

Firm Name: _____

BID FP #18B-2148

I

CALL FOR BIDS

**INSTRUCTIONS AND SPECIFICATIONS
FOR**

FAIRWAY MOWER BID

The Board of Commissioners of the Winnebago County Forest Preserve District will receive sealed bids in the Winnebago County Forest Preserve District, 5500 Northrock Drive, Rockford, IL 61103 until 9:30 A.M, on May 14, 2018.

A public opening and reading will be held at this date and time.

ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:

**“Fairway Mower Bid”
9:30 AM May 14, 2018**

The Board of Commissioners reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any bid. Information is available from the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101. Telephone: (815) 319-4380, Email: purchasing@wincoil.us

The documents constituting component parts of the Bid Form are the following:

- I. Call for Bids**
- II. Requirements for Bidding and Instructions to Bidders**
- III. Information Sheet**
- IV. Bid Forms**

Legal Advertisement for Bids published in the Rockford Register Star on April 27, 2018 or visit our website <http://wincoil.us/>

II

REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS

PREPARATION OF BID OR PROPOSAL

The bidder must submit a bid or proposal on the forms furnished by the Purchasing Department. All blank spaces on the bid or proposal form must be filled in. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Bids or proposals shall be sealed in an envelope and marked as required in the instructions. The bid or proposal is contained in these documents and must remain attached hereto when submitted.

TAXES NOT APPLICABLE

The Winnebago County Forest Preserve District as a Governmental Unit pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore, those taxes should be excluded from bid. Our Tax Exempt Number is: E9992-3483-07.

PROMPT PAYMENT ACT

The bid should provide that all payments are subject to the Local Governmental Prompt Payment Act.

FREEDOM OF INFORMATION

Any responses and supporting documents submitted in response to a bid or proposal will be subject to disclosure under the Illinois Freedom of Information Act.

WITHDRAWAL OF BIDS OR PROPOSALS

Any bidder may withdraw their bid or proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of bids or proposals by signing a request therefore. However, no bidder shall withdraw or cancel his bid or proposal for a period of sixty (60) days after said advertised closing time for the receipt of bids or proposals; the successful bidder shall not withdraw or cancel their bid or proposal after having been notified by the Director of Purchasing that said bid or proposal has been accepted by the Forest Preserve Board of Commissioners.

CATALOGS

Each bidder shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work they propose to furnish.

CANCELLATION

The Winnebago County Forest Preserve District reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions and specifications of this contract.

COST OF BID OR PROPOSAL

Expenses incurred in the preparation of proposals in response to this bid or proposal is the Bidder's sole responsibility.

USE OF TRADE NAMES

In cases where a specified item is identified by a manufacturer's name, trade name, or other references, it is understood that the bidder proposes to furnish the item identified. If the bidder proposes to furnish an "equal," the proposed "equal" item must be so indicated in the written bid or proposal. The County shall be the sole determiner of the equality of the substitute offered.

II

REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS (CONTINUED)

DELIVERIES

All materials shipped to the Winnebago County Forest Preserve District must be shipped F.O.B. designated location (Macktown Golf Course), County of Winnebago, Rockford, Illinois.

DEVIATIONS, EXCEPTIONS OR ALTERNATES

Deviations, exceptions or alternates from terms, conditions, or specifications shall be described fully, on bidder's letterhead, signed, and attached to the Request for Bid or Proposal. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their bid or proposal. If deviations, exceptions or alternates are submitted, it is the Winnebago County Purchasing Director's sole and final decision whether specifications have been met and will be considered for award.

CASH DISCOUNTS

In determination of award, cash discounts will only be considered when all other conditions are equal.

ORDERING

Purchase orders shall be placed directly to the contractor by an authorized agent of the Winnebago County Forest Preserve. No other purchase orders are authorized.

COMPLIANCE WITH LAWS

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all federal, state, county and municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful bidder must be authorized to do business in the state of Illinois, and must be able to produce a certificate of good standing with the state of Illinois upon request.

Bidder/Contractor must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Bidder/Contractor must require any and all subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this bid and/or termination of this Agreement.

