

**HANOVER TOWNSHIP**

**SUPPLY OF A USED LIGHT DUTY RESCUE VEHICLE AND EQUIPMENT  
TO COMPLY WITH THE HANOVER TOWNSHIP  
SPECIFICATIONS AND REQUIREMENTS**

**FEBRUARY 26, 2013**

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**HANOVER TOWNSHIP  
250 South Route 59  
Bartlett, Illinois, 60103  
(630) - 837-0301**

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## **NOTICE TO BIDDERS**

Hanover Township (the "Township") is accepting sealed bids for supplying the Township with a used light duty rescue vehicle, 4 x 4, crew cab with seating for at least five (5) adults, 1996 or newer, with less than 50,000 miles, automatic transmission with a diesel engine, and all options, features, and equipment set forth in the Township's General Conditions and Instructions to Bidders, including but not limited to the Specifications attached thereto (the "Bid Documents") for use by the Township's Emergency Services department. Copies of the Bid Documents may be obtained from the Township Clerk, Katy Dolan Baumer, at 250 South Route 59, Bartlett, Illinois, 60103; phone (630) 837-0301. The Bid Documents will be available to interested parties after 9:00 a.m. on February 26, 2013.

Sealed bids on forms furnished by the Township will be accepted at the above stated Clerk's Office, 250 South Route 59, Bartlett, Illinois, 60103, Attention Katy Dolan Baumer, Township Clerk, until 4:00 p.m. on March 15, 2013 at which time said bids will be publicly opened and read aloud.

The vehicle and all equipment (see Specifications) must be in good working order and operating condition and free from any defects and/or required repairs. The Township's acceptance of any bid will be expressly contingent upon inspection and testing of the vehicle and equipment by the Township's mechanic and Emergency Services department staff at the vendor's business premises.

The Township reserves the right to reject any and all bids, accept all or part of a bid, and to waive minor irregularities and nonconformities in any bid when it is in the best interests of the Township.

/s/ Katy Dolan Baumer  
Hanover Township Clerk

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

### I GENERAL CONDITIONS.

#### 1. Definitions

The following words and phrases, used herein, shall have the meaning ascribed to them as follows:

- A. "Township" or "Owner" shall mean Hanover Township, 250 South Route 59, Bartlett, Illinois, 60103 (the "Township Office").
- B. "Bidder" means each vendor/dealer bidding on supplying the Township with a used light duty rescue vehicle, 4 x 4, crew cab with seating for at least five (5) adults, 1996 or newer, with less than 50,000 miles, automatic transmission with a diesel engine, and all options, features, and equipment set forth in these General Conditions and Instructions to Bidders, including but not limited to the Specifications attached hereto.
- C. "Successful Bidder" means the Bidder that receives the award for the contract for the supply and delivery of the Vehicle.
- D. "Bid Documents" means and includes: (i) these General Conditions and Instructions to Bidders; (ii) the Specifications; (iii) the Certification of Contractor/Bidder; and (iv) the attached Bid Proposal Form.
- E. Whenever the term "addenda" appears in any of the Bid Documents, it shall be understood to refer to any written or graphic instruments issued prior to the bid opening which modify or interpret the Bid Documents, by additions, deletions, clarifications, or corrections.

Changes or corrections may be made by the Township to the Contract Documents after they have been issued and before the Bid Opening. In such case, a written addendum describing the change or correction will be issued by the Township to all bidders on record. Such addendum or addenda shall take precedence over that portion of the documents concerned, and shall become part of the Bid Documents

#### 2. Preparation and Submission of Bid

- A. The Bidder must submit his, her, or its bid on the forms furnished by the Township. All blank spaces on the bid form must be filled in if applicable. The bid proposal must be signed by a person who has the authority to bind the vendor/bidder to the terms of the bid submittal. All signatures and spaces to be completed in in or typewritten, when applicable. Prices/Costs shall be in United States dollars. Incorrect completion, execution or submission of bids shall be sufficient grounds for rejection of a bid.

