INVITATION FOR BID

**Two 2025 Ford 15-Passenger Vans**

**Opening Date and Time: Thursday, October 8, 2025, at 10:00a.m. (CST)**

**Please NOTE: Bids received after this time will not be accepted.**

**Bids will be publicly opened and recorded at:**

**Kishwaukee College**

**Room A1301**

**21193 Malta Rd**

**Malta, IL 60150-9699**

**Chris Bailey, Business Office Manager**

[Cbailey4@kish.edu](mailto:Cbailey4@kish.edu)

INSTRUCTIONS TO BIDDERS

**BID SUBMISSION:**

Bids must be received, and bidders will be identified by Kishwaukee College at the place, date and time designated above. You may attend this public opening if desired.

Bids must be made in accordance with the instructions provided within this document. All submittals are to contain a total of **two (2) hard copies**. They shall be submitted on or before the specified opening date and time in an opaque sealed envelope addressed to:

Kris Rissman

Kishwaukee College

21193 Malta Rd,

Malta, IL 60150

Fax, email, or other electronic transmission of bids is not permitted. All envelopes should be plainly marked, with the bidder's name and address and the following notation:

**SEALED BID: Two 2025 Ford 15-Passenger Vans**

**DO NOT OPEN**

**FIRM OFFER:**

All bids will be considered firm for a period of sixty (60) days from the bid opening date established above. After bids are received, no allowance will be made for oversight or error by the bidder.

**SELECTION PROCESS:** The College will award the responsible vendor bidding the lowest price, while satisfying all other specifications and requirements established within this document. Secondary awards will be made at the College’s sole discretion.

**AWARD DECISION:**

The Executive Director of Campus Operations will make such an investigation as is necessary to determine the ability of the bidders to fulfill bid requirements. The College reserves the right to reject any or all bids or parts thereof, or waive any irregularities or informalities, and to accept the bid that in its judgement best serves the interest of the college. The decisions of the College will be final. The successful bidder shall not proceed with any performance related to this bid until they have received verification that they have been awarded the bid by the Kishwaukee College Board of Trustees, including execution of a two-party agreement when applicable. Failure to comply is done so at the risk of the bidder.

**QUESTIONS, CHANGES AND CORRECTIONS:**

Each bidder shall carefully examine all bid documents and related addenda and shall thoroughly familiarize themselves with the detailed requirements within prior to submitting a bid. Should a bidder find discrepancies, ambiguities, or omissions within bid documents, or should they be uncertain regarding process or other matters, questions must be forwarded in writing via email to Kris Rissman at Krissman@kish.edu. Your questions must be received no later than October 6th, 2025, by 1:00 pm.

Should any questions prompt a response that provides information that would impact all prospective vendors, written addenda describing changes and/or corrections will be issued by the college and posted to accompany this Invitation for bid document. Any such addenda shall take precedence and supersede specified portions of the documents and shall become part of the vendor’s bid documents.

**ACKNOWLEDGEMENT OF ADDENDA:**

The signature of a company official on an original bid document shall be construed as acknowledgement of receipt of all addenda pertaining to this specific bid. Identification by number of the addenda and date issued should be noted on all bids submitted. A copy of all addenda should be included with the bid packet. Any addenda will be posted to Kishwaukee College’s website at http://www.kish.edu/rfp.

* ***FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON A SUBMITTED BID MAY RESULT IN DISQUALIFICATION OF THE BID.***
* ***Bidders who obtain a copy of the Invitation to Bid from the College’s website are responsible for checking the site for any addenda issued.***

**TAX EXEMPTION:**

Kishwaukee College is not subject to the Federal Excise Tax, Illinois Retailers Occupational Tax, the Service Occupation Tax (both state and local), the Use Tax and the Service Use Tax. A copy of the college’s tax-exempt letter will be provided upon request.

**SIGNATURE ON BID**:

The signature on bid documents is to be that of an authorized representative of the company making the bid. Each bidder, by making a bid, represents that bid documents have been read and understood, and that this Invitation for Bid document is a part of the specifications.

