



**PURCHASING DEPARTMENT
6600 34TH AVENUE
MOLINE, IL 61265**

DATE: June 24, 2020

**TO BE OPENED ON
July 29, 2020
RFP 08-20**

*****IMPORTANT***
SHOW "RFP 08-20"
ON OUTSIDE OF
MAILING ENVELOPE**

**REQUEST FOR PROPOSAL (RFP)
PURCHASE OF ONE (1) 15 PASSENGER MINI BUS
RFP 08-20**

Pursuant to the provisions of Section 3-27.1 of the Illinois Public Community College Act and rules and regulations adopted thereunder, sealed proposals subject to the conditions and requirements made a part hereof **will be received until 2:00 p.m. local time, on Wednesday, July 29, 2020 VIA EMAIL – MELEGM@BHC.EDU** - then opened publicly, read aloud **VIA TELECONFERENCE** and recorded **immediately thereafter when possible**, for furnishing the goods or services described below, to be delivered or performed at the location(s) stated. Whether or not a proposal is timely shall be determined by reference to the clock located in the Purchasing Office of the College, and the determination of whether or not a proposal is timely in accordance with that clock shall be at the sole discretion of the Black Hawk College Purchasing Office and Board of Trustees, whose decision on that issue shall be final.

**REFER INQUIRIES TO: MIKE MELEG
BLACK HAWK COLLEGE
6600 34TH AVENUE
MOLINE IL 61265**

**TELEPHONE: (309) 796-5002
FAX: (309) 796-5429
EMAIL ADDRESS: melegm@bhc.edu**

VENDOR INFORMATION:	
Contact:	
Company:	
Address:	
City/State/Zip:	
Telephone:	
Fax Number:	
Email Address:	

GENERAL

Proposals are subject to the attached Standard Terms and Conditions.

USING DEPARTMENT

East Campus student travel.

PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

Black Hawk College (BHC) is soliciting bids for the purchase of one (1) brand new, current model year, 15-Passenger (including driver and copilot) Mini-bus for delivery to Black Hawk College East Campus, 26230 Black Hawk Road, Galva, Illinois, 61434. Bids for used vehicles will not be accepted. The College may also consider trading in the mini bus shown on page 10.

INTENT TO RESPOND

Vendors are requested to submit the Intent to Respond form (Attachment D) via fax or e-mail **by 5:00 p.m. on Wednesday, July 8, 2020**. Failure to submit the Intent to Respond form may result in the Vendor's removal from consideration on future proposals. Only those Vendors who indicate their desire to participate in this proposal by indicating as such on the completed Intent to Respond form and submitting the form will be copied on any addenda issued thereafter.

QUESTIONS

All questions or requests for clarification shall be directed to Mike Meleg via e-mail: melegm@bhc.edu no later than **5:00 p.m. on Wednesday, July 8, 2020**. All answers will be officially provided via Addendum by Wednesday, July 15, 2020 to all firms that provided a completed and affirmative Intent to Respond form by 5:00 p.m. on Wednesday, July 8, 2020.

SPECIAL PRICING

BHC is registered with Ford Fleet, FIN # QD363. BHC is also eligible for State and Municipal pricing. Please take these prices into consideration, and submit your proposals based on the pricing that would be the most cost effective for BHC.

BID SUBMISSION

Proposals shall be e-mailed to melegm@bhc.edu and stated "Purchase of One (1)15 Passenger Mini Bus RFP 08-20" on the subject line of the e-mail. Proposals are due not later than 2:00 p.m. local time on Wednesday, July 29, 2020.

The proposal shall consist of pages 3 – 10 plus any literature you wish to provide showing additional information, as well as attachments B, C, AND E.

BID OPENING AND CALL-IN INFORMATION

Due to health concerns, the public bid opening will be held via conference call rather than in person. Those wishing to listen to the bids as they are being opened and announced shall do the following:

Dial 1 312 626 6799 - Meeting ID: 938 7916 5384# - Password: 378540

TIME TABLE

DATE	EVENT
June 24, 2020	Mailing of Request for Proposal RFP 08-20
July 8, 2020	Intent to Respond (Attachment D), and all Questions due by 5:00 pm local time
July 15, 2020	Addendum 1, if needed, to be provided back to all vendors that intend to bid
July 29, 2020	Proposals due at 2:00 p.m.
August 27, 2020	Anticipated Board of Trustees Approval
August 28, 2020	Anticipated Award of Contract, Purchase Order Issued

SPECIFICATIONS for 15 Passenger Mini Bus with Rear Luggage Compartment

The following specifications represent the minimum requirements the College seeks. If several choices are available, state those choices and any price adders/subtractors associated with those choices.

