



**ILLINOIS CENTRAL COLLEGE**  
Purchasing Department Room L120A  
1 College Drive  
East Peoria, Illinois 61635-0001  
(309) 694-5438

### INVITATION TO BID

BIDDER'S QUOTATION REFERENCE: New Box Truck  
BID OPENING DATE: November 10, 2023  
TIME: 9:00 A.M. CST  
RETURN BID TO: ILLINOIS CENTRAL COLLEGE  
PURCHASING DEPARTMENT, ROOM L120A  
1 COLLEGE DR  
EAST PEORIA, IL 61635-0001

### INSTRUCTIONS TO BIDDER

#### 1. General

The Board of Trustees of Illinois Central College invites you to submit a bid proposal for New Box Truck. Bid proposals will be due at the Purchasing Department, Illinois Central College, East Peoria, Illinois at 9:00 A.M the 10<sup>th</sup> day of November 2023.

#### 2. Submitting Your Bid

Bids can be submitted one of two ways:

- 1.) **Via e-mailing;** [purchasing@icc.edu](mailto:purchasing@icc.edu). E-mail subject line: "New Box Truck" High importance. A receipt confirmation will be returned.
- 2.) **Via BidNet;** <https://www.bidnetdirect.com/illinois/illinoiscentralcollege>

Unsigned or late bids will not be considered. Compliance with the above conditions will be at the sole discretion of the Purchasing Department, Illinois Central College.

#### 3. Specifications

These specifications as prepared by Illinois Central College are attached and complete. Bidders must, in compliance with these specifications:

- a) clearly identify the manufacturer and model of all equipment called out in the specifications,
- b) provide catalog sheets of all equipment being bid, with sufficient data to determine compliance with specifications,
- c) identify all exceptions to the specifications as written necessary for any item of equipment being bid.
- d) bid only new equipment.

Questions or concerns regarding these specifications should be emailed to the attention of the Purchasing Coordinator, Illinois Central College, [purchasing@icc.edu](mailto:purchasing@icc.edu). In the event of an amendment to the bid, the information will be posted to the College's Purchasing webpage ([icc.edu/purchasing](http://icc.edu/purchasing)) under the "Current Solicitations" section.

#### 4. Errors and Omissions

All documents must be completed as requested by the College. No claim for errors or omissions in the bidding will be considered. Should a bidder find during examination of specifications or other contract documents, discrepancies, omissions, ambiguities or conflict among contract documents or be in doubt as to their meaning, it is the responsibility of the bidder to notify the Purchasing Coordinator who will issue the necessary clarifications to all prospective bidders by means of addenda.

If an error in pricing is found, the bidder will be released from obligation if: 1) such error is realized prior to recommendation for award to the College Board of Trustees and 2) the bidder requests in writing to withdraw his price which resulted in the error, prior to recommendation for award to the College Board of Trustees. Any bidder submitting a request to withdraw a price after recommendations have been made to the College Board of Trustees will be advised that withdrawal at this point would be cause for and result in disqualification of entire bid document. All inquiries concerning the above should be addressed to the Purchasing Coordinator.

#### 5. Drug Free Workplace Act

To the extent that the contract is subject to the Illinois Drug Free Workplace Act (30 ILCS 580/1 et seq.), Contractor or Supplier certifies and agrees that Contractor or Supplier will provide a drug free workplace by complying with the terms of said Act, including, but not necessarily limited to, Section 3 of said Act (30 ILCS 580/3).

#### 6. Sex Offender Registration Requirement Notification

The successful bidder must comply with Illinois Compiled Statutes (730 ILCS 150/3.) This requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in room 103A, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

#### 7. Illinois Human Rights Act

The successful bidder must comply with the Illinois Human Rights Act (775 ILCS 5/2-105.) The Act requires that every party to a public contract and every eligible bidder have written sexual harassment policies as described in this Act. By signing the bid form, the bidder certifies compliance to the conditions of this Act.

#### 8. Warranty

Manufacturer's standard warranty must be furnished with each new vehicle. Vehicle warranty shall be equal to or exceed that offered to the general public on similar regular production models. The manufacturer warranty shall become effective on the day that the new vehicle is actually put into service by the College. Vehicles shall be new (unused), current models, completely prepared by dealer for delivery in accordance with manufacturers specifications.

9. Firm Prices

All prices are to be F.O.B. Illinois Central College, East Peoria, Illinois, freight prepaid and allowed. Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of bid opening unless otherwise agreed to by Illinois Central College. All prices will include transportation and shipping to the locations as indicated.

10. Award

The award of the contract, if it's awarded, will be to the lowest responsible bidder who offers equipment complying with all of the prescribed requirements. This contract will be awarded in the best interest of the parties involved. Illinois Central College reserves the right to reject any or all proposals and to waive as an informality any minor irregularities contained in any bid in order to make this award.

The College expects to award this work to the successful bidder at its Board of Trustees meeting on November 16, 2023. All bidders will receive correspondence via e-mail regarding award following the Board of Trustees meeting.

11. Payment

Payment will be made in accordance with the policies and procedures of the Illinois Community College Act and the Board of Trustees of Illinois Central College.

