

Fiscal Year 2020-2021 9-Passenger SUV Bid

O'Fallon Township High School District No. 203

Bid Document for Two (2) New 9-Passenger SUV Vehicles

Summary

O'Fallon Township High School District No. 203 (District) is seeking sealed bids on two (2) new 2020 or 2021 9-Passenger SUVs, including only the Chevrolet Suburban, Ford Expedition, or a combination thereof that meets the enclosed minimum required specifications. The District is looking to purchase two (2) new vehicles. The District requests trade-in pricing for up to four (4) used Suburbans as well.

Sealed bids must be received by Beth M Shackelford, Director of Business and Operations, located at 600 S. Smiley St., O'Fallon, Illinois 62269, on the required forms provided. **All bids must be delivered in sealed envelopes marked on the outside, "9-Passenger SUV Bid". Bids will be accepted by the Board of Education until 10:00 a.m., local time, on October 16, 2020, at which time they will be publicly opened and read aloud.** No bids will be accepted after 10:00 a.m. on October 16, 2020. Bids received after 10:00 a.m. on October 16, 2020, will be returned to the bidder unopened.

The District reserves the right to accept any bid or any part or parts thereof or to reject any and all bids for any reason.

The intent of this bid is to encourage competition. If you feel that portion(s) of this bid are too restrictive, please contact Beth M Shackelford, via email by October 7, 2020, at shackelfordb@oths.us to determine if any specifications will be amended in an attempt to encourage competition.

Final determination of the award will not be based solely upon price. In addition to price, the district will also consider the responsibility/fitness of the both the bid and the bidder, the practicality of the proposed vehicles, & other potential factors as may be deemed necessary at the sole discretion of the District.

Instructions to Bidders (ITB)

1. NOTICE IS HEREBY GIVEN that O'Fallon Township High School District No. 203 (District) is seeking sealed bids on two (2) new 2020 or 2021 9-passenger SUVs, including only the Chevrolet Suburban, Ford Expedition, or a combination thereof that meet the stated minimum required specifications. The District is looking to purchase the two (2) aforementioned new vehicles. The District also requests trade-in pricing for up to four (4) used Suburbans. Bid Specifications will be available via email (shackelfordb@oths.us), on the OTHS website, or in the District Office of O'Fallon Township High School District No. 203, located at 600 S. Smiley St., O'Fallon, IL 62269, beginning September 30, 2020.
2. Sealed bids must be received by Beth M Shackelford, Director of Business and Operations, located at 600 S. Smiley St., O'Fallon, Illinois 62269, on the required forms provided. All bids must be delivered in sealed envelopes marked on the outside, "9-Passenger SUV Bid". Bids will be accepted by the Board of Education until 10:00 a.m., local time, on October 16, 2020, at which time they will be publicly opened and read aloud. No bids will be accepted after 10:00 a.m. on October 16, 2020. Bids received after 10:00 a.m. on October 16, 2020, will be returned to the bidder unopened.
3. Bid proposals must be for the District Purchase of two (2) new and acceptable 2020 or 2021 9-Passenger SUVs. Required forms are available at the end of this bid document labeled *Exhibit A – Required Bid Forms*.

If the bidder wishes to submit a District purchase bid, the bidder should duplicate the *Exhibit A – Required Bid Forms* "Vehicle Trade-In Information" page and the *Exhibit A – Required Bid Forms* "Individual Vehicle Forms" pages as appropriate and necessary.

4. All bids shall be deemed final, conclusive, and irrevocable, and once opened no bid shall be subject to correction or amendment for any error or miscalculation. No bid shall be withdrawn without the consent of the Board of Education after the scheduled closing time for the receipt of bids. All bids submitted must be valid for a minimum period of sixty (60) days after the date set for the bid opening.
5. The Board of Education reserves the right to reject any or to waive any informality, irregularities or defects in any or all bids and to accept that bid **which in its opinion is in the best interest of the District. Any such decision(s) shall be considered final.** Final determination of the award will not be based solely upon price. In addition to price, the district will also consider the responsibility/fitness of the both the bid and

the bidder, the practicality of the proposed vehicles, & other potential factors as may be deemed necessary at the sole discretion of the District.

