

LEGAL NOTICE - MUST RUN IN
DAILY SOUTHTOWN
Friday, February 12, 2016

LEGAL NOTICE

VILLAGE OF ORLAND PARK, ILLINOIS
INVITATION TO BID #16-010

21 Passenger Paratransit Shuttle Bus

The Village of Orland Park is soliciting bids for a 21 passenger paratransit shuttle bus. Bids are due not later than **11:00 A.M. local time on Monday, February 29, 2016** at the Office of the Village Clerk, 14700 S. Ravinia Ave., Orland Park, Illinois 60462, at which time all bids received will be publicly opened and read aloud at Village Hall.

The specifications are on file, available for inspection at the Office of the Village Clerk and online on the Village's website www.orlandpark.org.

No bid shall be withdrawn after the opening of the bids without the consent of the Village for a period of sixty (60) days after the scheduled time of bid opening.

The President and Board of Trustees reserve the right to reject any and all bids or parts thereof and to waive any informalities, technicalities and irregularities in proposing and to disregard all non-conforming, conditional or counter bids.

Bidders must comply with all provisions of State of Illinois and federal laws concerning public works projects including but not limited to the State of Illinois Human Rights Act and the regulations of the Illinois Human Rights Commission.

By order of the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois.

PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF ORLAND PARK, ILLINOIS

BY: JOHN C. MEHALEK
VILLAGE CLERK



VILLAGE OF ORLAND PARK, ILLINOIS

**INVITATION TO BID
#16-010**

21 PASSENGER PARATRANSIT SHUTTLE BUS

ISSUED

February 12, 2016

BID OPENING

**February 29, 2016
11:00 A.M.**

SUBMIT SEALED BIDS TO:

OFFICE OF THE VILLAGE CLERK
14700 SOUTH RAVINIA AVENUE
ORLAND PARK, ILLINOIS 60462

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I – INSTRUCTIONS TO BIDDERS

VILLAGE OF ORLAND PARK, ILLINOIS
Bid #16-010

SUMMARY

The Village of Orland Park (the "Village") invites bids for the purchase or lease of one 21 passenger paratransit shuttle bus (the "Project"). See the Bid Specifications and Technical Specifications for Project details.

CONTACT PERSON

Tom Morgan
Village of Orland Park
Vehicles & Equipment Division Operations Manager
E-mail: publicworks@orlandpark.org

QUESTIONS AND ADDENDA

Bidders may, in writing, ask questions or request clarification about this Invitation to Bid (the "ITB"). **Only written inquiries directed to the contact person listed above and received by noon on February 19, 2016 will be given consideration.** No oral comments will be made to any Bidder as to the meaning of the Technical Specifications or other contract documents.

Before the bid opening, the Village will make available to the public answers to questions or any modifications or additions to this Project or ITB in the form of a written addendum. Bidders may find addenda and **sign up for Bid Posting e-mail alerts** on the Village's website at www.orlandpark.org/bids.aspx. Bidders will not be relieved of obligations due to failure to examine or receive documents, visit the website or become familiar with conditions or facts of which the Bidder should have been aware and the Village will reject all claims related thereto. Information other than in the form of a written Addendum issued by the Village from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him from fulfilling any of the conditions and obligations set forth in this ITB. In the event of conflict with the original ITB documents, addenda shall govern to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

Bidders are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the bid submission. A Bidder's failure to include a signed formal Addendum in its bid submission may deem its bid non-responsive.

VILLAGE OF ORLAND PARK, ILLINOIS
Bid #16-010

BID SPECIFICATIONS

It is the intent of the Village to purchase or lease one (1) vehicle that complies **with the Technical Specifications as written in Section III, Exhibit B of this ITB.** The vehicle shall be new, unused, and of a current production model as described in the Technical Specifications. **If a Bidder takes any exception to the Technical Specifications, Bidder must indicate on page 11 of this ITB each exception and shall explain the reason for each exception taken.** Failure to properly indicate exceptions to the Technical Specifications may result in the disqualification of the bid.

The Technical Specifications shall be construed as “minimum.” All integral parts and hardware not specifically mentioned in the Technical Specifications that are necessary to provide a complete working unit shall be furnished. Upon delivery and prior to acceptance, the Village will inspect all vehicles for compliance to the Technical Specifications. The vehicles will also be inspected for proper workmanship, including, but not limited to: painting, welding, wiring, and general fit and finish.

BID SUBMISSION REQUIREMENTS

SEALED BIDS

Oral, telephonic, telegraphic facsimile or electronically transmitted bids will not be considered. In order to be responsive, **SEALED BIDS must be signed** and received by the Village of Orland Park in the Office of the Village Clerk, 14700 South Ravinia Avenue, Orland Park, Illinois 60462, **not later than 11:00 a.m., local prevailing time on February 29, 2016.** All sealed bids must be submitted to the Village Clerk’s Office, located at the above stated address. All sealed bids submitted properly will be opened publicly and read aloud immediately following the stated submission time for the Project.

Bidders must submit two (2) complete, sealed, signed and attested copies of the bid, one (1) of which shall be a complete bound copy and one (1) of which shall be a complete, identical, unbound copy of the bid, and shall have provided all requested information, and submitted all appropriate forms, affidavits and addenda acknowledgements (if applicable) **in each copy** in order to be considered responsive. Both copies shall contain original signatures.

