

REQUEST FOR QUOTES

Three 15-Passenger Bus Lease

RFQ #11252014

Issue Date: November 14, 2014

RFQ Response Deadline: November 25, 2014

McHenry County College 8900 US Highway 14 Crystal Lake, Illinois 60012-2761 Telephone: (815) 455-3700

I. Purpose of Request

McHenry County College (MCC) is requesting quotes for a 3-Year Walk-Away Lease for 3 New 15-Passenger Buses. The equipment specifications and requirements are outlined in the following Request for Quote (RFQ).

II. Time Schedule

MCC will maintain the following time schedule and select a qualified vendor for the purchase of the vehicle once all proposals are received by the deadline submission date and upon Board of Trustee approval.

MCC Issues RFQ listed at	
www.mchenry.edu/bid	November 14, 2014
To make arrangements to inspect the buses	Christine Fischer 815-455-8760.
Last day for vendors questions via email	November 19, 2014
jjones@mchenry.edu	
Response to vendor questions will be listed	November 20, 2014
by addendum at www.mchenry.edu/bid	
Bid Due Date & Time	November 25, 2014 – 10:00AM
Recommendation to Board of Trustees	December 18, 2014
Notification of Award	December 19, 2014
	Michael Clescari 815-479-7833
Project Manager Contact	Exec Director of Public Safety & Facilities

III. Instructions to Bidders

A. All quotes must be submitted to:

Jennifer Jones
Director of Business Support Services
McHenry County College
8900 US Highway 14
Building A, Room 246
Crystal Lake, IL 60012
Email: jjones@mchenry.edu

- B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner, RFQ Vehicle Purchase. All quotes must be received by November 25, 2014 10:00AM. All quotes will be reviewed and assessed for completion to make sure they meet requirements. All quotes will be scored based on the criteria outlined in this RFQ and the results will be posted on the webpage, www.mchenry.edu/bid, as soon as final approval is granted by the Board of Trustees. Three (3) copies of the RFQ must be presented along with a copy on flash drive. No faxed or telephone quotes will be accepted.
- C. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with MCC desirable whenever practical. Use of both sides of paper sheets for any submittal to MCC is desirable whenever practical.

D. All quotes must include the following information:

- 1. The names of individuals from those firms who will be working on the project and their areas of responsibility.
- 2. Provide an accurate mailing address of the firm or organization.
- 3. Itemize breakdown of the equipment and features.
- 4. Proposal must represent the final pricing including, additional fees, discounts, rebates, equipment, and taxes.
- 5. Pictures of the vehicle and equipment quoted.
- 6. Timeline outlining the order, shipment, and expected delivery date of the equipment.
- 7. Indicate that all quotes are good for 90 days.
- 8. References

IV. Selection Criteria

Factors	Weight Given
A. Responsive of the written proposal to the purpose and scope of service.	40%
B. Price	60%
Total Criteria Weight	100%

V. Terms and Conditions

- 1. MCC reserves the right to reject any and all quotes and to waive minor irregularities to any quote.
- 2. MCC reserves the right to request clarification of information submitted and to request additional information from the vendor.
- 3. MCC reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within thirty (30) days after the award of the contract has been announced.
- 4. Any quote may be withdrawn up to the date and time set in this RFQ. Any quote not timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to MCC the equipment described in the following specifications or until one or more of the quotes have been granted Board of Trustee approval.
- 5. The contract resulting from acceptance of a quote by MCC shall be in a form supplied or approved by MCC and shall reflect the specifications in this RFQ. MCC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by MCC.
- 6. MCC shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFQ.
- 7. All quotes, documents, and forms will become the property of MCC upon delivery and acceptance of the sealed proposal.
- 8. Questions and requests for clarification are only accepted via e-mail. Official answers to questions will be provided via addendum. The only method by which any requirement of this solicitation may be modified is by written addendum. MCC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Any addendum will be posted to MCC's website at www.mchenry.edu/bid. The addendum shall be acknowledged by signature and included in your bid submission.
- 9. MCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, MCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, MCC's Tax Exemption Certificate will be furnished.
- 10. The successful bidder will be notified within three business days by e-mail or telephone of their award of contract following the Board of Trustees meeting. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from MCC. This bid will be awarded in its entirety to one vendor. We reserve the right to make moderate quantity alterations to conform to budget limitations.
- 11. Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration. It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

