



COUNTY OF GRUNDY, ILLINOIS

Invitation to Bid

FOR

Purchase of one (1) New Vehicle

Grundy County Health Department

ITB – 001-2022

***** NOT OFFICIAL BID DOCUMENT *****

Official BID documents are available at the office of the Grundy County Finance Department, 1320 Union Street, Morris, IL 60450, by emailing finance@grundycountyil.gov, or on www.demandstar.com; please respond with “New Vehicle Purchase” in the subject line. Documents are available for inspection online at www.grundyco.org/bids-and-rfp/; or <https://www.demandstar.com/app/agencies/illinois/grundy-county/procurement-opportunities/2b835615-17db-4083-9c3b-3ec9855a7e3b/>. The respondent remains responsible for obtaining all addenda, which will be posted on the same website.

Project Contacts

Alec Macdonald

Purchasing Manager

Matt Melvin

Finance Director

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I. Advertisement

Invitation to Bid

Grundy County Health Department Vehicle Purchase

Sealed bids will be received for the purchase of a new vehicle for the Grundy County Health Department. Sealed envelope must be clearly marked on the exterior "Heath Department Vehicle Purchase" and contain two (2) copies of the complete proposal with one (1) original packet with original signature. No responsibility or liability will be attached to any County official, employee or agent for the premature opening or failure to open any proposal not marked according to this instruction.

Sealed proposals will be accepted until 1:00 pm, August 01, 2022 at the Grundy County Finance Department, 1320 Union St., Morris, IL 60450. At that time, sealed proposals will be publicly opened and read aloud. Fax and electronic submissions will not be accepted.

Grundy County will be purchasing one vehicle from a qualified vendor, the vehicle shall be a stock model; the vehicle will be either a compact to mid-size sedan or small SUV type vehicle. This Invitation to Bid (ITB) is being issued under the authority of the Grundy County Board. The Grundy County Health Department, along with the Grundy County Finance Director will oversee all aspects of the selection process, subject to review and approval of the Grundy County Board.

Proposal documents are available at the Office of the Grundy Finance Department, 1320 Union St., Morris, IL 60450, and for inspection online at www.grundycountyil.gov/proposals-and-rfp or online at www.demandstar.com/app/agencies/illinois/grundy-county/procurement-opportunities. The proposer remains responsible for obtaining all addenda, which will be posted at the same website.

The County of Grundy reserves the right to reject any and all proposals and to waive technical errors or informalities in bids.

Chris Balkema

County Board Chairman

II.
Grundy County
Invitation to Bid
Purchase of one (1) Vehicle for Grundy County Health Department

This invitation to bid (ITB) is for the purpose of, contracting with a qualified firm for the purchase and delivery of one (1) standard stock vehicle for use in daily operations conducted by the Grundy County Health Department located at 1320 Union St. Morris, IL. All requirements are as per specifications enclosed herein.

GENERAL REQUIREMENT: This is a request for sealed bids. Bids will be opened and evaluated in private and any bid information will be kept confidential until an award is made. **One (1) original and two (2) copies of the complete proposal are to be submitted.**

SUBMISSION LOCATION:

Mailing Address:
Grundy County Finance Department
1320 Union St. Morris, IL. 60450
ATTN: "Health Department Vehicle Purchase"

SUBMISSION DATE AND TIME: 1:00 pm., (CST) August 01, 2022

Bids received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

SCHEDULE OF EVENTS

June 29, 2022-----	BID advertised and distributed
July 27, 2022-----	Cutoff for Question/Addenda; all questions due no later than 4:00pm July 27,2022
July 29, 2022-----	Response to questions released and posted by 4:00pm July 29,2022
August 01, 2022-----	ITB Public Bid Opening 3:00pm (cst.), proposals due no later than 1:00pm (cst.) on July 29,2022
August 1, 2022 – August 05, 2022-----	Evaluation
August 08,2022 -----	Presented to Finance Committee
August 09,2022 -----	County Board recommendation
August 10,2022 -----	Award to Proceed Issued

III. SPECIFICATIONS

SCOPE

It is the full intent of the County of Grundy to contract with a responsible and responsive vendor for the out right purchase of a new standard stock vehicle for direct use within the Grundy County Health Department.

PURPOSE

The purpose of this solicitation is to obtain the lowest possible pricing for a new standard stock vehicle for use within the Grundy County Health Department. The Health Department is required to utilize county vehicles to conduct assessments, health visits, and attend local and state functions. The current vehicle is past its useful life and the Department is budgeted to replace one of the current vehicles in use.