- **New, never titled vehicle**
- **13 passengers plus driver and co-pilot; 15 occupants total maximum, no CDL required**
- **Gasoline V8 Engine**
- **Automatic transmission**
- **Heavy-duty suspension package**
- **Dual Rear Wheels**
- **Power 4-wheel disc brakes with Anti-lock Brake System**
- **Power steering**
- **Tilt wheel**
- **Cruise control**
- **Power Windows**
- **Front heat and air conditioning**
- **Standard sound system**
- **High back reclining driver and copilot seat with arm rest, cloth upholstery**
- **Heavy-Duty Alternator**
- **Dual Heavy-Duty Batteries**
- **Heavy-Duty cooling system package**
- **Tinted Glass**
- **Interior Hood Release**
- **Dual electric intermittent type windshield wipers with windshield washers**
- **Driver and copilot doors**
- **Rear air conditioning with rear heat coil**
- **Emergency side exit windows**
- **Full view electric entrance door with full tempered glass**
- **Exterior entrance door key switch**
- **Entrance step well lights**
- **Driver courtesy light**
- **Black rubber floor with ribbed steps and aisle and smooth under seats**
- **White safety step nosings**
- **Mid back bucket passenger seats, each with a cup holder**
- **Track passenger seating**
- **Stain resistant, easy to clean cloth upholstery**
- **Retractable passenger seat belts (13)**
- **Passenger overhead storage**
- **Seating arrangement per attachment F**
- **Separate rear luggage compartment with wall**
- **Luggage compartment light**
- **Single heavy-duty rear luggage door with flush style paddle latch – not “T” handle style**
- **LED stop, tail, turn, license plate, and marker lights**
- **Reverse alarm**
- **Trailer towing package**
- **Bright white body and cab**
- **Choice of standard exterior graphics**

ADDITIONAL INFORMATION

PLEASE ANSWER YES OR NO TO EACH QUESTION, OR PROVIDE THE INFORMATION BEING ASK FOR. PLEASE STATE ANY ADDITIONAL COST TO PROVIDE THESE ITEMS IF THEY ARE NOT ALREADY INCLUDED IN YOUR PRICE.

GENERAL INFORMATION	
<ul style="list-style-type: none"> ▪ Vehicle meets all applicable Federal Motor Vehicle Safety Standards (FMVSS) 	YES _____ NO _____
CHASSIS INFORMATION	
<ul style="list-style-type: none"> ▪ Chassis 	MODEL _____ BRAND _____ YEAR _____
<ul style="list-style-type: none"> ▪ Engine 	DISPLACEMENT _____ NUMBER OF CYLINDERS _____ FUEL _____
<ul style="list-style-type: none"> ▪ Transmission 	AUTOMATIC? YES _____ NO _____ NUMBER OF FORWARD SPEEDS _____ OVERDRIVE? YES _____ NO _____
<ul style="list-style-type: none"> ▪ GVWR 	RATING, POUNDS _____
<ul style="list-style-type: none"> ▪ Rear Axle Ratio 	_____._____: __1__
<ul style="list-style-type: none"> ▪ Wheelbase – as required by body manufacturer 	INCHES _____”
<ul style="list-style-type: none"> ▪ Tires 	NUMBER OF TIRES TOTAL (INCLUDING SPARE IF INCLUDED) _____ STATE TIRE BRAND AND SIZE(S) _____ _____
<ul style="list-style-type: none"> ▪ Fuel tank 	GALLONS CAPACITY _____
<ul style="list-style-type: none"> ▪ Front air bags? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Odometer, Speedometer, Fuel Gauge, Oil Pressure Gauge, Water Temperature Gauge, Voltmeter? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Chrome front bumper and grill accent? 	YES _____ NO _____

ADDITIONAL INFORMATION (Continued)

