

Ivy Tech Community College of Indiana

3501 N. First Ave
Evansville, IN 47725

RFP for Security Services for Evansville Campus

Request for Proposal RFP NO. EVVSEC052014

Article 1

Overview, Definitions and General Information

Sec. 1.01. **Purpose.** Ivy Tech Community College of Indiana is requesting proposals from interested parties for Security Services for facilities located at the 3501 N. First Avenue campus. An overarching objective and expected outcome of this process is to drive down cost and enhance the value of providing a secure and welcoming educational environment and workplace to the College and its stakeholders, including students and Indiana taxpayers.

Sec. 1.02. **Agreement Defined.** As used in this Request for Proposal, “Agreement” means the contract that Ivy Tech Community College of Indiana intends to enter into with a Participant that submits a proposal in response to this Request for Proposal.

Sec. 1.03. **College Defined.** As used in this Request for Proposal, “College” refers to Ivy Tech Community College of Indiana.

Sec. 1.04. **Contractor Defined.** As used in this Request for Proposal, “Contractor” means the firm that the College selects to provide goods or services under the Agreement.

Sec. 1.05. **Designated College Employee Defined.** As used in this Request for Proposal, “Designate College Employee” means the College employee whose name, title, and e-mail address are included in section 2.01 of this RFP.

Sec. 1.06. **Participant Defined.** As used in this Request for Proposal, “Participant” means an individual or firm that submits a proposal in response to this Request for Proposal.

Sec. 1.07. **RFP Defined.** As used in this Request for Proposal, “RFP” refers to this Request for Proposal.

Sec. 1.08. **College Information.** Founded in 1963, Ivy Tech Community College of Indiana is the State’s largest public post-secondary institution and the nation’s largest singularly accredited statewide community college system, with over 9,000 faculty and staff serving nearly 200,000 students enrolled annually. The College has 31 degree granting locations and provides education and training services at more than 100 locations in over 75 communities throughout the State of Indiana. The College is a

commuter college and has no dorms or residence halls and no inter-collegiate athletic teams. A map that identifies locations offering degrees is included in this section. The College's Southwest Region includes the Evansville campus and instructional sites in Tell City and Princeton and serves the ten county area of Daviess, Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick counties. Enrollment at the Southwest Region has grown by almost 300% since 1990, from 2,202 students to over 8,400 students.

Map of College's 31 Degree-offering Locations



Sec. 1.09. **Current Situation.** Financial policy requires a competitive bid process for services at least every three years. This RFP is for contracted services to commence August 1, 2014 and will extend to July 31, 2016, with option to continue for a third year ending June 30, 2017.

Article 2

Proposal Instructions and Conditions

Sec. 2.01. **Questions and Inquiries.** All questions and inquiries regarding this RFP should be submitted via email to Alisha Aman at aaman@ivytech.edu. EXCEPT FOR CASES AUTHORIZED IN WRITING BY THE DESIGNATED COLLEGE EMPLOYEE, ANY COMMUNICATION BY A PARTICIPANT WITH COLLEGE STAFF OTHER THAN THE DESIGNATED EMPLOYEE, AFTER THIS RFP IS ISSUED AND THROUGH SELECTION AND NOTIFICATION OF THE CONTRACTOR, MAY RESULT IN IMMEDIATE REJECTION OF THAT PARTICIPANT'S PROPOSAL. No questions other than those submitted via e-mail will be accepted. No response other than those answered by the Designated College Employee via e-mail will be binding upon the College. Questions regarding this RFP should be submitted as they occur. Questions submitted after the deadline shown in the schedule in section 2.11 will not be answered.

Sec. 2.02. **Proposal Submission.** The proposal must be double sided, submitted, either stapled or in three-ring, and include one (1) signed original and five (5) copies. Each Participant also must submit one (1) e-mailed electronic version of its proposal with the narrative portions of the proposal in Microsoft Word or pdf format and any spreadsheet schedules included with the proposal in Microsoft Excel format. The proposal must be received by the due date and time stated in section 2.11 of this RFP. A legally authorized representative of the Participant must sign the proposal. Proposals must be addressed as follows:

Alisha Aman

Executive Director of Administration

Ivy Tech Community College

3501 N. First Ave., Room 134

Evansville, IN 47710

Office hours for receipt of proposals are: Monday through Friday, 8:00 a.m. - 5:00 p.m. Central Daylight Time.