- 12. The bid submission form must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this RFQ guarantees that the offer has been established without collusion and without effort to preclude MCC from obtaining the best possible supply or service.
- 13. MCC will open all bids that are submitted in a proper and timely manner, and will record the names and other information specified by law and rule. All bids become the property of MCC and will not be returned except in the case of a late submission.
- 14. After notice of the award, purchase will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business Services.
- 15. MCC may cancel contracts resulting from this RFQ at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar day's written notice of such cancellation. Should MCC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.
- 16. Bidder should be aware that the contents of all submitted bids are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your bid will be considered public information unless bidder identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While MCC will endeavor to maintain all submitted information deemed proprietary within MCC, MCC will not be liable for the release of such information.
- 17. MCC reserves the right to negotiate all elements, which comprise the bidder's proposal to ensure the best possible consideration, be afforded to all concerned. MCC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of MCC.
- 18. All bid materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of MCC.
- 19. McHenry County College is required to purchase products incorporating recycled materials whenever technically and economically feasible. Contractors are encouraged to offer products with recycled content which meet specifications conforming to Illinois State Statute 415 ILCS 20/3.1 pertaining to public community colleges.
- 20. Contractor will comply with all valid federal, state and local laws and all ordinances and regulations applicable to the manufacture, sale delivery and labeling of the goods ordered and in the performance of any work pursuant hereto. Contractor also certifies that the merchandise supplied meets both Illinois Life Safety Code and OSHA regulations.
- 21. By entering into this contract, Vendor agrees to either (1) link its employment vacancies with the IllinoisJobsLink.com System or successor system, or (2) provide an online link to its employment vacancies so that this link is accessible through the web page of the IllinoisJobLink.com System or successor system, as required by Illinois Public Act 098-0107 (20 ILCS 1005/1005-47). NOTE: Vendors who are parties to a collective bargaining agreement with a bona fide labor organization for the performance of construction or construction-related services are exempt from this requirement.

- 22. The Contractor shall protect, indemnify and hold MCC harmless against any liability claims and costs for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the Contractor.
- 23. MCC operates under terms of payment for work completed and product delivered within Net 30 days from date of invoice. All payments of invoices need to be approved on a monthly basis. In no case will MCC agree to late fees prior to 60 days before payment is received, this is based on State Statutes for State funded entities.

6.0 ATTACHMENTS

ATTACHMENT A1 BID SUBMISSION FORM

Bid Submitted By and Authorized Signature: The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the company listed below. They further constitute that they have read and agree to all instructions and specifications listed in this bid document unless otherwise marked and listed in the "exception to bid" section.

Bid Submitted by:		
Signature:		
Γitle:		
	☐ The Owner/☐ Member of the ☐ Officer of the Sole Proprietor Partnership ☐ Corporation	☐ Member of the Joint Venture
Company:		
Address:		
Email Address:		
Telephone:		
Fax:		
Date:		
Contract Person:		
FEIN:		

ATTACHMENT A2 BID SPECIFICATIONS AND SUBMISSION FORMS

 $\begin{tabular}{ll} \begin{tabular}{ll} \textbf{Vehicle Specifications} - 15 \begin{tabular}{ll} \textbf{Passenger Bus -} & \textbf{In the left column, place an "X" where you meet the specifications and in the right column list all comments and/or exceptions. Use additional pages if necessary. \end{tabular}$

