

**Minooka Community High School
District No. 111**

&

**Minooka Consolidated Community School
District No. 201**

Joint Request for Proposal for:

Leased School Buses

**MINOOKA COMMUNITY HIGH SCHOOL
DISTRICT No. 111
26655 W. Eames Street
Channahon, Illinois 60410
(815) 521-4294**

**MINOOKA COMMUNITY CONSOLIDATED
DISTRICT No. 201
305 Church Street
Minooka, Illinois 60410
(815) 467-6121**

Invitation to Provide Proposal – School Bus Lease & Purchase of Districts’ Used School Buses

Minooka Community High School District No. 111 and Minooka Community Consolidated School District No. 201 operate a shared bus barn and are accepting proposals for leased school buses and seeking offers for the purchase of their used buses. Sealed proposals are due by **11:00 am on Tuesday, February 28, 2023**, at which time they will be publicly opened and read aloud. Proposals are to be submitted to:

Minooka Community High School District 111
Attn: John Troy, Assistant Superintendent & General Counsel
26655 W. Eames Street
Minooka, IL 60410

Failure to comply with these proposal documents and submit all required forms may lead to disqualification of your proposal.

We look forward to your participation in this request for proposal.

Sincerely,

Mr. John Troy
Asst. Superintendent & General Counsel
MCHS No. 111

Kris Monn
Superintendent
Minooka CCSD 201

INSTRUCTIONS TO BIDDERS

1. BIDS MUST BE RECEIVED IN OUR OFFICE BY **11:00 am Tuesday, February 28, 2023** at when they will be publicly opened and the contents announced. They will be held without right of withdrawal and shall be considered valid for sixty (60) days for new buses, thirty (30) days for used buses. The sealed envelope shall be marked in bottom left hand corner identifying contents as “Transportation Bid”. Any bid(s) received after the bid opening time shall be returned to the bidder unopened. It is the bidder’s responsibility to assure that the bid is delivered on time. The transmittal of the bid proposal is at seller’s risk of untimely receipt by the Board. Faxed and/or emailed copies are not acceptable.
2. All interested parties are cordially invited to be present at the public proposal opening to be held at the time the sealed proposals are due. Proposals will be publicly opened and results announced. Awards, however, will not be made until after the staff has made a thorough analysis of all proposals received. Proposals will be officially awarded at a subsequent meeting of the Board of Education.
3. The Board of Education reserves the right to split the bid on the basis of best quotation. The Board reserves the right to reject any and all bids or any part thereof, to waive nonconformities in the bidding, and to accept the bid deemed most favorable to the Board after all bids have been examined and evaluated. Among the items to be considered in awarding bid are price, warranty, service, bus model and specifications. The Board of Education decisions are final in all instances and not subject to recourse. All bidders will be notified of the results of the Board of Education action, with a summary of bids provided. No corrections can be made after the time of opening.
4. Delivery of the new vehicles shall be made Minooka Transportation Center, 700 E. Minooka Road, 60447 attention Director of Transportation, Cathy VanGilder. **Delivery must be made, route ready, on or before Monday July 21, 2023. The successful bidder upon award of the bid must submit a delivery guaranty check in the amount of \$1,000 dollars “per bus” to each district. This delivery guaranty check shall be forfeited to the district for failure to deliver the district’s entire order of buses by the scheduled time.**
5. YOUR BID PRICE MUST BE F. O. B. MINOOKA, IL, WITH ALL TRANSPORTATION AND HANDLING CHARGES PAID BY THE BIDDER AND INCLUDED IN THE PRICE OF THE BUS. The Bidder must deliver units ready to operate.
6. **PROPOSALS MUST CONTAIN COMPLETE DETAILS OF THE LEASING COSTS AND THE INTEREST RATE. PROPOSALS MUST CONTAIN ALL LEASING DOCUMENTS REQUIRED BY THE LENDER. THE BOARDS OF EDUCATION WILL NOT AWARD ANY BID THAT DOES NOT HAVE ALL SUPPORTING LEASING DOCUMENTS INCLUDED.**
7. **THE DISTRICTS WILL ALSO SEEK COMPETITIVE LEASING ARRANGEMENTS IN CONJUNCTION WITH THIS BID. ALL BIDS MUST CONTAIN THE FULL PRICE OF THE BUS AS WELL AS A GUARANTEED “BUY-BACK” DOLLAR AMOUNT AT THE END OF THE LEASE TERM.**
7. Bidder shall include the cost of title transfer and license application with the bid.