Once submitted, no bid may be withdrawn without the Village's consent, but it may be superseded by a subsequent timely bid. Any bid received after the time and date specified for opening, or any postponement thereof, will not be considered. Bids shall be irrevocable for a period of sixty (60) calendar days after the Village opens them.

VILLAGE OF ORLAND PARK, ILLINOIS
Bid #16-010

REQUIRED BID SUBMISSION DOCUMENTS

Bidders shall provide all the information requested in *Section II* of this ITB.

Bidder Summary Sheet – *Section II* includes the Bidder Summary Sheet which must be completed, signed and submitted with the bid package. The submitted bid prices shall include all permits, insurance, equipment, plant facilities, work and expense necessary to perform the work in accordance with the Technical Specifications. The submitted bid price(s) shall not include any amount for sales or use taxes, or any other tax from which the Village is exempt. **If a Bidder takes any exception to the Technical Specifications, Bidder must indicate on page 11 of this ITB any exception and shall explain the reason for each exception taken.**

Affidavit of Compliance – *Section II* includes the Affidavit of Compliance which must be completed, signed, notarized and submitted with the bid package.

References – *Section II* includes the References form that must be completed and submitted with the bid package. Bidders shall provide three (3) references for which they have performed similar work. By providing this information, Bidders grant Village permission to contact said references and ask questions regarding prior work performance. Village may use the information gained from Bidder's references to further evaluate Bidder responsibility.

OTHER

Each Bidder is responsible for reading this ITB and determining that the Technical Specifications describe the Project in sufficient detail. Bidders shall notify the Village of any inappropriate service, brand name, component, or equipment called for by the Village in this ITB and shall note in its bid the adjustments made to accommodate such deficiencies.

Brand names specified in this ITB shall be deemed to include approved equals, and Bidders must obtain the Village's approval of their proposed equal not later than December 12, 2014.

After bids have been opened, no Bidder shall assert that there was a misunderstanding concerning the nature of the Project or the quantities and specifications of the material/equipment/items to be delivered, and no such claim shall relieve a Bidder from its obligation to perform. All bids must be made only on the forms provided by the Village and must be made in accordance with this ITB, which is on file and may be obtained for examination in the Clerk's Office at the above address and are made part of this notice as though fully set forth herein.

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GENERAL TERMS AND CONDITIONS

Contract – The official Village purchase order, ITB documents and warranties (collectively the “Contract”) shall serve as the Contract between the successful bidder and the Village. The Contract will expire upon completion, inspection, acceptance, and final payment for the work/goods/services performed. Certain provisions of the Contract shall survive the expiration or termination of the Contract.

Assignment – The successful Bidder shall not assign the work of this Project without the prior written approval of the Village.

Compliance with Laws – The Bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and Village governments, which may in any manner affect the preparation of bids or the performance of the Contract. Bidder hereby agrees that it will comply with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including the provision dealing with sexual harassment and that if awarded the Contract will not engage in any prohibited form of discrimination in employment as defined in that Act and will require that its subcontractors agree to the same restrictions. Bidders and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees’ rights under the Act. Bidders are also required to comply with all applicable federal laws, state laws and regulations regarding minimum wages, limit on payment to minors, minimum fair wage standards for minors, payment of wage due employees, and health and safety of employees. Bidders are required to pay employees all rightful salaries, medical benefits, pension and social security benefits pursuant to applicable labor agreements and federal and state statutes and to further require withholdings and deposits therefore.

Payments – Payment terms will be made pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.) after receipt of the successful Bidder’s dated invoice. For payment, submit invoices electronically to accountspayable@orlandpark.org and include the following information:

- Name and address
- Purchase order number
- Amount Being Requested
- Dates of service/transaction
- Current invoice amount

Sales Tax Exemption – In order to obtain a Tax Exemption Certification for sales tax exemption on purchases directly related to work being done for this Project, the successful Bidder must complete the Village’s Sales Tax Exemption Number Authorization Form. The successful Bidder may email purchasing@orlandpark.org for a copy of this form.

Guarantees and Warranties - All guarantees and warranties required shall be furnished by

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the Bidder if awarded the Contract and shall be delivered to the Village's Finance Department before final payment on the Contract is issued. Information describing such guarantees and warranties shall be included as part of the bid. The Bidder shall also specify any guarantees or warranties which are available for purchase by the Village and shall transfer the same in writing upon completion of the work, along with a Bill of Sale as may be appropriate.

Vehicles and equipment shall be new or current production, and be properly serviced for immediate operation. By submitting a bid, Bidder expressly warrants that the vehicle, materials and equipment furnished under the contract will be of good quality and new unless otherwise expressly required or permitted by the contract documents, that the work will be free from defects for one (1) year from the issuance of the final payment by the Village or the length of time guaranteed under the warranty provided by the Bidder, whichever is greater. Where there are deficiencies, Bidder agrees to correct them with reasonable promptness after receiving notice of said deficiencies from the Village.

