

REQUEST FOR PROPOSAL

FOR

Passenger Van Lease
Lake Land College District Number 517
Mattoon, Illinois 61938

PROJECT NO. 2017-010

Bid Date: August 3, 2017

Community College District Number 517
Mattoon, Illinois

SECTION 000101

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>
001113	Advertisement for Request for Proposals
002113	Instructions to Vendors
004146	Proposal Form
012900	Payment Procedures
500000	Passenger Van Lease

END OF SECTION

SECTION 001113

ADVERTISEMENT FOR REQUEST FOR PROPOSALS (RFP)

Due: August 3, 2017
LAKE LAND COLLEGE DISTRICT #517
MATTOON, ILLINOIS
Project No. 2017-010

The Lake Land College District Number 517 Board of Trustees will receive sealed Proposals for a lease on four (4) 15-passenger vans.

Proposals will be received until 4:00 PM Central Standard Time on Thursday, August 3, 2017 in the Office of the Vice President for Business Services on the campus of Lake Land College, 5001 Lake Land Blvd., Mattoon, IL. Proposals received after this time will not be accepted. Proposals will be opened and publicly read immediately after the specified closing time. Obtain RFP documents/requirements at the office of the Vice President for Business Services on the campus of Lake Land College, phone (217) 234-5224.

The Board of Trustees reserves the right to waive irregularities and reject all Proposals or parts of Proposals.

Successful Bidders shall have the sole responsibility of complying with all aspects of existing Prevailing Wage Policies.

Dave Storm
Chairperson - Lake Land College Board of Trustees

SECTION 002113

INSTRUCTIONS TO VENDORS

PART 1 GENERAL

1.01 DEFINITIONS

- A. Lake Land College Board of Trustees will be hereafter referred to in this specification as “Lake Land College” and all correspondence shall be addressed to: Bryan Gleckler, Vice President for Business Services, Lake Land College, 5001 Lake Land Blvd., Mattoon, IL 61938, or bgleckler@lakelandcollege.edu.
- B. A Vendor is a person or entity who submits a Proposal to Lake Land College.
- C. A Vendor is a person, persons, business, organization, or other entity entering into an agreement with Lake Land College.
- D. Request For Proposal (RFP) Documents include the Advertisement for Request For Proposals, Instructions to Vendors, Proposal Forms and Addenda.
- E. The Agreement is the written agreement between Lake Land College and a Vendor setting forth the obligations of the parties thereunder, including but not limited to the performance of the Work, the basis of payment and the contract time.
- F. The Work is the entire delivery, installation or construction or separately identifiable parts thereof required to be furnished under the contract documents.
- G. A Proposal is a complete and properly signed Proposal to provide the materials and labor for the sums stipulated therein, submitted in accordance with the RFP Documents.
- H. A Proposed Price is the sum stated on the Proposal form for which the Vendor offers to provide the equipment described in the RFP Documents as the base, to which Work may be added or from which Work maybe deleted for sums to be negotiated on a per case basis.

1.02 DOCUMENTS

- A. Copies of the RFP Documents may be obtained at the office of the Vice President for Business Services, 5001 Lake Land Boulevard, Mattoon, Illinois 61938; (217) 234-5224 or by email at bgleckler@lakelandcollege.edu.

1.03 EXAMINATION OF DOCUMENTS

- A. Vendors shall examine all documents and shall inform themselves of the Work to be performed. Failure to do so will not relieve a successful Vendor of his obligation to provide all materials necessary to execute the Work for the sum stated thereon.

SECTION 002113

- B. Each Vendor, by submitting his Proposal represents that he has read and understands the RFP documents and has informed himself of the conditions of the Work.