Sec. 2.03. **College's Reserved Rights.** The College reserves the right to:

(1) reject any or all proposals and, in particular, any proposals not containing complete data requested in Article 4 of this RFP;

- (2) waive any irregularity in any proposal received;
- (3) accept the proposal that appears to be in the best interests of the College and negotiate a contract with that Participant using the proposal submitted as part of the basis for the contract;
- (4) conduct discussions with any or all participants for the purpose of clarification of proposals;
- (5) waive, or decline to waive, any insignificant defect in any proposal or proposal procedure;
- (6) accept, reject, or negotiate the terms of any proposal, or any part of a proposal, for the purpose of obtaining the best and final offer from a Participant;
- (7) reissue the RFP;
- (8) select the finalist or finalists based on the College's analysis and evaluation of proposals submitted; and
- (9) request presentations of proposals if the College believes further information is appropriate to the decision-making process.

Sec. 2.04. **Preliminary Information.** Any information released either verbally or in writing prior to the issuance of this RFP is considered preliminary and is not binding upon the College in any manner.

Sec. 2.05. **Submission Deadline-Withdraw, Rejection and Opening.** Participants may withdraw their proposals before the submission deadline. The College will reject any proposal received after the submission deadline. After the submission deadline, proposals will be opened and reviewed at the convenience of the Designated College Employee. There will be no public opening of the proposals.

Sec. 2.06. **Irrevocability of Submitted Proposal.** Each proposal constitutes an offer by the Participant, which remains open and irrevocable for a period of 120 days.

Sec. 2.07. **Proposal Costs.** The College will not pay for any information requested under this RFP, nor is it liable for any costs incurred by the Participant in responding to this RFP. If a Participant is invited to come to the College to present its proposals, it will do so at its own expense.

Sec. 2.08. **Proposal Ownership.** All proposals submitted become the property of the College; they will not be returned and may be subject to the Indiana Access to Public Records Law (IC 5-14-3). The College reserves the right to use any concept presented in a proposal to obtain the most beneficial and

effective path to achieving the College's desired goal or goals. The College's selection or rejection of a proposal does not affect the College's rights under this section.

Sec. 2.09. **Financial Statements.** If requested, Participants must submit audited financial statements for the past three (3) years (or equivalent data) in order to demonstrate financial capability to provide the required goods or services.

Sec. 2.10. **Unacceptable Contract Terms.** The College will not enter into any agreement or execute any contract or affix its signature to any document from a Participant whose terms require the College to waive all conditions or requirements provided for in this RFP, the College's purchase order, or any other agreement negotiated by the College and the Contractor. The College may reject any proposal or other document that contains a clause or clauses that serve to supersede all other documents related to the goods or services to be provided by the Contractor under the Agreement.

Sec. 2.11. **Schedule.** The table that follows on the next page contains the detailed schedule of events for this RFP. The College reserves the right to modify the schedule.

<i>Activity</i>	<i>Date</i>
Issue RFP.	Tuesday, May 6, 2014
Participants' Conference—question and answer session for interested parties. If possible, questions should be e-mailed to aaman@ivytech.edu on or before <u>May 12, 2014 at 3:00 pm CDT</u> to enable the College's Evaluation Team to answer the question fully during the conference.	10:00 am CDT, Tuesday, May 13, 2014. Main Campus, Room 120
Final questions regarding the RFP are due from interested parties before 3:00 p.m. Central Daylight Time. A response, or status report on the response, will be e-mailed within two business days. If the information is relevant to the substantive content of the RFP, clarifications will be e-mailed to all parties that received the RFP.	Friday, May 23, 2014
The submission deadline for proposals is 3:00 p.m. Central Daylight Time.	Thursday, May 29, 2014
Follow up meeting with finalists to College's evaluation team.	Tuesday, June 10, 2014
Target date for selection of Contractor by College's evaluation team and recommendation to Regional Board.	Friday, June 13, 2014
Regional Board meeting to consider the College's evaluation team recommendation.	Thursday, July 17, 2014
Target date to finalize Agreement and make public announcement.	Friday, July 18, 2014

Article 3

Requested Goods or Service

The following is a list of expectations for contracted security staff:

