

**REQUEST FOR PROPOSAL  
USED AMBULANCE  
FOR  
ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT No. 513  
PROPOSAL #RFP2023-P06**

## **INTRODUCTION**

Illinois Valley Community College (IVCC) is seeking proposals for a used Ambulance. The College requests delivery by the end of January 2023 if possible.

## **INSTRUCTION TO BIDDERS**

One (1) original and two (2) copies of the signed proposal must be submitted to:  
Illinois Valley Community College District No. 513  
Purchasing Department – Room C-343  
815 North Orlando Smith Road  
Oglesby, Illinois 61348

**ALL PROPOSALS MUST BE IN A SEALED ENVELOPE MARKED “PROPOSAL FOR USED AMBULANCE” AND DELIVERED NO LATER THAN 10:00 A.M., MONDAY, JANUARY 2, 2023.**

Late proposals will not be considered.

Questions should be directed to Michelle Carboni, Director of Purchasing, at (815) 224-0417 or [michelle\\_carboni@ivcc.edu](mailto:michelle_carboni@ivcc.edu)

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendors whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

**ACKNOWLEDGEMENT OF ADDENDA:**

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

**PROPOSAL PROCEDURES:**

No proposal shall be modified, withdrawn, or canceled for ninety days after the proposal opening date without the consent of the College's Board of Trustees.

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date. Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put the proposal at risk.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are opened. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

**SIGNATURE ON PROPSALS:**

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

**TAX EXEMPTION:**

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax (Tax Exemption ID # E9995-5253-06)

**INVESTIGATION OF BIDDERS:**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**INCURRED COSTS:**

Illinois Valley Community College will not be liable in any way for any costs incurred by respondents in replying to this RFP.

**PROPOSAL AWARD:**

Award shall be made by the Illinois Valley Community College Board of Trustees to the responsible respondent whose proposal is determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein below. IVCC reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.

**PROPOSED AGREEMENT:**

Submit a sample of your company's agreement with your proposal.

**CERTIFICATION FORM:**

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

**EQUAL OPPORTUNITY EMPLOYMENT:**

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment vacancies with the state's job board: IllinoisJobLink.com.

**LAW GOVERNING:**

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

**BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT COMPLIANCE:**

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

**W-9 FORM:**

Please complete the enclosed W-9 form and return with your proposal. The following criteria will be used by the College to evaluate the proposals and to make a recommendation.

## VEHICLE SPECIFICATIONS

1. The ambulance must be 2008 or newer, and in good operating condition. The interior and exterior finishes should be in good condition. The chassis must be manufactured by General Motors or Ford Motor Company, and it should have less than 110,000 miles.
2. The ambulance should be mounted to a 1-ton or heavier chassis. It must have operational emergency lights in front, rear, and both sides.
3. Ambulance must be equipped with standard operating equipment and air conditioning.
4. Preferred additional equipment would include: a power cot and/or auto loader.

## BID FORM/SIGNATURE PAGE

Having read and understand the specifications and requirements of Used Ambulance - Proposal # RFP2023-P06, I submit the following:

**Proposal:**

Purchase Price for Ambulance	\$
Proposed Year, Model, and Make:	

**Submitted By;**

\_\_\_\_\_ Company

\_\_\_\_\_ Authorized Signature

\_\_\_\_\_ Address

\_\_\_\_\_ Printed Name

\_\_\_\_\_ City            State            Zip

\_\_\_\_\_ Phone

\_\_\_\_\_ Fax

\_\_\_\_\_ E-Mail

\_\_\_\_\_ Date

**Attach additional vehicle information, if any, to this form.**

**\*NOTE\* If submitting more than one offer, please make copies of this Bid Form.**

**Submit one (1) offer per Bid Form**

# CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513  
OGLESBY, IL 61348

Pertaining to the bid titled: Used Ambulance – Proposal # RFP2023-P06

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the “*Criminal Code of 1961*”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with *Section 2-105 of the Illinois Human Rights Act* and will, upon request, be able to provide such written policy to the Department of Human Rights.

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NAME OF CONTRACTOR/BIDDER

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TITLE

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DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College District No. 513  
Purchasing Department – Room C343  
815 North Orlando Smith Road  
Oglesby, Illinois 61348

