

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

Microsoft Enrollment for Education Solutions one-year contract in the amount of \$203,689.38.

2. **REASON FOR CONSIDERATION**

A single contract exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

This bid represents the annual licensing of Microsoft Software used at the Desktop, Server and Application level for all College-owned devices in both the academic and administrative areas of the institution.

Operating System software, Server Infrastructure Software, Application Software and Client Access Licenses are required to support both the back end, and end user technology environments at the College. Both internal and independent reviews performed by Info-Tech Research Group of our Microsoft licensing needs have shown that the Enrollment for Education Solutions (EES) method is the most cost effective solution for the College. This licensing method also provides for Student licensing of Office 365 at no cost for up to five personally owned devices.

A legal bid notice was published and 17 vendors were solicited of which three (3) were minority owned and two (2) were in-district. Four (4) vendors responded. None of the bidders were minority or in-district vendors.

Following is a recap of the bid tabulation:

<b>Vendor</b>	<b>Total Bid</b>
OM Office Supply, Inc**	\$204,700.25
Scholar Buys	\$204,656.49
CDW Governmental LLC	\$215,034.33
<b>En Pointe Technologies Sales LLC</b>	<b>\$203,689.38</b>

\*\* Vendor bid on alternate part numbers  
Recommended award in bold

This item is budgeted for annually. Budget #: 01-90-90111-5806001

<b>Year</b>	<b>Budget</b>	<b>YTD Spend</b>	<b>Variance</b>
<b>FY15</b>	\$799,400.00	\$604,956.21	\$194,443.79
<b>FY16</b>	\$399,400.00	\$22,500.00	\$376,900.00

This purchase complies with State Statute, Board Policy and Administrative Procedures.

4. **RECOMMENDATION**

That the Board of Trustees awards the bid for the Microsoft Enrollment for Education Solutions to En Pointe Technologies Sales LLC, 18701 S. Figueroa Street, Gardena, CA 90248-4506, for a total expenditure of \$203,689.38.

Staff Contact: Chuck Carrier, Vice President, Information Technology

**BIDDER:** \_\_\_\_\_

**BID NO. 2015-B0061**



**MICROSOFT ENROLLMENT FOR EDUCATION SOLUTIONS**

**FOR**

**INFORMATION TECHNOLOGY DEPARTMENT**

**COLLEGE of DuPAGE  
COMMUNITY COLLEGE DISTRICT NO. 502**

**BIDS DUE                    Tuesday, July 7, 2015, 2:00PM CST – ROOM BIC-1540**

**COLLEGE of DuPAGE  
PURCHASING DEPARTMENT  
ROOM BIC 1540  
425 FAWELL BLVD.  
GLEN ELLYN, ILLINOIS 60137**

**ISSUED BY THE  
PURCHASING DEPARTMENT**



**Bid No. 2015-B0061**

**Purchasing Department**

425 Fawell Boulevard  
Glen Ellyn, Illinois 60137-6599  
<http://www.cod.edu>

PHONE (630) 942-2217  
FAX (630) 942-3750

June 18, 2015

**INVITATION TO BID**

Sealed bids for **Microsoft Enrollment for Education Solutions for the Information Technology Department** will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, Room 1540, 425 Fawell Blvd., Glen Ellyn, IL 60137, until **2:00 PM, Tuesday, July 7, 2015**, at which time they will be publicly opened. In the event of office closure due to inclement weather, bid deadline will be extended to the next business day at the same time.

Any bid received after the date and time stated above will be returned unopened. College of DuPage shall not be responsible for bids that are not received at the specific office location indicated above by the stated deadline. It is solely, the bidder's responsibility, to ensure that adequate time is allowed for timely and accurate delivery.

Prices offered shall be F.O.B. Destination, College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137. Prices must be Company. No bids will be accepted on the basis of a price prevailing at the time of shipment.

Award will be made to the lowest responsible bidder on a total bid basis. Brand or trade names on bid specifications are used for identification purpose only.

No bid shall be withdrawn for a period of sixty (60) days after the bid opening date without the consent of the College.

**REQUESTS FOR INFORMATION/CLARIFICATION**

If any Company submitting a bid for this project is in doubt as to the true meaning of the specifications or other documents or any part thereof, proposer shall request clarification from the Buyer. Questions must be submitted in writing and be directed via email to: [purchasing@cod.edu](mailto:purchasing@cod.edu) no later than **Tuesday, June 30, 2015, at 5:00PM CST**. Questions for which answers are provided will be communicated to plan holders via addendum.

