INVITATION FOR BIDS

Medium Duty Truck
Friday, November 1, 2019
1:00pm Central DST (local time)

Sealed bids are invited pursuant to specifications.

BIDS:
Bids will be received and publicly read aloud by Kishwaukee College at the place, date and time designated within this document. You are invited to be present if you so desire.

PLACE:
Kishwaukee College
Business Office Conference Room (C2141)
21193 Malta Rd
Malta, IL 60150-9699

OPENING DATE: Friday, November 1, 2019

TIME: 1:00pm Central DST (local time)
Bids received after this time will not be accepted.

Bids must be made in accordance with the instructions contained herein. All Submittals are to contain a total of two (2) hard copies and one (1) digital device. They shall be submitted on or before the specified closing time in an opaque sealed envelope addressed to:

Kent Clapsaddle, Purchasing Coordinator
Business Office
Kishwaukee College
21193 Malta Rd, Suite C2140
Malta, IL 60150

All envelopes should be plainly marked, with the Bidder's Name and Address and the following notation: **BID: Medium Duty Truck**

FAXES ARE NOT ACCEPTABLE.

SALES TAX EXEMPTION:
Kishwaukee College is not subject to Federal Excise Tax, Illinois Retailers Occupational Tax, the Service Occupation Tax (both state and local), the Use Tax and the Service Use Tax. A copy of the college’s tax exempt letter can be provided upon request.
SIGNATURE ON BID:
The signature on bid documents is to be that of an authorized representative of said company. Each bidder, by making a bid, represents that bid documents have been read and understood and that these instructions to bidders are a part of the specifications.

W-9 FORM:
A current W-9 form must be returned with the bid packet. *(A blank form is included at the end of this document).*

DISQUALIFICATION:
The Executive Director of Campus Operations will make such investigation as is necessary to determine the ability of the vendors to fulfill bid requirements. Kishwaukee College reserves the right to reject any bid if it is determined that a vendor is not properly qualified to carry out the obligations of the Contract.

ACKNOWLEDGEMENT OF ADDENDA:
Signature of company official on original bid document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of the addenda and date issued should be noted on all bids submitted. A copy of any and all Addenda should be included with the bid packet. Any addendum will be posted to Kishwaukee College’s website at http://www.kish.edu/rfp.

- **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.**
- **Bidder who obtain a copy of the invitation for bid from our web site are responsible for checking back on the site for any addenda issued.**

EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION:
Kishwaukee College is an Equal Opportunity/Affirmative Action Employer. In the event of the Contractor’s noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practice Act, or the Fair Employment Practices Commission’s Rules and Regulations for Public contracts, the Contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporation and the contract may be cancelled or avoided in whole, or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

PREVAILING WAGE:
Vendor’s signature shall be construed as acceptance of; and willingness to comply with, all provisions of the Illinois Compiled Statutes, Chapter 820, 130/1-130/12, Employment Wages and Hours Prevailing Wage Act. All laborers, workmen and mechanics engaged in construction will be paid not less than the “Prevailing Wage”. The Vendor further agrees to provide a copy of the certified payroll to the Facilities Superintendent on a monthly basis for the duration of the project.
MINORITIES, FEMALES AND PERSONS WITH DISABILITIES PARTICIPATION:
It is the College’s policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS575/0.01 et seq. and the Business Enterprise Council for Minorities, Females and Persons with Disabilities. To qualify for BEP utilization, any Prime Vendor or Subcontractor that will complete work towards fulfillment of the specifications noted in this solicitation must be qualified as a BEP Certified Vendor at the time the response is due.

INSURANCE:
Insurance shall be with a company or companies licensed to do business in Illinois. Vendor shall place on file with Kishwaukee College before commencement of operations a Certificate of Insurance (COI) that meets or exceeds the following:

- **Commercial General Liability:**
  - $2,000,000 General Aggregate
  - $2,000,000 Products/Completed Operations
  - $1,000,000 per Occurrence-Bodily Injury and Property Damage – Organization’s Liability

- **Commercial Professional Liability**
  - $1,000,000 General Aggregate
  - Umbrella Liability (Minimum Limits)
  - $1,000,000 General Aggregate
  - $1,000,000 Each Occurrence

- **Automobile**
  - $1,000,000 Combined Single Limit

- **Worker’s Compensation**
  - A limit of not less than minimum statutory limits for the State of Illinois

DAMAGE AND NEGLIGENCE:
Kishwaukee College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. “Force majeure” means any (a) act of God, landslide, lightning, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slowdown, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

TERMINATION OF FUNDING:
Kishwaukee College’s contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this
Contract up to the effective date of termination. Kishwaukee College shall give notice of such termination for funding as soon as practicable after becoming aware of the failure of funding.

**BLACKOUT PERIOD:**
Under no circumstances are respondents to contact or discuss this Invitation to Bid, or any of the information contained herein or about this solicitation in general, with any Kishwaukee College trustee, employee, vendor, contractor or subcontractor, other than using the methods outlined in this bid. Respondents are strictly forbidden from visiting the College’s locations or approaching any College trustee, employee, vendor, contractor or subcontractor for any information related to this Invitation to Bid without the direct knowledge and authorization in writing in advance from the Purchasing Coordinator. Violation of these provisions may subject the respondent to immediate disqualification.

