

BID DOCUMENTS FOR: 2018 Toyota Tacoma SR 4x4, V-6 Double Cab

INCLUDING:

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BID OPENING: **December 5, 2017 at 10:00 a.m.**

LOCATION:

- WINNETKA PARK DISTRICT OFFICE**
- 540 HIBBARD ROAD**
- WINNETKA, ILLINOIS 60093-2135**

INVITATION TO BID

The Winnetka Park District shall receive sealed bids for: **2018 Toyota Tacoma SR 4x4, V-6 Double Cab** in the Winnetka Park District Office, 540 Hibbard Road, Winnetka, Illinois 60093-2135 until **December 5, 2017 at 10:00 a.m.**

A public bid opening will be held in the Winnetka Park District Office on **December 5, 2017 at 10:00 a.m.**

Bid documents and specifications are available at the Winnetka Park District Office or can be obtained online at www.winpark.org

A contract will be awarded at the Board Meeting of the Winnetka Park District Board of Commissioners on **December 14, 2017 at 6:30 p.m.**

The Winnetka Park District Board of Commissioners reserves the right to waive any informalities in the bids received according to its own judgment, reserves the right to accept or reject any or all bids, reserves the right to accept only portions of each proposal and reject the remainder, and reserves the right to combine or separate any section or work if it is in the best public interest.

John Munro

Board of Commissioners
Winnetka Park District

INSTRUCTIONS TO BIDDERS

I BIDS

- A. Bids shall be submitted only on the Bid Forms provided in these documents.
- B. Bid Forms shall be completed in full and all total prices stated therein shall be the total cost of **2018 Toyota Tacoma SR 4x4, V-6 Double Cab** as indicated in the specifications.
- C. Bids shall be submitted in sealed envelopes with the name of the company indicated on the face of the envelope. Bids shall be addressed as follows:

**Director
Winnetka Park District
540 Hibbard Road
Winnetka, Illinois 60093-2135**

Sealed Bids for: 2018 Toyota Tacoma SR 4x4, V-6 Double Cab

- D. Bids are due no later than **December 5, 2017 at 10:00 a.m.** at the offices of the Winnetka Park District. Any bids received after that date and time shall be returned unopened to the company that attempted to submit the bid.
- E. Bids will be opened on **December 5, 2017 at 10:00 a.m.** at the offices of the Winnetka Park District.
- F. All bids submitted will be considered firm for a period of sixty (60) days from the opening date unless a written statement from the Bidder to the contrary is attached.
- G. All bids submitted will be accepted at face value. Errors and omissions will be interpreted as to the intent of the Bidder in each case.
- H. All bids will contain the proposed delivery date for materials bid.
- I. All bids shall be submitted in duplicate.

II SPECIFICATIONS

- A. Specifications may be obtained online at www.winpark.org or at the offices of the Winnetka Park District, 540 Hibbard Road, Winnetka, Illinois 60093, between 9:00 A.M. and 4:30 P.M., Monday through Friday. Telephone: 847/501-2040. FAX: 847/501-5779.

III AWARDING OF CONTRACT

- A. The Winnetka Park District Board of Commissioners will award the contract to the lowest responsible Bidder. The Board will consider the requirements of the bidding process and conformity with specifications, terms of delivery, quality and serviceability in determining the lowest responsible Bidder.
- B. The Winnetka Park District Board of Commissioners reserves the right to waive any informalities in the bids received according to its own judgment, reserves the right to accept or reject any or all bids, reserves the right to accept only portions of each proposal and reject the remainder, and reserves the right to combine or separate any section or work if it is in the best public interest.
- C. The Winnetka Park District Board of Commissioners will accept or reject bids within sixty (60) days of the opening date.

GENERAL REQUIREMENTS

I MINORITY BUSINESS FIRMS

A. The Winnetka Park District encourages the use of minority businesses as suppliers.

II PRODUCTS

A. All products specified are to be the newest model available, clean and free from defects.

B. Where the product, material or equipment of a particular manufacturer is specified, it is intended that the Bid include that particular product, material or equipment. Where two or more manufacturers are specified, the choice is with the Bidder.

C. Should the Bidder wish to substitute the product, material or equipment with one that is equal to or greater than the one specified, he shall obtain approval from the Owner no less than five (5) working days before bids are due. The Owner will then notify the other Bidders of the items approved.

D. Should the Bidder wish to use any product, material or equipment not approved as equal, he is privileged to submit not more than two alternate proposals on any one item, listing the difference, if any, that will be made in his bid should such substitution be accepted.

E. The Owner reserves the right to select the product which best meets his needs based on information provided and conforming with the specifications.

III SEXUAL HARASSMENT POLICY

A. Pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*) ("Act"), all Bidders to this contract must have, prior to bidding on this contract, in effect and in force, a **written** sexual harassment policy which includes, at a minimum, the following provisions:

B.

1. a statement on the illegality of sexual harassment;
2. the definition of sexual harassment under Illinois law;
3. a description of sexual harassment, utilizing examples;
4. an internal complaint process, including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights Commission ("Commission");
6. directions on how to contact the Department and the Commission; and;
7. protection against retaliation as provided by Section 6-101 of the Act.

B. The Bidder understands and warrants to the Winnetka Park District that by submitting a bid on this Contract, it is in compliance with Section 2-105 of the Act and will remain in compliance with Section 2-105 for the entirety

C. If the Bidder does not complete the Sexual Harassment Policy Certification Form and submit it with his Bid, the Bid shall be regarded as incomplete and shall not be considered in awarding the Contract.