8. Detailed warranty information must be included with the Bid Packet
9. Bidders must be in full compliance with all provisions of the acts of the General Assembly of Illinois relating to employment, including equal employment opportunity requirements and any other affidavits as required by law.
10. Supplier shall agree to comply with the provisions of the latest edition of the Occupational Safety and Health regulations and the standards and regulations issued there under and shall certify that all items furnished under this bid will conform to and comply with said standards and regulations.
11. Supplier shall agree to comply with provisions of the latest edition of the Consumer Product Safety Act of 1972 and certify that items furnished under this bid conform with applicable standards including all State and Federal requirements for school buses.
12. Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee. Risk of loss prior to such actual receipt by Board or its consignee shall be borne by seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in goods herein described prior to such actual receipt.
13. The Boards of Education reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet specifications contained herein or seller's warranties (express or implied.) Rejected goods shall be removed at the expense of the seller, including transportation both ways, promptly after notification of rejection. As to rejected goods, seller shall bear all costs of inspection and all risk of loss. The District reserves the right to select independently for specific bid items from any vendor bidding.
14. Payment by the Boards for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specification contained herein. Payment shall not be processed until District has proper title certificate on file.
15. The Boards' failure to enforce any of the terms, conditions, and specifications of the bid or any breach shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof. By submitting bid the bidders accepts the terms of this bid document and agrees to be bound by the same.
16. Any interpretation of the proposed documents will be made only by an addendum duly issued by the District. A copy of such addendum will be faxed to each prospective bidder. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his proposal. All requests for clarification must be received by the District not less than three (3) business days prior to bid opening. Inquiries after that time will may not receive a response in order to preserve a fair process for all bidders.
17. Award will be made by official Board documents. Bidder order form is not acceptable and cannot be used.
18. The Boards are exempt from paying Illinois Use Tax and sales the Boards are exempt from Illinois Retailer's Occupation Tax. The Boards are exempt from paying Federal Excise Taxes.
19. Payment Terms: Payment shall not be processed until the District has proper paperwork on file. Districts process checks once per month. Payment by Boards for goods supplied hereunder shall

not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specification contained herein. Payments are processed following submittal and approval of the Board of Education at the regular monthly meeting provided they have been received and accepted on time.

20. Bidder must complete and submit bid on bid forms included with this specification. The bidder may photocopy the form. The bidder must include signed copies for all attachments indicating a signature (Non-Collusion Affidavit and Project Qualification Form). Failure to complete and submit any of these forms shall be cause for bid to be rejected since it would be an incomplete bid.

21. All buses must meet Illinois specifications and legal requirements.

22. All used buses must state individually the year, mileage, and must state expected mileage remaining on brakes and provide tread depth measurements for each tire on the bid form for the used bus clearly identifying the bus for which the information applies.

23. All used buses must have at least 50% of brake and tire life minimum remaining for each wheel and tire.

SPECIFICATIONS

Part 1:

1. The Districts are interested in receiving proposals for the following:
District 111: Four (4) 71 passenger school buses, leased
One (1) wheelchair bus, 4 wheel chairs and minimum 40 passenger.
District 201: Ten (10) 71 passenger school buses, leased
2. The proposal will detail the bus and van specifications that the vendor feels best meets the needs of the Districts.
3. The Districts will consider proposals for new vehicles as well as 1-3 year old vehicles
4. The Districts will consider proposals for diesel, gasoline, and propane buses.
5. The proposed lease shall be inclusive of preparation, delivery, lettering, inspection, sticker, title, license and all other fees.
6. Vehicles shall be route condition ready and available for delivery on or before Monday, July 21, 2023. Buses must be Zonar ready and equipped with cameras.
7. Mileage for leases shall be quoted on the number of miles included per year with the per mile charge for overage.
8. Warranty shall be quoted as the manufacturer warranty plus any charge for additional warranty throughout the term of the lease (warranty details to be provided with proposal).
9. The District will consider three (3) year leases and five (5) year leases.
10. Proposal shall detail price differential for quantities of more or less than the above stated.
11. District 201 shall have four (4) of their buses equipped with star seats on each side for the first 10 rows

Please use the following matrix for quoting prices

Type of Bus	Diesel Lease	Diesel Total Price	Diesel Guaranteed Buy Back Price	Diesel Mileage	Gas Lease	Gas Total Price	Gas Guaranteed Buy Back Price	Gas Mileage
New (lease - 3yr)								
New (Lease - 5yr)								

Please duplicate the above matrix for 1, 2 and 3 year old buses.

Part 2:

1. The Districts are also interested in receiving proposals for the purchase several of its used buses. The list of buses being sold are attached and the buses may be inspected by appointment during normal schools hours. The buses are being sold "As-Is."

District 111 Trade In

None at this time

District 201 Trade In

None at this time

NON-COLLUSION AFFIDAVIT

STATE OF ILLINOIS

SS:

_____ COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be proposal by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such bidding.

S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

Name

For _____
Firm or Corporation

Subscribed and sworn to before me on this _____ day of _____, 2022

My commission expires:

Signature:

Notary Public

Signature

PROJECT QUALIFICATION FORM

A responsible vendor is defined by meeting the following criteria and is able to submit evidence of such compliance. By signing this required form, the undersigned agrees that said vendor is responsible as defined below.

SEXUAL HARRASSMENT

Each vendor certifies that he has complied with the requirement of 2-105 of the Illinois Human Rights Act (775ILCS5/2-105)-1257) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG FREE WORKPLACE

The vendor or contractor, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS580/3) that he shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that he is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION

Vendors must assure that all persons employed by the vendor, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics or sexual orientation. Vendor must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

CONFLICT OF INTEREST

By signing below, vendor certifies that they are in accordance with the School Code, and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no Board of Education member or District employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the sale of any article by or to the District.

CERTIFICATION OF NOT BARRED FROM BIDDING

The Vendor hereby certifies that the bidder is not barred from bidding on this contract as a result of a violation of either the proposal-rigging or proposal-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Signed: _____ Name (printed): _____

Title: _____ Company Name: _____

Address: _____

Telephone Number: _____ Date: _____