

Firm Name: \_\_\_\_\_

**BID # 15-2051**

**I**

**CALL FOR BIDS**

**INSTRUCTIONS AND SPECIFICATIONS  
FOR  
VEHICLES**

The County of Winnebago will receive sealed bids in the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101 until 2:00 P.M. on November 20, 2015.

A public opening and reading will be held at this date and time.

**ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:**

**“VEHICLES”**

**2:00 P.M., November 20, 2015**

The County of Winnebago reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any bid. Information is available from the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101. Telephone: (815) 319-4380, Fax: (815) 319-4381, email: rgray@wincoil.us.

The documents constituting component parts of the Bid Form are the following:

- I Call for Bids
- II Requirements for Bidding and Instructions to Bidders
- III Information Sheet
- IV Detailed Specifications
- V Bid Forms

Legal Advertisement for Bids published in the Rockford Register Star on November 9, 2015 or our website <http://wincoil.us/>.

## II

### **REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**

#### **PREPARATION OF BID OR PROPOSAL**

The bidder must submit a bid or proposal on the forms furnished by the Purchasing Department. All blank spaces on the bid or proposal form must be filled in. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Bids or proposals shall be sealed in an envelope and marked as required in the instructions. The bid or proposal is contained in these documents and must remain attached hereto when submitted.

#### **TAXES NOT APPLICABLE**

The County of Winnebago as a Governmental Unit pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore, those taxes should be excluded from bid. Our Tax Exempt Number is: E9992-3963-07.

#### **PROMPT PAYMENT ACT**

The bid should provide that all payments are subject to the Local Governmental Prompt Payment Act.

#### **FREEDOM OF INFORMATION**

Any responses and supporting documents submitted in response to a bid or proposal will be subject to disclosure under the Illinois Freedom of Information Act.

#### **WITHDRAWAL OF BIDS OR PROPOSALS**

Any bidder may withdraw their bid or proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of bids or proposals by signing a request therefore. However, no bidder shall withdraw or cancel his bid or proposal for a period of sixty (60) days after said advertised closing time for the receipt of bids or proposals; the successful bidder shall not withdraw or cancel their bid or proposal after having been notified by the Director of Purchasing that said bid or proposal has been accepted by the County Board.

#### **CATALOGS**

Each bidder shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work they propose to furnish.

#### **CANCELLATION**

The County of Winnebago reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions and specifications of this contract.

#### **COST OF BID OR PROPOSAL**

Expenses incurred in the preparation of proposals in response to this bid or proposal is the Bidder's sole responsibility.

## II

### **REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS (CONTINUED)**

#### **USE OF TRADE NAMES**

In cases where a specified item is identified by a manufacturer's name, trade name, or other references, it is understood that the bidder proposes to furnish the item identified. If the bidder proposes to furnish an "equal," the proposed "equal" item must be so indicated in the written bid or proposal. The County shall be the sole determiner of the equality of the substitute offered.

#### **DELIVERIES**

All materials shipped to the County of Winnebago must be shipped F.O.B. designated location, County of Winnebago, Rockford, Illinois.

#### **DEVIATIONS, EXCEPTIONS OR ALTERNATES**

Deviations, exceptions or alternates from terms, conditions, or specifications shall be described fully, on bidder's letterhead, signed, and attached to the Request for Bid or Proposal. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their bid or proposal. If deviations, exceptions or alternates are submitted, it is the Winnebago County Purchasing Director's sole and final decision whether specifications have been met and will be considered for award.

#### **CASH DISCOUNTS**

In determination of award, cash discounts will only be considered when all other conditions are equal.

#### **ORDERING**

Purchase orders shall be placed directly to the contractor by an authorized agency. No other purchase orders are authorized.

#### **COMPLIANCE WITH LAWS**

All services, work and materials must comply with all federal and state laws, County ordinances, rules and regulations that in any manner affect the production and sale of the product or service contained herein. In the event federal or state funds are being used to fund this contract; additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the vendor, it reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary.