REQUIREMENTS

- Hold a minimum of four (4) occupants
- Must be able to safely transport individuals in inclement weather
- Minimum of 4-cylinder engine
- Power windows
- Power Locks
- Minimum manufacturer warranties
- Automatic Transmission
- Operate on E-87 gasoline
- 4-Door vehicle
- 4-Wheel Disc ABS
- Power assist brakes
- Standard Interior
- Passenger Side Air Bags
- Service Manual Included
- Air Conditioning
- Heating
- Must be of a compact sedan, mid-size sedan, or small SUV, or comparable to makes and models as follow:
 - o Comparable Compact Sedan
 - Volkswagen Jetta
 - Nissan Sentra
 - Subaru Impreza
 - Kia Forte
 - o Comparable Mid-Size Sedan
 - Chevy Malibu
 - Subaru Legacy
 - Kia K5
 - Hyundai Sonata
 - o Comparable Small-SUV
 - Honda CRV
 - Kia Sportage
 - Chevy Equinox
 - Subaru Forester

IV. GENERAL INFORMATION

Invitation to bid (ITB) is a method of procurement permitting discussions with responsible vendor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. **Award** will be based on the criteria set forth herein.

ON-LINE NOTIFICATION of SPECIFICATIONS

This document is available over the Internet at www.DemandStar.com, as well as from the contact listed in this document. Adobe Acrobat Reader is required to view electronic documents on-line. If you do not have Adobe Acrobat Reader, you may download it for free from Adobe at www.adobe.com/products/acrobat/readstep.html.

Businesses without Internet access may contact the Grundy County Finance Department for these documents.

Companies interested in doing business with the County are able to register and maintain their registration via the Internet at www.DemandStar.com. Registration is not required but if you choose to register you will receive automatic initial notification from DemandStar of relevant opportunities with the County of Grundy.

The County is not responsible for errors and omissions occurring in the transmission or downloading of any specifications from this website. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.

ON-LINE PROVIDER DISCLAIMER

DemandStar.com has no affiliation with the County of Grundy other than as a service that facilitates communication between the County and its vendors. DemandStar.com is an independent entity and is not an agent or representative of the County. Communications to DemandStar.com do not constitute communications to the County.

RECEIPT and HANDLING of Bids

Bids shall be opened in private by the evaluation committee to avoid disclosure of contents to competing vendors.

PROPOSAL FORMAT

- All proposal packets must be of concise organized manner; following the specific outline of the instructions for invitation. The organization of each submittal is of the utmost importance as each packet will be evaluated in respective manner.
- Include your company name as well as "Health Department Vehicle Purchase" on the cover of respective packet.
- All packets shall be of standard size paper 8.5" x 11" paper.
 - o All information shall be typewritten where applicable, handwritten will suffice on the BID Form document.

SUBMISSION of BIDS

- Transmittal letter, stating vendor information including:
 - o How long in business.
 - o Any relevant information displaying any superior experience over other potential proposers.
 - o Details elaborating on requirements of the proposal.
- All bid packets shall contain the minimum qualifications form on page 10.
- All bid packets shall contain the vendor information sheet as attached on page 11, signed and dated.
- All bid packets shall contain the completed BID form as attached on page 12, signed by principal authorized to sign contractual forms.
- All bid packets must include signed addenda form as attached on page 13.

EVALUATION of PROPOSAL

The bids submitted by vendors shall be evaluated solely in accordance with the criteria set forth in the ITB. Evaluation shall be evaluated based upon the vendors responses. Thoroughness, accuracy, veracity, and professionalism in the responses shall be considered.

The County of Grundy in its sole and absolute discretion:

- Reject any and all, or parts of any or all, bid proposals submitted by prospective bidders.
- Re-advertise this solicitation without cause at any time.
- Postpone or cancel the bid process or this solicitation.

- Waive any irregularities or technicalities in proposals received in conjunction with this solicitation.
- Determine the criteria and process whereby proposals are evaluated and awarded.

No contract shall be awarded to any person or entity which has failed to perform faithfully any previous contract with the County of Grundy, State of Illinois, or Federal Government for a minimum of one (1) year.

DISCUSSION of PROPOSAL

The evaluation committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals.

During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other vendor.

NEGOTIATIONS

The County of Grundy reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this ITB. The County may require the ITB and the offeror's proposal be incorporated in full or in part as contract documents. This implies that this ITB and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the County of Grundy as contractually binding on the successful vendor.

NOTICE of UNACCEPTABLE BID

When the Evaluation Committee determines a vendor's BID to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

V. TERMS AND CONDITIONS

RESERVED RIGHTS

The County of Grundy reserves the right at any time and for any reason to cancel this invitation to bid, to reject any or all bids, or to accept an alternate bid. The County reserves the right to waive any immaterial defect in any bid. ***Unless otherwise specified by the offeror, the County has no less than one hundred and twenty (120) days to accept.*** The County may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

INCURRED COSTS

The County of Grundy will not be liable in any way for any costs incurred by respondents in replying to this ITB.

