

Purchase of Ford F150 XLT

BID DATE: January 12th 2023

BID TIME: 10:00AM

PREPARED BY:

HOFFMAN ESTATES PARK DISTRICT
1685 W. Higgins Road
Hoffman Estates IL 60169-2998
Telephone: (847) 885-7500
Facsimile: (847) 885-7523

HOFFMAN ESTATES PARK DISTRICT

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December 21, 2022

Dear Bidder:

Enclosed you will find the plans, specifications and bidding materials for **Purchase of 2022 Ford F150 XLT**. All pertinent information is included in the attached package. Please copy your proposal and retain one copy for your records.

I look forward to reviewing your bid proposal and working together with you on these projects. Should there be any questions or comments please contact me at (847) 285-5465 or by email at dhugen@heparks.org.

Sincerely,

Dustin Hugen

Dustin Hugen
Director of Parks, Planning & Maintenance

INVITATION TO BID

Sealed bids for **Purchase of 2022 Ford F150 XLT** will be received by the Hoffman Estates Park District at our office; 1685 West Higgins Road, Hoffman Estates, Illinois 60169 until **exactly 10:00 A.M., January 12th, 2023**, and then publicly opened and read. Bids submitted after the closing time will be returned unopened.

The Hoffman Estates Park District Board of Commissioners will make final award.

Proposals shall be submitted on the attached Quotation Form and returned in sealed envelope. No bidder may withdraw his proposal after the hour set for the opening thereof, or before award of the Contract, unless said award is delayed for a period exceeding thirty (30) calendar days.

The Hoffman Estates Park District may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by an unsuccessful Bidder against the Hoffman Estates Park District.

Bid results and the award of the bid will be published on the Hoffman Estates Park District website www.heparks.org under General Information/Bid Information.

Sincerely,

Dustin Hugen

Dustin Hugen
Director of Parks, Planning & Maintenance

HOFFMAN ESTATES PARK DISTRICT

INSTRUCTIONS TO BIDDERS

1. Identification of Project

The official name and location of the project shall henceforth be known as:

Purchase of 2022 Ford F150 XLT

The official name and address of the project owner shall henceforth be known as:

HOFFMAN ESTATES PARK DISTRICT
1685 West Higgins Road
Hoffman Estates, IL 60169-2998

Bid Opening: **January 12th, 2021**

Committee Approval: **January 17th, 2021**

Board Approval: **January 24th, 2021**

Contract Awarded: **January 25th, 2021**

2. Contract Documents

The accepted Bid Sheet and certification and the Owner's Purchase Order comprise the Contract Documents. Copies of these documents can be obtained in person from the office of the Hoffman Estates Park District, 1685 W. Higgins Road, Hoffman Estates IL 60169-2998.

3. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bids, drawings, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids.

Any interpretation made will be in the form of an amendment of the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective bidders. Its receipt by the bidder must be acknowledged in the space provided on the Bid Form or by letter or telegram received before the time set for opening of bids. Oral explanations or instructions given before the award of the contract will not be binding.

4. Preparation and Submission of Bids

Before submitting proposal, each bidder shall carefully examine all documents pertaining to the bid.

No compensation will be allowed by reason of any difficulties which the Bidder could have discovered reasonably, prior to bidding.

All proposals must be made upon the Proposal Form furnished by the Owner attached hereto and should give the amounts bid for in numbers, and must be signed and acknowledged. In order to insure consideration, the Proposal should be enclosed in an envelope marked "Bid Proposal for Hoffman Estates Park District – **Purchase of 2022 Ford F150 XLT** to be received until **10:00 A.M., January 12th, 2023** showing the return address of the sender and addressed to: Hoffman Estates Park District, 1685 W. Higgins Road, Hoffman Estates, Illinois 60195. Bids must be sealed, marked and addressed as directed above. Failure to do so may result in a premature opening of, or a failure to open, such bid.

The proposal submitted must not contain erasures, inter-lineations, or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the bid.

Modifications of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids. Telegraphic modifications will be considered, but should not reveal the amount of the original or revised bid. Unless called for, alternate bids will not be considered.

7. Prices

The price must include delivery of the vehicle if outside of 60 miles from Hoffman Estates Illinois.

