

BOARD OF EDUCATION  
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100  
DU PAGE COUNTY, ILLINOIS

PROJECT: Acquisition of two (2) new sedan passenger vehicles for Fenton High School

**INSTRUCTIONS TO BIDDERS**

Sealed bids will be received at Fenton Community High School District 100 at the place and date as follows:

Board of Education  
Attn: Chief School Business Officer  
Fenton Community High School District 100  
1000 West Green Street  
Bensenville, Illinois 60106-2099

Due Date: **TUESDAY, MAY 16, 2017 at 2:00 p.m.** at which time the bids will be opened and publicly read.

Any bids received after the time and date specified may be too late to be considered. Specifications for the cars are enclosed herewith.

Proposals shall be made on the vehicles listed in the "Bid Proposals" form. Prices quoted shall be guaranteed for a period of thirty (30) days after the date of the Board of Education's acceptance of the bids.

Proposals shall be submitted on forms provided by the Owner and completed in full. The sealed envelope containing your bid should be plainly marked, "**SEALED BID – DRIVERS' EDUCATION VEHICLES**" and with your company name. The Owner reserves the right to reject any and all bids, to waive minor informalities in any bid, or to make award in the best interest of Fenton Community High School District 100.

If any discrepancies in, or omission from, any of the documents or doubt as to their meaning, Bidder shall advise the Owner who will issue necessary clarifications to all prospective bidders by means of addenda as may be appropriate.

Specifications for passenger vehicles are enclosed however, you may bid an alternate vehicle that meets the required minimum specifications. **In any case, be certain to include proper description of vehicle, make/model and supporting specifications/information as outlined.** Exception: Fill in all spaces on the bid proposal sheet; failure to do so will disqualify your bid for the item.

Title and Risk of Loss:

Title to the vehicles herein described shall not pass until said vehicles have actually been received by the Owner or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay delivery or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Owner or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

Delivery:

Deliveries shall be made to the Owner's receiving area, between the hours of 7:30 a.m. and 3:00 p.m., no later than **FRIDAY, JUNE 2, 2017**. Vehicles not delivered by this date may, at the discretion of the Owner, be canceled from the Purchase Order. Your bid price must be a delivered price with all transportation and handling charges paid by the bidder.

Rejection and Cancellation:

Both passenger vehicles goods shall be new and the best and latest model of their respective kinds, without flaws or defects of any kind and shall carry the manufacturer's guarantee covering any defects of material or workmanship. Rejected vehicle(s) shall be removed at the expense of the seller, including transportation both ways, promptly after notification of rejection. As to rejected vehicles, the Seller shall bear all costs of inspection and all risk of loss.

Waivers:

The Owner's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the invitation to bid shall not in any way affect, limit, or waive the Owner's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

State Tax:

The Owner is exempt from paying Illinois Use tax, Illinois Retailer's Occupation tax, Federal Excise taxes, and any federal transportation tax.

## **BID PROPOSAL**

The undersigned \_\_\_\_\_, doing business in the City/Town of \_\_\_\_\_, submits herewith, in conformity with the general terms and conditions and specifications for the above mentioned public bid, the following proposal for: **Two (2) New Mid-Size Sedan Passenger Vehicles**

|  |              |
|--|--------------|
| Two (2) New Mid-Size Sedan Passenger Vehicles Delivered per Specifications | \$ _____     |
| Less Optional Trade-in:  | \$ _____ (-) |
| Total Net Cost:  | \$ _____     |

Passenger Vehicle:  
Manufacturer: \_\_\_\_\_  
Model: \_\_\_\_\_

Delivery within \_\_\_\_\_ days after receipt of order.

Warranty period \_\_\_\_\_

**NOTE: This form must be returned with your proposal.**

*Failure to do so shall disqualify your proposal*

## EXCEPTIONS

The undersigned bidder proposes the following Exceptions to the Specifications for Two (2)

New Mid-Size Sedan Passenger Vehicles.

Any price change related to the said Exceptions are specifically stated herewith. Supplementary data submitted with the proposal describes the Exceptions in detail.

### Exception

Price Change  
(Show + or -)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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## SPECIFICATIONS

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### Two (2) New Mid-Size Sedan Passenger Vehicles

Basis of Award:

The School District intends to award the bid to responsive and responsible bidder offering lowest total cost on a per vehicle basis. The total cost shall reflect any optional equipment purchased and trade-in vehicles when applicable.

Quantities:

The District intends to purchase two (2) new mid-size sedan passenger vehicles.

Vehicle Delivery:

Bid prices are to include delivery to the appropriate site as already noted.

Manuals:

All manuals requested within the bid specifications must be furnished with each vehicle at time of delivery. No photocopies will be accepted and no payment(s) will be made until all manuals are received.

Stipulations:

Under all circumstances, the delivered vehicles shall conform to applicable Federal and State vehicle safety and/or transportation regulations and standards. This includes 47CFR Chapter 1 FCC Rules and Regulations Part 15 subpart J, relative to Electronic Equipment RF Emissions and Interference.

Vehicles must be serviced and delivered in operational condition, complete in every detail to conform with the specifications.

The District may not consider any vehicle with more than 250 miles as new. The District has the sole discretion to reject or accept any vehicle exceeding the above stated mileage.

