Sycamore Community School District 427

REQUEST FOR SEALED BIDS FOR PASSENGER MINIVANS

SYCAMORE COMMUNITY UNIT SCHOOL DISTRICT 427

DeKalb County, Illinois

Eight (8) New Passenger Minivans

Bid Posting Date: Thursday, October 29, 2026 | Bids Due: Thursday, November 12, 2026 at 2:00 p.m. Central Time

I. INTRODUCTION & PURPOSE

The Board of Education of Sycamore Community Unit School District 427 (the "District" or "Board") is seeking sealed bids from qualified, licensed Illinois motor vehicle dealers to furnish and deliver eight (8) new passenger minivans for the District's Transportation Department. Each minivan must seat seven (7), including the driver. An eight-seat configuration is acceptable if it can be configured to seat seven (7).

The District's objective is to acquire safe, reliable, road-ready vehicles at the lowest responsible cost, with clear pricing, a firm delivery commitment, strong manufacturer warranty coverage, and dependable local service support. This solicitation is written as a performance specification. The district does not specify or prefer any manufacturer, make, or model; any new minivan that meets or exceeds the specifications in Section III may be bid.

The Board will award the contract to the lowest, responsible bidder in accordance with the Illinois School Code, but retains final authority to award a contract and approve any resulting purchase.

II. DISTRICT BACKGROUND

Sycamore Community Unit School District 427 is a public school district located in Sycamore, Illinois. The District serves approximately 3,800 students in five elementary schools, one middle school, and one high school. The minivans purchased under this solicitation will support district transportation needs and will be housed at the District's Transportation Lot, 427 Spartan Trail, Sycamore, Illinois 60178.

III. SCOPE & SPECIFICATIONS

The successful bidder will furnish and deliver eight (8) new minivans meeting the following minimum specifications. Specifications are stated as minimum performance standards. Features are described by function only, and no brand name, trim designation, or proprietary feature is required.

- **Quantity:** Eight (8) units, identical in make, model, trim, and model year.
- **Vehicle Type & Seating:** New gasoline-hybrid minivan. Each minivan must provide seating for seven (7) total occupants: six (6) passengers and the driver. A vehicle with eight (8) factory seating positions is acceptable only if it can be configured, using a manufacturer-approved arrangement, for seven (7) total occupants. Each position used in the seven-occupant configuration must have a factory-installed three-point safety belt.
- **Model Year & Condition:** Current model year (2026) or newer. Only new, unused units will be considered. Demonstrator, used, rebuilt, or previously titled vehicles will not be accepted.
- **Powertrain:** Factory automatic transmission. The minivan shall have a gasoline-hybrid powertrain and all-wheel drive (AWD).

- **Safety Equipment:** Antilock brakes; electronic stability control; front, side, and side-curtain airbags covering all seating rows; rearview camera; and child-restraint anchorage (LATCH) in second-row seating positions.
- **Minimum Equipment:** Front and rear air conditioning; power windows and door locks; keyless entry with a minimum of two (2) keys/fobs per unit; sliding rear side doors on both sides; rear window defroster.
- **Exterior Color:** White, black, or gray. Bidders shall state the color(s) offered on the Bid Proposal Form.
- **Regulatory Compliance:** All units must comply with applicable Illinois and federal statutes, rules, and regulations (including Federal Motor Vehicle Safety Standards) governing such vehicles, and be delivered in road-ready condition.
- **Deviations:** Any proposed deviation from these specifications or substitutions must be submitted in writing by 2:00 p.m. on Thursday, November 5, 2026, by email to Jeremy Bell, Chief Operating Officer, and Lacey Lantz, Director of OSCAR and Transportation, at jbell@syc427.org and/or llantz@syc427.org. The District will address any proposed modification or substitution through a written addendum. Bidders must furnish an email address to receive addenda.
- **Availability:** Bidders shall bid only units expected to be available for delivery within the time frame stated on the Bid Proposal Form.

IV. BID SUBMISSION REQUIREMENTS

All bidders must submit a complete package that demonstrates their ability to meet the District's needs. Bids must include the following distinct elements:

1. Bidder Profile

- Dealership legal name, address, ownership, and Illinois motor vehicle dealer license number.
- Name, title, telephone, and email of the bidder's primary contact for this bid and for delivery coordination.
- Evidence that the bidder is authorized to conduct business in Illinois and is in good standing with all applicable licensing authorities.
- Location of the nearest manufacturer-authorized warranty service facility to Sycamore, Illinois.

2. Vehicle Offered

- Make, model, trim level, and model year of the unit offered, identified on the Bid Proposal Form.
- Manufacturer's specification sheet or window-sticker equivalent confirming compliance with Section III.
- The current status of each unit offered, including whether it is in dealer stock, in transit, allocated, ordered, or subject to future production, together with any available stock, order, or allocation numbers.
- A written statement of any deviations from the specifications, or a statement that none exist.