- Minimum Guard rate of \$9.50 per hour
- Company provides radios with lapel mics and earpieces
- Criminal Background Check
- Drug Test Required
- First Aid certified, with one trained First Responder per shift
- Minimum two guards per shift when facility open to public, minimum 3 when class in session Monday – Friday. Building Hours calendar provided at end of RFP packet.
- Each Officer Shall receive training to include the following topics:
 - Facilities familiarization tour
 - Response to onsite emergencies
 - Patrol and observation
 - Communication techniques / Verbal Judo
 - Report Writing
 - Fire Prevention and Response
 - Sexual Harassment
 - Emergency evacuation plans and review of alarm systems
 - Access control and door locking schedules

Article 4

Proposal Requirements

Sec. 4.01. **General Information.** In its proposal, each Participant must include general information about the organizational structure and financial stability of the firm. This information must include a statement of the manner in which the Participant is organized, i.e., “Participant was incorporated under the laws of the State of Delaware in 1977 and is a subsidiary of XYZ, Inc.” In addition, the Participant’s proposal must include summary information from its most recent financial statement.

Sec. 4.02. **Work Plan.** In its proposal, each Participant must describe its work plan for providing the goods or services described in Article 3 of this RFP. In its work plan, each Participant must provide a detailed description of any and all deviations from the specifications included in the RFP. The work plan also must include a list of the individuals who will be involved in providing those goods or services, biographical information for each of those individuals, the role each individual will perform in providing those goods or services, and the individual’s qualifications for performing that role. For each individual, the Participant must include a list of projects for educational institutions for which the individual performed a similar role in providing goods or services within the last five years.

Sec. 4.03. **Proposed Schedule.** Each Participant must provide its proposed schedule for providing the goods or services described in Article 3 of this RFP. The proposed schedule must cover the time period from the date that the Agreement is signed until the date that the Contractor will complete its performance under the Agreement.

Sec. 4.04. **References and Related Experience.** Each Participant must provide a list of references consisting of at least five clients for whom the Participant has provided similar goods or services and the time period during which those goods or services were provided. For each listed reference, the Participant must provide the name, address, telephone number, and e-mail address of the best individual for the College to contact. It is preferable that the Participant’s list of references include educational institutions.

Sec. 4.05. **Primary Contact.** Each Participant must provide the name, address, telephone number, and e-mail address of the individual who is authorized to represent the Participant from the time the

Participant's proposal is delivered until the Agreement has been executed by the College and the Contractor.

Sec. 4.06. **Civil and Criminal Actions.** Each Participant must provide a list of any pending lawsuits brought against the company or owners of the company, and the details about those lawsuits. If any owner of the firm has been convicted of a crime or if any felony charges are pending, the Participant shall provide detailed information about those convictions or charges.

Sec. 4.07. **Use of Subcontractors.** If a Participant intends to use another company or private individual as a subcontractor in providing the goods or services described in Article 3 of this RFP, the Participant, in its proposal, must list each subcontractor, describe the subcontractor's role in providing the goods or services, and explain the subcontractor's qualifications to perform such a role. The College reserves the right to approve or reject any proposed subcontractor or to reject any proposal based on the use of a proposed subcontractor.

Sec. 4.08. **Non-Collusive Certificate.** Each Participant must include a completed non-collusion certificate with its proposal. A copy of the non-collusion certificate is attached to this RFP as Exhibit A.

Sec. 4.09. **Supplier Diversity Information.** Each Participant must include a completed supplier diversity information form with its proposal. A copy of the supplier diversity information form is attached to this RFP as Exhibit B.

Sec. 4.10. **Green Policy.** Green products and services have a lesser or reduced deleterious effect on human health and the environment when compared with competing products or services that serve the same purpose. Practicing sustainability means making environmentally friendly choices related to energy, construction, renovation, purchasing and investment. Each Participant must describe:

- (1) how the Participant will promote green and sustainability practices in providing the goods or services described in Article 3 of this RFP; and
- (2) the Participant's green and sustainability policies and results.

Sec. 4.11. **Terms and Conditions of Agreement.** Each Participant must indicate its exceptions to any terms and conditions listed in Article 5 of this RFP. By submitting a proposal, a Participant accepts each of those terms and conditions unless the Participant does indicate its exception to a particular term or

condition. In addition, each Participant must include in its proposal any terms and conditions that it will require to be included in the Agreement.

