Illinois Valley Community College

Request For Proposal

Tractor/Trailer Lease

No. PR-08-P1

Invitation ................................................................. Page 1
Instructions to Bidders ............................................ Page 1
IVCC Responsibilities.......................................... Page 2
Trucking Company Responsibilities .................... Page 3
Specifications ....................................................... Page 4
Offer ........................................................................ Page 5
Signature ............................................................... Page 5
Certification Form ................................................ Page 6
No Bid Response Form .......................................... Page 7
Illinois Valley Community College
Request for Proposals
Tractor/Trailer Lease - No. PR-08-P1

Illinois Valley Community College (IVCC) is accepting proposals for a 36 month lease for two (2) tractors and two (2) trailers to train students to become CDL qualified drivers. The lease will begin on August 1, 2007 with an option to renew annually up to a maximum of five (5) years following a review of performance and the specifications.

INSTRUCTIONS TO BIDDERS

Proposals will be accepted until 3:00 p.m., June 21, 2007 at the office of Pat Reed, Director of Purchasing, Room C-344, Third Floor of Building C. Proposals will be publicly opened and read aloud at that time in Room C-342. Please submit your proposal on the form provided to you in the bid document.

Bidders are solely responsible for ensuring that proposals are received by the above office prior to the deadline in a sealed envelope noting the proposal name and number. A return label is enclosed for your convenience. Late proposals cannot be accepted and will be returned to the bidder unopened. Faxed proposals will not be accepted.

QUESTIONS
Questions will be accepted on or before 1:00 p.m. June 11, 2007 via fax; 815.224.0294, to the attention of Pat Reed, Director of Purchasing. Faxes must include a contact name and telephone number. All questions will be communicated to all interested bidders by Addendum via fax by June 13, 2007. If you have no questions, please call and leave your name and a Fax number to receive a copy of the questions and answers.

TAX EXEMPTION
IVCC is exempt from Federal, State, and Municipal taxes.

CERTIFICATION FORM
Bidders must complete and 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 bid.

AWARD
Before final award of contract, IVCC may elect to visit to inspect the finalist’s tractors and trailers. If possible, during this time, IVCC representatives will want to meet the person who will be the College’s main contact

IVCC reserves the right to reject any or all proposals and to waive irregularities and to accept that proposal considered to be in the best interest of the College.

TERMINATION
The lease may be terminated by either party. Such notice must be made 60 days prior to the termination.

End of Instructions to Bidders
Illinois Valley Community College Responsibilities

1. Administrative tasks associated with the College will be coordinated by the Director of the Truck Driver Training Center.

2. IVCC will provide liability insurance on each tractor and trailer to include a Certificate of Insurance naming the trucking company as an additional insured.

3. IVCC will provide physical damage and comprehensive insurance coverage on each tractor and trailer.

4. Pay a monthly rental fee.

5. IVCC will pay a per mile maintenance fee per vehicle which will be paid monthly on actual accrued miles.

6. Vehicles will be utilized for instructional and promotional purposes.

7. IVCC will operate vehicles in a safe and orderly manner and will notify the trucking company of any unsafe issues associated with vehicles.

8. IVCC will park the vehicles on the Truck Driver Training Skill Course when not in use or off the Skill Course for marketing purposes only.

9. IVCC will notify the trucking company prior to leaving the State of Illinois.
Tractor/Trailer Lease
Bid No. PR-08-P1

Trucking Company Responsibilities

1. The trucking company will provide two (2) tractors and two (2) trailers to IVCC.

2. The trucking company will perform the general maintenance to the vehicles to include, but not limited to, oil changes, tire replacement, and repairs and grease and lubrications.

3. The trucking company will replace light bulbs as needed.

4. The trucking company will perform brake adjustments.

5. The trucking company will provide all towing, roadside service, and jump start of vehicles.

6. The trucking company will provide a loaner vehicle when one of the tractors is out of service for more than a day.

7. The trucking company will authorize IVCC to letter the tractors and trailers for marketing purposes.

8. The trucking company will pay all license and taxes for the trucks and trailers to include, but not limited to, state licenses, sales tax, property tax, and federal use tax where applicable.
SPECIFICATIONS

1. The proposed tractors must be 2003 or newer equipped with a standard 10 Eaton transmission and sleeper cab.

2. The proposed box van trailers must be a minimum length of 53 feet.

3. One trailer must be loaded with at least 20,000 pounds of secured “dummy” weight.

4. The lease must include a maintenance clause that covers routine maintenance and any equipment failure or breakdowns occurring on the IVCC Training Skills Course or on the road 24 hours, seven (7) days a week.

5. All equipment must meet DOT standards and will be subject to periodic DOT inspections.

6. Proposed vehicles must be equipped with standard operating equipment to include air conditioning, cruise control, am/fm radio, dual exterior mirrors, and power steering. Include any additional standard equipment with your proposal.

IVCC has experienced an average annual mileage of 36,530 per vehicle. Mileage will differ per vehicle because one is used primarily for road and one for the Skills Course Training.

The term of the lease shall be for three (3) years beginning August 1, 2007 with an option to renew the lease in one year increments with the same specifications applying. Renewal contracts shall be negotiated between the leasing company and IVCC.
Tractor/Trailer Lease
Bid No. PR-08-P1

OFFER / SIGNATURE

Due Date: 3:00 p.m., June 21, 2007

Having read the bidding documents, the undersigned has full knowledge of the requirements thereof, proposes to enter into a 36 month lease with Illinois Valley Community College for two (2) tractors and (2) trailers for the following.

| Monthly Rental Fee for (2) tractors/trailers | $ |
| Monthly Maintenance Fee Per Mile (accrued miles) | $ |

Tractor Model
Proposed: ________________________________________________

Trailer Model
Proposed: ________________________________________________

Delivery of vehicles after notification of award: ____________________________________________

______________________________________________________________
Authorized Signature and Title

______________________________________________________________
Company Name

______________________________________________________________
Address

______________________________________________________________
Telephone           Fax           Email Address
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE
   DISTRICT 513
   OGLESBY, IL 61348

Pertaining to the bid titled: Tractor/Trailer Lease
Proposal No. PR08-P1

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 Section2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

If your company decides not to submit an offer, Illinois Valley Community College, District 513, would appreciate your input as to why you are not participating. Please indicate your reason and return by bid due date to:

Pat Reed, Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Ave.
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

_____ previous commitments

_____ Unable to supply service

Other __________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

Company Name

_______________________________________________________________

Authorized Signature