**Bidding Procedures are listed on the following page.**
Bid Procedures

1. Lump sum bid will be received for this project at the scheduled time of receipt of bids and will be publicly opened at that time in the Business Office Conference Room (C2141).

2. The College reserves the right to reject any or all bids or parts thereof, or waive any irregularities or informalities, and to make the award in the best interest of the College. Decisions of the College will be final.

3. All bids will be considered firm for a period of sixty (60) days from the date established for the opening of bids.

4. Changes or corrections may be made by the college to the bid documents after they have been issued and before they are received. In such case, a written addendum describing the change or correction will be issued by Kishwaukee College and posted to the College’s website at http://www.kish.edu/rfp. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents.

5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once notify the Purchasing Coordinator via email at kclapsaddle@kish.edu. Any addendum will be posted to Kishwaukee College’s website at http://www.kish.edu/rfp.

6. After bids are received, no allowance will be made for oversight by bidder.

7. The successful bidder shall not proceed with any work or delivery until they have received verification that they have been awarded the bid by the Kishwaukee College Board of Trustees. Failure to comply is done so at the risk of the bidder.

8. The Board reserves the right to waive technicalities and informalities in the bidding process, to reject any and/or all, or any part of any bid, for any reason and to accept the bid that in its judgement best serves the interest of the college.

Specifications begin on the following page.
Bid Specifications

Kishwaukee College invites formal bids from Vendors for a Medium Duty Truck. The awarded vendor for this bid will be responsible to secure and deliver to the College a Truck that matches the stated specifications below.

LOCATION: Vendor shall deliver the Truck to the Kishwaukee College campus located at 21193 Malta Rd; Malta IL 60150.

TERM OF AGREEMENT: This is a one-time purchase, commencing upon award as approved by the Board of Trustees.

Medium Duty Truck Specifications:

Below are listed the minimum specifications. Delivery shall be made to the Kishwaukee College campus located at 21193 Malta Road, Malta IL. Bid should include a product that meets or exceeds the following specifications.

1. Acceptable models include: Ford F-250, Dodge 2500, Chevy 2500 HD or equivalent
2. New Vehicle - Model Years 2019 or 2020 only will be acceptable
3. Factory Warranty Term and Mileage – detail precise coverage provided with regard to bumper-to-bumper as well as “drivetrain” or “driveline” warranties that may have different terms and mileage limitations
4. Gasoline Engine
5. Crew Cab with 8’ bed
6. Automatic Transmission
7. 4-Wheel Drive
8. Air Conditioning
9. Towing Hitch and Light Harness
10. Commercial-use flooring and seating
11. Bed Liner
12. Snowplow Prep Package
13. Color: White
14. Delivery to Kishwaukee College campus in Malta, IL

INSPECTION: Upon completion of any work, or delivery of any product(s), the College shall reserve the right to make final inspection, and finding the entire work, and or delivery, to be in full compliance with all requirements set forth, will accept the work or delivery. The Vendor shall maintain all parts of any work at their own expense until final acceptance of the entire work by the College. If any defects or omissions in the work or product(s) are hidden or concealed at the time of acceptance but become apparent within one year after the final acceptance of the work, the Vendor shall immediately correct and make good the same upon notice by the College, and if the Vendor fails, refuses or neglects to do so, the College may correct and make good the same and the Vendor hereby agrees to pay on demand the cost and expense of doing such work.
Bid Form
For
Medium Duty Truck

(Note: the following 4 pages are required to be submitted with the bid packet)

Submitted by:
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

Note: Vendors are invited to include additional information not requested above, if believed to be useful and applicable to this Invitation for Bid.

COMPANY INFORMATION:

Provide brief information regarding the size, organizational and ownership structure of your company. The Vendor shall furnish additional information as may be requested and shall be prepared to show completed projects similar to that of this bid. Kishwaukee College reserves the right to reject any bid if it is determined that the Vendor is not properly qualified to carry out the obligation of the agreement.
REFERENCES:

Please provide contact information for at least three (3) current clients similar in size and/or structure to Kishwaukee College. The College will make any necessary reference checks to determine the ability of the Vendor to fulfill bid requirements.

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OFFER:
Vendor agrees to meet or exceed stated specifications for a Medium Duty Truck and will deliver the Truck to the Kishwaukee College campus in Malta, IL.

BID FORM SIGNATURE(S)
Company Name: ______________________________________________________
(Bidder – print the full name of your Proprietorship, Partnership or Corporation)
Authorized Signing Officer: ________________________________ Date _______
Title: __________________________________________
Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/Sole proprietor, Corporation, Partnership, Other

Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requestor's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

OR

Employer identification number

Part II   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Signature of U.S. person

Date

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

• An individual who is a citizen or resident of the United States,

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

• The U.S. owner of a disregarded entity and not the entity,