The College of DuPage reserves the right to reject any bid if it is not deemed suitable for the purpose for which it is intended. The bidder acknowledges the right of the College to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the College to reject a bid if the bidder failed to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular.

**AWARD OF CONTRACT**

The award of the contract will be made within sixty (60) calendar days after the opening of Bids to the lowest responsible and qualified bidder whose bid complies with all the requirements prescribed. The successful bidder will be notified by letter that their bid has been accepted and that they have been awarded the contract. Failure to execute performance as per accepted bid may result in legal action by the College of DuPage to recover damages.

If a contract is not awarded within sixty (60) days after the opening of bids, a bidder may file a written request with the Purchasing Manager on the withdrawal of their bid and the College will permit such withdrawal.

The bid security (if required on page 3) of all except the three (3) low bidders will be returned promptly after the bids have been checked, tabulated and the relation of the bids established. Bid security of the three (3) lowest bidders will be returned as soon as the contract and the bond of the successful bidder have been promptly executed and approved.

If contracts cannot be awarded promptly, the College may permit the three (3) lowest bidders to substitute bid bonds for bank cashier's checks, bank drafts or certified checks submitted with their proposals. Bid bonds executed

by corporate surety companies shall be satisfactory to the College, but such substitution shall not be made until a period of fifteen (15) days has elapsed after the date of opening proposals and bond forms furnished by the College be used.

### **BID MODIFICATIONS**

Unless indicated, it is understood that their bid is in strict accordance with specification requirements. Bids shall be deemed final, conclusive, and irrevocable. No bid shall be subject to correction or amendment for any error or miscalculation. Bid prices shall include cost of materials as specified, any applicable discounts and shipping. Installation costs shall be included only when indicated on page one. Installation shall include, but is not limited to, all assembly required, setting in place, and mounting all materials at various campus locations.

### **EXCEPTIONS TO SPECIFICATIONS**

All prospective vendors must read the bid specifications and College agreement terms and conditions attached to this bid carefully. Any exceptions, including additions and/or deletions to the specifications, terms or conditions presented must be clearly stated and summarized as a separate section in the bid response. Each Bidder shall submit a detailed summary statement of any and all exceptions taken to any part of this bid with reference to the specific document, section and/or paragraph(s) involved. It shall be mutually understood that the Bidder shall comply with all specifications, terms, and conditions of the bid documents unless specifically excluded in their bid response. Unfamiliarity with the College's agreements, operations, and facilities shall not relieve the successful Bidder from the necessity of providing, without cost to the College, any materials or performing any labor or service that may be required to carry out the intent of the resulting agreements. Bidder's signature shall be construed as acceptance of, and willingness to comply with, all provisions of the bid and resulting agreements unless noted.

### **ERROR IN BID**

Where a bidder claims to have made a mistake, such mistake must be called to the attention of the College within twenty-four (24) hours after the opening of bids. Within forty-eight (48) hours of the bid opening, bidder shall submit to College original documentary evidence to the College's designated contracting officer with a detailed explanation of how the mistake was made. Failure to conform to this requirement precludes the bidder from withdrawing its bid based upon a bid mistake. If such notice, proof and explanations have been tendered, and the contracting officer is convinced that a bona fide mistake has been made, the contracting officer may recommend to the Board of Trustees that the bidder be allowed to withdraw its bid and recommend that the bid be awarded to the next lowest responsible responsive bidder. If the Board determines by majority vote, that the bidder has made a bona fide error, no award will be made upon such bid and the bid security will be returned.

### **COMPLIANCE**

Submissions under this Invitation to Bid shall be for items at least equal to or better than the quality and performance characteristics stated herein. The burden of proof that product and services meet specifications shall be documented by the bidder and be provided as part of the submitted bid. Failure to provide complete documentation of the product compliance with specifications required may result in bid rejection. .

### **TIME OF COMPLETION**

Time is of the essence in the installation of the materials and the Contract will be predicated upon full compliance with the Bidder's stated time of completion for College's useful installation included in this bid. The College will evaluate each bidder's capability in this regard in awarding the Contract. Bidders are informed that actual construction must be started immediately following the award and signing of contracts and work must be carried on continuously thereafter until completion except on written order from the Engineer.

