

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 Purchasing Department Northeastern Illinois University 5500 North St. Louis Avenue Chicago, IL 60625-4699	<input type="checkbox"/> Director 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"/> University of Illinois at Springfield Purchasing BSB 106 PO Box 19243 4900 Shepherd Road Springfield, IL 62794 <input type="checkbox"/> Director of Purchases University of Illinois at Urbana- Champaign Purchasing Division 616 E. Green, Suite 212 Champaign, IL 61820-5752 <input type="checkbox"/> Director of Purchases Western Illinois University One University Circle Room 227 Sherman Hall Macomb, IL 61455-1390
--	--	---

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 _____ Exempt

If you employ 15 or more individuals and wish to bid on State of Illinois contracts, IDHR requires that you 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 www.state.il.us/cms/purchase/download. All persons (or firms) employing 14 or fewer individuals at all times during the past 365 days are exempt from the IDHR requirement and should check the "Exempt" box above.

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 \$10,000,000

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.

(B) Minority, Female, Person with Disability. See 30 ILCS 575. To participate in this you must qualify under the following criteria and be certified by one of the following:

- DCMS (Department of Central Management Services) Business Enterprise Program
- CMBDC (Chicago Minority Business Development Council)
- IDOT (Illinois Department of Transportation)
- WBDC (Women's Business Development Center)

The business must be at least 51% owned and controlled by one or more individuals who are minority, female, or a person with disabilities. A business owned and controlled at least 51% by any combination of minorities, females, and persons with disabilities should be checked as a business owned and controlled by the eligible group that has the largest percentage of ownership. If this block is checked, also check each of the following which are applicable:

- African American
- Hispanic
- Person with disability (must be severe mental or physical disabilities which substantially limit major life activities)
- Female
- Native American/Alaskan
- Asian American

(C) Not-for-profit, U.S. tax exempt agency for the disabled. You must qualify under Section 501 of the Internal Revenue Code. See 30 ILCS 575/2A4.1.

(D) State use – Not-for-profit agency for the severely handicapped. Must meet requirements of U.S. Department of Labor and the Illinois Department of Rehabilitation Services. See 30 ILCS 500/45-35.

15. In compliance with the Illinois Procurement Code, state the name of each person or company having a beneficial interest of more than 7½% in the bidding enterprise and each person or company, who, together with spouse or minor children, has a beneficial interest of more than 15% in the bidding enterprise (attach additional sheets if necessary):

Name and Address	Percent Owned	Voting Percentage

If applicant is a corporation, please complete both columns:

Names of Corporate Officers	Names of Corporate Directors

16. List equipment, supplies, and/or services you can provide. Include brand and manufacturer names or other information that will help buyers to categorize your capabilities. (Additional items may be submitted on an attached sheet.) If the issuing university has provided a separate listing of equipment, supplies, and/or services, provide requested information and return it with this form. If the services available from your firm include professional and/or artistic services (see Item #17 for listing), and you wish to be pre-qualified so you can receive direct notification of opportunities, complete Items #17-24 of this application.

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 yes, 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 _____

