

REQUEST FOR BIDS

2024 Ford Maverick XL Hybrid

City of Macomb
232 East Jackson Street
Macomb, Illinois



macomb
illinois

Small-town living. Community *driven*.

Sealed bids are requested on the list of materials, supplies, equipment, or services set forth herein, subject to all conditions outlined in the RFB Document, including:

- SECTION I: REQUEST FOR BIDS
- SECTION II: GENERAL INFORMATION AND INSTRUCTION
- SECTION III: BID SPECIFICATIONS
- SECTION IV: QUESTIONS OR BID INQUIRIES
- SECTION V: BID FORM
- SECTION VI: AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT

Sealed bids will be received only at the Office of the City Clerk, 232 E. Jackson St., Macomb, IL until 11 AM CST, on the dates hereinafter stated at which time they will be opened and publicly read for furnishing the materials, supplies, equipment or services or for supplying the materials, and/or providing labor for the repair, construction or improvement as the case may be, as indicated by the items hereunder listed and in accordance with the applicable specifications.

SECTION I REQUEST FOR BIDS

Date of Request: 9/5/2023

Item Description: 2024 Ford Maverick XL Hybrid

Proposal Opening: 9/13/2023 11:00AM

All bids must be delivered by the specified opening time of the bids. Bids arriving after the specified time will not be accepted. Mailed bids, which are delivered after the specified time, will not be considered regardless of postmarked time on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm - Electronic bids (telephone, FAX, email, etc.) are **NOT** acceptable.

The City of Macomb reserves the right to amend, modify or cancel this RFB at any time. If the City decides to amend or modify the RFB, or otherwise provide additional information, an addendum will be issued by the City and furnished to all vendors who have notified the City of their interest in the RFB.



**SECTION II
GENERAL INFORMATION AND INSTRUCTION**

1. The Vendor's bid may be withdrawn at any time prior to the bid opening. No bid may be withdrawn after the proposal opening.
2. Bidders are advised to become familiar with all conditions, instructions, and specifications governing their bid. Once the award has been made, a failure to have read all the conditions, instructions, and specifications of their contract shall not be cause to alter the original contract or for vendor to request additional compensation.
3. Vendors agree to defend, save and hold harmless the City of Macomb from and against all demands, claims, suits, costs, expenses, or damages, as based on the activities of this contract.
4. Successful Vendor shall not assign the contract or subcontract the whole or any part of the contract without express written consent of the City of Macomb. Such consent shall neither relieve the bidder from their obligation nor change the terms of the contract.
5. The City shall have the right to inspect any material specified herein. Equipment, supplies or services that fail to comply with the specifications herein regarding design, material or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City at the expense of the vendor.
6. Bidder shall state the nature and period of any warranty or guarantee. Manufacturer's specifications shall be submitted with the bid and shall be considered a part of this contract where such specifications meet the minimum of the City specifications.
7. Each bidder shall submit in full this completed original BID DOCUMENT and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work they propose to furnish.
8. Bidder shall state the delivery date for commodities in terms of calendar days after notification of award. Where the contract calls for performance of labor, the bidder shall also state the number of calendar days required for completion after notification of award.

9. Upon the award of the bid to the successful bidder, if insurance is required by the terms of this bid, the City will require evidence of such coverage be furnished within fourteen (14) days of notification of bid award. The amounts and types of coverage will be specified in Section III and/or Section V of this bid. **All insurance forms must be in a format acceptable to the City.**
10. All bidders must sign and submit with their bid, the enclosed **Certificate of Compliance** form, indicating their willingness to abide by the City's Equal Opportunity Employment Policy.
11. Prices quoted herein must be firm for a period of not less than forty-five (45) days after date of bid opening.
12. Bid calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the City deems to be in the best interest of the City.
13. The City of Macomb will be the sole and exclusive judge of quality, compliance with bid specifications or any other matter pertaining to their bid. The City reserves the exclusive right to award this bid in any manner it deems to be in the best interest of the City.
14. The Contractor will be required to pay to all persons employed on the project by the Contractor or any Subcontractors sums not less than the sums set forth as the **General Prevailing Wage Determination** as applicable to McDonough County.

SECTION III BID SPECIFICATIONS

IN EVENT OF CONFLICT, THE FOLLOWING SPECIFICATIONS SHALL PREVAIL OVER GENERAL INSTRUCTIONS CONTAINED ELSEWHERE IN THIS BID

Specifications:

The City of Macomb is requesting sealed bids for the procurement of one (1) 2024 Ford Maverick XL with the 2.5L hybrid engine.

1. The successful bidder shall provide delivery of vehicle within 365 days of bid opening, 9/13/2024.
2. 2024 Model Year Ford Maverick
3. XL trim
4. 2.5 liter hybrid engine
5. White color exterior
6. All weather floor mats



F.O.B. All prices of the bid shall be F.O.B. destination Macomb, Illinois; and delivery to any point within Macomb shall be without additional charge.

TAX

All bids shall be exclusive of tax; City staff will compute all tax involved when applicable. The City of Macomb pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification number E9995-1614). Vendors should therefore exclude such taxes from proposals.

ACCEPTANCE OF BID

The City reserves the right to accept or reject any and all bids and reserves the right to waive technicalities where such action best serves the interests of the City. The bidder or manufacturer of the proposed materials or equipment may be required to acknowledge by written confirmation that the minimum requirements of the specifications are included in the bidder's bid before the award of the bid.

EXCEPTIONS

Any bidder's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to bid form. However, such exceptions or deviations may result in bid rejection.