#### **PREVAILING WAGE**

All bidders must bid prevailing wages. The Successful Bidder will be required to provide certified payroll records on a monthly basis according to Illinois Act 820 ILCS §130/5.

## II

### REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS (CONTINUED)

#### **SUBSTANCE ABUSE PREVENTION**

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/ Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

Bidders and their Subcontractors (if applicable) certifies that the entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635, or certifies that the contracting entity has in place for all of its employees not covered by a collective bargaining agreement that deals with subject of the Act, and will attach the substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

#### **BID PROTEST**

Firms wishing to protest bids or awards shall notify the Purchasing Director in writing within 30 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting and the reason why the firm is protesting the bid. The Purchasing Director will respond to the protest within 30 calendar days.

#### **DISPUTES**

In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Purchasing Director, or authorized representative shall be final and binding to all parties.

#### **ENTIRE AGREEMENT**

These Standard Terms and Conditions of Bid or Proposal shall apply to any contract or order awarded as a result of this Request for Bid except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

#### **NON-DISCRIMINATION**

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Non-Discrimination Clause.

## II

### **REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS (CONTINUED)**

#### **NON-COLLUSION**

The Bidder, by its officers, agents or representatives (hereafter referred to the Bidder) present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidders, or with any public officer or the County of Winnebago, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Bidder or Bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this bid.

#### **NON-BARRED BIDDING**

The bidder/offeror certifies, by submission of this proposal, that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

Additionally, for all new contractors and vendors to be paid, the Purchasing Office will review the Federal and State Excluded Parties List System prior to requesting the vendor be created in our accounting system.

#### **ILLINOIS PREFERENCE ACT**

Any company bidding certifies that 90% of their workforce are Illinois residents when the unemployment rate exceeds 5 percent as is required by Illinois House Bill 6349. By signing this bid form, Bidder certifies that it will comply with the requirements of Illinois House Bill 6349, and that should it fail to do so, agrees to indemnify Winnebago County for any penalties assessed against it for non-compliance for failure to comply with its requirements.

*The Bidder, by signing the bid form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders".*

### III

#### INFORMATION SHEET

Sealed bids will be accepted in the office of the Director of Purchasing, 404 Elm Street, Room 202, Rockford, Illinois 61101, for the procurement of various vehicles meeting the attached specifications.

The detailed specifications may be a specific make or model. This is given strictly as a guideline to assist the bidder with the necessary requirements. Any manufacturer, make and model will be considered as long as it meets or exceeds the minimum requirements.

All equipment must be F.O.B. destination.

Bidders may bid on any one item up to and including all items. All fees are to be included in the bid price to include delivery charges and preparation fees. Dealer shall provide all safety equipment required by federal, state and local regulations. Winnebago County will handle all license and title transfers.

Vehicles being offered for trade may be viewed by contacting the Purchasing Department.

Any questions may be directed to Roman Gray, Director of Purchasing, 404 Elm Street, Room 202, Rockford, Illinois 61101, by telephone 815-319-4380; by fax 815-319-4381; or email [rgray@wincoil.us](mailto:rgray@wincoil.us).

## IV

### DETAILED SPECIFICATION

#### **INTENT**

It is the intent of these specifications to describe various vehicles of standard manufacture. All parts not specifically mentioned in the scope of these requirements, which are necessary to provide a complete manufacturer's vehicle, shall be furnished by the successful bidder.

#### **MANUALS AND CERTIFICATES**

Service and parts manuals, instructions, and warranty certificates shall accompany each vehicle. Certificates of Title (ownership) shall be included at the time of delivery of the vehicles.

#### **GENERAL TERMS**

The vehicles furnished shall be the manufacturer's full size model, and appurtenances not herein mentioned, but necessary to furnish a complete vehicle, shall be included, ready for use upon delivery.

Those specifications shall be construed as minimum. Should the manufacturer's current published date or specifications exceed these, they shall be considered minimum and shall be furnished.

