



REQUEST FOR QUOTES

Three 15-Passenger Bus Lease

RFQ #11252014

Issue Date: November 14, 2014

RFQ Response Deadline: November 25, 2014

McHenry County College
8900 US Highway 14
Crystal Lake, Illinois 60012-2761
Telephone: (815) 455-3700

I. Purpose of Request

McHenry County College (MCC) is requesting quotes for a *3-Year Walk-Away Lease for 3 New 15-Passenger Buses*. The equipment specifications and requirements are outlined in the following Request for Quote (RFQ).

II. Time Schedule

MCC will maintain the following time schedule and select a qualified vendor for the purchase of the vehicle once all proposals are received by the deadline submission date and upon Board of Trustee approval.

MCC Issues RFQ listed at www.mchenry.edu/bid	November 14, 2014
To make arrangements to inspect the buses	Christine Fischer 815-455-8760.
Last day for vendors questions via email jjones@mchenry.edu	November 19, 2014
Response to vendor questions will be listed by addendum at www.mchenry.edu/bid	November 20, 2014
Bid Due Date & Time	November 25, 2014 – 10:00AM
Recommendation to Board of Trustees	December 18, 2014
Notification of Award	December 19, 2014
Project Manager Contact	Michael Clescari 815-479-7833 Exec Director of Public Safety & Facilities

III. Instructions to Bidders

- A. All quotes must be submitted to:

Jennifer Jones
Director of Business Support Services
McHenry County College
8900 US Highway 14
Building A, Room 246
Crystal Lake, IL 60012
Email: jjones@mchenry.edu

- B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner, RFQ Vehicle Purchase. All quotes must be received by November 25, 2014 – 10:00AM. All quotes will be reviewed and assessed for completion to make sure they meet requirements. All quotes will be scored based on the criteria outlined in this RFQ and the results will be posted on the webpage, www.mchenry.edu/bid, as soon as final approval is granted by the Board of Trustees. Three (3) copies of the RFQ must be presented along with a copy on flash drive. No faxed or telephone quotes will be accepted.
- C. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with MCC desirable whenever practical. Use of both sides of paper sheets for any submittal to MCC is desirable whenever practical.

D. All quotes must include the following information:

1. The names of individuals from those firms who will be working on the project and their areas of responsibility.
2. Provide an accurate mailing address of the firm or organization.
3. Itemize breakdown of the equipment and features.
4. Proposal must represent the final pricing including, additional fees, discounts, rebates, equipment, and taxes.
5. Pictures of the vehicle and equipment quoted.
6. Timeline outlining the order, shipment, and expected delivery date of the equipment.
7. Indicate that all quotes are good for 90 days.
8. References

IV. Selection Criteria

Factors	Weight Given
A. Responsive of the written proposal to the purpose and scope of service.	40%
B. Price	60%
Total Criteria Weight	100%

V. Terms and Conditions

1. MCC reserves the right to reject any and all quotes and to waive minor irregularities to any quote.
2. MCC reserves the right to request clarification of information submitted and to request additional information from the vendor.
3. MCC reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within thirty (30) days after the award of the contract has been announced.
4. Any quote may be withdrawn up to the date and time set in this RFQ. Any quote not timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to MCC the equipment described in the following specifications or until one or more of the quotes have been granted Board of Trustee approval.
5. The contract resulting from acceptance of a quote by MCC shall be in a form supplied or approved by MCC and shall reflect the specifications in this RFQ. MCC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by MCC.
6. MCC shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFQ.
7. All quotes, documents, and forms will become the property of MCC upon delivery and acceptance of the sealed proposal.
8. Questions and requests for clarification are only accepted via e-mail. Official answers to questions will be provided via addendum. The only method by which any requirement of this solicitation may be modified is by written addendum. MCC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Any addendum will be posted to MCC's website at www.mchenry.edu/bid. The addendum shall be acknowledged by signature and included in your bid submission.
9. MCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, MCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, MCC's Tax Exemption Certificate will be furnished.
10. The successful bidder will be notified within three business days by e-mail or telephone of their award of contract following the Board of Trustees meeting. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from MCC. This bid will be awarded in its entirety to one vendor. We reserve the right to make moderate quantity alterations to conform to budget limitations.
11. ***Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.*** It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

