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

SECTION VI

A. In this box, briefly describe what products are made and/or what services are provided at the establishment whose workforce is reported above. Please be specific.

- B. If known, enter the three digit SIC code. If not known, leave this section blank.
- C. Answer "yes" or "no." In general, a person holding a contract with any agency of the federal government valued at \$10,000 or more is a covered federal contractor.
- D. Answer "yes" or "no" as appropriate.
- E. Enter a number that represents the greatest number of persons employed at the establishment at any one time during a typical 12 month period.
- F. Enter a number representing the average number of persons employed per month during a 12 month period.
- G. Filers should determine the area from which most of its employees are drawn. This can be expressed as a city, county, metropolitan statistical area, or a linear distance from the reported establishment.
- H. For purposes of answering this question, a finding of ineligibility is defined as a final order of a court of record of the United States or any state, or any federal or state administrative agency. Full details must be provided. AN ANSWER OF "YES" TO THIS QUESTION MAY AFFECT THE FILER'S ELIGIBILITY TO BE AWARDED PUBLIC CONTRACTS IN ILLINOIS.
- G. Answer "yes" or "no." While it is not necessary to forward a copy of such a plan to IDHR with this report, filers should be aware that the Department may require that any public contractor or eligible bidder file an affirmative action plan. (See EEO Clause below).

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1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

2) That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5) That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.

6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.

7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to

comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

WRITTEN SEXUAL HARASSMENT POLICY REQUIRED

Illinois law requires all parties to a public contract and all eligible bidders to have a written sexual harassment policy covering their employees and applicants for employment. This requirement applies regardless of the number of persons employed or the dollar value of any public contract.

This requirement is found at 775 ILCS 5/2-105(A)(4). Each sexual harassment policy must contain the following elements:

1. A statement that sexual harassment is illegal.
2. The definition of sexual harassment under the Illinois Human Rights Act.
3. A description of the acts that constitutes sexual harassment, with examples.
4. The vendor's internal complaint procedure, including penalties.
5. The legal recourse, investigative, and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission.
6. Information as to how a person can contact the Department and the Commission.
7. Information regarding the protection against retaliation under Section 6-101 of the Human Rights Act.

A copy of the employer's policy must be submitted to the Department or to a contracting agency upon request.

Employers can obtain a Model Sexual Harassment Policy by contacting the Department.

DISCRIMINATORY CLUB ACT

Pursuant to 775 ILCS 25/2, no private organization selling goods or services to the State or receiving any award or grant from the State, nor any public body, may pay any dues or fees on behalf of its employees or agents or may subsidize or otherwise reimburse them for payments of their dues or fees to any discriminatory club. A "discriminatory club" includes any club, society, organization, or association, which discriminates in its membership policy or in access to its services or facilities. Facilities that are distinctly private in nature, such as restrooms and shower rooms, are exempt as to discrimination based on sex.

CONTRACT CERTIFICATION

EDUCATIONAL LOANS -- The Contractor certifies that it is not in default on an educational loan as provided in the Educational Loan Default Act (5 ILCS 385).

BRIBERY -- The Contractor certifies that it has not been convicted of bribery, attempting to bribe or made an admission of guilt of bribery of a State officer or employee in accordance with the Illinois Procurement Code (30 ILCS 500/50-5).

BID-RIGGING/BID-ROTATING LAW -- The Contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of bid-rigging or bid rotating as those terms are defined in the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4).

DRUG FREE WORKPLACE -- The Contractor certifies that it will comply with the Drug Free Workplace Act (30 ILCS 580) and will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract.

FOREIGN EQUIPMENT/CHILD LABOR -- The Contractor certifies in accordance with Public Act 94-0264 no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

NON-DISCRIMINATION IN EMPLOYMENT -- The Contractor agrees to comply with the Public Employment Works Act (775 ILCS 10), which disallows discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, handicap, military status, or unfavorable discharge from military service in employment or contracting.

LACK OF APPROPRIATION -- The Contractor agrees that the contractual obligations of SIUE Shall cease immediately without penalty or further payment if, in any fiscal year, the Illinois General Assembly or federal funding sources fails to appropriate or otherwise make available funds for this contract. The Contractor will be paid for satisfactory performance during the periods for which funds were available.

