



Black Hawk College
PURCHASING DEPARTMENT
6600 34TH AVENUE
MOLINE, IL 61265

DATE: March 11, 2014

TO BE OPENED ON
May 7th, 2014
RFP 28-14

*****IMPORTANT*****
 PLEASE SHOW
“RFP 28-14”
 ON OUTSIDE OF
 MAILING ENVELOPE

REQUEST FOR PROPOSAL
INSURANCE AGENT/BROKER
RFP 28-14

Pursuant to the provisions of Section 3-27.1 of the Illinois Public Community College Act and rules and regulations adopted thereunder, sealed proposals subject to the conditions and requirements made a part hereof will be received until **2:00 p.m. local time, on Wednesday, May 7, 2014**, in the Finance Office at Black Hawk College, Quad Cities Campus, located at 6600 34th Avenue in Building One, Second Floor, Room 244A, then opened publicly, read aloud and recorded immediately thereafter when possible, in the Black Hawk Room at Black Hawk College, Quad Cities Campus, located at 6600 34th Avenue in Building One, Second Floor, Room 255 for furnishing the goods or services described below, to be delivered or performed in at the location(s) stated. Whether or not a proposal is timely shall be determined by reference to the clock located in the Purchasing Office of the College, and the determination of whether or not a proposal is timely in accordance with that clock shall be at the sole discretion of the Black Hawk College Purchasing Office and Board of Trustees, whose decision on that issue shall be final.

REFER INQUIRIES TO: MIKE MELEG
BLACK HAWK COLLEGE
6600 34th AVENUE
MOLINE IL 61265

TELEPHONE: (309) 796-5002

EMAIL ADDRESS: melegm@bhc.edu

FIRM INFORMATION:
Contact:
Company:
Address:
City/State/Zip:
Telephone:
Fax Number:
Email Address:

GENERAL

Proposals are subject to the attached Standard Terms and Conditions.

USING DEPARTMENT

College Wide

INTENT TO RESPOND

Vendors are urged to submit the Intent to Respond Form (Attachment B) **by Tuesday, April 15, 2014**. Failure to submit the Form may result in the Vendor's removal from consideration on future proposals.

PRE-PROPOSAL MEETING AND LOSS CONTROL TOUR

A pre-proposal meeting and loss control tour will be held at Black Hawk College, 6600-34th Avenue, Moline, Illinois 61265 in the Black Hawk Room, Building One, second floor, room 255, and beginning at **10:00 a.m. on Tuesday, April 8, 2014**. Meeting attendance is not required, but is strongly recommended and will be beneficial to all firms who will be submitting a proposal, as this is the opportunity to view the College premises and ask any questions. Only those Vendors who attend the pre-proposal meeting will be copied on any addenda issued thereafter.

QUESTIONS AND ADDENDUM

Any additional questions after the conclusion of the Pre-Proposal Meeting and Loss Control Tour will be received by e-mail only, no later than **5:00 p.m. on Tuesday, April 15, 2014**. Additional questions plus any unanswered questions from the Pre-Proposal Meeting and Loss Control Tour will be answered by an Addendum that will be sent to those who attended the Pre-Proposal Meeting and Loss Control Tour on Tuesday, April 22, 2014. No contact whatsoever is to be made with any Black Hawk College employee without the knowledge and permission of the College's Purchasing Manager.

PROPOSAL DUE DATE

Proposals will be received by Black Hawk College until **2:00 p.m. local time, on Wednesday, May 7th, 2014**, in the Purchasing Office at Black Hawk College, Quad Cities Campus, located at 6600 34th Avenue in Building One, Second Floor, Room 244A, then opened publicly, read aloud and recorded immediately thereafter when possible, in the Black Hawk Room.

INTERVIEWS

The College reserves the right to request interviews and any additional information to assist in making the final decision. Interviews, if needed, shall be conducted **June 2, through June 6, 2014**.

BOARD OF TRUSTEES APPROVAL AND AWARD

The College anticipates Board approval on **June 26th** and an Award of Contract no earlier than **June 27th, 2014**. The College reserves the right to accept and/or reject any or all proposals or parts thereof.

TIME TABLE

DATE	EVENT
Tuesday, March 11, 2014	E-Mailing of Request for Proposal
Tuesday, April 08, 2014	Pre-Proposal Meeting and Loss Control Tour 10:00 a.m.
Tuesday, April 15, 2014	Closing date for questions
Tuesday, April 15, 2014	Submission of Intent to Respond Form Attachment B
Tuesday, April 22, 2014	Addendum (if needed) published
Wednesday, May 07, 2014	Proposals due at 2:00 p.m.
Monday, June 02, 2014	Interviews (if needed) during this entire week
Thursday, June 26, 2014	Anticipated Board of Trustees Approval
Friday, June 27, 2014	Anticipated Award of Contract

CONTRACT PERIOD

The contract period for the Insurance Agent/Broker shall be for five fiscal years beginning July 1, 2014, and ending June 30, 2019. All proposals should contemplate the full five-year term. It is the College's intent to seek proposals every five years, but the College reserves the right to seek proposals at any time in case of service problems or changes in market conditions.

Notwithstanding any provision to the contrary, the Vendor shall give written notice to the College at least one hundred twenty (120) days prior to cancellation, non-renewal, restriction of coverage, or restriction of the company's contractual obligation. Notice by the Vendor to the College of restriction shall thereby entitle the College to pro-rata cancellation.

SCOPE OF SERVICES

The purpose of this Request for Proposal is to solicit competitive proposals for insurance agent/broker services and insurance coverage for Black Hawk College as listed. All proposals must be made on the basis of the specifications contained herein for Black Hawk College. Alternate proposals will be welcomed if those proposals will meet or exceed the specifications outlined.

If there are any recommendations an offeror may make which will or may affect the acceptability of the risk, please explain fully. The offeror must be familiar with the specifications and other information as supplied in this Request for Proposal. Offeror(s) shall be fully responsible for any errors or omissions on the part of the offeror in making up the proposal. Please give premium breakdowns by coverage on the Premium Summary sheet. Premiums must be stated for annual payments.

During the term of the contract awarded pursuant to this RFP, the insurance agent/broker shall provide the following services:

1. Negotiation and placement of insurance contracts tailored to the College's needs, as and when required on broadest available terms and conditions for premiums commensurate with state of insurance market, and the exposures faced by underwriters.
2. Placement of coverage with sound, financially stable insurers, licensed to transact business.
3. Production of timely and accurate insurance documentation, (policies, binders, endorsements, certificates, bonds, invoicing, loss runs, etc.)
4. Provisions of timely and relevant information on the status of the insurance market including available coverage, terms, conditions and pricing.
5. Production and maintenance of accurate up to date insurance summaries for each insurance policy administered.
6. Production either internally or by insurers of monthly loss histories, representing updated loss data, on request.
7. Attendance by account executive and other personnel as required at Insurance Review meetings.
8. Assistance as and when required:
 - a. in the establishment and review of internal risk management procedures, guidelines, manuals and systems;
 - b. in the drafting and review of various contracts and agreements;
 - c. in conducting risk identification, evaluation and retention exercises.

9. Preparation and delivery at least 60 days prior to renewal of each policy, a report incorporating:
 - a. the renewal premium expected from the incumbent insurer(s) with reasons for changes in pricing;
 - b. financial alternatives to conventional insurance contracts;
 - c. proposed renewal strategy including names of all insurance companies to be approached.
10. Preparation and delivery at least 30 days prior to renewal date of each policy, a report incorporating:
 - a. details of significant changes in coverage, terms and conditions;
 - b. details of marketing efforts, including names of insurers and quotation specifics;
 - c. a recommendation for their continuance, renewal or replacement.
11. Provisions of a range of loss control services including:
 - a. inspection by qualified loss control engineers of facilities both from a property and casualty point of view and workers' compensation point of view;
 - b. assistance:
 - i. in conducting in-house loss control seminars;
 - ii. in preparing internal loss prevention guidelines and circulars.
12. Provision of claims support services.