AWARD

Award shall be made by the Grundy County Board to the most responsive and responsible vendor whose bid is determined to be the most advantageous to the County, taking into consideration both price and the other criteria set forth.

CRITERIA for SELECTION

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

- 1. Price (40 pts.)**
 - 2. Delivery Time (40 pts.)**
 - 3. Locality (10 pts.)**
 - 4. Quality of Vehicle (10 pts.)**
- Total 100 points**

PROTEST PROCEDURES

Any Bidder who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Grundy County Purchasing Manager. To be considered, the protest must be received by Grundy County five (5) days prior to the stated bid opening. Any adversely affected or aggrieved Bidder shall have ten (10) days from the date of the bid opening to file a written protest regarding the intent to award the

bid. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

ADDENDUM

Should the Vendor require any additional information about this bid, please email to Grundy County Finance Department (finance@grundycountyl.gov) any questions by the deadline as outlined in the schedule of events. ANY AND ALL changes to these specifications are valid only if they are included by written addendum to all bidders. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. In addition, all addenda are posted on the County of Grundy's website (www.grundycountyl.gov). Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this Bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a bidder to improperly submit a bid. Response to these questions will be made by means of an addendum. Only the Grundy County Finance Department has the authority to issue an addendum. Addenda are written instruments issued by the County prior to the date for receipt of proposals, which modify or interpret the Bid by addition, deletions, clarifications or corrections. Prior to the receipt of bids, addenda will be mailed or delivered to all who are known to have received a Notice to Bid. Each vendor shall ascertain prior to submitting a bid that all addenda issued have been received and, by submission of a bid, such act shall be taken to mean that such vendor has received all addenda and that the vendor is familiar with the terms thereof and understands fully the contents of the addenda.

TAXES

The County of Grundy is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

PAYMENTS

The Vendor shall furnish the County with an itemized invoice. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

VENDOR RESPONSIBILITIES

The selected vendor will be required to assume responsibility for all services offered in this bid. The County will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Any contract resulting from this ITB may not be assigned, in whole or in part without written consent of the County. If the vendor attempts to make such an assignment without the written consent of the County, the Vendor shall nevertheless remain legally responsible for all obligations under the Contract. INTERPRETATION or CORRECTION of REQUEST for PROPOSALS Vendors shall promptly notify the Director of Finance of any ambiguity, inconsistency, or error, which they may discover upon examination of the invitation to bid. Interpretations, corrections, and changes to the invitation to bid will be made by addendum. interpretations, corrections, or changes made in any other manner will not be binding.

COMPLIANCE WITH LAWS

The bidder hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the County to terminate this (Request for Sealed Proposal/Bid) in accordance with the termination provisions stated herein.

RECOURSE for UNSATISFACTORY MATERIALS

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful bidder at no additional charge.

TERMINATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law. The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this contract shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County. The successful bidder will agree that pursuant to requirements imposed under Illinois law, the County shall have 120 days after each election of county board members to terminate this agreement, without cause and without penalty.

REJECTION of BIDS, WAIVER of IRREGULARITIES

Grundy County reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the County. Any such decision shall be considered final.

DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the Purchasing Manager will be considered a breach of faith.

WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

HOLD HARMLESS CLAUSE

The vendor agrees to indemnify, save harmless and defend the County of Grundy, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any

death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of Grundy, their agents, servants, or employees or any other person indemnified hereunder.

CHOICE OF LAW AND VENUE

The bidder agrees that this bid has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this bid or any resulting contract shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The bidder further agrees that the exclusive venue for all such disputes shall be held in the Circuit Courts of Grundy County in Morris, Illinois and the 13th Illinois Judicial District. In the event Grundy County is a litigant in proceedings relative to this Agreement and prevails, the losing party shall pay all of the attorney's fees and costs incurred by the County.

EVALUATION

Evaluation of proposals will be done by the Director of Finance and associated County staff. Proposals will be evaluated on experience in doing projects of a similar nature and adherence to specifications.

DIRECTIONS FOR SUBMISSION

Qualified individuals or firms are to submit **one (1) original and two (2) copies** of the completed proposal along with any support documentation to:

**Grundy County Finance Department
1320 Union St. Morris, IL. 60450**

All data and documentation submitted as part of this ITB shall become the property of Grundy County, Illinois. after award of this contract, all responses, documents, and materials contained in the ITB shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act. All proposals must be received by **1:00 pm. (CST) on August 01, 2022**. Absolutely no bid will be accepted after the time specified. Late proposals shall be rejected and returned unopened to the sender. The County of Grundy does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of proposals. **BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE ITB TITLE, TIME & DATE OF OPENING.**

SUBMITTAL

Submit one (1) core bid, multiple supplementary bids will be accepted. Each vendor must limit bids to three (3) vehicles of corresponding relevance to section III. Specifications pages 3 – 4.

