

## **INSTRUCTIONS TO BIDDERS**

### **PURCHASE OF 2025 CHEVROLET TRAVERSE AND 2025 CHEVROLET SILVERADO 3500 HD CC WORK TRUCK WITH KNAPHEIDE DUMP TRUCK BODY**

#### **HODGKINS PARK DISTRICT**

Sealed bids for the purchase of a 2025 Chevrolet Traverse and 2025 Chevrolet Silverado 3500 HD CC Work Truck with Knapheide Dump Truck Body will be accepted by the Hodgkins Park District at its general office, located at 8997 Lyons Street, Hodgkins, Illinois, prior to 10:00am on October 10<sup>th</sup>, 2024. All bids must be submitted during regular business hours in a sealed envelope marked “2025 Vehicle Purchase” on the face of the envelope. Bids will be opened on October 10<sup>th</sup>, 2024 at 11:00am, pursuant to the direction of the Board of Park Commissioners.

#### **BID DOCUMENTS**

Advertisement for Bids (1 page)

Bid Form (1 page)

Instructions to Bidders (2 pages)

Specifications (2 pages)

#### **EXCEPTIONS**

Any deviation, clarification or exception to these Bid Documents could be cause for rejection of your Bid. Under the State Bidding Laws, exceptions to the Bid could be cause for disqualification of the Bidder. In the event the Bidder’s proposal in any way deviates from the specifications, such deviation must be noted on the bid form.

#### **INQUIRIES/CONFIRMATION OF ADDENDA**

All inquiries and confirmation of addenda to bid documents shall be directed to Kelly Young, Executive Director, telephone number 708-354-6563 ext.2.

#### **TIME SCHEDULE**

The Bidder shall deliver the vehicles within the following schedule:

Substantial Completion Date: Within one hundred twenty (120) days of notice of award of the bid.

#### **RESERVATION OF RIGHTS BY THE HODGKINS PARK DISTRICT**

The Hodgkins Park District reserves the right to reject any or all Bids, to waive irregularities, and to accept that Bid which is considered to be in the best interests of the Park District. Any such decision shall be considered final.

## **STATUTORY REQUIREMENTS- SALES TAX EXEMPTION**

All applicable Federal and State laws, and the rules and regulations of all authorities having jurisdiction over this transaction shall apply.

The purchase and sale of the vehicle are exempt from the Illinois Retailer's Occupation Tax and Use Tax (Sales Tax). The Bidder shall exclude such taxes from consideration in preparing their Bid.

## **NOTICE OF AWARD**

The Contract shall be deemed as having been awarded when formal notice of award shall have been duly served upon the intended awardee by some officer or agent of the Hodgkins Park District authorized to give such notice. Such notice shall be in writing.

## **POST AWARD REQUIREMENTS**

Within ten (10) days after receiving the Notice of Award, the Bidder must furnish the Hodgkins Park District with the following: Executed Agreement between Park District and Bidder.

## **CERTIFICATION OF COMPLIANCE WITH ARTICLE 33E OF THE CRIMINAL CODE OF 1961**

By signing and submitting with the Bid Form, the Bidder certifies that the Bidder is not barred from bidding on the Contract as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961.

## **OTHER MATTERS**

In the event more than one acceptable identical bid is received by the Hodgkins Park District, those Bidders will have the opportunity until 10:00am October 17<sup>th</sup>, 2024 to provide a lower bid on a revised bid form. The revised lower Bids shall be opened at 11:00am on October 17,2024.

The Hodgkins Park District receives the right to reject any or all bids and to waive any requirements in the specifications.