### **PAYMENT REMITTANCE**

All College vendors are required to receive payment from the College via an Automated Clearing House (ACH) transfer. Instructions to register for ACH payments will be sent, upon request, to successful bidders. Failure to comply with the ACH requirements may result in termination of the contract or purchase order. College ACH transfers typically occur the third week of each month. Invoices must be received at least 3 weeks prior to each ACH payment release. You are strongly encouraged to set up your account upon notice of award to avoid a delay payment.

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## INSTRUCTIONS TO BIDDERS

### DEFINITIONS

- A. **BIDDER** shall mean the individual or business entity submitting a Bid Proposal to supply any or all of the services or goods required by the Contract Documents.
- B. **BID PROPOSAL** shall mean the Contract Documents as completed by the Bidder which constitutes the Bidder's offer.
- C. **CONTRACT** shall mean the agreement between the College and Bidder as set forth in the Contract Documents and as awarded by the College of DuPage Board of Trustees.
- D. **CONTRACT DOCUMENTS** shall mean collectively the Instructions to Bidders, General Conditions, Special Conditions, Specifications, Attachments, and Addenda, if any, Bid Proposal, Site Inspection Certificate, Bidder Certifications and Forms for Minority Participation. The above documents shall be considered as one integrated document setting forth the obligations of the parties.
- E. **BIDDER** shall mean the individual or business entity submitting a Bid Proposal and to whom the College of DuPage Board of Trustees awards the Contract.
- F. **COLLEGE** shall mean the College of DuPage, Community College District No. 502, a body politic and corporate of the State of Illinois.
- G. **DIRECTOR** shall mean the person or persons authorized by the College to act in connection with this Contract. Such authorization shall not include any power to change the scope of the Contract or to obligate the College to pay additional sums beyond the amount of the Contract awarded by the College of DuPage Board of Trustees.
- H. **PURCHASING MANAGER** shall mean the Purchasing Manager of the College of DuPage.
- I. **SPECIFICATIONS** shall mean the description of the required services, Contract Goods, equipment, personnel, volume and use statistics and all requirements for the scope of work set forth in the Contract Documents.

### PREPARATION OF BID PROPOSALS

The Bidder shall provide one (1) copy of its Bid Proposal on the bid forms provided. Unless otherwise stated, all blank spaces on the bid forms shall be fully completed. Bidder bears all responsibility for error or omissions in the submission of the Bid Proposal.

### BID DEPOSIT

When *required in the legal advertisement*, the Bid Proposal shall be accompanied by cashier's check, certified check or surety bond in the amount shown in the legal advertisement or as may be prescribed in these Contract Documents. A certified or cashier's check shall be drawn on a responsible bank doing business in the United States and shall be made payable to the order of the College of DuPage. The Surety issuing the bond must have a general rating of "A", and shall be a Class V or higher in the financial size category as defined by Best's Key Rating Guide - Property and Casualty. Failure to submit the bid deposit shall constitute an informal Bid Proposal and such Bid Proposal shall be rejected.

The Bidder hereby agrees that the bid deposit shall be forfeited to the College as liquidated damages and not as

penalty in the event Bidder fails to comply with IB-11, IB-13, or otherwise fails or refuses to honor the Bid Proposal upon award of the Contract by the College.

The bid deposit of all bidders will be returned, with the exception of the Bidder, after the College has awarded the Contract. The bid deposit of the Bidder will be returned after the Contract has been awarded and the Bidder has submitted all insurance documentation and the Performance and Payment Bond, as required by the Contract Documents.

The legal advertisement can be viewed at <http://www.cod.edu/about/purchasing/bids.aspx> and clicking on this bid title.