6. **Unless the bidder so indicates, it is understood that the bidder has bid in strict accordance with the specification requirements.** Variations from minimum vehicle specifications will be acceptable ONLY IF the variations from the minimum vehicle specifications EXCEED minimum vehicle specifications as listed in this bid. It will be the District's sole determination that will determine whether any variations from minimum vehicle specifications exceed minimum vehicle specifications. If the bidder's specification differs for any requirement, it must be noted on the corresponding "Bidder Specification" line.
7. Bids shall be without interlineations or erasures. No oral, telephonic, facsimile or telegraphic bid or revision to a bid will be considered.
8. Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from either party.
9. All bids for District Purchase must include all applicable taxes and fees, including, but not limited to, vehicle delivery, registration, & vehicle titling. The District will transfer or provide license plates as required by law.
10. Each bid must be accompanied by a Certificate of Eligibility to Bid certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of section 33E-3 (Bid Rigging) or section 33E-4 (Bid Rotating) of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 5/33E-4). The form for Certificate of Eligibility to Bid is included within the *Exhibit A – Required Bid Forms*. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.
11. Bidders agree to comply with *paragraphs 1 through 7 of the Illinois Fair Employment Practices Act and §2.10 of the Commission's Rules and Regulations for Public Contracts* as adopted by O'Fallon Township High School District No. 203 as part of its rules and regulations.
12. The Bidder shall comply with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, and any additions or amendments.

13. **Costs Incurred in Preparation of Bids:** All costs directly or indirectly related to preparation of a bid responding to this ITB, any oral presentations required to supplement and/or clarify a bids, and any reasonable appearance which may be required by the District in connection with this Invitation To Bid, shall be the sole responsibility of the Bidder, and shall not be reimbursed in any manner by the District.
14. **Ownership of Bids:** All materials submitted in response to this request become the property of the District. Selection or rejection of a bid does not affect this right. All bids submitted will be retained by the District and not returned to Bidders.
15. Each bidder agrees that evaluation of its bid by the District involve considerable effort by District's staff. Bidders who choose to submit a bid will do so in consideration of the specific condition contained in this paragraph, or should not bid.

Any unsuccessful bidder who challenges the District's award of a contract to another bidder, in any type of litigation, shall, unless the unsuccessful bidder substantially prevails in such litigation, be responsible for the District's attorney fees, costs and expenses, in defending such litigation. This provision only applies to the District's fees, costs and expenses and is not reciprocal.

16. **References:** Each bidder must provide at least three (3) recent references on the *Exhibit A – Required Bid Forms “References”* page. More references must be provided upon request. Failure to satisfy this requirement to the District's satisfaction may result in rejection of the bid.
17. Inquiries shall be submitted in writing by an authorized representative of the Bidder, cross-referenced to the relevant ITB section, and shall be submitted by October 7, 2020. Answers to questions that change or substantially clarify the ITB shall be issued via email by addendum and provided to all prospective Bidders who have requested bid specifications.

Inquiries concerning this bid must be delivered by email, to:

shackelfordb@oths.us

Beth Shackelford, Director of Business and Operations

O'Fallon Township High School District No. 203

18. The intent of this bid is to encourage competition. If you feel that any portion(s) of this bid are too restrictive, please contact Beth Shackelford, Director of Business and Operations, via email by October 7, 2020, at shackelfordb@oths.us to determine if any specifications may be amended in an attempt to encourage competition. In the

event that any specifications are amended, Dr. Shackelford will email any changes by addendum to all prospective Bidders who have requested bid specifications.