CONTRACT AWARD

Any award of contract resulting from this RFP will be made only by written authorization in the form of the Acceptance of Proposal section of the Execution of Proposal (Attachment C) being signed by the Purchasing Manager, and sent to the winning offeror after Board of Trustees approval.

PRICING

The offeror must state a firm, fixed unit price for each of the coverages, based on the specifications given. The offeror's firm, fixed price must be shown on the Premium Summary sheet. The Proposal Certification on pages 32 – 38 must be completed, signed, and returned with the proposal.

EVALUATION PROCESS

After determining that a proposal satisfies the mandatory requirements as stated, Black Hawk College, will conduct an assessment of the benefits and deficiencies of each proposal relative to the evaluation criteria below. The College intends to place as much coverage as possible with a single agent, and premium comparison will be made on that basis. The award of contract resulting from this Request for Proposal shall be based on the lowest and best proposal received in accordance with the following evaluation criteria:

A. Cost

The offeror's firm fixed prices for the coverage stated within will be compared.

B. Experience, reliability, and stability

Offeror must show a clear understanding of the services to be provided as demonstrated by the comprehensiveness and appropriateness of the proposal.

The offeror shall provide the following reference information related to previous and current contracts which are similar to the requirements of this RFP, or which indicate experience in handling and servicing policies of this size:

- Name, address, and telephone number of client, and a person who may be contacted for verification of all data submitted
- Dates of the Insurance Policy/Service
- A brief description of the services performed and insurance provided.
- The offeror should provide evidence of sufficient errors and omissions coverage, including the amount of coverage and the company the coverage is placed with.

C. Insuring approach - including Underwriting and Policy Service

The offeror shall provide a detailed description of the proposed claims service process, including the firm and principal that will handle claims, how claims will be handled, etc.

The offeror shall provide a detailed description of what is proposed in terms of loss control.

The offeror shall submit two (2) copies of a specimen policy with the appropriate policy forms for the requested coverage.

After an initial screening process, interview time(s), if needed, will be scheduled during **June 2nd – June 6th, 2014**, to clarify or verify any finalist's proposal and to develop a comprehensive assessment of the proposal.

Black Hawk College reserves the right to consider historic information and fact, whether gained from the offeror's proposal, references, interviews, or any other source, in the evaluation process.

It is the offeror's sole responsibility to submit information related to the evaluation categories and that the College is under no obligation to seek such information if it is not included with the offeror's proposal.

MARKET SELECTION

Under no circumstance will the College select, attempt to select, or contemplate, market selections for the bidders. The College does not have sufficient knowledge to make agent/market pairings that would be the most advantageous for the College. More importantly, any such action might be construed in the public eye as the College having favoritism toward a particular agent and/or market, and therefore attempting to steer or determine the outcome of this bid process. The College shall not attempt, or even give the appearance of dictating market selections and creating a non-competitive environment.

BID SPECIFICATIONS

If any Insurance Company requires a completed application, the agent is expected to perform this task from the data in these specifications, and only specific additional questions will be answered.

INSURED ENTITIES AND THE TYPES OF COVERAGES THEY REQUIRE

Black Hawk College – District 503

- I. College Property
- II. Commercial General Liability
- III. Commercial Automobile
- IV. Umbrella
- V. Global Liability
- VI. Media Liability
- VII. Medical Professional Liability
- VIII. Educators Errors & Omissions/Employment Practices
- IX. Crime
- X. Sports Accident

Black Hawk College Foundations

- I. College Property
- II. Commercial General Liability (no equipment floater)
- III. Commercial Automobile
- IV. Umbrella
- VIII. Educators Errors & Omissions/Employment Practices
- IX. Crime

Note: Types of coverages are shown on pages 13 - 31

Schedule of Locations and Estimated Property Values

<p align="center">QC BLDG. 1</p>	<p>6600-34th Avenue Moline, (Rock Island) IL 61265 (Fire Resistive, Library/Classrooms) Floor Space – 135,890 sq. ft. Constructed – 1969, Annex 2013 Building Value \$17,697,917 Contents Value \$6,841,083</p>	<p>This building houses administration offices, admissions office, counseling office, library, computer center, classrooms, lecture rooms and Bookstore.</p>
<p align="center">QC BLDG. 2</p>	<p>6600-34th Avenue Moline, (Rock Island) IL 61265 (Fire Resistive, Classrooms/Transmitter) Floor Space – 61,417 sq. ft. Constructed – 1969 Building Value \$9,475,546 Contents Value \$3,678,866</p>	<p>This building houses classrooms and labs and is connected to the STB building.</p>
<p align="center">QC BLDG. 3</p>	<p>6600-34th Avenue Moline, (Rock Island) IL 61265 (Fire Resistive, Nursing/Phys Ed) Floor Space – 125,512 sq. ft. Constructed – 1970 Building Value \$16,346,460 Contents Value \$849,920</p>	<p>In Bldg. 3 are two gymnasiums, Swimming pool, indoor track, fitness center, classrooms, and public safety.</p>
<p align="center">QC BLDG. 4</p>	<p>6600-34th Avenue Moline, (Rock Island) IL 61265 (Non-Combustible, Student Center) Floor Space – 31,728 sq. ft. Constructed – 1970, Annex 1993 Building Value \$9,239,967 Contents Value \$368,430</p>	<p>Bldg. 4 is the location of the Student Engagement Center, Subway restaurant and conference rooms. The annex holds Shipping & Receiving, Marketing & Media Services, and the Public Information offices.</p>
<p align="center">QC STEEL TOWER AND SHED</p>	<p>6600-34th Avenue Moline, (Rock Island) IL 61265 Steel Tower Value: \$210,000 Height: 300', Built: 1983 Transmitter Building Value: \$100,000</p>	
<p align="center">QC HEALTH SCIENCES CENTER</p>	<p>6600-34th Avenue Moline, (Rock Island) IL 61265 For information only Building Value \$12,100,000</p>	<p>The College will break ground in the spring of 2014 for a new, 3-story, 46,319 sq. ft. Health Sciences Center to be completed fall of 2015.</p>

Schedule of Locations and Estimated Property Values (cont.)

<p>Sustainable Technologies Building (STB)</p>	<p>6600-34th Avenue Moline, (Rock Island) IL 61265 (Fire Resistive, Classrooms, Labs and IT Data Center) Floor Space – 12,730 sq. ft. Constructed – 2012 Building Value \$3,389,603 Contents Value \$354,000</p>	<p>This building houses classrooms, labs and a data center. A wind turbine is located on the grounds.</p>
<p>QC Property in the Open and Underground</p>	<p>6600-34th Avenue Moline, (Rock Island) IL 61265 Value \$462,705</p>	
<p>EAST BLDG. 1</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Masonry, Conference Center/Fitness) Floor Space – 5,760 sq. ft. Constructed – 1981 Building Value \$596,358 Contents Value \$99,381</p>	<p>This building is used for a conference center, fitness center, weight room, kitchen facilities and faculty offices.</p>
<p>EAST BLDG. 2</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Masonry, Classrooms) Floor Space – 5,760 sq. ft. Constructed – 1981 Building Value \$511,761 Contents Value \$319,676</p>	<p>This building houses computer classrooms and labs, office careers and faculty offices.</p>
<p>EAST BLDG. 3</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Masonry, Welding Lab) Floor Space – 5,760 sq. ft. Constructed – 1981 Building Value \$511,761 Contents Value \$67,741</p>	<p>This building is used for classrooms, welding lab, outreach offices, physics lab, and the public safety office.</p>

Schedule of Locations and Estimated Property Values (cont.)

