



Carrie Eklund  
Central Services Manager  
Finance Department

**INVITATION TO BID  
HEAD START BUS LEASE  
BID NO.: 914-HS-144**

9/23/14

Name of Bidding Firm: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Bid Opening Time and Date 11:00 a.m., Local Time, Monday, October 20, 2014**

*Bids will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.*

**Bid Deposit/Bid Bond: NO**  
**Prevailing Wage NO**  
**Performance Bond: NO**

**PLEASE MARK THE RETURN SEALED ENVELOPE:**

1. Bid Opening Date and Time
2. Title of Job
3. Bid Number

**RETURN BIDS TO:**

City of Rockford  
Central Services Manager  
425 East State Street, 4<sup>th</sup> Floor  
Rockford, Illinois 61104  
Telephone: (815) 987-5560

***BIDS SUBMITTED BY FASC SIMILE OR E-MAIL WILL NOT BE ACCEPTED***

**BID RESULTS:**

Bid results may be obtained by telephone at (815) 987-5560, by fax at (800) 380-7174, or at [www.rockfordil.gov](http://www.rockfordil.gov)

## CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus "Per Item" Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)–Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. W-9 Request for Taxpayer Identification Number. Prior to issuance of a purchase order, the successful bidder will be required to supply the City of Rockford with a federal W-9 Request for Taxpayer Identification Number and Certification. Failure to comply with this requirement will be considered a violation of contract terms, for which the City may bar the vendor from bidding for a period of up to three years.
7. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
8. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
9. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

10. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

11. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

12. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

13. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

14. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

15. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

16. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford

Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

17. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

18. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

19. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

20. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

21. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 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 Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

22. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

23. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

24. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating

sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

25. Prevailing Wage. When indicated on the cover page of this document, this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. It is the awarded vendor's responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

26. Certified Payroll. All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via the City's current Certified Payroll reporting system. No paper copies or non-conforming Certified Payroll reports will be accepted. The City reserves the right to withhold payment due to the awarded vendor until the vendor displays compliance with this provision.

27. Substance Abuse Prevention. When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

28. Apprenticeship Requirement. For construction contracts over \$50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor's (or his subcontractor's) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

29. Indemnification. To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the awarded vendor's performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and

the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

**BID REQUIREMENTS FOR  
EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.  
*Note: The number of employees must be entered under each category (no check marks)*

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, **must provide expiration date entered in the place provided therefore.**
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

**If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.**

***ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, AND 5, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.***

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or [ron.moore@rockfordil.gov](mailto:ron.moore@rockfordil.gov)

**EQUAL EMPLOYMENT OPPORTUNITY**  
**AFFIRMATIVE ACTION PLAN**  
**STATEMENT OF POLICY**

It is the policy of this company, \_\_\_\_\_  
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, \_\_\_\_\_ % of our work force are minorities and \_\_\_\_\_ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

\_\_\_\_\_ is the official who will be responsible for implementing this policy statement.

\_\_\_\_\_ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, \_\_\_\_\_ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

## **STATEMENT OF NONCOMPLIANCE**

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

## **CERTIFICATION OF NON-SEGREGATED FACILITIES**

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.



**CERTIFICATE OF NON-BARRED BIDDING**

The undersigned certifies 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. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

Authorized Signature

Title

Firm

Our firm is a:

Minority Business Enterprise \_\_\_\_\_

Women Business Enterprise \_\_\_\_\_

Neither \_\_\_\_\_

City-Certified? Yes \_\_\_\_\_ No \_\_\_\_\_

City Certified? Yes \_\_\_\_\_ No \_\_\_\_\_

(Revised 12/21/09)



In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

**What is FATCA reporting?** The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Note.** Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

**Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>  The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

## Head Start Bus Lease

Bid No.: 914-HS-144

### 1.0 Purpose

It is the purpose of these specifications to describe two (2) forty-seven (47) passenger buses required by the City of Rockford.

