



WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM

2561 Division Street, Joliet, IL 60435-9042

(815) 725-1911 FAX (815) 725-7239

To Whom It May Concern:

You are invited to submit your bid for a Sale of Retired Surplus 2005 Ford Explorer from the Will County 9-1-1 System, Joliet, Illinois. Complete bid specifications are attached.

Bids will be received at the Will County 9-1-1 System, Administration Office, 2561 W Division St., Joliet, IL 60435, not later than **Friday, November 6th, 2015 at 10:00 A.M.**

Bids will be publicly opened and read by the Will County 9-1-1 System, Operations Manager on **Friday, November 6th, 2015 at 10:10 A.M.** at the Will County 9-1-1 System's Administration office at 2561 Division St., Joliet IL 60435

The bidder acknowledges the right of the Will County 9-1-1 System to reject all bids, and to waive non-material informality or irregularity in any bid received in whole or in part as maybe specified in the solicitation.

Technical questions regarding the vehicle should be directed to **Dale Murray, Operations Manager at (815) 725-9409.**

We welcome your bid.

Sincerely,

Dale E Murray

Dale Murray

Operations Manager

**INSTRUCTIONS TO BIDDERS
FOR THE SALE OF
RETIRED SURPLUS 2006 Ford Explorer**

Minimum BID \$3500.00

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED.**

Bids shall be submitted on the form furnished by the Will County 9-1-1 System in a sealed package, plainly marked, with the bidder's name, address, and the notation:

SEALED BID: RETIRED SURPLUS 2005 FORD EXPLORER
BIDS DUE: November 6th, 2015 10:00 A.M.

Bids shall be addressed to the Operations Manager, Will County 9-1-1 System, 2561 Division St., Joliet, IL 60435

TAX EXEMPTION

The Will County 9-1-1 System is exempt from Federal, State and Municipal Taxes.

SIGNATURE OF BIDS:

The **signature on bid document** shall be that of an authorized representative of said bidder. An officer of or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the bid and any clarifications to that bid.

Each bidder, by making his bid, represents that he has read and understands the bidding documents.

Any bid not containing said signed document shall be non-conforming and shall be rejected.

BIDDING PROCEDURES:

1. All bids must be prepared on the form provided by the Will County 9-1-1 System and submitted in **TRIPLICATE** in accordance with the Instructions to Bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the instructions to Bidders, no bidder shall modify, withdraw, or cancel his bid or any part thereof for ninety (90) days after the time designated for the receipt of bids in the Advertisement for Bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases, a written addendum describing the change or correction will be issued by the Will County 9-1-1 System to all bidders recorded by the Will County 9-1-1 System as having received the bidding documents and will be available for inspection whenever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the Will County 9-1-1 System, Operations Manager, who will, if necessary, send written addendum to all bidders. The Will County 9-1-1 System will not be responsible for any oral instructions. All inquiries shall be directed to the Operations Manager at dmurray@willcounty9-1-1.com. After bids are received, the Bidder will make no allowance for oversight.

TECHNICAL SPECIFICATIONS:

1. The attached vehicle **MUST BE BID ON WITH A MINIMUM BID OF \$3500.00.** It would be advisable of each bidder to view and examine the vehicle before bidding on it. **Call Dale Murray, Operations Manager for an appointment, 815-725-9409.**
2. See bid form for detailed specifications on the retired surplus vehicle, the Will County 9-1-1 System accepts no responsibility for any oral additions or amendments to the specifications and quantities on the bid form.

NO WARRANTIES:

The vehicle is being offered “as is” and Will County 9-1-1 System makes no warranties, including but not limited to the warranties of merchantability or fitness, written or implied.

TECHNICAL CONTACT PERSON:

Any questions in relation to the specifications in this proposal should be directed to: **Dale Murray, Operations Manager for an appointment, 815-725-9409.**

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words, the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

REJECTION OF BIDS:

The bidder acknowledges the right of the Will County 9-1-1 System to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

DEFAULT:

In case of default by the successful Bidder, Will County 9-1-1 System may sell the articles or services to other sources.

REMOVAL OF SURPLUS VEHICLE:

The successful bidder must remove all vehicles within **TEN (10) working days** after the bid is awarded, at the discretion of the Operations Manager, and must make arrangements for removal times with him at the Will County 9-1-1 System Administration Office, Mon thru Fri 8am to 4pm Phone 815-724-9409.

TRANSFER OF TITLE:

The successful bidder must apply for transfer of title for the vehicle **within THIRTY (30) days of removal and must supply proof of transfer to Will County 9-1-1 System within fourteen (14) days of said transfer.** If buyer breaches any provision of this paragraph, it shall indemnify and hold harmless Will County 9-1-1 System from all causes of action, damages, and costs, including reasonable attorneys' fees and shall reimburse Will County 9-1-1 System for any costs incurred as a result of the breach.

INSURANCE:

RISK OF LOSS: Upon notice of the award to the highest responsible bidder, the prevailing bidder shall assume all risks for loss or damage to the vehicle(s) whether or not it is (they are) stored on county property and he shall maintain such insurance, as he may deem necessary to protect himself against any loss or damage.

TAXES

The Contractor shall pay all applicable sales, use, service use, service occupation, social security, and other taxes, levies, assessments, and duties, and shall make income tax deductions, all as required by local, State and Federal law.

PRICES:

Price shall remain firm for a minimum of ninety (90) days after the time designated for the receipt of bids in the Advertisement for Bids.

PAYMENT:

Payment **must** be made by **CASHIERS CHECK** to the Will County 9-1-1 System either before or at the time the vehicles are picked up from the site at 2561 Divisions St, Joliet, IL. **Money Orders or Company checks will not be accepted.**

AWARDING OF BID:

The bidder acknowledges the right of the Will County 9-1-1 System to accept the bid deemed most favorable to the interest of the Will County 9-1-1 System. Will County also reserves the right to refuse the high bid and re-bid the project if the total amount is deemed to be inadequate after all bids have been examined and evaluated.

BID FORM

THE VEHICLE LISTED BELOW (ON THIS PAGE) MUST BE BID ON WITH A MINIMUM BID OF \$3500.00.

ID #	YR/MAKE/MODEL	AGE	VIN #	MILEAGE
	2005 Ford Explorer	10	1FMZU73E25UB39196	134,309
BID OFFER AMOUNT (Min \$3500.00)			\$	

Total contract amount written in words. In case of discrepancy, the amount in words shall govern.

Name: _____

Address: _____

Phone: _____

Signature: _____

LATE BIDS CANNOT BE ACCEPTED!

SEALED BID DOCUMENT

BID #: 2015-01
DUE DATE: November 6th, 2015
DUE: 10:00 A.M.
DESCRIPTION: Surplus 2006 Ford Explorer

DATED MATERIAL-DELIVER IMMEDIATELY

WILL COUNTY 9-1-1 System

Administration Office

Dale Murray, Operations Manager

2561 Division St.

Joliet, IL 60435

**PLEASE CUT OUT AND AFFIX THIS BID LABEL
(ABOVE) TO THE OUTERMOST ENVELOPE OF YOUR
SEALED BID TO HELP ENSURE PROPER DELIVERY!**

LATE BIDS CANNOT BE ACCEPTED!