PRICING

This RFP is consistent with the County of Grundy's duty to find the best and lowest price offer as in the best interest of the tax payers of Grundy County. Price offered shall be firm for at least **120 days** after the latest time specified for submission of proposals and thereafter until written notice is received from bidder. The **prices are to include the furnishing of specified vehicles, delivery, service and part manuals, warranties, and all other services necessary for the proper completion of the purchase** except as may be otherwise expressly provided in the contract documents. Current prices must be fixed and firm unless stated otherwise.

FREIGHT

Freight is all inclusive unless otherwise stated.

FUEL SURCHARGE

The County of Grundy does NOT accept any fuel surcharges.

Minimum Qualifications

1. The Contractor shall meet the following minimum experience qualifications:
 - b. A minimum of five (5) years' experience as a new or used car dealer.
 - c. Experience in servicing local municipalities, county government, or State of Illinois.
 - d. On average how, many vehicles do you contract per year.

Complete the following items and submit with your proposal:

a. On what date did your company begin doing business in Illinois?	
b. Length of time in business:	Years
c. How many local municipalities, county governments have you serviced? <i>(Include at least two)</i>	#
d. How many vehicles do you contract per year?	Vehicles

Proposer: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL
PER PAGE 5 SECTION IV.

Proposer Information Form

Proposer (Company) Name:	Formerly:
Mailing Address:	Street Address:
City, State, Zip:	City, State, Zip:
Type of Entity: <i>(check one)</i> <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture </div>	
Contact Person:	Title:
Telephone Number:	Incorporated in the State of:
Toll Free Phone Number:	Year:
Cell Phone Number:	Fax Number:
<div style="display: flex; justify-content: space-between;"> Federal Employer Identification Number (FEIN): SSN (if Sole-Proprietorship or Partnership): </div> <div style="text-align: center; margin-top: 10px;"> <i>Only required if FEIN is not provided</i> </div>	
Email Address:	Website Address:

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL
PER PAGE 5 SECTION IV.

BID FORM OF PROPOSAL

Date _____, 2022

Grundy County Finance Department
1320 Union St.
Morris, IL. 60450

To whom it may concern,

I / we propose to furnish the following as per your specifications:

NOTE: Proposer may utilize multiple BID forms if submitting several makes / models per proposal; limit to 3 total BID forms.

<u>BASE PROPOSAL</u>	<u>VEHICLE INFORMATION</u>	<u>PRICE</u>
VEHICLE MAKE / MODEL / YEAR:		
REGISTRATION / TITLE FEES:		
DELIVERY FEES:		
ADDITIONAL REQUIREMENT:	MUST ATTACH CORRESPONDING VEHICLE MANUFACTURER FEATURES FOR EACH VEHICLE TO CORRESPONDING BID FORM, TO HELP EVALUATE CRITERION.	

<u>OPTIONAL</u>		
TRADE IN OF CURRENT REPLACEMENT VEHICLE (CREDIT):	2007 Chevy Malibu, approximately 145,000 miles; Fair Condition	
ADDITIONAL 5-YEAR WARRANTY:		

TOTAL:

Note: Trade-In condition of vehicle subject to as is condition at time of delivery of new vehicle. Trade-In vehicle can be viewed at the Grundy County Administration Building, 1320 Union St. Morris, IL. 60450.

All prices quoted must stay secured for at least 120 days from BID opening. It is at the discretion of the County of Grundy to accept all options or accept just the base model price or any interchangeable options within the prices listed above.

I / WE can make delivery within _____ days after the award of a contract to purchase.

Respectfully Submitted,

Company

Address

City

State

Zip

Printed Name

Signature

Date

Contact Number

**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL
PER PAGE 5 SECTION IV.**

CONFIRMATION OF RECEIPT OF ADDENDA
INVITATION to BID
VEHICLE PURCHASE FOR
GRUNDY COUNTY HEALTH DEPARTMENT

ADDENDUM #	DATE

I hereby certify this proposal complies with the specifications and conditions issued by the County of Grundy except as clearly marked in the attached copy.

DATE:

NAME:

AUTHORIZED SIGNATURE:

TITLE:

COMPANY NAME:

ADDRESS:

CITY, STATE, ZIP CODE:

CONTACT NUMBER:

E-MAIL:

THIS DOCUMENT MUST BE COMPLETED
AND RETURNED WITH SUBMISSION

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL
PER PAGE 5 SECTION IV.