### 2.0 General Requirements

- 2.1 Evaluation of Bid: Each bid shall be evaluated to determine whether the proposed product or service complies with the specifications detailed in this document. If this evaluation determines that a bid does not comply with the specifications set forth in this invitation to bid, then that bid shall be eliminated from consideration.
- 2.2 Evaluation Team: A team composed of staff from the Finance and Human Services departments shall evaluate each bid.
- 2.3 Evaluation Criteria: The evaluation team will evaluate bids based on total bid price and the ability of the bidder to comply with specifications.
- 2.4 Basis of Award: The City will award this contract to the lowest responsive and responsible bidder that is able to meet the requirements and criteria set forth in this document. A “responsive” bidder is able to provide a product or service that conforms in all material respects to the specifications detailed in this document. A “responsible” bidder is a corporation, company, or person who has the ability in all respects to provide the product or service desired at the highest possible standards of quality. A responsible bidder has the integrity and reliability to fully perform all contract requirements and assure good faith performance.
- 2.5 Questions: All questions regarding these specifications should be directed to Anne Wilkerson, Financial Analyst, at (815) 987-5741 or [anne.wilkerson@rockfordil.gov](mailto:anne.wilkerson@rockfordil.gov).
- 2.6 Delivery Date: The successful bidder must deliver the bus to the City of Rockford in good working order, within thirty (30) to sixty (60) working days from the date of written approval given by the City.
- 2.7 Exceptions. Please list all exceptions.

CITY OF ROCKFORD

HUMAN SERVICES DEPARTMENT- HEADSTART  
NEW 47 PASSENGER SCHOOL BUSES

CHASSIS SPECIFICATIONS

Minimum specifications are listed below and each bidder must state to the right of the listed specifications the compliance details that pertain to the unit bid indicating size, quality, range and information as necessary to determine unit quality.

ALL COMMENTS MUST BE MADE UNDER THE BIDDER SPECIFICATIONS. BIDDER IS NOT TO LINE OUT, CHANGE, MODIFY THE MINIMUM SPECIFICATIONS. FAILURE TO COMPLY MAY GIVE THE BOARD OF EDUCATION REASON TO REJECT THE BID.

<u>MINIMUM CHASSIS SPECIFICATIONS</u>	<u>BIDDER SPECIFICATIONS</u>
1. 2015 Chassis	_____
2. 193" wheelbase <u>MAXIMUM</u> . Longer wheelbases will not be accepted so that buses can operate on current routes	_____
3. 2010 EPA emission standards with On-Board Diagnostics	_____
4. Electronic turbo charged diesel, 240 horsepower <u>MINIMUM</u>	HP
5. Engine torque to be a <u>minimum</u> of 620-660 ft. lbs.- <u>specify torque</u>	TORQUE
6. Allison Electronic Series 2500PTS automatic transmission with overdrive	_____
7. Allison transmission 5 year warranty in lieu of the standard 3 year	_____
8. Synthetic fluid required for the 5 year extended warranty	_____
9. Front axle- 10,000 lbs. minimum	_____
10. Oil lubricated front wheel bearings	_____
11. Parabolic front springs- 10,000 lbs. for softer ride that improves driver and passenger comfort	_____
12. Rear axle- 17,500 lbs. <u>maximum</u> for soft ride	_____
13. Rear springs- 18,500 lbs.	_____
14. Rear axle ratio to be 5.29	_____

15. Electronic Traction Control system to improve traction and prevents rear wheel spin on wet/icy roads and driving up road inclines and hills. The system uses differential braking and engine torque reduction which leads to increased traction and stability. When the vehicle is driven at speeds above 25 mph, engine torque reduction is used for stability. SAFETY ITEM
16. Direct double acting shock absorbers front and rear
17. Hydraulic brake system
18. Anti-lock brakes-4 channel
19. Chassis activated by a parking brake switch on the instrument panel includes key switch "interlock". Parking brake cannot be released until ignition switch is in run position. This prevents the vehicle from moving if the park brake is accidentally released. SAFETY ITEM
20. Chassis to have a "park brake interlock" system that requires the foot operated brake pedal to be depressed to release the parking brake. This will prevent movement if the park brake is accidentally released. SAFETY ITEM
21. 200 amp Bosch alternator minimum
22. Three batteries
23. 65 fuel tank with ICC guard
24. Fuel water separator with thermostatic fuel temperature controlled electric heater, filter/change indicator light, and fuel in water sensor on the dash
25. Fuel restriction indicator light on the dash to alert the driver/mechanic of a dirty filter which maximizes filter usage and reduces the cost of replacing unnecessary filters
26. Water-in-Fuel (WIF) sensor to notify the driver, via fault code indicator on the dash display, eliminating the need to check the sight glass
27. -40 degree anti-freeze, Shell Rotella Extended Life Coolant
28. Tilt steering wheel