### **EXCEPTIONS**

If any Bidder intends to take any deviations or exceptions from the Specifications or other Contract Documents, Bidder shall submit to the Purchasing Manager a written request for a deviation or exception prior to the date and time of Bid Opening. If the Purchasing Manager considers such deviation or exception acceptable, the Purchasing Manager shall issue an Addendum setting forth such deviation or exception from the Specifications or other Contract Documents which shall be applicable to all Bidders submitting a Bid Proposal. If no Addendum is issued by the Purchasing Manager, then such deviation or exception shall be deemed rejected. The College may reject any Bid Proposal containing deviations or exceptions not previously accepted through a written Addendum. A copy of such Addendum will be mailed or delivered to each Bidder receiving a set of such Contract Documents. Bidder shall acknowledge receipt of each Addendum issued in the space provided on the bid form. All written requests for deviations or exceptions shall be addressed to:

Purchasing Manager  
College of DuPage  
Room BIC 1540  
425 Fawell Blvd.  
Glen Ellyn, Illinois 60137  
**Microsoft Enrollment for Education Solutions**

### **BIDDER WARRANTIES**

The submission of a Bid shall constitute a warranty that: (i) Bidder has carefully and thoroughly reviewed the Contract Documents and has found them complete and free from ambiguities and sufficient to describe the Contract work; (ii) Bidder and all workmen and/or employees it intends to use in the performance of this Contract are skilled and experienced in the type of work or services called for by the Contract Documents; and (iii) neither the Bidder nor any of its employees, agents, suppliers or subBidders have relied on any verbal representations from the College, or any of the College's employees, agents, or consultants, in preparing the Bid Proposal.

### **SUBMISSION OF BIDS**

All Bidders shall submit the bound copy of the sealed Bid in an envelope and shall deliver them to the Purchasing Manager, College of DuPage, Room BIC 1540, 425 Fawell Blvd., Glen Ellyn, Illinois 60137 by the date and hour for the Bid Opening as shown in the legal advertisement and these documents. The sealed envelope submitted by the Bidder shall carry the following information on the face of the envelope: Bidder's name, address, subject matter of Bid Proposal, advertised date of Bid Opening and the hour designated for Bid Opening as shown in the legal advertisement.

### **BID PROPOSALS TO CONFORM TO REQUIREMENTS OF LEGAL ADVERTISING**

The College will not entertain or consider any Bid which was: (i) received after the exact time specified in the legal



advertisements; (ii) not accompanied by the required bid deposit; or (iii) in any other way failing to comply fully with the conditions stated in the legal advertisement.

**COMPETENCY OF BIDDER**

No Bid will be accepted from or Contract awarded to a Bidder that is in arrears or is in default to the College upon any debt or Contract, or that is a defaulter, as surety or otherwise upon any obligation to said College, or has failed to perform faithfully any previous contract with the College.

**LOCAL BUSINESS PREFERENCE**

When two (2) or more responsible bidders submit the same low bid, the contract award will be determined by drawing lots in a public meeting unless one bidder is a local bidder within the District boundaries and one is a non-local bidder, in which event the local bidder will be awarded the contract.

**CONSIDERATION OF BID PROPOSALS**

The College reserves the right to reject or accept any or all Bid Proposals, to extend the bidding period, to waive technicalities in the Contract Documents and/or to direct that the project be abandoned or rebid prior to award of the Contract.

**WITHDRAWAL OF BIDS**

Bidders may withdraw their Bid at any time prior to the time specified in the legal advertisement as the date and hour set for the Bid Opening. However, no Bidder shall withdraw, cancel or modify its Bid Proposal for a period of ninety (90) calendar days after said advertised Bid Opening.

**ACCEPTANCE OF BIDS**

The Purchasing Manager or delegate shall notify the successful Bidder, in writing, of award of the Contract by the College within ninety (90) days from the Bid Opening date. Upon receipt of the Notice of Award, the Bidder shall promptly secure, execute and deliver to the Purchasing Manager any documents required herein.

**PRICES FIRM**

All prices quoted in the Bid Proposal shall be firm and will not be subject to increase during the term of the Contract awarded to the Bidder, except as otherwise provided in these Contract Documents.

**CASH BILLING DISCOUNTS**

Cash billing or percentage discounts for payment will not be considered in evaluating Bid Proposals.

**AUTHORIZED DEALER/DISTRIBUTOR**

The Bidder must be: (i) the manufacturer; (ii) an authorized dealer/distributor; or (iii) able to promptly secure the necessary genuine parts, assemblies and/or accessories as supplied by the original equipment manufacturer (O.E.M.), along with any necessary schematics or drawings to fulfill the contractual obligations. Further, the Bidder must be able to furnish original product warranty and manufacturer's related services such as product information, product recall notices, etc. Proof of ability to transfer product warranty to the College is to be submitted with the Bid Proposal.

