



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

08/02/2018

INVITATION TO BID

2018 TOYOTA HIGHLANDER

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, 08/21/2018 for the following:

One (1) 2018 Toyota Highlander.

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 **"2018 Toyota Highlander."** 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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August 2, 2018

Toyota Highlander LE Plus
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, One (1) 2018 Toyota Highlander. 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 Highlander LE Plus

CITY OF ELMHURST

The following specifications are for **One (1) 2018 Toyota Highlander** 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 Ford Explorer. 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 2018 Toyota Highlander LE Plus as specified. The primary objective of these specifications is to obtain the most acceptable Toyota Highlander 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 Highlander.**" 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, **08/21/2018.**

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

All manufacturers are required to detail the payment terms for the 2018 Toyota Highlander LE Plus on the manufacturers bid page. Any required prepayments or progress payments must be explained in detail. The City does not desire to make any pre-payments or progress payments on the contract. Payment will be made upon acceptance of the completed 2018 Toyota Highlander LE Plus.

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 Highlander at the Public Works Maintenance Division.

EXCEPTIONS

The following 2018 Toyota Highlander LE Plus specifications are considered minimum design and construction standards against which the Toyota Highlander 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).

Complies Does Not Comply

Explanation: _____

SECTION I SPECIFICATIONS

ITEM 1.) BASE VEHICLE

2018 Toyota Highlander LE Plus All Wheel Drive

Standard Equipment

MECHANICAL & PERFORMANCE

3.5L DOHC V6 Engine with Dual VVT-i
6-Spd Auto Trans; 2,000-lb Tow Capacity
Front Independent McPherson Strut &
Rear Double Wishbone Suspension
Ultra Low Emission Vehicle II (ULEV-II)
Power Assisted 4-Wheel Disc Brakes
18" Alloys w/P245/60R18 Tires; Temp Spare
Dynamic Torque Control All-Wheel Drive
Hill-Start & Downhill Assist Control

SAFETY & CONVENIENCE

Star Safety System: includes Enhanced
Vehicle Stability Control, Traction
Control, Anti-Lock Brake System,
Electronic Brake-Force Distribution,
Brake Assist & Smart Stop Technology
8 Airbags: Dr & Fr Pgr Adv Airbag Sys, Dr
& Fr Pgr Seat-Mounted Side, Dr Knee, Pgr
Seat-Cushion & 3-Rw Side Curtain Airbags
Whiplash Injury Lessening Front Seats
Remote Keyless Entry; Engine Immobilizer
LATCH-Lwr Anchors & Tethers for Children
Child Protector Rear Door Locks

EXTERIOR

Smoked Chrome Auto On/Off Headlights; Fog Lights
UV Windshield; Priv Glass-Rr, Side, Qtr,
& Hatch Windows, Folding Heated Pwr Side
Mirrors; Front Wiper w/De-Icer
Adj Power Lift-gate w/Flip-Up Rear Window

INTERIOR

Seating for 8; Cloth/SofTex 8-wy Pwr Dr
Seat w/Lmbar, 4-way Psgr Seat, 2nd & 3rd
Rw 60/40 Split Fold-Flat Seats w/Recline
Backup Camera with 6.1" Display
Entune Plus w/6.1" Touch Screen:AM/FM/CD
MP3/USB/AUX, HD, & SXM All Access 3-mo
Trial Bluetooth Phone & Streaming Music
3.5-inch Multi-Info Display w/Veh Info
3-Zone Automatic A/C - Driver, Psgr, Rr
Steering Whl w/Audio, Phone & VRec Ctrl
Overhead Map Lights; Conversation Mirror
Roll-Top Console/Arm Rest, In-Dash Shelf
8 Cup & 4 Bottle Holders; 3-12V Outlets
All Weather Highlander Floor Liner Package

Complies Does Not Comply

Explanation: _____

ITEM 2.) Opt

Color Exterior for PD23. Celestial Silver Metallic
Color Interior for PD23. Black

➤ **Vehicle Trade In**

PD23. 2012 BMW X5 X Drive Vin # 5UXZV4C59CL749159 Current Mileage 104,166.

T2. 2004 Chevrolet Express Van 3500. Vin # 1GCGG25U941181827 Current Mileage 93,766

SECTION II

**City of Elmhurst
Toyota Highlander LE Plus
Bid Sheet**

Base Bid

Item 1. Base Bid Total Price	\$	_____
Trade In price for PD23	\$	_____
Trade In price for T2	\$	_____
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.