29. Front tires- highway tread  
11R x 22.5 16 ply radial
30. Rear tires- all season  
11R x 22.5 -16 ply radial
31. Hub piloted disc wheels- 8.25" x 22.5"  
with E-coated black finish
32. Wheels and tires to be balanced before  
installation
33. Hood to have built-in open and close  
assist that DOES NOT require the driver  
to lift a hold open device to close
34. Splash guards to be integrated and raise  
with hood opening for easy engine access  
which limits splash and road dirt
35. Circuit breakers to be manual-reset SAE  
Type III with trip indicators in lieu of  
standard fuses
36. Cole-Hersey metal battery disconnect  
switch located in the battery box, 300A,  
weather resistant. Switch will  
disconnect power to the chassis and body  
to increase battery power and life
37. Electronic idle throttle switch on the  
dash
38. Dual electric horns
39. 1000 Watt engine block heater MINIMUM.  
Chrome weather type cover with rubber  
insulated seal mounted in the center of  
the front bumper for easy access
40. Directional signals-self canceling
41. Tachometer
42. Ammeter
43. Transmission temperature gauge
44. Gauge package to include hourmeter
45. Low coolant warning light and audible  
alarm
46. Low fuel warning light and audible alarm  
built into the instrument panel for easy  
viewing, programmable to customer spec
47. Daytime running lights to be activated  
when transmission is shifted into gear.  
Lights to be "off" when in transmission  
is in neutral or park



BODY SPECIFICATIONS

<u>MINIMUM BODY SPECIFICATIONS</u>	<u>BIDDER SPECIFICATIONS</u>
1. 2015 Body	_____
2. 47 passenger capacity	_____
3. 23'8" body length MAXIMUM- specify length	feet inches
4. 78" Interior headroom	_____
5. Large storage compartment <u>mounted over the driver's window</u> with dual latches-39" long, 10" high and 10" deep. Compartment to have drivers dome light in bottom. Bottom of the compartment to be padded. Furnish picture with bid	_____
6. Large driver storage compartment-1300 square inch minimum with cup holder located after the switch panel and 12 volt power source	_____
7. Seats-39" high back	_____
8. High Back Passenger Seats. All seats must have an interchangeable seat back module that allows for future upgrades. Upgrades include lap belts; 3 point lap/shoulder belt for up to 3 passengers per seat; Integrated Child Seat (ICS) with a 5 point harness and sliding shoulder height adjusters to accommodate significantly taller children. All upgrades to be accomplished without replacing or removing the seat base frame from the floor	_____
9. Seat spacing-28.50" minimum. Furnish factory floor plan with bid	_____
10. All seat cushions to have a "spring type" latch to allow the driver to flip up the cushions for cleaning without tools	_____
11. Seat upholstery to be gray	_____
12. Driver's seat-National 2000 or equal high back, 6 way adjustable, lumbar support, Gray cloth insert and storage pocket on back	_____
13. Driver seat belt-3 point retractable shoulder belt to be wall mounted, "D Loop" type. 8" track on the wall for height adjustment. <u>Color to be BLAZE ORANGE</u>	_____
14. Restraining barrier at entrance door with full-width steel kick panel	_____



