



Huntley Community School District 158

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

Legal Notice

Transportation Bus Bid #2020-07

Sealed bids will be received until 10:30 a.m. prevailing time on February 10, 2020 by the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, for the Transportation Bus Bid 2020-07. All bids will be publicly opened in the Administrative Building, Board Room, 650 Dr. John Burkey Drive, Algonquin, IL 60102.

Bid proposals will be received for this project until the scheduled closing time and shall be publicly read and announced at that time.

Bids shall be submitted in an opaque sealed envelope addressed to:

Transportation Bus Bid #2020-07
Dr. Scott Rowe, Superintendent of Schools
Huntley Community School District 158
650 Dr. John Burkey Drive, Algonquin, IL 60102

The Board of Education of Huntley Community School District 158, reserves the right to reject any or all bids or parts thereof, to waive any irregularities or informalities in the bidding procedure and to award the contract in a manner serving the best interest of the school district.

All bids submitted shall be valid for a period of (60) sixty days for new equipment and (30) thirty days for used equipment from the date of bid opening. The only alterations, which may be allowed, will be those approved by the Board of Education. No immediate decision shall be rendered concerning the bids submitted at time of opening.

The Bidder shall be actively engaged in work of the nature of the project for which bid(s) are submitted as described in the bid specifications and shall have adequate equipment and personnel to do the work or provide the service or product requested by the bid.

All bidders must comply with the applicable Illinois Law requiring the payment of prevailing wages by all contractors working on public projects, and bidders must comply with the Illinois Statutory requirements regarding labor and bidding, including Equal Opportunity Laws.

Bidding documents are on file and may be obtained from the District web site: www.district158.org / About / business opportunities or by calling the office of the Director of Transportation, Laura Hooper at 847-659-3003.

For questions regarding the bid documents should be submitted to Laura Hooper, Director of Transportation via email at lhooper@district158.org. All questions and responses will be forwarded to all prospective bidders as an addendum via email. Questions received within (3) three business days of the bid opening date may not be answered to assure fairness in the bidding process.

Dr. Scott Rowe
Superintendent of Schools
Huntley Community School District 158

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Instructions to Bidders

Overview

Bids shall be submitted by individual unit. Bids will show a cash purchase total .

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 Dr. John Burkey 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
- B. Certificate of Eligibility to Bid
- C. Illinois Department of Human
- D. Bid Affidavit
- F. Certificate of Eligibility Contract
- G. Certificate of Non-Discrimination

Passenger Chassis Specifications

Passenger Body Specifications

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 2020-07. 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 Dr. John Burkey Drive, Algonquin, IL 60102 to the attention of Mrs. Laura Hooper, Director of Transportation. **Delivery must be made by June 30, 2020.**
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 customer owned radios and 24/7 Zeus recorder 3 cameras systems.
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.

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.

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 Dr. John Burkey Drive Algonquin, IL 60102 on or before, February 07, 2020 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:

H 804 / 2008 83 passenger \$ _____

H 805 / 2008 83 passenger \$ _____

H 807 / 2008 83 passenger \$ _____

H 808 / 2008 83 passenger \$ _____

H 810 / 2008 83 passenger \$ _____

H 812 / 2008 83 passenger \$ _____

H 814 / 2008 83 passenger \$ _____

H 815 / 2008 83 passenger \$ _____

H 817 / 2008 83 passenger \$ _____

H 818 / 2008 83 passenger \$ _____

H 820 / 2008 83 passenger \$ _____

H 822 / 2008 83 passenger \$ _____

H 823 / 2008 83 passenger \$ _____

H 824 / 2008 83 passenger \$ _____

H 1001s / 2010 48 passenger \$ _____

H 1002s / 2010 48 passenger \$ _____

H 1003s / 2010 48 passenger \$ _____

H1004s / 2010 48 passenger \$ _____

Total trade allowance: \$ _____

Net price after trades: \$ _____

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

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 Costing Spreadsheet

Used Units	Manufacturer	Model Year	Model #	Price
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Information Provided By: _____

Signature: _____

Date: _____

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	# of 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

Number of Miles from D158

Information Provided By: _____

Signature: _____ Date : _____

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 _____

Signature of Officer _____

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: _____

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 _____ 2020

**Transportation Bus Bid
#2020-07**

**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 _____

Name _____

Title _____

Date _____

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

Attachment F

CERTIFICATE OF ELIGIBILITY TO CONTRACT

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 _____, 2020

NOTARY PUBLIC

Attachment G

CERTIFICATE OF NON DISCRIMINATION

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 pursues false.

Date

Authorized Agent of Bidder

Subscribed and Sworn before me

this _____ day of _____, 2020

Notary Public