<p>EAST BLDG. 4</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Masonry, Classroom) Floor Space – 7,165 sq. ft. Constructed – 1981 Building Value \$742,193 Contents Value \$45,136</p>	<p>This building includes art classroom/lab, nursing classroom/lab, classrooms and a small conference room. It also has space leased to the University of Illinois – Henry Stark Cooperative Extension Service.</p>
<p>EAST BLDG. 5 Ag Pavilion</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Frame, Horse Barn) Floor Space – 24,394 sq. ft. Constructed – 1981 Building Value \$2,302,714 Contents Value \$159,839</p>	<p>Equestrian Science & Horse Science programs are housed here.</p>
<p>EAST BLDG. 6 Ag Annex</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Steel, Horse Barn) Floor Space – 3,024 sq. ft. Constructed – 1981 Building Value \$199,142 Contents Value \$19,181</p>	<p>Equestrian Science & Horse Science programs are housed here.</p>
<p>EAST BLDG. 7 Ag Arena</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Steel, Ag Arena) Floor Space – 37,000 sq. ft. Constructed – 2001 Building Value \$2,436,576 Contents Value \$31,970</p>	<p>Our Equestrian Science and Horse Science programs are housed here. It includes a classroom, riding arena and stalls of housing horses.</p>
<p>EAST ABC</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Masonry Non-Comb, Classroom) Floor Space A – 29,117 sq. ft. Floor Space B – 29,403 sq. ft. Floor Space C – 7,902 sq. ft. Total Floor Space – 66,422 sq. ft. Constructed – 1981 Building Value \$10,485,723 Contents Value \$1,844,290</p>	<p>These buildings hold classrooms, offices, Mechanical Power Technology (MPT) lab, and maintenance shops.</p>

Schedule of Locations and Estimated Property Values (cont.)

<p>EAST Shed/Building</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Frame, Shed) Floor Space – 2322 sq. ft. Constructed – 2009 Building Value \$180,134 Contents Value \$16,888</p>	
<p>EAST Greenhouse</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Frame, Greenhouse) Floor Space – 1536 sq. ft. Constructed – 1981 Building Value \$80,921 Contents Value \$15,569</p>	<p>Used to support horticulture program</p>
<p>EAST Water Treatment Facility</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 (Masonry, Water Treatment Facility) Floor Space Constructed – 2005 Building Value \$6,585 Contents Value \$11,699</p>	
<p>EAST Property in the Open and Underground</p>	<p>26230 Black Hawk Road Galva, (Henry) IL 61434-9476 Value \$127,871</p>	
<p>EAST Armory/ Leased Gym</p>	<p>111 NE Street Kewanee, (Henry) IL 61443 (Masonry Non-Comb, Armory, Leased Gym) Floor Space – 19,630 sq. ft. Constructed – 1940 Contents Value \$15,883</p>	<p>Used for athletic events and graduation</p>
<p>QC Outreach Center</p>	<p>301-42nd Avenue East Moline, (Rock Island) IL 61244 (Masonry, Classrooms/Offices) Floor Space – 33,600 sq. ft. Constructed – 1963 Building Value \$3,373,914 Contents Value \$621,242</p>	<p>This is a four-story building located on a 3.8 acre site with parking for approximately 165 vehicles. Primary uses are Adult and Continuing Education, computer labs, and an Alternative High School Program as well as an incubator for newly emerging programs or those operated through public assistance grants.</p>

Schedule of Locations and Estimated Property Values (cont.)

<p align="center">QC Outreach Center Property in the Open and Underground</p>	<p>301- 42nd Avenue East Moline, (Rock Island) IL 61244 Value (All) \$12,788</p>	
<p align="center">QC Illinois workNet Center (Leased)</p>	<p>4703-16th Street, Ste. G Moline, (Rock Island) IL 61265 (Masonry, Classrooms) Floor Space – 7,200 sq. ft. Constructed – 1997 Contents Value \$67,829 Improvements & Betterments \$10,000</p>	<p>This is a single story building located on a 12.9 acre site. Primary uses are Law Enforcement Training Program, Child Development Program, and an Alternative High School Program. Seminars are also conducted at this site.</p>
<p align="center">QC Welding Lab</p>	<p>3901-25th Street Moline, (Rock Island) IL 61265 Floor Space – 4,500 sq. ft. Building Value \$ 382,566 Contents Value \$ 154,500</p>	
<p align="center">QC Adult Learning Center</p>	<p>4610 11th Street Rock Island, (Rock Island) IL 61201 (V(5))-A Sprinkled, Classrooms/Tech Center) Floor Space – 13,950 sq. ft. Constructed – 2013 Building Value \$1,751,746 Contents Value \$450,000</p>	<p>Used for high school completion courses, computer training and job skills training.</p>
<p align="center">EAST Community Education Center</p>	<p>404 E. Third Street Kewanee, (Henry) IL 61443 Floor Space – 12,200 sq. ft. Constructed – 2007 Building Value \$2,702,005 Contents Value \$43,722</p>	<p>The Community Education Center is used for Adult Education classes (GED preparation, English as a Second Language), College Credit classes (CNA, CS 090) community education classes, computer instruction, public meetings and events and public computer access.</p>
<p align="center">Property in the Open and Underground</p>	<p>404 E. Third Street Kewanee, (Henry) IL 61443 Value \$9,838</p>	
<p align="center">EAST Welding and Skilled Trades Center</p>	<p>Near 404 E. Third Street Kewanee, (Henry) IL 61443 For information only. Building Value \$2,900,000</p>	<p>The College has recently broken ground for a new, 14,690 sq. ft. Welding and Skilled Trades Center to be completed fall of 2014.</p>

**OTHER INCIDENTAL LOCATIONS
(NO PROPERTY VALUES)**

<p><u>Bethel Wesley United Methodist Church</u> 1201 13th St., Moline IL 61265 309/764-0619</p>	<p>ABE, ASE, GED, ESL, Family Literacy</p>
<p><u>Church of Peace</u> 1114 12th St., Rock Island 61201 309/788-6357</p>	<p>ESL, GED, Family Literacy</p>
<p><u>East Moline Public Library</u> 740 16th Ave., East Moline IL 61244 309/755-9614</p>	<p>Tutoring site</p>
<p><u>Erickson Elementary School</u> 1230 5th Ave., Moline IL 61265 309/764-3517</p>	<p>ESL</p>
<p><u>First Lutheran Church</u> 335 5th Ave., Moline IL 61265 309/743-1606</p>	<p>ESL</p>
<p><u>Karl Bredberg Building</u> 2004 SE 3rd St., Aledo IL 61231 309/582-5288</p>	<p>GED</p>
<p><u>Pheasant Ridge Apartments</u> 3500 70th Street, Moline IL 61265 309/796-1859</p>	<p>ESL</p>
<p><u>Rock Island County Jail</u> 1317 3rd Ave., Rock Island IL 61201 309/794-1234</p>	<p>GED</p>

I. COLLEGE PROPERTY

A. GENERAL PROPERTY

Blanket Real & Personal Property including Property in the Open and Underground (Underground Pipes, Flues, Drains, Tunnels and Electrical Cables). Values are shown in the Schedule of Locations and Property Values.

Special Perils (All Risks of Insurable Direct Physical Loss)

Earthquake \$5,000,000
Broad Form Flood \$1,000,000

Flood means:

1. Flood, surface water, etc.
2. Release of water impounded by a dam
3. Mudslide or Mudflow
4. Water under the ground surface pressing on or flowing or seeping through:
 - a. Foundations, walls, floors or paved surfaces
 - b. Basements, paved or not
 - c. Doors, windows or other openings

Mine Subsidence

Agreed Amount Clause or Coinsurance Waiver

Deductibles:

Earthquake \$25,000
Flood \$100,000
Other Perils \$ 5,000

Supplementary Coverage Requirements:

Newly Acquired Property

Building Limit \$2,000,000
Personal Property Limit \$1,000,000

Building Ordinance or Law \$1,000,000

Debris Removal (add'l limit) \$ 250,000

Utility Services \$ 100,000
(including overhead transmission lines)

Pollutant Cleanup & Removal \$ 100,000

Account Receivable \$ 50,000

Valuable Records \$ 50,000

Personal Effects \$ 25,000

Property In Transit \$ 25,000

Additional Coverage Requirements: The following are significant exposures which may be included in coverage for GENERAL PROPERTY or if necessary, separate, individual policies will be accepted.

