



BID NAME: Passenger ADA Shuttle Bus Lease

BID NUMBER: 08-25-002

BIDS DUE: September 10, 2025 at 1:00 p.m. Central

RETURN BIDS ELECTRONICALLY TO PURCHASING@WAUBONSEE.EDU

Proposal responses are to be submitted in Adobe PDF format and emailed to Purchasing@Waubonsee.edu by the due date and time. Title the email as follows: **Passenger ADA Shuttle Bus Lease – INSERT YOUR COMPANY NAME**. Proposals will not be opened until the due date/time has passed. Any risks associated with an electronic submittal are borne by the Proposer. Waubonsee’s e-mail system will typically allow documents up to 20 Megabytes.

All correspondence or questions concerning this BID should be addressed to purchasing@waubonsee.edu.

To Be Returned with Bid

- BID FORM
- AUTHORIZATION PAGE
- CERTIFICATIONS
- CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM
- REFERENCES

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GENERAL REQUIREMENTS

Schedule

- Publication Date August 22, 2025
- Last Day for Submittal of Questions September 5, 2025
- Bids Due September 10, 2025 at 1:00 p.m.
- Recommendation of Award TBD

Information

1. Bidders may not contact any college employee to discuss this RFP. **All correspondence or questions concerning the RFP should be addressed to purchasing@waubonsee.edu.** All questions must be submitted in writing and will be responded to by addendum and posted to the college's Bid webpage. Do not expect an immediate answer. Include your email address for any necessary communication.
2. Proposal responses are to be submitted in Adobe PDF format and emailed to **Purchasing@Waubonsee.edu** by the due date and time. Title the email as follows: **Passenger ADA Shuttle Bus Lease – INSERT YOUR COMPANY NAME**. Proposals will not be opened until the due date/time has passed. Any risks associated with an electronic submittal are borne by the Proposer.
3. Waubonsee's e-mail system will typically allow documents up to 20 Megabytes.
4. Bidders are responsible for checking the college's purchasing webpage for updates to the IFB and will be required to acknowledge receipt of the addenda in the IFB response.
5. Bid documents are available for download from the college's purchasing webpage at <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>.
6. Proposals may be withdrawn by written request from Bidder or his agent prior to the date and time established for opening of Bids.
7. All late or mailed/faxed proposals will be rejected.
8. All prices must be good for a period of ninety (90) days from the date of opening.
9. The award of the contract will be made within ninety (90) days after the opening to the lowest responsive and responsible firm whose proposal complies with all requirements prescribed herein.
10. The price bid for each item is the full purchase price, including delivery to destination, rigging expenses, balancing provisions no matter what the cause for imbalance, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. List all costs individually on a separate sheet.
11. The college reserves the right to award this project to one vendor or split the award based on the best interests of the college.
12. Awardee will be notified and notification will be posted to the college's purchase webpage.
13. If the Contract is not awarded within ninety (90) days after the opening, a Proposer may file a

written request with the Purchasing Manager on the withdrawal of their bid, and the Purchasing Manager will permit such withdrawal.

14. The college reserves the right to reject or accept any or all responses, to extend the open period, to waive technicalities in the documents or rebid prior to award of the Contract.
15. **Subcontracting** - All work for this contract is to be performed by the selected firms own staff. If subcontracting is required for any portion of this project, it will not be allowed without written authorization from the college.
16. The college will issue a purchase order upon award by the college's Board of Trustees or upon execution of contract. Invoices will be paid monthly for work completed. The college's payment terms are net 30 days.
17. Waubonsee Community College encourage the participation of qualified businesses owned by minorities, females and persons with disabilities in contracts the college awards. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council.
18. Waubonsee Community College belongs to the following consortiums and Group Purchasing Organizations: E&I (Educational and Institutional Cooperative Purchasing); Sourcewell, US Communities; TCPN/National IPA; Midwest Higher Education Compact Consortium, and the Illinois Public Higher Education Cooperative. If you have pricing agreements with any of these organizations, pricing should minimally reflect these discounts. The college expects to be provided with the best available pricing.
19. All bid responses will become the property of Waubonsee Community College. All materials received or created by the college are considered **public records** and subject to disclosure to third parties in accordance with the Freedom of Information Act (FOIA). These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the college.
 - a. If the Respondent requests that the college withhold their trade secrets, commercial information or financial information from disclosure to a third party in response to a FOIA request, the Respondent must include in its submittal:
 - i. A written notification specifically identifying such information
 - ii. A statement that disclosure of such information will cause competitive harm to the Respondent
 - b. Any content not so marked by the Respondent at the time of submittal will be presumed to be open to public inspection

SCOPE OF WORK

Lease Contract Information

1. Waubonsee Community College is requesting proposals for a one-year term LEASE with the option of two additional years (optional at the college's discretion) for a **2024 or newer Ford E350 StarTrans or equivalent (with 12+2 configuration - ability to carry 2 wheelchairs plus 12 passengers) ADA shuttle bus with wheel chair lift.**
2. The bus will be used as a shuttle between all four Waubonsee Community College campuses.