3. **Pricing**
   - **F.O.B. Destination:** All prices must be F.O.B. destination and include transportation charges, inspection fees, title fees, transfer fees, municipal license plates, and all other normal costs of delivering the vans ready for use.
   - **Taxes:** Do not include federal, state, or local sales taxes. The District is tax exempt and can provide its tax-exempt number upon award.
   - **Payment:** Payment to the vendor will be made by the District or its lender upon the District's acceptance of possession of the vehicles.
   - **Financing:** The District will finance this purchase through its preferred lender. Bidders shall submit a delivered cash price only and shall not propose financing. The successful bidder shall provide the invoices, manufacturer's certificates of origin, VINs, and other documentation reasonably required by the District's lender.
   - **Price Firm Period:** Prices must remain firm for sixty (60) calendar days following the bid opening.

4. **Warranty & Service**
   - Copies of the manufacturer's warranty covering both body and chassis (bumper-to-bumper and powertrain) must be included with the bid.
   - Description of the bidder's service capability, loaner or shuttle availability, and response time for warranty concerns.
   - A summary of the duration and mileage limits of each warranty, the date warranty coverage begins, applicable deductibles or exclusions, roadside-assistance coverage, and the process for obtaining warranty service.
   - The minimum warranty requirements shall be:
     - Three (3) years, 36,000 miles bumper-to-bumper
     - Five (5) years, 60,000 miles powertrain
     - Ten (10) years, 150,000 miles hybrid battery
     - Eight (8) years, 100,000 miles hybrid-related components
   - The District requires prompt, local access to factory-authorized warranty service and certified technicians. To satisfy this requirement, the bidder must identify in its bid at least one manufacturer-authorized warranty service center located within twenty-five (25) miles of the District's Administrative Office (1947 Bethany Road, Sycamore, IL 60178)

5. **Delivery**
   - A guaranteed delivery date for all eight (8) units. The District's preferred delivery date is February 26, 2027.

6. **Licensing, Insurance & Certifications**
   - Confirmation of licensing to sell motor vehicles in the State of Illinois.

- Evidence of automobile liability and general liability insurance with contractual liability coverage, maintained at the vendor's expense.
- A completed W-9, Appendix A Bid Proposal Form, and Appendix B Certifications by Bidder (notarized).

V. PROCEDURAL TIMELINE & MILESTONES

The District anticipates the following schedule. The bid will be posted for a minimum of fourteen (14) and no more than twenty-one (21) calendar days. The District may revise the schedule, including extending the bid opening to no later than Thursday, November 19, 2026, by written addendum.

Milestone	Date
Bid posted and advertised	Thursday, October 29, 2026
Deadline for written questions	Thursday, November 5, 2026, 2:00 p.m. CT
District responses / addenda issued	Monday, November 9, 2026
Bids due and public bid opening (Day 14)	Thursday, November 12, 2026, 2:00 p.m. CT
Latest extended bid opening, if needed (Day 21)	Thursday, November 19, 2026, 2:00 p.m. CT
Administrative review, reference checks, and recommendation	November 13 – December 4, 2026
Board of Education award	December 15, 2026 Board of Education meeting
Delivery of vehicles	Per guaranteed delivery date on accepted bid

VI. EVALUATION & AWARD CRITERIA

The contract will be awarded to the lowest responsible bidder whose bid conforms to the specifications and instructions, considering the following:

1. **Price:** Total delivered price for all eight (8) units.
2. **Conformity to Specifications:** Degree to which the unit offered meets Section III without substantial deviation.
3. **Delivery:** Firmness and timeliness of the guaranteed delivery date.

4. **Warranty & Serviceability:** Warranty coverage and proximity and capacity of authorized service to the District.
5. **Responsibility:** Bidder's licensing, references, and record of performance.

The District may request clarification, verify references, and waive minor informalities. The Board of Education reserves the right to reject any or all bids, to waive any informality or irregularity in bidding, and to award the bid in the best interest of the district. The District may take action deemed necessary to investigate the qualifications of each bidder. Board of Education decisions are final. All bidders will be notified of the results of Board action.

VII. SUBMISSION INSTRUCTIONS

Bids must be received no later than 2:00 p.m. Central Time on Thursday, November 12, 2026. Bids will be publicly opened and read aloud at that time in the District Office. Late bids will not be considered.