B. DATA PROCESSING COVERAGE

Equipment	\$5,700,000
Data & Media	\$ 25,000
Extra Expense	\$ 100,000
Property in Transit	\$ 25,000
Virus Extraction Expense	\$ 10,000
Mechanical Breakdown caused by failure of power or other utility service	
Deductibles – See GENERAL PROPERTY	

C. EQUIPMENT BREAKDOWN

Broad Form	(Include in Blanket)
Extensions:	
Spoilage	\$ 25,000
Ammonia Contamination	\$ 25,000
Hazardous Substance	\$ 25,000
Utility Services Property	

D. EXTRA EXPENSE

	\$ 2,000,000
Blanket Coverage – All Locations	
Restoration Period & Monthly Percentage 100%	
Deductibles – See GENERAL PROPERTY	

E. FINE ARTS

	\$ 100,000
Coverage shall include College owned art and Property of Others on loan or on exhibit. The Black Hawk College Art Collection catalogue is available if detailed information is required.	
Coverage and Deductibles – See GENERAL PROPERTY	

F. HORSE FLOATER

Limits of Liability:	
Each Covered Animal	\$10,000
Each Occurrence	\$150,000
Annual Aggregate	\$150,000
Deductibles:	
Any One Animal	\$5,000/Any One Occurrence
Valuation:	Actual Cash Value

“Covered Animals” means owned and non-owned horses used in the Equestrian and Horse Science Program.

Coverage: Loss resulting from a “Specified Cause of Loss” if the loss results in a covered animal either being killed or its destruction made necessary.

Number College Owned Horses	16
Number Student Owned Horses	49
Number of Horses on Loan to BHC	4

G. EQUIPMENT FLOATER

All Risks of Loss Form

Actual Cash Value Basis

Deductible \$5,000

Schedule of Equipment:

- 1) 1970 JD300 Turf Tractor - \$2,500
SN#1119568
QC Campus
- 2) 2002 JD4710 End loader & Backhoe - \$33,000
SN# LV4710P175667
QC Campus
- 3) 2001 JD4100 Tractor - \$15,000
SN# LV4100H316736
QC Campus
- 4) 2002 Lesco Viper Tractor - \$7,000
SN#7054770K060280010
QC Campus
- 5) 2000 Snow thrower 47" 25493 - \$2,400
SN#M01471X091680
QC Campus
- 6) 2001 60" Mower Deck - \$2,200
SN#LV60CAS030389
QC Campus
- 7) 2002 51" Broom 27297 - \$3,400
SN#M051REX010315
QC Campus
- 8) 2002 Lesco Sprayer 27074 - \$1,799
SN#7046021E181220001
QC Campus
- 9) X595 JD Lawn & Grounds Care Tractor - \$9,763
SN#M0X595F040973
QC Campus

- 10) X595 JD Lawn & Grounds Care Tractor - \$9,763
SN#M0X595F040060, includes Mower Deck SN#M062CBD061827
QC Campus
- 11) 2002 Tractor Loader Blade 8' Curtis - \$2,500
SN#146036
QC Campus
- 12) 2000 Turf Gater Ball Field - \$4,800
SN#WOOTURF2032
QC Campus
- 13) Ahrens Rototiller #002305 - \$500
SN#902812
QC Campus
- 14) Lesco Renovator Hydrator - \$2,999
SN#31684
QC Campus
- 15) Golf Cart-Club Car #22540 - \$2,000
SN#AG9826-66-9078
QC Campus
- 16) 60" Mower Deck - \$900
SN#M0060DA010266
QC Campus
- 17) 60" Mower Deck - \$2,200
SN#M060HDA078159
- 18) 60" Mower Deck - \$2,200
SN#M0060HDA078158
- 19) 54" Snow Plow - \$1,100
SN#M054FBX070515
QC Campus
- 20) 54" Snow Plow
SN#M054FBX070514
QC Campus
- 21) 54" Snow Blade - \$500
SN#M01490X040393
- 22) 54" Snow Blade - \$500
SN#M01490X092673
- 23) 54" Snow Blade - \$500
SN#M03481X066211

- 24) Frontier FM1015R Finish Mower - \$7,950
SN#WDFM1015R139044
- 25) 1972 JD 1520 Tractor - \$5,000
SN#153134T
East Campus
- 26) 1998 456 Tractor - \$7,000
SN#M00455C60756
- 27) 1998 455 Tractor - \$7,000
SN#M00455C052554
- 28) 2010 JD 6430 Tractor - \$90,500
SN#L06430K627338
East Campus
- 29) 2010 JD 563 Farm Loader - \$6,200
SN#029213W
East Campus
- 30) JD 6125R Tractor - \$119,926
SN#IL06125RKDK764398
East Campus
- 31) 1985 JD 2350 Tractor with Cab - \$10,000
SN#L02350F553392
East Campus
- 32) JD H340 Farm Loader - \$10,292
SN#1POH340XCDC00597
East Campus
- 33) Frontier Fixed Pallet Fork - \$1,361
SN#1XFAP12GVD0004964
East Campus
- 34) JD Broom 52" - \$2,099
SN#1M052RBXTC0017382
- 35) JD 595 Tractor - \$6,900
SN#MOX595F040060
- 36) JD 748 Tractor - \$10,995
SN#1MOX748AEBM06046
- 37) JD Mower Deck - \$1,500
SN#1MO62CDBLAM130305

- 38)JD 748 Tractor - \$12,899
SN#1MOX748APCM071663
- 39)JD Mower Deck - \$1300
SN#1MO62CBDCCM144017
- 40)JD 748 Tractor - \$12,899
SN#1MOX748APCM071662
- 41)Mower Deck - \$1,300
SN#1MO62CBDCCM144019
- 42)JD Gator 4x2 - \$6,499
SN#1M04X2SJEDMM081056
- 43)JD Gator 4x2 - \$6,499
SN#1MO4X2SJJDM081050
- 44)PD Gator - \$12,999
SN#1MO4X2XDKCM080120
- 45)PD Gator - \$12,999
SN#1MO550TBACM013050
- 46)Gator 4x4 - \$9,800
SN#1MOHPXGSLBM09098
- 47)JD F725 Lawn Tractor - \$7,150
SN#TCF725X160226
- 48)Blade for Gator - \$1,100
SN#
- 49)JD LX255 Lawn Tractor - \$2875
SN#MOL255A020229
East Campus
- 50)Golf Cart - \$1,500
SN#
- 51)JD F1145 Lawn Tractor - \$11,445
SN#M01145X161085
- 52)JD 748 Tractor w/cab, blade, 60" deck - \$14,982
SN#MOX748A050126
- 52)JD 920A Zero Turn - \$6,695
SN#

II. COMMERCIAL GENERAL LIABILITY

General Aggregate	\$2,000,000	
Products/Completed Operations Aggregate	\$2,000,000	
Personal and Advertising Injury	\$1,000,000	
Each Occurrence	\$1,000,000	
Damage to Rented Premises	\$100,000	
Medical Expense (Any One Person)	\$ 5,000	
Employee Benefits	\$1,000,000	Each Employee
	\$2,000,000	Aggregate
Sexual Abuse	\$1,000,000	Each Offense
	\$2,000,000	Aggregate

Coverage shall include all Board Members, Employees and Volunteers.

Fellow Employee Coverage shall be included.

Coverage must be included for Athletic Participants.

Coverage must be included for Corporal Punishment.

Rating Information:

A. Premises Square Footage	606,262 sq. ft.
B. Employee Data:	
Full Time Faculty	134
Full Time Staff	239
Part Time Faculty	238
Part Time Staff	117
Student Employees	162
C. Student Data:	
Full Time Equivalent	4,877
D. Bleachers	
Total Capacity	1,000
E. Facilities Rental Income (FY 2013)	
Building Rentals	\$30,000
Swimming Lessons and Pool Rental	\$112,000
F. Saddle Animals	16 Horses
G. Swimming Pools	1

III. COMMERCIAL AUTOMOBILE

<u>Liability</u>	
Combined Single Limit Any Auto	\$1,000,000
<u>Medical Payments Ea Per</u>	\$ 5,000
All Owned Autos	
<u>Uninsured Motorists</u>	
Combined Single Limit All Owned Autos	\$1,000,000
<u>Underinsured Motorists</u>	
Combined Single Limit All Owned Autos	\$1,000,000
<u>Physical Damage</u>	
<u>Comprehensive</u>	ACV
All Owned Autos – Deductible	\$500
<u>Collision</u>	ACV
All Owned Autos – Deductible	\$1,000
<u>Hired Car Physical Damage</u>	
Comprehensive Deductible	\$500
Collision Deductible	\$1,000
Hired Auto Physical Damage Limit	\$50,000
<u>Garage Keepers Coverage (East Campus)</u>	
Comprehensive Deductible	\$100
Collision Deductible	\$500
Physical Damage	\$50,000

The repair class is loaned a Combine once per year for one month from a local dealer. The value ranges from \$150,000 to \$300,000. Special coverage will be requested for short term.