ASSIS SPECIFICATIONS	
	Comments/Exceptions
Ford E350 Super Duty Chassis	
6.8L (V10) Gasoline Engine	
Automatic Overdrive Transmission	
12.500#GVWR	
7,800 # Rear Axle	
4,600 # Front Axle	
Front Stabilizer Bar	
158" 'Wheelbase	
(6) LT225/75R16E RadialTires	
Power Disc Brakes, Anti-lock	
Power Steering w/ Tilt Feature	
Cruise Control	
225 AMP Alternator	
Dual Batteries	
40 Gallon Fuel Tank	
HD Cooling Package	
Block Heater	
Tinted Glass	
Interior Hood Release	
Intermittent Wipers	
Driver's Air Bag	
Gauges: Fuel, Temp, Oil Presser, Voltmeter	
Chrome Front Bumper and Grille Accent	
Dash Heat/Defrost/Air Conditioning	
DDY SPECIFICATIONS	
CLIMATE CONTROL	
65,000 BTU Floor Heater	
68,000 BTU Air Conditioning (Dual Compressor System)	
DOORS AND WINDOWS	
Dark Tint Side Windows (Solid: NoT-slides)	
Emergency Windows	
Electric Entrance Door w/ Full Tempered Glass	
Exterior Electric Door Key Switch	
Large Viewing Window in Front of Entrance	

ELEC1	RICAL:EXTERIOR
Round	Sealed Tail, Stop and Back-up lights
Midship	Turn / Marker Lamps (LED)
High-m	ount Center Brake Light (LED)
Lights I	Meet Federal and State Requirements
ELEC1	RICAL:INTERIOR
	ccess Body Electrical Panel Mounted Inside
Passen (LED)	ger Compartment Courtesy Lights, Door-activated
Strip lig	hting over Center Aisle (LED)
	Passenger Dome light;Entry Step Well Lights (all
Wiring	Color and Function Coded
AM / FI	M / CD Radio (w/ Mic Input) & Clock
FEATU	IRES: EXTERIOR
Painted	Rear Bumper- w/Step
Mud Fla	aps- Rear and Front Passenger Side
Driver's	Running Board
Unitize	d Steel Cage Construction w/Aluminum Side Wall
Comple	ete Body Undercoating
Euro St	tyle Exterior Mirrors w/Convex
Safety	Roof Hatch
FEATU	IRES: INTERIOR
Driver's	Control Console within Reach of Driver
	added Vinyl Side Walls and Headliner
	ce and Driver's Modesty Panels
	ce Handrails, Left and Right
	Passenger View Mirror, (6" X 16")
FLOOF	
Upgrad	ed Altro Flooring - this is a non-slip, "commercial
grade"	flooring and the gray color helps to hide dirt.
Yellow	Safety Step Nosing
Exterio	r Grade Plywood Sub Floor
Yellow	Standee Line
SEATS	
Track S	<u> </u>
Suppor	
	r Freedman MT Seat- These Seats are Made vely for Our Company:
o Add	litional Foam in Seat Bottom (Added Comfort)
	h-back Reclining
o Lea	therette Seat Covering - Black
	ecial Stitching Pattern
Aisle-si	de Sliders

Α	Aisle-side Armrests	
R	Retractable Seat Belts	
R	Rear Row Against the Wall does not Recline	
T	The bus should have no more than two connected seats	
(1	(no back row bench)	
//	MISCELLANEOUS	
	Safety Equipment Fire Extinguisher, First Aid Kit, Reflector Triangles	
S	Safety Inspection (Illinois only)	
1 1	Stainless Steel Wheel Inserts w/ Rear Valve Stem Extenders for Ease in Checking Tire Pressure	
R	Reverse Alarm	
V	Vehicle Height Sticker- above Driver's Area	
5	STORAGE	
C	Overhead Parcel Bins w/ Reading Lamps	
F	Full Rear Luggage Area w/ Lights and Shelving	

ATTACHMENT A3 BID SPECIFICATIONS AND SUBMISSION FORM

Price Breakdown: Please provide a price breakdown of all applicable costs including delivery, title, destination and pick up charges, and any other costs not already included in the bid purchase price of the new vehicle. Pricing shall be for the complete project including parts, material, labor, shipping, disposal, removal from site, recycling, asphalt repair, recovery/repair of landscape or hardscape affected and site cleanup and luminaire performance evaluation. Also include:

- The trade-in allowance given on each vehicle.
- Product literature and proposed floor plan.
- Warranty information and warranty service locations.
- Maintenance contract for warranty work including vehicle pick-up, delivery, and loaner.