CLASS LIST

Please place a checkmark by the items you are interested in supplying

- | | |
|---|--|
| <p><input type="checkbox"/> 005 Abrasives</p> <p><input type="checkbox"/> 010 Acoustical Tile, Insulating Materials & Supplies</p> <p><input type="checkbox"/> 015 Addressing, Copying, Mimeograph, & Spirit Duplicating Machine
Supplies: Chemicals, Inks, Paper, Etc.</p> <p><input type="checkbox"/> 020 Agricultural Implements & Accessories</p> <p><input type="checkbox"/> 022 Agricultural Major Implement & Accessory Parts</p> <p><input type="checkbox"/> 025 Air Compressors & Accessories</p> <p><input type="checkbox"/> 031 Air Conditioning, Heating, & Ventilating Equipment, Parts & Accessories
(See Related Items in Class 740)</p> <p><input type="checkbox"/> 035 Aircraft, Equipment, Parts, & Supplies</p> <p><input type="checkbox"/> 040 Animals, Bees, Livestock, & Poultry</p> <p><input type="checkbox"/> 045 Appliances & Equipment, Household Type</p> <p><input type="checkbox"/> 050 Art Equipment & Supplies</p> <p><input type="checkbox"/> 052 Art Objects</p> <p><input type="checkbox"/> 055 Automobile & Truck Accessories</p> <p><input type="checkbox"/> 060 Automobile & Truck Maintenance Items & Replacement Parts</p> <p><input type="checkbox"/> 065 Automobile Bodies & Special Body Accessories for Trucks
(Except School Buses)</p> <p><input type="checkbox"/> 070 Automotive Major Transportation Equipment</p> <p><input type="checkbox"/> 075 Automotive Shop Equipment & Supplies</p> <p><input type="checkbox"/> 080 Badges & Other Identification Equipment & Supplies</p> <p><input type="checkbox"/> 085 Bags, Bagging, Ties, & Erosion Control Equipment</p> <p><input type="checkbox"/> 090 Bakery Equipment, Commercial</p> <p><input type="checkbox"/> 095 Barber & Beauty Shop Equipment & Supplies</p> <p><input type="checkbox"/> 100 Barrels, Drums, Kegs, & Containers</p> <p><input type="checkbox"/> 105 Bearings (Except Wheel Bearings & Seals – See Class 060)</p> <p><input type="checkbox"/> 110 Belts & Belting: Conveyor, Elevator, Power Transmission, & V-Belts</p> <p><input type="checkbox"/> 115 Biochemicals, Research</p> <p><input type="checkbox"/> 120 Boats, Motors, & Marine & Wildlife Supplies</p> <p><input type="checkbox"/> 125 Bookbinding Supplies</p> <p><input type="checkbox"/> 135 Bricks & Other Clay Products, Refractory Materials, & Stone Products</p> <p><input type="checkbox"/> 140 Broom, Brush, & Mop Manufacturing Machinery & Supplies</p> <p><input type="checkbox"/> 145 Brushes (Not Otherwise Classified)</p> <p><input type="checkbox"/> 150 Builder's Supplies</p> <p><input type="checkbox"/> 155 Building, Fabricated</p> <p><input type="checkbox"/> 160 Butcher Shop & Meat Processing Equipment</p> <p><input type="checkbox"/> 165 Cafeteria & Kitchen Equipment, Commercial</p> <p><input type="checkbox"/> 175 Chemical Laboratory Equipment & Supplies</p> <p><input type="checkbox"/> 180 Chemical Raw Materials (In Large Quantities Primarily for Janitorial & Laundry Products Manufacturing)</p> <p><input type="checkbox"/> 190 Chemicals, Commercial, in Bulk Amounts (Minimum Package Size – 5Gallons or 40 Pounds)</p> <p><input type="checkbox"/> 192 Cleaning Compositions & Solvents (Not Otherwise Classified)</p> <p><input type="checkbox"/> 193 Clinical Laboratory Reagents & Tests (Blood Grouping, Diagnostic, Drug Monitoring, Etc.)</p> <p><input type="checkbox"/> 195 Clocks, Timers, Watches, & Jewelers' & Watchmakers' Tools & Equipment</p> <p><input type="checkbox"/> 200 Clothing & Apparel</p> <p><input type="checkbox"/> 205 Computers, Data Processing & Word Processing Systems & Accessories</p> <p><input type="checkbox"/> 210 Concrete & Corrugated Metal Culverts, Pipes & Other Products</p> <p><input type="checkbox"/> 220 Controlling, Indication, & Recording Instruments & Supplies</p> <p><input type="checkbox"/> 225 Coolers, Drinking Water</p> <p><input type="checkbox"/> 232 Crafts, General</p> <p><input type="checkbox"/> 233 Crafts, Specialized</p> <p><input type="checkbox"/> 240 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, & Supplies</p> <p><input type="checkbox"/> 245 Dairy Equipment & Supplies</p> <p><input type="checkbox"/> 250 Data Processing Cards & Paper</p> <p><input type="checkbox"/> 255 Decalcomanias</p> <p><input type="checkbox"/> 260 Dental Equipment Supplies</p> <p><input type="checkbox"/> 265 Draperies, Curtains, & Upholstery Material (Including Automobile)</p> <p><input type="checkbox"/> 270 Drugs, Pharmaceuticals & Biologicals (For Human Therapeutic Use)</p> <p><input type="checkbox"/> 271 Drugs, Pharmaceuticals, & Sets (For Large Volume Parenteral Administration, Infusion, Irrigation, & Tube Feeding)</p> | <p><input type="checkbox"/> 280 Electrical Cables & Wires (Not Electronic)</p> <p><input type="checkbox"/> 285 Electrical Equipment & Supplies (Except Cable & Wire)</p> <p><input type="checkbox"/> 287 Electronic Components, Replacement Parts, & Accessories: & Misc. Electronic Equipment (Not for Testing or Analyzing – See730)</p> <p><input type="checkbox"/> 290 Energy Collecting Equipment & Accessories: Solar & Wind</p> <p><input type="checkbox"/> 295 Elevators, Building Type</p> <p><input type="checkbox"/> 300 Embossing & Engraving</p> <p><input type="checkbox"/> 305 Engineering Equip., Surveying Equip., Drawing Instruments, & Supplies</p> <p><input type="checkbox"/> 310 Envelopes, Plain or Printed</p> <p><input type="checkbox"/> 315 Epoxy Based Formulations (2-Component) (For 1-Component Oil Modified Epoxy Coatings-See Class 630)</p> <p><input type="checkbox"/> 320 Fasteners, Fastening Devices, Package Stitching, Strapping & Tying Equipment & Supplies</p> <p><input type="checkbox"/> 325 Feed & Bedding (For Animal & Fowl)</p> <p><input type="checkbox"/> 330 Fencing</p> <p><input type="checkbox"/> 335 Fertilizers & Soil Conditioners</p> <p><input type="checkbox"/> 340 Fire Protection Equipment & Supplies</p> <p><input type="checkbox"/> 345 First Aid & Safety Equip., & Supplies (Except Nuclear & Welding)</p> <p><input type="checkbox"/> 350 Flags, Flag Poles, Banners, & Accessories</p> <p><input type="checkbox"/> 360 Floor Covering, Floor Covering Installation & Removal Equipment, & Supplies</p> <p><input type="checkbox"/> 365 Floor Maintenance Machines, Parts, & Accessories</p> <p><input type="checkbox"/> 370 Food Processing & Canning Equipment & Supplies</p> <p><input type="checkbox"/> 375 Foods, Bakery Products (Not Frozen)</p> <p><input type="checkbox"/> 380 Foods, Dairy Products, Fresh</p> <p><input type="checkbox"/> 385 Foods, Freeze-Dried & Frozen, Prepared Ready-To-Eat (Convenience)</p> <p><input type="checkbox"/> 390 Foods, Perishable</p> <p><input type="checkbox"/> 393 Foods, Staple, Edible</p> <p><input type="checkbox"/> 395 Forms, Continuous (Computer Paper) & Snap-Out; & Binders</p> <p><input type="checkbox"/> 400 Foundry Castings, Equipment, & Supplies; & Machine Shop Work</p> <p><input type="checkbox"/> 405 Fuel, Oil, Grease, & Lubricants</p> <p><input type="checkbox"/> 410 Furniture, Hospital – Specialized</p> <p><input type="checkbox"/> 415 Furniture, Laboratory – Specialized</p> <p><input type="checkbox"/> 420 Furniture, Non-Office</p> <p><input type="checkbox"/> 425 Furniture, Office</p> <p><input type="checkbox"/> 430 Gases: Hospital, Laboratory, & Welding & Equipment (See Class 675 for Fumigant Gases)</p> <p><input type="checkbox"/> 435 Germicides, Hospital; & Personal Sanitation Products (For Health Care Personnel)</p> <p><input type="checkbox"/> 440 Glass & Glazing Supplies</p> <p><input type="checkbox"/> 445 Tools, Hand (Not Otherwise Classified)</p> <p><input type="checkbox"/> 450 Hardware, Shelf Hardware, & Allied Items</p> <p><input type="checkbox"/> 460 Hose, All Kinds (Except Automobile, Fire, Paint Sprayer & Welding (See Class 075-36 for Garage Exhaust Hose)</p> <p><input type="checkbox"/> 465 Hospital Equipment – General & Specialized</p> <p><input type="checkbox"/> 470 Hospital Equipment – Mobility & Speech Impaired</p> <p><input type="checkbox"/> 475 Hospital Sundries</p> <p><input type="checkbox"/> 485 Janitorial Supplies, General Line</p> <p><input type="checkbox"/> 490 Laboratory Equipment & Accessories (For General, Analytical, & Research Use): Nuclear, Optical, & Physical</p> <p><input type="checkbox"/> 493 Laboratory Equipment & Accessories: Biochemical, Chemistry, Environmental Science, Etc.</p> <p><input type="checkbox"/> 495 Laboratory & Field Equipment & Supplies: Biology, Botany, Geology, Microbiology, Zoology, Etc.</p> <p><input type="checkbox"/> 500 Laundry & Dry Cleaning Equipment, Commercial</p> <p><input type="checkbox"/> 505 Laundry & Dry Cleaning Supplies</p> <p><input type="checkbox"/> 510 Laundry Textiles & Supplies</p> <p><input type="checkbox"/> 515 Lawn Equipment (See Class 020 for Large Tractor Crop Mowers, Pasture Shredders, & Fertilizer Distributors)</p> <p><input type="checkbox"/> 520 Leather, Shoe Findings, Harness, & Saddles</p> <p><input type="checkbox"/> 525 Library Machines & Supplies (Not Furniture – Class 420 or Binding Materials – Class 125)</p> <p><input type="checkbox"/> 530 Luggage, Brief Cases, Purses, & Wallets</p> |
|---|--|

