



## Maine Township High School District 207

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Dr. Kenneth Wallace  
Superintendent  
Road

Administration Center  
1177 South Dee

Park Ridge, Illinois 60068-4398

### ADVERTISEMENT FOR BID

#### DRIVER'S EDUCATION VEHICLE PURCHASE

Maine Township High School District 207 is accepting sealed bids for **five (5) Driver's Education Vehicles**. Vehicles must be delivered by August 1, 2023. Please include the detailed vehicle model and specifications. The scheduled time for receiving bids as well as the public opening and reading of the bids is at **10:00 A.M., on May 24, 2023.**

Bidding documents are on file at the Maine Township High School District 207 Business Office located at 1177 S. Dee Rd, Park Ridge, IL 60068, or they may be obtained at [www.maine207.org](http://www.maine207.org), under the Business Office page, section for Bids and RFP's.

Board of Education  
Maine Township High School District 207

Patricia Alvarez  
Director of Fiscal Services

## INSTRUCTIONS

### GENERAL

- A. The Board of Education of Maine Township High School District 207 will receive sealed bids for the purchase of five driver education vehicles.
- B. To receive full consideration, bid must contain the following documents properly completed and signed.
  1. Bid Form
  2. Certificate of Compliance with Illinois Drug-Free Act
  3. Certificate of Compliance with Illinois Human Rights Workplace Act
  4. Bidder Eligibility Certification and Non-Collusion Affidavit

### PREPARATION OF BIDS

- A. Bids to be entitled for consideration must be made in accordance with the following instructions.
  1. Submit one copy of Bid on forms provided with all blank spaces for bid prices filled in, with ink pen, or typewritten.
  2. Submit bid to:

Ms. Patricia Alvarez  
Director of Fiscal Services  
Maine Township High School District 207  
1177 South Dee Road  
Park Ridge, IL 60068

**Mark the envelope:**

**BID FOR:** Drivers Education Vehicle w/Name of Vendor

3. Bids will be received until **10:00 am central time on May 24, 2023**, at the Business Office of Ms. Patricia Alvarez, Director of Fiscal Services 1177 S. Dee Rd Park Ridge, IL 60068.
4. Bids received after this time will not be accepted.
5. Fill in all blank spaces for the proposal items with prices, or if not applicable, the words "No Bid."

6. Erasures or written memorandum on the Bid Form are prohibited.
7. The Base Bid and optional pricing shall appear only where called for in the Bid Form and shall not appear elsewhere in the proposal.
8. The Owner reserves the right to reject any or all proposals or parts thereof at its sole discretion.
9. The Owner reserves the right to waive any or all irregularities or informalities.

### **BID WITHDRAWAL**

Any Bidder may withdraw their bid prior to the scheduled closing time for receiving bids. All Bidders shall hold their bids open for a period of sixty (60) calendar days from the date of Bid Opening. The Owner and Bidders may agree to extend the period of irrevocability beyond the sixty-day (60) period.

### **DELIVERY**

Vehicles must be delivered by August 1, 2023.

### **INTERPRETATION OF BIDDING DOCUMENTS**

- A. Submit all questions regarding the Bidding Documents to the Owner. Replies will be issued to all Bidders of record in the form of an Addendum. Questions received less than five (5) days before the bid opening date will not be answered.
- B. Substitutions
  1. Substitutions for the items specified may be made by the Bidder only by submitting proposed substitutions on the Bid Form.
  2. Requests received after bid opening will not be considered, except for the following conditions:
    - a) Product discontinued
    - b) Insufficient quantity. Except the following circumstances will not establish cause for substitution: Failure to award subcontract in sufficient time, or failure to place orders for products so as to ensure delivery without delaying work.

## **METHOD OF AWARD**

The Board of Education of Maine Township District 207 reserves the right to accept or reject any and all bids.

- A. If the Owner should accept a Bid, the Owner will award it to the lowest responsive responsible, bona fide Bidder with full consideration given to Bidder's delivery schedule.

## **PROPOSAL REQUIREMENTS**

- A. All Vendors' proposals shall be expressly based on the following items.
  - 1. Instructions to Bidders
  - 2. Bid Proposal Form
  - 3. Specifications
- B. Any Contract resulting from the Bidding Documents will incorporate the terms and provisions of said documents. It is intended that these Bidding Documents shall prevail over conflicting terms and conditions of Contractor's proposal. Vendor's printed terms and conditions are **NOT** considered as exceptions to the Contract.

## **OTHER CERTIFICATIONS AND SUBMITTALS**

- A. All Bidders must complete and sign the following certifications and submit them with their proposals.

## **FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION.**

- 1. Bidder Eligibility Certification and Non-Collusion Affidavit
- 2. Certificate of Compliance with Illinois Human Rights Act
- 3. Certificate of Compliance with Illinois Drug-Free Workplace Act

## **EMPLOYMENT AND LABOR PROVISIONS**

- A. In the employment and use of labor, the Contractor and his subcontractors shall conform to the Illinois Statutory requirements regarding labor and wages.
- B. Vendors / Contractors must conform to all Federal, State, Local, and OSHA regulations now in effect.