Fellow Employee Coverage is required.

VEHICLE LISTING

YEAR	MAKE	MODEL	VIN. #	GARAGE LOCATION	COST NEW	COMP	COLL
1999	FORD	F800 DUMP TRUCK	3FENF8011XMA16783	MOLINE, IL	\$ 48,000.00	\$ 500	\$ 1000
1999	FORD	F800 DUMP TRUCK	3FENF8010XMA08125	GALVA, IL	\$ 46,250.00	\$ 500	\$ 1000
2002	FORD	F150 PICKUP	2FTRF1782CA70327	MOLINE, IL	\$ 7,000.00	\$ 500	\$ 1000
2003	FORD	F150 PICKUP	1FTRF17253NB79923	MOLINE, IL	\$ 17,222.00	\$ 500	\$ 1000
2003	FORD	F250 PICKUP	3FTNF21L73MB29914	GALVA, IL	\$ 24,475.00	\$ 500	\$ 1000
2004	CHEVY	8 PASSENGER MINI VAN	1GNDX03E74D187196	MOLINE, IL	\$ 16,450.00	\$ 500	\$ 1000
2004	CHEVY	7 PASSENGER	1GNDX03E54D225394	MOLINE, IL	\$ 16,060.00	\$ 500	\$ 1000
2004	FORD	F350 PICKUP W/LIFT	1FDWF37L14EA49559	MOLINE, IL	\$ 26,000.00	\$ 500	\$ 1000
2006	FORD	12 PASSENGER VAN	1FBSS31L36HA07939	MOLINE, IL	\$ 21,100.00	\$ 500	\$ 1000
2006	FORD	12 PASSENGER VAN	1FBSS31LX6HA07940	MOLINE, IL	\$ 21,100.00	\$ 500	\$ 1000
2007	FORD	FUSION	3FAHP07Z27R269393	MOLINE, IL	\$ 15,690.00	\$ 500	\$ 1000
2007	DODGE	DURANGO	1D8HB38PO7586501	GALVA, IL	\$ 22,077.00	\$ 500	\$ 1000
2008	DODGE	DURANGO	1D8HB38N98F121473	MOLINE, IL	\$ 25,000.00	\$ 500	\$ 1000
2008	CHEVY	UPLANDER MINI VAN	IGNDV23W38D121082	GALVA, IL	\$ 27,430.00	\$ 500	\$ 1000
2008	CHEVY	IMPALA LT - 4 DOOR SEDAN	2G1WT58N081220231	MOLINE, IL	\$ 17,924.00	\$ 500	\$ 1000
2008	CHEVY	HHR	3GNDA23D18S616813	MOLINE, IL	\$ 6,808.00	\$ 500	\$ 1000
2009	FORD	15 PASSENGER MINI BUS	1FDWE35L99DA20023	MOLINE, IL	\$ 38,780.00	\$ 500	\$ 1000
2009	FORD	15 PASSENGER MINI BUS	1FDWE35L39DA20020	MOLINE, IL	\$ 38,780.00	\$ 500	\$ 1000
2009	HAULMARK	CAR HAULER TRAILER	16HCB081X9H177004	GALVA, IL	\$ 2,083.00	\$ 500	\$ 1000
2009	FORD	15 PASSENGER MINI BUS	1FDWE35L39DA57150	GALVA, IL	\$ 39,470.00	\$ 500	\$ 1000
2010	FORD	F350	1FDWF3HY2AEA55148	MOLINE, IL	\$ 40,573.00	\$ 500	\$ 1000
2010	PONTIAC	G6	1G2ZA5E02A4162706	MOLINE, IL	\$ 13,479.00	\$ 500	\$ 1000
2010	DODGE	GRAND CARAVAN	2D4RN4DE5AR134129	GALVA, IL	\$ 12,900.00	\$ 500	\$ 1000
2012	CHEVY	MALIBU	1G1ZA5EU5CF269845	MOLINE, IL	\$ 13,406.00	\$ 500	\$ 1000
2012	ROYAL	6X10SA TRAILER	5LABE1019CM114879	GALVA, IL	\$ 2,760.00	\$ 500	\$ 1000
2012	FORD	15 PASSENGER MINI BUS	1FDWE3FL2CDB04884	GALVA, IL	\$ 50,000.00	\$ 500	\$ 1000
2013	FORD	15 PASSENGER MINI BUS	1FDWE3FL6CDB04886	MOLINE, IL	\$ 50,000.00	\$ 500	\$ 1000
2013	ROYAL	CAR HAULER TRAILER	5LABE202XDM116530	GALVA, IL	\$ 6,100.00	\$ 500	\$ 1000
2013	FORD	ECONOLINE	1FBNE3BL7DDB29596	GALVA, IL	\$ 18,076.00	\$ 500	\$ 1000
2013	FORD	ECONOLINE	1FBNE3BL5DDB29595	GALVA, IL	\$ 18,076.00	\$ 500	\$ 1000

FREQUENT DRIVERS LISTING

Thirty Three (33) drivers frequently drive vehicles in the course of regular College business. A list will be provided upon request.

IV. UMBRELLA LIABILITY

Limits of Liability

General Aggregate	\$10,000,000
Products/Completed Operations Aggregate	\$10,000,000
Personal Injury and Advertising Injury	\$10,000,000
Each Occurrence	\$10,000,000
Retention	\$ -0-

Underlying: General Liability
 Employee Benefit Liability
 Auto Liability
 Employer’s Liability

V. GLOBAL LIABILITY

Limits of Liability

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal Injury Each Person	\$1,000,000
Advertising Injury Each Person	\$1,000,000
Each Occurrence	\$1,000,000
Premises Damage	\$ 250,000
Medical Expense	\$10,000
Sexual Abuse Sublimits	
Each Person	\$ 250,000
Aggregate	\$ 250,000

Additional Insured:
 Illowa Consortium of International Studies

Exposure: No foreign travel last year and possibly one this year to Europe.

* * * * *

Kidnap and Ransom

Ransom	\$100,000 per Insured Event and Aggregate
Transit	\$100,000 per Insured Event and Aggregate
Fees and Expenses of	
Crisis Response Firm	\$100,000 per Insured Event and Aggregate
Additional Expenses	\$100,000 per Insured Event and Aggregate
Legal Liability	\$100,000 per Insured Event and Aggregate

No Deductible/No Coinsurance

Business Travel Accidental Death and Dismemberment

Each Covered Employee	\$100,000
Each Accident	\$300,000
Benefits Total	\$500,000
Medical Expenses each employee	\$10,000
Medical Expenses Total	\$50,000

Foreign Volunteer Workers Compensation and Employers Liability

Workers Compensation

Compensation Law Benefits of State of Hire

Employers Liability

Bodily Injury by Accident	\$1,000,000 Each Accident
Bodily Injury by Disease	\$1,000,000 Each Employee
Bodily Injury by Disease	\$1,000,000 Total Limit

Transportation Expenses

Each Person	\$250,000
Total	\$500,000

VI. MEDIA LIABILITY

1. Limit of Liability:
 - a. \$1,000,000 Each Occurrence
 - b. \$1,000,000 General Aggregate
2. Retention:
 - a. \$5,000 Each Occurrence
3. Scheduled Media
 - a. The Chieftain (College Newspaper)

VII. MEDICAL PROFESSIONAL LIABILITY

Limits of Liability

Each incident	\$1,000,000
Aggregate	\$3,000,000
Retention	\$2,500

Coverage shall include teaching faculty, students and Black Hawk College

Coverage is required on an Occurrence Basis

Student Enrollments:

Hemodialysis Technician	19
LPN/LVN	41
Massage Therapist	38
CNA	88
Phlebotomist	41
Physical Therapy Technician	22
RN	72
Reflexology	6
EMT	55

VIII. EDUCATORS ERRORS & OMISSIONS EMPLOYMENT PRACTICES LIABILITY

Coverage and Limits of Liability

Liability limit aggregate	\$1,000,000
Deductible	\$25,000

Employment Practices Liability to be included.