USE OF SUBCONTRACTORS -- The Contractor will not utilize the services of a subcontractor in fulfilling its obligations under this contract without obtaining SIUE's prior written approval.

INTERNATIONAL ANTI-BOYCOTT -- The Contractor certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under the Act.

MAINTENANCE OF DOCUMENTATION -- With respect to each annual Contract term, Contractor shall maintain, for a minimum of 5 years after such annual Contract term, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the Contract; the Contract and all books, records, and supporting documents related to the Contract shall be available for review and audit by the Auditor General; and the Contractor agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the Contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

DEBT CERTIFICATION -- The Contractor certifies that it is not delinquent in the payment of any debt to the State of Illinois in accordance with the Illinois Procurement Code (30 ILCS 500/50-11).

FOREIGN-MADE MATERIALS PRODUCED BY FORCED LABOR -- The Contractor certifies that no foreign-made equipment, materials or supplies furnished to SIUE under this contract will be or have been produced, in whole or in part, by forced labor, convict labor or indentured labor under penal sanction.

CORPORATE INTEGRITY -- The Contractor certifies that it, its officers, directors, partners or other managerial agents have not been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 (815 ILCS 5) within the last five years. These laws prohibit falsifying corporate financial records, selling unregistered securities, and fraudulent purchases or sales of securities.

ENVIRONMENTAL VIOLATIONS -- The Contractor certifies that it has not been found liable for any violation of the Illinois Environmental Protection Act ("Act") (415 ILCS 5) by a court or the Pollution Control Board within the last five years. Violations of the Act may include dumping hazardous wastes, air pollution, water pollution, land pollution, and permit non-compliance.

GOVERNING LAW -- Notwithstanding anything in the Contract or purchase order to the contrary, this Contract shall be governed by the laws of the State of Illinois without reference to conflict of laws principles. The parties acknowledge that SIUE is a State entity and as such any claims brought against it must be brought in the Illinois Court of Claims in accordance with the Illinois Court of Claims Act (705 ILCS 505).

ILLINOIS USE TAX CERTIFICATION -- The Contractor certifies that it is collecting and remitting Illinois Use Tax of all sales of tangible personal property in accordance with the Illinois Procurement Code (30 ILCS 500/50-12).

FALSE CERTIFICATIONS -- The Contractor acknowledges that SIUE may declare this Contract void if any of the certifications made herein by the CONTRACTOR are false.

CONFLICTING DOCUMENTS -- In the event of a conflict between these contract certifications and Contract or purchase order, whichever may be the case, these contract certifications shall control.

LEAD POISONING CERTIFICATION -- Pursuant to P.A. 94-879, if vendor [contractor, bidder, proposer] is the owner of residential rental property in Illinois, vendor [contractor, bidder, proposer] certifies that it has not committed a willful or knowing violation of the Illinois Lead Poisoning Prevention Act that has not been mitigated.

EXCLUSIONS PARTY LIST CERTIFICATION: Contractor certifies that neither it 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. Contractor 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 U.S. Department of Treasury's (Treasury) Specially Designated Nationals (SDN) list. Contractor also 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 Contractor'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 Contractor becomes excluded during life of this Contract.

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: <input type="checkbox"/> Female <input type="checkbox"/> Male
If a company: <input type="checkbox"/> Female Owned (must own 51% or more) <input type="checkbox"/> Not Applicable
Select appropriate category: <input type="checkbox"/> African American <input type="checkbox"/> Alaskan American <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Decline To Answer
If disabled, please check: <input type="checkbox"/> Person with Disability

CONTRACTOR FEDERAL IDENTIFICATION NUMBER AND LEGAL STATUS DISCLOSURE (NOTE: Instructions On Reverse Side)

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

<input type="checkbox"/> Individual	<input type="checkbox"/> Not-For-Profit Corporation	<input type="checkbox"/> Trust or Estate
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Real Estate Agent	<input type="checkbox"/> Medical and Health Care Service Provider
<input type="checkbox"/> Partnership	<input type="checkbox"/> Governmental Entity	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Tax Exempt Organization (IRC 501(a) only)	