- B. Bidder shall attach a copy of any warranties.
- C. All bids shall be submitted in a sealed envelope stating the following information on the face of the envelope:  
Bidder's Name, Address, and "Hanover Township Light Duty Rescue Vehicle".
- D. Bids must be received by the Township Clerk no later than 4:00 p.m. on March 15, 2013 at 250 South Route 59, Bartlett, Illinois, 60103. Bidders shall be responsible for the actual delivery of bids during business hours to the address indicated. It shall not be sufficient to show that the bid was mailed in time to be received before scheduled closing time for bids. Late bids will be rejected and not opened.
- E. Conditional Bids. Qualified bids are subject to rejection in whole or in part.
- F. Authority to Act as Agent. Upon request, the Bidder will provide proof to the Township that the signature on the bid form has the authority to bind the Bidder to the price(s) quoted.
- G. Errors in Bids. When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid will not relieve bidder. Erasures or changes in bids must be initialed.
- H. Withdrawal of Bid. Any Bidder may withdraw or modify his or her bid at any time prior to the scheduled closing time for receipt of bids. However, only telegrams, letters or other written requests for modifications or corrections of a previously submitted bid which are addressed in the same manner as the bid, and are received by the Township prior to the scheduled closing time for receipt of bids, will be accepted. The bid, when opened, will then be corrected in accordance with such written request, provided that the written request is contained in a sealed envelope which is plainly marked "Modification of Bid on the Hanover Township Light Duty Rescue Vehicle".
- I. The Bidder shall provide a name, address, and phone number of one contact person who will be responsible for implementation of the total package bid and coordinating inspection of the vehicle and equipment by the Township mechanic and Emergency Services department staff.

3. Examination by Bidder

The Bidder shall, before submitting a bid, carefully examine the Bid Documents if the bid is accepted, the Bidder will be responsible for all errors in its bid resulting from its failure or neglect to strictly comply with these instructions. The Township

will not, in any case, be responsible for any change in anticipated profits or any unanticipated losses resulting from such failure or neglect.

4. Basis of Award

- A. Award, Rejection or Negotiation of Bids. The bid will be awarded to the lowest responsible and responsive Bidder complying with all the provisions of the Bid Documents, provided the bid price is reasonable and it is in the interest of the Township to accept it expressly subject to the inspection and approval contingency by the Township provided below and in the Bid Notice. The Township reserves the right to reject any or all bids received whenever such rejection is in the best interest of the Township. The Township also reserves the right to reject the bid of a Bidder who (a) has previously failed to perform properly or complete on time contracts of a similar nature, (b) when investigation shows that the Bidder is not in a position to perform the contract, (c) is delinquent on any state or federal taxes, and/or (d) is barred from bidding on this contract or any other contract pursuant to 720 ILCS 5/33E-3 and 720 ILCS 5/33E-4 , or any of them.
- B. The Township reserves the right to reject any or all bids and to waive or not to waive any irregularities, informalities or variances therein, or to accept any bid considered by the Township to be in the best interest of the Township.

5. Acceptance of Bid

The Township reserves the right to review all bids submitted for a period of thirty (30) days after the bid due date, and by submitting a bid, the Bidder agrees that the amount specified in its bid shall remain in full force and effect for such thirty (30) day period. No Bidder shall modify, withdraw, or cancel its bid, or any part thereof, for thirty (30) days after said bid due to date, and no attempted modification, withdrawal, or cancellation shall be valid.

6. Collusive Bidding

The Bidder shall certify that his, her, or its bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project; without prior knowledge of competitive prices; and in all respects fair, without outside control, collusion, fraud or otherwise illegal action (complete the attached Certification of Contractor/Bidder form).

7. Material Inspection and Responsibility

Materials, the style, make or quality of which is specifically designated, shall be as specified. Should any substitution of material or item of equipment or apparatus be made, the Township's written approval must be obtained prior to

the Township's acceptance of the vehicle and equipment, which the Township may withhold in its sole and absolute discretion.

8. Delivery Date:

The vehicle and equipment must be available for inspection by the Township within five (5) days of the vendor/bidder being notified that it submitted the lowest conforming bid meeting Specifications, and the bidder/vendor must convey good title to the vehicle and equipment free of any liens upon the Township's acceptance and payment for the vehicle and equipment.

9. Acceptance:

The Township will accept the vehicle and equipment and tender payment after the Township determines that the vehicle and equipment are in exact compliance with the Specifications and requirements set forth herein, are free from any defects, are in good working order and operating condition following inspection and testing of the Vehicle and equipment by the Township mechanic and Emergency Services department staff, which the Township will determine in its sole and absolute discretion. The Township's acceptance is expressly contingent upon said satisfactory inspection and testing. Acceptance of the vehicle and equipment shall not be considered a waiver by the Township of any of the terms and provisions herein required of the Successful Bidder.