Coverage for Prior Acts is required.

Other Inclusions:

- A. Administrative Hearings.
- B. Defense in addition to Limit of Liability.
- C. Breach of Contract (Defense)
- D. Wrongful Acts of Consultants & Independent Contractors.

Generic Application follows along with the Board Policy on Dismissal and Discipline of Faculty and the Black Hawk College Harassment Policy.

EDUCATORS ERRORS AND OMISSIONS APPLICATION

THIS IS AN APPLICATION FOR A CLAIMS MADE POLICY.

Note: This application and all exhibits shall be treated in strictest confidence.

1. Legal Name of Entity Black Hawk College District 503
Address 6600 – 34th Avenue
City Moline State IL Zip 61265 Telephone 309-796-5000
2. The Entity has continuously been in existence since 1947 and is a Public Institution.
3. Number of members comprising Board of Governors, Regents or Trustees 7
Members are elected.
If appointed, by whom: N/A Term of Board Members is 6 years.
4. (A) Current Student Enrollment: 3824 FTE (B) Expected Enrollment Next Year: 3600 FTE
5. (1) Limit of Liability Desired: \$1,000,000
(2) Deductible: \$25,000
(3) Is coverage desired for all employees, volunteers and student teachers? Yes
6. (A) Total current budget SEE BUDGET
(B) Total current expected deficit \$ 0
(C) Total accumulated deficit \$ 0
(D) Total amount bond authority \$ 102,256,633 Total Present Bonds issued, if any \$41,714,064
Current bond rating Moodys Aa3
(E) If a deficit exists, what steps are being taken to eliminate it? N/A
7. (A) Special Education Programs or Facilities for mentally or physically handicapped? No
If "yes", describe: N/A
(B) Total number of instructors currently employed. 377
(C) Does the Entity anticipate any reduction in professional staff in the next twelve (12) months? No
(D) Total number of non-instructional employees for the past three (3) years: 972
(E) Has any employee of the Entity been suspended, demoted, dismissed, transferred or contract of employment non-renewed within the last twelve (12) months? No
If "yes", explain: _____

(F) Has any person, former employee or job applicant alleged unfair or improper treatment regarding employee hiring, non-remuneration advancement or termination of employment? Yes, one allegation 5/2013 and one allegation 9/2013

(G) Has the Board established guidelines related to procedures for suspension, dismissal, or non-renewal of employment contracts of:

Instructors and supervisory personnel Yes When 1/23/92

Non-professional employees No When _____

Students No When _____

Are these guidelines in writing? Yes When 1/23/92

If "yes", attach copy.

(H) Is a uniform contract for instructors used? Yes When 08/10 to 07/14

If "yes", are all "in force" contracts the same? Yes When 08/10 to 07/14

If "no", explain differences on separate exhibit.

(I) Has the board adopted a pay scale for personnel providing for remuneration without regard to age, sex, race or creed. Yes Year Established 1995

(J) Has the Board adopted an affirmative action program for employment? Yes Year Established 2002

8. (A) Is the Entity involved in any disputes regarding integration? No
If "yes", explain: _____

(B) Has the Entity been closed or school activities disrupted during the past three (3) years due to student or teacher strikes or actions? No

9. No Claims which, if insurance had been in force similar to that now proposed, would have fallen within the scope of such insurance has been made or is now pending against any persons proposed for insurance, except as follows (if answer is None, so state): None

10. No person proposed for this insurance is cognizant of any act, error, omission which he/she has reason to suppose might afford valid grounds for any future claim such as would fall within the scope of the proposed insurance, except as follows (if answer is None, so state; otherwise attach explanation): None

11. The Entity, its board, and/or its employees have not been involved in or have any knowledge of any pending Federal, State or Local legal actions or proceedings against the Entity, its Board Members, or employees except as follows (if answer is None, so state; otherwise attach explanation): None

12. Please attach Loss Experience including the following: (a) Date, (b) Name of Claimant, (c) Description, (d) Settlement.

13. Current Educators Errors and Omissions or Directors and Officers Liability currently in force:

Company _____ Darwin _____ Policy Expiration _____ 07/01/14 _____

Limit of Liability _____ \$1,000,000 _____ Deductible _____ \$25,000 _____

14. Enclosures: Sexual Harassment & Discrimination Policies; Faculty Dismissal and Discipline Policies

15. Comprehensive Annual Financial Report available: <http://www.bhc.edu/wp-content/uploads/downloads/2013/10/Black-Hawk-College-Fiscal-Year-2013-Comprehensive-Annual-Financial-Report.pdf>

16. Loss Runs: Available at the Pre-Proposal Meeting

ERRORS AND OMISSIONS BROAD FORM COVERAGE QUESTIONNAIRE

Coverage is available under the School Leaders Program for the following:

(For each desired coverage please check the appropriate box.)

- | | |
|--|-----|
| Claims arising out of Sexual Harassment | XXX |
| Claims arising out of the wrongful acts of Consultants and Independent Contractors | XXX |
| Indemnification for claims brought by the insured other than employees | XXX |
| Defense for Claims arising out of breach of contract (other than employment contracts) | XXX |

Please answer the following:

1. Has the board established guidelines related to reporting and investigating allegations of sexual harassment?
_____ Yes _____
Are these guidelines in writing? _____ Yes _____
Please attach a copy of the guidelines.

2. Does the board conduct seminars on preventing or identifying sexual harassment and/or instruction on the procedures to be used to report incidences of sexual harassment? _____ Yes _____
Are these seminars conducted on a regular basis? _____ Yes _____
When was the last seminar conducted? _____ 4/11/13 _____
Is attendance mandatory for all employees? _____ Yes _____
Are seminars conducted for students? _____ No _____

3. Are background checks conducted on all potential employees? _____ Yes _____
Is an offer for employment contingent upon such checks? _____ Yes _____
Are background checks conducted on current employees? _____ No _____
Are Background checks conducted by the school entity's employees? _____ Yes _____
If background checks are not conducted by employees, who performs this service? _____ N/A _____

4. Has the board established guidelines for reporting any instance of suspected child abuse to the proper authorities?
_____ N/A _____
Are these guidelines in writing? _____ N/A _____

5. Does the school carry General Liability (GL) Insurance? _____ Yes _____
Does this insurance specifically exclude claims arising out of Abuse or Molestation? _____ No _____

6. For which of the following services does the school district use subcontractors:
Transportation Food XXX Custodial Medical
Secretarial/Administrative Legal XXX Accounting/Financial
Specialized Educational Describe in Detail _____

Other Educational Describe in Detail _____

7. Do you require all subcontractors or independent consultants to carry liability insurance? _____ Yes _____
Do you request to be added as an additional insured? _____ Yes _____

ADDITIONAL SUPPLEMENTAL INFORMATION

Please answer all of the following questions. The complete answer to each question is needed before we will be able to offer new or renewal terms.

1. Is the school public or private?

Public

If the School is private, is it a for-profit entity?

N/A

2. Does the school's enrollment include preschoolers?

No

If yes, what percentage is the pre-school enrollment?

N/A

3. Is the school a boarding school?

No

4. If the school is a college, is it a 2 or 4 year college?

2 year

5. Does the school conduct night classes?

Yes

If yes, are board members the same for day and night classes?

Yes

6. Is the school affiliated with any other entity?

Yes

If yes, please list the name and nature of the entity. Also explain what relationship exists between the school and the other entity.