Bids are requested and will be accepted only from experienced manufacturers of said equipment, or the factory-authorized dealer of same.

**Bidders Are Required** To provide full descriptive literature for the vehicles they are bidding, including published EPA fuel economy estimates.

In addition to the manufacturer's standard warranty, vendor shall guarantee to make replacement of defective parts and correction of defective workmanship, including all labor involved, at no cost to Fenton Community High School District 100, for a period of one (1) year from the date of the acceptance of the vehicle(s).

**Note:** Please explain all non-compliance items on the exceptions page or next to each item on the compliance checklist. Bids received without the compliance checklist completed or with non-compliance items fully explained may be rejected.

Trade-in:

Trade-in vehicles, specified within the bid, may be inspected through the contact person by appointment only.

It is understood that the trade-in of any vehicle is optional. The District has the sole discretion to reject or accept the trade-in price being offered.

**Compliance Checklist - Two (2) New Ford Fusions, Midsize 4-Door Sedan or Accepted Equal**

| <i>Description</i>   | Compliance |    |
|--|------------|----|
|  | Yes        | No |
| <b><i>Mid-Size Sedan as classified by the U.S. Department of Energy and the U.S. Environmental Protection Agency in their published fuel economy guide</i></b> |            |    |
| <b><i>All standard equipment, no deletions</i></b>   |            |    |
| <b><i>Colors – silver and white</i></b>  |            |    |
| <b><i>175-hp, 2.5-liter I-4 (regular gas) or greater</i></b>   |            |    |
| <b><i>6-speed automatic w/OD</i></b>   |            |    |
| <b><i>Power windows and locks</i></b>  |            |    |
| <b><i>4- wheel anti-lock brakes</i></b>  |            |    |
| <b><i>Power steering – rack &amp; pinion</i></b>   |            |    |
| <b><i>Tinted glass, all windows</i></b>  |            |    |
| <b><i>Seats – Power driver side(6-way), fixed rear 60/40 bench, cloth</i></b>  |            |    |
| <b><i>Carpet floor covering with front and rear floor mats</i></b>   |            |    |
| <b><i>Air-conditioning</i></b>   |            |    |
| <b><i>Rear window defroster</i></b>  |            |    |
| <b><i>Driver &amp; front passenger air bags (minimum)</i></b>  |            |    |
| <b><i>Cruise control</i></b>   |            |    |
| <b><i>AM/FM stereo, seek-scan</i></b>  |            |    |
| <b><i>Instrumentation – tachometer, trip computer, water temperature, low-fuel warning, oil pressure, Service-Interval Warning</i></b>                         |            |    |
| <b><i>Low-Tire-Pressure Warning</i></b>  |            |    |
| <b><i>Traction Control</i></b>   |            |    |
| <b><i>Front wheel drive</i></b>  |            |    |
| <b><i>Tilt/Telescoping Steering Column</i></b>   |            |    |
| <b><i>Dual power remote mirrors</i></b>  |            |    |
| <b><i>Variable Intermittent windshield wipers</i></b>  |            |    |
| <b><i>2016 Model</i></b>   |            |    |
| <b><i>2017 Model</i></b>   |            |    |
|  |            |    |
| <b>NOTE: This form must be returned with your proposal.</b><br><i>Failure to do so shall disqualify your proposal</i>  |            |    |

BOARD OF EDUCATION  
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DU PAGE COUNTY, ILLINOIS

PROJECT: To Furnish and Deliver Two (2) new sedan passenger vehicles for Fenton High School

Sealed bids are due on or before **TUESDAY, MAY 16, 2017 at 2:00 p.m.**, at which time the bids will be opened at Fenton Community High School District 100, 1000 West Green Street, Bensenville, Illinois 60106-2099.

**PLEASE NOTE:** Bid results will be available at [www.fenton100.org/content/bid-rfp-information](http://www.fenton100.org/content/bid-rfp-information) after approval by the Board of Education.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

By: \_\_\_\_\_

(SIGNATURE)

\_\_\_\_\_  
(PLEASE TYPE OR PRINT NAME)

\_\_\_\_\_  
(TITLE)

111 For purposes of state reporting only, checking this box certifies that this business is minority owned, female owned, owned by person with disabilities or locally owned.

**NOTE: This form must be returned with your proposal.**

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Certification:

- A. Bidders must certify that they are not 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. A certification form is provided in these specifications which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**
  
- B. Bidders must certify they shall provide a drug-free workplace for all employees engaged in the performance of work under this contract in accordance with section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., Ch. 127, par. 132.313). A certification form is provided in this specification which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**



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**CERTIFICATION I**

As a duly authorized agent of the company and having executed a contract with Fenton Community High School District 100, I do hereby certify that we are not barred from responding to this contract/project as a result of a conviction under Article 33E of the *Criminal Code of 1961* for bid-rigging or bid rotating.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

(Print or Type)

(Title)

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_

Notary Public

SEAL

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**CERTIFICATION II**

[Vendors With 25 or More Employees]

**CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT**

This certifies that we have less than 25 employees.

This certifies that we have 25 or more employees and does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* that [he,she,it] 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, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

\_\_\_\_\_ [Vendor]

By \_\_\_\_\_

Authorized Agent of Vendor

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

SEAL

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