1.04 INTERPRETATIONS DURING PROPOSAL PERIOD

- A. If any Vendor is in doubt as to the meaning of any part of the RFP Documents, they may submit a written request to: Bryan Gleckler, Vice President for Business Services, 5001 Lake Land Boulevard, Mattoon, Illinois 61938, or by email at bgleckler@lakelandcollege.edu; for an interpretation of that part.
- B. Written requests for interpretations or clarifications must be made no later than ten (10) working days prior to the Proposal Date specified in the Advertisement for the Request For Proposals.
- C. Any interpretation or change will be made only by Addenda numbered, dated, and issued by Lake Land College to each Vendor on record as having received a set of RFP Documents and will be available for inspection wherever the RFP Documents are kept available for that purpose. Lake Land College will not be responsible for any other explanations or interpretations of the RFP Documents.

1.05 QUALIFICATION OF VENDORS

- A. Vendors may be disqualified and their Proposals not considered for any of the following specific reasons:
 - 1. Reason to believe collusion exists among Vendors.
 - 2. The Vendor being interested in any litigation against Lake Land College.
 - 3. The Vendor being in arrears on any existing contract or having defaulted on a previous contract.
 - 4. Lack of competency as revealed by the financial statement, experience, and equipment, questionnaires, or qualification statement.
- B. If requested, a Vendor shall submit to Lake Land College a confidential Financial Statement in a sealed envelope.

1.06 PREPARATION OF PROPOSAL:

- A. No modification to the terms of these Proposal documents will be permitted. Any deviation shall be considered cause for disqualification.
- B. All Proposals must be submitted on the Proposal form contained herein.
- C. The Vendor shall base the Proposal on materials complying with the RFP Documents, and shall list all information where the Proposal form requires.

SECTION 002113

- D. Proposals shall not be based on discounts, rebates or other refunds unless all requirements of these RFP documents are met within the terms of the discounts, rebates or refunds.
- E. The blank spaces in the Proposal form shall be filled in correctly with ink or typewritten. A Proposal form containing an alteration or erasure of any price contained in the Proposal which is used in determining the lowest responsible Proposal shall be rejected unless the alteration or erasure is corrected as herein provided:
 - 1. An alteration or erasure must be crossed out and the correction printed in ink or typewritten adjacent to the alteration or erasure.
 - 2. The person signing the Proposal must initial the correction in ink.
 - 3. In the event that any price used in determining the lowest responsible Proposal is expressed by the Vendor in both written and numerical form, the written representation shall govern in all cases.
- F. If an individual submits a Proposal, he or his duly authorized agent must sign his name. If a firm, association or partnership submits the Proposal, the name, address and title of each member must be given, and an official or duly authorized agent must sign the Proposal. Powers of attorney authorizing agents or others to sign Proposals must be properly certified and must be in writing and submitted with the Proposal.
- G. Proposals from individuals or partnerships, if signed by an attorney-in-fact, shall have attached to the Proposal the power of attorney, evidencing the authority to sign the Proposal. If the Proposal is signed by any other legal entity, the authority of the person signing shall be attached to the Proposal.
- H. Lake Land College assumes no responsibility and bears no liability for costs incurred by a Vendor in the preparation and submittal of a Proposal in response to this RFP.

1.07 EXEMPTION FROM SALES TAX

- A. Lake Land College is exempted by Section Three of the Illinois Use Tax Act (Sec 3, House Bill 1610 approved July 31, 1961. IL. Rev. Stat. 1961, Chap. 120 Sec 439.3) from paying any of the taxes imposed by that act and sales to LAKE LAND COLLEGE are exempt by Section Two of the Illinois Retailer's Occupation Tax Act (Section 2, House Bill 1609, Approved July 31, 1961 IL. Rev. Stat. 1961, Chap. 120 Sec. 441) from any of the taxes imposed by that Act.