**W-9 FORM:**

A current W-9 form must be returned with the bid packet. *(A blank form is included at the end of this document).*

**EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION:**

Kishwaukee College is an Equal Opportunity/Affirmative Action Employer. In the event of the bidder’s noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practice Act, or the Fair Employment Practices Commission’s Rules and Regulations for Public contracts, the bidder may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporation and the contract may be cancelled or avoided in whole, or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

**MINORITIES, FEMALES AND PERSONS WITH DISABILITES PARTICIPATION:**

It is the College’s policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575 and the Business Enterprise Council for Minorities, Females and Persons with Disabilities. To qualify for BEP utilization, any Prime Bidder or Subcontractor that will complete work towards fulfillment of the specifications noted in this solicitation must be qualified as a BEP Certified Vendor at the time the bid is due.

**Become BEP and/or VBP Certified Online:** <https://cms.diversitycompliance.com/>

**INSURANCE:**

Insurance shall be obtained from a company, or companies licensed to do business in Illinois. Vendor should provide Kishwaukee College, before commencement of operations, a certificate of insurance that meets or exceeds the following coverage amounts:

* + Commercial General Liability:
    - $2,000,000 General Aggregate
    - $2,000,000 Products/Completed Operations
    - $1,000,000 per Occurrence-Bodily Injury and Property Damage –Organization’s Liability
  + Commercial Professional Liability
    - $1,000,000 General Aggregate
    - Umbrella Liability (Minimum Limits)
    - $1,000,000 General Aggregate
    - $1,000,000 Each Occurrence
  + Automobile
    - $1,000,000 Combined Single Limit
  + Worker’s Compensation
    - A limit of not less than minimum statutory limits for the State of Illinois

**PREVAILING WAGE AND CERTIFIED PAYROLL:**

A vendor’s signature shall be construed as acceptance of and willingness to comply with all provisions of 820 ILCS 130, the Prevailing Wage Act when applicable. All laborers, workers and mechanics engaged in construction will be paid not less than the “Prevailing Wage”. The vendor further agrees to provide a copy of the certified payroll to the Facilities Manager on a monthly basis for the duration of the project.

**DAMAGE AND NEGLIGENCE:**

Kishwaukee College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. “Force majeure” means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slowdown, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

**TERMINATION OF FUNDING:**

Kishwaukee College’s contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. Kishwaukee College shall give notice of such termination for funding as soon as practicable after becoming aware of the failure of funding.

**BLACKOUT PERIOD:**

Under no circumstances are respondents to contact or discuss this Invitation for Bid, or any of the information contained herein or about this solicitation in general, with any Kishwaukee College trustee, employee, vendor, contractor, or subcontractor, other than using the methods outlined in this bid. Respondents are forbidden from visiting the College’s locations or approaching any College trustee, employee, vendor, contractor, or subcontractor for any information related to this Invitation to Bid without the direct knowledge and authorization in writing in advance from the Executive Director of Campus Operations. Violation of these provisions may subject the respondent to immediate disqualification.

**INSPECTION:**

Upon completion of any work, the College shall reserve the right to make a final inspection and finding the entire work to be in full compliance with all requirements set forth, will accept the work. The Vendor shall maintain all parts of the work at their own expense until final acceptance of the entire work by the College. If any defects or omissions in the work are hidden or concealed at the time of acceptance but become apparent within one year after the final acceptance of the work, the Vendor shall immediately correct and make good the same upon notice by the College, and if the Vendor fails, refuses or neglects to do so, the College may correct and make good the same and the Vendor here by agrees to pay on demand the cost and expense of doing such work.

**Invitation to Bid**

Kishwaukee College, located at 21193 Malta Road, Malta, Illinois, is seeking sealed bids for the purchase of **two** new 2025 Ford 15-Passenger vans. All bids must be sealed and clearly marked "Bid for Two 2025 15-Passenger Vans.”

**Bid Requirements:**

* Complete vehicle specifications
* Pricing detail
* Warranty information
* Estimated delivery timeframe
* Photos of the proposed vehicle or a link to the vehicle on the manufacturers or dealer’s website
* Vans must be delivered by April 10, 2026

**Delivery Requirements:**

* The van must be delivered to Kishwaukee College, **21193 Malta Road, Malta, IL 60150**.
* Delivery must be completed within the timeframe specified in the bid submission.