Firm/Company Name

Vendor Signature

Date

Purchasing Signature

Date

Vendor Name Typed or Printed

In order to meet Form 1099 Information reporting rules formulated by the Internal Revenue Service, please complete the following:

INSTRUCTIONS

1. Enter your Taxpayer Identification Number (TIN) in the appropriate space. For individuals and sole proprietorships:
2. If you do not have a TIN, apply for one immediately. To apply, obtain the form Application for a Social Security Number Card (for individuals) from your local office of the Social Security Administration, or form, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.
3. If you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, fill out another such form indicating your TIN, sign and date the form, and give it to this agency.
4. If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.
5. **WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES, INCLUDING FINES AND/OR IMPRISONMENT.**

Commodities & Equipment
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.

We hereby submit a "No Bid" because:

- 1. We are not interested in selling through the bid process.
- 2. We are unable to prepare the bid form 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 cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- 6. We do not wish to sell to a State agency. **OBJECTIONS:** _____
_____.
- 7. We do not sell the items on which bids are requested.
- 8. Other: _____
_____.

We wish to **Remain On** the list of bidders

Be deleted from

Firm _____

Signed _____

BID BOND, INDEMNITY BOND, HOLD HARMLESS AND INSURANCE REQUIREMENTS

Board of Trustees, Southern Illinois University governing
Southern Illinois University Edwardsville

NOTE: ONLY ITEMS CHECKED ARE APPLICABLE

A. BID BOND:

____ Bid security to accompany the bid in the amount of 5% of the bid. It is preferred that such be in the form of a Bid Bond (form provided herein). A certified check, bank draft, or cashiers check is acceptable in lieu of the Bid Bond (Personal or Company checks are not acceptable). The security is to be payable to the Board of Trustees, Southern Illinois University governing Southern Illinois University at Edwardsville for the measure of any liquidated damage which SIUE may sustain, and the proceeds thereof shall become the property of SIUE if for any reason the Bidder:

- a. Withdraws his bid proposal after opening of bids and prior to the time a formal written agreement evidenced by the contract has been signed and delivered to SIUE, whether or not (at the time of such withdrawal) the bidder has been designated as successful bidder, or
- b. Upon written notification of the award of Contract to him, he fails to properly sign and deliver to SIUE an Acceptance Copy within 10 days after receipt of said notification.

B. INDEMNITY BOND:

____ An Indemnity Bond in the amount of 100% (unless lesser percentage is specified) of the accepted bid is required as security for faithful performance of the contract -- a form will be forwarded by SIUE. The surety thereon must be authorized to transact business in the State of Illinois. NO PAYMENT WILL BE MADE ON THE PURCHASE ORDER UNLESS THE INDEMNITY BOND HAS BEEN RECEIVED AND APPROVED.

INSURANCE AND HOLD HARMLESS REQUIREMENTS

AWARDEE WILL BE REQUIRED TO FURNISH CERTIFICATE OF INSURANCE **BEFORE** BEGINNING WORK AND/OR DELIVERY. NO PAYMENT WILL BE MADE ON THE PURCHASE ORDER UNLES CERTIFICATES OF INSURANCE AND/OR BOND HAVE BEEN RECEIVED AND APPROVED.

C. WORKMEN'S COMPENSATION & OCCUPATION DISEASE:

XX Employer's Liability \$500,000 (Minimum Limits) (Statutory Limits in Illinois)

D. COMPREHENSIVE GENERAL LIABILITY:

- XX (1) Contractor's Liability (premises and operations)
XX (2) Contractual Liability (assumed under contract covering Hold Harmless Agreement)
XX (3) Product -- Completed Operations
____ (4) XCU Hazards (explosion or blasting, collapse and underground)
XX (5) Contractor's Protective Liability (independent contractor)
Bodily Injury: Property Damage: \$1,000,000 per occurrence; \$3,000,000 AG (Minimum acceptable limits)
XX (6) The Board of Trustees of Southern Illinois University shall be named as additional insured.