19. The District shall pick up the two (2) new 9-Passenger SUVs at your place of business unless your business is located more than 50 miles away from O'Fallon Township High School District No. 203. If your business is located more than 50 miles away from O'Fallon Township High School District No. 203, your price shall include delivery to O'Fallon Township High School District No. 203, 600 S. Smiley St., O'Fallon, Illinois, 62269.
20. The two (2) new 2020 or 2021 9-Passenger SUVs specified in this bid document must be available within 12 weeks after the receipt of the District's order.
21. Vehicle Trade-In: Each bidder must list the trade amount credit on the required *Exhibit A – Required Bid Forms “Vehicle Trade-In Information”* page. If you do not submit this information with your bid, the District will assume that you are not willing to accept the four (4) Chevrolet Suburbans listed below as part of a trade.

The District reserves the right to trade zero (0) to four (4) vehicles, depending upon the trade amount credit offered on the required *Exhibit A – Required Bid Forms “Vehicle Trade-In Information”* page. If the District decides to purchase the two (2) new 9-Passenger SUVs listed in these bid specifications from you (the vendor), you will receive the each vehicle listed on the required *Exhibit A – Required Bid Forms “Vehicle Trade-Ins Information”* page that is selected by the District to exchange for the trade amount credit you write next to each vehicle. The District may pick and choose which vehicles (if any) it wants to trade based on the trade amount credit you (the vendor) offer with the corresponding District purchase.

Bid Specifications

1. **Year/Make/Model of SUVs**: Acceptable vehicles for the two (2) new 2020 or 2021 9-Passenger SUVs include only the Chevrolet Suburban, Ford Expedition, or any combination thereof that meets the stated minimum required specifications. Any vehicles that do not meet the aforementioned specifications of year (2020 or 2021), make, and model will not be deemed “responsive” to this bid.

2. **Color of SUVs**: Acceptable colors for the interior and exterior of the two (2) new 9-Passenger SUVs include white, black, brown, grey, dark blue, tan, or similar variations thereof. All other colors will not be deemed “responsive” to this bid. If a bidder has a color other than the acceptable colors listed above for the district to consider, please email Beth Shackelford, Director of Business and Operations, at shackelfordb@oths.us, by October 7, 2020, and Dr. Shackelford will clarify to all prospective bidders whether the prospective color will be allowed via email.

3. **Minimum Specifications Listing**: Minimum specifications for the two (2) new SUVs are listed below. In general, variations from minimum vehicle specifications will be acceptable ONLY IF the variations from the minimum vehicle specifications EXCEED minimum vehicle specifications as listed in this bid. It will be the District’s sole determination that will determine whether any variations from minimum vehicle specifications exceed minimum vehicle specifications. The District also reserves the right to determine if minor deviations from bid specifications are acceptable. If the bidder’s specification differs for any requirement, it must be noted on the corresponding “Vendor/Bidder Specifications (if different)” line(s) in *Exhibit A – Required Bid Forms*.

The minimum specifications are as follows:

<u>Description of Specifications</u>	<u>Minimum District Specifications</u>	<u>Vendor/Bidder Specifications (if different)</u>
<u>Passengers</u>	9	
<u>Engine</u>	V8	
<u>Fuel</u>	Regular Unleaded	
<u>Transmission</u>	Automatic	
<u>Steering</u>	Power	
<u>Towing</u>	Tow Package	
<u>Rear Window Defogger</u>	Yes	

<u>Air Conditioning (factory installed)</u>	Yes	_____
<u>Interior Floor Covering</u>	Vinyl or with all-weather floor mats	_____
<u>Interior Seating Upholstery</u>	Leather/Vinyl preferred, fabric accepted	_____
<u>Front Row Seating</u>	Bench (seating 3)	_____
<u>2nd Row Seating</u>	Bench, 60/40 or 40/20/40	_____
<u>3rd Row Seating</u>	Bench, 60/40 or 40/20/40	_____
<u>Radio</u>	AM/FM	_____
<u>Tire (Spare)</u>	Full size	_____

4. **Warranty Information:** Both new vehicles must come with the manufacturer’s warranty. The manufacturer’s warranty must be included in the bidder’s quotation for both SUVs. The bidder must include a copy of the manufacturer’s warranty in addition to *Exhibit A – Required Bid Forms*.