Black Hawk College Foundations

IX. CRIME INSURANCE

Blanket Employee* Dishonesty	\$500,000
Deductible	\$5,000
Forgery or Alteration	\$100,000
Deductible	\$5,000
Computer Fraud and Funds Transfer Fraud	\$500,000
Deductible	\$5,000
Blanket Money & Securities	
Inside Premises	\$250,000
Outside Premises	\$250,000
Deductible	\$5,000

**Employees shall include non-compensated Board Members as well as any student or volunteer handling funds or in possession of property in connection with College sanctioned activities.*

One Hundred Thirty Nine (139) Officers & Employees who handle money (cash or checks) are as follows:

Department	Handlers
VP for East Campus	1
VP for Finance	1
Accounting, EC	1
Admin/Office Assistant, EC	4
Administration Offices, QC	2
Arena, EC	2
Athletics, EC	9
Athletics, QC	8
BHC Foundation, EC	2
BHC Foundation, QC	2
Bookstore, EC	2
Bookstore, QC	15
Bursar Office	5
Campus Services	4
Career Services	1
Educational Services	1
ESL Program	1

Department	Handlers
Facilities, EC	2
Faculty, EC	15
Finance, QC	3
Financial Aid Office	5
ILC	1
Illinois workNet Center	3
Independent Learning Center	6
Library	7
Optional Education Program	3
Payroll	3
Perkins Grant	1
Police Department, EC	8
Police Department, QC	10
SBDC/ITC/PTAC/BTC	5
Student Success Center	1
Student Worker, EC	4
Campus Services, EC	1

There are 104 Procurement cards issued by e'lan Financial Services. 55 of them are in the employee's name, 36 are used for travel and/or fuel purchases, and 13 are issued to departments.

Description of safe:

Fire insulated vault built by Diebold. Relocking Device #976143 SMNA Class 2 hr. Complies with Safe Manufacturer's National Association.

Bank deposits are transported to the bank once a day, Monday through Friday, by the Black Hawk College Police Department.

Special Note: Money & Securities exposure is normally not greater than \$100,000. The \$250,000 amount shown is required in each of three enrollment periods.

X. SPORTS ACCIDENT INSURANCE

Basic Maximum Benefit	\$25,000
Accidental Death Benefit	\$10,000
Maximum Dismemberment Benefit	\$10,000
Deductible Amount	\$100
Excess Insurance	\$1,000,000
Deductible	\$ 25,000

52 Week Benefit Period.

Sports Participants:

<u>ACTIVITIES</u>	<u>NUMBER OF PEOPLE INVOLVED</u>			
	<u>Quad-Cities Campus</u>		<u>East Campus</u>	
	<u>Men</u>	<u>Women</u>	<u>Men</u>	<u>Women</u>
Basketball	15	15	15	15
Baseball	35	0	0	0
Softball	0	14	0	0
Golf	10	0	0	0
Volleyball	0	12	0	14

PROPOSAL CERTIFICATE

This form must be completed and accompany your submission and be received in the Purchasing Office prior to 2:00 p.m., May 7, 2014.

GENERAL INFORMATION

1. Best's Ratings for proposed carriers are as follows: (If no Best Rating, submit evidence of carrier solvency.)

2. Premium Payment Plans Available:

CERTIFICATION

I. COLLEGE PROPERTY/EXTRA EXPENSE/EQUIPMENT BREAKDOWN

All specifications have been met except:

II. EQUIPMENT FLOATER

All specifications have been met except:

III. COMMERCIAL GENERAL LIABILITY

All specifications have been met except:

IV. COMMERCIAL AUTOMOBILE

All specifications have been met except:

V. UMBRELLA

All specifications have been met except:

VI. GLOBAL LIABILITY

All specifications have been met except:

VII. MEDIA LIABILITY

All specifications have been met except:

VIII. MEDICAL PROFESSIONAL LIABILITY

All specifications have been met except:

IX. EDUCATORS ERRORS & OMISSIONS/EMPLOYMENT PRACTICES

All specifications have been met except:

X. CRIME

All specifications have been met except:

XI. SPORTS ACCIDENT

All specifications have been met except:

This proposal exceeds specifications as follows:

Signature/Date: _____

PREMIUM SUMMARY

I. COLLEGE PROPERTY	<u>Annual Premiums</u>
A. General Property	\$
B. Data Processing	\$
C. Equipment Breakdown	\$
D. Extra Expense	\$
E. Fine Arts	\$
F. Horse Floater	\$
COLLEGE PROPERTY TOTAL ANNUAL PREMIUM	\$
II. EQUIPMENT FLOATER; \$5,000 Deductible	\$
III. COMMERCIAL GENERAL LIABILITY	\$
IV. COMMERCIAL AUTOMOBILE	\$
V. UMBRELLA; \$10,000,000 Limit	\$
VI. GLOBAL LIABILITY	\$
VII. MEDIA LIABILITY	\$
VIII. MEDICAL PROFESSIONAL LIABILITY	\$
IX. EDUCATORS ERRORS & OMISSIONS EMPLOYEMENT PRACTICES	\$
X. CRIME	\$
XI. SPORTS ACCIDENT	\$

INSTRUCTIONS TO VENDORS

1. Please submit three (3) proposals (one (1) original typewritten or printed in ink, and two (2) copies) in a sealed package addressed and clearly marked as follows:

Purchasing RFP 28-14
Black Hawk College Purchasing
6600 34th Avenue
Moline, IL 61265

2. Proposals submitted via fax or E-mail will not be accepted.
3. Read and comply as applicable with the Standard Terms and Conditions (Attachment A).
4. The Intent to Respond Form (Attachment B) must be filled out and sent to Mike Meleg as directed on the form.
5. Two completed original copies of the Execution of Proposal (Attachment C) Form (typewritten or printed and signed in ink) must be submitted with your proposal package.
6. One completed original copy of the Vendor Certification (Attachment D) must be submitted with the proposal package.
7. No taxes are to be included in any proposal or proposal price. Generally, states and political subdivisions are exempt from Federal taxes, such as excise and transportation. To the extent any sales, import or other taxes apply they are to be invoiced as a separate item.
8. Firms are urged to compute all discounts for prompt payment into the proposal prices, with terms of payment to be Net 30 days. Such proposals may receive preference. If a cash discount is proposed and accepted, it will be considered earned if paid within 30 days after receipt of correct invoice or acceptance of goods, whichever is later.
9. Trade discounts, when quoted, should be reduced to a single percentage.
10. Any proposal or bonds signed by an agent or attorney-in-fact shall be accompanied by evidence of authority.
11. It is the Firm's responsibility to correctly mark and deliver the Proposal to the Purchasing Office by the specified date and time for opening. **NO EXTENSIONS WILL BE GRANTED.**
12. The College will not reimburse the Firms for any work associated with the submission of this proposal.
13. The College will evaluate all proposals and anticipates awarding a contract no earlier than June 27, 2014. The College reserves the right to accept and/or reject any or all proposals or parts thereof.