E. COMPREHENSIVE AUTOMOBILE LIABILITY, INCLUDING:

- XX (1) Owned Vehicles ____ (2) Hired Vehicles ____ (3) Other Non-owned Vehicles
Bodily Injury: \$1,000,000 per occurrence -- Property Damage: \$500,000 per occurrence (Minimum limits)
(4) Hired Vehicles (Coach Buses): Bodily Injury/Property Damage: \$5,000,000 Combined Single Limit (Minimum Limits)

The Insurance Company (and/or Bonding Co) must have a rating that is acceptable to the University. Contractor/vendor shall notify University of any cancellation or alteration of insurance policies for coverage required by the contract immediately upon contractor/vendor being notified of same by his or her insurance provider. (Minimum 15 days)

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 Provider or sub-contractor 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.

Providers/Users 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 SIU that insurance requirements have been met. Failure of SIU to obtain certificates or other insurance evidence from the vendor shall not be deemed a waiver by the University.

HOLD HARMLESS AGREEMENT: The successful bidder agrees to indemnify and hold harmless the Board of Trustees of Southern Illinois University and employees and agents from and against any and all suits, claims and demands as well as attorneys' fees, costs and expenses, based on, resulting from, any injury to any person or persons or any damages to property which may occur or be alleged to have occurred in connection with the work, material, or products which are the subject of the bid.

SOUTHERN ILLINOIS UNIVERSITY AT 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 Section 3 of the Illinois Use Tax Act (Ill. Rev., Stat., Chap. 120, Sec 439.3) from paying any of the taxes imposed by the Act, and sales to the University are exempt by Section 2 of the Illinois Retailer's Occupation Tax Act (Ill. Rev., Stat., Chap. 120, Sec. 441) 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 and in the envelopes provided by the Director of Purchasing 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 Purchasing of Southern Illinois University at 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 contractor certifies that it is not barred from being awarded a contract or subcontract under Section 10.1 of the Illinois Procurement Code.
7. The Director of Purchasing 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.

General Terms and Conditions

8. 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.
9. Packing, deposits, and other costs, including transportation costs will not be allowed in billing unless specifically stated in your bid proposal.
10. Time is of essence; therefore, accurate delivery schedules may be considered in making an award.
11. 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).
12. The contractor certifies that it is not in default on an educational loan as provided on Public Act 85-827.
13. The contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961.
14. 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.
15. 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.
16. Approximately 30 days are likely to elapse between an awardee's submission of a bill and payment thereof.
17. By acceptance of any resulting purchasing agreement, the bidder certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of such agreement.

18. 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.

19. 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, social security 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.

20. 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.

21. Vendor as Independent Contract

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

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.

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 19% of its contracts to be awarded to minority (5%), female (12%), 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.

Extension of Offer to Community Colleges:

The IPHEC organization, working in cooperation with the Illinois Community College Board (ICCB) is hereby offering those firms who receive an IPHEC award as the result of this solicitation the opportunity to also extend their IPHEC bid offer to the community colleges of Illinois. See attached copy of listing of the community colleges. Should you accept this opportunity if you receive an IPHEC award, the following conditions will be applicable:

1. Each State of Illinois community college choosing to participate in this transaction will administer its own procurements directly with your company subject to individual college administrations and Governing Board approvals.
2. The decision whether or not to participate will be up to each individual community college, and not all may choose to do so.
3. If your firm agrees to extend your IPHEC offer to the community colleges, a copy of your offer will be provided to each of the community college business offices and those colleges that choose to participate will use it as a basis for contracting with your firm.
4. Any contracts and/or purchase orders your firm receives from these community colleges will be administered (such as, but not limited to, resolution of ordering problems and reconciling accounts payable issues) by the individual community colleges and not by the IPHEC or ICCB organizations.
5. Your firm will be required to provide an annual report to the IPHEC of those community colleges who have accepted your offer. You will be required to complete a form giving annual expenditure data, broken down by individual community college.

Please complete the following information.

Will you extend your IPHEC offer to the State of Illinois community colleges?