In the event federal or state funds are being used to fund this contract; additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the vendor, it reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary.

BID PROTEST

Firms wishing to protest bids or awards shall notify the Purchasing Director in writing within 5 calendar days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting and the reason why the firm is protesting the bid. The Purchasing Director will respond to the protest within 5 calendar days.

II

REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS (CONTINUED)

DISPUTES

In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Purchasing Director, or authorized representative shall be final and binding to all parties.

ENTIRE AGREEMENT

These Standard Terms and Conditions of Bid or Proposal shall apply to any contract or order awarded as a result of this Request for Bid except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

PAY REQUEST

Forest Preserve makes payments once a month after the Board of Commissioners approval of invoices. The Board meets the third Wednesday of each month. The last day a pay request can be submitted for payment for the month is eight days before the Board meeting or the Tuesday a week before the Board Meeting.

When applicable Contractors are to submit a Waiver of Lien and Certified Payroll forms with requests for payment.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Non-Discrimination Clause.

NON-COLLUSION

The Bidder, by its officers, agents or representatives (hereafter referred to as the Bidder) present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidders, or with any public officer of the Winnebago County Forest Preserve District, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Bidder or Bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this bid.

II

REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS (CONTINUED)

NON-BARRED BIDDING

The bidder certifies, by submission of this proposal, that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The bidder certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal. Additionally, for all new contractors and vendors to be paid the Purchasing Office will review the Excluded Parties List System prior to requesting the vendor be created in our accounting system.

III

INFORMATION SHEET

Fairway Mower Bid

SCOPE

ENGINE: Liquid cooled diesel engine

RATED HORSEPOWER: 24.8 hp @ 3000 rpm

CUTIING WIDTH: 100 inch minimum cutting width

MOW SPEED: 8 mph or less

TRANSPORT SPEED: 8 mph or above

TRACTION SYSTEM: Hydrostatic traction drive

REEL LIFT: Joystick control

CUTTING UNITS: Minimum of 7 cutting blades
5 x 22 inch reel
3 inch grooved front roller
2 inch solid rear roller
Power rear roller brush

SAFETY: ROPS, Seatbelt, & Operator's Manual

WARRANTY: Minimum 2-year warranty

OPTIONAL TRADE IN ALLOWANCE: 1992 Jacobsen LF100 with 2940 hours

F.O.B. Delivery to be F.O.B. to Macktown Golf Course

IV

BID FORM

TO: **Winnebago County Forest Preserve District**
5500 Northrock Drive
Rockford, Illinois 61103

DATE: _____

The undersigned declares he has carefully examined the requirement, information sheet, detailed specifications and bid form. In addition, declares that this bid is made without any connection with any person making another bid, that the bid is in all respects fair and without collusion or fraud, that no member of the Winnebago County Forest Preserve District Board or other officer of the District, or any person in the employ of the County is directly or indirectly interested in this bid, or in any portion of the profits thereof.

Received Addendum: _____ of _____

BID AWARD CRITERIA:

<u>ITEM</u>	<u>AMOUNT NEEDED</u>	<u>PRICE EACH</u>
FAIRWAY MOWER	1	\$ _____

DELIVERY _____ DAYS AFTER RECEIPT OF ORDER

STANDARD WARRANTY LENGTH (NO ADDITIONAL COST)

EXTENDED WARRANTY:

COST OF EXTENDED WARRANTY _____

LENGTH OF EXTENDED WARRANTY _____

OPTIONAL:

TRADE IN AMOUNT _____

IV

**BID FORM
(CONTINUED)**

Company Information:

Female Business Enterprise (FBE) Yes_____ No_____

Small Business Enterprise (SBE) Yes_____ No_____

Minority Business Enterprise (MBE) Yes_____ No_____

If yes, check the following boxes that apply:

Black/African American_____ Hispanic_____

Native American or Alaska Native_____ Asian American_____

Type of Organization:

Individual_____ Partnership_____ Corporation_____ Other_____

VENDOR SIGNATURE _____

DATE _____

PRINT/TYPE SIGNATURE _____

CONTACT PERSON _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX _____

EMAIL _____

FEIN NO. _____