



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Dear Prospective Bidder;

The Board of Education of Huntley Community School District 158 invites you to submit a sealed bid, in accordance with specifications inclusive as part of this bid package, for:

6 - 77-passenger school busses and 4- 45 passenger school buses with wheelchair along with possible trade in value of 10 buses.

All bids shall be submitted in an opaque sealed envelope and delivered to the Administrative Office, of Huntley Community School District 158, 650 Academic Drive, Algonquin, IL 60102 on or before, February 09, 2018, 10:00 am prevailing time. Faxed Bids will NOT be considered.

It is the responsibility of the bidder to insure that their bid and subsequent addenda's arrive prior to the above stated TIME AND DATE. Any Bids received after the date and time will be deemed NO BID and returned unopened to the bidder.

Model years; 2017 and 2018 are acceptable provided that they have less than 20,000 miles of use and that all normal warranties start with the delivery date.

All used buses must state individually the year, mileage and accident damage history.

Please note that for each category above, the number of seats is the minimum desired, bidders can submit a bid per category with seating exceeding the number specified above. Consider the seat capacity as the baseline for the size of the bus.

The District is seeking responses that would include Lease-Purchase financing options that will indicate financing rates and charges over the five-year term of agreement. The District wants no residual after five-years and then the District owns the bus.

All bus bids must comply with Illinois requirements in effect currently for the model years being bid on.

All buses being bid must be equipped with hydraulic brakes or air brakes.

Bus deliveries for the majority of the buses resulting from this bid cycle are expected to be on or before August 1, 2018. All delivery times to be coordinated with the district.

The enclosed bid form(s) **must** be used in submitting the bid. The Bid must be addressed as follows:

Huntley Community School District #158
Laura Hooper, Transportation Director
Transportation Bid 2018-07
650 Academic Drive
Algonquin, IL 60102

Sealed bids will be received until **10:00 a.m. prevailing time, February 09, 2018** at which time they will be publicly opened and read.

Please contact me regarding any questions that you may have.

Sincerely,

Laura Hooper, Director of Transportation

650 Academic Drive

Algonquin, IL 60102

(847) 659-3003

lhooper@district158.org



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Instructions to Bidders

Overview

Bids shall be submitted by individual unit. Bids will show a cash purchase total and a five-year financing proposal available to the District. Be sure to break down the capital reduction and interest per year. Zero residual with District ownership at the end of terms.

Review of Bids

Selection will be based on meeting or exceeding the specifications listed as well as the final bid price. The District may select all or parts of a vendors bid.

Contact for Clarification of Specifications and Bid Document:

Questions regarding the bid documents shall be submitted to Laura Hooper via mail or email or fax. All questions and responses will be forwarded to all prospective bidders as an addendum via fax and email. Questions received within three (3) business days of the bid opening date may not be answered to assure fairness in the bidding process.

Laura Hooper, Director of Transportation
650 Academic Drive
Algonquin, IL 60102
(847) 659-3003
lhooper@district158.org

Forms to be submitted as part of the Bid Package

- A. Bid Summary Page
- A-1 Bid Costing Page
- A-2 Service Costing Page
- D. Bid Affidavit
- F. Certificate of Eligibility to Contract
- G. Certificate of Non-Discrimination
- Passenger Chassis Specifications
- Passenger Body Specifications



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GENERAL CONDITIONS

1. BIDS MUST BE RECEIVED IN OUR OFFICE BY date and time listed in the cover letter, when they will be publicly opened and the contents announced. They will be held without right of withdrawal and shall be considered valid for sixty (60) days for new buses, thirty (30) days for used buses. The sealed envelope shall be marked in bottom left hand corner identifying contents as "Transportation Bid 2018-07". Any bid(s) received after the bid opening time shall be returned to the bidder unopened. It is the bidder's responsibility to assure that the bid is delivered on time.
2. The Board of Education reserves the right to split the bid on the basis of best quotation. The bid of the lowest responsible bidder complying in all respects with these conditions and all specifications is normally accepted. The Board reserves the right to reject any and all bids or any part thereof, to waive nonconformities in the bidding, and to accept the bid deemed most favorable to the Board after all bids have been examined and evaluated. The Board of Education decisions are final in all instances and not subject to recourse. All bidders will be notified of the results of the Board of Education action, with a summary of bids provided.
3. Delivery of the new vehicles shall be made to Huntley Community School District 158, Transportation Building, 650 Academic Drive, Algonquin, IL 60102 to the attention of Mrs. Laura Hooper, Director of Transportation. **Delivery must be made by August 1, 2018.**
4. Unless otherwise specified in the invitation to bid, YOUR BID PRICE MUST BE F. O. B. ALGONQUIN, IL, WITH ALL TRANSPORTATION AND HANDLING CHARGES PAID BY THE BIDDER AND INCLUDED IN THE PRICE OF THE BUS. The Bidder must deliver units ready to operate. This includes bidder installation of radios and 24/7 Zeus recorder 3 cameras systems. Along with AM/FM/CD with PA.
5. Bidders must be in full compliance with all provisions of the acts of the General Assembly of Illinois relating to employment, including equal employment opportunity requirements and any other affidavits as required by law.
6. Supplier shall agree to comply with the provisions of the latest edition of the Occupational Safety and Health regulations and the standards and regulations issued there under and shall certify that all items furnished under this bid will conform to and comply with said standards and regulations.
7. Supplier shall agree to comply with provisions of the latest edition of the Consumer Product Safety Act of 1972 and certify that items furnished under this bid conform with applicable standards including all State and Federal requirements for school buses.
8. Bids received after the time specified in the invitation to bid will not be considered and will be returned to the bidder. The transmittal of the bid proposal is at seller's risk of untimely receipt by the Board.
9. Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by Board or its consignee shall be borne by seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in goods herein described prior to such actual receipt.
10. The Board of Education reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet specifications contained herein or seller's warranties (express or implied.) Rejected goods shall be removed at the expense of the seller, including transportation both ways, promptly after notification of rejection. As to rejected goods, seller shall bear all costs of inspection and all risk of loss.