8. Time Schedule

Vehicle must be available by 3/10/2023. The successful bidder will have to acknowledge that his price and proposed time frame will be completed according to the proposed schedule provided as part of this bid process.

9. Late Bids and Modifications or Withdrawals

Bids and modifications or withdrawals thereof received at the office designated in the invitation for bids after the exact time set for opening of bids will not be considered.

10. Withdrawal of Bids

Bids may be withdrawn by written or telegraphic request received from bidders prior to the time set for opening of bids.

11. Public Opening of Bids

Bids will be publicly opened at the time set for opening in the invitation for bids. Their content will be made public for the information of bidders and others interested, who may be present either in person or by representative.

12. Award of Contract

- A. Award of Contract will be made to the lowest responsible bidder, as determined by the Board of Commissioners of the Hoffman Estates Park District, whose bid conforms to the invitation for bid.
- B. The Board of Park Commissioners may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the Hoffman Estates Park District.

13. Authorization to Proceed and Insurance

The accepted bidder shall be issued a Purchase Order from the Owner as authorization to proceed. The Bidder will provide the Owner with a Labor and Material Payment Bond, Performance Bond, and copies of Workman's Compensation and Public Liability Insurance Policies or certificates therefor, within ten (10) calendar days of the "Written Notice to proceed" and prior to the commencement of the work. From this point on, the Bidder will be known as the Contractor.

14. Postponement of Date for Opening Proposals

The Owner reserves the right to postpone the date of presentation and opening of proposals and will give telegraphic notice of any such postponement to each interested party.

SPECIFICATIONS

SUPPLEMENTARY CONDITIONS

SECTION I – GENERAL

1. Application

The General Conditions and Supplementary General Conditions shall be used in conjunction with and are a part of any and all Sections of the Specifications and all Contracts and Subcontracts that may be made for the completion of the work in all its parts as identified and described in the Contract Documents.

2. Definitions

Owner: The Hoffman Estates Park District, Board of Commissioners, Staff and its appointed Owner's Representative.

Contractor: A firm, corporation or individual with whom the Owner makes a direct Contract for the construction of all or any portion of the work.

Engineer: The authorized Representative of the Owner.

The words "approve", "equal to", "as directed", etc., are interpreted and will be taken to mean "to the satisfaction of the Owner." Samples shall be submitted and approvals shall be requested in ample time to avoid any delays should resubmission of an item be necessary.

3. Contract Documents

The Contract Documents shall consist of Invitation and Instructions to Bidders; the proposal, the Owner's Purchase Order, the Drawings, the Supplementary Conditions and the Specifications.

4. Bonds

Not applicable.

5. Payment

Final Payment will be made only after the delivery and acceptance of the equipment in conformance with the plans and specification and upon proper invoicing along with all waivers, sworn statements, guarantee statements, and other documents set forth in the Contract Documents. Final payment will be made on delivery or pickup.

6. Preparation of Bids

Before submitting proposal, each bidder shall examine carefully all documents pertaining to the work and visit the sites to verify conditions under which work will be performed.

Submission of bid will be considered presumptive evidence that the Bidder has visited the site and is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State, County or Local Codes, State of Labor and Material Markets, and has made due allowance in his bid for all contingencies.

Include in bid all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes (**sales tax does not apply**), insurance and contingencies, with overhead and profit necessary to complete those portions of the work covered by the specifications on which proposal is made, including all trades, without further cost to the Owner. Obtain all permits and arrange for all inspections. Pay all fees, permits and costs incurred.

No compensation will be allowed by reason of any difficulties, which the Bidder could have discovered prior to bidding.

7. Materials

Materials shall conform to the drawings, specifications, manufacturer's specifications for all products incorporated into the work, and all applicable standards and guidelines.

Some specific equipment and materials have been specified for use on this project to establish minimum performance requirements or desired features. To receive consideration of alternate equipment or materials, the Bidder must submit all appropriate product data and receive pre-bid approval from the Owner prior to bid. All materials are subject to the approval by the Owner both before and after incorporation in the project.

All condemned material or work shall be removed from the premises and properly disposed of.