Option Pricing:

- Tow package including heavy duty radiator, trans cooler, heavy duty suspension, trailer light harness, Class 2 hitch, 1 7/8 chrome hitch ball. Hitch must not interfere with the spare tire storage
- College graphics painted or decaled on outside of bus.
- Monitors w/DVD/VCP combo

Trade-In allowance (all buses are in good condition and have been well maintained):

2006 Ford bu	s (VIN # 1FDWE35S66HA20847) s (VIN # 1FDWE35S76HA26446) s (VIN # 1FDWE35S96HA26447)	\$ <u>(</u> \$ <u>(</u> \$ <u>(</u>)
Total trade allowa	nce:	\$ <u>(</u>)
a leasing company pathree buses would College desires to 1	The new vehicles to replace the exiper the following arrangement: three be leased for 3-years or 36-months lease these vehicles with an annual t least 12,000 miles per year per bus. 12,000 per year.	15-passenger buses as specific, the lease should be a wall payment option with payme	fied in the RFQ. The lk-away lease. The ent in advance. The
A. Yearly lease	e cost (three 15 passenger buses, incl	udes trade-ins) \$	
_	· lease cost (three 15 passenger bunn schedule indicating the annual inte	rest rate for each year of the	
	ow certifies that the entire bid do and regulations as stipulated by the		
Authorized Signatur	re:	Date:	
Telephone:	Fax:	Email:	

ATTACHMENT B - CONTRACTOR CERTIFICATION

Illinois Revised Stature 1987 Chapter 38, Sections 33E-3 and 33E-4

The undersigned hereby certifies that it is not barred from bidding on this contract as a result of violation of either Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Revised Statutes 1987, Chapter 38.

Under penalty of perjury, the undersigned Contractor certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or Illinois antitrust laws.

Company Name	 	 	
By *	 		
Address		 	
City/State/ZIP			

* Must be actual signature in ink of a representative of Contractor authorized to legally commit the Contractor.

Section 33E-5(b) pertains to disclosure of information related to the terms of a bid and any bidder's responsiveness to a request for bids. Specifically, district officials or employees must not knowingly open a sealed bid at a time or place other than as specified by the district. Also, any official who knowingly discloses any information related to the terms of a sealed bid or any bidder's responsiveness to the request for bids commits a class 3 felony. This section does allow, however, that no violation occurs if any disclosure made to an interested person also is made generally available to the public. **CONSEQUENTLY, COLLEGES SHOULD BE CAUTIOUS NOT TO DISCLOSE ANY INFORMATION THAT IS NOT RELEASED TO THE PUBLIC.**

Section 33E-6 contains several provisions potentially impacting College purchasing procedures. SPECIFICALLY, A PERSON COMMITS A CLASS 4 FELONY WHEN INFORMATION CONCERNING THE SPECIFICATIONS OF A CONTRACT IS KNOWINGLY CONVEYED TO A BIDDER OR PROSPECTIVE BIDDER OTHER THAN THROUGH THE BID INVITATION, PREBID CONFERENCE, OR CONTRACT SOLICITATION PROCEDURE. Thus, once a RFQ for a particular contract is released, MCC cannot respond to individual inquiries from bidders. Likewise, no information may be volunteered concerning potential Subcontractors if the contract involves subcontracting work.

ATTACHMENT C - EXCEPTIONS TO BID

(PLEASE LIST BELOW, ATTACH SHEETS IF NECESSARY): Any exceptions, variations, or clarifications to the Specifications must be set forth on this form and included with the Bid Proposal Form. These exceptions must be spelled out in detail, numbered, and make reference to exact page number for easy comparison.

Failure of the bidder to note on this form any and all exceptions to any portion of the specifications,

means that the bidder must meet or exceed in all respects any and all specifications not so noted.

Failure to denote exceptions in the above manner may be cause for rejection of the entire bid.