BODY INFORMATION	
CLIMATE CONTROL	
<ul style="list-style-type: none"> ▪ Rear air conditioning with rear heat coil. 	REAR A/C BTU'S _____ REAR HEATER BTU'S _____
DOORS AND WINDOWS	
<ul style="list-style-type: none"> ▪ Dark tint frameless flat glass windows? 	YES _____ NO _____
ELECTRICAL EXTERIOR	
<ul style="list-style-type: none"> ▪ ICC lighting marker lights? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Lights meet federal and state requirements? 	YES _____ NO _____
ELECTRICAL INTERIOR	
<ul style="list-style-type: none"> ▪ Body electrical panel mounted inside? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Passenger compartment courtesy lights? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Color coded wiring harness? 	YES _____ NO _____
FEATURES EXTERIOR	
<ul style="list-style-type: none"> ▪ Steel rear bumper with FRP cover? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Welded steel cage construction? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Fiberglass fuel surround? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Fiberglass running boards? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Undercoating? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Velvac breakaway mirrors with convex? 	YES _____ NO _____
FEATURES INTERIOR	
<ul style="list-style-type: none"> ▪ Safety Stanchions? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Left and right side entrance hand rails? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Drivers control console within reach of driver? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Stanchion/modesty panel at entrance door? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Interior 	STATE COLOR CHOICES AVAILABLE _____ _____ _____
FLOORING	
<ul style="list-style-type: none"> ▪ Sub floor 	STATE SUB FLOOR CONSTRUCTION _____ _____
PAINT AND LETTERING	
<ul style="list-style-type: none"> ▪ White powder coated wheels? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Stainless steel rings and center? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Exterior graphics 	STATE CHOICE OF COLORS AND PROVIDE SAMPLES OF GRAPHICS CHOICES _____ _____ _____

ADDITIONAL INFORMATION (Continued)

PASSENGER SEATING

NOTE: THE COLLEGE HAS EXPERIENCED PASSENGER SEAT FRAMES THAT BEND BACKWARD OVER TIME FROM BEING PULLED ON WHEN PASSENGERS ENTER AND LEAVE, AS WELL AS CLOTH THAT TEARS AND WEARS OUT. PLEASE PROPOSE HEAVY DUTY SEATING. PLEASE PROVIDE MANUFACTURER'S INFORMATION ABOUT THE SEATING BEING PROPOSED.

<ul style="list-style-type: none"> ▪ Manufacturer's information included? 	YES _____ NO _____
LUGGAGE	
<ul style="list-style-type: none"> ▪ Luggage compartment capacity 	_____ Cu. Ft.
<ul style="list-style-type: none"> ▪ Single heavy duty rear luggage door? 	YES _____ NO _____
MISCELLANEOUS	
<ul style="list-style-type: none"> ▪ State of Illinois safety inspection included? 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Provide information on standard sound system 	YES _____ NO _____
<ul style="list-style-type: none"> ▪ Number of keys provided. 	State number of keys provided _____

TOTAL PRICE* OF VEHICLE, INCLUDING <u>ALL</u> FEES (DESTINATION, DELIVERY**, TITLE AND LICENSE, ETC), EXCLUSIVE OF ANY ADDITIONAL COSTS STATED ABOVE	\$ _____
LEAD TIME, AFTER RECIEPT OF PURCHASE ORDER	_____ Weeks

***NOTE:** All prices shall be held firm for a period of 90 days after bid opening.

****NOTE:** Dealer shall deliver to Black Hawk College East Campus, 26230 Black Hawk Road, Galva, Illinois, 61434.

OPTIONAL EQUIPMENT

Please provide up-charges for the following optional equipment (if not already provided as standard), and provide specifications for what is being offered. Prices stated shall be inclusive of all fees, including but not limited to the cost of the equipment itself, installation, etc., etc.

Spare Tire With Jack and Tools	\$
Power Mirrors	\$
Safety Kit consisting of a fire extinguisher, first aid kit, and reflector triangles	
Rear Camera System	\$
Rear Compartment Door Ajar Indicator Light	\$
Ability to Open Side Door Without the Bus Running	\$
Please list and price other technology related items available, such as iPod Compatible Sound System, hot spot, USB charging at the passenger seats etc., etc.	\$
Please list and price any other passenger convenience features.	
Extra keys, remote style, price each	\$
Extra keys, non-remote style, price each	\$

ADDITIONAL INFORMATION

Please submit with your pricing proposal any additional literature or information describing the features, function, and benefits of the mini bus you are proposing.

WARRANTY SERVICE SCENARIO

Please provide a dialog to answer the following questions, based on the following scenario:

The College’s Equine team is in Texas with the new bus we’ve just recently purchased from you (it is under warranty) and experiences a breakdown that disables the bus.

Who pays for towing? Who pays for parts and labor?

Who finds and pays for rental vehicles, as the Team must arrive at their final destination on-time to participate in a competition?