REQUEST FOR PROPOSAL (RFP)
08-25-002 Passenger ADA Shuttle Bus Lease

3. The lease term of the shuttle bus will be upon execution of contract.
4. Identify in your proposal if there are any mileage restrictions or limits within the terms of the lease, or fees for wear and tear upon return.
5. Identify different leasing options including option to purchase.
6. Identify minimum insurance requirements on behalf of the college.
7. Waubonsee Community College would like the option to wrap the bus or apply decals with no restrictions or additional charges.

Instructions

1. Submittals must include:
 - a. All pages noted on the cover page of this document including, but not necessarily limited to, a completed Authorization Form, Certification page, Conflict of Interest and Non-collusion Form
 - b. Include information on shuttle bus or busses if offering more than one option, including make, model, fuel type – gas (preferred), features and options, and floor plan.
 - c. Include information on graphics packages - wrapping services.
2. The successful Proposer must be a full-service authorized dealer located no more than 50 miles from Waubonsee Community College, Sugar Grove Campus.
 - a. Provide information on maintenance services, hours of operation and if you provide mobile repair services and its hours of operation.
 - b. Provide the location or locations of your maintenance and repair service.
3. If Proposer is offering more than one leased bus option, provide a separate proposal and Authorization Form for each bus. Include all specifications for each vehicle as noted in the instructions above.

AUTHORIZATION FORM

Complete and sign this form. Please print clearly. Attach a detailed proposal with a breakdown of costs for any or all equipment, delivery, installation and training.

Total Cost for the Passenger ADA Shuttle Bus as Specified

Having examined the documents, as prepared by Waubensee Community College, and having inspected the site and the conditions affecting and governing this Request for Proposal, the Vendor hereby proposes to furnish all labor and materials, supervision, coordination, transportation, services and equipment as noted below.

Identify Year, Make and Model: _____

Year One Annual Lease Cost \$ _____ Optional Year Two \$ _____

Optional Year Three \$ _____

Mileage Restrictions (list all costs if any) \$ _____

Wear & Tear Fees (list all costs if any) \$ _____

1. Can your company provide mobile repair services? Yes _____ No _____
2. What are the hours of your maintenance garages and mobile repair services?

3. Can your company provide graphics package for wrapping vehicle? Yes _____ No _____
4. Is the graphics package part of the cost of the lease? Yes _____ No _____
5. Are there any optional preventative maintenance programs available with the lease?
Yes _____ No _____
6. Do you subcontract graphics wrapping of the vehicle? Yes _____ No _____ If yes,
name and location of company that provides this service.

Acknowledgement of Addenda - I acknowledge having received addenda # _____

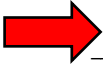
**REQUEST FOR PROPOSAL (RFP)
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I HEREBY AUTHORIZE THIS BID, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROVISIONS OF THIS BID. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED BID IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT.

Name of Company

Address City State Zip

Telephone Number Fax Number



Authorized Signature Date

Print Name Title

Email Address

Contact information of person authorized to discuss this bid with the college:

Print Name Title

Email Address Phone

CERTIFICATIONS

All Vendors are required to complete and sign this form. Completed form must be returned with Bid no later than the advertised Bid deadline. Failure to return this completed form may result in disqualification.

Bidders are cautioned to carefully read these certifications prior to signing below. Signing this page shall constitute a warranty by the undersigned that all of the statements, certifications and information set forth within these certifications are true, complete and correct as of the date signed. The undersigned is notified that if the college learns that any of the following certifications were falsely made, any contract entered into with the undersigned shall be subject to termination.

1. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 et seq. Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12.
2. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 et seq.
3. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 et seq.
4. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
5. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 et seq.
6. Fair Employment Practice: Company is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
7. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.
8. Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ICLS 5 with regards to bid rigging/bid rotating.
9. When required by law, the bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.
10. MINORITY/WOMAN-OWNED, DISADVANTAGED BUSINESS? **Yes**____ **No**____. If yes, please attach copy of certification and advise certification number and expiration date below:

Name of Certifying Entity: _____ Cert. # and Exp. Date: _____

Authorized Signatory: _____ **Date:** _____

CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

All Bidders are required to complete and sign this form. Completed form must be returned with Bid no later than the advertised Bid deadline Failure to return this completed form may result in disqualification of Bid.

Conflict of Interest Disclosure

Waubonsee Community College is requiring that any and all relationships with the college, its administrators, trustees, committee member, or any other employee of the college be disclosed in writing as a part of any bid submitted. Contact in regards to this Bid with any employee of Waubonsee Community College during the pre-award period, except as noted in the solicitation, is strictly forbidden and is considered sufficient grounds for dismissal from the IFB/RFP process.

Define the relationship with any Waubonsee Community College administrator, trustee, committee members, or their immediate family member, with which your company or any of its owners, officers, trustees, employees does business with, or for which there is an opportunity to influence a related college decision.

Bidder certifies that there is no known conflict of interest with any WCC administrator, trustee, committee member or employee of the college.

Non-Collusion Statement

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other Bidder, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid.

The undersigned further affirms that this Bid 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 Signatory)

_____ Title

REFERENCES

Company Name:		Contact Name:	
Address:		Phone Number:	
City, State Zip:		Email Address:	

Company Name:		Contact Name:	
Address:		Phone Number:	
City, State Zip:		Email Address:	

Company Name:		Contact Name:	
Address:		Phone Number:	
City, State Zip:		Email Address:	

END OF DOCUMENT