Shuttle Bus

ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
815 North Orlando Smith Road
Oglesby, Illinois 61348

15-Passenger Shuttle Bus - Bid # PR11-B04

May 20, 2011

Illinois Valley Community College District No. 513 (the College) is accepting sealed bids for the leasing of two (2) 15-passenger shuttle buses. Bidders are invited to submit multiple offers. The proposed shuttles must be 2010 or newer with a rear luggage unit. Include with your offer, the cost for municipal license and title, lettering, and logo. Art work to be supplied by IVCC. Also include a specification sheet for each vehicle you are proposing. The annual mileage by IVCC is estimated at 20,000 per vehicle.

The College requests delivery on August 24, 2011.

INSTRUCTIONS TO BIDDERS

Bids will be received and publicly read aloud in Room C-342, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 12:00 P.M. on June 2, 2011. Bids received after this time will not be accepted and will be returned to you unopened. Faxed bids will not be accepted.

Bids must be made in accordance with the instructions contained herein. Questions concerning this bid may be directed to the Purchasing Department at 815-224-0417. Bids shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the Bidder’s name and address. Submit all bids to:

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

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 bid. Identification by number of addenda and date issued should be noted on all bids submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.

BIDDING PROCEDURES:
No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College’s Board of Trustees.

Changes or corrections may be made in the bid documents after they have been issued and before bids are received. 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 bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to the date established for receipt of bids.

Each bidder shall carefully examine all bid documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or omissions from documents, or should there be doubt as to the meaning, the bidder shall, at once, and in any event not later than ten (10) days prior to bid due date, notify the Interim 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 Interim Director of Purchasing. After bids are received, no allowance will be made for an oversight by the bidder.
MANUFACTURER'S NAMES AND ACCEPTABLE ALTERNATES:
The manufacturer’s name listed in the specifications is for information and not intended to limit competition. Bidders may offer any brand which meets the specifications and of which bidder is an authorized representative. If bids are based on an alternate product, the manufacturer’s name and model number must be indicated. Bidders shall submit, with their bid, descriptive literature and/or complete specifications. The College reserves the right to determine acceptance of an acceptable alternate. Bids which do not comply with these specifications are subject to rejection. In order to establish clarity and understanding of merchandise offered, the College requests that the bidder refrain from using the terminology “As Specified” or “A/S”. Please state the brand and model offered.

SIGNATURE ON BIDS:
The College requires the signature on bid documents to be that of an authorized representative of said company. Each Bidder, by making her/his bid, represents that she/he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

TAX EXEMPTION:
The College is tax exempt and therefore all bid submissions should not include tax.

TERM OF CONTRACT:
The agreement will commence on August 24, 2011 and end on August 23, 2014.

AWARD CRITERIA:
As provided by statute, award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:
1. Price offered
2. Quality of item offered
3. General reputation and performance capabilities of the bidder
4. Conformity with specifications herein
5. Delivery schedule
6. Location and availability of service and repair facilities and personnel
7. Suitability for intended use.

As deemed in the best interest of the College, the College reserves the right to reject any and all bids or waive any minor irregularity or technicality in bids received.

BID AWARD:
The successful contractor, and/or any contractor, shall not proceed on this bid until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

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

MANUAL AND WARRANTIES:
Owner’s manuals and warranties shall be provided at time of delivery.

PROPOSED AGREEMENT:
Submit a sample of your company’s agreement with your bid.

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 bid. Failure to do so may result in the rejection of your bid.
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EQUAL OPPORTUNITY EMPLOYMENT:
Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

W-9 FORM:
Please complete the enclosed W-9 form and return with your bid.

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

Specifications

15 PASSENGER WITH REAR LUGGAGE SHUTTLE BUS

CHASSIS SPECIFICATIONS

- FORD F SERIES SUPER DUTY CHASSIS
- 5.4L V8 GASOLINE ENGINE
- 5 SPEED AUTOMATIC OD/OD DRIVE TRANSMISSION
- 5.000 GVWR
- 7,800 LB REAR AXLE 4.10 RATIO
- 4,000-LB FRONT AXLE
- FRONT STABILIZER BAR
- 15" WHEELBASE
- 6-1/222" PEPHE ECI RADIAL TIRE
- POWER STEERING, BRAKES, AND LOCK
- POWER STEERING WITH T FEATURE
- CRUISE CONTROL

- 160 AMP ALTERNATOR
- DUAL BATTERIES
- 35 GAL. FUEL TANK
- HD COOLING PACKAGE
- TINTED GLASS
- INTERIOR DOOR RELEASE
- INTERMITTENT WIPERS
- FRONT AIR BAGS
- GAUGES: FUEL, OIL, SPEEDOMETER, VOLTMETER
- CHROME FRONT BUMPER AND GRILLE ACCENT

BODY SPECIFICATIONS

CLIMATE CONTROL

- 45,000 BTU REAR AIR CONDITIONING SYSTEM WITH REAR HEATING

DOORS AND WINDOWS

- DARK TINT FRAMELESS SLIDING GLASS WINDOW
- EMERGENCY WINDOWS SIDE AND REAR
- FULL VIEW ELECTRIC ENTRANCE DOOR W/ FULL TEMPERED GLASS

