



REQUEST FOR QUOTE

RFQ# 25-0132R / Fall Protection and Aerial Lift Training Course
BIDBUY BID # B-52179

***Quotes must be submitted no later than as published on the Bid in BidBuy.**

AGENCY: Illinois Tollway
ADDRESS: 2700 Ogden Avenue
CITY: Downers Grove, Illinois 60515
CONTACT: Denisse Murgueitio, Contract Negotiator
PHONE: 630-743-8448
EMAIL: DMurgueitio@getipass.com

Specifications and Requirements

1. DESCRIPTION OF SUPPLIES AND SERVICES

1.1. SUPPLIES AND/OR SERVICES REQUIRED: The Illinois Tollway (“Tollway”) is seeking a Vendor to teach an in-person Occupational Safety and Health Administration (“OSHA”)-approved Fall Protection and Aerial Lift Training Course (“Training Course”) and Certification to include the following key training topics:

- System Procedures: Erecting, maintaining, disassembling, and inspecting guardrails, personal fall arrest systems (PFAS), safety nets, etc.
- Equipment Use: Proper hookup, anchoring, tie-off, inspection, and storage of PFAS and other gear.
- Emergency Response: Procedures for rescue and handling materials.
- Explanations of electrical, fall, and falling object hazards.
- Procedures for dealing with hazards.
- Recognizing and avoiding unsafe conditions in the work setting.
- Instructions for correct operation of the lift (including maximum intended load and load capacity).
- Demonstrations of the skills and knowledge needed to operate an aerial lift. (“OSHA”)

1.1.1 One-Day Fall Protection and Aerial Lift Training Course (“Training Course”): The Vendor must provide a one-day Training Course that will provide participants (also referred to as operators) with the essential knowledge and practical skills required to safely operate aerial

lifts. This academic training shall prepare participants for the written and practical course for certification.

- 1.1.2 A training session for approximately 90 operators shall be conducted immediately as determined by the Tollway, six (6) sessions in one day and then on an as-needed basis for remaining operators, newly hired operators or internal transfers. There will be a minimum of one and a maximum of 15 operators per training session.
- 1.1.3 Vendor's bid shall include course work as well as all fees associated with testing and certification. Employee will not be allowed to operate aerial lift until completing and passing training session.
- 1.1.4 The Training Course and resulting certifications shall be in compliance with OSHA standards 29 CFR 1910.67 (Aerial Lift) for Vehicle Mounted Aerial Lifts, Portable Scissor Lifts, Portable Boom Lifts. and per the following:
- 1.1.5 Proof of Certification: Upon successful completion of an exam, the Vendor shall provide each respective Tollway employee with proof of certification within 30 days of completion.
- 1.1.1 Operators/Participants: It shall be expressly understood by the Vendor that the estimated number of operators to be trained, as specified herein, is provided for determining the lowest bid and to establish unit prices. The Tollway may, over the term of the Contract, require the training of more or fewer operators than the estimated quantities stated. The Tollway does not guarantee that any minimum number of operators will be trained under the Contract. Training services shall be scheduled and conducted in multiple sessions as determined by the needs of The Tollway. The estimated number of operators is based on the full term of the Contract, and all prices shall remain firm for the duration of the Contract. The determination of how many operators will be trained, and when such training will occur rests solely with The Tollway.
- 1.1.2 Off-Site Travel Setup Fee: labor cost, travel time, parking, tolls, travel distance, and all other travel related costs.
- 1.1.3 Standards of Performance: The Vendor shall perform, or cause to be performed, all work required of it under the terms and conditions of the Contract with that degree of skill, care and diligence normally exercised by an experienced Vendor performing work in projects of a scope and magnitude comparable to this project. The Vendor shall use reasonable efforts to assure timely and satisfactory completion of the work. The Vendor shall always act in the best interest of the Illinois Tollway. The Vendor shall perform or cause to be performed, all work in accordance with the terms and conditions of this Contract and to the reasonable satisfaction of the Illinois Tollway.
- 1.1.4 Safety: The Vendor and its suppliers shall perform the services in a safe and responsible manner. In the performance of scope of work, the Vendor shall shield all interior areas near the work area as required to protect Illinois Tollway personnel and property. Vendor shall at

their own expense, conform to safety policies and regulations and comply with all specific safety requirements of the Occupational Safety and Health Act (OSHA) of 1970 and the Construction Safety Act of 1969 and all other related Acts.