Name of Dealership: \_\_\_\_\_

## **NEW DRIVER'S EDUCATION VEHICLE SPECIFICATIONS**

These specifications have been drawn up for new a New Driver's Education Vehicle for Maine Township High School District 207, Park Ridge, Illinois.

1. New 2022 Model or newer (or similar) \*Substitutions will be considered
2. Four door sedan
3. V6 engine
4. Automatic transmission
5. Keyless remote
6. Minimum manufacturer bumper to bumper warranty 36 months 36,000 miles
7. No sunroof
8. No adjustable brake pedal

## **SELECTION PROCESS**

Selection and award will be made by June 5, 2023.

Selection is based upon the following criteria:

1. Price
2. Ability to meet schedule.
3. Vehicle reputation including safety standard, repair record, etc.

## **CONTRACTUAL AGREEMENT**

The organization awarded this bid will enter into a contractual agreement with Maine Township High School District 207.

## **OTHER**

Maine Township High School District 207 is exempt from sales tax. Winning bidder will provide School District with copies of manifests from vendors indicating that product was purchased in a tax-exempt status.

**BID FORM**

**PROJECT:** Driver's Education Vehicle Purchase  
Maine Township High School District 207  
1177 South Dee Road  
Park Ridge, IL 60068

**BIDDER:** \_\_\_\_\_  
**Dealership Name**

**IS THIS A SUBSTITUTE:** Y \_\_\_\_\_ N \_\_\_\_\_

**VEHICLE(S) MAKE AND MODEL:** \_\_\_\_\_

**BASE BID:** \$ \_\_\_\_\_ Vehicle 1 purchase price

\$ \_\_\_\_\_ Vehicle 2 purchase price

\$ \_\_\_\_\_ Vehicle 3 purchase price

\$ \_\_\_\_\_ Vehicle 4 purchase price

\$ \_\_\_\_\_ Vehicle 5 purchase price

\$ \_\_\_\_\_ Total purchase price (Total for 5 vehicles)

\$ \_\_\_\_\_ Any and all other amounts due (please provide a break-down of costs)

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Email**

The Board of Education of Maine Township District 207, Illinois, reserves the right to accept or reject any and all bids and further reserves the right to award the bid to the lowest responsible bidder.

After sealed bids are opened, there will be no additions or deletions. Bidders in order to qualify must submit the information called for in these specifications in writing.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BIDDER - COMPANY

\_\_\_\_\_  
OFFICIAL STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
NAME OF BIDDER  
*(Printed or typed - name and title)*

\_\_\_\_\_  
SIGNATURE

Where the bidder is a corporation,

Attest \_\_\_\_\_

SECRETARY SIGNATURE

SEAL

**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT**

\_\_\_\_\_ Contractor, having 25 employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS 580/3) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the Contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certified, that [he, she, it] is not ineligible for award of this Contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Firm Name:

\_\_\_\_\_

By \_\_\_\_\_  
*(Authorized Agent of Contractor)*

\_\_\_\_\_



**CERTIFICATE OF COMPLIANCE ILLINOIS HUMAN RIGHTS ACT**

\_\_\_\_\_, Contractor, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act, (775 ILCS 5/2-105) that [he, she, it] has adopted a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) an employer's internal complaint process, including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name:

\_\_\_\_\_

By \_\_\_\_\_  
*(Authorized Agent of Contractor)*

\_\_\_\_\_

**BIDDER ELIGIBILITY CERTIFICATION AND  
NON-COLLUSION AFFIDAVIT**

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public Contracts due to bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal.  
**FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.**

\_\_\_\_\_, as part of its bid on a Contract for  
*(Name of Contractor)*

Drivers Education Vehicles hereby certifies that said contractor is not barred from bidding on the aforementioned Contract because of a violation of either 720 ILCS 5/33E-3 or 5/33 E4.

The undersigned further certifies and affirms that this proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified, and that it includes no understandings or agreements in restraint of trade.

Firm Name:

\_\_\_\_\_

By \_\_\_\_\_  
*(Authorized Agent of Contractor)*

\_\_\_\_\_

\_\_\_\_\_ Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

## MINORITY AND WOMEN-OWNED BUSINESS CONCERN REPRESENTATION

In January 2008, the School Code was amended to add the requirement that "Each year, in conjunction with the submission of the Statement of Affairs to the State Board of Education prior to December 1, each school district shall submit to the State Board of Education an annual report on all contracts over \$25,000 awarded by the school district during the previous fiscal year. The report shall include:

- 1) the total number of all contracts awarded by the school district;
- 2) the total value of all contracts awarded;
- 3) the number of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses; and
- 4) the total value of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses

**Minority-Owned Business:** a minority-owned business concern means a business concern that: (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

**Women-Owned Business:** a business that is at least 51 percent owned by a woman or women who also control and operate it.

"Control" in this referenced context means exercising the power to make policy decisions. "Operate" means being actively involved in the day-to-day management of the business.

The District shall rely on written representations of concerns regarding their status as minority/women-owned businesses.

**PROPOSERS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID UNACCEPTABLE.**

YES

NO

**Are you or your organization certified as a minority, female, or disabled person owned business by a certifying agency?**

**If Yes, please indicate which one:** \_\_\_\_\_

**Would you or your organization be eligible for the above certification if you applied for it?**

**Are you or your organization locally owned?**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date