SECTION 002113

1.08 IDENTIFICATION AND SUBMITTAL OF PROPOSAL

- A. Each Proposal and all papers bound and attached to it shall be placed in an envelope and securely sealed therein. The envelope shall be plainly marked with the following:
 - 1. The word "PROPOSAL"
 - 2. Name and address of the Vendor.
- B. The envelope of the Proposal shall be addressed to:

Lake Land College
Passenger Van Lease Proposal
C/O Bryan Gleckler
5001 Lake Land Boulevard
Mattoon, Illinois, 61938
- C. Proposals shall be delivered before the time set for the opening of the Proposals. Proposals arriving by mail or otherwise after the time designated for the opening of Proposals will be returned unopened.
- D. No oral, telephone, facsimile or email proposals or modifications will be considered.

1.09 MODIFICATION OR WITHDRAWAL OF PROPOSAL

- A. A Proposal may not be modified after submittal. Vendors may withdraw a Proposal at any time before opening. A Withdrawal of a Proposal must be made in writing or in person by a Vendor or his duly authorized agent. If a firm, association or partnership wishes to withdraw a Proposal, an official or duly authorized agent must sign the written request or appear in person.
- B. Once withdrawn, the Vendor must submit a new Proposal prior to the opening in order to be considered.
- C. No Proposal may be withdrawn or modified after the Proposal opening except where the award of the Contract has been delayed beyond 60 days after date of Proposal.

1.10 OPENING OF PROPOSALS

- A. The Proposals submitted will be opened at the time and place stated in the Advertisement for Proposals and publicly read aloud and thereafter shall remain on file with Lake Land College.
- B. After Proposals are opened, the Proposals will be tabulated for comparison on the basis of the Proposal prices and quantities shown on the Proposals.

SECTION 002113

- C. Lake Land College reserves the right to withhold the award of the Work for a period of 60 days from the date of the opening of Proposals and no award will be made until Lake Land College is satisfied as to the responsibilities of the low Vendors.
- D. Until final award of the Work, Lake Land College reserves the right to reject any or all Proposals or proceed to do the Work otherwise in the best interest of Lake Land College.

1.11 DISQUALIFICATION OF VENDORS

- A. Proposals will not be considered if they show any omissions, additions, alterations of form, conditions not requested, unauthorized alternate Proposals or irregularities of any kind. However, Lake Land College reserves the right to waive any irregularities and to make the award in the best interest of Lake Land College.
- B. The Vendor acknowledges the right of Lake Land College to reject any or all Proposals and to waive any informality or irregularity in any Proposal received. In addition, the Vendor recognizes the right of Lake Land College to reject a Proposal if the Vendor fails to submit the data required by the RFP Documents.

1.12 APPLICABLE LAWS

- A. All applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the Work shall apply throughout, and they will be deemed to be included the same as though herein written out in full.
- B. Vendor's signatures 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 the Department of Human Rights Act, previously the Illinois Fair Employment Practices Act, Prevailing Wage Act for workers in our area, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are hereby incorporated by reference and become a part of this proposal and specification.

1.13 RECORDS:

- A. The Vendor shall maintain, for a minimum of 5 years after the completion of the Work, adequate books, records and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the Work; all books, records and supporting documents related to the Work shall be available for review and audit, and the Vendor agrees to cooperate fully with any audit conducted and to provide full access to all relevant materials.

END OF SECTION

SECTION 004146

PROPOSAL FORM

PROJECT IDENTIFICATION: Passenger Van Lease, Project 2017-010

PROPOSAL TO: Board of Trustees
 Lake Land College District Number #517
 C/O Bryan Gleckler
 Vice President for Business Services
 5001 Lake Land Boulevard
 Mattoon, Illinois, 61938

PROPOSAL FROM: _____

The undersigned Vendor agrees, if this Proposal is accepted, to enter into an Agreement with Lake Land College, in the form included in the Request For Proposal (RFP) Documents, to perform and furnish Work as specified or indicated in the RFP Documents for the Proposed Price and within the Times indicated in this Proposal and in accordance with the other terms and conditions of the RFP Documents.

