

NOTICE TO BIDDERS

Bids will be received until 10:00 a.m. on Monday, April 14 for the purchase of one pre-owned 2017 or newer multi-function activity bus with 40,000 or fewer miles.

Bids will be opened at 10:30 a.m. on Monday, April 14, 2025.

Bids will be taken for complete units of the aforementioned activity bus at the Transportation Office, Ball-Chatham CUSD #5, 481 Chatham Road, Chatham, IL. 62629.

Bid forms and specifications may be obtained from the district website www.chathamschools.org under the board of education then requests for bids/proposals. The office telephone number is (217) 483-6098. The Ball-Chatham Community District #5 reserves the right to accept or reject any and/or all bids, to waive any and all technicalities, and to award the contract to the bidder that best meets the needs of Ball-Chatham School District.

Mark Daley
Director of Transportation
Ball-Chatham CUSD #5
Sangamon County
State of Illinois

Bid Specification for a 2017 or Newer Multi-Function Activity Bus with 40,000 or Fewer Miles

1. General Overview: The purpose of this bid specification is to solicit proposals for the purchase of a 2017 or newer Multi-Function Activity Bus. The bus must be in excellent operational condition and meet the specifications outlined below. The vehicle must have 40,000 miles or fewer and be capable of accommodating a variety of activities, such as transporting students, staff, or others for extracurricular and co-curricular events.

2. Minimum Requirements:

- **Model Year:** 2017 or newer.
- **Mileage:** 40,000 miles or fewer.
- **Seating Capacity:** Must accommodate at least 14 passengers, with additional space for a driver and potential storage.
- **Engine Type:** Gasoline or diesel engine with proper emissions certification for the vehicle's model year.
- **Transmission:** Automatic transmission.
- **Fuel Type:** Gasoline or diesel, with preference for fuel efficiency and reduced emissions.
- **Vehicle Condition:** The bus must be free from significant body damage, corrosion, or defects.

3. Vehicle Dimensions:

- **Overall Length:** 20 feet to 30 feet.
- **Overall Width:** Must comply with state regulations for transportation vehicles.
- **Interior Height:** Sufficient clearance for passengers and storage.

4. Exterior:

- **Body:** Constructed of durable materials capable of withstanding frequent use in a variety of weather conditions.
- **Color:** Standard white
- **Windows:** Tinted windows that provide privacy and comfort, with safety features such as child-safety glass where applicable.
- **Safety Lighting:** Must include operational LED lights, including turn signals, brake lights, and emergency flashers.
- **Bid should include a Graphics package**
Picture of desired graphics will be provided

5. Interior:

- **Seating:** Comfortable, durable, and easy-to-clean seating with the option for removable seats.
- **Interior Flooring:** Non-slip, durable flooring (rubber or vinyl).

- **Heating and Air Conditioning:** Functional and in good condition, with air circulation and heating options for the entire passenger area.
- **Storage:** Ample interior storage space for luggage, sports equipment, or other materials.

6. Performance and Safety Features:

- **Engine and Transmission:** The engine and transmission should be in good working condition and meet all applicable emission standards for its model year.
- **Braking System:** Must have operational air or hydraulic brakes in excellent condition, including anti-lock brake system (ABS) if applicable.
- **Suspension:** Suspension system must be in excellent condition to ensure smooth transportation.
- **Safety Features:** Equipped with safety features such as:
 - Anti-lock braking system (ABS).
 - Electronic stability control.
 - Front and rear impact protection.
 - Fire extinguisher.
 - First aid kit.
 - Backup camera and/or rearview sensors.

7. Maintenance and Warranty:

- **Maintenance Records:** Full, detailed maintenance records for the past 12 months must be provided.
- **Warranty:** Manufacturer's warranty or a 6-month warranty minimum, covering all major mechanical and electrical components.
- **Inspection/Certification:** A recent inspection (within 30 days) of the vehicle must be provided by a certified mechanic or dealership to ensure the bus is roadworthy.

8. Additional Requirements:

- **Ownership:** Vehicle must be in good standing and free from liens or legal encumbrances.
- **Location for Inspection:** Bidders must provide a location for inspection and a timeframe for inspection.
- **Delivery:** The vehicle must be delivered to the specified location within 30 days of the bid acceptance.

9. Bid Submission Guidelines:

- **Submission Deadline:** Proposals must be submitted by [insert deadline date].
- **Proposal Package:** Proposals must include:
 - Proof of vehicle mileage.
 - Vehicle inspection report.
 - Vehicle history report.
 - Detailed pricing, including all fees, and delivery costs.
 - Warranty information.

- o Any other relevant documentation such as photographs or inspection reports.

10. Bid Evaluation Criteria:

- **Compliance with Specifications:** Adherence to the bid specifications will be the primary evaluation criterion.
- **Vehicle Condition:** Preference will be given to vehicles with a clean history and well-documented maintenance.
- **Pricing:** Competitive pricing will be considered.
- **Warranty/After-Sales Support:** Availability of warranty, parts, and service support will be evaluated.

11. Contact Information: For questions or clarification, please contact:

Mark Daley
Director of Transportation
217-483-6098
mdaley@bcsd5.org

Ensure that all proposals comply with the outlined specifications, and remember that incomplete bids may not be considered. Thank you for your interest in this project.

CERTIFICATION OF BIDDER

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Printed Name of Bidder

Submitted by Signature

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause, Sexual Harassment Policy and the Illinois Fair Employment Practices Act as stated under Compliance with Legislation in Instructions to Bidder.

Printed Name of Bidder

Submitted by Signature

The undersigned hereby certifies that all products sold to Ball-Chatham Community Schools are in full compliance with Federal, State and Local laws in relation to health and safety requirements for public schools.

Printed Name of Bidder

Submitted by Signature

The undersigned hereby agrees to the Delivery Date as stated in this invitation to bid.

Name of Bidder

_____ Printed

Submitted by Signature

The undersigned hereby certifies he/she has read, understands, and agrees that acceptance by the Ball Chatham Community Unit School District 5 of the Bidder's offer by issuance of a Purchase Order (PO), (specifications and bidding conditions contained therein) will create a binding contract.

Printed Name of Bidder Bid

Submitted by Signature

Address

Title of Authorized Signer

City, State Zip

Phone Number

Date

COMPANY INFORMATION Company/Manufacturer Bidding:

Name _____

Address _____

Phone _____