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ATTACHMENT D - REFERRAL LIST

List four companies, schools preferred, to whom your company has sold and installed comparable products within the last three years:

1.	NAME:	 	 	
	ADDRESS:			
	1221222.			
	PHONE:			
	1110112.			
2.	NAME:			
	ADDRESS:			
	PHONE:		 	
3.	NAME:			
	ADDRESS:	 	 	
	PHONE:			
4.	NAME:	 	 	
	ADDRESS:	 		
	PHONE:	 		

ATTACHMENT E – W9 FORM

Form W-9
(Rev. August 2013)
Department of the Treasury

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Depart	ment of the Treasury I Revenue Service					senu	to tne	ino.
	Name (as shown or	your income tax return)						
oi	Business name/disr	regarded entity name, if different from above						
퉗								
ď		box for federal tax classification:			Examption	s (see in	structions	s):
• 2	Individual/sole	proprietor C Corporation S Corporation	Partnership	Trust/estate				
野童	☐ Limited Sabilit	y company. Enter the tax classification (C=C corporation, S=	Composition D-partner	whilet b.	Exempt pay			
ğ		y company. Enter the tax classification (0-0 corporation, 0-	з согронавот, г – разли		code (if an		TCA repo	orting
Print or type See Specific Instructions on page	Other (see ins	dructions) b			code (i. a.,			
- €		treet, and apt. or suite no.)		Requester's name a	and address	(optiona	4)	
ĕ								
8	City, state, and ZIP	code						
Ø								
	List account number	ar(s) here (optional)						
Par	Tayna	ver Identification Number (TIN)						
		propriate box. The TIN provided must match the name	a alven on the "Name	' Ilno Social sec	urity numb	or		
		ding. For individuals, this is your social security numb		III IV	7			
		rietor, or disregarded entity, see the Part I instructions			-	-		
		yer identification number (EIN). If you do not have a nu	illiber, see How to ge	ta			\Box	-
I II Y U	n page 3.							
		n more than one name, see the chart on page 4 for gu	Idelines on whose	Employer	Identification	on numb	ber	
Note.		n more than one name, see the chart on page 4 for gu	Idelines on whose	Employer	Identification	on numb	ber	
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Note. numb	If the account is in er to enter. Certific penalties of perjuin	cation ry, I certify that:			-		ber	
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Par Under 1. Th 2. I as	If the account is in er to enter. Certific penalties of perjue e number shown of m not subject to bordee (RS) that I ar	cation ry, I certify that: in this form is my correct taxpayer identification numb	er (or I am waiting for kup withholding, or (b	a number to be is	sued to me	e), and	ernal Rev	
Par Under 1. Th 2. I as no	If the account is in er to enter. Certifier r penalties of perjue e number shown of m not subject to borvice (IRS) that I ar longer subject to I	cation ry, I certify that: in this form is my correct taxpayer identification numb ackup withholding because: (a) I am exempt from bac in subject to backup withholding as a result of a failure	er (or I am waiting for kup withholding, or (b	a number to be is	sued to me	e), and	ernal Rev	
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Par Under 1. Th 2. I ar Se no 3. I ar 4. The	If the account is in er to enter. Certific r penalties of perjue number shown on mot subject to longer subject to it may a U.S. citizen or a FATCA code(s) entertion instruction.	cation ry, I certify that: in this form is my correct taxpayer identification numb ackup withholding because: (a) I am exempt from bac in subject to backup withholding as a result of a failure backup withholding, and other U.S. person (defined below), and intered on this form (if any) indicating that I am exempl ins. You must cross out item 2 above if you have beer	er (or I am waiting for kup withholding, or (b to report all interest throm FATCA reportin n notified by the IRS th	a number to be is o) I have not been nor dividends, or (c) g is correct.	sued to me notified by the IRS ha	e), and the inte as notif	ernal Revied me t	hat I am
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Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as logislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct texpayer identification number (TIN) to report, for example, income paid to you, payments made to you in softlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct for you are waiting for a number to be issued),
- 2. Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

Note, if you are a U.S. person and a requester gives you a form other than Form W-0 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-0.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- . An individual who is a U.S. citizen or U.S. resident allen,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- . An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected trassible income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Form W-9 (Rev. 8-2013)

Cat. No. 10231X