#### **INSPECTION**

Inspection of the vehicle shall be made at destination. When equipment inspected fails to comply with the specifications, equipment may be accepted and operated subject to the correction by the manufacturer and/or agency. No payment will be made for the equipment until the corrections have been made.

IV

DETAILED SPECIFICATION (CONTINUED)

**ITEM ONE:**                      **Department – Juvenile Probation**

**Quantity:**                      Two (2)

**Type:**                              2015 or newer Program Vehicle Used 4-Door (Mid-Size)

**Requirements:**                Automatic Transmission  
Cruise Control  
Air Conditioning  
AM/FM Radio/CD  
Floor Mats  
Power Windows, Doors and Locks  
Vinyl or leather seats  
Power Seats  
Tilt Steering  
Remote Side Mirrors  
Rear Window Defroster  
Remote Trunk Release  
General Standard Features  
Keyless Entry  
2 Key Fobs per Car  
Less than 20,000 miles

**Trade-in Vehicles:**

<u>Year</u>	<u>Make/Model</u>	<u>Mileage*</u>
2000	Dodge Stratus	78,933
2003	Pontiac Grand Am	84,327
2006	Dodge Stratus	121,000

\* Mileage as of November 5, 2015.



IV

DETAILED SPECIFICATION (CONTINUED)

**ITEM TWO:**                      **Department – Highway**

**Quantity:**                      One (1)

**Type:**                              2014 or newer Ford Transit Connect

**Requirements:**                      FWD  
Engine – 2.5L DOHC I-4 Gas  
Transmission – 6 speed automatic w/overdrive  
16" steel wheels w/covers  
Heavy duty floor mats  
Radio AM/FM stereo  
Brakes – Four wheel power front disc / rear drum antilock braking system  
Power steering  
Power windows  
Power locks  
Standard airbags  
Full size spare tire  
Back door dual door  
Side door slide  
2 key fobs  
Less than 20,000 miles

**Color:**                              Exterior – White preferred but not required

**Delivery:**                              Winnebago County Highway Department  
424 N. Springfield Avenue  
Rockford, IL 61101



## IV

### DETAILED SPECIFICATION (CONTINUED)

<b><u>ITEM FOUR:</u></b>	<b>Department – Coroner</b>
<b>Quantity:</b>	One (1)
<b>Type:</b>	2015 or newer Full Size, Ford Expedition 4X4
<b>Requirements:</b>	6 Speed automatic transmission Brakes 4-wheel disc (ABS) Brake assistance Traction control P265/70R17 OWL on/off road Advance Trac w/roll stability control Air-conditioning AM/FM stereo single CD MP3 Rear child safety locks Dual power heated mirrors Trailer tow-integrated class IV w/4 pin connector 3.73 Axle ratio Column shifter Floor console delete Fog lamps Solar tinted glass Privacy glass rear Headlamps-autolamp Power points (1) front (1) rear Rear window defroster Sound insulated Door locks: power Intermittent wipers front and rear Dual state front air bags Air bags safety canopy side impact Tilt steering wheel Power windows driver one touch up/down Front seats cloth Rear seat vinyl 40-20-40 folding Vinyl floor covering Door handles mold-in-color Black grille Skid plates Tire pressure monitoring system Securilock passive anti-theft system Steering-variable-assist power Suspension-multilink independent rear Keyless-entry remote

IV

DETAILED SPECIFICATION (CONTINUED)

**ITEM FOUR** (Continued)

Securicode (keypass)  
Cigar lighter  
Cruise control  
Easy fuel (capless refueling)  
XLT package 201A  
Power code remote start  
All-weather floor mats  
Fleet convenience package  
4 Corner strobe LED lights  
Daytime running lights  
Ignition override  
Less than 20,000 miles