INSURANCE (to be submitted by successful bidder)

CONTRACTOR INSURANCE GUIDELINES

- | | | |
|----|--------------------------------|-------------|
| 1. | Worker's Compensation | |
| | a. State: Illinois | Statutory |
| | b. Applicable Federal: | Statutory |
| | c. Employers Liability | |
| | Each accident | \$500,000 |
| | Each Disease – each employee | \$500,000 |
| | Each Disease – Policy Limit | \$500,000 |
| 2. | Contractor's General Liability | |
| | a. General Aggregate | \$2,000,000 |



- b. Products – Completed Operations Aggregate \$1,000,000
 - c. Personal and Advertising Injury \$1,000,000
 - d. Each Occurrence (Bodily Injury and Property Damage) \$1,000,000
 - e. Property Damage liability insurance will provide Explosion, Collapse, and Underground coverages where applicable.
 - f. Excess or Umbrella Liability
 - 1) Each Occurrence \$1,000,000
3. Automobile Liability
- a. Bodily Injury:
 - Each person \$500,000
 - Each Accident \$1,000,000
 - b. Property Damage:
 - Each Accident \$1,000,000
- or c. Combined Single Limit \$1,000,000

Notes:

1. Contractors with contracts over \$100,000 shall have the city named as an “additional insured,” attach a “waiver of subrogation,” and sign a “hold harmless agreement.”

2. Contractor with contracts less than \$100,000 are exempt from Item 2(f) Excess or Umbrella Liability coverage, as well as naming the city as an “additional insured” and attaching a “waiver of subrogation.”

Work on City property cannot be commenced until certificates of insurance have been filed with the City. All certificates of insurance must remain current until the contract expires or is sooner cancelled.

Please use the ACCORD certificate of insurance form (provided by your insurer). If you use another form, the following requirements must be met to make the certificate acceptable to the City:



1. name the City of Macomb as additional insured for both GENERAL liability and AUTO liability;
2. have at least thirty (30) days written notice of cancellation; all certificates of insurance must remain current until the contract expires or is sooner cancelled.

SECTION IV QUESTIONS OR BID INQUIRIES

Any questions and inquiries should be directed to:

John Bannon
Community Development Coordinator
232 East Jackson Street
309-833-4944
jbannon@cityofmacomb.com

Questions must be received in writing on or before September 8, 2023 at 5:00 p.m. CST. Responses to any questions or inquiries will be provided to all Vendors who have provided contact information to the City Clerk.

**SECTION V
BID FORM**

(Must be completed by Vendor)

The undersigned proposes to furnish all materials, supplies, equipment or services set forth herein subject to all conditions outlined in the Bid Document, including the general instructions and information to bidder, at prices indicated below:

Amount of Bid Deposit Required: \$ NONE

Amount of Performance and Payment Bond Required: \$ NONE

Vehicle

One (1) Ford Maverick XL Hybrid \$ _____

Payment Terms: Within 30 Days of delivery of vehicle in approved condition

Warranty _____ Exceptions or Deviations attached ___YES ___NO

Delivery _____ (Number of Days)

Company Name _____ Telephone _____

Address _____

Person submitting bid _____

Print Name

Title

_____(date)

Signature

SECTION IVI AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT

The City of Macomb is an Equal Employment Opportunity Employer. The City is required by various Federal & State Rules and Regulations, to ensure that all those who are contracting with the City of Macomb to provide a service or to start and complete the project, comply with those same rules prohibiting discrimination in hiring and employment of members of protected groups. If a contractor/subcontractor/professional service provider is found in violation of the anti-discrimination provisions of the law, and fails to remedy the situation, the contract may be brought before the City of Macomb City Council, which may subsequently result in cancellation of the contract or the withholding of monies until the contractor/subcontractor/professional service provider comes into compliance.

As part of the efforts by the City of Macomb to comply with the requirements for Equal Employment Opportunity, as mandated by State and Federal law, the City of Macomb has adopted an *Affirmative Action Plan and Equal Opportunity Policy* which states in part:

It is the policy of the City of Macomb to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, citizenship status (with regard to employment), ancestry, age (40 and over), order of protection status, marital status, physical or mental disability, arrest record, military status, sexual orientation and unfavorable military discharge from military service, or any other protected class.

The successful bidder assures compliance with the policies contained in the City's *Affirmative Action Plan and Equal Opportunity Policy*. Vendors may request copies of the policy and required forms by contacting the City Clerk.

Certificate of Compliance

The City of Macomb shall require all contractors, subcontractors and professional service providers doing business with the City to submit to the City, as part of its bid proposal, a signed Certificate of Compliance in the form attached hereto as Exhibit A. Their statement shall indicate their willingness and intention to uphold Equal Employment Opportunity policies in regard to the selection, hiring, and promotion of members of the protected class, not excluding other such practices as mandated by State and Federal law.

Questions relative to Affirmative Action should be addressed to:

Scott Coker
City Administrator
City of Macomb
232 East Jackson Street
Macomb, IL 61455
scoker@cityofmacomb.com
(309) 837-0501



Exhibit A

CERTIFICATE OF COMPLIANCE FORM

This is to certify that the following contractor is willing to uphold the City of Macomb's Equal Employment Opportunity policies and execute all required forms, concerning the selection, hiring, and promotion of members of protected classes, not excluding other such practices as mandated by State and Federal law, specifically including but not limited to, Title VII of the Civil Rights Act, the Illinois Human Rights Act and Executive Order 11246.

Name of Contractor

By Corporate Officer (Printed Name and Title)

Signature

Date

Please be aware that any information provided herein may be subject to disclosure under the Freedom of Information Act upon request.

