

REQUEST FOR PROPOSAL FOR UTILITY FULL BODIED SERVICE VEHICLE

Instructions

1. **Requesting Entity.**

This Request For Proposal (this “RFP”) is made by the Village of Rantoul, Champaign County, Illinois, having its principal office located in the Municipal Building, 333 S. Tanner Street, Rantoul, Illinois 61866. All questions related to the substance of the RFP shall be submitted to Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail).

2. **Standard Terminology.**

For convenience of reference, the words, terms and phrases defined below and elsewhere in this RFP shall have the meanings respectively ascribed to them for all purposes of this RFP, including as follows:

“**Village**” means the Village of Rantoul, Champaign County, Illinois.

“**Vendor**” means the prospective vendor, which includes any subcontractor, consultant, firm, offerer or proposer who submits a bid in connection with this RFP.

“**Equipment**” means Utility full bodied service vehicle.

3. **Purpose of Request.**

The Village has determined to purchase a Utility full bodied service vehicle and to request proposals from prospective vendors to provide this equipment.

4. **Specifications.**

Utility Full Bodied Service Vehicle

- a. Body Length: 129.25”
- b. Wheel Base: 138”
- c. GVWR: 9900 lbs
- d. Chassis Weight: 4782 lbs
- e. C.A. 80” rear axle DRW
- f. Body Height 64”
- g. Body Width 83”
- h. Floor Width: 54”
- i. Compartment Depth: 14.5”
- j. Total Storage 335 – 388 cu. ft.
- k. Bulk Cargo Area 265- 318 cu. ft.
- l. Compartment Area 70 cu ft.
- m. Roof side Height: 34”
- n. Interior Height: 64”
- o. Interior Height: 64”
- p. Approx. Body Weight: 2300- 2500 lbs.

- Preferred year of vehicle – New.

5. Proposal.

All proposals must be accompanied by Warranties, parts manual, service manuals, operators manual and any other pertinent product literature. Proposals must be submitted in conformity with, be based upon, and be subject in all respects to all the terms, conditions and obligations of the proposed Contract Documents. The Village reserves the right to waive minor defects or variations from the exact requirements of this RFP. If insufficient information is submitted by any Vendor to properly evaluate any proposal submitted, the Village further reserves the right to request such additional information as it may deem necessary.

6. Number of Proposal to Submit.

Provide at least three (3) copies of the Proposal along with 3 (3) copies of additional documentation, if any. The original together with each copy of such Proposal shall be securely bound and submitted together as a package in a sealed envelope clearly identified on the outside of such envelope with the words **“Proposal For RFP VRNTL-Utility Full Bodied Service Vehicle.”** Each such submittal shall show the name, address, telephone and telefax numbers and e-mail address of the Vendor submitting the proposal.

7. Closing Date.

Any Proposal shall be submitted no later than 3:30 P.M. Wednesday April 16th, 2014, (the **“Due Date”**). Any Proposal not submitted by a Vendor by such Due Date will not be considered, and will be returned unopened. Proposals will be opened immediately after the closing time, in the Conference room of the Municipal building located at 333 S. Tanner St., Rantoul, IL.

8. Place of Submission.

All proposals shall be submitted to the Village of Rantoul, Office of the Comptroller, 333 S Tanner St. Rantoul, Illinois 61866.

9. Proposal Guarantee.

Any Proposal submitted in response to this RFP shall be irrevocable for a period of sixty (60) days from and after the Due Date of this RFP and may not be withdrawn by any Vendor during such period. After such period of sixty (60) days, the proposal may be withdrawn by any Vendor at such Vendor's request if such Vendor's proposal has not been selected prior to any such request to withdraw.

