

Bidder Name: \_\_\_\_\_

**BID FP # 22B-2259**

I

**INVITATION FOR BID**

**INSTRUCTIONS AND SPECIFICATIONS  
FOR**

**GOLF CARS**

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 10:00 A.M on November 10, 2022

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

**ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:**

**“GOLF CARS”**

**10:00 A.M., November 10, 2022**

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, Telephone: (815) 319-4380, Email [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

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

- I. Invitation for Bid**
- II. Requirements for Bidding and Instructions to Bidders**
- III. Information Sheet**
- IV. Detailed Specifications**
- V. Bid Forms**
- VI. Vendor Registration Form**
- VII. W-9**
- VIII. Suspension/Debarment Certification Form**

Legal Advertisement for Bids published in the Rockford Register Star on October 26, 2022 or visit our website <http://wincoil.us/> or the Forest Preserve website <http://winnebagoforest.org/> .

## 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.

#### 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.

## II

### REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS (CONTINUED)

#### 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.

#### DELIVERIES

All materials shipped to the Winnebago County Forest Preserve District must be shipped F.O.B. designated location, 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 Bid. 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 must comply with all federal and state laws, County ordinances, rules and regulations that in any manner affect the production and sale of the product or service contained herein. 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 District 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.

## II

### REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS (CONTINUED)

#### **BID PROTEST**

Firms wishing to protest bids or awards shall notify the Purchasing Director in writing within 30 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.

#### **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.

#### **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.

II

**REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS  
(CONTINUED)**

**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 or 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.

**NON-BARRED BIDDING**

The bidder certifies, by submission of this proposal, that it is not barred from bidding on this contract because 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.

*The Bidder, by signing the bid form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders".*

III

INFORMATION SHEET

The Forest Preserves of Winnebago County is seeking pricing for the purchase of new golf cars.

Delivery will be made to:

**Macktown Golf Course – Clubhouse  
2221 Freeport Road  
Rockton, IL. 61072**

The Forest Preserve will accept bids for fifty (50) new golf cars.

Bidders must bid according to the detailed specifications. Any deviation must be submitted in writing with the Bid Response. It will be the Forest Preserves of Winnebago County's decision if any deviation meets the detailed minimum specifications. Their decision will be final.

The Forest Preserve has forty (40) 2009 Yamaha cars, that were used approximately 200 hours per year, that we are asking for trade-in allowances. Trade-in allowance must be listed on the Bid Form. Trade-ins can be viewed by appointment with the golf course personnel at Macktown Golf Course, 2221 Freeport Road, Rockton, IL. 61072, by calling Forest Preserve Headquarters at 815-877-6100.

Bidder must provide pricing to be all inclusive with delivery, prep, etc. Any warranty must be provided for the cars.

Any maintenance or operating manuals must be included with delivery.

Delivery is desired prior to May 1<sup>st</sup>.

Any request for information, clarification, etc. shall be submitted to Ann Johns, Director of Purchasing, 404 Elm Street, Room 202, Rockford, Illinois 61101, by email [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

## IV

### DETAILED SPECIFICATIONS

<b>QUANTITY:</b>	50 CARS
<b><u>BODY, CHASSIS AND SEAT:</u></b>	
Frame	Welded steel
Front Body & Finish	Injection-molded Polypropylene
Rear Body & Finish	Mult-part rear body & injection-molded Polypropylene
Color	Beige / Tan
Seat	Aluminum reinforced injected molded seat bottom

<b><u>DIMENSIONS:</u></b>	
Overall Length	94.3 inches or less
Overall Width	48 inches or less
Overall Height (canopy)	70.4 inches or less top of sun canopy
Wheel Base	66 inches or less
Front Wheel Tread	35.3 inches or less
Rear Wheel Tread	39.5 inches or less
Ground Clearance (At differential)	4.5 inch minimum

<b><u>POWER:</u></b>	
Power Source	4-cycle with non-unitized engine, transmission and starter
Valve Train	Single cylinder OHV with EFI
Horsepower	Minimum of 12 HP @ 3600 RPM
Electric System	Starter/generator, solid state regulator
Batteries (qty. / type)	(1) One 12-volt, maintenance-free
Key or Pedal Start	Pedal Start
Air Cleaner	2 Stage air filter preferred
Cooling system	Forced-air cooled
Oil Capacity	1 U.S. quart
Drive Train	Automatic, continuously variable transmission (CVT)
Gear Selection	Forward-reverse

<b><u>PERFORMANCE:</u></b>	
Seating Capacity	2-person
Vehicle Load Capacity	700 LB minimum
Ground Speed (level ground)	12 mph $\pm$ 0.5 mph governed

<b><u>STEERING &amp; SUSPENSION:</u></b>	
Steering	Self-compensating rack and pinion
Front Suspension	Fully independent with coil over shocks and struts
Rear Suspension	Straight axle with coil over shocks
Brake system	Mechanical drum brake on each rear wheel with self-adjusters
Parking brake	Foot type with automatic release
Front Tires	Turf 18 x 8.50-8 (4 ply rated)
Rear Tires	Turf 18 x 8.50-8 (4ply rated)

**ACCESSORIES INSTALLED:** Windshield, wire coated rear basket behind seats, cup holders, canopy, message holder, hubcaps, Forest Preserve logo decals

V

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.

