

I. INVITATION FOR BIDS

BOARD OF EDUCATION OF ZION ELEMENTARY SCHOOL DISTRICT 6, LAKE COUNTY, ILLINOIS FOR PURCHASE OF TWO (2) FLEET VEHICLES

The Board of Education of Zion Elementary School District 6, Lake County, Illinois, is seeking sealed bids for **PURCHASE OF (2) TWO NEW/NOT USED FLEET VEHICLES, AS SPECIFIED IN THIS BID REQUEST**. Vehicles must be delivered by **March 31, 2025**.

Bid packages will be available at the District Office located at the District Administration Offices, at 2800 29th Street, Zion, IL, 60099, starting on **October 9, 2024 at 8:00 am**. You may also obtain at <https://www.zion6.org>, under the Business Office page, section for Bids and Request for Proposal.

Bids must be submitted in a sealed envelope in accordance with the Bid Documents no later than **10:00am, on October 23, 2024** at the District Administration Offices, at 2800 29th Street, Zion, IL, 60099. Facsimile and electronic bids will not be accepted. Bidders are responsible for ensuring timely delivery of their bids; no late bids will be accepted. Bids will be opened and read aloud at the District Administration Offices, located at 2800 29th Street, Zion IL, 60099, at **10:00am, on October 23, 2024**.

The contract shall be awarded to the lowest responsible, responsive bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board. Board reserves the right to reject all bids. Any such decision shall be considered final.

District Office
Zion Elementary School District 6
2800 29th Street
Zion, IL 60099

Name of Dealership: _____

BID CALENDAR SUMMARY

Zion Elementary School District 6 seeks bids for purchase of two (2) fleet vehicles for the District.

- | | |
|--|-------------------------------|
| 1. Notice to Bidders | October 9, 2024 |
| 2. Bid Submission Due | October 23, 2024, at 10:00 am |
| 3. Approval of Bid by Board of Education | November 11, 2024 |

Name of Dealership: _____

INSTRUCTIONS

GENERAL

II. The Board of Education of Zion Elementary School District 6 will receive sealed bids for the purchase of two fleet vehicles.

III. To receive full consideration, bid must contain the following documents properly completed and signed. Must be following all Illinois statues.

- A. Bid Form
- B. Certification Form
- C. Certification and Non-Collusion Affidavit

PREPARATION OF BIDS

IV. Bids to be entitled for consideration must be made in accordance with the following instructions.

1. Submit one copy of Bid on forms provided with all blank spaces for bid prices filled in, with ink pen, or typewritten.

2. Submit bid to:

Julio Ugarte
Buildings and Grounds Director
2800 29th Street
Zion IL, 60099

Mark the envelope:

BID FOR: Fleet Vehicle w/Name of Vendor and Date

3. Bids will be received until 10:00am central time on Monday, October 23, 2024, at the Districts Office 2800 29th Street, Zion, IL. 60099. No late bids will be accepted.

4. Erasures or written memorandum on the Bid Form are prohibited.

5. The base Bid and optional pricing shall appear only where called for in the Bid Form and shall not appear elsewhere in the bid.

6. The District reserves the right to reject any or all bids or parts thereof at its sole discretions.

Name of Dealership: _____

7. The District reserves the right to waive any or all irregularities or informalities.

BID WITHDRAWAL

Any Bidder may withdraw their bid prior to the scheduled closing time for receiving bids. All Bidders shall hold their bids open for a period of sixty (60) calendar days from the date of Bid Opening. The District and Bidder may agree to extend the period of irrevocability beyond the sixty-day (60) period.

DELIVERY

Vehicles must be delivered by March 31, 2025.

INTERPRETATION OF BIDDING DOCUMENTS

- A. Submit all questions regarding the Bidding Documents to the District via email to Jugarte@zion6.org. Replies will be issued to all Bidders of record in the form of an Addendum and posted online at <https://www.zion6.org>, under the Business Office page, section for Bids and Request for Proposal. Questions received less than five (5) days before the bid opening date will not be answered.