10. Non-Discrimination

No Contractor who is the recipient of Township funds, or who proposes to perform any work or furnish any goods provided for herein shall discriminate against any worker, employee or applicant for employment or any member of the public because of religion, race, sex, sexual orientation, color, or national origin, marital status, or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice.

11. Taxes

The Township is not subject to sales use, consumer, or other similar taxes required by law, and such taxes shall not be included in the bid proposal. The Township will furnish the successful bidder with its tax exempt number.

12. Bid Amount

The Bid Amount submitted by Bidder shall include all applicable prices, costs, and all other fees, expenses, costs, profits and overhead of Bidder for the vehicle and equipment in strict compliance with the Bid Documents.

13. Questions and clarifications

Questions regarding the Bid Documents should be addressed to Dan Palmer, Director of Emergency Services at (630) 837-0301.

Answers to questions and/or clarifications to Bid Documents will be issued in the form of an addendum to the Bid Documents and sent to all vendors of record. The last day to request clarifications to the Bid Documents and/or ask questions regarding the Bid Documents is March 8, 2013, in order to allow the Township sufficient time to issue addenda to all vendors of record.

**II. Vehicle and Equipment Specifications:**

Truck: Light duty rescue vehicle, 4 by 4

Not older than 1996

Mileage less than 50,000 miles

Crew cab with seating for at least 5 adults

Diesel engine

Less than 26,000 pounds

Automatic transmission

On Board generator with at least 6,000 watts of power

Winch of at least 12,000 pound capacity

Dual batteries

Light tower

**BID PROPOSAL FORM**

After having carefully examined the Hanover Township Bid Documents dated February 26, 2013 for the Supply of a Used Light Duty Rescue Vehicle and Equipment, including but not limited to the Specifications, General Conditions and Instructions to Bidders and all addenda issued prior to the bid date, and being in strict and full compliance with said Bid Documents, I/we offer the following bid for the vehicle and equipment described below and as attached hereto (collectively, the "Vehicle and Equipment"):

BID PRICE: \$ \_\_\_\_\_

The undersigned Bidder hereby states that the price quoted above constitutes the net total cost to Hanover Township for the supply of the Vehicle and Equipment, that the Vehicle and Equipment complies with the Township's Specifications and other Bid Documents, that to the best of the bidder/vendor's knowledge, the Vehicle and Equipment are in good working order and operating condition and that bidder/vendor has no knowledge of any required repairs relative to the Vehicle and/or Equipment and hereby certifies that he/she is authorized to bind the Bidder to the price stated above:

Date: \_\_\_\_\_

Name of Bidder:

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Describe the Vehicle and Equipment for which bidder/vendor is submitting its bid:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Attach any additional documents necessary to describe the Vehicle and Equipment]

The undersigned understands and agrees that the above stated Bid Price shall remain in force and effect for not less than thirty (30) days following the Township's bid opening, and in the event bidder/vendor receives notice that it is the lowest bidder meeting Specifications, that the Township's acceptance will be expressly contingent upon inspection and testing of the Vehicle and Equipment by the Township's mechanic

and Emergency Services staff, and that the Township will determine in its sole and absolute discretion whether the Vehicle and Equipment are acceptable to the Township.

STATE OF ILLINOIS        )  
  )  
COUNTY OF \_\_\_\_\_  )        SS.

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 \_\_\_\_\_ (Company), and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of \_\_\_\_\_ (Company).

Dated: \_\_\_\_\_, 2013

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

CERTIFICATION OF VENDOR/BIDDER

The undersigned duly sworn and under oath, hereby certifies as follows:

1. \_\_\_\_\_ (Name of Company) is not barred from bidding on or on this or any other contract due to violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, as amended. This certification is required by 720 ILCS 5/33E-11. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery; and

2. \_\_\_\_\_ (Name of Company) is not delinquent in payment of any taxes to the Illinois Department of Revenue and/or the Internal Revenue Service.

Dated: \_\_\_\_\_, 2013

\_\_\_\_\_  
(Print Name of Bidder/Company)

\_\_\_\_\_  
(Signature of Authorized Officer)

\_\_\_\_\_  
(Printed Name of Signatory)

\_\_\_\_\_  
(Title of Signatory)

STATE OF ILLINOIS        )  
  )  
COUNTY OF \_\_\_\_\_  )        SS.

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 \_\_\_\_\_ (Company), and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of \_\_\_\_\_ (Company).

Dated: \_\_\_\_\_, 2013

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