- ___ 540 Lumbers, Plywoods, Pressboards, Sheetrock, Shingles, Sidings, & Stakes
- ___ 545 Machinery & Heavy Hardware
- ___ 550 Markers, Plaques, Signs, & Traffic Control Devices
- ___ 555 Marking Devices
- ___ 560 Material Handling Equipment & Allied Items (See Class 850 for Quilted Covers & Pads for Furniture, Appliances, Etc.)
- ___ 565 Mattress Manufacturing Machinery & Supplies
- ___ 570 Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing, & Fabricated Items
- ___ 575 Microfiche, Microfilm, Microfilming Equipment & Supplies
- ___ 578 Miscellaneous Products
- ___ 580 Musical Instruments & Supplies
- ___ 590 Notions & Sewing Supplies, All Kinds
- ___ 595 Nursery Stock, Equipment, & Supplies
- ___ 600 Office Machines, Equipment & Accessories
- ___ 605 Office Mechanical Aids, Small Machines, & Apparatus
- ___ 610 Office Supplies: Carbon Paper & Ribbons, All Types
- ___ 615 Office Supplies (Not Otherwise Classified)
- ___ 620 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, Etc.
- ___ 625 Optical Equipment & Supplies
- ___ 630 Paint, Protective Coatings, Varnish, Wallpaper, & Related Products
- ___ 635 Painting Equipment & Accessories
- ___ 640 Paper & Plastic Products, Disposable
- ___ 645 Paper (For Office & Print Shop Use)
- ___ 650 Park, Playground, & Swimming Pool Equipment
- ___ 655 Photographic Equipment & Supplies (Not Including Graphic Arts, Microfilm, & X-Ray)
- ___ 660 Pipes, Snuff, & Tobacco
- ___ 665 Plastics (Not Dishes) & Forming, Laminating, & Molding Equipment
- ___ 670 Plumbing Equipment, Fixtures, & Supplies
- ___ 675 Poisons: Agricultural & Industrial
- ___ 680 Police Equipment & Supplies
- ___ 685 Poultry Equipment & Supplies
- ___ 695 Printing & Silk Screening
- ___ 700 Printing Plant Equipment & Supplies (Except Papers)
- ___ 705 Printing Preparations: Etching, Photoengraving, Typesetting, & Preparing Mats, Negatives, and Plates
- ___ 710 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, Etc.
- ___ 715 Publications & Audiovisual Materials (Prepared Materials Only; Not Equipment, Supplies, or Production)
- ___ 720 Pumps, & Pump Accessories (Except Air & Gas, Automotive Fuel & Water, Hospital, Laboratory, Marine Bailing & Bilge, Refrigerant, Etc.)
- ___ 725 Radio & Telecommunications Equipment & Accessories
- ___ 730 Radio, Television, & Electronic Testing, Measuring, & Analyzing Equipment & Accessories (Also See Class 840)
- ___ 735 Rags, Shop Towels, & Wiping Cloths
- ___ 740 Refrigeration Equipment and Accessories
- ___ 745 Road & Highway Building Materials (Asphaltic)
- ___ 750 Road & Highway Building Materials (Not Asphaltic)
- ___ 755 Road & Highway Equipment & Parts: Asphalt & Concrete Handling & Processing
- ___ 760 Road & Highway Equipment: Earth Handling, Grading, Moving, Packing, Etc.
