

LaSalle-Peru Township High School District 120
Request for Proposal – Minivan
2021-2022

Instructions to Bidders

Dr. Steven Wroblewski, Superintendent, will receive sealed bid proposals for the District 120 Board of Education no later than Thursday, April 28, 2022 2:00 p.m., at which time a public opening of bids will take place. Bids will be received and opened at:

LaSalle-Peru Township High School District 120

Attn: Dr. Wroblewski

541 Chartres St.

LaSalle, IL 61301

(phone 815-223-2373 fax 815-223-3444)

Bidding Instructions

1. Proposals received after the specified time may not be considered. It is the bidder's sole responsibility to assure this deadline is accomplished. Bidders assume the risk of any delay that may occur in receipt or handling of a mailed proposal.
2. LaSalle-Peru Township High School District 120, hereinafter District, reserves the right to reject any and all bids, to waive minor informalities of any bid, or to make an award in the best interest of the District.
3. Should a bidder find any discrepancy in, or omission from, any of the documents or be in doubt as to their meaning, please advise the District contact (noted above), who will issue necessary clarifications to all prospective bidders by means of addenda as may be appropriate.
4. Where materials are specified, it will be understood as indicating the minimum requirements of specified materials and quality desired. The descriptions herein are given for the sole purpose of providing a suitable basis for completion of the bid. However, if items other than those specified are substituted, the bidder will so state in his/her quotation. It will be assumed that, if no changes are indicated, items will be furnished as specified.
5. Prices quoted will be guaranteed for a period of not less than ninety (90) days and considered a firm price upon receipt of a District purchase order. Prices quoted will constitute a bid and will include all delivery, materials, equipment and labor to complete the delivery of the equipment.
6. All blank spaces on the proposal form will be filled. Signatures will be in longhand and executed by a principal duly authorized to make contracts. Bidder's legal name will be fully stated.
7. The sealed envelope containing your quotation will be plainly marked on the outside:
MINIVAN PROPOSAL
Bidders must submit one (1) original and three (3) copies of each bid proposal.

8. The contract to provide specified equipment between the District and the successful bidder will be executed by a purchase order issued by the District. The purchase order will reflect the contractor's bid and cite all conditions by District and bidder for delivery of equipment as provided in Appendix A.
9. In order to be considered for selection, Minivan proposals must be received in a sealed envelope clearly marked "Minivan Proposal" no later than April 28, 2022, at 2:00 p.m. CST at which time the proposals will be opened.
10. Changes of specifications, explanations or statements the bidder wishes to make must be written or attached to the bid form. Unless indicated, it is understood the bid is in strict accordance with specification requirements.
11. The successful bid will be presented for approval at the regularly scheduled Board of Education meeting on May 18, 2022.

Preparation of Bids

The bidder maintains the responsibility and carries the risk of knowing and understanding all conditions pertaining to the equipment or to receive or examine documents issued from the District relating to the equipment. The bidder cannot secure relief or plead error in the bid from any obligation with respect to this bid or the purchase order. It is understood the tender of the proposal carries with it agreement to all conditions referred to herein or called for by the specifications.

Delivery

1. As soon as possible after the receipt of the bids for the equipment, the successful bidder will be notified to initiate the purchase of the equipment, per the timeline specified.
2. Bidder will provide the Minivan on or before July 31, 2022.

Application for Payment

The contractor will submit for payment an itemized invoice upon delivery of the Minivan specified. Such invoice may be sent after acceptance of the Minivan.

Payment

Payment for the Minivan will be paid at the nearest Board of Education meeting following receipt of an invoice.

Withdrawal of Bids

Any bidder may withdraw his bid prior to the scheduled time for the receipt of bids.

Specifications

Cost will include all costs and fees, including license, title and delivery of the vehicle. The District is tax exempt and will provide a certificate to the successful bidder. See Appendix A for additional specifications.

Bid Response Requirements

Fully complete the following forms. Do not leave unfilled blanks where a response is indicated.

1. Specific Bidder Information
2. Certificate of Eligibility to Bid
3. Anti-Collusion Affidavit of Compliance
4. Hold Harmless Agreement
5. Cost to District

An incomplete, inaccurate or misleading response will result in disqualification. An authorized officer of your firm must sign all responses. Responses are to conform to the given formats.

**LaSalle-Peru Township High School District 120
Request for Proposal – Minivan
Specific Bidder Information**

Name of Firm: _____

Address: _____

City, State, Zip Code: _____

Authorized Signature: _____

Title: _____

Person to contact regarding this bid: _____

Phone Number: _____

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Certificate of Eligibility to Bid

_____ (bidder), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961, as amended, hereby certifies that neither he/she/its partners, officers, or owners, of his/her/its business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended, and that neither he/she/its business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended.

Signature of Bidder: _____

Title: _____

Name of Firm: _____

Date: _____

LaSalle-Peru Township High School District 120
Request for Proposal – Minivan
Anti-Collusion Affidavit of Compliance

_____, being first duly sworn, deposes and says:

that he/she is _____ of _____
(partner, officer, owner, etc.) (name of firm)

the party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantages against any other bidder or any person interested in the proposed contract.

Signature of Bidder: _____

The above statements must be subscribed and sworn before a notary public.

Subscribed and sworn to this _____ day of _____, 2022.

By: _____

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Hold Harmless Agreement

The bidder agrees to indemnify, keep and save harmless the District, its Board of Education, agents, officials and employees against all injuries, judgements, costs and expenses that may accrue against the District in consequence of granting this contract or that may result therefrom, whether or not it shall be alleged or determined the act was caused through negligence or omission of the bidder or its employees, of the District or its employees arising therefrom or incurred against the District in any such action, and shall at his own expense discharge same.

The bidder agrees to indemnify, keep and save harmless the District, its Board of Education, agents, officials and employees against all injuries, judgements, costs and expenses that may in any way accrue against the District in consequence of use by the bidder's employees of equipment owned, rented or leased by the District.

The bidder understands and agrees that any insurance protection required by this contract, or otherwise provided by bidder, will in no way limit the responsibility to indemnify, keep and save harmless and defend the District as herein provided.

Signature of Bidder: _____

Name of Firm: _____

Date: _____

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Cost to District

The bidder agrees to provide all labor, materials and equipment required to complete this bid in conformance with the terms of the specifications.

Total Quotation per Specifications: \$ _____

Bidder shall also include:

1. Vehicle information sheet for new and/or used vehicle
2. Costs for extended warranty options

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Appendix A
2021-2022

Minimum Desired Engine/Equipment specifications for USED (2018 - 2021) vehicles are as follows:

- 7 passengers
- Third row 60/40 split-folding bench seat
- Automatic transmission
- V-6 or V-8 Engine
- Multi-adjustable driver's seat
- Cloth or vinyl seats
- Vinyl floor mats
- Anti Lock Brake System (ABS)
- Driver and passenger air bags – Front and side
- Air conditioning
- Power steering
- Cruise control
- Backup camera
- Variable intermittent windshield wipers
- AM/FM radio
- Tilt steering wheel
- Less than 50,000 miles
- Color preference: Red (green is the second choice)
- Warranty – USED vehicles – best offer