



June, 2021

Dear Potential Bidder:

The Champaign Park District is requesting bids for the purchase of one (1) new regular cab chassis with a service body & boom/bucket.

Sealed bids shall be delivered or mailed to Bret Johnson, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821 **by 1:00 p.m. prevailing time on Wednesday, June 30, 2021.** Sealed bid packets shall be clearly marked with the words: **"Bid Document: Vehicle Purchase"**, along with the bidder's name and address, on the outside of the envelope.

When submitting your sealed bid, please make sure to enclose the following:

1. Bidder's Form (pages 3-6)
2. Commitment to Engage in Affirmative Action Practices (page 7)
3. Affirmative Action Contractor's Compliance Report (pages 8 & 9)

If you have any questions regarding the areas, or any of the enclosed information please contact me at 217-819-3850, 7:30 a.m. to 4:00 p.m., weekdays, or bret.johnson@champaignparks.org

Sincerely,

Bret Johnson
Assistant Director of Operations

Enc.

Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821-4112
217.398.2550 Phone
217.355.8421 Fax
www.champaignparks.org

Park Commissioners
Craig W. Hays
Barbara J. Kuhl
Timothy P. McMahon
Kevin J. Miller
Jane L. Solon

Officers
Jarrod Scheunemann, *Secretary*
Guy C. Hall, *Attorney*
Brenda Timmons, *Treasurer*
Joseph C. DeLuce, *Executive Director*

Champaign Park District: Request for Bids – Vehicle Purchase

SECTION I. INSTRUCTIONS TO BIDDERS

- 1.01 Invitation to Bid: The Champaign Park District is soliciting bids to purchase one (1) new bucket truck.
- Bid documents can be obtained online at: <https://champaignparks.com/bids-rfps/> or by contacting Bret Johnson, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821 @ 217-819-3850**
- 1.02 Due Date: Sealed bids shall be delivered or mailed to **Bret Johnson, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821, by 1:00 p.m. prevailing time on June 30, 2021** at which time bids will be opened and publicly read. Late bids and facsimile copies will not be accepted.
- 1.03 Bid Understanding: By submitting a bid, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions, specifications. Failure to do so will be at the bidder's risk and they cannot secure relief on the plea of error.
- 1.04 Submission of Bid: All bids shall be submitted on the Bidder's Response Forms (Page 3-6) and accompanied by requested information (Pages 7-9) including the Champaign Park District Commitment to Engage in Affirmative Action Practices form. All blank spaces shall be properly filled in, in ink or typewritten, in both words and figures, and with no other conditions, changes, erasures or interlineations. Bids shall be signed and executed by a principal duly authorized to make contracts.
- Bids shall be enclosed in an envelope sealed and clearly marked with the words: **"SEALED BID: "Vehicle Purchase"** The bidder shall put their name and address on the outside of the envelope.
- The Champaign Park District shall not be responsible for the premature opening of bid envelopes, which are not properly filled out in accordance with the instructions.
- 1.05 Awards Criteria: Award will be to the low responsible bidder for each vehicle, if all other requirements are satisfactorily met. The Champaign Park District reserves the right to reject any and all bids, waive technicalities and irregularities and/or to award the contract only to a bidder who is equipped, competent and experienced in the class of work and whose bid is deemed to be advantageous to the interests of the Champaign Park District. Where there are tie bids, there shall be a preference for "local bidders".
- 1.06 Rejection of Bids: The Park District reserves the right to reject any bids, all bids, or any part of a bid. The Park District reserves the right to reject the bid of any bidder who previously failed to perform adequately for the Park District or any other governmental agency or company.
- 1.07 Waiver of Informalities: The Park District reserves the right to waive informalities or technicalities in bids.
- 1.08 Withdrawal: Bidder may make a written request to modify or withdraw the offer at any time prior to the opening. Bids may not be modified after submittal or withdrawn or modified after bid opening. Withdrawal of bids will be allowed if award of contract has been delayed more than 60 days, after date of actual bid opening.
- 1.09 Inquiries: Questions and comments regarding this solicitation should be directed to **Bret Johnson, 706 Kenwood Road, Champaign, Illinois 61821 or by calling 217-819-3850**. Written answers to questions of a general nature or which would affect the solicitation will be provided to all eligible bidders. Only written answers to the questions shall be binding.