Indemnification - The successful Bidder shall indemnify, defend and hold harmless the Village, its trustees, officers, directors, agents, employees, representative and assigns, from lawsuits, actions, costs (including attorney's fees), claims or liability of any character, incurred due to the alleged negligence of the Bidder, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said Bidder, its officers, agents and/or employees arising out of , or in performance of any of the Contract provisions, including and claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act: or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Village, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The Bidder shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The Bidder shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Bidder shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

Equals - Any references in the Technical Specifications to manufacturer's name, trade name, or catalog number (unless otherwise specified) is intended to be descriptive but not restrictive and only to indicate articles or materials that will be satisfactory. With the intent to standardize certain components, therefore, in numerous places the Village has named specific brands of components. This has been done to establish a certain standard of quality. Bids on other

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makes will be considered, provided each bidder clearly states on the face of their bid exactly what is proposed to be furnished and provides documentation clearly describing any variations to the bid specifications. Unless so stated in the bid, it shall be understood that the Bidder intends to furnish the item specified and does not propose to furnish an "equal." The Village hereby reserves the right to approve as an equal, or to reject as not being an equal any article the Bidder proposes to furnish which contains minor or major variations from specification requirements, but which may comply substantially therewith. The determination of regarding any such request as far as accepting or denying said request, will be final.

EVALUATION OF BIDS/BIDDERS

The Contract shall be awarded to the lowest responsive, responsible Bidder. In determining the lowest responsive and responsible bid, consideration will be given to several factors, including but not limited to price, financial responsibility of the bidder, completion date, responsiveness to the specifications, and the experience of the Village and other purchasers with the Bidders.

The Village reserves the right to accept any bid, any part or parts thereof, or to reject any and all bids. The Village reserves the right to waive minor informalities or irregularities in the bids received, to accept any bid deemed advantageous to the Village, or to reject any and all bids submitted. Conditional bids, or those which take exception to the ITB documents without prior written approval from the Village, may be considered non-responsive and may be rejected.

The Village award will be made within sixty (60) calendar days after the date of the bid opening, or any mutually agreed extension thereof. Award of the contract is subject to Village Board approval. The Village may elect to enforce its Local Vendor Purchasing Policy as specified in *Section III, Exhibit A*. The Village may also conduct a pre-award facility survey. This survey may include, but is not limited to, determining if the Bidder has the experience, capability, necessary facilities and financial resources to complete the contract in a satisfactory manner within the required time. The Village may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work in conformity with the Contract documents, and the Bidder shall furnish to the Village all such information and data for this purpose as the Village may request.

As a unit of local government, the Village is subject to the Illinois Freedom of Information Act (FOIA) or 5 ILCS 140/1, et. seq. as amended. Therefore, after award of the Contract, responses, documents, and materials submitted by the Bidder in response to this ITB will be made available for public inspection in accordance FOIA, unless otherwise determined by the Village Manager. Based upon the public nature of these ITBs, where applicable, a Bidder must inform the Village, in writing, of the exact materials in the offer which it claims are exempt from disclosure pursuant to FOIA.

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BID SUBMITTAL CHECKLIST

In order to be responsive, the bidder must submit the following items:

- A. **Two (2) sealed copies of the bid:** One (1) original bound version and one (1) unbound identical copy of the bid labeled **Bid #16-010: 21 Passenger Paratransit Shuttle Bus** in the lower left hand corner and addressed to:

Village of Orland Park
Attn: Clerk's Office
14700 S. Ravinia Ave.
Orland Park, IL 60462

B. **Signed and completed forms from *Section II*:**

1. Bidder Summary Sheet
 - Price Proposal
 - Additional Information
 - Exceptions to Technical Specifications
2. Affidavit of Compliance
 - Business Organization
 - Eligibility to Enter Into Public Contracts
 - Sexual Harassment Policy
 - Equal Employment Opportunity Compliance
 - Tax Certification
 - Authorization & Signature
3. References

C. **Other**

1. Independent Certificate of Compliance with requirements of Federal Motor Vehicle Safety Standard Number 220 (School Bus Rollover Protection)
2. Proposed floor plan
3. Product catalogues
 - Bus
 - Lift
 - Air Conditioning System
 - Other pertinent equipment
4. "Transit Bus Quality Program" Certificate
5. State of Illinois Dealer License
6. Warranties: These shall include, but may not be limited to chassis, lift, air conditioning system etc.

- D. **Bidders are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the bid submission.** A Bidder's failure to include a signed formal Addendum in its bid submission may deem its bid non-responsive.

II – REQUIRED BID SUBMISSION DOCUMENTS

BIDDER SUMMARY SHEET

Bid #16-010 - 21 PASSENGER PARATRANSIT SHUTTLE BUS

Project Name

Business Name: _____

Contact Person Name and Title: _____

Address (Street, City, State, Zip Code): _____

Phone: (____) _____ Fax: (____) _____

E-mail Address: _____

<u>PURCHASE</u>	
GRAND TOTAL PURCHASE PRICE:	\$ _____

<u>LEASE OPTION</u>	
Bidders are not required to submit bids for the lease option, and therefore this section may be left blank. Bidders should base bids on an estimated lease period of sixty (60) months)	
ANNUAL MILEAGE ALLOWANCE:	_____ miles
EXCESS MILEAGE RATE:	\$ _____ per mile
TOTAL POST-LEASE PURCHASE PRICE:	\$ _____
LEASE PRICE:	\$ _____ per month

ADDITIONAL INFORMATION

YEAR _____

MAKE _____

MODEL _____

DELIVERY Delivery will be complete within _____ calendar days of bid award.