## **TRADE NAMES**

In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference, it is understood that the Bidder proposes to furnish the item identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated therein by the Bidder. The College reserves the right to review and award alternate Contracts, if the commodity and/or service are suitable to its requirement.

The reference to the above catalog is intended to be descriptive and not restrictive and to indicate to the prospective Bidder articles that shall be satisfactory. Bids on other makes and catalogs shall be considered, provided each Bidder states on the face of the Bid Response exactly what is being proposed to be furnished or forwards with the Bid Proposal an illustration, or other descriptive matter which shall clearly indicate the character of the article covered by the Bid Proposal.

The College reserves the right to approve as an equal, or to reject as not being an equal, any article the Bidder proposes to furnish which contains major or minor variations from Specifications but which may comply substantially.

## **NOTICES**

All communications and notices between the College and Bidders regarding the Contract Documents shall be in writing and hand delivered or delivered via first class United States mail, postage prepaid, or delivered via email. Notices to the Bidders shall be addressed to the name and address or email address provided by the Bidders; notices to the Purchasing Manager shall be addressed to Purchasing Department, College of DuPage, Room BIC 1540, 425 Fawell Blvd., Glen Ellyn, Illinois 60137, or [purchasing@cod.edu](mailto:purchasing@cod.edu).

## **COMPLIANCE WITH LAWS - PUBLIC CONTRACTS**

This Contract is a competitively bid public contract of the College of DuPage subject to laws and ordinances governing public contracts. The Bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State and other local government agencies which may in any manner affect the preparation of the Bid Response or effect the performance of the Contract. If the Bidder observes that any of the Contract Documents are at variance therewith, it shall promptly notify the Purchasing Manager in writing and necessary changes shall be effected by appropriate modification.

## **END OF SECTION**

**SPECIFICATIONS**

The following items are requested.

Standard Enrollment ID **6068039**: Campus-3 Agreement Number **01C36251**

Item #	Qty	Description	Unit Price	Total
1	1489	DsktpEdu ALNG LicSAPk MVL ECAL (2UJ-00003)		
2	4	SharePointSvr ALNG LicSAPk MVL (H04-00232)		
3	1489	VisioPro ALNG LicSAPK MVL (D87-01057)		
4	1489	PrjctPro ALNG LicSAPk MVL w1PrjctSvrCAL (H30-00237)		
5	1489	SQLCAL ALNG LicSAPk MVL DvcCAL (359-00765)		
6	66	SQLSvrEntCore ALNG LicSAPk MVL 2Lic CoreLic (7JQ-00341)		
7	1	WinRmtDsktpSrvcsExtConn ALNG LicSAPk MVL (6XC-00298)		
8	5	ExchgSvrStd ALNG LicSAPk MVL (312-02177)		
9	5	ExchgSvrEnt ALNG LicSAPk MVL (395-02412)		
10	2	WinSvrExtConn ALNG LicSAPk MVL (R39-00374)		
11	26	WinSvrDataCtr ALNG LicSAPk MVL 2Proc (P71-07280)		
12	55	WinSvrStd ANLG LicSAPk MVL 2Proc (P73-05897)		
13	26	SysCtrDatactr ALNG LicSAPk MVL 2Proc (T6L-00237)		
14	30	SysCtrStd ALNG LicSAPk MVL 2Proc (T9L-00222)		
15	3	SfBSvr ALNG LicSAPk MVL (5HU-00215)		
16	1	CS-MSITAcademy ALNG SubsvL MVL Srvcs (54R-00098)		
17	315034	O365ProPlusEdu ShrdSvr ALNG SubsvL MVL PerUsr w/Faculty (5XS-00002)		
18	4000	FtrntldnttyMgrCAL ALNG LicSAPk MVL DvcCAL (7WC-00111)		
			<b>Total</b>	

**TOTAL BID**

Please enter total bid here: \$ \_\_\_\_\_

Estimated delivery time from notification of award: \_\_\_\_\_

**CERTIFICATIONS**

THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COLLEGE LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

- A. Prevailing Wage Act. To the extent required by law, Bidder shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.* Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12. **Yes**\_\_\_\_\_ **No**\_\_\_\_\_
- B. Human Rights Act. To the extent required by law, Bidder shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 *et seq.*
- C. Drug Free Workplace. To the extent required by law, Bidder shall abide \_\_\_\_\_ with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 *et seq.*
- D. Sexual Harassment Policy. Bidder represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
- E. Non-debarment. By executing this agreement Bidder certifies that it has \_\_\_\_\_ not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.*
- F. Fair Employment Practice: Companyr is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations. **Yes**\_\_\_\_\_ **No**\_\_\_\_\_
- G. Our company has an Equal Employment Opportunity and AfCompanyative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- H Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ICLS 5 with regards to bid rigging/bid rotating..  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- I When required by law, the bidder and all bidder's subBidders must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.