SECTION II. TERMS AND CONDITIONS

- 2.01 Delivery Notification: The District shall be notified 24 hours prior to delivery so that personnel may be available to allow access to the building and verify item received.
- 2.02 Transportation Charges: Quotations must be F.O.B. to the Champaign Park District, 2311 W. John Street, Champaign, Illinois 61821. Prices quoted will be considered to include all charges for transportation, packaging, crates, containers, insurance, etc. necessary to complete delivery.

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- 2.03 Payments: Vendor shall submit invoice to the District (ATTN: Bret Johnson) by the 1st Friday of the month. Payment will be monthly after Board approval of the bills, which is the 2nd Wednesday of each month. Invoice must include district issued purchase order number.
- 2.04 Taxes: The Champaign Park District is exempt from any taxes imposed by State and/or Federal Government. Exemption certificates will be provided upon request.
- 2.05 Cancellation/Termination: The Park District may cancel this contract without cause at any time by giving thirty (30) days written notice to the vendor. The Park District may cancel this contract with cause at any time by giving one week's written notice to the contractor. Cancellation for cause shall be at the discretion of the Park District and shall be, but is not limited to, failure to supply services specified within the time allowed within the terms, conditions or provisions of this contract. The successful bidder may not cancel without prior written consent of the Executive Director.
- 2.06 Compliance or Deviation to Specifications: Bidder hereby agrees that the products offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Bidder's response. Bidder may submit an attachment entitled "Exceptions for Specification", which must be signed by Bidder's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Bids failing to comply with this requirement will be considered non-responsive.
- 2.07 Compliance with Ordinances and Statutes and Notice of Special Conditions: Every bidder shall comply with the requirements of the Affirmative Action Regulations of the Champaign Park District, Illinois Fair Employment Act, Equal Opportunity regulations and other Federal and State of Illinois regulations and guidelines applicable to the contract.
- 2.08 Indemnification: Contractor shall indemnify and hold harmless District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs) arising out of or resulting from the performance of Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use therefrom, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnification which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Agreement.
- 2.09 Insurance: The Vendor shall have in effect a one million per occurrence commercial, general liability insurance policy.
- 2.10 Bid Rigging or Bid Rotating: The bidder by affixing his or her signature to the bid, certifies that he/she has not been barred from being awarded a contract with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (bid rigging or bid rotating).
- 2.10 Protest: If bidder objects to any provision of the bid, believes the Champaign Park District improperly rejected your offer, or believes the selected offer is not in the Champaign Park District's best interests, bidder may submit a written protest within five (5) days after the opening. Owner will consider only written protests that are properly and timely filed with the District. Owner will issue a written decision and that decision is final.

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SECTION III: BIDDER’S FORM

Bidder shall provide **one (1) new (2021 or 2022) Chassis w/ Service Body w/ Bucket Truck** in accordance with specifications listed below.

All bidders must check YES if meeting or exceeding specifications and NO if exception is taken to specification. Any exceptions taken must be explained in written detail and attached to the bid submitted.

SPECIFICATIONS	YES	NO	
<u>Chassis</u>			
Engine:	6.7L Diesel	_____	_____
Drive type:	Automatic 4x4	_____	_____
Transmission:	10 speed automatic w/ PTO opening	_____	_____
GVWR:	19,500	_____	_____
Cab to Axel:	60"	_____	_____
Body Style:	Regular cab	_____	_____
Steering:	Electronic power assist	_____	_____
Brakes:	4-wheel power disc with anti-lock	_____	_____
Tires:	225/70RX 19.5	_____	_____
	Tire brand/type _____		
Battery:	Maintenance free	_____	_____
Suspension:	Extra heavy front package	_____	_____
Alternator:	240 Amp.	_____	_____
Fuel Tank:	40 gallon rear mounted	_____	_____
Instruments:	All standard, plus voltage, oil pressure, and temperature gauge	_____	_____
Differential:	Limited slip rear axel	_____	_____
Required Features:	Air conditioning	_____	_____
	Vinyl seating	_____	_____
	AM/FM Radio	_____	_____
	Splash guards	_____	_____
	Power windows & door locks	_____	_____
	Class 5 receiver hitch	_____	_____
	All-Weather rubber floor mats	_____	_____
	Engine block heater	_____	_____
	Backup camera	_____	_____
	6 upfitter switches	_____	_____
	Tilt steering wheel	_____	_____
	Two (2) spare keys	_____	_____