GENERAL CONDITIONS

I TAXES

A. The Winnetka Park District is tax-exempt. Upon the awarding of the contract, the Winnetka Park District will, if requested, provide to the Bidder a letter with the tax-exempt number of the Winnetka Park District.

II ARBITRATION

A. The exclusive venue for the litigation of any disputes between or among the Owner and the Bidder or any cause or action arising out of the Contract shall be the Circuit Court of Cook County, Illinois.

SPECIFICATIONS:

The Winnetka Park District wishes to purchase: **one (1) 2018 Toyota Tacoma SR 4x4, V-6 Double Cab**

DRIVETRAIN:

- **3.5 Liter DOHC V6 Direct Injection Atkinson-cycle with 278 hp @ 6000rpm; 265 lb.-ft. @ 4600 rpm: 6 speed automatic transmission**
- **4WDemand part time 4WD**
- **Automatic Limited Slip Differential**
- **Hill Start Assist Control**

Exterior:

- **Dark Gray grille with black surround**
- **Color keyed power outside mirrors**
- **16 in. styled steel wheels**
- **Integrated color keyed tailgate spoiler**
- **Projector beam headlights with turn Daytime Running Lights**
- **Engine/Front suspension skid plate**
- **Sliding rear window**
- **Easy lower tailgate with lock**
- **Deck rail system**
- **Fiber reinforced sheet molded composite bed**
- **Exterior color – Quicksand**
- **V-6 Tow Package**

Interior:

- **Entune Audio**
- **Bluetooth Wireless Technology**
- **2.2 in. LCD odometer/tripmeter**
- **Integrated back up camera**
- **Power Windows and door locks**
- **Tire pressure monitor system**
- **Interior color – Cement Gray**

Trade-In Specifications

2006 Ford Ranger XLT 4x4

Mileage = 72,783

Truck may be inspected at 1380 Willow Rd., Winnetka, IL 60093, between the hours of 8 a.m. and 2 p.m. Monday through Friday. Please call Paul Godek at 847-716-1297 to schedule an appointment.

BID FORM

**BID TO: Winnetka Park District Board of Commissioners
Winnetka Park District
540 Hibbard Road
Winnetka, Illinois 60093**

1. The following is our proposal to provide the items as described in the specifications.
2. Having carefully examined all specifications as prepared by the Winnetka Park District, we offer the following bid.
3. The Bidder hereby states that the price quoted herein constitutes the gross total cost to the Winnetka Park District for all equipment/supplies bid and that this cost also includes all taxes (other than Illinois Sales Tax), insurance, royalties, transportation charges, use of all tools and equipment, superintendence, bond and overhead expense, all profits and all other work, services and conditions necessarily involved in the materials furnished, in accordance with the requirements of the "Bidder's Documents" considered severally and collectively.
4. We hereby agree that this proposal may be accepted by the Board of Commissioners without change at any time during a period stipulated in the specifications.

ITEM: 2018 Toyota Tacoma SR 4x4, V-6 Double Cab BID: \$ _____

TRADE-IN: 2006 Ford Ranger XLT 4X4 \$ _____

TOTAL BID OF: \$ _____

BID FROM:

Bidder: _____
(Print Name of Bidder)

Address: _____

City, State, Zip: _____

Phone/Fax: _____

Signed: _____
(Signature of Authorized Officer)

Printed Name of Signatory: _____

As Its: _____
(Title of Signatory)

Dated: _____, 20__

The Bidder acknowledges receipt of the following Addenda. Failure to acknowledge may result in the rejection of this proposal: _____

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Bidder, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Bidder.

Dated: _____, 20__

(Notary Public)

[Notary Seal]

- NOTES:
1. To be delivered as described in **Instructions to Bidders**.
 2. **Bid Form** to be filled out completely.
 3. All **Affidavits** and **Certification Forms** to be filled out completely.

TAX COMPLIANCE AFFIDAVIT

I, the undersigned, being duly sworn and as an authorized representative of the Bidder, do state as follows:

1. The individual or entity making the foregoing proposal or bid certifies that he or she is not barred from contraction with the Winnetka Park District because of any delinquency in the payment of any tax administered by the Department of Revenue unless it is being contested.

2. The individual or entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

Bidder: _____
(Print Name of Bidder)

Signed: _____
(Signature of Authorized Officer)

Printed Name of Signatory: _____

As Its: _____
(Title of Signatory)

Dated: _____, 20__

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Bidder, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Bidder.

Dated: _____, 20__

(Notary Public)

[Notary Seal]

SEXUAL HARASSMENT POLICY CERTIFICATION

As part of his/her proposal on the enclosed Contract, the undersigned hereby certifies that Bidder has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including at least the following:

1. a statement on the illegality of sexual harassment;
3. a description of sexual harassment, utilizing examples;
4. an internal complaint process, including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights Commission ("Commission");
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation, as provided by Section 6-101 of the Act.

Bidder further certifies that such policy shall remain in full force and effect throughout the term of the Contract.

Bidder: _____
(Print Name of Bidder)

Signed: _____
(Signature of Authorized Officer)

Printed Name of Signatory: _____

As Its: _____
(Title of Signatory)

Dated: _____, 20__

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Bidder, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Bidder

Dated: _____, 20__

(Notary Public)

[Notary Seal]