In submitting this Proposal, Vendor represents that:

- A. This Proposal will remain subject to acceptance for 60 days after the day of the public opening.
- B. Lake Land College has the right to reject this Proposal.
- C. Vendor will sign and submit the Agreement with the Bonds and other documents required by the RFP requirements within 15 days after Lake Land College's Notice of Award.
- D. Vendor has copies of all the RFP Documents.
- E. Vendor has visited the site and become familiar with the general, local and site conditions.
- F. Vendor is familiar with federal, state and local laws and regulations.
- G. Vendor has correlated the information known to Vendor, information and observations obtained from visits to the site, reports and drawings identified in the RFP documents and additional examinations, investigations, explorations, tests, studies and data with the RFP Documents.
- H. This Proposal is genuine and not made in the interest of or on the behalf of an undisclosed person, firm or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization or corporation; Vendor has not directly or indirectly induced or solicited another Vendor to submit a false or sham Proposal; Vendor has not solicited or induced a person, firm or corporation to refrain from submitting a Proposal; and Vendor has not sought by collusion to obtain for itself an advantage over another Vendor or over Lake Land College.
- I. Vendor has received the following addenda receipt of which is hereby acknowledged.

Date	Number
_____	_____
_____	_____

15 Passenger Van	Rate/Month/Van	Term	Mileage Allowance/Van	Excess Mileage Cost/Van
	Use Words	Use Words	Use Words	Use Words
	Figures	Figures	Figures	Figures

Vendor agrees to provide all materials, labor and equipment, as specified, on or before the number of calendar days indicated below.

SUBMITTED on _____, 2017

Company _____, (Seal)

Address _____

Signed _____

 (Printed Name)

Phone _____

Fax _____

END OF SECTION

SECTION 012900

PAYMENT PROCEDURES

PART 1 GENERAL

1.01 PAYMENTS

- A. Lake Land College will make payment on account of the Contract as follows:
 - 1. Monthly based on agreed upon rate. Payment for excess annual miles will be paid at end of each contract year.
 - 2. All forms must be typed and all sections of the forms completed.

1.02 PAYMENTS WITHHELD

- A. Lake Land College may withhold, or on account of subsequently discovered evidence, nullify the whole or part of any payment to such an extent as may be necessary to protect Lake Land College from loss on account of:
 - 1. Claims filed or reasonable evidence indicating probable filing of claims.
 - 2. Failure of the Contractor to make payment properly to Subcontractors for materials and/or labor.
 - 3. Damage to another Contractor.
- B. When the above conditions are remedied payment will be made for the amounts withheld.

END OF SECTION

SECTION 500000

PASSENGER VAN LEASE

PART 1 GENERAL

1.01 SCOPE

- A. The work under this section includes the furnishing of all equipment, labor, material, supervision and services necessary for the execution and completion of all items required to provide complete and reliable Passenger Van Lease as herein specified.
- B. Provide a single, per month rate for a fifteen (15) passenger van, total of four (4) vans (2017 Ford Transit T-350 15 passenger van or approved equal). Monthly rate should include number of free miles per year, transportation, delivery and pickup, and manufacturer's basic warranty. Also include annual mileage allowance with excess mileage fee. See Proposal form.
- C. The term of this agreement shall be five (5) years, commencing on September 1, 2017 and shall terminate on August 31, 2022.
- D. If a Vendor is unable to comply with any of the following specifications, the Vendor shall submit in writing the reason for noncompliance. Noncompliance with any specification is grounds for rejection of the entire Proposal. The buyer reserves the right to reject any Proposal which does not meet these specifications.
- E. **Proposals shall include all costs, fees, and services** and shall have no hidden costs.

1.02 RELATED DOCUMENTS:

- A. All provisions of the Specifications apply to the work of this section.

1.03 SUBMITTALS:

- A. Provide your cancellation policy and associated fees.
- B. Submit for approval; example photos or brochures as are available to properly illustrate the appearance and type of vehicles proposed to provide Lake Land College with ample information to make an informed decision on proposed services.

END OF SECTION