12. The bid submission form must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this RFQ guarantees that the offer has been established without collusion and without effort to preclude MCC from obtaining the best possible supply or service.
13. MCC will open all bids that are submitted in a proper and timely manner, and will record the names and other information specified by law and rule. All bids become the property of MCC and will not be returned except in the case of a late submission.
14. After notice of the award, purchase will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business Services.
15. MCC may cancel contracts resulting from this RFQ at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar day's written notice of such cancellation. Should MCC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.
16. Bidder should be aware that the contents of all submitted bids are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your bid will be considered public information unless bidder identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While MCC will endeavor to maintain all submitted information deemed proprietary within MCC, MCC will not be liable for the release of such information.
17. MCC reserves the right to negotiate all elements, which comprise the bidder's proposal to ensure the best possible consideration, be afforded to all concerned. MCC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of MCC.
18. All bid materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of MCC.
19. McHenry County College is required to purchase products incorporating recycled materials whenever technically and economically feasible. Contractors are encouraged to offer products with recycled content which meet specifications conforming to Illinois State Statute 415 ILCS 20/3.1 pertaining to public community colleges.
20. Contractor will comply with all valid federal, state and local laws and all ordinances and regulations applicable to the manufacture, sale delivery and labeling of the goods ordered and in the performance of any work pursuant hereto. Contractor also certifies that the merchandise supplied meets both Illinois Life Safety Code and OSHA regulations.
21. By entering into this contract, Vendor agrees to either (1) link its employment vacancies with the IllinoisJobsLink.com System or successor system, or (2) provide an online link to its employment vacancies so that this link is accessible through the web page of the IllinoisJobLink.com System or successor system, as required by Illinois Public Act 098-0107 (20 ILCS 1005/1005-47). **NOTE:** Vendors who are parties to a collective bargaining agreement with a bona fide labor organization for the performance of construction or construction-related services are exempt from this requirement.

22. The Contractor shall protect, indemnify and hold MCC harmless against any liability claims and costs for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the Contractor.
23. MCC operates under terms of payment for work completed and product delivered within Net 30 days from date of invoice. All payments of invoices need to be approved on a monthly basis. In no case will MCC agree to late fees prior to 60 days before payment is received, this is based on State Statutes for State funded entities.

6.0 ATTACHMENTS

**ATTACHMENT A1
BID SUBMISSION FORM**

Bid Submitted By and Authorized Signature: The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the company listed below. They further constitute that they have read and agree to all instructions and specifications listed in this bid document unless otherwise marked and listed in the "exception to bid" section.

Bid Submitted by: _____

Signature: _____

Title: _____

- The Owner/
Sole Proprietor Member of the
Partnership Officer of the
Corporation Member of the
Joint Venture

Company: _____

Address: _____

Email Address: _____

Telephone: _____

Fax: _____

Date: _____

Contract Person: _____

FEIN: _____

**ATTACHMENT A2
 BID SPECIFICATIONS AND SUBMISSION FORMS**

Vehicle Specifications – 15 Passenger Bus - In the left column, place an "X" where you meet the specifications and in the right column list all comments and/or exceptions. Use additional pages if necessary.

<i>CHASSIS SPECIFICATIONS</i>		<i>Comments/Exceptions</i>
	Ford E350 Super Duty Chassis	
	6.8L (V10) Gasoline Engine	
	Automatic Overdrive Transmission	
	12,500#GVWR	
	7,800 # Rear Axle	
	4,600 # Front Axle	
	Front Stabilizer Bar	
	158" Wheelbase	
	(6) LT225/75R16E RadialTires	
	Power Disc Brakes, Anti-lock	
	Power Steering w/ Tilt Feature	
	Cruise Control	
	225 AMP Alternator	
	Dual Batteries	
	40 Gallon Fuel Tank	
	HD Cooling Package	
	Block Heater	
	Tinted Glass	
	Interior Hood Release	
	Intermittent Wipers	
	Driver's Air Bag	
	Gauges: Fuel, Temp, Oil Presser, Voltmeter	
	Chrome Front Bumper and Grille Accent	
	Dash Heat/Defrost/Air Conditioning	
<i>BODY SPECIFICATIONS</i>		
	<i>CLIMATE CONTROL</i>	
	65,000 BTU Floor Heater	
	68,000 BTU Air Conditioning (Dual Compressor System)	
	<i>DOORS AND WINDOWS</i>	
	Dark Tint Side Windows (Solid: NoT-slides)	
	Emergency Windows	
	Electric Entrance Door w/ Full Tempered Glass	
	Exterior Electric Door Key Switch	
	Large Viewing Window in Front of Entrance	