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11. Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specification contained herein. Payment shall not be processed until District has proper title certificate on file.
12. The Board's failure to enforce any of the terms, conditions, and specifications of the bid or any breach shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.
13. Bidder must make delivery upon receipt of order unless otherwise specified in the invitation to bid. **BIDDER MUST INDICATE TIME REQUIRED FOR DELIVERY ON BID, and whether it meets the District Requirement set forth in #3, General Requirement.**
14. Any interpretation of the proposed documents will be made only by an addendum duly issued by the District. A copy of such addendum will be faxed to each prospective bidder. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his proposal. All requests for clarification must be received by the District not less than three (3) business days prior to bid opening. Inquiries after that time will may not receive a response in order to preserve a fair process for all bidders.
15. Award will be made by official Board documents. Bidder order form is not acceptable and cannot be used.
16. The Board is exempt from paying Illinois Use Tax and sales to the Board are exempt from Illinois Retailer's Occupation Tax.
17. The Board is exempt from paying Federal Excise Taxes (I.R.S. CH.32, Subchapter G)
18. In computing transportation costs, bidders shall not include any Federal transportation tax, because the District is tax exempt.
19. Payment Terms: Payment shall not be processed until the District has proper paperwork on file. School District #158 processes checks once per month. The deadline for receiving invoices is the first of the month. Payment by Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specification contained herein. Payments are processed following submittal and approval of the Board of Education at the regular monthly meeting provided they have been received and accepted on time.
20. Bidder must complete and submit bid on bid forms included with this specification. The bidder may photocopy the form. The bidder must include signed copies for all attachments indicating a signature (see instructions to Bidder). Failure to complete and submit any of these forms shall be cause for bid to be rejected since it would be an incomplete bid.
21. Bidder shall include the cost of title transfer and license application with the bid.
22. Detailed warranty information must be included with the Bid Packet.
23. The District reserves the right to reject any and all bids as well as select independently for specific bid items from any vendor bidding.
24. All buses must meet Illinois specifications and legal requirements.
25. All used buses must state individually the year, mileage.
26. All used buses must have at least 50% of brake and tire life minimum remaining for each wheel and tire. Bidder must state expected mileage remaining on brakes and provide tread depth measurements for each tire on the bid form for the used bus clearly identifying the bus for which the information applies.



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BID SUMMARY PAGE

SUBMISSION: Make as many copies of the Bid Summary page and any attachments as necessary to make your bid complete

All bids shall be submitted in an opaque sealed envelope and delivered to the Administrative Office, School Consolidated School District 158, 650 Academic Drive, Algonquin, IL 60102 on or before, February 09, 2018 by 10:00 a.m. prevailing time. Faxed Bids will NOT be considered.

It is the responsibility of the bidder to insure that their bid and subsequent addenda's arrive prior to the above stated TIME AND DATE. Any Bids received after the date and time will be deemed NO BID and returned unopened to the bidder.

No corrections can be made after the time of opening.

TERM OF PROPOSAL:

Description of unit being bid: _____

Number of units being bid: Used _____

Sale Price per unit: \$ _____

Total Price for ___ units: \$ _____

Trade-In Buses:

140	2003	71	1HVBBAAPX3H562010
136	2004	71	1HVBBAAP14H657444
137	2004	71	1HVBBAAP34H657445
138	2004	71	1HVBBAAP54H657446
139	2004	71	1HVBBAAP74H657447



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141	2003	71	4DRBRABP53B959736
143	2007	42WC	4DRBUAFM47B432436
144	2007	42 WC	4DRBUAFM67B432437
145	2007	42WC	4DRBUAFM87B432438
146	2007	42WC	4DRBUAFMX7B432439



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Total trade allowance: \$ _____

Net price after trades: \$ _____

The district reserves the right to purchase and arrange financing for the units.



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Purchase/Lease Terms (Purchase price, interest rate, interest cost per year, principal reduction per year, for leases - buyout cost for district at end of term.):

Delivery Date: _____

Firm Name _____

Address _____

Signature _____ **Date** _____

Print Name _____ **Title** _____

Phone (____) _____ **Fax** (____) _____

Bid Summary Page # _____ of # _____ Total Page(s)



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Bid Costing Spreadsheet

**Attachment
A-1**

Used Units	Manufacturer	Model Year	Model #	Price

Information Provided By: _____

Signature: _____ Date: _____



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Service Costing Page

Attachment A-2

Make as many copies of attachments as necessary and identify unit if required.