- ___ 765 Road & Highway Equipment (Except Asphalt, Concrete, & Earth Handling Equipment in Classes 755 and 760)
- ___ 770 Roofing (Except Wood – See Class 540)
- ___ 775 Salt (Sodium Chloride) (Except Table – See Class 275)
- ___ 780 Scales & Weighing Apparatus (See 175-08 for Laboratory Balances)
- ___ 785 School & Higher Education Equipment & Supplies
- ___ 790 Seed, Sod, Soil, & Inoculants
- ___ 795 Sewing Room & Textile Machinery & Accessories
- ___ 800 Shoes & Boots
- ___ 803 Sound Systems, Components, & Accessories: Group Intercom, Music, Public Address, Etc.
- ___ 805 Sporting & Athletic Goods
- ___ 810 Spraying Equipment (Except Household, Nursery Plant, & Paint)
- ___ 815 Steam & Hot Water Specialties, Accessories, & Supplies
- ___ 820 Steam Boilers, Steam Heating, & Power Plant Equipment
- ___ 825 Stockman Equipment & Supplies
- ___ 830 Tanks (Metal, Wood, & Synthetic Materials): Mobile, Portable, & Stationary
- ___ 832 Tape (Not Data Processing, Measuring, Optical, Sewing, Sound, or Video)
- ___ 840 Television Equipment & Accessories
- ___ 845 Testing Apparatus & Instruments (Not for Electrical or Electronic Measurements)
- ___ 850 Textiles, Fibers, Household Linens, & Piece Goods
- ___ 855 Theatrical Equipment & Supplies
- ___ 860 Tickets, Coupon Books, Sales Books, Script Books, Etc.
- ___ 863 Tires & Tubes
- ___ 865 Twine
- ___ 870 Venetian Blinds, Awnings, & Shades
- ___ 875 Veterinary Equipment and Supplies
- ___ 880 Visual Education Equipment & Supplies (Except Projection Lamps – See Class 285)
- ___ 885 Water Treating Chemicals
- ___ 890 Water Supply & Sewage Treatment Equipment (Not for Air Conditioning, Steam Boiler, or Laboratory Reagent Water)
- ___ 895 Welding Equipment & Supplies
- ___ 898 X-Ray & Other Radiological Equipment & Supplies (Medical)
- ___ 905 Aircraft Operations
- ___ 906 Architect-Engineer & Other Professional Design Services (For Construction Coverage, See Public Works – Class 955)
- ___ 908 Bookbinding, Rebinding, & Repairing
- ___ 910 Building Maintenance & Repair Services
- ___ 915 Communications & Media Related Services
- ___ 920 Data Processing Services & Software – Purchase Only
- ___ 924 Educational Services
- ___ 925 Equipment Maintenance, Repair, & Reconditioning Services
- ___ 930 Equipment Rental Services
- ___ 932 Financial Services
- ___ 935 Health Related Services (Not Including Human Services)
- ___ 937 Human Services
- ___ 940 Laundry & Dry Cleaning Services
- ___ 945 Library Services (Excluding Class 908 – Bookbinding, Rebinding, and Repairing)
- ___ 947 Miscellaneous Services
- ___ 950 Personnel, Temporary (Not Services)
- ___ 955 Public Works & Related Services
- ___ 958 Real Property, Rental or Lease
- ___ 960 Roadside, Grounds, & Park Area Services
- ___ 965 Security, Fire, & Safety Services
- ___ 966 Bar Coding Equipment & Supplies