5. **Standard Manufacturer’s Equipment:** The vehicle must be equipped with all advertised standard manufacturer's equipment. The vehicle must include a minimum of one-quarter (1/4) of a tank of gas as registered by the vehicle fuel gauge at time of delivery. Anti-freeze is to be permanent type, protection to -20°F. All vehicles are to include wheel wrench and lift device (jack-mechanical or hydraulic) capable of lifting any wheel under the maximum rated load.

EXHIBIT A – REQUIRED BID FORMS (P.1 of 7)

CERTIFICATIONS BY BIDDER

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

The undersigned hereby certifies that the Bidder is in compliance with the Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended under Compliance with Legislation in Instructions to Bidder.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

The undersigned hereby certifies he has read, understands, and agrees that acceptance by District 203 of the Bidder's offer by Board Resolution will create a binding contract.

Name of Bidder (Please Print)

Submitted by (Signature)

Address

Title

Phone Number

Date

EXHIBIT A – REQUIRED BID FORMS (P.2 of 7)

CERTIFICATIONS OF COMPLIANCE WITH ILLINOIS DRUG FREE WORKPLACE ACT

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

EXHIBIT A – REQUIRED BID FORMS (P.3 of 7)

References: List Three (3)

School/Business/Entity Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____

Date of Purchase/Lease: _____

No. of Vehicles involved in Purchase or Lease: _____

School/Business/Entity Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____

Date of Purchase/Lease: _____

No. of Vehicles involved in Purchase or Lease: _____

School/Business/Entity Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____

Date of Purchase/Lease: _____

No. of Vehicles involved in Purchase or Lease: _____

EXHIBIT A – REQUIRED BID FORMS (P.4 of 7)

O’Fallon Township High School District No. 203
9-PASSENGER SUV BID TALLY SHEET

OTHS Purchase

Bid price must include F.O.B. delivery (unless within District boundaries) and must include all dealer fees, taxes, and any other fees including price of registration, titling, etc.

Company: _____

Signature: _____

Years in Business: _____

SUV 1 Year, Make & Model: _____
(MAKE) (MODEL)

SUV 2 Year, Make & Model: _____
(MAKE) (MODEL)

Bid sum for purchasing two (2) 9-Passenger SUVs: \$ _____

Less: zero to four (0-4) trades (if applicable) \$ _____

Total less Trades \$ _____

EXHIBIT A – REQUIRED BID FORMS (P.5 of 7)

Vehicle Trade-In Information

O’Fallon Township High School District No. 203 will consider trading in up to four (4) Chevrolet Suburbans listed immediately below with the purchase of the two (2) new 9-Passenger SUVs listed elsewhere in these bid specs. Vehicles listed below will be available for inspection by contacting Tom Goodrich, Facilities Director between the dates of September 30, 2020, and October 9, 2020, at (618) 632-3507 x213 or goodricht@oths.us. Actual mileage may vary since the time of bid preparation. Please list the trade amount credit for each trade below. If you do not submit this information with your bid, the district will assume that you are not willing to accept the four (4) Chevrolet Suburbans listed below as part of a trade. The District reserves the right to trade zero (0) to four (4) vehicles, depending upon the trade amount credit offered on this required bid document. If the District decides to purchase the two (2) 9-Passenger SUVs listed elsewhere in these bid specifications from you (the vendor), you will receive the each vehicle listed below that is selected by the District to exchange for the trade amount credit you write next to each vehicle.