- 1.1.5 Protection of Property: The Vendor shall conduct the work so as not to interfere with or hinder the daily activity within or around the designated work area that is established by the Illinois Tollway. If in the event any damages to existing property occur, the Vendor and/or its subcontractor is solely responsible for any expenses. Any scope of work that could impact personnel and/or property inside the building shall be scheduled and performed during off peak hours. Building operating personnel shall be consulted whenever work conditions might be affected. Peak hours are considered Monday through Friday, 7:00am to 3:00pm.
- 1.1.6 Clean Up: The Vendor shall, during the process of the work, remove and dispose of all materials and debris daily and keep the work site and adjacent premises in a clean condition satisfactory to the Illinois Tollway. Upon completion of work, the Vendor shall remove all materials, tools and machinery and restore the site to the same condition that existed prior to the commencement of its operation.
- 1.1.7 Indemnification: The Vendor shall indemnify and hold harmless the State of Illinois, the Illinois State Toll Highway Authority, its officers, employees, and agents from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements, and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any real or personal property, or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents; or (d) any actual or alleged claim that the services or goods provided under this contract infringe, misappropriate, or otherwise violate any intellectual property (patent, copyright, trade secret, or trademark) rights of a third party.
- 1.1.8 Insurance: The Vendor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work by the Vendor, his/her agents, representatives, employees, or subcontractors. Work shall not commence until insurance required by this section has been obtained, and documentation has been submitted to and accepted by the Illinois Tollway. The insurance companies providing coverage shall be rated by A.M. Best Company with a Financial Strength Rating of A- or better and a financial size category of not less than VII. Insurance coverage shall not limit Vendor's obligation to indemnify, defend or settle any claims.
 - A. Minimum Scope of Insurance Coverage shall be at least as broad as:

1. Commercial General Liability coverage on an unmodified, Insurance Service Office “Occurrence” form, current edition or an alternative form providing equivalent protection.
2. Automobile Liability on an unmodified, Insurance Service Office form, current edition or an alternative form providing equivalent protection.
3. Workers Compensation insurance as required by the State of Illinois and including Employers’ Liability.

B. Minimum Limits of Insurance Contractor or Vendor shall maintain no less than:

1. Commercial General Liability: limits of liability of not less than \$1,000,000 each occurrence for bodily injury, personal injury, and property damage and \$2,000,000 general aggregate, and \$2,000,000 products/completed operations aggregate.
2. Automobile Liability: limit of liability of not less than \$1,000,000 combined single limit per accident for bodily injury and property damage each accident.
3. Workers Compensation and Employers’ Liability: Workers Compensation providing statutory benefits, and Employers’ Liability of not less than \$1,000,000 each accident, \$1,000,000 disease each employee, and \$1,000,000 disease policy limit, including voluntary compensation.

The Illinois State Toll Highway Authority together with its officials, directors, and employees, shall be named “Additional Insured” as part of the commercial general liability and automobile liability coverage. These policies shall be primary for the Additional Insured and not contributing with any other insurance or similar protection available to the Additional Insured, whether said other coverage be primary, contributing, or excess. Policies shall contain a waiver of subrogation waiving any rights of recovery that the insurer(s) may have against the Illinois Tollway and its officials, directors, and employees.

All deductibles or self-insured retentions must be declared and accepted by the Illinois Tollway. Proof of insurance shall include copies of the applicable “additional insured” endorsements for the review of and approval by the Illinois Tollway. Any failure by the Illinois Tollway to request proof of insurance shall not waive the requirement for procuring and maintaining the minimum insurance coverages specified.

1.2. MILESTONES AND DELIVERABLES:

INVOICES: The Vendor shall present itemized invoices within fifteen (15) business days after completing each training and certification session. Invoices shall be emailed to: FinanceInvoices@getipass.com.

1.3. VENDOR/STAFF SPECIFICATIONS: The Vendor shall be an Accredited Training Provider organization and shall provide the Tollway, upon request, valid documentation demonstrating current license/credentials.

1.4. SCHEDULING: The Vendor and Tollway shall coordinate training and exams upon a mutually agreed schedule. The Tollway does not guarantee a minimum class size. However, the ISTHA shall work with the Vendor’s schedule on occasions where there are new hires/transfers. The ISTHA shall have the option to schedule training and exams at a ISTHA facility, within a 20-mile driving radius of its Central

Administration facility located at 2700 Ogden Avenue, in Downers Grove, IL 60515. The Training Courses and exams shall be conducted at a Tollway facility, within a 20-mile driving radius of its Central Administration facility located at 2700 Ogden Avenue in Downers Grove, IL 60515.