TERMS AND CONDITIONS (Attachment A)

1. **Acceptance and Rejection:** Black Hawk College reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
2. **Time for Consideration:** Additional consideration may be given to bids allowing not less than 30 days for review and acceptance.
3. **Resale Price Maintenance:** Black Hawk College opposes resale price maintenance in public bidding, and bid prices based on this or other anticompetitive practice will be subject to appropriate remedies.
4. **Non-Discrimination and Affirmative Action:** The Vendor agrees not to discriminate against any client, employee, or applicant for employment or services because of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental, or physical disability with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any Vendor who is in violation of this clause or any applicable affirmative action program shall be barred forthwith from receiving awards of any purchase order from the State unless a satisfactory showing is made that discriminatory practices or noncompliance with applicable affirmative action programs have terminated and that a recurrence of such acts is unlikely.
5. **Sexual Harassment:** An amendment to the Illinois Human Rights Act requires eligible bidders for state contracts to implement detailed and specific sexual harassment policies. Every party bidding for and/or obtaining a public contract is required to have written sexual harassment policies that must include, at a minimum, a statement that sexual harassment is illegal, the definition of sexual harassment under state law, a description of sexual harassment (utilizing examples), the party's internal complaint process including penalties, the legal recourse, investigative and complaint process available through the Illinois Human Rights Department and the Commission including directions on how to contact the Department and Commission and the applicability of protection against as provided by the Human Rights Act.
6. **Specifications:** Any deviation from the specification set forth must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefor. Deviations should be explained in detail.
7. **Manufacturer's Names:** Any manufacturers' names, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive and equivalent products of any manufacturer may be offered. Determination of equivalency shall rest solely with Black Hawk College.
8. **Information and Descriptive Literature:** Bidders are to furnish all information requested and in the spaces provided on the bid invitation form. Further, as may be specified elsewhere, each bidder must submit with his bid cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted previously does not satisfy this provision. Bids in non-compliance with these requirements will be subject to rejection.
9. **Condition and Packaging:** Unless otherwise defined in the bid invitation or submission, it is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.
10. **Safety Standards:** Manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in accordance with any State or local requirements for labeling or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Engineers for pressure vessels, the Underwriters' Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies, or the American Gas Association for gas operated assemblies. Further, all items furnished by the successful bidder shall meet all requirements of the Occupational Safety and Health Act (OSHA) and State, local, and federal requirements relating to clear air and water pollution.
11. **Samples:** Samples may be requested as a part of the solicitation or after the opening of bids. When requested, they are to be furnished as called for, free of expense, and if not destroyed will upon request be returned at bidder's expense. Bidder's request for return of samples must be made not later than the date on which they are furnished. Bidder shall label each sample individually with bidder's name and item number.
12. **Governmental Restrictions:** In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of any item offered on this bid prior to delivery, it shall be the responsibility of the successful bidder to notify the Purchasing Office at once, indicating in his letter the specific regulation which requires such alterations. Black Hawk College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract.
13. **Award, Payment, and Assignment:** Award will be made to the responsive and responsible bidder whose bid is most economical according to criteria designated in the solicitation. Acceptance is to be confirmed by purchase order issued by or on part of the using agency, including shipping and billing instructions; the using agency is responsible for all payments. Neither the contract nor payments due may be assigned except with prior written approval of Black Hawk College Purchasing Agent.
14. **Performance and Default:** Black Hawk College reserves the right to require performance bond from successful bidder. Otherwise, in case of default on part of the contractor Black Hawk College may procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby. The accepted remedies of force majeure will be considered in assessing any contractor default.
15. **Patents:** The contractor agrees to hold and save Black Hawk College, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost, or judgment for patent infringements arising out of purchase or use of equipment, materials, supplies, or services covered by this contract.
16. **Reserved:** (Reserved for including any additional Standard Provisions that may be required.)
17. **Singular - Plural:** Words in the singular number include the plural and these in the plural include the singular, unless the context directs otherwise.
18. **Advertising:** In submitting a bid, bidder agrees not to use the results therefrom as a part of any commercial promotion or advertising without prior approval of Black Hawk College Purchasing Agent.



**INTENT TO RESPOND FORM
(Attachment B)**

Due April 15, 2014

- We **shall** submit a Request for Proposal for:
- We **shall NOT** submit a Request for Proposal for:
(Please check one)

**INSURANCE AGENT/BROKER
RFP 28-14**

Contact Person: _____

Title: _____

Company Name: _____

Street Address: _____

City, State and Zip: _____

Telephone: _____

E-Mail Address: _____

Signature: _____

Date: _____

Firms who do not submit this INTENT TO RESPOND form by Tuesday, April 15, 2014 may be removed from our Vendor list for these services. Please e-mail or fax this form to:

**Mike Meleg
Purchasing Manager
Black Hawk College
6600 34th Avenue
Moline, IL 61265**

**Phone: (309) 796.5002
Fax: (309) 796.5429
Email: melegm@bhc.edu**

EXECUTION OF PROPOSAL
(Attachment C)

IMPORTANT: PLEASE BE SURE YOUR ENVELOPE IS ADDRESSED AND MARKED:

Purchasing RFP 28-14
Black Hawk College
6600 34th Avenue
Moline, IL 61265

I have examined the specifications and instructions included herein and agree, provided I am awarded an agreement within **ninety (90) days of May 7, 2014**, to provide the specified items and/or services or work as described in the specifications and instructions for the sum in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

SIGNED (IN INK) _____

PRINTED NAME _____ DATE _____

TITLE _____

TELEPHONE NUMBER _____ FAX NUMBER _____

ACCEPTANCE OF PROPOSAL

Your proposal is accepted as indicated on this copy.

Date:

_____ By: _____

Purchasing Manager
Black Hawk College

VENDOR CERTIFICATION
720 ILCS 5/ ARTICLE 33E
(Attachment D)

Under penalty of perjury, the undersigned hereby certifies that it is not barred from bidding on this contract as a result of violation of either Section 33E-3 or Section 33E-4 of the Illinois Compiled Statutes 720 ILCS 5/Article 33E, and that this offer has not been arrived at collusively in violation of any law.

Company Name _____

By * _____

Address _____

City/State/ZIP _____

* Must be actual signature in ink of a representative of Vendor authorized to legally commit the Vendor.

Additional Criminal Offenses concerning "Interference with Public Contracting" stated in the Statues include, but are not limited to the following:

- Section 33E-3 Bid-rigging: A person commits a Class 3 felony who colludes with another person(s) with the intent that the bid(s) submitted shall result in the award of a contract to a particular person.
- Section 33E-4 Bid rotating: A person commits a Class 2 felony who colludes with another person(s) with the intent that the bid(s) submitted shall result in a pattern over time of bid awards being rotated or distributed among those persons.
- Section 33E-6 (d) Interference with contract submission and award by public official: A person commits a Class A misdemeanor who receives a communication(s) from a public official outside of the formal bid process (e.g., the bid document(s), the pre-bid meeting, etc) concerning the specifications or contractors in a sheltered market, and that information is not made generally available to the public, and as a result reasonably believes the award of the bid is likely influenced, or the information specifies that the bid will be accepted only if specified individuals are included as subcontractors, and the person fails to inform either the Attorney General or the State's Attorney for the county in which the unit of government is located.
- Section 33E-7 Kickbacks: A person commits a Class 3 felony that provides, attempts to provide, or offers to provide, any kickback. A person commits a Class 3 felony that solicits, accepts, or attempts to accept any kickback. A person commits a Class 3 felony that includes the amount of any kickback in the bid price. A person commits a Class 4 felony that fails to report any kickback offer or solicitation to law enforcement officials.
- Section 33E-8 Bribery of inspector: A person commits a Class 4 felony that offers anything to an inspector with the intent of receiving wrongful certification or approval of the work. A person commits a Class 3 felony that accepts such bribe. A person commits a Class 3 felony that fails to report a bribe offer.
- Section 33E-11: A person commits a Class 3 felony that bids despite being barred from bidding due to a violation of Section 33E-3 or Section 33E-4
- Section 33E-14 False Statements: A person commits a Class 3 felony that makes false statements for the purpose of influencing the action of the unit of government in considering a vendor application.
- Section 33E-18 Stringing of bids: A person commits a Class 3 felony that knowingly structures, attempts to structure, or assists in structuring a contract to evade the bidding process.

**RFP CHECKLIST
(Attachment G)**

- | | | | |
|----|--|-----|----|
| 1) | Did you include three (3) hard copies of the proposal; pages 32 - 38?
(One original and two copies) | YES | NO |
| 2) | Did you include three (3) hard copies of the experience, reliability,
and stability; the references; and the insuring approach asked for
on pages 4 and 5? (One original and two copies) | YES | NO |
| 3) | Did you read and do you agree to all terms and conditions, including
Attachment A, in this proposal? | YES | NO |
| 4) | Did you submit the Intent to Respond Form, Attachment B by
April 15, 2014? | YES | NO |
| 5) | Did you complete and include two copies of the Execution of Proposal,
Attachment C? | YES | NO |
| 6) | Did you complete and include the Vendors Certification, Attachment D? | YES | NO |