ELECTRICAL EXTERIOR

- LED LIGHTING MARKER LIGHTS
- LED STOP, TAIL, TURN AND MARKER LIGHTS
- ELECTRONIC PLATE LIGHT
- LIGHTS MEET FEDERAL AND STATE REQUIREMENTS
- REVERSE ALARM

ELECTRICAL INTERIOR

- BODY ELECTRICAL PANEL MOUNTED INSIDE
- PASSENGER COMPARTMENT COURTESY LIGHTS
- ENTRANCE STEP WELL LIGHTS
- DRIVER COURTESY LIGHT
- COLOR CODED WIRING HARNESS

FEATURES EXTERIOR

- STEEL REAR BUMPER W/ WIRING EUROSTYLE COVER
- WELDED STEEL CAGE CONSTRUCTION
- FIBERGLASS FUEL TANK
- FIBERGLASS RUNNING BOARDS
- UNDERCOATING
- VELVAC BREAKAWAY MIRRORS WITH CONVEX

FEATURES INTERIOR

- SAFETY STANCHIONS
- LEFT & RIGHT SIDE ENTRANCE HAND RAILS
- DRIVER CONTROL CONSOLE WITHIN REACH OF DRIVER
- STANCHION/MODesty PANEL AT ENTRANCE DOOR
- GRAY GALAPAGA CLOTH INTERIOR

- BLACK RUBBER WITH RIBBED STEPS AND ASLE AND SMOOTH UNDER SEATS
- WHITE SAFETY STEP NOSSING
- 5 PLT 15" EXTERIOR GRADE PLYWOOD SUB FLOOR

FAHET AND LETTERING

- BRIGHT WHITE BODY AND CAD
- WHITE POWDER COATED WHEELS
- INTERIOR GRAPHICS (CHOICE OF COLORS)
- LETTERING PER CUSTOMER SPECIFICATIONS

SEATS

- TRACK SEATING
- HIGH BACK RECLINING DRIVER SEAT W/WARM REST
- MID BACK BUCKET PASSENGER SEATS
- LEVEL I VINYL SEAT FABRIC (CHOICE OF COLORS)
- NON-RETRACTABLE SEAT BELTS (13)

LUGGAGE

- SINGLE REAR LUGGAGE COMPARTMENT WITH WALL
- LUGGAGE COMPARTMENT LIGHT
- SINGLE REAR LUGGAGE DOOR
- ROOF LATCH

MISCELLANOUS

- SAFETY EQUIPMENT FIRE EXTINGUISHER, FIRST AID KIT, REFLECTOR TRIANGULAR
- SAFETY INSPECTION (ILLINOIS ONLY)
- AM/FM RADIO WITH 4 SPEAKERS
Shuttle Bus

Bid Form/Signature

Illinois Valley Community College

15-Passenger Shuttle Bus - Bid # PR11-B04

OFFER:

I/We have read and understand the bidding requirements and offer the following:

Vehicle #1

Year, Make, and Model: _____________________________

(Specification Sheet is attached)

36-Month Lease (Annual Lease Payment)  $_______________________________

Actual mileage on proposed vehicle: ____________ Miles

Vehicle #2

Year, Make, and Model: _____________________________

(Specification Sheet is attached)

36-Month Lease (Annual Lease Payment)  $_______________________________

Actual mileage on proposed vehicle: ____________ Miles

Submitted By:

__________________________________________  ____________________________
Company  Authorized Signature

__________________________________________
Address  Printed Name

__________________________________________
City  State  Zip  Phone

__________________________________________
Fax  E-Mail

__________________________________________
Date

*If submitting more than one offer, please make copies of this Bid Form.
Submit one (1) offer per Bid Form
Illinois Valley Community College District No. 513

COURTESY “NO BID” RESPONSE

15-Passenger Shuttle Bus - Bid # PR11-B04

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

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

_____ Previous commitments

_____ Unable to supply service

Other __________________________________________________________
_________________________________________________________________
__________________________
Company Name

________________________
Date

________________________
Signature
CERTIFICATION FORM

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

Pertaining to the bid titled:    15-Passenger Shuttle Bus - Bid # PR11-B04

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 District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
**Shuttle Bus**

<table>
<thead>
<tr>
<th>Form W-9</th>
<th>Request for Taxpayer Identification Number and Certification</th>
<th>Give form to the requester. Do not send to the IRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (as shown on your income tax return)</td>
<td>Business name, if different from above</td>
<td></td>
</tr>
<tr>
<td>Check appropriate box:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual/ Sole proprietor</td>
<td>Corporation</td>
<td>Partnership</td>
</tr>
<tr>
<td>Address (number, street, and apt. or suite no.)</td>
<td>Requester’s name and address (optional)</td>
<td></td>
</tr>
<tr>
<td>City, state, and ZIP code</td>
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<tr>
<td>List account number(s) here (optional)</td>
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</tbody>
</table>

### 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, partnership, 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 8.

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

### 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), and
2. I am not subject to backup withholding because: (a) I am not a foreign person (as defined in §3401(a)), 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 or 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 check 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 return. 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.)

### Sign Here

| Signature of | Date |
| U.S. person | |

### 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 any state 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.


Cat. No. 10231X  
Form W-9 (Rev. 11-2005)