**Color:** Exterior – Blue Jeans  
Interior – Dune

**Delivery:** Winnebago County Administration  
404 Elm Street  
Rockford, IL 61101

**IV**

**DETAILED SPECIFICATION (CONTINUED)**

**ITEM FIVE:**                      **Department – Juvenile Detention**

**Quantity:**                              One (1)

**Type:**                                      10 – 12 Passenger Van

**Requirements:**                      FWD or AWD  
Traction control  
Front and rear climate control  
Cruise control  
Keyless entry  
Power windows and locks  
Air conditioning  
CD, MP3 or other current technology sound capability  
Rear back-up camera  
Tinted or darkened windows  
Vinyl/Leather seating or cloth seats treated with fabric protectant  
Safety equipment: front and rear seat belts for each passenger  
Front and passenger side airbags  
Carpeted with heavy duty floor mats or rubber flooring  
Less than 20,000 miles

                                                    If vehicle is used: New tires

**Delivery:**                              Winnebago County Administration  
404 Elm Street  
Rockford, IL 61101

V

**BID FORM**

**TO:** Roman Gray, Director of Purchasing  
 C/O County Board of the County of Winnebago  
 404 Elm Street, Room 202  
 Rockford, Illinois 61101

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

The undersigned declares he has carefully examined the requirement, information sheet, detailed specifications and bid form. In addition, declares that this bid is made without any connection with any person making another bid, that the bid is in all respects fair and without collusion or fraud, that no member of the Winnebago County Board or other officer of the County, or any person in the employ of the County is directly or indirectly interested in this bid, or in any portion of the profits thereof.

**ITEM ONE: (Mid-Size Car) – 2 Vehicles**

**ITEM TWO: (Ford Transit Connect)**

YEAR: \_\_\_\_\_

YEAR: \_\_\_\_\_

MAKE & MODEL: \_\_\_\_\_

MAKE & MODEL: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

PRICE EACH: \$ \_\_\_\_\_

PRICE: \$ \_\_\_\_\_

DELIVERY: \_\_\_\_\_

DELIVERY: \_\_\_\_\_

Item One Trade-in Vehicles:

<u>Year</u>	<u>Make/Model</u>	<u>Mileage</u>	
2000	Dodge Stratus	78,933	\$ _____
2003	Pontiac Grand AM	84,327	\$ _____
2006	Dodge Stratus	121,000	\$ _____

**ITEM THREE: (Ford Transit Van)**

**ITEM FOUR: (Ford Expedition 4X4)**

YEAR: \_\_\_\_\_

YEAR: \_\_\_\_\_

MAKE & MODEL: \_\_\_\_\_

MAKE & MODEL: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

PRICE: \$ \_\_\_\_\_

PRICE: \$ \_\_\_\_\_

DELIVERY: \_\_\_\_\_

DELIVERY: \_\_\_\_\_

**BID FORM (CONTINUED)**

***VEHICLES – 15-2051***

**ITEM FIVE: (10-12 Passenger Van)**

YEAR: \_\_\_\_\_

MAKE & MODEL: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

PRICE: \$ \_\_\_\_\_

DELIVERY: \_\_\_\_\_

**Received Addendum:** \_\_\_\_\_ **of** \_\_\_\_\_.

**Company Information:**

Female Business Enterprise (FBE)      Yes \_\_\_\_\_      No \_\_\_\_\_

Small Business Enterprise (SBE)      Yes \_\_\_\_\_      No \_\_\_\_\_

Minority Business Enterprise (MBE)      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, check the following boxes that apply:

Black/African American \_\_\_\_\_      Hispanic \_\_\_\_\_

Native American or Alaskan Native \_\_\_\_\_      Asian American \_\_\_\_\_

Total Annual Sales: \$ \_\_\_\_\_

Type of Organization:

Individual \_\_\_\_\_      Partnership \_\_\_\_\_      Corporation \_\_\_\_\_      Other \_\_\_\_\_

**BID FORM (CONTINUED)**

*VEHICLES – 15-2051*

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT/TYPE SIGNATURE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

E-MAIL NO. \_\_\_\_\_

FEIN NO. \_\_\_\_\_