What process is used to determine if the breakdown occurred because of a problem with the Chassis/Cab manufacturer?

What process is used to determine if the breakdown occurred because of a problem with the Bus Body?

What process is used to break a deadlock between the Chassis/Cab manufacturer and the Bus Body manufacturer/Dealer who are pointing fingers and blaming each other for the breakdown?

STANDARD WARRANTY

State all details of standard factory warranty for both Body and Chassis:

BODY WARRANTY	
COMPONENTS COVERED	MONTHS/MILES

CHASSIS WARRANTY	
COMPONENTS COVERED	MONTHS/MILES

EXTENDED WARRANTY

State all details and pricing of Extended Warranty plans offered:

COMPONENTS COVERED	MONTHS/MILES	PRICE

SALES, SERVICE, AND PARTS

Please provide information for the Sales, Service and Parts center nearest to Black Hawk College:

Name of Company: _____

Address: _____

City, State and Zip: _____

Sales Contact Name, telephone number, fax number and e-mail address:

Service Contact Name, telephone number, fax number and e-mail address:

Parts Contact Name, telephone number, fax number and e-mail address:

INSPECTION/TEST DRIVE

Please state the availability of a vehicle similar to one you are proposing so that the College may inspect and/or test drive it.

FLOOR LAYOUT

Attachment F shows the desired floor layout. Please provide the dimensions in each box, 3 copies.

ABOUT YOUR COMPANY

Please provide brief information regarding the size, organizational, ownership structure of your company, information regarding your current annual sales, and total number of employees. Please provide contact information for at least (3) current clients similar in size and/or structure to Black Hawk College. The Purchasing Department will make any necessary reference checks to determine the ability of the Vendor to fulfill proposal requirements. The Vendor shall furnish additional information as may be requested. Black Hawk College reserves the right to reject any proposal if it is determined that the Vendor is not properly qualified to carry out the obligation of the agreement.

TRADE IN

Please propose the trade in value of the following vehicle located at the East Campus. Bidders are welcome to make an appointment with Ray Jacobs, 1-309-854-1740 or jacobsr@bhc.edu if they wish to view it. Pictures are available for viewing at the following link: <https://www.bhc.edu/download/08-20-rfp-ec-mini-bus-attachment-1/> , then open the PDF file that appears. Scroll through the 20 pictures.

Make and Model	Year	Description	VIN Number	Miles	Trade-In Value
Ford E350T Chassis with StarCraft Body	2012	15 Passenger mini-bus	1FDWE3FLWCDB04884	162,204 as of June 10, 2020	\$ _____

INSTRUCTIONS TO VENDORS

1. GENERAL

Proposals shall be e-mailed to melegm@bhc.edu and stated "Purchase of One (1) 15 Passenger Mini Bus RFP 08-20" on the subject line of the e-mail. Proposals are due not later than 2:00 p.m. local time on Wednesday, July 29, 2020. Unsigned or late bids will not be considered. Any discussions with College personnel other than as listed above regarding this RFP while the RFP is in progress (from the time Vendor receives this RFP until final award is made) are strictly prohibited. Such contact and discussion may result in disqualification of Vendor's proposal.

2. TERMINATION OF CONTRACT

The College may terminate any award of Contract without cause and for its convenience at any time. In the event of default or non-compliance with the terms of the proposal, it may be terminated immediately. In the event of termination, the Vendor shall be obligated to complete all of its obligations and responsibilities under the terms of this proposal for work in process.

3. POSTPONEMENT OF OPENINGS

A bid opening may be postponed by the College, even after the time scheduled for bid opening, if the College has reason to believe that the bids of an important segment of bidders have been delayed in the mails, or in the communication system specified for transmission of bids, for causes beyond their control and without their fault or negligence (e.g., flood, fire, accident, weather conditions, strikes, or College equipment blackout or malfunction when bids are due); or emergency or unanticipated events interrupt normal College processes so that the conducting of bid openings as scheduled is impractical. At the time of a determination to postpone a bid opening, the new time and date shall be communicated by issuance of an addendum to the prospective bidders who are likely to attend the bid opening. In the case of urgent College requirements precluding the communication of an addendum, the time specified for opening of bids shall be deemed to be extended to the same time of day specified in the bid on the first work day on which normal College processes resume. In such cases, the time of actual bid opening shall be deemed to be the time set for bid opening for the purpose of determining "late bids". The College shall maintain records in the bid file explaining the circumstances of the postponement.