28. Rear door to be attached by an INTERNAL hinge system with zinc fittings. Piano type hinges are not acceptable
29. Rear door to have a slide bolt type lock system
30. Floor color to be DARK GRAY
31. Koroseal "Pebble Tread" GRAY rubber step covering with white safety edge for all three steps. Step treads to have a non-metal backing and white safety edge
32. Koroseal PVC vinyl aisle moldings secured without screws-aluminum is not acceptable
33. 5/8" plywood flooring
34. Sender inspection plate inside body over fuel tank
35. Insulation- 1½" fiberglass in roof, and front and rear headers
36. Insulation- 1½" insulation between the windows and floor
37. Insulation in all roof bows
38. Deluxe diesel sound package with FULL LENGTH perforated headliner in the roof for noise reduction
39. Exterior side panels to be 16-gauge SMOOTH, 20 gauge is not acceptable
40. Four (4) full length exterior rub rails, painted black flange to flange- to be installed with buck type rivets
41. All mirror wiring to run through the frame for protection from the environment and vandalism
42. HEATED Rosco "Open View" rear view mirror system. 8" x 12" flat and 8" x 6" convex mirrors on large "D" frame
43. Heated Rosco crossview mirrors
44. Crossview mirrors- large 4" x 7" minimum metal backing plate installed on the inside of the hood to help prevent the hood from cracking where mounting hardware is attached. Brackets to be attached with lock nuts.
45. 6" X 30" interior sun visor over the driver's side window
46. 10" x 30" padded interior mirror



67. Exterior warning lamp hoods over bulbs for increased visibility, front and rear. Hoods to be a single piece over both lights
68. Background of 8 lamp warning lights, front and rear, to be painted black
69. Warning light switch on the steering wheel to have an "override" feature. This feature allows the driver to open and close the door while the red warning lights and stop arm are "in operation". Driver has the ability to open and close door numerous times, with red warning lights "on", until driver turns the system off.
70. Auxiliary defroster fan, mounted to the front header, mid-right over windshield with a separate switch
71. Auxiliary defroster fan, mounted mid-left over windshield with a separate switch
72. Body electric disconnect solenoid, ignition controlled
73. Weldon 8010 deluxe drivers dome light with separate switch mounted to the bottom of the drivers storage compartment above the driver side window
74. Double row of dome lights
75. Radio speakers and dome lights to be installed in the wire access channel for quick access
76. Exterior light mounted after the entrance door to operate when door is opened
77. "LED" front cowl mounted 7" directionals
78. "LED" recessed cluster lights- (3) front and (3) rear-total of 6. Lights to be recessed to protect them from tree branches and damage
79. "LED" armor protected marker lights-sides and intermediate- "Sound Off" brand
80. "LED" armor protected marker lights- (2) front and (2) rear-"Sound Off" brand
81. "LED" armor protected side directional lights-"Sound Off" brand
82. "LED" stop and tail lights-"Sound Off" brand

83. "LED" two (2) additional 4" stop lights-  
"Sound Off" brand
84. "LED" 7" stop lights and 4" tail lights to  
operate when brake are applied- total of 4  
brake lights
85. "LED" license plate light-"Sound Off"  
brand
86. "LED" 7" back up lights-"Sound Off" brand
87. Low profile strobe light. Pilot light type  
switch on the driver's console to indicate  
strobe light is "on". Power pack located  
in a 47" large compartment the rear header  
for easy access
88. Back up alarm
89. Specialty electric stop arm. Reflectorized  
diamond grade, double sided, with STROBING  
LED lights
90. Specialty Series 6000 "SOLID STATE"  
electric crossing arm. Control box to be  
sealed and integrated into the rear of the  
front bumper. A rubber seal, mounted to  
the box, and installed against front  
bumper to reduce moisture and dirt from  
entering the box is required
91. Crossing gate to have yellow poly type arm  
contoured to the bumper for protection and  
lower air disturbance
92. Crossing gate momentary interrupt switch  
located on the drivers switch panel
93. Magnetic hold back device for crossing  
gate
94. 12 volt power point with plastic cover  
mounted in the drivers storage compartment
95. 4 interior speakers for future  
installation of a radio. Integrated holes,  
located in the wire access panel over the  
passenger windows for easy access
96. "Noise suppression switch", dash mounted.  
Switch to be labeled "Noise" or "No  
Noise". Single switch to control all  
heater motors, defroster fans, and radio  
so that driver can hear at intersections  
and railroad crossing. Switch to be "on"  
or "off" type.