Sec. 4.12. **Contractor's Compensation.** Each Participant must quote the firm, fixed fee that it will charge the College for completion of the services described in Article 3 of this RFP. The College will not under any circumstance pay the Contractor more than the fee quoted by it in its proposal. The College will not consider any proposal that is submitted on a time and materials basis. In addition, the College will not consider any proposal that would require the College to reimburse the Contractor for any expenses incurred by the Contractor in providing the services described in Article 3 of this RFP, including but not limited to expenses incurred by the Contractor for supplies, wages, travel, copying, and communications.

Sec. 4.13. **Signature Required.** Each Participant's proposal must be signed by an authorized representative of the firm.

Article 5

Standard Terms and Conditions

Sec. 5.01. **Provisions Included in Agreement.** The terms and conditions set forth in this Article will be part of the Agreement that will be entered into by the College and the Contractor.

Sec. 5.02. **Applicable Law.** The Agreement shall be governed by the laws of the State of Indiana, and Contractor shall at all times comply with and observe all federal, state and local laws, ordinances, and regulations that are in effect during the term of the Agreement and that in any manner affect the goods or services that Contractor is to provide under the Agreement.

Sec. 5.03. **Assignment.** No right or duty of the Contractor under the Agreement may be assigned or delegated, in whole or in part, including by transfer of stock or ownership in Contractor, without the prior written consent of the College.

Sec. 5.04. **Notices.** (a) With the exception of notice of termination, which must be made by certified mail, any written notice called for in the Agreement may be given by personal delivery, first class mail, overnight delivery service, e-mail or facsimile transmission. Notices given by personal delivery will be effective on delivery. Notices given by overnight service will be effective on the next business day. Notices given by first class mail will be effective five business days after mailing. Notices given by e-mail or facsimile will be effective when a confirmation of delivery is received.

(b) Until College provides Contractor with written notice of a change, notices to College shall be given to both of the following individuals:

James M. Hudson

Chief Procurement Officer

Ivy Tech Community College of Indiana

50 West Fall Creek Parkway, N. Drive

Indianapolis, IN 46208-5752

Facsimile Number (317) 921-4864

Chris Ruhl

General Counsel

Ivy Tech Community College of Indiana

50 West Fall Creek Parkway, N. Drive

Indianapolis, IN 46208-5752

Facsimile Number (317) 921-4234

(c) Until Contractor provides College with written notice of a change, notices to Contractor shall be given to the following individual or individuals:

(Insert Contractor Information)

Sec. 5.05. **Non-Discrimination.** In connection with its performance under this Agreement, the Contractor agrees not to discriminate against any student, employee or applicant for employment because of age, race, religion, color, handicap, sex, sexual orientation, or national origin. This provision includes, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor further agrees to take affirmative action to insure equal employment opportunities. If present on a campus, Contractor, including all employees and agents, shall agree to abide by, and comply with, all College, federal, state, and local policies, regulations, and laws that pertain to sexual harassment and non-discrimination. Contractor further agrees that employees and agents, while on the College's premises, shall comply with and observe all applicable rules and regulations concerning conduct on the College's premises, which are imposed upon the College's employees and agents.

Sec. 5.06. **Force Majeure.** Neither party will be considered in breach of the Agreement for failure to perform if the failure is caused by riots, war, public emergency, national or local calamity, acts of terrorism, the act or regulation of any public authority, labor difficulty or strike, war, epidemic, fire, storm, inclement weather or other act of God, or any other cause beyond the reasonable control of the nonperforming party that renders that party's performance impossible. In such a case, the performance of the Agreement, with the exception of money already due and owing, shall be suspended and excused to the extent commensurate with the interfering occurrence. In addition, the expiration date of the Agreement may be extended, by mutual written consent, for a period of time equal to the time that performance of the Agreement is so excused.

Sec. 5.07. **Independent Contractor Relationship.** The relationship of the parties is that of independent Contractors, and no tenancy, partnership, joint venture, agency, fiduciary or other relationship is created. A party may not order any goods or services, incur any indebtedness, or enter into any obligation or commitment on the other party's behalf. It is mutually understood and agreed that employees of the Contractor are not employees of the College, and that employees of the College are not employees of the Contractor.

Sec. 5.08. **Severability.** If any provision of the Agreement is finally adjudicated illegal, invalid, in excess of the authority of either party to this Agreement, or otherwise unenforceable, then that provision shall be severed, and the remainder of the Agreement shall remain in force as if the severed provision were never included in the Agreement.