8. Law Compliance

All project construction work shall comply with all State and Municipal Laws and Regulation, and with all Local Ordinances and Rules pertaining to this work. Such Laws, Regulations, Ordinances and Rules shall be considered a part of these specifications.

9. Expediting

Place orders for materials and equipment immediately upon receipt of Contract or Notice to Proceed and follow up vigorously to insure adequate and timely supply to the work. Perform all tracings and expediting actions and arrange to get workmen in the job at the proper time to avoid delays.

10. Guarantee

The Contractor and/or manufacturer shall provide a minimum of one (1) year warranty for all materials and workmanship associated with the project or work performed under the Contract.

11. Insurance

N/A

12. Indemnification

The Contractor agrees to protect, indemnify, hold and save harmless and defend the Hoffman Estates Park District, its public officials, employees, volunteers, and agents against any and all claims, costs, causes, actions and expenses, including but not limited to attorney's fees incurred by reason of lawsuit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors of the Contractor or Park District, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the "Contractor or Subcontractor", hereunder, whether such loss, damage, injury or liability is contributed to by the negligence of the Park District or by the premises themselves or any equipment thereon whether latent or patent, or from any other cause whatsoever, except that the Contractor shall have no liability or damages or the costs incident thereto caused by the sole negligence of the Park District.

13. Labor Law

The Contractor and each and every Subcontractor performing work at the site of the project to which this Contract relates shall comply with applicable and provisions of all pertinent Federal, State, and Local Labor Laws.

14. Time Schedule/Major Repairs

Work under the Contract shall commence within five (5) calendar days after given "Written Notice to Proceed" by Owners (or date specified) and shall continue with due diligence until due completion.

The Contractor shall agree to a time schedule setting up order of procedure and time allowed for each branch of work. Contractor shall make every effort to adhere to these schedules, but reasonable modifications will be permitted from time to time to compensate for delays due to strikes or conditions beyond Contractor's control, exclusive of weather.

15. Assignment

The Contractor or any Subcontractor shall not assign the Contract nor any monies due to become due to him hereunder, to any Person, Firm, or Corporation without previous written consent of the Owner.

16. Extras

No extra work shall be allowed or paid for unless a Change Order is made and accepted by the Owner in writing.

17. Liens

No payment shall become due until the Contractor, if required, shall deliver to Owner a complete release of all liens arising out of this Contract, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as he has knowledge or information, the releases and receipts include all the labor and material for which a lien could be filed. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all monies that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

18. Default

In case of default by the Contractor, the Owner may procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

19. Cancellation of Contract

If the Contractor or any of his Sub-contractors shall, in the judgment of the Hoffman Estates Park District, be unable to carry on the work satisfactorily, or if the Contractor or any of his Sub-contractors shall violate any of the provisions of this contract, or in case of bankruptcy of the Contractor, or failure of the Contractor to pay for supplies or workmen, or a work-stoppage, or a failure by the Contractor to provide sufficient workmen or sufficient material for the job, the Owner may serve written notice upon the Contractor and his Surety of his intention to terminate the Contract, and, if within seven (7) days after the service of such notice, the Contractor or the Sub-contractor or the Surety have not proceeded to carry on the work in accordance with this Contract and to the satisfaction of the Owner, this Contract shall cease and terminate and the Owner shall have the right to

take over the work and prosecute the same to completion by Contract for the account and at the expense of the Contractor and the Surety; and the Contractor and Surety shall be liable to the Owner for any excess costs occasioned by the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work such materials, appliances, and

plants as may be on the site of the work and necessary therefore; provided, however, that in the event the Owner determines that the failure of the Contractor, Sub-contractor or Surety to carry on the work in accordance with this Contract has resulted in an emergency which will require that the Owner take over the work immediately, to avoid loss or waste of a substantial part of the work already performed, the Owner may immediately take over the work and prosecute the same at the expense of the Contractor and Surety to the extent necessary to avoid damage, and may prosecute the same at the expense of the Contractor and Surety to the extent necessary to avoid damage, and may prosecute the same to completion at the expense of the Contractor and the Surety unless within seven (7) days after the services of the above described notice, the Contractor, Sub-contractor or Surety has proceeded to carry on the work in accordance with this Contract and to the satisfaction of the Hoffman Estates Park District.