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Service Body w/ Bucket

Boom:	Articulated & Telescopic	_____	_____
	40 ft working height	_____	_____
	35 ft ground to bottom of bucket	_____	_____
	27 ft side reach	_____	_____
	Upper and lower control switches	_____	_____
	Variable speed control for upper controls	_____	_____
	Emergency descent valve and lower control override	_____	_____
	Steel inner and lower boom	_____	_____
	Boom support	_____	_____
	Non-Continuous rotation	_____	_____
	Shear ball rotation bearing	_____	_____
	Turret assembly on 41.75" pedestal	_____	_____
Bucket:	24" x 30" w/ door	_____	_____
	400 Lb capacity	_____	_____
	Bucket support	_____	_____
	Start/Stop and emergency power	_____	_____
	110V tool circuit	_____	_____
	Hydraulic leveling	_____	_____
	180° hydraulic rotating	_____	_____
Service Body Features:	2 drawer pack 25w x 33.5h x 16d w/ dividers	_____	_____
	10 pack of extra dividers	_____	_____
	3 adjustable shelves w/ dividers	_____	_____
	108" length	_____	_____
	96" wide	_____	_____
	20" deep compartments	_____	_____
	56" load area width	_____	_____
	40" side compartment height	_____	_____
	Steel treadplate floor	_____	_____
	Recessed door handles	_____	_____
	Rubber fenderette around wheel wells	_____	_____
	White in color	_____	_____
	36" tailshelf	_____	_____
	Entryway steps on curbside	_____	_____
	Through box in tailshelf with 8"x17.5" opening	_____	_____
	Non-skid coating on compartment tops, load area walls and floor, and tailshelf floor	_____	_____
	Composite tailboard	_____	_____
	Grab handle on rear of body-curbside	_____	_____
PTO & Hydraulic Pump:	5.4 GPM @ 1200RPM	_____	_____
Lights:	Red/amber body clearance	_____	_____
	Body reflectors	_____	_____
	LED backup	_____	_____
	LED tail lights	_____	_____
	LED surface mounted amber strobe – 2 mounted on front grill & 2 mounted on rear tailshelf	_____	_____
	Amber strobe on each side of knuckle	_____	_____
	Light panel for tailshelf	_____	_____

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BIDDER’S FORM (cont’d)

YES

NO

Misc. Required Features:

Bucket cover	_____	_____
Ladder rack	_____	_____
Backup alarm	_____	_____
6 prong round trailer socket	_____	_____
20 amp duplex receptacle mounted behind passenger seat	_____	_____
2 wheel chocks	_____	_____
Cone holder	_____	_____
Remote keyless entry – All doors on truck and service body	_____	_____
3000 watt-pure sinewave inverter w/ one battery – switched in cab	_____	_____
120V weather proof receptacle at rear of body	_____	_____

Manuals:	One operating	_____	_____
	One shop repair	_____	_____

Government Standards:	At time of delivery to the Champaign Park District, the vehicle will meet or exceed all Federal and State of Illinois safety, health, lighting, vehicle and emission standards.	_____	_____
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Standard Equipment:	Vehicle must be equipped with all the manufacturer’s standard consumer equipment, unless specifically altered by the requirements of the above specifications.	_____	_____
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Title and Licensing:	Bid price shall include necessary title, doc fees, and “M” plate licensing costs	_____	_____
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Warranty:	Provide standard manufacturer’s warranty. State terms below.	_____	_____
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TOTAL BID AMOUNT: _____

MAKE/MODEL: _____

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____ **DAYS**

I hereby certify that I am duly authorized to sign as a representative for the vendor submitting the attached bid to the Champaign Park District, and that they have read, fully understand, and accept the items detailed in this bid.

Signed this _____ day of _____, 20____.

SUBMITTED BY:

Bidder agrees to provide vehicles in accordance with instructions to bidders, terms and conditions and specifications outlined herein.