4. ERRORS AND OMISSIONS

All documents shall be completed and submitted as requested by the College. No claim for errors or omissions in the proposal will be considered. Vendors will be held strictly to the proposal as submitted. Proposals may be withdrawn in writing, facsimile, or in person prior to the closing date and time. No proposal may be withdrawn for a period of ninety (90) days following the opening of the proposals.

It is the responsibility of the vendor to examine the site and all conditions thereon. The proposal shall take into consideration all such conditions as may affect contract Work. No additional expense will be allowed for failure to be so informed.

5. COMPLETENESS AND COMPLIANCE

Proposals will be reviewed for completeness and compliance with all requests and requirements, including proposal instructions, specifications, and terms and conditions of the Proposal.

Proposals that fail to comply with the essential requests and requirements of the RFP may be rejected as non-responsive and eliminated from further consideration.

6. COMPLIANCE WITH LEGISLATION

Vendor's signature shall be construed as acceptance of, and willingness to comply with, all provisions of the acts of the General Assembly of the State of Illinois relating to wages of laborers, preference to citizens of the United States and residents of the State of Illinois, discrimination and intimidation of employees, including Executive Order #11246. Provision of said acts are hereby incorporated by reference and become a part of this proposal and specifications. The Vendor shall also comply with applicable state and local laws, ordinances and regulation, and OSHA standards.

7. 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."

8. FIRM PRICES

All prices shall be F.O.B. Black Hawk College, freight prepaid. Prices submitted on this document should be considered firm for a period of ninety (90) days from the due date as stated on the cover sheet of this document. Prices are to be inclusive of all fees, including but not limited to travel, fuel, vehicle fees, environmental/disposal fees, etc.

9. SELECTION CRITERIA

Proposals will be evaluated on the basis of:

- Pricing
- Conformity with specifications and requirements of the RFP
- Terms of delivery
- Quality
- Serviceability

Although pricing is an important factor, the College is not obligated to make an award solely on the basis of lowest price. Inadequacy in any area may disqualify a proposal.

The proposals will be reviewed by a committee, and a recommendation will be prepared to be considered by the Board of Trustees and voted on at its Thursday, August 27, 2020 meeting. Firms that submitted proposals may seek the results of the Board's decision on Friday, August 28, 2020.

This request in no manner obligates Black Hawk College to the eventual purchase of any services described, implied or which may be proposed unless confirmed by agreement award. Black Hawk College reserves the right to accept or reject any or all proposals and waive any irregularities. The College reserves the right to request additional information or clarification on any matter included in the proposal. Upon selection of the Vendor, Black Hawk College and the Vendor will enter into an appropriate contract setting forth the terms and conditions of the parties' rights and obligations. Such contract will substantially follow the terms set forth herein except that Black Hawk College reserves the right to make changes.

The College will not pay for any information requested nor is it liable for costs incurred by the Vendor in responding to this request. Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal are not necessary or desired. All costs incurred by Vendors associated with the preparation, submission, presentation and demonstration of proposals and attendance at meetings and presentations, including but not limited to, costs related to transportation, meals, lodging and other related expenses, will be the sole responsibility of the Vendor and will not, under any circumstances, be reimbursed by BHC.

10. ACKNOWLEDGEMENTS OF ADDENDA

Signature of company official on original document shall be construed as acknowledgment of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

11. DAMAGES AND NEGLIGENCE

The Vendor shall protect, indemnify and hold harmless Black Hawk College, its employees and Black Hawk College Board of Trustees against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations, or performance of Work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the Vendor.

12. INSURANCE

Prior to beginning any Work at any Black Hawk College location, facility, or property, the Vendor shall furnish a Certificate of Insurance evidencing the existence of the following coverages:

- A. Commercial General Liability
 - 1. General Aggregate Limit - \$2,000,000
 - 2. Products – Completed Operations Aggregate Limit - \$2,000,000
 - 3. Personal and Advertising Injury Limit - \$2,000,000
 - 4. Each Occurrence Limit - \$1,000,000
- B. Automobile Liability
 - 1. Each Accident - \$1,000,000.
- C. Workers Compensation - Statutory
- D. Employers Liability
 - 1. Bodily Injury By Accident - \$500,000 each accident
 - 2. Bodily Injury By Disease - \$500,000 each employee
 - 3. Bodily Injury By Disease - \$500,000 policy limit

Black Hawk College, its employees and Black Hawk College Board of Trustees shall be named as Additional Insureds with respect to Commercial General and Automobile Liability Coverages. The Certificate shall provide not less than 30 days advance notice in writing in the event of change or cancellation. The Vendor's insurance carrier shall waive subrogation; such stipulation shall be indicated on the Certificate of Insurance.