Sec. 5.9. **Non-Performance.** If Contractor fails to perform under the terms and provision of the Agreement, the Contractor shall reimburse the College for any additional expense incurred by the College to have the work completed by a third party over and above what the College would have been required to pay Contractor had Contractor not failed to perform.

Sec. 5.10. **Termination for Cause.** College may terminate this Agreement for cause if Contractor fails to cure a material breach of the Agreement with thirty (30) days after receiving notice of the breach from College. In such a notice, College must describe the breach in detail sufficient to permit Contractor to cure the breach.

Sec. 5.11. **Waiver.** The failure of College to insist in anyone or more instances upon the performance of any one or more of the provisions of the Agreement or to pursue any of its rights under the Agreement shall not be construed as a waiver of such a provisions or the relinquishment of such a right.

Sec. 5.12. **College Funding.** The College represents that, as of the date of this Agreement, funds sufficient to pay its immediate financial obligations under this Agreement have been allocated and are available. However, the College is a publicly funded entity and its ongoing financial obligations under this Agreement are subject to the allocation of funds by parties not controlled by College. If, through no action initiated by College, the General Assembly of the State of Indiana does not appropriate, or the Executive Branch of State Government does not release, sufficient funds to allow for the continuation of this Agreement for any fiscal year, in whole or part, as determined by the College in its sole discretion, this Agreement may be terminated by the College.

Sec. 5.13. **Indemnification.** Contractor shall defend, indemnify and hold harmless College and its Board of Trustees, officers and employees from any and all claims, suits, actions, damages, judgments, and costs (including reasonable attorney fees), arising out of any:

- (1) damage, destruction or loss of any property (including but not limited to College's property);
or
- (2) injury to or death of any person (including but not limited to any employee of College);

which results from or arises out of negligent or willful acts or omissions of Contractor or its officers, agents, employees, and subcontractors in the performance of this Agreement. At the College's request, Contractor shall investigate and defend such a claim, suit, or action against the College.

Sec. 5.14. **Insurance.** During the term of the Agreement, Contractor shall keep in force, at its own expense, at least the following insurance:

- (1) Commercial General Liability having a combined single limit of not less than one million and 00/100 dollars (\$1,000,000) per occurrence covering contractual liability and products/completed operations;
- (2) Business Automobile Liability having a combined single limit of not less than one million and 00/100 dollars (\$1,000,000) per occurrence covering claims arising out of ownership, maintenance, or use of owned or non-owned automobiles;
- (3) Worker's Compensation insurance having limits not less than those required by applicable statute;
- (4) Employer's Liability in the amount of at least one million and 00/100 dollars (\$1,000,000);
and
- (5) Excess or Umbrella Liability in the amount of at least four million and 00/100 dollars (\$4,000,000).

The College and its trustees, officers, and employees shall be named as additional insured parties under the Commercial General Liability and Excess or Umbrella Liability policies.

Sec. 5.15. **Endorsement.** Unless specifically authorized in writing by the College's Chief Procurement Officer on a case by case basis, Contractor may not use the name of the College, its officials or employees, or the seal or marks of the College in advertising, publicity, or promotion nor express or imply any endorsement by the College of Contractor's goods or services.

Sec. 5.16. **Integrated Agreement.** The College's Request for Proposal (RFP) for Custodial Services Evansville Campus and Contractor's proposal submitted in response to the RFP are incorporated into and made a part of this Agreement. However, if there is a conflict between the provisions of this Agreement and the provisions of either the College's RFP or the Contractor's proposal, the provisions of this Agreement control. This Agreement, including the incorporated documents:

- (1) is the sole expression of the understanding of the parties with respect to the subject matter of this Agreement;
- (2) supersedes all prior statements and agreements with respect to that subject matter;
- (3) may be modified or amended only by a written instrument signed by both parties; and
- (4) may only be waived in a written document that is signed by an authorized representative of the party against whom the waiver is sought to be enforced.