12. Bid Proposal Form

Bid Proposal Form is included in the contract documents. Bid proposal forms must be completed in ink or by typewriter. The bid price of each item on the form must be stated in words and numerals; in case of a conflict, words will take precedence.

Bids by corporations must be executed in the corporate name by the president or a Vice-President (or other corporate officer) accompanied by evidence of authority to sign and the corporate seal shall be affixed and attested by the incorporation shall be shown below the signature.

Participating vendors are allowed to submit multiple bids but each bid must be submitted on separate Bid Proposal Forms.

13. Changes, Alterations and Erasures

All changes, alterations and erasures made by the bidder prior to submission of the bid must be initialed by the bidder in ink alongside such change, alteration or erasure.

14. Disclosure

Bidder must note any and all relationships that might be a conflict of interest and include such information with the bid.

15. Tax Exempt Status

Illinois Central College is exempt from Federal, State, and Municipal taxes. Our tax exemption identification number is E9993-0293-07.

16. Tie Bids

In the event of a tie bid between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the earliest received stamp.

#### 17. Equal Opportunity and Affirmative Action

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

#### 18. Business Enterprise Program

Illinois Central College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq.

For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

#### 19. Terms and Conditions

The terms and conditions as prepared by Illinois Central College are attached and complete. Bidders are required to adhere to the terms and conditions as set forth in the documents. Any questions regarding these terms and conditions should be directed to the attention of the Purchasing Coordinator.

#### 20. Public Information

All materials submitted by bidder(s) will be made available for public inspection. This information will be available for public inspection during normal business hours at the Purchasing Department, Illinois Central College, East Peoria, Illinois. Every bidder is hereby warned that no part of this proposal or any other material submitted may be marked as confidential information, and that any material so designated by the bidder will be made public information by its inclusion in this proposal.

#### 21. Clarification of Bids

Illinois Central College reserves the right to obtain clarification of any point in a firm's bid or to obtain additional information. Failure of a bidder to respond to such a request for additional information or clarification could result in rejection of the bidder's proposal.

#### 22. Certification of Fair Employment Practice

All bidders certify by submitting their bid that they have not and will not commit an unfair employment practice in this State as defined by the laws of Illinois.

#### 23. Certification Form

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961. The signed Certification must be submitted with your bid. Failure to do so will result in the rejection of your bid.

#### 24. Investigation of Bidders

The Purchasing Department will make any necessary investigation to determine the ability of the vendor to fulfill the contract requirements. Illinois Central College reserves the right to reject any or all proposals if it

is determined that the vendor is not properly qualified to carry out the obligation of the contract.

## 25. Disclaimers

Any Invitation to Bid issued may or may not result in an award of contract(s). However, Illinois Central College reserves the right to cancel any Invitation to Bid at any time and for any reason and to reject all bids. Receipt of bid materials from Illinois Central College or submission of a bid to Illinois Central College confers no rights upon the vendor nor obligates Illinois Central College in any manner.

The determination of whether any bid by a vendor does or does not conform to the conditions and specifications of this Invitation to Bid is the responsibility of Illinois Central College.

Any contract resulting in an award from this Invitation to Bid is invalid until properly approved and executed by Illinois Central College.

The successful bidder must not commence any billable work until a valid contract is executed.

A contract resulting from the Invitation to Bid shall not preclude the College from obtaining equipment from other vendors if the successful vendor for this Invitation to Bid is unable to satisfy the project needs in an acceptable manner.

## 26. Recycled Products

Illinois Central College is committed to the use of recycled products whenever economically and ecologically practical. We encourage any introduction of new market products through the bidding process which lend themselves to the reclamation process.

## 27. Substitutions

Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.

No substitution will be considered unless request has been submitted to the Purchasing Coordinator, [purchasing@icc.edu](mailto:purchasing@icc.edu) for approval at least three (3) days prior to the date of receipt of bids. Substitution requests must be e-mailed. Requests must include a complete description of the proposed substitution, name of the material or equipment for which it is to be substituted and any other data or information necessary for a complete evaluation by Illinois Central College Purchasing.

If the College approves any proposed substitutions, such approval will be set forth in an Addendum not less than one (1) day prior to the date for receipt of bids. Any Addendums will be listed under "Current Solicitations" on the College's Purchasing webpage at [icc.edu/purchasing](http://icc.edu/purchasing).

## 28. Delivery

Delivery arrangements to East Peoria, IL or pick up preparations will be coordinated between the Illinois Central College Facilities Department and the successful vendor.

If there are separate delivery charges associated with the purchase, please notate that on the Bid Proposal Form separately from the vehicle price.

If delivery arrangements are not available to East Peoria, IL, please disclose that on the Bid Proposal Form.

## 29. License and Title

The transfer of license and title and associated fees will be the responsibility of Illinois Central College.

