



CITY OF ELMHURST
209 NORTH YORK STREET
ELMHURST, ILLINOIS 60126-2759
(630) 530-3000
www.elmhurst.org

STEVEN M. MORLEY
MAYOR
PATTY SPENCER
CITY CLERK
ELAINE LIBOVICZ
CITY TREASURER
JAMES A. GRABOWSKI
CITY MANAGER

03/30/2018

INVITATION TO BID
TOYOTA RAV4 LE Hybrid
CITY OF ELMHURST

DU PAGE COUNTY, ILLINOIS

Sealed Bids will be received by the City of Elmhurst, DuPage County, Illinois until 10:00 a.m., Tuesday, 04/17/2018 for the following:

Two (2) Toyota RAV4 LE HYBRID.

Sealed Bids shall be addressed to the Office of the City Clerk, Municipal Building, 209 North York Street, Elmhurst, IL 60126 and shall be marked **"Toyota Rav4 LE Hybrid."** The Bid shall be prepared in accordance with the specification, copies of which are on file in, and available at the Department of Public Works, Elmhurst Illinois. Bids to be submitted on the forms included with specifications.

All Items shall be paid at the unit price for item specified. The bid price shall include delivery to the Elmhurst Municipal Garage, 985 Riverside Drive, Elmhurst, IL 60126

The City of Elmhurst reserves the right to reject any and all bids, to separate bids or to waive or not waive any informalities in bidding as it is deemed most advantageous and favorable to the City.

If you have any questions regarding the specifications, Please contact Chanel F. Caron, Fleet Manager public works at (630) 530-3316.

STEVEN M. MORLEY
Mayor
Patty Spencer
City Clerk



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March 30, 2018

Toyota Rav4 LE Hybrid
DETAILED SPECIFICATIONS

DEPARTMENT: Public Works

Bidder shall complete every space in Section I column with either a **check mark, or a description** to indicate any deviation of item being bid from the specifications. Bidders should attach explanations of any variations to the requested bid.

The City of Elmhurst, Department of Public Works, reserves the right to accept or reject any or all bids or to waive any informalities in bidding as it deems most advantageous and favorable. This included accepting or rejecting any option pricing for additional items.

EQUIPMENT

These specifications listed in section (I) meet the following minimum specifications. Any deletions or variations from the following specifications must be noted. Any items appearing in the published specifications furnished by the Bidder are assumed to be included in the Bid. Any additions or deletions to manufacturer regular published specifications must be outlined in an attached letter.

The City is seeking to purchase, Two (2) 2018 Toyota Rav4 LE Hybrid. The purpose and intent of this document is to specify this purchase with the latest Manufacturers Specifications. Any model bid shall meet or exceed the prescribed requirements. The vehicles shall include One (1) set of parts and repair manuals and one (1) DVD version of parts and repair manuals.

It is unacceptable to add or change components and /or material to a unit of lesser design capability in order to meet these requirements.

Toyota Rav4 LE Hybrid

CITY OF ELMHURST

The following specifications are for **Two (2) Toyota Rav4 LE Hybrid** for the City of Elmhurst. The City of Elmhurst shall be the sole judge of which equipment is most advantageous to the City of Elmhurst and the decision of the City of Elmhurst shall be final.

COMPLIANCE

All bids submitted shall be itemized, presented in the same order as the City of Elmhurst specifications, to be included in the complete Toyota Rav4 LE Hybrid. This provision of the specifications shall be strictly adhered to by the manufacturer in order to allow the City of Elmhurst to compare bids and to add or delete individual items from the final contract. Bids not itemized shall be considered non-compliant and be rejected. Any exceptions to the specifications shall be clearly stated in the bid and any substitutions shall be clearly explained. Manufacturers shall supply supporting evidence that the material substituted is of equal or superior quality. The City of Elmhurst shall be the sole judge as to the compliance of any provisions of the manufacturer's bid. (A complete copy of the specifications showing areas of compliance checked in ink shall be returned with the manufacturer's bid).

QUALIFICATIONS

All manufacturers shall provide documentation with their bid showing that they are in a position to provide the equipment specified. All manufacturers shall include a current statement of financial condition of the manufacturer of the completed vehicle.

INTENT OF SPECIFICATIONS

It is the intent of these specifications to clearly describe the furnishing and delivery to the City of Elmhurst (herein after referred to as "City"), a complete Toyota Rav4 LE Hybrid as specified. The primary objective of these specifications is to obtain the most acceptable Toyota Rav4 LE Hybrid for service in the City of Elmhurst.

BID INSTRUCTION

Bid Instructions will be addressed and submitted in accordance with the instructions provided on the cover sheet, entitled with the words "**2018 Toyota Rav4 LE Hybrid.**" It shall be the responsibility of the manufacturer to insure that their bid arrives at the location and time indicated. Sealed Bids will be received by the City of Elmhurst, DuPage County, Illinois until 10:00 a.m., Tuesday, **04/17/2018.**

Late bids, telegrams, facsimiles or telephone bids will not be considered. No exceptions.