Sec. 5.17. **Tax Related Provisions.** (a) College declares that as of the effective date of this Agreement, it:

- (1) is an instrumentality of the State of Indiana established by IC 21-22 and as such has been determined by the Internal Revenue Service to be exempt from federal income taxation under Section 115 of the Internal Revenue Code;
- (2) is not subject to the Indiana adjusted gross income tax imposed under IC 6-3;
- (3) is exempt from property taxation under IC 6-1.1-10-2; and
- (4) is exempt from sales and use taxes under IC 6-2.5-5-16.

(b) Contractor understands that College is exempt from the taxes listed in this section and that College will neither directly pay nor reimburse Contractor for any of those taxes.

Article 6

Evaluation of Proposals and Contract Award

Sec. 6.01. **Evaluation Team.** The proposals received in response to the RFP will be evaluated by a team of College officers and employees designated by the President of the College.

Sec. 6.02. **Evaluation Criteria.** The criteria that the Evaluation Team will use to evaluate the proposals are as follows:

- (1) the completeness of each proposal in terms of responding to the information required under Article 4 of this RFP;
- (2) the match between the needs of the College and the work plans submitted by the Participants in their proposals;
- (3) the qualifications of each of Participant's personnel who would provide the services described in Article 3 of this RFP;
- (4) the fee or other compensation arrangement quoted by each Participant for providing the services described in Article 3 of this RFP;
- (5) the experience of the Participants in providing services similar to those described in Article 3 of this RFP to other educational institutions;
- (6) the comments received from clients that the Participants listed as references in their proposals; and
- (7) the exceptions, if any, of each Participant to the terms and conditions listed in Article 5 of this RFP.

Sec. 6.03. **Team's Recommendation.** Following the review of proposals, the Evaluation Team will determine whether to recommend to the President of the College that the College enter into a contract with a particular Participant to provide the goods or services described in Article 3 of this RFP. If the Evaluation Team makes such a recommendation to the President and the President agrees with that recommendation, the College will then attempt to negotiate a contract with the recommended Participant.

Exhibit A

NON-COLLUSIVE CERTIFICATE

By submission of this certificate, each person signing certifies, and in the case of a joint response, each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1. The content of the party's response has been arrived at independently without collusion, consultation, communications, or agreement with any other party for the purpose of restricting competition as to any matter relating to service or cost.
2. No attempt has been made or will be made by the party to induce any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition;
3. No employee, agent or consultant of Ivy Tech Community College of Indiana has received or will receive any payment or any other form of compensation from the party as a result of a contract award or promise of such an award to the party.

I swear and affirm, under penalties for perjury as specified by IC 35-44-2-1 that the information provided with this certificate is true.

Name: _____

Signature: _____

Title: _____

Company: _____

Date: _____

Exhibit B

SUPPLIER DIVERSITY INFORMATION

Each Participant is required to complete this Exhibit B and to include it with its proposal.

This information is not applicable to my business, firm or corporation.

Ivy Tech Community College of Indiana encourages respondents to this RFP to become involved in our Supplier Diversity Program. The Supplier Diversity Program tracks businesses that qualify as Minority (MBE), Small Disadvantaged Business (SDB), Women-Owned Business Enterprises (WBE), HubZone, or Veteran Owned Business Enterprises.

To qualify as one of the above business classifications, your company must be at least 51% owned, controlled and actively managed by a person in one of the categories listed above.

State your company's status per categories below:

_____	Small Business	_____	WBE
_____	SDB	_____	HubZone
_____	MBE	_____	Historically Black College/University
_____	Service Disabled Veteran Owned	_____	Veteran Owned

Does the Participant's business currently have a Supplier Diversity Program in place?

Yes _____ No _____

If the Participant answered "yes", please provide the name and telephone number of the Participant's Program Coordinator _____

Identify all Second Tier Business Relationships or First Tier Business Relationships Supplier has with Minority-Owned, Women-Owned, HubZone, Veteran-Owned and Small Disadvantaged Businesses. (1st Tier is defined as -- Any supplier, regardless of type or size, which has a direct contract with Ivy Tech Community College of Indiana. 2nd Tier is defined as -- Any supplier, regardless of type or size, which is contracted through a 1st tier supplier to Ivy Tech Community College of Indiana.)