97. Post Trip Monitor-"No Student Left Behind" system accessory controlled, with alarm disable at rear of the bus by pushing a button, driver has 1 minute to disarm
98. Dome light activation system- all interior dome lights to come on for 2 minutes when bus is turned to the "accessory" key position
99. Post Trip Monitor to be activated only when the warning lights system is activated for the first time on each trip
100. Post Trip Monitor system to be wired to the headlamps and chassis horn to alert driver if they fail to check for students after the route
101. Pre-wiring for a 2 way radio. Location to be in the exterior electrical access panel. Connections to be for power and grounding using a 20amp fuse protection. Must be labeled 2-way radio. Furnish picture with bid
102. Rubber front and anti-sail rear mud flaps
103. Rubber fenders around the rear wheel openings
104. Lettering to customer requirements
105. "TO COMMENT ON MY DRIVING" decal with customers phone number
106. "VIDEO" warning stickers applied on the outside and inside of the bus
107. 3M "High Intensity Fluorescent" reflective tape type reflectors mounted on the front fenders above the headlamps- 2" x 5"
108. All amber and red reflectors on the front, sides, and rear to be 3M "High Intensity Fluorescent" diamond grade reflective tape, screw on type are not acceptable
109. 3M "High Intensity Fluorescent" reflective diamond grade tape around the perimeter of the rear emergency door
110. 3M "High Intensity Fluorescent" reflective diamond grade tape around the perimeter of all roof hatches
111. 3M "High Intensity Fluorescent" reflective diamond grade tape around the perimeter of all kickout windows
112. Interior paint color to be white

113. Two (2) Transpec Model 1975 roof hatches
114. Two (2) rear tow hooks mounted under the rear bumper
115. Certificate holder- 9" x 3", envelope type
116. Complete legal equipment and certification as required by State of Illinois.
117. First aid kit mounted to the front header
118. 5 lb. fire extinguisher mounted to the floor in the drivers area
119. Triangle reflector kits to be secured off the floor to prevent damage. Kit to be mounted on a metal tray on the front barrier modesty panel
120. Dealer to include original costs for title and license plates
121. "ONE STOP" location for warranty and service on the ENTIRE bus. Furnish locations, distance to the service location, and hours open for service
122. Lease price MUST include a tow Warranty for Chassis, Engine, and Body- 60 months/Unlimited mileage. Warranty to cover the first \$275.00 for ALL service calls to the vehicle, the District's location, or towing to the nearest dealer for warrantable repairs on the *CHASSIS, ENGINE, AND BODY.*  
*Dealer MUST furnish a copy of the warranty showing the chassis, body, and engine covered for 5 years, or factory code #31300-61 or 1412C.*
123. Lease price MUST include the attached 5 year/100,000 miles extended warranty. Dealer MUST furnish a FACTORY copy of the warranty with the bid.
124. Dealer to provide a 2 hours driver training class in Rockford just after delivery

## EXTENDED WARRANTY

LEASE PRICE TO INCLUDE: Five (5) year OR 100,000 mile EXTENDED WARRANTY in addition to the standard 5 year engine, chassis, and body warranty. Warranty to start on the delivery date. The warranty to cover parts and labor for components which prove defective in material and/or workmanship in normal use.

BIDDER MUST CIRCLE ANY ITEM THAT IS NOT COVERED. IF ITEMS ARE NOT CIRCLED AND AT A LATER DATE THE ITEM IS FOUND TO NOT BE COVERED UNDER THE ENGINE MANUFACTURERS WARRANTY, THE DEALER WILL BE RESPONSIBLE TO REPAIR AT NO COST TO THE CUSTOMER. BIDDER MUST FURNISH A FACTORY COPY OF THE WARRANTY WITH BID DOCUMENTS

### CHASSIS WARRANTY TO COVER

**BUMPERS:** All bumpers and brackets or mounting.

**FRAME:** Crossmembers, engine crossmembers, bus platform mounting outriggers, frame rails, gussets, and crossover rails.

**FRONT AXLE:** Axle, kingpins, bushings, seals, bearings, steering arms, steering knuckle, axle shaft/bearing, and spindle.

**SUSPENSION:** Springs, center bolts, spring bracket assembly, shock absorber brackets, rear suspension crossmember, rocker arm and bushings, sway bar, spring leaf assembly, leaf springs, pins, bushings, torque arm, trailing arm and bushing assembly.

**Brakes:** Calipers, park brake, cables, springs, backing plate, dust shields, wheel brake actuating linkage,

**ABS:** Electronic Control Unit (ECU), cab harness, chassis harness, magnetic switch/relay, wheel sender, steering angle sensor, YAH sensor, modulator valve, all switches and relays.