	<u>ELECTRICAL:EXTERIOR</u>	
	Round Sealed Tail, Stop and Back-up lights	
	Midship Turn / Marker Lamps (LED)	
	High-mount Center Brake Light (LED)	
	Lights Meet Federal and State Requirements	
	<u>ELECTRICAL:INTERIOR</u>	
	Easy Access Body Electrical Panel Mounted Inside	
	Passenger Compartment Courtesy Lights,Door-activated (LED)	
	Strip lighting over Center Aisle (LED)	
	Driver / Passenger Dome light;Entry Step Well Lights (all LED)	
	Wiring Color and Function Coded	
	AM / FM / CD Radio (w/ Mic Input) & Clock	
	<u>FEATURES: EXTERIOR</u>	
	Painted Rear Bumper- w/Step	
	Mud Flaps- Rear and Front Passenger Side	
	Driver's Running Board	
	Unitized Steel Cage Construction w/Aluminum Side Wall	
	Complete Body Undercoating	
	Euro Style Exterior Mirrors w/Convex	
	Safety Roof Hatch	
	<u>FEATURES: INTERIOR</u>	
	Driver's Control Console within Reach of Driver	
	Gray Padded Vinyl Side Walls and Headliner	
	Entrance and Driver's Modesty Panels	
	Entrance Handrails, Left and Right	
	Interior Passenger View Mirror, (6" X 16")	
	<u>FLOORING</u>	
	Upgraded Altro Flooring - this is a non-slip,"commercial grade" flooring and the gray color helps to hide dirt.	
	Yellow Safety Step Nosing	
	Exterior Grade Plywood Sub Floor	
	Yellow Standee Line	
	<u>SEATS</u>	
	Track Seating	
	High-back Reclining Driver's Seat w/ Armrests and Lumbar Support	
	Custom Freedman MT Seat- These Seats are Made Exclusively for Our Company:	
	o Additional Foam in Seat Bottom (Added Comfort)	
	o High-back Reclining	
	o Leatherette Seat Covering - Black	
	o Special Stitching Pattern	
	Aisle-side Sliders	

	Aisle-side Armrests	
	Retractable Seat Belts	
	Rear Row Against the Wall does not Recline	
	<i>The bus should have no more than two connected seats (no back row bench)</i>	
	<i>MISCELLANEOUS</i>	
	Safety Equipment Fire Extinguisher, First Aid Kit, Reflector Triangles	
	Safety Inspection (Illinois only)	
	Stainless Steel Wheel Inserts w/ Rear Valve Stem Extenders for Ease in Checking Tire Pressure	
	Reverse Alarm	
	Vehicle Height Sticker- above Driver's Area	
	<i>STORAGE</i>	
	Overhead Parcel Bins w/ Reading Lamps	
	Full Rear Luggage Area w/ Lights and Shelving	

**ATTACHMENT A3
BID SPECIFICATIONS AND SUBMISSION FORM**

Price Breakdown: Please provide a price breakdown of all applicable costs including delivery, title, destination and pick up charges, and any other costs not already included in the bid purchase price of the new vehicle. Pricing shall be for the complete project including parts, material, labor, shipping, disposal, removal from site, recycling, asphalt repair, recovery/repair of landscape or hardscape affected and site cleanup and luminaire performance evaluation. Also include:

- The trade-in allowance given on each vehicle.
- Product literature and proposed floor plan.
- Warranty information and warranty service locations.
- Maintenance contract for warranty work including vehicle pick-up, delivery, and loaner.