EXCEPTIONS TO TECHNICAL SPECIFICATIONS
Bid #16-010

Bidders must list any exceptions to the Technical Specifications and explain the reason for each exception taken. Failure to properly indicate exceptions may result in the disqualification of the bid. Check “yes” or “no” to indicate compliance.

Yes [] My bid complies with all the Technical Specifications.

No [] My bid does not comply with all the Technical Specifications. I indicated each exception below (attach additional documentation as necessary).

Item	Reason for Exception

I have read the Technical Specifications in *Section III, Exhibit B* of this ITB and indicated any exceptions to the Technical Specifications as instructed hereto.

Business Name: _____

Name of Authorized Signee: _____

Signature of Authorized Signee: _____

Title: _____ Date: _____

AFFIDAVIT OF COMPLIANCE
Bid #16-010

Bidders shall complete this Affidavit of Compliance. Failure to comply with all submission requirements may result in a determination that the Bidder is not responsible.

The undersigned _____, as _____,
(Enter Name of Person Making Affidavit) (Enter Title of Person Making Affidavit)

and on behalf of _____, certifies that:
(Enter Name of Business Organization)

1) BUSINESS ORGANIZATION:

The Bidder is authorized to do business in Illinois: Yes [] No []

Federal Employer I.D. #: _____
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Bidder is (*check one*):

- Sole Proprietor
- Independent Contractor (*Individual*)
- Partnership
- LLC
- Corporation _____ *(State of Incorporation)* _____ *(Date of Incorporation)*

2) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes [] No []

The Bidder is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-rotating" of any state or of the United States.

3) SEXUAL HARRASSMENT POLICY: Yes [] No []

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human

Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a “public contract” includes “...every contract to which the State, any of its political subdivisions or any municipal corporation is a party.”

4) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE: Yes [] No []

During the performance of this Project, Bidder agrees to comply with the “Illinois Human Rights Act”, 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The Bidder shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor’s obligations under the Illinois Human Rights Act and Department’s Rules and Regulations for Public Contract; (V) submit reports as required by the Department’s Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department’s Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department’s Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Bidder will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Bidder will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. “Subcontract” means any agreement, arrangement or understanding, written or otherwise, between the Bidder and any person under which any portion of the Bidder’s obligations under one or more public contracts is performed, undertaken or assumed; the term “subcontract”, however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Bidder or other organization and its customers. In the event of the Bidder’s noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Bidder may be declared non-responsible

and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

5) TAX COMPLIANT: Yes [] No []

Bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

6) AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Bidder set forth on the Bidder Summary Sheet, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the bid is genuine and not collusive, and information provided in or with this Affidavit are true and accurate.

The undersigned, having become familiar with the Project specified in this bid, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

ACKNOWLEDGED AND AGREED TO:

Signature of Authorized Officer

Name of Authorized Officer

Title

Date

Subscribed and Sworn To
Before Me This _____ Day
of _____, 20__.

Notary Public Signature

NOTARY SEAL

REFERENCES
Bid #16-010

Provide three (3) references for which your organization has performed similar work.

Bidder's Name: _____
(Enter Name of Business Organization)

1. ORGANIZATION _____

ADDRESS _____

PHONE NUMBER _____

CONTACT PERSON _____

YEAR OF PROJECT _____

2. ORGANIZATION _____

ADDRESS _____

PHONE NUMBER _____

CONTACT PERSON _____

YEAR OF PROJECT _____

3. ORGANIZATION _____

ADDRESS _____

PHONE NUMBER _____

CONTACT PERSON _____

YEAR OF PROJECT _____

III – EXHIBITS

EXHIBIT A
Bid #16-010
LOCAL VENDOR PURCHASING POLICY

The Village believes it is important to provide local vendors with opportunities to provide goods and services to Orland Park. This belief is based upon the fact that the active uses of commercial properties in the Village benefits the community through stabilization of the property tax base, the creation of local sales tax and the provision of employment opportunities for citizens of the community and surrounding region.

In an effort to promote the aforementioned benefits, the Village wishes to provide local vendors with preferential treatment when competing for contracts with the Village. A local vendor is defined as a business that has an actual business location within the corporate boundaries of Orland Park and is licensed by the Village. The Village will not award a contract to a local vendor when the difference between the local vendors bid and the otherwise lowest responsive and responsible bid exceeds the applicable percentage indicated below. As such, when considering contracts, the Village reserves the right to forego the lowest responsive and responsible bid in favor of a local vendor under the following circumstances:

<u>Contract Value</u>	<u>Range (up to a maximum of)</u>
\$0 - \$250,000	2.00%
\$250,000 - 1,000,000	1.50%
\$1,000,000 - 2,000,000	1.00%
Greater than \$2,000,000	\$20,000

Under no circumstance will any contract be awarded to a local vendor when the local vendor's bid exceeds the lowest responsive and responsible bid by \$20,000 or more.