Exact miles to nearest chassis warranty shop

Indicate name of company, address, phone, contact person and miles from District 158 Transportation terminal:

Name of Company	Address	Phone	Contact	# Miles

Number of field service representatives your company has available to provide 24 hour service response within our region

Include name, location and mileage from District 158 Transportation terminal:

Name of Company	Address	#Miles from D158

Information Provided By: _____

Signature: _____ Date: _____



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Attachment B

CERTIFICATE OF ELIGIBILITY TO BID

_____ (contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners of (his, her, 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.

_Date

Name of Contractor/Company

_Street Address

City, State, Zip

_Title of Officer

Name of Officer (Please Print)

Signature of Officer



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Attachment C

**Certificate of Compliance
To the
Illinois Department of Human Rights Regulations**

For this bid to receive consideration by the Board of Education of School District #158, Huntley, Illinois, the following certificate must be signed by an official of your company and returned with your bid. This is to certify that our company is in compliance with the provisions of the Illinois Department of Human Rights Regulations.

Signed: _____
Signature

By: _____
Printed Name

Title: _____

Date: _____



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**Attachment
D**

BID AFFIDAVIT

I have examined the specifications and instruction included herein and agree, provided I am awarded a contract within thirty (30) days (for used buses) or sixty (60) days (for new buses) of contract date or purchase order date, to provide the specified items and/or series or work as described in the specifications and instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

HOLD HARMLESS AND INDEMNITY

The vendor shall assume the defense of and shall pay, indemnify and save harmless the District, its agents and employees, from all suits, actions, claims, damages, losses and costs of every kind and description to which they or their agents or employees may be subjected by reason of injury, including death, to persons, or damage to property resulting from our growing out of any act of commission or omission by the Vendor, its agents or employees, or its subcontractors.

Said defense will be applicable in connection with any activity, including any removal, relocation, construction, installation or maintenance work, service or operation being undertaken or performed by or for the Vendor whether on or off the site or any portion thereof, whether such suits, actions, claims, damages, or its agents and employees, or by other persons, corporations or legal entities to whom the district or its agents and employees, may be liable.

Contractor/ Vendor

Date

Title

Subscribed and Sworn before me

this _____ day of _____, 2018

NOTARY PUBLIC



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Attachment E

Transportation Bus Bid #2018-07

Intent to Provide Bid Form

This form acknowledges receipt of this RFP (bid) and states whether the supplier intends to submit or not submit a bid. The District requires a response to this section from all potential bidders receiving this bid packet no later than 3:30 p.m., seven days prior to bid due date in order to insure that bidder is notified of any addenda to this bid packet in a timely manner and to afford the bidders an opportunity to provide a complete bid response.

Company name and address _____

We do plan to submit a proposal for this bid _____

We do not intend to submit a proposal for this bid _____

Authorized Signature _____

Printed Name _____

Title _____

Date _____

Bidders shall return this form to the attention of Laura Hooper at CSD158 LHooper@district158.org or by e-mail attention Jennifer Heinrich at JHeinrich@district158.org



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CERTIFICATE OF ELIGIBILITY TO CONTRACT

Attachment F

I, _____, pursuant to Section 5/10-20.21(b) of the *School Code*, hereby certify that neither I nor any of my partners, or officers or owners of

NAME OF BUSINESS

1. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the *Illinois Criminal Code of 1961*, 720 ILCS 5/33E -1 *et seq.*, as amended;
2. Have ever been convicted of the offense of bid-rotating under Section 33E-4 of the *Illinois Criminal Code of 1961*, as amended;
3. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or
4. Have made an admission of guilt of any of the above conduct which is a matter of record.

Furthermore, I certify that I, my partners, officers or owners of _____

_____ and its affiliates have and will continue to collect and remit
NAME OF BUSINESS

Illinois Use Tax, to the extent required under the *Illinois Use Tax Act*, 35 ILCS 105/1 *et seq.*

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this bid void if this certification is false.

Date

Authorized Agent of Bidder

Subscribed and Sworn before me

this _____ day of _____, 2018

NOTARY PUBLIC



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CERTIFICATE OF NON DISCRIMINATION

Attachment G

I, _____, as an authorized agent, do hereby certify that

_____, does not engage in discriminatory practices
NAME OF BUSINESS

regarding employment or delivery of or access to services and programming and that it fully complies with the requirements of federal and State civil rights laws, including but not limited to: the *Illinois Civil Rights Act of 2003*, P.A. 93-0425; *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et seq.*; the *Americans with Disabilities Act*, 42 U.S.C.12101 *et seq.*, and the *Rehabilitation Act of 1973*, as amended, 29 USC 701 *et seq.*, as well as the rules and regulations promulgated there under.

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this bid void if this certification proves false.

Date

Authorized Agent of Bidder

Subscribed and Sworn before me

this _____ day of _____, 2018

NOTARY PUBLIC