



WAUKEGAN PUBLIC LIBRARY | 128 N. COUNTY STREET | WAUKEGAN, IL 60085 | [www.waukeganpl.info](http://www.waukeganpl.info)

## FORD TRANSIT – 250 CARGO VAN Project # 1-2023

Waukegan Public Library (the “Library”) will accept bids for the following vehicle and optional service plan. Full document is online at <https://www.waukeganpl.org/about/bids-and-requests-for-proposal/>

1. New 2022 or 2023 Ford Transit 250 Cargo Van (Quantity - One vehicle)  
148” Medium Roof  
9070 GVWR  
Rear Wheel Drive
2. Optional Features, Warranties, and Service Plans  
The Library may purchase additional features and service plans. Prices for each identified item must be included in the bid package.

**Questions:** All questions must be submitted in writing no later than 12:00pm CST on Thursday, May 4, 2023 to Tiffany Verzani, Executive Director, Waukegan Public Library at [tiffanyverzani@waukeganpl.info](mailto:tiffanyverzani@waukeganpl.info). Answers will be provided on the library’s website no later than 5:00pm CST on Friday, May 5, 2023.

**Submission Deadline:** Sealed bids are due no later than 5:00pm on Wednesday, May 10. Each bid shall be placed in a sealed envelope and clearly addressed to Tiffany Verzani, Waukegan Public Library, 128 N. County Street, Waukegan, IL 60085. The envelope should also be clearly marked with the designation “Waukegan Public Library Bid for Ford Transit Cargo Van. (Project # 1-2023)” No person shall be held responsible if a bid is not properly identified and is opened prematurely. Bids received after the deadline date and time will be returned to the bidder and not be considered. Bidders should choose a delivery method that ensures bids will arrive on time.

Bids must be submitted for the vehicle and optional service plan listed above. Bids must include costs for the vehicle and optional service plan, as well as a total cost and shipping (if any.). The Library does not pay sales tax and that cost should not be included. All guarantees and warranties should be stated in

writing and submitted as part of this bid. Bids must be held firm for 60 days. Delivery of the vehicle and optional service plan must be accomplished within 60 days of the award. Bids must identify any items or specifications that would preclude delivery within this time limit.

**Opening of Bids:** Bids will be opened on in Meeting Room A/B on Thursday, May 11, 2023 at 3:00pm at Waukegan Public Library, 128 N. County St., Waukegan, IL 60085. A list of company names/bidders who met the deadline and will be considered will be announced at that time. Bids will then be evaluated, and other bid information will be kept confidential until an award is made.

**Award Date:** The award date will be May 17, 2023, at the Waukegan Public Library's Board Meeting at 128 N. County Street, Waukegan IL 60085 in Meeting Room A/B. The Library reserves the right to reject all bids or to waive any or all technicalities in any bid in its best interest. The Request for Bids does not constitute a commitment by the Library to award a contract. The Library reserves the right to cancel this Request for Bids.

**Evaluation of Bids:** The Library will evaluate bids based on price, vendor qualification, shipping time, and other relevant considerations. The award shall be made on the bid that serves the best interest of the Library as determined by the Library Board of Trustees.

**Confidentiality:** As a unit of local government, the Library follows all the legal requirements of the Freedom of Information Act (FOIA), 5 ILCS 140/1. After the awarding of the contract, all documents, responses, and materials submitted by the Bidder will be available for public inspection upon request. If the Bidder claims that any materials are exempt from disclosure, it must provide the exact information and stipulations in writing to the Library.

**Negotiations:** The Library reserves the right to negotiate specifications, terms, and conditions which may be necessary or appropriate to the purpose of obtaining the vehicle. The entire proposal including any changes due to negotiations will be included in the final contract.

**Eligibility to Enter into Public Contracts:** The successful Bidder must be eligible to enter into public contracts and shall not be barred from contracting with any unit of state or local government as a result of a violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar determination of "bid-rigging" or "bid-rotating" of any state or of the United States.

**Specifications:** Vehicle configuration is listed below. Please note if desired additions are not available and thus not included in the bid price. Optional features will be considered separately and determined through negotiation with the selected bidder. We are a tax-exempt organization and can provide you with documentation. No sales tax should be included in the price.

# 2023 Transit 250

## CARGO VAN 250 MEDIUM ROOF, REAR WHEEL DRIVE

Standard Package MSRP, plus these desired additions.

- Exterior Upgrade Package – SRW
- Interior Upgrade Package
- Auxiliary Heater / AC Prep Package without Rear Controls
- Windows – Privacy Glass
- Reverse Sensing System
- Power Outlet – 110V/400W
- Powerpoint Outlet – 12V
- SYNC® 3 with 4" Multi-Functional Display
- Dashcam with Rear Facing Camera Bundle
- Summary of any available mileage and warranty options

Optional Features and Plans with each to be listed separately on the bid with the cost for each alternative item.

- 3.5L EcoBoost® V6 Engine
- Intelligent Access with Push Button Start
- Back Up Alarm
- Six (6) Speaker
- Collision Detection System
- Ramp
- Summary of any available protection plans
- Summary of any available service plans

**WAUKEGAN PUBLIC LIBRARY PROPOSAL FORM**

**BID TITLE: Waukegan Public Library Bid for Ford Transit Cargo Van Project # 1-2023**

The undersigned proposer, having examined the specifications and other documents, hereby agrees to supply services as per the attached specifications and to perform other work stipulated in, required by and in accordance with the proposal documents attached for and in consideration of the proposed prices and certifies meets minimum bidder qualifications.

**FIRM NAME:** \_\_\_\_\_

**TAX ID #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_