This Policy shall ONLY apply if formal notice of the aforementioned criteria is provided as part of the bid specifications. In addition, it should be noted that the Village shall not be obligated to forego the low bidder in favor of the local vendor under any circumstances. However, this Policy simply provides the Village with the option of doing so when applicable. Furthermore, this Policy shall not apply in any situation where any portion of the contract amount is being paid with funds other than Village monies. Specifically, this Policy shall not apply in any situation where the Village has received a grant or otherwise received a source of funds other than its own funds.

EXHIBIT B
Bid #16-010
TECHNICAL SPECIFICATIONS

DESCRIPTION:

This Exhibit describes a new Starcraft AllStar model mid-sized transit bus (the "Bus"), which will be used to transport passengers in both rural and urban areas. The Bus will be of a "Steel Cage" type construction for sidewalls, rear walls, and roof. The Bus body is to be mounted on a Ford RV Cutaway chassis, E-450 series with the "Shuttle Bus Prep Package (Ford Option 47B)" included. The commercial cutaway series are not acceptable. All Bidders must comply with each requirement listed.

The Bus shall be of substantial and durable construction in all respect, with particular attention given to features, which will provide the safest possible Bus for transporting people. **If a Bidder takes any exception to the Technical Specifications listed in this Exhibit B, Bidder must indicate on page 11 of this ITB each exception and shall explain the reason for each exception taken.**

DETAILED SPECIFICATIONS:

Materials

All materials used in conversion of the Bus shall conform in all respects to American Society of Testing Materials, Society of Automotive Engineers or similar association standards.

Capacity

Bus must be able to accommodate the following loads:

1. With no wheelchairs on board, 21 seated passengers plus driver.
2. With two wheelchairs on board, 16 seated passengers plus driver.

DIMENSIONS:

Description	Requirements
Overall exterior length	315" maximum
Overall Exterior width (ex. mirrors)	96" maximum
Overall height	117" maximum
Interior head room	80" minimum
Interior width (seat level)	93" minimum
Aisle width	17" minimum
Ground to first step	11.5" maximum

CHASSIS EQUIPMENT:

Description	Requirements
Model year/make	2016 or newer Ford E450 Super Duty cutaway
Wheelbase	190" minimum
G.V.W.R.	14,500# minimum
Engine	6.8L V-10 gasoline engine
Transmission	Automatic w/overdrive
Rear axle ratio	4.10:1
Axle ratings	Front 5,000# min Rear 9,500# min
Steering	Power
Brakes	Power disc, antilock
Shocks	Heavy duty front and rear
Batteries	Dual Heavy Duty 78 amp
Alternator	225 amp
Bumper front	Chrome front, 11 gage steel black painted rear w/wrap around corners
Horns	Dual
Tires	6=LT225/75R 16E radials, bsw, A/S spare tire to match
Wheels	White painted steel, 16"x6", 4 hand hole
Fuel capacity	55 gallons minimum
Radiator	Heavy duty largest capacity available
Gages	Oil pressure, fuel, Amp meter, temperature
Drive shaft guards	Two (2)
Wipers	Intermittent
Air bag	Drivers side
Steering features	Tilt wheel w/cruise control

VEHICLE BODY:**Body, General Construction**

The body structure shall be built as an integral unit. All joints and corners where stress concentration may occur shall be adequately reinforced to carry required loads and withstand road shock. The bus body shall be certified by an independent testing agency to meet the requirements of Federal Motor Vehicle Safety Standard Number 220 (School Bus Rollover Protection). Certification of compliance with these tests shall be provided with the submission of this bid. Failure to submit this data may render your bid unresponsive.

Body Structural Framing

- A. The vehicle body structure must incorporate an integral, fixture-welded steel body framing for floor, front, rear, sidewalls and roof. Fastening of floor to roof and roof to sidewalls by means other than welding is not acceptable. Any method of construction that is accomplished without welding or that result in a configuration that is unable to meet the quality and structural integrity as defined above is not acceptable. The purchaser will be the final judge as to the acceptability of the proposed construction.
- B. The vehicle body structure must incorporate a full jig-welded steel body framing for floor, front, rear, sidewalls, and roof body construction. Any construction method utilizing fiberglass or plastic as primary support in stress bearing wall sections is not acceptable and will not be considered. The body shall incorporate steel structure as the primary load-bearing mechanism.
- C. The sidewall structure shall be 18 GA custom formed steel "C" channel with bends wall bows. Wall bows shall be incorporated with and welded to lateral members of 16 ga. X 1" x 1" formed "C" channel and/or 16 ga x 1" x 1" steel tubing. The exterior sidewall panels shall be fiberglass (FRP) bonded to structural luan. The sidewall and roof shall be joined at the roof gutter above the windows. All panels

shall be installed so that they will shed water, that is, the leading panel shall be lapped over the following panel and in no case shall the sealing of the panels be dependent on caulking alone. Side panels below the floor line shall be aluminum or fiberglass and easily removable for service and repair. The roof structural support members shall be the equivalent of 18 GA steel formed hat section roof bows, 1-1/2" by 3-1/2". Roof bows shall be incorporated with and welded to lateral members of 16 ga. 1" x 1" steel tubing. Exterior roof panel shall be FRP type material.