Name of Company: _____

Address of Company: _____

Phone Number: _____

Signature/Title: _____

Print Name: _____ Date: _____

Email: _____

FIN or SS# _____

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COMMITMENT TO ENGAGE IN AFFIRMATIVE ACTION PRACTICES

A. The undersigned bidder/contractor/supplier/vendor understands and agrees:

It is the policy of _____ *(name of company)* that all applicants for employment and all employees be recruited, hired and assigned on the basis of merit without discrimination because of race, creed, color, national origin, sex, age or disability. The employment practices of this company have been and will continue to be such as to insure that all employees are treated equally and that no distinctions are made in rates of pay, benefits or opportunities for advancement.

Therefore employment of individuals, their assignment to jobs, their transfers and their promotions shall be determined by matching the requirements of an open position with the candidate's skills and qualifications without regard to race, creed, color, national origin, sex, age or disability.

All management and supervisory personnel shall continue to take positive action to insure that all principles and objectives of the affirmative action program are complied with to carry out the provisions of the laws governing non-discrimination in employment.

- B. The undersigned bidder/contractor/supplier/vendor understands and agrees: to submit to the park district upon request written evidence of the effectiveness of the above-required practices, policies and goals.
- C. The undersigned bidder/contractor/supplier/vendor understands and agrees: to submit to the park district upon request statistical data concerning employee composition or membership composition by race, color, sex, age, disability and job description.
- D. The undersigned bidder/contractor/supplier/vendor understands and agrees: to distribute copies of the above commitment (A) to all persons who participate in recruitment, screening, referral and selection of job applicants and prospective job applicants or members.
- E. The undersigned bidder/contractor/supplier/vendor understands and agrees: to require any subcontractor to submit to the District a written commitment with who he/she contracts with in the amount of \$5,000.00/Sub-Contract or \$1,000.00/Supplier/Vendor (per purchase or in accumulated amount in any fiscal year of the District) or more to engage in Affirmative Action practices.

I certify that I have answered all the foregoing questions and provided all the foregoing information correctly and truthfully to the best of my knowledge and ability.

Signature of Authorized Agent

Date

Title

Telephone Number

All information provided the Champaign Park District will be held in strictest confidence.

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AFFIRMATIVE ACTION CONTRACTOR'S COMPLIANCE REPORT

Part I: Identification

1. Company's main office address: _____

Telephone: _____ Fax: _____

Federal employer's identification number: _____

2. In what capacity would the company do business with the park district?
 Contractor Sub-contractor Vendor Supplier Other _____

3. Major activity of company (principle product or service). _____

4. Is the company presently pre-qualified to do business with the park district or other local and/or state government?
 Yes No *If yes with what agency(ies)?* _____

During the last 12 months has the company performed business with any governmental agency federal, state, county, municipal, school districts, etc.)?

Yes No *If yes with what agency(ies)?* _____

Part II: Policies and Practices

A. Is the company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, religion, sex, national origin or ancestry, age or disability? Yes No

B. Has the company developed a written affirmative action policy?
 Yes No *If yes, a copy of the policy shall be provided to the District upon request.*

C. Does the company have an affirmative action officer or person responsible for affirmative action?
 Yes *If yes please complete.* No

Name: _____

Title: _____

Telephone: _____

C. Does the company have bargaining agreements with employee organizations?
 Yes No

If yes, have such organizations been notified of the company's responsibility to comply with the Champaign Park District's affirmative action program? Yes No

Comments: _____

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AFFIRMATIVE ACTION CONTRACTOR'S COMPLIANCE REPORT (CONTINUED)

E. Has the company notified all of its sub-contractors of their obligations to comply with the Champaign Park District's affirmative action program? Yes No

Comments: _____

Part III: Personnel Inventory

Occupations	White		Black		Hispanic		Other	
	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers								
Professionals								
Technical								
Sales Workers								
Office & Clerical								
Crafts (skilled)								
Operatives (semi-skilled)								
Laborers (unskilled)								
Service Workers								
Apprentices (blue collar)								
On the job trainees (blue collar)								
On the job trainees (white collar)								
Totals								

The undersigned bidder/contractor/vendor/supplier has analyzed the workforce and submits the following workforce figures. The Champaign Park District will hold all information in the strictest confidence.

Above employee figures were obtained from: Visual check Employment records

 Signature of Authorized Agent

 Date

 Title

 Telephone Number