**Specifications:**

* Model: 2025 Ford Transit 350 15-Passenger Van
* Engine: 3.5L V6 EcoBoost
* Transmission: 10-speed automatic
* Drivetrain: Rear-wheel drive (RWD) or (AWD)
* Seating Capacity: 15 passengers
* Fuel Type: Gasoline
* Exterior Color: Oxford white or comparable
* Interior color: Black or grey
* Air Conditioning: Front and rear A/C
* Safety Features: Backup camera, lane keeping assist, forward collision warning, automatic emergency braking.
* Interior: Black vinyl floor or comparable
* Interior seat fabric: Vinyl
* Technology: SYNC 4 with touchscreen display, Apple CarPlay & Android Auto compatibility
* Doors: Sliding side door, rear swing-out doors

**Warranty Requirements:**

* **Warranty:** Minimum coverage of 3 years/36,000 miles (bumper-to-bumper), 5 years/60,000 miles (powertrain), and 5 years/60,000 miles (roadside assistance).

**Bidder Evaluation**

**BID REQUIREMENTS:**

* Detailed vehicle specifications and compliance confirmation
* Total cost including all associated fees
* Warranty coverage details
* Delivery schedule confirmation
* Additional optional features offered

**LOCATION:**

Vendor should provide goods and services to the Kishwaukee College campus located at:

21193 Malta Rd.

Malta IL 60150

**AGREEMENT PROVISIONS:**

If an award is made, the selected vendor may be required to execute a two-party agreement with the College affirming the terms and conditions that will manage the engagement between the two parties. In the event that an agreement is executed, this document, all related addenda and the vendor’s submission will be included as exhibits to the agreement.

**Term Of Agreement:** The successful bidder will be required to provide two new 2025 Ford 15-passenger vans that meets the requirements in the specifications.

**BID FORM**

**Kishwaukee College Two 2025 Ford 15-passenger vans**

**The following pages MUST BE SUBMITTED with the bid packet. Any bid that is submitted without these documents may be DISQUALIFIED.**

Complete all the fields in the table below.

|  |  |
| --- | --- |
| **Company Name** |  |
| **Address** |  |
| **City, State, ZIP** |  |
| **Contact Name** |  |
| **Title** |  |
| **Phone** |  |
| **Email** |  |

**Bid Prices**

|  |  |
| --- | --- |
| **Base bid for two-2025 Ford 15-passenger vans.** |  |

**Part 1 – NOTES:**

Bidders are invited to include additional information not specifically requested within this document if the information is useful and applicable to this Invitation for Bid.

**Part 2 – COMPANY INFORMATION:**

Respond to each of the items below.

1. Provide information regarding the organizational and ownership structure of your company and the number of years in business. Identify any recent changes to organization or ownership.
2. Provide information regarding your current annual sales, total number of employees and capacity to perform the services required by the College.
3. List the experience and role of staff members who will work on this account. Include names, titles, roles, responsibilities, and office locations. Identify the expectations for the interactions these individuals will have with the internal Kishwaukee College team.
4. Confirm understanding and acceptance of all conditions and terms within this RFP document, specifically the specifications noted on pages 6 & 7.
5. Detail what can be expected during the on-boarding process of a new client engagement.
6. Detail what can be expected during the first 30 days of performance.
7. Provide three examples that illustrate the vendor’s ability to minimize costs, while passing on savings to the client.

**Kishwaukee College reserves the right to reject any proposal if it is determined that the proposed vendor is not properly qualified to perform as specified within this document.**

**Part 3 – REFERENCES:**

Please provide contact information for at least three (3) current clients similar in size and/or structure to Kishwaukee College. The College will make any necessary reference checks to determine the ability of the Bidder to fulfill bid requirements.

|  |  |  |
| --- | --- | --- |
| Name | Address | Contact Information  (Phone & Email) |
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**Part 4 – OFFER:**

Having familiarized itself with the conditions affecting the cost of the work associated the procurement ofKishwaukee College Two 2025 Ford 15-passenger vans at Kishwaukee College and with the bid documents, bidder hereby proposes to perform everything required and to furnish all labor, materials, necessary tools, expendable equipment, and transportation series necessary to complete in a workmanlike manner the work stated specifications section of the bid documents.

VENDOR COMMENTS/GUIDELINES:

**Part 5 - SECONDARY VENDOR:**

If your firm does not receive the primary award, would your firm be willing to accept a secondary vendor award, while performing under the terms of your proposal in either a replacement or complimentary fashion, should the awarded primary vendor be unable to satisfy the College’s needs during the award period for any reason?

\_\_\_\_\_\_\_\_\_\_Yes, \_\_\_\_\_\_\_\_\_\_No

**Part 7 - PROPOSAL FORM SIGNATURE(S)**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Vendor – print the full name of your Proprietorship, Partnership or Corporation)

Authorized Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