- D. The bus body will be essentially a steel cage after components are welded together. The mounting track for the passenger seats will be welded to both the side-wall steel frame and to the steel sub-floor. Any other method of attaching the seat track to the bus body is not acceptable.
- E. Side wall and rear wall shall be insulated with 1" thick and roof with 1 1/2" thick polystyrene insulation panels that are cut to fit all interior wall and roof cavities.
- F. The structural steel shall be treated with anti-corrosion material after the entire framing structure is welded together.
- G. The body shall be bolted through the sub-floor structure to the chassis frame and utilize rubber isolating mount pads. No part of the body may be welded directly to the chassis frame structure.
- H. A front cap constructed of fiberglass shall close in the front end of the body.
- I. The exterior sidewall of the bus shall be smooth. There shall be no exposed fasteners on the exterior of the bus.
- J. All nuts, bolts, clips, washers, clamps and like fasteners shall be zinc or cadmium plated, or zinc chromate coated to prevent corrosion.
- K. Wheel housings shall be of one-piece steel construction, 14 GA minimum. Wheel housings are to be constructed and adequately reinforced to prevent deflection. Ample clearance shall be provided for tires in their maximum jounce position according to the chassis manufacturer.
- L. Access doors shall be provided where necessary to service transmission, engine, radiator, battery, and air conditioning components.
- M. The entire body frame under structure shall be fully undercoated according to the chassis manufacturer guidelines. The joints of floor and walls or any voids shall be sealed with non-flammable resin-type material after manufacturing of the body and interior items are installed in the bus.
- N. Any bright metal exterior trim shall be stainless steel, polished aluminum, or chrome plated.
- O. Water channeling rain gutters shall be installed over all door and window openings.
- P. A Radio ground plane for two way radio antenna installation shall be provided under roof. Ground plane shall have an interior access cover and flexible conduit that shall have a wire or rope pull ready for use to pull coaxial cable thru. Coaxial cable pull to terminate on the right side of the engine cover.

INTERIOR:

Interior walls shall be grey fiberglass material. All interior trim pads and cab liner are to be grey vinyl. Headliner in passenger area shall be grey cloth.

MIRRORS:

Shall consist of two (2) RV style exterior mirrors that consist of a large flat glass mirror and a convex spot mirror. Convex is to be incorporated into the mirror head. Mirrors are to be heated and remote operated.

PASSENGER ENTRANCE DOOR:

- A. The entry door shall be fully encompassed by an integrally welded steel door surround. The complete door surround frame shall be a matrix of 1" x 1" 16 ga. and .75" x .75" 11 ga. steel tubing and will incorporate the step well, and be installed in the body as a single unit. The step well and header plate shall be a minimum of 11 GA steel. The door shall have a full clear opening width of at least 29" and a full height of at least eighty inches (80").
- B. The entry door shall be a two-leaf, outward opening type, electric operated, and controlled from the driver's seat.
- C. Full-length glass shall be provided on the entry door for full visibility.
- D. At the meeting edges of each door leaf, a rubber seal shall be installed so that the edges form a tight overlapping seal when closed.

- E. A 1-1/4" stainless steel grab bar (stanchion) shall be securely fastened to both sides of the interior of the doorway parallel to the steps to assist passengers in entering or exiting the vehicle.
- F. An exterior key switch shall be mounted to the front side of the entrance door to allow entrance without having to go through the driver's door or have the vehicle running.

FLOOR STRUCTURE:

The floor covering shall be Gerflor Sirius Anthrasite grey. The floor covering shall be butt jointed and securely cemented to the plywood floor with a waterproof adhesive. The floor sub-structure shall be covered with minimum 5/8" CD exterior grade plywood with sealed edges. Step edges shall have bright white nosing. A white standee line shall also be provided.

WINDOWS:

- A. The windshield is to be a one-piece design. Windshield shall be laminated tinted safety glass.
- B. The driver's window shall be capable of opening. This window shall be tempered or laminated safety glass.
- C. The side passenger windows shall be transit type, as opposed to the school bus type. It is desired to maintain a transit type appearance, and school bus type windows will not be accepted. The passenger windows shall be certified by an independent testing agency to be in compliance with FMVSS 217 (Bus Window Retention and Release). Certification of compliance with FMVSS 217 shall be provided with submission of this bid. Failure to submit this certification will render your bid unresponsive. Passenger windows must be capable of opening to ensure ventilation. Windows shall be an upper T-Sliding design with dark tinting.
- D. Hinged emergency escape windows must be provided on each side of the bus. In addition, a rear hinged emergency escape window must be provided. Emergency windows must be clearly labeled and operating instructions must be clearly visible.
- E. All egress windows shall be identified with a red light that is illuminated during vehicle operation. All passenger windows must be safety glass with an AS-3 marking. Windows are to be dark tinted to a maximum of 31% light transmission. All passenger windows shall be installed in black powder coated or anodized aluminum frames, or an equivalent. Each side window shall be a minimum of 36" tall by 36" wide, except where the floor plan desired requires the use of one smaller (filler) window on each side.