Option Pricing:

- Tow package including heavy duty radiator, trans cooler, heavy duty suspension, trailer light harness, Class 2 hitch, 1 7/8 chrome hitch ball. Hitch must not interfere with the spare tire storage
- College graphics painted or decaled on outside of bus.
- Monitors w/DVD/VCP combo

Trade-In allowance (all buses are in good condition and have been well maintained):

2006 Ford bus (VIN # 1FDWE35S66HA20847)	\$(_____)
2006 Ford bus (VIN # 1FDWE35S76HA26446)	\$(_____)
2006 Ford bus (VIN # 1FDWE35S96HA26447)	\$(_____)

Total trade allowance: \$(_____)

Lease Breakdown: The new vehicles to replace the existing fleet are to be leased through the vendor or a leasing company per the following arrangement: three 15-passenger buses as specified in the RFQ. The three buses would be leased for 3-years or 36-months, the lease should be a walk-away lease. The College desires to lease these vehicles with an annual payment option with payment in advance. The mileage would be at least 12,000 miles per year per bus. The mileage overage cost would be no more than \$.35/mile over the 12,000 per year.

A. *Yearly lease cost (three 15 passenger buses, includes trade-ins)* \$ _____

B. *Three year lease cost (three 15 passenger buses, includes trade-ins). Please attach a lease amortization schedule indicating the annual interest rate for each year of the lease period.*

\$ _____

The signature below certifies that the entire bid document is in order and that all instructions, specifications, rules and regulations as stipulated by the McHenry County College will be adhered to and complied with.

Authorized Signature: _____ Date: _____

Bid Submitted By: _____ Title _____

Business Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

ATTACHMENT B - CONTRACTOR CERTIFICATION

Illinois Revised Statute 1987
Chapter 38, Sections 33E-3 and 33E-4

The undersigned hereby certifies that it is not barred from bidding on this contract as a result of violation of either Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Revised Statutes 1987, Chapter 38.

Under penalty of perjury, the undersigned Contractor certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or Illinois antitrust laws.

Company Name _____

By * _____

Address _____

City/State/ZIP _____

* Must be actual signature in ink of a representative of Contractor authorized to legally commit the Contractor.

Section 33E-5(b) pertains to disclosure of information related to the terms of a bid and any bidder's responsiveness to a request for bids. Specifically, district officials or employees must not knowingly open a sealed bid at a time or place other than as specified by the district. Also, any official who knowingly discloses any information related to the terms of a sealed bid or any bidder's responsiveness to the request for bids commits a class 3 felony. This section does allow, however, that no violation occurs if any disclosure made to an interested person also is made generally available to the public. **CONSEQUENTLY, COLLEGES SHOULD BE CAUTIOUS NOT TO DISCLOSE ANY INFORMATION THAT IS NOT RELEASED TO THE PUBLIC.**

Section 33E-6 contains several provisions potentially impacting College purchasing procedures. **SPECIFICALLY, A PERSON COMMITS A CLASS 4 FELONY WHEN INFORMATION CONCERNING THE SPECIFICATIONS OF A CONTRACT IS KNOWINGLY CONVEYED TO A BIDDER OR PROSPECTIVE BIDDER OTHER THAN THROUGH THE BID INVITATION, PRE-BID CONFERENCE, OR CONTRACT SOLICITATION PROCEDURE.** Thus, once a RFQ for a particular contract is released, MCC cannot respond to individual inquiries from bidders. Likewise, no information may be volunteered concerning potential Subcontractors if the contract involves subcontracting work.

ATTACHMENT D - REFERRAL LIST

List four companies, schools preferred, to whom your company has sold and installed comparable products within the last three years:

1. NAME: _____
ADDRESS: _____

PHONE: _____

2. NAME: _____
ADDRESS: _____

PHONE: _____

3. NAME: _____
ADDRESS: _____

PHONE: _____

4. NAME: _____
ADDRESS: _____

PHONE: _____