20. Lien Waivers (if applicable)

Neither by partial nor final payment will the Owner be deemed to have waived any remedy for defective work or negligence on the part of the Contractor or any other portion of the Contract which, by its nature, survives after time of payment.

Supporting partial Waivers of Lien for each Subcontractor, supplier and prime contractor must accompany each request for progress payment.

Waivers must spell out exact description of work performed for which Waiver is issued and state whether dollar amount is full amount received or amount of work less retainage, held by prime contractor.

For final payment it is necessary to submit final waivers in the full amount of the Contracts for all Subcontractors, suppliers and prime contractors.

Waivers must be accompanied by a sworn statement listing Subcontractors and suppliers, the amount of their Contracts and the amount requested.

21. Illinois Prevailing Wage Provision

N/A

SPECIFICATIONS

2022(or 2023) Ford F150 XLT

Mileage must be less than 350 miles.

Included Options

SYNC 4 w/ Enhanced Voice Recognition
Power Glass Heated Side view mirrors
LED side view mirror spotlights
Interior Work Surface
Onboard 400W outlet
Extended Range Fuel Tank
Class IV trailer hitch receiver
Integrated trailer brake controller
Blind Spot Sensor
Fully Automatic Headlights

Warranty

3YR/36,000 BUMPER / BUMPER
5YR/60,000 POWERTRAIN
5YR/60,000 ROADSIDE ASSIST
8YR/100,000 HYBRID BATTERY

Exterior

DAYTIME RUNNING LAMPS
EASY FUEL CAPLESS FILLER
FOG LAMPS
FULLY AUTOMATIC HEADLIGHTS
FULLY BOXED STEEL FRAME
HEADLAMPS - AUTOLAMP (ON/OFF)
MANUAL FOLD POWER MIRRORS
PICKUP BOX TIE DOWN HOOKS
POWER TAILGATE LOCK
REAR PRIVACY GLASS
TRAILER SWAY CONTROL

Functional

AUTO HOLD
BLIND SPOT SENSOR

DYNAMIC HITCH ASSIST
ELECT 4X4 SHIFT-ON-FLY
FORDPASS CONNECT 4G HOTSPOT TELEMATICS MODEM
GAS-CHARGED SHOCKS
LANE-KEEPING SYSTEM
POST-COLLISION BRAKING
PRE-COLLISION ASSIST W/AEB
REVERSE BRAKE ASSIST
REVERSE SENSING AND REAR VIEW CAMERA
SELECTSHIFT

Interior

1 TOUCH UP/DOWN DR/PASS WIN
60/40 FOLD-UP REAR BENCH SEAT
DOOR LOCKS - POWER
DUAL VISOR VANITY MIRRORS
ILLUMINATED ENTRY
MESSAGE CTR: OUTSIDE TEMP, COMPASS, AND TRIP COMPUTER
POWERPOINTS - 12V
TILT/TELESCOPE STR COLUMN

Safety

ADVANCETRAC WITH RSC
AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
AIRBAGS - SAFETY CANOPY
CTR HIGH MOUNT STOP LAMP
EMERGENCY COMMUNICATION SYSTEM
PERIMETER ALARM
TIRE PRESSURE MONIT SYS

Standard Features

BodyStyle: XLT
Cab: SuperCrew®
Drive: 4x4
Engine: V8 or V6
ExteriorColor: Black or Grey
InteriorColor: Medium to Dark
RapidSpec: XLT High
Seat Type: Cloth 40/Console/40 Front-Seats with Four-Way Adjustable Driver/Passenger Headrests or equivalent
Special Package: Ford Co-Pilot360™ 2.0
Special Package: Max Trailer Tow Package
Special Package: Navigation

Special Package: Power Equipment Group
Special Package: XLT Chrome Appearance Package
Special Package: XLT Chrome Appearance Package Discount
Transmission: Electronic Ten-Speed Automatic Transmission
WheelBase: 145" Wheelbase
WheelMaterial: 20" Chrome-Like PVD Wheels
WheelSize: 20" Chrome-Like PVD Wheels
Fuel Economy: 16/22 MPG City/Hwy Minimum
Transmission: 10-Speed Automatic