Name: _____
Signature: _____
Title: _____
Company: _____
Date: _____

- PLEASE ATTACH EACH APPLICABLE CERTIFICATION TO THIS FORM -

August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8	9
	No Classes 7 am - 9 pm	No Classes 7 am - 9 pm	No Classes 7 am - 7 pm	No Classes 7 am - 7 pm	No Classes 7 am - 7 pm	Closed WCC Open 8a - 2p
10	11	12	13	14	15	16
	No Classes 7 am - 7 pm	Camera Club - 9 pm Med Assit Mtg - 9 pm No Classes WCC Open until 8 pm 7 am - 7 pm	No Classes 7 am - 7 pm	No Classes WCC Open until 8 pm 7 am - 7 pm	No Classes 7 am - 6 pm	Closed WCC Open 8a - 2p May Open Offices
17	18	19	20	21	22	23
	No Classes 7 am - 7 pm	No Classes WCC Open until 8 pm 7 am - 7 pm	No Classes 7 am - 7 pm	No Classes WCC Open until 8 pm 7 am - 7 pm	No Classes 7 am - 6 pm	Closed WCC Open 8a - 2p May Open Offices
24	25	26	27	28	29	30
	First Day Fall 2014 7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	WCC Closed 7 am - 3 pm
31						

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published building closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <i>Labor Day</i> Closed - Holiday	2 7 am - 10 pm	3 7 am - 10 pm	4 7 am - 10 pm	5 7 am - 10 pm	6 7 am - 3 pm
7	8 7 am - 10 pm	9 7 am - 10 pm	10 7 am - 10 pm	11 7 am - 10 pm	12 7 am - 10 pm	13 7 am - 3 pm
14	15 7 am - 10 pm	16 7 am - 10 pm	17 7 am - 10 pm	18 7 am - 10 pm	19 7 am - 10 pm	20 7 am - 3 pm
21	22 <i>First Day of Autumn</i> 7 am - 10 pm	23 7 am - 10 pm	24 7 am - 10 pm	25 7 am - 10 pm	26 7 am - 10 pm	27 7 am - 3 pm
28	29 7 am - 10 pm	30 7 am - 10 pm				

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published building closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

October 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 7 am - 10 pm	2 7 am - 10 pm	3 7 am - 10 pm	4 7 am - 3 pm
5	6 7 am - 10 pm	7 7 am - 10 pm	8 7 am - 10 pm	9 7 am - 10 pm	10 7 am - 10 pm	11 7 am - 3 pm
12	13 <i>Columbus Day</i> 7 am - 10 pm	14 7 am - 10 pm	15 7 am - 10 pm	16 7 am - 10 pm	17 7 am - 10 pm	18 7 am - 3 pm
19	20 7 am - 10 pm	21 7 am - 10 pm	22 7 am - 10 pm	23 7 am - 10 pm	24 7 am - 10 pm	25 7 am - 3 pm
26	27 7 am - 10 pm	28 7 am - 10 pm	29 7 am - 10 pm	30 7 am - 10 pm	31 <i>Halloween</i> 7 am - 10 pm	

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published building closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 7 am - 3 pm
2 Daylight Savings Ends	3	4 Election Day	5	6	7	8
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 3 pm
9	10	11 Veterans Day	12	13	14	15
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 3 pm
16	17	18	19	20	21	22
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 3 pm
23	24	25	26	27 Thanksgiving Closed - Holiday	28 Closed - Holiday	29 Closed
	7 am - 10 pm	No Classes - Fall Break WCC Open until 8 pm 7 am - 6 pm	No Classes - Fall Break 7 am - 6 pm	No Classes - Fall Break	No Classes - Fall Break	No Classes - Fall Break
30						

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published building closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

January 2015 - DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day Closed - Holiday	2 No Classes 7 am - 6 pm	3 Closed WCC Open 8am - 2pm
4	5 No Classes 7 am - 7 pm	6 No Classes 7 am - 7 pm	7 No Classes 7 am - 7 pm	8 No Classes 7 am - 7 pm	9 No Classes 7 am - 6 pm	10 BPA Event 6:30 AM - 4pm WCC Open 8am - 2pm
11	12 No Classes 7 am - 7 pm	13 No Classes 7 am - 7 pm	14 No Classes 7 am - 7 pm	15 No Classes 7 am - 7 pm	16 No Classes 7 am - 6 pm	17 Closed WCC Open 8am - 2pm
18	19 Martin Luther King, Jr Day Closed - Holiday	20 First Day Spring 2014	21	22	23	24
25	26 7 am - 10 pm	27	28 7 am - 10 pm	29 7 am - 10 pm	30 7 am - 10 pm	31 7 am - 3 pm