10. Evaluation Criteria.

An award shall be made to the lowest responsible Bidder as determined in the sole discretion of the Village. In determining the lowest responsible Bidder, the Village may consider the following as well as other relevant criteria:

- A. The ability, capacity and skill of the Vendor to undertake the Work required;
- B. The capacity of the Vendor to perform the Work promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience and efficiency of the Vendor including, but not limited to, past performance defaults; whether or not such defaults were with the Village; competency; or failure to pay or satisfactorily settle all claims due for labor and material;
- D. The quality of performance by the Vendor on any previous work;
- E. The previous and existing compliance by the Vendor with laws and ordinances relating to any previous work;
- F. The sufficiency of the financial resources and financial ability of the Vendor to undertake the Work;
- G. The quality, availability and adaptability of the supplies, machinery, plant or other equipment or the particular use required in connection with the Work;
- H. The ability of the Vendor to perform any future maintenance, service or work for the use of the Project, including guarantees;
- I. The number and scope of any conditions made a part of the proposal by the Vendor;
- J. The Vendor's record of payments for taxes, licenses or other monies due the Village; and
- K. Whether the Vendor is a Local Vendor (i.e., a vendor having a place of business which employs at least one (1) permanent employee at a location determined in the following order of priority: (a) the Village; (b) Champaign County; or (c) the State of Illinois) and entitled to preference as set forth below. For any bid of five thousand dollars (\$5,000.00) or more, the Local Vendor determined to have the highest priority among other Local Vendors, if any, shall have preference and shall be considered to be the lowest responsible bidder if each of the following conditions are met: (i) any such Local Vendor is a responsible bidder; and (ii) the bid of any such Local Vendor is not greater than the lowest bid submitted by a responsible bidder by more than two percent (2%) or two thousand dollars (\$2,000.00), whichever is less. This local Vendor preference shall not be applicable, however, if any federal or state funding source prohibits any such application in connection with any such Work under any applicable law, rule or regulation.

In connection with any such evaluation by the Village, any Vendor may be invited to submit more detailed information, to make oral presentations, or both. The Village may

make any reasonable investigation deemed necessary and proper to determine the ability of the Vendor to perform the Work, and the Vendor shall furnish to the Village all information for this purpose that may be reasonably requested. The Village reserves the right to accept or to reject any or all Proposals, or any part thereof, received from any Vendor in connections with this RFP for any reason.

11. Taxes

The Village is exempt from sales taxes imposed by the State of Illinois and from federal excise taxes.

12. Acceptance of Proposal.

The contents of the proposal or such parts thereof as may be accepted by the Village will become a contractual obligation of the Vendor and may be incorporated into the final Contract Documents, at the discretion of the Village.

RFP VRNTL 14-B-05
UTILITY FULL BODIED SERVICE VEHICLE

Prepared and Requested By:

Village of Rantoul

Public Works Director

200 W. Grove Avenue

Rantoul, IL 61866

DATE: March 4, 2014

NOTICE OF REQUEST FOR PROPOSAL

VRNTL 14-B-05

Village of Rantoul, Illinois

UTILITY FULL BODIED SERVICE VEHICLE

The Village of Rantoul, Illinois has decided to Request Proposals from prospective vendors to purchase a utility full bodied service vehicle.

Proposals will be received until 3:30 P.M. prevailing time, Wednesday April 16th, 2014 at the Village of Rantoul

Proposals received after the closing time, at the discretion of the Village may be rejected and returned unopened. Proposals submitted by mail should be identified on the outside of the envelope as a Proposal for **RFP VRNTL 14-B-05 UTILITY FULL BODIED SERVICE VEHICLE** and should be addressed to: Village of Rantoul, Comptroller, 333 S Tanner St. Rantoul, IL 61866. Proposals will be opened immediately after the closing time in the Municipal Conference Room located 333 S Tanner St, Rantoul, Illinois.

Additional information concerning this RFP can be found at:

<http://www.myrantoul.com/government/purchasing/index.html>

All questions about the process and procedure may be directed to Scot Brandon by e-mail at sbrandon@myrantoul.com by phone at (217) 892-6828. All questions related to the substance of the RFP shall be submitted to Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the RFP.

The Village of Rantoul, Illinois reserves the right to reject any or all Proposals and to waive any informalities in the Proposals. No Proposal shall be withdrawn after the Proposal opening without the consent of the Village of Rantoul, Illinois for a period of sixty (60) days.

Scot Brandon
Comptroller

VILLAGE OF RANTOUL TAB FOR UTILITY TRUCK

BID OPENING TABULATION SUMMARY

PROJECT: UTILITY VEHICLE

SOLICITATION #: VRNTL

DUE DATE: 3:30 Pm April 16th, 2014

DEALERSHIP	PURCHASE AMOUNT	YEAR

FOR OFFICIAL BUSINESS