**HYD BRAKES:** Accumulators, compressors, drive line brake assembly, parking brake, parking brake cable/linkages, master cylinder, self actuating hydraulic release cylinder, front end harness, underhood cowl to FDM harness, hydraulic power unit, parking brake lever/pedal, monitor module, backup motor, power assist unit, pulley, backup pump, pumps, relay/magnetic switch, reservoir, solenoids, spring applied release, backup motor switch, flow switch, fluid level switch, pressure differential switch, foot control or pedal valve, front wheel limiting and mounting valve, hand control valve, quick release valve, relay valve, spring brake control valve, wiring harnesses, control knobs.

**STEERING:** Pitman arms, steering gear bracket/mounting, steering column assembly and mounting, oil cooler assembly, steering shaft coupling/u-joint, cylinder assembly and valves, power steering pump mounting gasket, steering gear assembly, drag link, pulley, pump assembly, reservoir assembly, pump seals, steering gear seals, control valve, steering tilt mechanism, steering wheel.

**PROP SHAFTS:** Slip joint boot, universal joint, shaft, bearings, yoke/spline.

**MUFFLER/PIPES:** Basic assembly, brackets, heat shield/guard.

**ELECTRICAL:** Alternator assembly, all chassis and engine harnesses, pulley, voltage regulator, relays, switches, horns, warning buzzers.

**INSTRUMENTS:** Cover plate bezel, circuit board (instruments), speedometer/tachometer circuit housings, ammeter gauge, electrical coolant temperature gauge, engine oil temperature gauge, fuel level gauge, electrical oil pressure gauge, multiplex signal module, odometer, fuel level sender, transmission temperature sender, speedometer/tachometer dip switches and trip recorder.

**CONTROLLERS:** Body electrical system controller (ESC) and programming.

**CRANKSHAFT:** Starter motor, starter motor solenoid, key ignition switch, neutral start switch.

**BATTERY:** Run down system module monitor, solenoid, low oil pressure switch.

**LIGHT SYSTEM:** Switch pack actuators, backup alarm, headlight sensors, daytime running light system, backup light switch, dimmer switch, headlamp switch, interior light switches, stoplight switches, turn signal switches, high coolant temperature/low oil pressure alarm, hydraulic brake warning beeper, coolant probe module, coolant level probe, high coolant temperature switch, low air pressure switch, low coolant level switch, low oil pressure switch, parking brake switch.

**HORN:** Horn, contact switch, coil harness, horn assembly, mounting, relay/magnetic switch, clock spring.

**TELEMATICS:** SOS switch, telematics control module.

**MISC:** Circuit breaker/relay/fuse panel mounting and panel.

**COOLING:** Radiator core, coolant recovery bottles, hoses, shroud clamps, in-tank oil cooler, mounting, seals, brackets, surge tank, radiator tank and neck, sight glass. Coolant filter base and gasket, thermostat housing, water pump, water pipes and seals.

**COOLING FAN:** Fan blade assembly, electronic fan controller, hydraulic fluid reservoir, motor, oil cooler, pump assembly, solenoid valves.

**TRANSMISSION:** Basic components, transfer case, bell housing, bearing retainer, seals. ECU, electronic shift controls, and other controls.

**REAR AXLE:** Carrier, flange/yoke, gaskets, and housing. Internal bearings, differential, gears, bushings, oil pump, wheel end gearboxes. All rear end gears. Pinion oil seal, helical drive gear shaft.

**AIR CLEANER:** Gasket, mounting brackets and bolts, drain valve. Air intake grill, air inlet, air inlet control, air restriction indicator.

**FUEL TANKS:** Mounting brackets and bolts, filler neck, metal, crash guard, tank, fuel outlet tube, fuel valve, and air vent.

**FUEL PUMP:** Motor and pump, switches, valves, harnesses, and mounting Brackets, and bolts.

**METAL:** All metal, baffles, cables, lift cylinders, engine hood accessories, brackets, hinges, guides, access panels, rivets, fasteners, seals, sealants, floor panels, rocker panel, roof, side, sill, and structure components.