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published building closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

February 2015 - DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Groundhog Day	3	4	5	6	7
8	9	10	11	12	13	14 Valentine's Day
15	16 Presidents' Day	17	18 Ash Wednesday	19	20	21
22	23	24	25	26	27	28

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

March 2015 - DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 3 pm
8	9	10	11	12	13	14
Daylight Savings Begins	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 3 pm
15	16	17	18	19	20	21
	Spring Break No Classes	Spring Break No Classes St. Patrick's Day	Spring Break No Classes	Spring Break No Classes	Spring Break No Classes	Closed
22	23	24	25	26	27	28
	7 am - 6 pm	7 am - 6 pm	7 am - 6 pm	7 am - 6 pm	7 am - 6 pm	7 am - 6 pm
				First Day of Spring		
29	30	31				
Palm Sunday	7 am - 10 pm	7 am - 10 pm				

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

April 2015 - DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 April Fool's Day	2	3 Good Friday	4 WCC Closed Passover
5 Easter	6	7	8	9	10	11
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 3 pm
12	13	14	15	16	17	18
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 3 pm
19	20	21 Earth Day	22	23	24	25
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 3 pm
26	27	28	29	30		
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm		

Note: Guards will be on duty until 11pm Monday - Friday (normal building hours) to make accommodations for classes scheduled past 10pm. Guards will be on duty and make accommodations for Alive at 25 classes scheduled for Saturday until 4pm. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

May 2015 - DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 7 am - 10 pm	2 7 am - 3 pm
3	4 7 am - 10 pm	5 <i>Primary Elections Day</i> 7 am - 10 pm	6 7 am - 10 pm	7 7 am - 10 pm	8 7 am - 10 pm	9 7 am - 3 pm
10 <i>Mother's Day</i>	11 7 am - 10 pm	12 7 am - 10 pm	13 7 am - 10 pm	14 7 am - 10 pm	15 7 am - 10 pm	16 Last Day Spring 2015 7 am - 3 pm
17	18 No Classes 7 am - 7 pm	19 No Classes 7 am - 7 pm	20 No Classes 7 am - 7 pm	21 No Classes 7 am - 7 pm	22 No Classes 7 am - 7 pm	23 Closed
24	25 <i>Memorial Day</i> Closed - Holiday	26 No Classes 7 am - 6 pm	27 No Classes 7 am - 6 pm	28 No Classes 7 am - 6 pm	29 No Classes 7 am - 6 pm	30 Closed <i>WCC Open 8a - 2p</i>
31						

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published building closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

June 2015 - DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 First Day Summer 2015 (10 week classes) 7 am - 10 pm	2 7 am - 10 pm	3 7 am - 10 pm	4 7 am - 10 pm	5 No evening class 7 am - 6 pm	6 7 am - 3 pm
7	8	9 7 am - 10 pm	10 7 am - 10 pm	11 7 am - 10 pm	12 No evening class 7 am - 6 pm	13 7 am - 3 pm
14 Flag Day	15 First Day Summer 2013 (8 week classes) 7 am - 10 pm	16 7 am - 10 pm	17 7 am - 10 pm	18 7 am - 10 pm	19 7 am - 8:30 pm	20 7 am - 3 pm
21 First Day of Summer Father's Day	22 7 am - 10 pm	23 7 am - 10 pm	24 7 am - 10 pm	25 7 am - 10 pm	26 7 am - 8:30 pm	27 7 am - 3 pm
28	29 7 am - 10 pm	30				

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published building closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.

July 2015 - DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 7 am - 10 pm	2 7 am - 10 pm	3 Observance Closed - Holiday	4 Independence Day Closed - Holiday
5	6	7	8	9	10	11
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 8:30 pm	7 am - 3 pm
12	13	14	15	16	17	18
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 8:30 pm	7 am - 3 pm
19	20	21	22	23	24	25
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 8:30 pm	CPR Class 8 am - 4 pm 7 am - 3 pm
26	27	28	29	30	31	
	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 10 pm	7 am - 8:30 pm	

Note: Guards will be on duty to make accommodations for classes however can lock exterior doors at published building closing time. In times of modified hours, Guards will lock doors at published closing time, conduct final check of buildings, and set alarms by 30 minutes past published building hours.