OTHER CERTIFICATIONS AND SUBMITTALS

All Bidders must complete and sign the following certifications and submit them with their bid.
FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION.

- A. Bid Form
- B. Certification Form
- C. Certification and Non-Collusion Affidavit

Name of Dealership: _____

NEW FLEET VEHICLE SPECIFICATIONS

Zion Elementary School District 6, Zion, Illinois intends to purchase two (2) Ford F-250 Super Duty XL

1. **Make & Model:** 2024 Ford F-250 Super Duty XL
2. **Cab Type:** Super Cab
3. **Wheelbase:** 164"
4. **Bed Length:** 8'
5. **Engine:** 6.8L 2V FLEX FUEL
6. **Drive Type:** 4X4
7. **Transmission:** 10-Speed Automatic
8. **Axle Ratio:** 3.73 Non-Limited Slip
9. **GVWR Package:** Fixed 10,000 LB. GVWR
10. **Packages:** Snow Plow/Camper Package
11. **Exterior Paint:** Optional, would prefer White
12. **Alternator:** 250 Amp

Vehicle Alternate

1. **Make & Model:** 2024 Ford F-350 Super Duty XL with the same specifications as listed above.

SELECTION PROCESS

Selection and award of this bid will be made on November 11, 2024.

Selection is based upon the following criteria:

1. Price
2. Ability to meet schedule
3. Submission of all documents

OTHER

Zion Elementary School District 6 is exempt from sales tax. Winning bidder will provide School District with copies of manifests from vendors indicating that product was purchased in a tax-exempt status.

Name of Dealership: _____

BIDDER:

Dealership Name

Dealership Address

Dealership City & Zip Code

DATE SUBMITTED: _____, 2024

VEHICLE MAKE AND MODEL: _____

BASE BID: \$ _____ **Total price**

Cost Truck 1 \$ _____

Cost Truck 2 \$ _____

Cost Truck 1 \$ _____
(Alternate)

Cost Truck 2 \$ _____
(Alternate)

Printed Name

Title

Signature Representative

Date

Telephone

Email

Name of Dealership: _____

THIS FORM MUST BE SIGNED AND NOTARIZED AND MUST ACCOMPANY THE BID TO ZION ELEMENTARY SCHOOL DISTRICT 6. THE UNDERSIGNED CERTIFIES THE FOLLOWING:

CERTIFICATION FORM

CERTIFICATE OF ELIGIBILITY TO CONTRACT

That, pursuant to section 33E-11 of the *Illinois Criminal Code of 1961* as amended, hereby certifies that neither (he, she, it) nor any of (he, she, its) partners, officers, or owners of (his, her, its) business is not barred from contracting with any unit of State or Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The undersigned agrees that if this certification is false, the Board may declare the Contract void.

PREVAILING WAGE FORM

That is and any subcontractors of the vendor will, where applicable, comply with prevailing wage rate of Lake County, and when required by law, shall provide its and its subcontractors certified payrolls to the District.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

The Contractor certifies that it will provide a drug free workplace as required by the *Illinois Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.*, and that it is not ineligible for award of this contract for any reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

PUBLIC CONTRACTORS – WRITTEN SEXUAL HARASSMENT POLICY

That said Contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A)(4).

Signature: _____

Printed Name and Title: _____

Company: _____

Address: _____

City/State: _____

Date: _____ Phone: _____ Fax: _____

Subscribed and sworn to before me this _____ day of _____, 2024

My Commission Expires: _____

(Notary Public)

Name of Dealership: _____

NON-COLLUSION AFFIDAVIT

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

The undersigned bidder, being duly sworn, on oath says that he/she has not, nor has any other member, representative, nor 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 bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or person, firm or corporation has, have, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account for such sale.

Firm Name: _____

By: _____
(Authorized Agent of Bidder)

Title: _____

Subscribed and sworn before me this ____ day of _____, 2024.

My Commission Expires: _____

(Notary Public)

Name of Dealership: _____