**DOORS:** Structure, hinge, latch, handles, panel, rivets, bolts, seals, motors.

**WHEELS:** Disc wheel, hub.

**HEATING:** Cores, ducting, harnesses, blower, modules, motors, housing, relay switches, thermostatic switches.

**CRUISE CONTROL:** Harness, relays, switches, clutch, springs.

**MISC:** Cab harness, engine harness, engine block heater and socket, fuel meter, switches, solenoids.

### BODY WARRANTY TO COVER

**FRAME:** Bows, front and rear bumpers, front cowl, driver's seat sub frame, rear frame, front frame, drip and seat rails, steps.

**INSIDE BODY:** Light bars, inside caps, lower and overhead linings, grab rails, luggage racks, shoulder rails.

**OUTSIDE BODY:** Outside front and rear caps, fuel door, battery door, service engine hood/doors, front sheet metal, grille, access handles, side panels, rear inside window panels, rub rails, snow rails, roof panels, side sheets, rear outside skins, transition and cowl filler panels, rivets and seals.

**COMPARTMENTS:** Battery box, luggage boxes, destination sign compartments, Spare tire or tool compartments

**DOORS:** Buzzer boxes, air/electrical controls, hold back devices, emergency rear and side doors, entrance door, single and double lift doors, door handles, door hinges and locks, air pump, and vandallocks.

**ELECTRICAL:** Electric door locks, door lock actuator, door harness, switch and pods.

**ELECTRICAL:** Defrosters, master solenoid disconnect, noise elimination solenoid, electrical panel, flashers, fuse panel, electrical harnesses, horns, light monitors, strobe power packs and switches, backup alarms, post trip driver child check system, stop arms, and crossing gates.

**FLOOR:** Floor panels, plywood, floor sills, steel floor, tiedowns, wheel pocket assembly, cove moldings and trim, steptreads, wearplates, and rubber floor.

**GLASS:** Windshield, standard driver's window, kickout windows, stationary split sash windows, drivers and split sash storm glass windows, visors.

**HEATERS:** Control cables, hose trim and covers, all heaters, electrical, motors, heater booster pump.

**LIFT:** Modesty panels, assist rails, shields, stanchions, and wheelchair tiedowns and lift units.

**LIGHTS:** Regular or LED. Backup lights, clearance, cluster, side directional, front directional, rear directional, drivers dome, passenger dome, flood, fog, headlamps, indicators, license plate, markers, red, stop, stop/tail, strobe, tel-tale (alternating flashing), 8 lamp warning. Bulbs not included.

**MIRRORS:** All internal and exterior mirrors, heated, and remote powered.

**PAINT:** All internal and exterior paint and rust proofing.

**SEATS:** Anchors, barriers, passenger seat frames, belts, flip seats.

**DRIVER SEATS:** Seat adjuster assembly, belts, frame, arm rest, belt retractor, cover.

**RADIO:** Factory installed radio and speakers, harnesses.

**ROOF VENTS:** All roof vents and static vents.

**WIPERS:** Mounting brackets, harness, linkage, motor, switches, intermittent switch, valves, pump, reservoir, low fluid switch.

**CITY OF ROCKFORD**  
**HUMAN SERVICES DEPARTMENT- HEADSTART**

Municipal Lease Rental Plan with the banks name on the title. Lease Purchase Plans are not acceptable.

Payments in Advance will be paid, beginning ON DELIVERY. Rental to be funded on DELIVERY, NOT before or afterwards.

Must provide sample lease contract with proposal.

The lease is for 5 years with the attached extended warranty on the chassis, body, and engine up to 100,000 miles.

Rate to be determined with the assumption of 20,000 miles per year per bus. Must state the cents per miles that will be assessed to each bus in excess of 100,000 miles.

"Loan Origination", "Documentation", or other similar fees are not acceptable. All legal fees for contract documents to be paid for by the FINANCE/DEALER.

School District reserves the right to negotiate payment terms with the most responsible proposer.

The lease payment rate must be guaranteed for the term of the lease.

Annual Payment: \$ \_\_\_\_\_ per bus.

\$ \_\_\_\_\_ per mile charge in excess of 100,000 miles.

State Delivery Date: \_\_\_\_\_

Finance Source: \_\_\_\_\_

Name of Company Submitting RFP: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_