LIGHTING:

INTERIOR:

- A. All interior lights to be LED.
- B. Shall consist of one (1) step well light to illuminate entrance area adequately when door is opened and one (1) drivers courtesy light that activates when drivers door is opened or with head light switch.
- C. Passenger cabin area lights shall offer sufficient interior light levels to allow for safe passenger movement. Said lights shall be mounted above side windows at roof line. These lights shall activate when the entrance door is open or with a separate interior switch located by the driver.
- D. An exterior LED light, that meets ADA requirements, shall be mounted in the body skirt by the front entrance door. This too shall activate when door is opened.

EXTERIOR:

- A. Shall consist of OEM chassis standard front cab light configuration.
- B. Body shall have five (5) amber clearance lamps on the front and five (5) red on the rear in ICC configuration.
- C. All marker lights shall be LED.
- D. Rear of bus shall have an LED license plate lamp, two LED (2) 4" round tail/stop lamps, two (2) 4" round white back up lamps and two LED (2) 4" round amber turn signals.
- E. Tail/stop, backup and turn signal lamps shall be the types that are totally sealed and throw-a-way style. Lamps shall be installed in a manner that is aesthetically pleasing and in combination form. School bus type lamps are not acceptable.

- F. Vehicle shall have an LED high mount center stop lamp located above the window.
- G. Vehicle shall have mid ship LED amber turn marker lights.

DRIVERS CONSOLE:

A separate drivers console shall be included for the purpose of accommodating all switches that are installed by body manufacturer. These shall include, but are not limited to, electric door switch, heater switch, air conditioning controls, interior passenger lights switch and lift power switch. This console is to be located in a manner to allow for easy use by driver. Console shall be mounted in an overhead panel located above windshield and angled towards driver. All switches installed by body manufacturer shall be rocker style. Only exception is regarding rear air conditioning switches which shall be those supplied by the air conditioning manufacture.

WIRING:

All wiring shall follow a uniform code of color, and be function coded to allow with ease the identity of individual wires throughout the vehicle. There shall be two (2) fuse/relay boxes. One shall be chassis OEM installed and shall not be altered in any way. The other shall be for body and components as installed by body manufacturer. This junction box shall be installed on the interior of vehicle. An electrical wiring diagram shall be supplied with the vehicle for all body components.

AIR CONDITIONING:

Shall consist of chassis OEM dash air conditioning and body manufacturer installed rear air conditioning. Capacity shall be a minimum of 68,000 BTU's. System shall incorporate a three (3) fan skirt mounted condenser. Dual compressors are required. Evaporator shall be installed in the rear of the vehicle above the rear window. Bidder shall submit information on make and type of air conditioning proposed along with wiring/plumbing diagrams with bid.

HEATING:

Shall consist of chassis OEM dash heater/defroster and one rear floor or seat mounted heater with a minimum of 65,000 BTU's. An exterior mounted shut off valve shall be supplied for the rear heater.

STANCHIONS AND HAND RAILS:

Bus shall have a vertical and horizontal stanchion with modesty panel mounted behind the entrance door. There shall also be a right and left entrance hand rail at step area. These hand rails shall be mounted in a manner that allows passengers to grasp throughout the ascent or descent of the vehicle. In other words they shall follow the incline of the steps. A stanchion/modesty panel shall also be installed to the rear of the driver's seat. Two (2) overhead standee rails are required.

SEATS:

ALL:

- A. **ALL SEATS, WITH THE EXCEPTION OF THE FOLD/FLIP SEATS, SHALL BE MOUNTED TO TRACK SEATING RAILS.**
- B. Two (2) 24" seat belt extenders shall be provided and work with all seat belts.
- C. All seats shall be covered with level #4 Repel materials. Colors to be 189 Icon Blue.
- D. All seat positions shall have retractable seat belts that meet all FMVSS requirements.
- E. Black padded seat back assist rails shall be provided at aisle seats (9). Not required on rear row seats.

DRIVER: Shall be high back reclining bucket seat with right arm rest.

PASSENGERS:

- A. Bus shall be able to accommodate 21 passengers with no wheelchairs on board.

- B. Permanent seats shall be individual mid high back bucket style shall have a minimum width each of 17", minimum cushion depth of 16". Top of seat cushion shall be 18" above floor with top of seat back a minimum of 38" above floor.
- C. All aisle side seats shall be equipped with hard rubber covered flip armrests and seat back assist rails
- D. There shall be eight (8) fixed mid high double seats.
- E. There shall also be two (2) 34" mid hi forward facing fold a way seats mounted in the left rear of the bus and one (1) single flip seat mounted against rear wall next to the lift. These seats shall fold down whenever there are no wheelchairs on board. See attached Exhibit C for a floor plan showing the Village's desired layout.

REVERSE ALARM:

Bus shall be equipped with a reverse alarm that activates when the transmission is put in reverse operation.

PARATRANSIT EQUIPMENT:

LIFT: Bus shall have a Braun Century NCL954IB3454 1,000# lift that meets all ADA and FMVSS403 and 404 requirements. Lift shall be mounted in right rear corner of bus. An additional leaf spring in right rear shall be added to OEM springs. Lift shall be equipped with a transmission/parking brake interlock that prohibits vehicle from moving if lift doors are open. Lift interlock shall also incorporate a fast idle system. Interlock/fast idle system shall be manufactured by Intermotive products.