You Can Now Visit the Illinois Higher Education Procurement Bulletin Online at:
www.procure.stateuniv.state.il.us

CERTIFICATIONS:

EMPLOYMENT STATUS: The vendor certifies that if any of its personnel are an employee of the State of Illinois, they have permission from their employer to perform the service.

EDUCATIONAL LOANS: Vendor certifies this Agreement is not in violation of Educational Loan Default Act (5 ILCS 385) prohibiting certain contracts to individuals who are in default on an educational loan.

ANTI-BRIBERY: Vendor certifies neither vendor nor any person associated with it has been convicted of bribery or attempting to bribe an officer or employee of this State nor has made admission of guilt of such conduct (30 ILCS 500/50-5(a)).

BID-RIGGING/BID ROTATING LAW: Vendor certifies neither vendor nor any person associated with it has been barred from contracting with a unit of State or local government as result of violation of Section 33E-3 or 33E-4 of Criminal Code of 1961 (720 ILCS 5/33E-3 & 5-33E-4).

FELONY: The vendor certifies that it is not barred pursuant to 30 ILCS 500/50-10 from conducting business with the State of Illinois or any agency as a result of being convicted of a felony and also certifies in accordance with 30 ILCS 500/50-10.5 that no officer, director, partner or other managerial agent of the contracting business has 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 for a period of five years prior to the date of the bid or contract. The vendor acknowledges that the University shall declare the contract void if this certification is false.

DRUG FREE WORKPLACE: (30 ILCS 580) requires in part, that vendors with 25 or more employees will provide a drug free workplace as provided in Drug Free Workplace Act. These requirements apply to orders of \$5,000 or more.

RECORDS RETENTION: In accordance with 30 ILCS 500/20-65, vendor (and any subcontractors) shall maintain, for a minimum of 3 years after completion of Agreement, adequate books, records & supporting documents to verify amounts, receipts, & uses of all disbursements of funds passing in conjunction with this Agreement. Records shall be available for review & audit by Auditor General. If this order is funded from contract/grant funds provided by the U.S. Government, the order, books, and records shall be available for review and audit by the Comptroller General of the U.S. and/or the Inspector General of the federal sponsoring agency. Vendor agrees to cooperate fully with any such audit & shall provide full access to all relevant materials. Failure to maintain records required by this provision shall establish a presumption in favor of the State for recovery of any funds paid by State under Agreement for which adequate records are not available to support their purported disbursement.

BOYCOTT: In accordance w/Public Act 88-671, vendor certifies neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of provisions of U. S. Export Administration Act of 1979 or the regulations of U S Department of Commerce promulgated under that Act. This certification applies only to purchase orders which exceed \$10,000.

UNLAWFUL DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY: Vendor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 ILCS 5), The U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act, and the rules applicable to each. The equal opportunity clause of Section 750.10 of the Illinois Department of Human Rights Rules is specifically incorporated herein. The Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", and its amendments and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60). The Contractor agrees to incorporate this clause into all subcontracts under this order.

CONFLICT OF INTEREST: Vendor certifies it is not a State of Illinois employee, nor is any State of Illinois employee entitled to more than seven & one half percent (7 ½%), or together with a spouse or minor child more than fifteen percent (15%), of the total distributable income of Seller (30 ILCS 500/50-13).

FUNDING OUT CLAUSE: Obligations of the State shall cease immediately without penalty or future payment being required if, in any fiscal year, the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available funds for purchase.

PRINTING SERVICE: If order is \$2,000 or more, employees who are to produce the printing are receiving the prevailing wage rate & are working under conditions prevalent in the locality where the work is to be performed (30 ILCS 500/25-60). Unless otherwise indicated, printing must be produced using soybean oil-based ink (50 ILCS 520/10).

PREVAILING WAGE: When applicable, all vendors must include payment of prevailing wages to all workers, in accordance with the Illinois Department of Labor, Rules and Regulations and the Current Prevailing Wage Rate Table for Coles County, Illinois (820 ILCS 130/3 et. seq.).

LABOR CERTIFICATION: The vendor certifies in accordance with 30 ILCS 583/10 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction.

ENVIRONMENTAL CERTIFICATION: The vendor certifies in accordance with 30 ILCS 500/50-14 that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act for a period of five years prior to the date of the bid or contract. The Vendor acknowledges that the University shall declare the contract void if this certification is false.

LEAD POISONING ACT: 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.

PRICES: The commodities and/or services furnished on this order shall not exceed those charged to your most favored customer for like commodities and/or services under similar circumstances.

RECYCLED MATERIALS (30 ILCS 500/45-30): When a public contract is to be awarded to the lowest responsible bidder, an otherwise qualified bidder who will fulfill the contract through the use of products made of recycled materials may, on a pilot basis or in accordance with a pilot study, be given preference over other bidders unable to do so, provided that the cost included in the bid of products made of recycled materials is not more than 10% greater than the cost of products not made of recycled materials.