**50 NEW GOLF CARS**

YEAR: \_\_\_\_\_

MAKE, MODEL: \_\_\_\_\_

COST FOR (1) GOLF CAR: \$ \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_

TRADE ALLOWANCE: \$ \_\_\_\_\_

TOTAL COST LESS TRADE ALLOWANCE \$ \_\_\_\_\_

WARRANTY: \_\_\_\_\_

**ALTERNATE 1: 50 NEW GOLF CARS**

YEAR: \_\_\_\_\_

MAKE, MODEL: \_\_\_\_\_

COST FOR (1) GOLF CAR: \$ \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_

TRADE ALLOWANCE: \$ \_\_\_\_\_

TOTAL COST LESS TRADE ALLOWANCE \$ \_\_\_\_\_

WARRANTY: \_\_\_\_\_



**BID FORM (CONTINUED)**

**MACKTOWN GOLF COURSE  
GOLF CAR INVENTORY**

All golf cars on this list are model year 2009 Yamaha Drive Gasoline Powered

**40 GOLF CARS FOR TRADE IN**

CAR #	SERIAL #	TRADE ALLOWANCE	CAR #	SERIAL #	TRADE ALLOWANCE
1	JWI-216497		21	JWI-215191	
2	JWI-212991		22	JWI-213700	
3	JWI-212922		23	JWI-212969	
4	JWI-219562		24	JWI-213074	
5	JWI-216491		25	JWI-216500	
6	JWI-212996		26	JWI-215193	
7	JWI-212334		27	JWI-212316	
8	JWI-215629		28	JWI-214921	
9	JWI-214964		29	JWI-212945	
10	JWI-213033		30	JWI-212950	
11	JWI-213035		31	JWI-213083	
12	JWI-215179		32	JWI-212989	
13	JWI-215200		33	JWI-214985	
14	JWI-213023		34	JWI-215194	
15	JWI-213041		35	JWI-214981	
16	JWI-213063		36	JWI-213072	
17	JWI-212965		37	JWI-213055	
18	JWI-216496		38	JWI-213084	
19	JWI-212978		39	JWI-212966	
20	JWI-215182		40	JWI-216453	
<b>TOTAL TRADE ALLOWANCE (40 CARS) \$ _____</b>					

**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 Alaskan Native \_\_\_\_\_

Asian American \_\_\_\_\_

Type of Organization:

Individual \_\_\_\_\_

Partnership \_\_\_\_\_

Corporation \_\_\_\_\_

Other \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT/TYPE SIGNATURE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

E-MAIL NO. \_\_\_\_\_

FEIN NO. \_\_\_\_\_

**Received Addendum:** \_\_\_\_\_ **of** \_\_\_\_\_.



# WINNEBAGO COUNTY

ILLINOIS

## VENDOR REGISTRATION FORM

Vendor (or Individual) Legal Name: \_\_\_\_\_

DBA/Alternative Vendor Name: \_\_\_\_\_

ADDRESS(ES)		
	Physical	Remittance, if different from physical
Street 1		
Street 2		
City		
State		
ZIP		
CONTACT(S)		
	Sales Representative	Accounts Receivable
Name		
Phone		
Email		
Web Address		
GENERAL INFORMATION		
Scope of work to be performed or provided: <input type="checkbox"/> Services and/or <input type="checkbox"/> Goods <input type="checkbox"/> Other _____		Type of Service/Goods _____ Do you have a current contract <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Winnebago County Employee: <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes: <input type="checkbox"/> Current or <input type="checkbox"/> Former Dept. _____		
Name of Department/Person requesting your service or goods: _____		
CLASSIFICATION(S)		
If applicable, check those boxes that apply: <i>(All Certifications must be included with this completed form)</i>		
<input type="checkbox"/> Minority-Owned Business:	<input type="checkbox"/> Certified	<input type="checkbox"/> Self-Certified
<input type="checkbox"/> Woman-Owned Business:	<input type="checkbox"/> Certified	<input type="checkbox"/> Self-Certified
<input type="checkbox"/> Veteran-Owned Business:	<input type="checkbox"/> Certified	<input type="checkbox"/> Self-Certified
SIGNATURE		
You affirm the above information is true and correct.		
Authorized Signature: _____		Date Signed: _____
OFFICE USE ONLY		
Approved by: _____		Assigned Vendor Number: _____
Verification Completed: <input type="checkbox"/> Sam.gov <input type="checkbox"/> OFAC <input type="checkbox"/> IRS TIN Match <input type="checkbox"/> W-9 Uploaded		Date Entered: _____





# WINNEBAGO COUNTY

— ILLINOIS —

## SUSPENSION/DEBARMENT CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting response to this solicitation and signing this form, the Bidder/Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local governmental entity, department or agency;
2. Have not within a three-year period preceding this solicitation been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding the signing of this certificate had one or more public transactions (Federal, State or local) terminated for cause or default.

**If the Bidder/Proposer is unable to certify to any of the statements in this certification, Bidder/Proposer shall attach an explanation to this certification.**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Print) Name: \_\_\_\_\_ Title of Official: \_\_\_\_\_

Signature Date: \_\_\_\_\_

**Purchasing Department** | 404 Elm St, Rm 202, Rockford, IL 61101 | [www.wincoil.us](http://www.wincoil.us)

Phone: (815) 319- 4380 | Email: [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)