RE: Two (2) Toyota Rav4 LE Hybrid

All manufacturers are required to detail the payment terms for the Toyota Rav4 LE Hybrid on the manufacturers bid page. Any required prepayments or progress payments must be explained in detail. The City does not desire to make any prepayments or progress payments on the contract. Payment will be made upon acceptance of the completed Toyota Rav4 LE Hybrid

The City of Elmhurst is exempt from all state and federal taxes.

DELIVERY

The manufacturer shall state the time required for delivery of the completed unit on the bid page. The completed unit shall be delivered to the City with full instructions provided to Equipment Maintenance Department personnel on operation, care and maintenance of the Toyota Rav4 LE Hybrid at the Public Works Maintenance Division.

EXCEPTIONS

The following Toyota Rav4 LE Hybrid specifications are considered minimum design and construction standards against which the Toyota Rav4 LE Hybrid will be inspected. It is the intent to receive bids on equipment meeting or exceeding the attached detailed specifications. Any bid being submitted without "Full Compliance" with these specifications shall so state on the bid page, followed by a detailed "Letter of Exceptions" listing the areas of non-compliance. The letter must include page number and exact nature of exception. Failure to follow this format, provided for the convenience of the City, will render the vendor's bid non-responsive and ineligible for award of contract.

Manufacturer shall submit a copy of the City specifications with the compliance to each section of the specification indicated at the end of each section by marking either "COMPLIES" or "DOES NOT COMPLY" option is selected, a detailed explanation shall be provided in the specification AND on separate "Letter of Exceptions" sheet.

The City may add the statement "No Exception" to a component or design feature in these specifications. In the interest of fleet conformity or specific performance requirements, the City does not, in any way, obligate itself to accept the lowest or any bid. Any manufacturer taking total exception to the complete specification or major element will result in immediate rejection of the bid.

BID PRICE

Each manufacturer's bid must include all items required in the specifications unless a specific exception is taken. Option pricing for equipment specific will be listed on the manufacturers bid in (Section II).

RE: **Two (2) Toyota Rav4 LE Hybrid**

Complies

Does Not Comply

Explanation: _____

**SECTION I
SPECIFICATIONS**

ITEM 1.) BASE VEHICLE

2018 Toyota Rav4 LE Hybrid

Standard Equipment

MECHANICAL & PERFORMANCE

2.5 Liter DOHC 16 Valve 4 Cylinder ECVT Hybrid

CVT Transmission

Electric Power Steering

Power Assisted 4-Wheel Disc Brakes

17" Alloy wheels w/P235/65R17 Tires

SAFETY & CONVENIENCE

Star Safety System

Hill start assist

Traction Control, Anti-Lock Brake System,

Electronic Brake-Force Distribution,

Toyota Safety Sense

EXTERIOR

Projector Beam Headlights with Auto On/Off.

Daytime Running lights.

Power Heated Outside Mirrors

Privacy Glass on rear side quarter and liftgate window

Roof Rails (Delete)

INTERIOR

Dual Zone Climate Control

Backup Camera

Entune Audio

ECO Sport and EV Mode

Day/Night Rear view mirror

Cruise Control

Tilt and telescopic steering wheel

Power Windows driver auto up and down

Power Door Locks

Smart Key

Center Armrest with console

(No Sun Roof)

Options

Door Sill Protector

Two Additional Smart Keys

RE: **Two (2) Toyota Rav4 LE Hybrid**

Complies Does Not Comply

Explanation: _____

ITEM 2.) Opt

Color Exterior for PD34 and PD35. Super White

Color Interior for PD34 and PD35. Black

➤ **Vehicle Trade In**

PD34. 2008 Ford Escape Hybrid Vin # 1FMCU49H18KC63899 Current Mileage 74,188.

PD35. 2008 Ford Escape Hybrid Vin # 1FMCU49HX8KC63898 Current Mileage 45,773.

SECTION II

**City of Elmhurst
2018 Toyota Rav4 LE Hybrid**

Bid Sheet

Base Bid

Item 1. Base Bid Total Price	\$
Trade In price for PD34	\$
Total Price Less Trade	\$
Option 1: Extended Warranty	\$

Number of days after receipt of order:

Delivery Date: _____

Bidder Name: _____

Address: _____

Authorized Representative Signature: _____

Authorized Representative Printed Name: _____

Authorized Representative Title: _____

Date: _____

Phone: _____

Award will be based on Base Bid Total. Optional items will be included as funding permits.

SECTION II

**City of Elmhurst
2018 Toyota Rav4 LE Hybrid**

Bid Sheet

Base Bid

Item 1. Base Bid Total Price	\$ _____
Trade In price for PD35	\$ _____
Total Price Less Trade	\$ _____
Option 1: Extended Warranty	\$ _____

Number of days after receipt of order:

Delivery Date: _____

Bidder Name: _____

Address: _____

Authorized Representative Signature: _____

Authorized Representative Printed Name: _____

Authorized Representative Title: _____

Date: _____

Phone: _____

Award will be based on Base Bid Total. Optional items will be included as funding permits.