LIFT DOORS: Shall be of double panel construction. Each panel shall have a security latch with at least one of these panels to have a handle with a key lock cylinder for the purpose of locking and securing the bus. Each door panel shall have a window that is the same height as the side passenger's windows and shall be installed at the same height as the passenger windows. Each door panel shall have heavy duty gas filled shocks to hold doors open. Lift doors shall meets the minimum requirements of ADA regarding clear opening height and width as it applies to buses in excess of 22 feet. An audible and visual alarm system shall be installed in drivers area to alert driver of lift door open.

LIFT LIGHTS: An interior LED light shall be mounted above the lift door as well as one (1) exterior LED lift light which shall be mounted in the skirt of the bus and centered below the lift doors. Illumination requirements of these lights shall meet ADA requirements. These lights shall activate when the lift doors are opened and shall be independent of vehicle driving lamps.

MOBILITY AID/PASSENGER RESTRAINT BELT SYSTEMS: Shall be manufactured by Q-Straint, model "QRT auto retracting type, and be the "L" style and consist of four (4) straps that secure wheelchairs in place and a combination lap/shoulder harness for wheelchair passenger. These securement systems must meet all ADA requirements. Tracks in floor must be flush mounted. Bus shall be able to accommodate two (2) wheelchairs. Provide two (2) TDSS "L" track under seat storage systems on the two fold a way seats.

PRIORITY DECALS: Decals indicating that wheelchair positions are reserved for those with mobility aid devices as well as one set of forward facing seats that are reserved for passengers with disabilities shall be installed. These decals are to meet all ADA requirements.

STORAGE COMPARTMENT: A storage compartment with lock located in the nose cone of the bus above the front windshield shall be supplied. This compartment shall have adequate space and incorporate at least half the width of the front nose cone area.

SPARE TIRE:

Matching, ready for use spare tire and a carrier shall be provided. Carrier shall be mounted under rear of body.

RADIO:

An AM/FM CD radio w/4 speakers shall be supplied. Radio shall be mounted in OEM chassis location in dash.

OVERHEAD STORAGE RACK:

Bus shall have overhead storage rack above the passenger seats on the curb and street side of the bus.

MISCELLANEOUS ITEMS:

Item	Description
Mobile Radio	Shipped loose and uninstalled, one (1) New/unused Motorola CM200D 136-174 16CH, 45W ND ANA Model AAM01JQC1AN
Title and License	Bidder shall apply for the title and municipal license plates and shall include the following Owner information: Village of Orland Park, 14700 Ravinia Avenue, Orland Park, IL 60462
Temporary Tag	The vehicle shall be delivered with an Illinois temporary license tag.
Keys	Six (6) ignition/door keys and keyless entry transmitters ready for use at time of delivery
Mud Flaps	Mud flaps at front and rear wheels.
Running Board	Driver's side running board
Tow Hooks	Rear tow hooks
Rear Window Lens	Wide angle (Fresnal type) rear viewing lens affixed to rear window.
Interior Mirror	Interior convex passenger view mirror
Safety Equipment	Vehicle shall be delivered with the following safety equipment: <ol style="list-style-type: none"> 1. 5# fire extinguisher 2. First aid kit 3. Reflector triangles All safety equipment shall be mounted in vehicle.
Dealer advertising	No dealer applied advertising i.e., decals, lettering or license plate frames will be allowed on the vehicle
Safety inspection sticker	Bus shall be delivered with current State of Illinois safety inspection sticker.
Bus color	Bus color shall be bright white.
ADA requirements	Bus shall meet or exceed all State and federal regulations in effect at time of manufacturing including ADA (Americans With Disabilities Act) requirements as they pertain to the type of vehicle being requested.
GVWR	Bidder/manufacturer shall certify that vehicle being bid does not exceed the maximum GVWR when loaded per the requirements of the chassis manufacturer.
Floor plan	Bidder shall submit proposed floor plan with bid.
Product Catalogs	Bidder shall submit product catalogues on the Bus being proposed as well as on the lift, air conditioning system and other pertinent equipment.
Transit Bus Quality Program requirements	Bidder shall certify that the Bus is built within the guidelines of the chassis manufacturer and that bus manufacturer does have a certificate from Ford Motor Company stating that the bus manufacturer has a "Fully Meets" status pertaining to the minimum requirements of the "Transit Bus Quality Program". A copy of this certificate must be submitted with the bid.
Dealer's license	Bidder must be a fully licensed and bonded vehicle dealer in the State of Illinois. A copy of dealer's license must be submitted with the bid.
Delivery	The Bus shall be delivered to the Village of Orland Park Public Works Department at 15655 Ravinia Avenue, Orland Park Illinois 60462 during normal business hour of 7:30 AM to 4:00PM CST. Indicate delivery time after receipt of order.
Warranty	A description of all applicable warranties as well as copies of said warranties shall be submitted with the bid. These shall include, but may not be limited to chassis, lift, air conditioning system etc.

EXHIBIT C

Bid #16-010

SEATING FLOOR PLAN

This Exhibit is a floor plan showing the Village's desired seating layout. Bidders must provide a copy of Bidder's proposed floor plan.