Bids must be submitted on the Bid Proposal Form (Appendix A) in a sealed envelope clearly labeled:

BID PROPOSAL: Eight (8) Passenger Minivans

Board of Education
Sycamore Community Unit School District 427 ATTN:
Jeremy Bell, Chief Operating Officer, and Lacey Lantz,
Director of OSCAR and Transportation 1947 Bethany
Road
Sycamore, Illinois 60178

- **Signature:** Bid proposals must be signed in longhand by a person legally authorized to bind the bidder. Evidence of authority may be required.
- **Questions & Addenda:** No oral interpretations will be given. All questions regarding the specifications or instructions, or any proposed deviations or substitutions, must be submitted in writing by 2:00 p.m. on Thursday, November 5, 2026, by email to Jeremy Bell, Chief Operating Officer, and Lacey Lantz, Director of OSCAR and Transportation, at jbell@syc427.org and/or llantz@syc427.org. Responses will be issued to all known bidders by written addendum. Bidders must furnish an email address to receive addenda.
- **Communications:** Bidders may not contact individual Board members or other District employees regarding this solicitation except as directed above.
- **Withdrawal:** Bids may be withdrawn by written request of the bidder received prior to the bid opening time. No additions or deletions will be permitted after bid opening.
- **Examination of Specifications:** Each bidder shall become fully familiar with the conditions and specifications. Failure to do so does not relieve the bidder of any obligation under its bid.
- **Title & Risk of Loss:** Title shall not pass until the vans have been accepted and received by the District. Risk of loss prior to acceptance and receipt shall be borne by the vendor.
- **Complete Unit:** Bids will be accepted for the complete unit only.

- **Fair Bidding:** Bids will be considered only if made without connection with any other person or firm submitting a bid, without collusion, and if no member of the Board of Education or other District officer is directly or indirectly interested in the bid or its profits.
- **Employment Law:** Bidders must comply with all applicable Illinois laws relating to employment, including equal employment opportunity requirements.

Note to Bidders: Sycamore Community Unit School District 427 reserves the right to reject any or all bids, waive technicalities or minor informalities, amend or cancel the solicitation, and request additional information. This solicitation does not obligate the District to award a contract or reimburse any bid preparation costs. No agreement is binding until approved by the Board. Bids are subject to the Illinois Freedom of Information Act; bidders should clearly identify information they believe is exempt from disclosure, although the District will determine its legal disclosure obligations.

Sycamore Community School District 427

APPENDIX A: BID PROPOSAL FORM

Pricing page for eight (8) new passenger minivans. Bid delivered cash price only; the District will finance through its preferred lender. Bidders may submit more than one (1) form.

Make / Model / Trim Offered: _____

Model Year: _____

Color(s) Offered: _____

Seating Positions per Unit (incl. driver): _____

Description	**Qty**	**Unit Price (Delivered)**	**Total Bid (Delivered)**
Eight (8) new passenger minivan, automatic transmission, F.O.B. destination per Section III	8	$	$

Guaranteed Delivery Date (all 8 units): _____

Manufacturer Warranty (Basic / Powertrain): _____

Deviations from Specifications (only if approved through District Addenda): _____

Bid submitted by (Company Name): _____

Person submitting Bid (Typed): _____ Date: _____

Email: _____ Phone: _____

I agree to the terms and conditions as outlined in the bid documents.

Signature: _____

APPENDIX B: CERTIFICATIONS BY BIDDER

1. BID-RIGGING AND BID-ROTATION

Pursuant to Section 33E-11 of the Illinois Criminal Code (720 ILCS 5/33E-11), the Bidder hereby certifies that the Bidder is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 (Bid Rigging) or 33E-4 (Bid Rotating) of the Criminal Code.

2. NON-COLLUSION AFFIDAVIT

The undersigned states that neither the Bidder nor any member, representative, or agent of the Bidder (including the undersigned), entered into any combination, collusion, or agreement with any person relative to the price to be bid, or to prevent any person from bidding or to induce anyone to refrain from bidding, and 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.

3. SEXUAL HARASSMENT CLAUSE

The undersigned hereby certifies pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

4. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The undersigned hereby certifies that the Bidder is in compliance with and follows all applicable federal, State, and local laws and regulations relating to equal employment opportunity and nondiscrimination.

5. CRIMINAL BACKGROUND INVESTIGATION

Bidder is in compliance with School Code Section 10-21.9 (105 ILCS 5/10-21.9) relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database, for all employees who will have direct, daily contact with students.

6. ILLINOIS DRUG FREE WORKPLACE ACT

Any Bidder having 25 or more employees does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that 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 it is not ineligible for award of the Contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

7. NO SMOKING CLAUSE

Bidder agrees that Bidder, its employees, and sub-contractors will abide by the no smoking requirement applicable on all District property.

8. SCHOOL CODE SECTION 10-20.21

Pursuant to Section 10-20.21 of the Illinois School Code (105 ILCS 5/10-20.21), the Bidder hereby certifies that the Bidder is not barred from bidding for or entering into a contract under Section 10-20.21, and the Bidder acknowledges that the District may declare the contract void if this certification is false.

By signing this document, I affirm that the Bidder and I comply and will remain in compliance with all of the Certifications listed herein.

Name of Bidder: _____

Address of Bidder: _____

Telephone Number: _____

Signature of Bidder's Authorized Representative: _____

Print Name: _____

Title: _____

Signature must be notarized.

Subscribed and sworn to before me this _____day of _____, 2026.

_____
NOTARY PUBLIC

_____
SEAL