Vendors needing access to College computer systems shall provide a Certificate of Cyber Liability Insurance with limits of at least \$5,000,000 including coverage for credit monitoring services post breach, with Black Hawk College, its employees, and Black Hawk College Board of Trustees named as Additional Insureds. The Certificate shall provide not less than 30 days

advance notice in writing in the event of change or cancellation.

13. ASSIGNMENT

Vendor shall not assign any contract with the College without the prior written consent of Black Hawk College. Assignment shall in no way relieve the Vendor of any of its obligations.

14. INSPECTION

The College shall reserve the right to make final inspection, and finding the goods and services (the "Work") to be in full compliance with all requirements set forth, will accept the Work. The Vendor shall maintain all parts of the Work at his own expense until final acceptance of the entire Work by the College. If any defects or omissions in the Work 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.

15. PUBLIC DISCLOSURE

As Black Hawk College is a nonprofit, publicly funded institution, any document submitted in response to this solicitation will not be returned, will become part of the public record, and is subject to the Freedom of Information Act (FOIA) law. As such, proposals may be released to third parties without prior notice to Vendor as required to comply with legal requirements.

16. RELATIONSHIP OF PARTIES

The parties intend that an independent relationship between the College and the Vendor will be created by this agreement. Vendor is not to be considered an agent or employee of College for any purpose and the Vendor is not entitled to any of the benefits that College provides for College's employees. It is understood that College does not agree to use Vendor exclusively. It is further understood that Vendor is free to contract with other businesses while under agreement with College.

17. DCEO REQUIREMENTS

Any Vendor who is awarded a contract that is paid for with restricted funds (such as grant funds) shall allow the grantor of the funds access to records associated with awarded contract.

18. WARRANTY

Vendor shall warrant that its goods and services shall be provided in a good and workmanlike manner.

19. DRUG-FREE WORKPLACE

Any Vendor, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that it shall provide a drug-free workplace for all employees engaged in the performance of work under any awarded 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.

As Black Hawk College is a nonprofit, publicly funded institution, any document submitted in response to this solicitation will become part of the public record and subject to the Freedom of Information Act (FOIA) law.

INSTRUCTIONS TO VENDORS

1. Please submit your proposal consisting of pages 3 thru 10, plus attachments B, C, and E via e-mail to melegm@bhc.edu. You may submit any additional information about the items you are proposing as well. Please state on the subject line of the e-mail: "Purchase of One (1) 15 Passenger Mini Bus RFP 08-20".
2. Proposals submitted via fax will not be accepted.
3. Read and comply as applicable with the Standard Terms and Conditions (Attachment A).
4. No taxes are to be included in any proposal or proposal price. Generally, states and political subdivisions are exempt from Federal taxes, such as excise and transportation. To the extent any sales, import or other taxes apply they are to be invoiced as a separate item.
5. Bidders are urged to compute all discounts for prompt payment into the proposal prices, with terms of payment to be Net 30 days. Such proposals may receive preference. If a cash discount is proposed and accepted, it will be considered earned if paid within 30 days after receipt of correct invoice or acceptance of goods, whichever is later.
6. Trade discounts, when quoted, should be reduced to a single percentage.
7. Any proposal or bonds signed by an agent or attorney-in-fact shall be accompanied by evidence of authority.
8. It is the Vendor's responsibility to have the proposal correctly marked and in the Purchasing Office by the specified date and time for opening. **NO EXTENSIONS WILL BE GRANTED.**
9. The College will not reimburse the Vendors for any work associated with the submission of this proposal.
10. The College will evaluate all proposals and intends to award a contract no earlier than Friday, August 28, 2020. The College reserves the right to accept and/or reject any or all proposals or parts thereof.

