April 15, 2009

Illinois Valley Community College is seeking proposals for a 36-month lease for two (2) tractors and two (2) trailers for its Truck Driver Training Program.

Proposals will be received in the Purchasing Department, Room C-343, until 2:00 p.m. on April 29, 2009. Proposals will be publicly opened and read aloud at that time in Room C-342. Proposals received after this time will not be considered for award. Proposals will not be accepted via fax.

Proposals must be made in accordance with the instructions contained herein and must be submitted in a sealed envelope to the Purchasing Office, Room C-343, using the attached Bid Form, plainly marked:

“Truck / Trailer Lease - PR10-P01”

Additional supporting information may be included with your proposal.

GENERAL INFORMATION

Term of Lease Agreement:

The initial term of the lease agreement shall commence on August 1, 2009 and end on August 1, 2012 which thereafter may be renewed in one-year term increments up to a maximum of five (5) years unless terminated.

College Responsibilities:

1. The College will furnish the necessary administration for the Truck Driver Training Program at the Truck Driver Training Center. Administrative tasks associated with the college will be coordinated by the Director of the Truck Driver Training Center.

2. The College will purchase liability insurance on each tractor and trailer to include a certificate of insurance naming the trucking company as an additional insured.

3. The College will pay a monthly rental fee plus a monthly maintenance fee.
4. The College will pay a per mile maintenance fee per vehicle. The maintenance fee will be paid monthly calculated on actual accrued miles.

5. The College will notify trucking company of any unsafe issues associated with vehicles.

6. The College will use the vehicles only for instructional and promotional purposes and will park the vehicles on the truck driver training skill course when not in use and off the skill course for promotional purposes.

7. The College will notify trucking company before leaving the State of Illinois.

8. The College will be responsible for all physical damage to vehicles and comprehensive insurance, including deductibles.

**Trucking Company responsibilities:**

1. The trucking company will provide (2) tractors and two (2) trailers to Illinois Valley Community College.

2. The trucking company will provide general maintenance to vehicles to include, but is not limited to, oil changes, tire replacement and repairs, grease, lubrication, and monthly washes.

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

4. The trucking company will perform brake adjustments.

5. The trucking company will provide towing, roadside service, and jump-starting of vehicles.

6. The trucking company will provide a loaner vehicle if a tractor is out of service for more than a day.

7. The trucking company will pay all license and taxes for all vehicles (trucks & trailers), including, but not limited to, state licenses, sales tax, property tax, and federal use tax where applicable.
VEHICLE SPECIFICATION

1. The tractors must be 2005 or newer equipped with Eaton 10 speed transmission. The standard walk-in sleeper must be replaced with a seat. The driver and passenger seat must be equipped with an air-ride seat.

2. The two box van trailers must be a minimum length of 53 feet. One trailer must be loaded with at least 20,000 lbs of secured dummy weight.

3. The lease must include a maintenance clause that covers routine maintenance and any equipment failure or breakdowns occurring on the IVCC training skill course or on the road for 24 hours, 7 days a week.

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

5. Tractors must be equipped with standard operating equipment, air conditioning, cruise control, am/fm radio, dual exterior mirrors, and power steering,

Average Yearly Mileage: IVCC has experienced an average yearly mileage of 40,000 per vehicle.

GENERAL REQUIREMENTS

IVCC Certification Form: Bidders must sign the enclosed IVCC 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.

W-9 Form: Complete the W-9 Form enclosed and return with your proposal.

Tax Exempt: Illinois Valley Community College, District 513, is exempt from Federal, State, and Municipal Taxes.

Signature: Illinois Valley Community College requires the signature on bid documents to be that of an authorized representative of said company.

Bidding Procedures: No proposal shall be modified, withdrawn, or canceled for sixty days after the opening date without the consent of the College Board of Trustees.
Changes or corrections may be made in the documents after they have been issued and before proposals are received. In such case, 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 documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of proposals.

Each bidder shall carefully examine all documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies in, or omissions from documents, or should they be in 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 Purchasing Director who will, if necessary, send 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 bids are received, no allowance will be made for oversight by bidder.

**Acknowledgement of Addenda:**
Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of addenda and date issued should be noted on all bids submitted. **Failure to acknowledge receipt of addenda may result in disqualification of your proposal.**

**Bidders who obtain a copy of the proposal from the IVCC website are responsible for any addenda issued.**

**Award:**
The College reserves the right to reject any or all proposals, to waive any irregularities, and to award the contract in the College’s best interest.

Before final award of contract, Illinois Valley Community College, at its discretion, may elect to visit and inspect the finalist’s tractors and trailers.

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Pat Reed  
Director of Purchasing  

ILLINOIS VALLEY COMMUNITY COLLEGE #513  
Purchasing Department  
815 North Orlando Smith Ave.  
Oglesby, IL 61348  
Telephone: (815) 224.0417  

Information pertaining to our bids can be found at the following website:  
www.ivcc.edu/purchasing
Contract for the leasing of two (2) tractors and two (2) trailers will be awarded to one bidder.

Having read and understand the specifications and requirements of Proposal #PR10-P01, I submit the following:

<table>
<thead>
<tr>
<th>Monthly rental fee for (2) tractors and two (2) trailers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance fee per mile</td>
<td></td>
</tr>
</tbody>
</table>

**Tractors** - Proposed Year, Model, and Make:

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**Trailers**: Proposed Year, Model, and Make

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**DELIVERY:** _______ Days from receipt of Purchase Order

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Signature &amp; Title</td>
<td>Contact Person</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Fax Number</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
</tr>
</tbody>
</table>
ILLINOIS VALLEY COMMUNITY COLLEGE

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

_____________________________________
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
COURTESY “NO BID” RESPONSE

Tractor / Trailer Lease

If your company decides not to submit a bid, Illinois Valley Community College would appreciate your input as to why you are not participating. Please indicate your reason and return this form to our office prior to the bid due date.

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

Vendor / Contractor Name:

________________________________________

Reason:

________________________________________

________________________________________

________________________________________

________________________________________

Date

Signature
**Form W-9**

**Department of the Treasury**

**Internal Revenue Service**

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### Request for Taxpayer Identification Number and Certification

**Give form to the requester. Do not send to the IRS.**

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name, if different from above</td>
</tr>
</tbody>
</table>

**Check appropriate box:**

- [ ] Individual
- [ ] Sole proprietor
- [ ] Corporation
- [ ] Partnership
- [ ] Other
- [ ] Exempt from backup withholding

**Address (number, street, and apt. or suite no.)**

**City, state, and ZIP code**

**List account number(s) here (optional)**

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**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions:** You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax returns. For real estate transactions, Item 2 does not apply.

For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. (See the instructions on page 4.)

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**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person:** 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, 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 withholding tax on foreign partners' share of effectively connected income.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**For federal tax purposes, you are considered a person if you are:**

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships:** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,


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*Cat. No. 10251X Form W-9 (Rev. 11-2005)*

8