DEBT CERTIFICATION: The vendor certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with a State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The vendor further acknowledges that the University may declare the contract void if the preceding certification is false or if the vendor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

PROHIBITION OF GOODS FROM CHILD LABOR: The vendor certifies in accordance with Public Act 94-0264 that no foreign-made equipment, material, 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.

PLEASE NOTE: Eastern Illinois University pays all invoices in accordance with the State of Illinois Prompt Payment Act (30 ILCS 540).

STEEL PRODUCTS: Contractor/vendor certifies in accordance with the State of Illinois Steel Products Procurement Act (30 ILCS 565/) that each contract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works of \$500 or more, made by a public agency shall contain a provision that steel products used or supplied in the performance of that contract or any subcontract shall be manufactured or produced in the United States.

SUCCESSOR VENDOR CLAUSE: As provided in Section 25-80 of the Procurement Code, in order to be considered "responsible" under the Code any successor company to the winning bidder or offer or on a service contract (except for heating and air conditioning, plumbing, or electrical services) must certify to the University that it shall offer to assume the collective bargaining obligations of the prior employer relative to the services covered by the contract and shall offer employment to all employees of the prior employer who perform work similar to that covered by the contract.

INFORMATION TECHNOLOGY ACCESSIBILITY ACT: Vendor certifies all information technology, including electronic information, software, systems and equipment, developed or provided under this contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards (Public Act 095-0307).

MINORITY OWNED BUSINESS means a business concern which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock which is owned by one or more minority persons & the management & daily operations of which are controlled by one or more of the minority individuals who own it. Minority shall mean a person who is a citizen or lawful permanent resident of the United States & who is Black, Hispanic, Asian American, American Indian or Alaskan Native. For clarification of ethnic categories, contact the Minority & Female Business Enterprise Division of the Illinois Department of Central Management Services (CMS). New State of Illinois legislation (Public Act 87-701) amends the BEP Act to include qualified disabled persons as a minority group.

_____ Check here if you have been certified by the Minority & Female Business Enterprise Division of the IL Dept of Central Management Services & show your BEP #_____. We reserve the right to verify this information with CMS.

Public Act 87-701 states the BEP goal for State contracts is 19 % and requires that at least 1/6 of the total amount of State contracts awarded under the BEP Act shall be awarded to businesses controlled at least 51 percent owned by disabled persons, or to not-for-profit agencies employing disabled persons. ****WE ARE REQUIRED BY STATE LAW TO PROVIDE THIS INFORMATION TO THE MINORITY & FEMALE BUSINESS ENTERPRISE DIVISION.****

TAXPAYER IDENTIFICATION NUMBER (TIN): Enter taxpayer identification number in appropriated space on Bid Form. For individuals & sole proprietors, this is social security number. For other entities, it is employer identification number. Federal Employer Identification number (FEINs) must not be used for sole proprietorships. If you fail to furnish correct TIN to Agency, you are subject to an IRS penalty of \$50 for each such failure unless your failure is due to reasonable cause & not to willful neglect.

WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY RESULT IN CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT.

LEGAL STATUS: Under penalties of perjury, I certify _____ is my correct Federal Taxpayer Identification/Social Security Number or I am waiting for a number to be issued to me), **and** I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding **and** I am a U.S. person (including a U.S. resident alien).

I am doing business as a: (CHECK WHERE APPROPRIATE)

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership/Legal Corporation | <input type="checkbox"/> Estate or Trust |
| <input type="checkbox"/> Tax Exempt | <input type="checkbox"/> Pharmacy (Non Corp.) |
| <input type="checkbox"/> Corporation providing or billing medical and/or health care services | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp) |
| <input type="checkbox"/> Corporation NOT providing or billing medical and/or health care services | Other: _____ |

DISCLOSURE OF BUSINESS IN IRAN: P.A. 95-616 added to Section 50-36 of the Procurement Code, effective January 1, 2008. **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.

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

Check the statement below that applies to the articles you are offering in this bid/proposal:

For the purpose 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.**

If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

COMPANY NAME _____ TELEPHONE _____ FAX _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ EMAIL _____

SIGNATURE _____ Title _____ Date _____

PRINT NAME _____