



**BID NAME: Purchase of Electric Vehicles**

**BID NUMBER: 09-24-001**

**BIDS DUE: Friday, September 20, 2024, at 1:00 p.m. Central**

**RETURN BIDS TO:**  
**Purchasing Office**  
**Waubonsee Community College**  
**45783 State Route 47**  
**Dickson Center, Room 228**  
**Sugar Grove, IL 60554-9903**

Responses to this IFB shall be submitted in a sealed envelope to the address above. **Envelopes must be clearly identified with the name of the BID and Due Date/Time.** Proposals received after the date and time specified in this BID will not be considered.

**All correspondence or questions concerning this BID should be addressed to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu).**

**To Be Returned with Bid**

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

**Sugar Grove**

Rt. 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454  
(630) 466-7900

**Aurora Downtown**

18 S. River St.  
Aurora, IL 60506-4131  
(630) 801-7900

**Aurora Fox Valley**

2060 Ogden Ave.  
Aurora, IL 60504-7222  
(630) 585-7900

**Plano**

100 Waubonsee Drive  
Plano, IL 60545-2276  
(630) 552-7900

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## GENERAL REQUIREMENTS

### Summary

Waubonsee Community College (WCC) is soliciting bids for three (3) electric vehicles to be used in the Autotech and Auto Body programs for the purpose of teaching students.

### Schedule

- Bid Publication Date Monday, September 9, 2024
- Last Day for Submittal of Questions Tuesday, September 17, 2024
- Bids Due Friday, September 20, 2024
- Recommendation of Award October 16, 2024

### Information

1. Bid documents are available for download from the college's purchasing webpage at <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>.
2. Bids may be withdrawn by written request from Bidder or his agent prior to the date and time established for opening of Bids.
3. All late, faxed or emailed Bids will be rejected.
4. All Bid prices must be good for a period of ninety (90) days from the date of opening.
5. The award of the contract will be made within ninety (90) days after the opening of BIDS to the lowest responsive and responsible bidder whose bid complies with all requirements prescribed herein.
6. Awarded Bidder(s) will be notified and notification will also be posted to the college's purchase webpage.
7. If the Bid is not awarded within ninety (90) days after the opening of bids, a Bidder may file a written request with the Purchasing Manager on the withdrawal of their bid, and the Purchasing Manager will permit such withdrawal.
8. 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.
9. The college reserves the right to award this project to one vendor or split the award based on the best interests of the college.
10. The college reserves the right to reject or accept any or all Bid responses, to extend the bidding period, to waive technicalities in the documents or rebid prior to award of the Contract.
11. The college will issue a purchase order upon award by the college's Board of Trustees. Invoices will be paid monthly for work completed. The college's payment terms are net 30 days.
12. 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

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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.

13. WCC 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.
14. 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

## Instructions

1. Provide one (1) original and one (1) copy of your Bid in a sealed envelope.
2. Bid submittals must include all pages noted on the cover page of this bid document including, but not necessarily limited to, a completed Bid Form, Certification page, Authorization Page, Conflict of Interest and Non-collusion Form, and References.
3. Erasures or changes in bids must be initialed. White-out is NOT permitted.
4. Bidders may not contact any college employee to discuss this IFB. **All correspondence or questions concerning the IFB should be addressed to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu).** All questions must be submitted in writing and will be responded to by addendum. Do not expect an immediate answer. Include your email address and/or fax number for any necessary communication.
5. 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.

## SCOPE OF WORK

### Electric Vehicle Specifications

This bid is for one (1) each of the following. The college will determine which of the three Kia's to purchase.

1. 2024 Kia
  - a. 2024 Kia Niro Wave Preserve (EV), or
  - b. 2024 Kia EV6 Light Long Range AWD (EV), or
  - c. Kia EV6 Wind AWD (EV)
2. 2024 Toyota Rav4 Prime SE
3. 2024 Toyota Prius Prime SE

### General

1. Bidders must submit with their bid the latest cuts and printed literature on equipment that the bidder proposes to furnish. This literature shall include an engine chart corrected to standard conditions of air temperature and pressure showing horsepower and other characteristics.
2. The bid will be awarded to the lowest, most responsive bidder or bidders that meet the bid specifications.
3. All prices shall be F.O.B., Waubonsee Community College, 4S783 State Route 47, Sugar Grove, IL 60554.
4. There is no vehicle trade-in.

BID FORM

**2024 Kia Niro Wave Preserve (EV)**

Bid Price \_\_\_\_\_

Delivery time in calendar days from  
receipt of purchase order \_\_\_\_\_

Warranty period \_\_\_\_\_

Name of Company submitting bid \_\_\_\_\_

Represented by (printed name) \_\_\_\_\_

Business address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Dealership Name \_\_\_\_\_

Date \_\_\_\_\_

Signature and Title \_\_\_\_\_

**2024 Kia EV6 Light Long Range AWD (EV)**

Bid Price \_\_\_\_\_

Delivery time in calendar days from  
receipt of purchase order \_\_\_\_\_

Warranty period \_\_\_\_\_

Name of Company submitting bid \_\_\_\_\_

Represented by (printed name) \_\_\_\_\_

Business address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Dealership Name \_\_\_\_\_

Date \_\_\_\_\_

Signature and Title \_\_\_\_\_

**2024 Kia EV6 Wind AWD (EV)**

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Bid Price \_\_\_\_\_

Delivery time in calendar days from  
receipt of purchase order \_\_\_\_\_

Warranty period \_\_\_\_\_

Name of Company submitting bid \_\_\_\_\_

Represented by (printed name) \_\_\_\_\_

Business address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Dealership Name \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Signature and Title

**2024 Toyota Rav4 Prime SE**

Bid Price \_\_\_\_\_

Delivery time in calendar days from  
receipt of purchase order \_\_\_\_\_

Warranty period \_\_\_\_\_

Name of Company submitting bid \_\_\_\_\_

Represented by (printed name) \_\_\_\_\_

Business address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Dealership Name \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Signature and Title

**2024 Toyota Prius Prime SE**

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Delivery time in calendar days from  
receipt of purchase order \_\_\_\_\_

Warranty period \_\_\_\_\_

Name of Company submitting bid \_\_\_\_\_

Represented by (printed name) \_\_\_\_\_

Business address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Dealership Name \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature and Title

**Questions to be Answered**

- 1. Is this bid part of a consortium or cooperative contract? If yes, identify consortium/cooperative and contract name/number:**

\_\_\_\_\_

\_\_\_\_\_

**Acknowledgement of Addenda**

I acknowledge having received addenda # \_\_\_\_\_.



## BID AUTHORIZATION PAGE

***All Bidders are required to complete and sign this form.***

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.

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Name of Company

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Address

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City

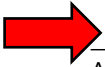
State

Zip Code

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Telephone Number

Fax Number



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Authorized Signature

Date

---

Print Name

Title

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Email Address

## CERTIFICATIONS

**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.

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.

**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.

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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

**END OF DOCUMENT**