STANDARD TERMS AND CONDITIONS (Attachment A)

1. **Acceptance and Rejection:** Black Hawk College reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
2. **Time for Consideration:** Additional consideration may be given to bids allowing not less than 30 days for review and acceptance.
3. **Resale Price Maintenance:** Black Hawk College opposes resale price maintenance in public bidding, and bid prices based on this or other anticompetitive practice will be subject to appropriate remedies.
4. **Non-Discrimination and Affirmative Action:** The Vendor agrees not to discriminate against any client, employee, or applicant for employment or services because of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental, or physical disability with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any Vendor who is in violation of this clause or any applicable affirmative action program shall be barred forthwith from receiving awards of any purchase order from the State unless a satisfactory showing is made that discriminatory practices or noncompliance with applicable affirmative action programs have terminated and that a recurrence of such acts is unlikely.
5. **Sexual Harassment:** An amendment to the Illinois Human Rights Act requires eligible bidders for state contracts to implement detailed and specific sexual harassment policies. Every party bidding for and/or obtaining a public contract is required to have written sexual harassment policies that must include, at a minimum, a statement that sexual harassment is illegal, the definition of sexual harassment under state law, a description of sexual harassment (utilizing examples), the party's internal complaint process including penalties, the legal recourse, investigative and complaint process available through the Illinois Human Rights Department and the Commission including directions on how to contact the Department and Commission and the applicability of protection against as provided by the Human Rights Act.
6. **Specifications:** Any deviation from the specification set forth must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefor. Deviations should be explained in detail.
7. **Manufacturer's Names:** Any manufacturers' names, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive and equivalent products of any manufacturer may be offered. Determination of equivalency shall rest solely with Black Hawk College.
8. **Information and Descriptive Literature:** Bidders are to furnish all information requested and in the spaces provided on the bid invitation form. Further, as may be specified elsewhere, each bidder must submit with his bid cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted previously does not satisfy this provision. Bids in non-compliance with these requirements will be subject to rejection.
9. **Condition and Packaging:** Unless otherwise defined in the bid invitation or submission, it is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.
10. **Safety Standards:** Manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in accordance with any State or local requirements for labeling or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Engineers for pressure vessels, the Underwriters' Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies, or the American Gas Association for gas operated assemblies. Further, all items furnished by the successful bidder shall meet all requirements of the Occupational Safety and Health Act (OSHA) and State, local, and federal requirements relating to clear air and water pollution.
11. **Samples:** Samples may be requested as a part of the solicitation or after the opening of bids. When requested, they are to be furnished as called for, free of expense, and if not destroyed will upon request be returned at bidder's expense. Bidder's request for return of samples must be made not later than the date on which they are furnished. Bidder shall label each sample individually with bidder's name and item number.
12. **Governmental Restrictions:** In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of any item offered on this bid prior to delivery, it shall be the responsibility of the successful bidder to notify the Purchasing Office at once, indicating in his letter the specific regulation which requires such alterations. Black Hawk College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract.
13. **Award, Payment, and Assignment:** Award will be made to the responsive and responsible bidder whose bid is most economical according to criteria designated in the solicitation. Acceptance is to be confirmed by purchase order issued by or on part of the using agency, including shipping and billing instructions; the using agency is responsible for all payments. Neither the contract nor payments due may be assigned except with prior written approval of Black Hawk College Purchasing Agent.
14. **Performance and Default:** Black Hawk College reserves the right to require performance bond from successful bidder. Otherwise, in case of default on part of the contractor Black Hawk College may procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby. The accepted remedies of force majeure will be considered in assessing any contractor default.
15. **Patents:** The contractor agrees to hold and save Black Hawk College, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost, or judgment for patent infringements arising out of purchase or use of equipment, materials, supplies, or services covered by this contract.
16. **Reserved:** (Reserved for including any additional Standard Provisions that may be required.)
17. **Singular - Plural:** Words in the singular number include the plural and these in the plural include the singular, unless the context directs otherwise.
18. **Advertising:** In submitting a bid, bidder agrees not to use the results therefrom as a part of any commercial promotion or advertising without prior approval of Black Hawk College Purchasing Agent.

EXECUTION OF PROPOSAL
(Attachment B)

PURCHASE OF ONE (1) 15 PASSENGER MINI BUS RFP 08-20
Black Hawk College
6600 34th Avenue
Moline, IL 61265

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within ninety (90) days of Wednesday, July 29, 2020, to provide the specified items and/or services or Work as described in the specifications and instructions for the sum in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

SIGNED (IN INK) _____

PRINTED NAME _____ DATE _____

TITLE _____

TELEPHONE NUMBER _____ FAX NUMBER _____

ACCEPTANCE OF PROPOSAL

Your proposal is accepted as indicated on this copy.

Date: _____ By: _____

Purchasing Manager, Black Hawk College

VENDOR CERTIFICATION
720 ILCS 5/ ARTICLE 33E
(Attachment C)

Under penalty of perjury, the undersigned hereby certifies that it is not barred from bidding on this contract as a result of violation of either Section 33E-3 or Section 33E-4 of the Illinois Compiled Statutes 720 ILCS 5/Article 33E, and that this offer has not been arrived at collusively in violation of any law.