Yes_____ No_____

If you answered "Yes", agreeing to extend your offer, will your prices be the same for the community colleges as for the IPHEC member State universities?

Yes_____ No_____
(the same) (not the same)

If you answered "No", not agreeing to extend the same prices to the community colleges, will you require a percentage additional to your IPHEC pricing, from the community colleges, and if so, what will be the additional percentage to be added on to the IPHEC prices?

_____%
Additional percentage for
community colleges

NOTE: For offers to IPHEC that include participation incentive discount(s) based on total dollar expenditures, will the vendor count the expenditures of participating community colleges toward these participation incentive expenditure discounts?

Yes_____ No_____

If you answered "No", will the vendor offer any new participation incentive discounts based on participating community colleges expenditures?

Yes_____ No_____

If you answered "Yes", indicate such new participation discounts below.

NOTE: Any new participation incentive discounts offered would be in addition to the current participation incentive discounts currently offered to the IPHEC.

ILLINOIS COMMUNITY COLLEGE SYSTEM

DISTRICT	NAME	ADDRESS
501	Kaskaskia	27210 College Road, Centralia, IL 62801
502	DuPage	425 22nd Street, Glen Ellyn, IL 60137
503	Black Hawk	6600 34th Avenue, Moline, IL 61265
504	Triton	2000 Fifth Avenue, River Grove, IL 60171
505	Parkland	2400 W. Bradley Avenue, Champaign, IL 61821
506	Sauk Valley	173 Illinois Route 2, Dixon, IL 61021
507	Danville	2000 East Main Street, Danville, IL 61832
508	Chicago	226 W. Jackson Blvd., 11th Floor, Chicago, IL 60606
509	Elgin	1700 Spartan Drive, Elgin, IL 60123
510	South Suburban	15800 S. State Street, South Holland, IL 60473
511	Rock Valley	3301 North Mulford Road, Rockford, IL 61114
512	Harper	1200 West Algonquin Road, Palatine, IL 60067
513	Illinois Valley	815 North Orlando Smith Avenue, IL 61348
514	Illinois Central	One College Drive, East Peoria, IL 61635
515	Prairie State	202 South Halsted Street, Chicago Heights, IL 60411
516	Waubensee	IL Route 47 at Harter Road, Sugar Grove, IL 60554
517	Lake Land	5001 Lake Land Blvd., Mattoon, IL 61938
518	Carl Sandburg	2400 Tom L. Wilson Blvd., Galesburg, IL 61401
519	Highland	2998 W. Pearl City Rd., Freeport, IL 61032
520	Kankakee	P.O. Box 888, River Road, Kankakee, IL 60901
521	Rend Lake	468 N. Ken Gray Parkway, Ina, IL 62846
522	Southwestern	2500 Carlyle Avenue, Belleville, IL 62221
523	Kishwaukee	21193 Malta Road, Malta, IL 60150-9699
524	Moraine Valley	10900 South 88th Avenue, Palos Hills, IL 60465
525	Joliet	1215 Houbolt Road, Joliet, IL 60431
526	Lincoln Land	5250 Shepherd Road, Springfield, IL 62794-9256
527	Morton	3801 S. Central Avenue, Cicero, IL 60804
528	McHenry	8900 U.S. Highway 14, Crystal Lake, IL 60012
529	Illinois Eastern	233 E. Chestnut Street, Olney, IL 62450
530	John A. Logan	700 Logan College Road, Carterville, IL 62918
531	Shawnee	8364 Shawnee College Road, Ullin, IL 62992
532	Lake County	19351 W. Washington Street, Grayslake, IL 60030
533	Southeastern	3575 College Road, Harrisburg, IL 62946
534	Spoon River	23235 North County Road 22, Canton, IL 61520
535	Oakton	1600 E. Golf Road, Des Plaines, IL 60016
536	Lewis & Clark	5800 Godfrey Road, Godfrey, IL 62035
537	Richland	One College Park, Decatur, IL 62521
539	John Wood	150 South 48th Street, Quincy, IL 62301
540	Heartland	1500 W. Raab Road, Normal, IL 61761

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