List the trade amount credit for each vehicle you are willing to accept below:

Year	Make & Model/Serial	Miles	Trade Amount:
2005	Chevy Suburban Vin# 3GNEC16Z75G125077	190,041	\$ _____
2007	Chevy Suburban Vin# 1GNFC16027J233419	243,279	\$ _____
2006	Chevy Suburban Vin# 1GNEC16Z76J100972	250,981	\$ _____
2004	Chevy Suburban Vin# 1GNFC16Z44J229541	225,451	\$ _____

Grand Total – All Trades

Add the trade total value of all four (or less) vehicles

\$ _____

Copy this amount on the “Less: zero to four (0-4) trades (if applicable)” line on the Bid Tally Sheet(s)

EXHIBIT A – REQUIRED BID FORMS (P.6 of 7)

O’Fallon Township High School District No. 203
 9-PASSENGER SUV BID
 INDIVIDUAL VEHICLE FORMS – SUV 1

Bid price must include F.O.B. delivery and must include all dealer fees, taxes, and any other fees including price of registration, titling, etc.

SUV 1 – Year _____ (see acceptable list)
SUV 1 – Make _____ (see acceptable list)
SUV 1 – Model _____ (see acceptable list)
SUV 1 – Color (Interior) _____ (see acceptable list)
SUV 1 – Color (Exterior) _____ (see acceptable list)

<u>Description of Specifications</u>	<u>Minimum District Specifications</u>	<u>Vendor/Bidder Specifications (if different)</u>
<u>Passengers</u>	9 _____	_____
<u>Engine</u>	V8 _____	_____
<u>Fuel</u>	Regular Unleaded _____	_____
<u>Transmission</u>	Automatic _____	_____
<u>Steering</u>	Power _____	_____
<u>Towing</u>	Tow Package _____	_____
<u>Rear Window Defogger</u>	Yes _____	_____
<u>Air Conditioning (factory installed)</u>	Yes _____	_____
<u>Interior Floor Covering</u>	Vinyl or with all-weather floor mats _____	_____
<u>Interior Seating Upholstery</u>	Leather/Vinyl preferred, fabric accepted _____	_____
<u>Front Row Seating</u>	Bench (seating 3) _____	_____
<u>2nd Row Seating</u>	Bench, 60/40 or 40/20/40 _____	_____
<u>3rd Row Seating</u>	Bench, 60/40 or 40/20/40 _____	_____
<u>Radio</u>	AM/FM _____	_____
<u>Tire (Spare)</u>	Full size _____	_____

EXHIBIT A – REQUIRED BID FORMS (P.7 of 7)

O’Fallon Township High School District No. 203
 9-PASSENGER SUV BID
 INDIVIDUAL VEHICLE FORMS – SUV 2

Bid price must include F.O.B. delivery and must include all dealer fees, taxes, and any other fees including price of registration, titling, etc.

<u>SUV 2 – Year</u>	_____	(see acceptable list)
<u>SUV 2 – Make</u>	_____	(see acceptable list)
<u>SUV 2 – Model</u>	_____	(see acceptable list)
<u>SUV 2 – Color (Interior)</u>	_____	(see acceptable list)
<u>SUV 2 – Color (Exterior)</u>	_____	(see acceptable list)

<u>Description of Specifications</u>	<u>Minimum District Specifications</u>	<u>Vendor/Bidder Specifications (if different)</u>
<u>Passengers</u>	9 _____	_____
<u>Engine</u>	V8 _____	_____
<u>Fuel</u>	Regular Unleaded _____	_____
<u>Transmission</u>	Automatic _____	_____
<u>Steering</u>	Power _____	_____
<u>Towing</u>	Tow Package _____	_____
<u>Rear Window Defogger</u>	Yes _____	_____
<u>Air Conditioning (factory installed)</u>	Yes _____	_____
<u>Interior Floor Covering</u>	Vinyl or with all-weather floor mats _____	_____
<u>Interior Seating Upholstery</u>	Leather/Vinyl preferred, fabric accepted _____	_____
<u>Front Row Seating</u>	Bench (seating 3) _____	_____
<u>2nd Row Seating</u>	Bench, 60/40 or 40/20/40 _____	_____
<u>3rd Row Seating</u>	Bench, 60/40 or 40/20/40 _____	_____
<u>Radio</u>	AM/FM _____	_____
<u>Tire (Spare)</u>	Full size _____	_____