Company Name _____

By * _____

* Must be actual signature in ink of a representative of Vendor authorized to legally commit the Vendor.

Address _____

City/State/ZIP _____

Additional Criminal Offenses concerning "Interference with Public Contracting" stated in the Statues include, but are not limited to the following:

- Section 33E-3 Bid-rigging: A person commits a Class 3 felony who colludes with another person(s) with the intent that the bid(s) submitted shall result in the award of a contract to a particular person.
- Section 33E-4 Bid rotating: A person commits a Class 2 felony who colludes with another person(s) with the intent that the bid(s) submitted shall result in a pattern over time of bid awards being rotated or distributed among those persons.
- Section 33E-6 (d) Interference with contract submission and award by public official: A person commits a Class A misdemeanor who receives a communication(s) from a public official outside of the formal bid process (e.g., the bid document(s), the pre-bid meeting, etc) concerning the specifications or contractors in a sheltered market, and that information is not made generally available to the public, and as a result reasonably believes the award of the bid is likely influenced, or the information specifies that the bid will be accepted only if specified individuals are included as subcontractors, and the person fails to inform either the Attorney General or the State's Attorney for the county in which the unit of government is located.
- Section 33E-7 Kickbacks: A person commits a Class 3 felony that provides, attempts to provide, or offers to provide, any kickback. A person commits a Class 3 felony that solicits, accepts, or attempts to accept any kickback. A person commits a Class 3 felony that includes the amount of any kickback in the bid price. A person commits a Class 4 felony that fails to report any kickback offer or solicitation to law enforcement officials.
- Section 33E-8 Bribery of inspector: A person commits a Class 4 felony that offers anything to an inspector with the intent of receiving wrongful certification or approval of the work. A person commits a Class 3 felony that accepts such bribe. A person commits a Class 3 felony that fails to report a bribe offer.
- Section 33E-11: A person commits a Class 3 felony that bids despite being barred from bidding due to a violation of Section 33E-3 or Section 33E-4
- Section 33E-14 False Statements: A person commits a Class 3 felony that makes false statements for the purpose of influencing the action of the unit of government in considering a vendor application.
- Section 33E-18 Stringing of bids: A person commits a Class 3 felony that knowingly structures, attempts to structure, or assists in structuring a contract to evade the bidding process.



**INTENT TO RESPOND FORM
(Attachment D)**

Due July 8, 2020

- We **shall** submit a Request for Proposal for:
- We **shall NOT** submit a Request for Proposal for:
(Please check one)

Purchase of One (1) 15 Passenger Mini Bus RFP 08-20

Contact Person: _____

Title: _____

Company Name: _____

Street Address: _____

City, State and Zip: _____

Telephone: _____

E-Mail Address: _____

Signature: _____

Date: _____

Firms who do not submit this INTENT TO RESPOND form by Wednesday, July 8, 2020 may be removed from our Vendor list for these services. Please e-mail or fax this form to:

**Mike Meleg
Purchasing Manager
Black Hawk College
6600 34th Avenue
Moline, IL 61265**

**Phone: (309) 796.5002
Fax: (309) 796.5429
Email: melegm@bhc.edu**

STATE OF ILLINOIS
Business Enterprise for Minorities, Females, and Persons with Disabilities Act
Information
(Attachment E)

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities ("Council") which serves to implement, monitor and enforce the goals of the Act.

Vendor shall provide the following information on the MBE status of its business so that the College can comply with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1, et seq.

Your Company Name: _____

Diverse Business (information about the business owner(s) only)

- African American
- Alaskan Native/Native American
- Asian American
- Disabled
- Female
- Hispanic American
- Veteran
- Not Applicable

Small Business

- HUBZone small business
- Service-disabled veteran-owned small business
- Small Business
- Small disadvantaged business
- Veteran-owned small business
- Women-owned small business
- Not Applicable

Certifying Organization

- DCMS (Department of Central Management Services) Business Enterprise Program
- CMBDC (Chicago Minority Business Development Council)
- IDOT (Illinois Department of Transportation)
- WBDC (Women's Business Development Center)
- Other (Please Specify)
- Not Applicable

For more information please visit:

<http://www.illinois.gov/cms/business/sell2/bep/Pages/Default.aspx>

ATTACHMENT F