**ADVICE**

MINORITY/WOMAN-OWNED, DISADVANTAGED BUSINESS? YES\_\_\_\_\_ NO\_\_\_\_\_. If yes, please attach copy of certification and advise certification number and expiration date below:

STATE NEGOTIATED BID/ COOPERATIVE AGREEMENT: YES \_\_\_\_\_ NO \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Certifying Entity: \_\_\_\_\_

Certification #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**SIGNATURE PAGE**

Check One:

**SOLE PROPRIETOR**  **PARTNERSHIP** (and/or JOINT VENTURE)  **LIMITED LIABILITY COMPANY**  
 **CORPORATION**

The undersigned acknowledges receipt of a full set of Contract Documents and Addenda Numbers \_\_\_\_\_ (None unless indicated here). The undersigned makes the foregoing Bid subject to all of the terms and conditions of the Contract Documents. The undersigned certifies that all of the foregoing statements of the Vendor Certifications are true and correct. The undersigned warrants that all of the facts and information submitted by the undersigned in connection with this Bid are true and correct. Upon award and execution of this Contract by the College of DuPage Board of Trustees, the undersigned agrees that execution of this Bid shall stand as the undersigned's execution of this Contract.

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CELLULAR TELEPHONE NUMBER: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed to and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2015. My commission expires: \_\_\_\_\_

X \_\_\_\_\_

Notary Public Signature

\_\_\_\_\_

Notary Seal

\* **Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.**

\*\* **If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**

\*\*\* **Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.**

\*\*\* **If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**

\*\*\*\* **In the event that this Signature Page is signed by any persons other than the President and Secretary, attach either a certified copy of the corporate by-laws, a resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.**

**COLLEGE OF DUPAGE SIGNATURE PAGE**

ON BEHALF OF THE COLLEGE OF DUPAGE, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

\_\_\_\_\_  
SENIOR VICE-PRESIDENT ADMINISTRATION AND TREASURER

DATED AT GLEN ELLYN, ILLINOIS THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015

THE COLLEGE HEREBY ACCEPTS:

THE FOREGOING BID PROPOSAL AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT FOR  
\_\_\_\_\_  
**Microsoft Enrollment for Education Solutions**

TOTAL AMOUNT OF CONTRACT: \$ \_\_\_\_\_  
(DOLLARS AND CENTS)

FUND CHARGEABLE: \_\_\_\_\_



**Purchasing Department**

425 Fawell Boulevard  
Glen Ellyn, Illinois 60137-6599  
<http://www.cod.edu>

PHONE (630) 942-2813  
FAX (630) 942-3750

**2015-B0061 Microsoft Enrollment for Education Solutions**  
**Bid opening July 7, 2015 at 2:30pm**

**ADDENDUM**



This addendum is issued to answer questions received.

- 1. **Can you please verify the last LN item offering? (“Qty 4000 FrtrntldnttyMgrCAL ALNG LicSAPk MVL DvcCAL (7WC-00111)”)**  
Answer: The intent of the item on the bid is to acquire 4000 of the appropriate ForeFront Identity manager Client access Licenses for staff. The SKU was confirmed by our Microsoft Rep.
- 2. The bid opening time has changed from 2:00pm on July 7 to **2:30pm**.

If you have not yet submitted your bid, please sign this addendum and include with your sealed bid. If you have already submitted your bid, please sign and return to Kelly Froehlich at [froehlichk197@cod.edu](mailto:froehlichk197@cod.edu) prior to the bid opening, even if you have not bid on this particular item. You also have the option of withdrawing your bid if necessary. Please contact Kelly Froehlich with further questions.

I HAVE RECEIVED ADDENDUM #1 \_\_\_\_\_  
Authorized Signature

FIRM NAME & ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,  
  
*Purchasing Department  
College of DuPage  
425 Fawell Blvd. BIC 1540  
Glen Ellyn, IL 60137*