2. TERM AND TERMINATION

- 2.1 TERM OF THIS CONTRACT:** The duration of this contract shall be for the period of three (3) years. Unless otherwise specified, this Contract shall commence upon the last dated signature of the Parties.
- 2.2 RENEWAL:** This Contract does not contain any renewal options and therefore cannot be renewed.
- 2.3 TERMINATION FOR CAUSE:** The State may terminate this Contract, in whole or in part, immediately upon notice to the Vendor if it is determined that the actions, or failure to act, of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause jeopardy to health, safety, or property. The Contract may be terminated if the State determines that the Vendor lacks the financial resources to perform under the Contract. If Vendor fails to perform to the State's satisfaction any material requirement of this Contract or is in violation of a material provision of this Contract, the State shall provide written notice to the Vendor requesting that the breach or noncompliance be remedied within the period of time specified in the State's written notice. If the breach or noncompliance is not remedied by that date the State may either:
- a. immediately terminate the Contract without additional written notice or
 - b. enforce the terms and conditions of the Contract, and in either event seek any available legal or equitable remedies and damages.
- 2.4 TERMINATION FOR CONVENIENCE:** Following thirty (30) days written notice, the State may terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Vendor. Following any such termination for convenience, the Vendor shall be entitled to compensation upon submission of invoices and proof of claim for services provided under this Contract up to and including the date of termination.

This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason. 30 ILCS 500/20-60.

The Vendor shall be entitled to compensation upon submission of invoices and proof of claim for supplies and services provided in compliance with this contract up to and including the date of termination.

3. STANDARD TERMS AND CONDITIONS

3.1 CONTRACT DOCUMENTS: Upon award, Vendors shall be required to complete either a basic ordering agreement (BOA) or contract, along with a Taxpayer Identification Number (TIN) page, and, dependent upon dollar value, Standard Illinois Certifications. These forms can be found on the CPO’s website at the following address:

[Solicitation and Contract Templates and Forms \(illinois.gov\)](http://illinois.gov)

3.2 INVOICING INFORMATION

Vendor(s) are required to attest to the standards set forth in this contract and must include the following statement on every one of their invoices delivered to the Illinois Tollway pursuant to statute 605 ILCS 10/16.1.

This statement must be imprinted on the invoice or an attachment attesting to the following statement:

INVOICE# _____ INVOICE DATE _____

“The Seller, _____ hereby certifies that the goods, merchandise and wares shipped in accordance with the attached delivery invoice have met all the required standards set forth in the purchasing contract”.

Authorized Representative

If the Vendor does not comply with attesting to the statute 605 ILCS 10/16.1 this will cause delay in payment.

All invoices must include original order date to ensure accurate and timely payment processing.

Invoices shall be sent to the following address:

**Illinois Tollway
Attention: Accounts Payable
P.O. Box 3094
Lisle, Illinois 60532-8094
Email: FinanceInvoices@getipass.com**

Pricing

***Notes to Vendor: All Quoted prices shall be valid for 180 days from date of submission.
No price increases shall be accepted.
In the event of a price decrease, the Illinois Tollway is guaranteed to receive the lowest price.**

If the Illinois Tollway issues an award, the award will be made to the Responsive/Responsible Vendor who submits the lowest Grand Total price. The Illinois Tollway is providing the Vendor information in the table below for the purpose of determining a low Vendor. Failure to bid on all line items shall result in a disqualified bid. The Illinois Tollway does not guarantee any usage.

The Vendor shall enter their unit prices in BidBuy. Vendor’s failure to enter its unit prices in BidBuy shall result disqualifying Vendor’s quote.

METHOD AND RATE OF COMPENSATION: Vendor shall be compensated by the following method:

Item #	Specifications and Requirements	Unit of Measure	Estimated Quantity	Unit Cost	Extension (Quantities x Unit Cost)
1	One-day, in-person OSHA-approved Fall Protection and Aerial Lift Training Course and Certification	Per Person	15	All pricing shall be entered into BidBuy to be considered.	All pricing shall be entered into BidBuy to be considered.
2	One-day, in-person OSHA-approved Fall Protection and Aerial Lift Training Course and Certification	Per Person	15	All pricing shall be entered into BidBuy to be considered.	All pricing shall be entered into BidBuy to be considered.
3	One-day, in-person OSHA-approved Fall Protection and Aerial Lift Training Course and Certification	Per Person	15	All pricing shall be entered into BidBuy to be considered.	All pricing shall be entered into BidBuy to be considered.
4	One-day, in-person OSHA-approved Fall Protection and Aerial Lift Training Course and Certification	Per Person	15	All pricing shall be entered into BidBuy to be considered.	All pricing shall be entered into BidBuy to be considered.
5	One-day, in-person OSHA-approved Fall Protection and Aerial Lift Training Course and Certification	Per Person	15	All pricing shall be entered into BidBuy to be considered.	All pricing shall be entered into BidBuy to be considered.
6	One-day, in-person OSHA-approved Fall Protection and Aerial Lift Training Course and Certification	Per Person	15	All pricing shall be entered into BidBuy to be considered.	All pricing shall be entered into BidBuy to be considered.

7	Off-Site Travel Setup	Per 1-day Class	15	All pricing shall be entered into BidBuy to be considered.	All pricing shall be entered into BidBuy to be considered.
				Total Bid:	\$Enter in BidBuy

COMPANY NAME: _____

PRICE(S) QUOTED BY: _____

DATE: _____

SIGNATURE: _____