

**INSTRUCTIONS TO BIDDERS  
MANUFACTURE AND DELIVERY OF NEW AMBULANCE  
FOR VILLAGE OF BRIDGEVIEW**

**1. OWNER/PURCHASER**

The Owner (also referred to as “Purchaser”) is:

Village of Bridgeview  
7500 South Oketo Avenue  
Bridgeview, IL 60455

**2. SCOPE OF WORK**

The project consists of the manufacture and delivery of a new ambulance, as further described in the specifications,

**3. GENERAL**

The Contractor shall supply all labor, transportation, apparatus, and any tools necessary for the completion of the work, and construct in excellent and workmanlike manner the complete work and everything properly incidental thereto as stated in the Contract Documents to set forth in detail every item necessary for the manufacture and delivery of the ambulance. Contractor must be qualified for this work and must, without direction, furnish and install everything necessary to provide complete manufacture and in acceptable order ready for use without additional work. All parts must be coordinated, complete, ready to operate and delivered to the Owner in new condition.

**4. BIDDING DOCUMENTS**

1. Invitation to Bid
2. Bid Form (Proposal)
3. Instructions to Bidders
4. Specifications

**5. CONTRACTOR REQUIREMENTS**

All interested Bidders shall meet the following requirements in order to Bid this project:

- (1) Minimum bonding capacity by Contractor - \$2,000,000.00. The bonding company must be licensed in the State of Illinois.
- (2) Minimum experience of three (3) years and delivery of at least one hundred (100) new

ambulances in the 12 months immediately preceding the bid date.

- (3) Contractors bidding the work shall have their own place of business, equipment, staff, manpower, etc., required for the type of work they are licensed to perform.
- (4) Successful bidder shall provide performance and labor and material bond Contractor bidding the work shall provide the necessary financial information to the Owner when requested.
- (5) Bidder shall submit the following items: a list of references and past projects shall be submitted with the Bid; interior photos of plant facilities; statement as to the size and location of manufacturing facilities and number of production staff; a list of on-site engineering staff with educational accreditation; and ISO 9001:2000 Certification.
- (6) Contractors bidding the work shall be able to meet the necessary insurance limits required by the Contract Documents. The insurance company shall be acceptable to the Owner
- (7) The successful Contractor shall submit to the Owner a list of subcontractors not listed on the Bid Form for review and approval by the Owner within three (3) days after being notified that his Bid has been accepted.

## **6. PROPOSAL (BID) INSTRUCTIONS**

### **6.1 GENERAL**

All proposals, bearing the name of the Bidder must be submitted **IN DUPLICATE** on proposal forms included in Bid Documents, and shall be received in a sealed opaque envelope bearing the following inscription:

**NEW 2012 AMBULANCE – VILLAGE OF BRIDGEVIEW.**

All Bids will be firm for a period of 60 days from the date of Bid Opening.

Bids will be received by Wednesday, March 14, 2012, no later than 4:00 p.m. No Bids will be accepted after this time.

Bids shall be publicly opened at the:

Place: Village of Bridgeview Village Hall  
7500 South Oketo Avenue  
Bridgeview, Illinois 60455

Date: March 15, 2012

Time: 10:00 a.m.

## **6.2 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.

## **6.3 CONFIRMATION OF ADDENDA**

It is the responsibility of each Contractor to determine if any Addenda have been issued by contacting Anthony Butkus, Acting Fire Chief, Telephone: 708-924-8250.

## **6.4 TIME SCHEDULE**

The Contractor is required to perform its work within the following schedule:

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

## **7. RESERVATION OF RIGHTS BY THE VILLAGE OF BRIDGEVIEW**

The Owner 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 Owner. Any such decision shall be considered final. The Owner reserves the right to set aside a Bid from a Contractor who, in the Owner's opinion, does not exhibit past experience equal to the size and scope of this project.

## **9. STATUTORY REQUIREMENTS**

All applicable Federal and State laws, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and they will be deemed to be included in the contract the same as though written therein in full. This includes all current regulations with respect to paying the prevailing wages and obtaining all necessary permits at the Contractor's expense which shall be incorporated into this project.

Purchases of materials for incorporation into this project are exempt from the Illinois Retailer's Occupation Tax and Use Tax (Sales Tax). The Bidder shall exclude such taxes from consideration in preparing his Bid.

## **10. 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 Owner authorized to

give such notice. Such notice shall be in writing.

**11. POST AWARD REQUIREMENTS**

Within ten (10) days after receiving the Contract for signature, the Contractor must furnish the Owner with the following:

Executed Agreement between Owner and Contractor/Vendor;  
Performance Bond and Labor and Material Payment Bond; and  
Certificate of Insurance.

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

By signing and submitting with the Bid Form the enclosed certificate of compliance, the Contractor certifies that the Contractor 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.