## **DESCRIPTION OF BID:**

### **One (1) New/ Never Titled, Ford Cutaway E-350**

#### **Specifications on E-350 Ford Cutaway:**

- 176" WB
- 7.3 L V8 Premium-rated Engine
- Elec 6 speed AOD Transmission with Tow/Haul
- White Exterior
- Vinyl Interior
- Black bumpers
- Auto headlamps
- Interval wipers
- Solar tinted glass
- Air conditioning
- AM/FM Radio with Bluetooth
- Glove Box w/ 12/v Power port
- Powerpoint -12 Front
- Tilt/Telescopic steering
- Tachometer
- Vinyl front headliner
- Vinyl sun visors
- Aux transmission cooler
- 70 amp HR Battery
- Fleet Telematics model
- Hill start assist
- Twin I-Beam independent front suspension
- 3-point safety belts
- 4-wheel anti-lock braking system
- Driver/passenger air bags
- Electronic stability control
- Traction control
- High series ext. upgrade pkg
- Power windows and locks
- Rear view camera w/mirror
- Front license plate bracket
- 12,500 GVWR PKG
- User defined switches
- Driver assist tech package
- Trailer tow mirrors with power glass

## Specifications on 16' dry freight box:

- Nominal height 91"
- Nominal length 16'
- Nominal width 96"
- Inside width 92.13"
- Inside length 186.49"
- Inside height 01.12"
- Clear door opening 88" w X 85.25"
- Recessed bulkhead to allow for reclining of driver/passenger seats with pass through door
- Whiting Prpl Premium Roll up door
- Structural 4" cross members on 16" centers
- Structural 4" I Beam Long sills
- 1 1/8" ship lapped laminate wood floor
- Rear door frame material is galvanized
- Frp front bulkhead wall
- Aluminum .04 aluminum skin
- STD 1 3/8" Z post structural uprights on 16" centers
- 3/8" interior plywood lined walls
- (2) rows of ETRAC Per side installed
- Mylar tape applied between Allsteel subframe components and aluminum lower bottom rails to prevent corrosion
- Water based undercoating
- .032 one piece aluminum sheet roof with anti-sag roof bows on 24" ctrs
- One interior dome lamp with dash-mounted switch
- Tuck under lift gate
- 2,000 lb. minimum capacity 72" w 36" wedge liftgate with power down
- Liftgate bumper 5" structural with 3" x 12" bumper blocks
- FMVSS-108 LED lights
- 12" aluminum grab handles bolted to rear frame

BID PROPOSAL FORM

BID TO: ILLINOIS CENTRAL COLLEGE

BID FROM: \_\_\_\_\_  
for New Box Truck.

The undersigned:

1. Acknowledges receipt of:

A. Bid documents for New Box Truck

B. Addenda No. \_\_\_\_\_ through No. \_\_\_\_\_. (If applicable)

2. Has received and examined bid documents and submits the following costs based on the specifications as written by Illinois Central College.

3. Agrees:

A. To hold this bid open until 60 calendar days after the bid opening date.

B. To accept provisions of "Instructions to Bidders".

for the stipulated lump sum cost of:

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

\_\_\_\_\_  
Please confirm Manufacturer and Model

Delivery fee to East Peoria, IL (if not included in vehicle lump sum cost) \_\_\_\_\_.

Anticipated date College will take delivery if vendor receives PO by November 17, 2023. \_\_\_\_\_.

\*Please include vehicle pamphlet/dealer's guide/photo.

\*\*If specifications on the vehicle being bid are different than the prescribed specifications on page 7 and 8, they must be clearly noted on the Bid Proposal Form.

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Name of Company Official

\_\_\_\_\_  
Email Address of Company Official

\_\_\_\_\_  
Title of Company Official

\_\_\_\_\_  
Date



CERTIFICATION FORM

By signing this required form, the undersigned agrees that said bidder is responsible as defined below. Minority-owned, female-owned, and person with disability-owned businesses are encouraged to apply. **NOTE: THIS INFORMATION WILL BE USED AS A CRITERIA IN THE EVALUATION OF VENDORS. FAILURE TO COMPLY WITH ANY OF THE BELOW MAY RESULT IN DISQUALIFICATION OF YOUR BID.**

-Successful Bidder will submit a certificate of insurance indicating the coverage required by bid specifications.  
Yes\_\_\_ No\_\_\_

-Bidder and all subcontractors will comply with all provisions of the Illinois Prevailing Wages Act.  
Yes\_\_\_ No\_\_\_

-The contractor/bidder certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.  
Yes\_\_\_ No\_\_\_

-Bidder is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person-with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, what Agency? E.G. Illinois Department of Central Management Services (CMS)...  
Yes\_\_\_ No\_\_\_ Certifying Agency\_\_\_\_\_

-Bidding company, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) 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 the contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.  
Yes\_\_\_ No\_\_\_ N/A\_\_\_

The Undersigned states that the signature of the person on the signature page is the signature of a person who is authorized to sign the bid proposal. Such proposal is genuine and bidder has not directly, or indirectly, conspired, combined or agreed with any other person, officers, agents or committee of any entity to prevent free competition in the letting of the contract for the work covered by aforesaid proposal, or to fix the bid price or any item or factor thereof, or to induce any person not to enter into such competition.

THIS FORM **MUST** BE RETURNED WITH YOUR BID

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Title of Company Official

\_\_\_\_\_  
Date

