



**GENERAL WAYNE A. DOWNING
PEORIA INTERNATIONAL AIRPORT**

INVITATION TO BID

BID DESCRIPTION:

One (1) Airport Shuttle Bus (12 Passenger) with Wheelchair Position

ISSUE DATE: February 4, 2025

BID OPENING DATE: March 10, 2025

BID OPENING TIME: 10:00 AM CST

BID RESPONSES MUST BE RECEIVED NO LATER THAN THE PUBLIC BID OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME. LATE BIDS WILL NOT BE CONSIDERED.

TO ALL PROSPECTIVE CONTRACTORS/BIDDERS:

You are hereby invited to submit your bid for the item(s) to be furnished and delivered, shipped f.o.b. to the address specified herein.

All bids must be received in **DUPLICATE** in sealed envelopes.

All bids are subject to staff analysis and Board approval. The Metropolitan Airport Authority of Peoria (Authority) reserves the right to accept or reject any and all bids received and waive any and all technicalities.

Each proposal must be accompanied by a bid guaranty in the amount of five (5) percent of the total amount of the bid. The bid guaranty may be by certified check or bid bond made payable Metropolitan Airport Authority of Peoria.

Sealed bids must be delivered prior to the public bid opening date and time to:

**Metropolitan Airport Authority of Peoria
6100 W. Everett McKinley Dirksen Parkway
Peoria, IL 61607**

Direct any and all inquiries about this bid document to Steven Perrone, Director of Finance & Administration, at 309-697-8272 or sperrone@flypia.com.

Direct any and all inquiries about the specifications section to Randy Hurst, Director of Operations and Maintenance at 309-697-8272 or rhurst@flypia.com.

INSTRUCTIONS TO BIDDERS

1.1 BID PREPARATION

Bids must be submitted, in duplicate, on the blank Bid Form furnished with these contract documents and shall conform to the terms and conditions set forth in the “Instructions to Bidders,” “General Terms and Conditions” and “Special Terms and Conditions” of the contract. Bids submitted in any other manner, or which fail to furnish all information or certificates required may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strikeouts and corrections initialed in ink by the person signing the bid.

1.2 BID EXECUTION

If the Bidder is a corporation, the President shall execute the bid. In the event that the bid is executed by other than the President, a certified copy of that section of the corporate by-laws or other authorization by the corporation, which permits the person to execute the bid for the corporation, shall be submitted. If the Bidder is a partnership, all partners shall execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Director of Finance & Administration shall be submitted. If the Bidder is a sole proprietor, the owner shall execute the bid. A “Partnership” or “Sole Proprietor” operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1.

1.3 BID SUBMISSION

The Metropolitan Airport Authority of Peoria must receive all bids by the specified opening time of the bid. Bids arriving after the specified time will not be accepted and will be returned unopened. All bids shall be submitted in sealed envelopes with the following information explicitly shown (centered both vertically and horizontally on the envelope): name and address of bidder and bid number. Further, the sealed envelope must be clearly marked “SEALED BID.” The Bidder shall be responsible for the delivery of the bid before the date and hour set forth for the opening of bids.

1.4 ERROR IN BID

Bidders are cautioned to verify their bids before submission. Negligence on the part of the Bidder in preparing the bid confers no right for withdrawal or modifications of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit price will prevail.

1.5 VARIANCES AND DEVIATIONS

Variances and deviations shall be described fully on the Bid Form. In the absence of such statement, the bid shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; the Contractor shall be held liable. Contractors are cautioned to avoid making variiances and deviations to the specifications, which may result in rejection of their bid.

INSTRUCTIONS TO BIDDERS

1.6 RESERVED RIGHTS

Metropolitan Airport Authority of Peoria reserves the right at any time and for any reason to cancel this Invitation to Bid, accept or reject any or all bids or any portion thereof, or to accept an alternate bid. The Authority reserves the right to waive any immaterial defects or irregularities in any bid. The Authority may seek clarification from any Bidder at any time and failure to respond promptly is cause for rejection. The Authority has sixty (60) days to accept the bid.

1.7 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

Bidders shall promptly notify the Authority no later than one (1) week before bid opening of any ambiguity, inconsistency or error, which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by written addendum. Each bidder shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid. Oral explanations will not be binding.

1.8 INCURRED COSTS

The Authority will not be liable for any costs incurred by Bidders in replying to this Invitation to Bid.

1.9 NO BID RESPONSE

If your firm declines to bid on this invitation, but desires to remain on the Authority's Bidders' List for future invitations, please submit in a letter stating why you are declining to bid.

1.10 BASIS OF AWARD

It is the intent of the Authority to award a contract to the lowest responsible bidder meeting specifications. Further, the Authority reserves the right to determine the lowest responsible bidder in any way determined to be in the best interests of the Authority. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

1.11 PRE-BID CONFERENCE

If a Pre-Bid Conference is a requirement of this contract, it will be shown on the Title Page.

End of Instructions to Bidders

GENERAL TERMS AND CONDITIONS

2.1 NON-DISCRIMINATION

Contractor shall comply with the Illinois Human Rights Act, 775, ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. During the performance of this Contract, the Contractor agrees that it shall not discriminate against any worker, employee or applicant, or any member of the public, on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, or sexual orientation. Upon request of the Authority, the Contractor also agrees to submit in writing an affirmative action plan demonstrating compliance with equal employment opportunity laws and policies. Contractor further agrees that this clause will be incorporated by the Contractor in all contracts entered into with suppliers or materials or services, sub-contractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or any other person or organization performing services in connection with this Contract.

2.2 DRUG-FREE WORKPLACE

The Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580/1, et seq.

2.3 TAX EXEMPTION

The Metropolitan Airport Authority of Peoria is not subject to Federal Excise Tax. Per Illinois Compiled Statutes, 35 ILCS 120/2-5, the Metropolitan Airport Authority of Peoria is exempt from state and local taxes. Our exempt number is E9994-0061-07.

2.4 WARRANTIES

Contractor warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Contractor warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The Authority may return any nonconforming or defective items to the Contractor or require correction or replacement of the item at the time the defect is discovered, all at the Contractor's risk and expense. Acceptance shall not relieve the Contractor of its responsibility.

The Contractor further agrees, upon written notice from the Authority, to promptly and without charge, make changes, corrections and/or replacement, to the satisfaction of the Authority, which may be required to make good all defects in design and material under its intended use, for the period(s) listed in Attachment A, Specifications. The Contractor shall receive no compensation for cost in replacement of goods or workmanship.

GENERAL TERMS AND CONDITIONS

2.5 INDEMNIFICATION

Contractor agrees to indemnify, save harmless and defend the Metropolitan Airport Authority of Peoria, its agents, servants, Commissioners, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses or expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen, in whole or in part, out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly and solely by the negligence or other fault of the Metropolitan Airport Authority of Peoria, its agents, servants, Commissioners, or employees or any other person indemnified hereunder. This indemnification obligation is not limited by, but is in addition to the insurance obligations, which may be contained in this contract. The provision of this paragraph shall not be waived.

2.6 TERMINATION AND DEFAULT

Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the Authority reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Contractor, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Contractor with any or all losses incurred. The Authority shall be entitled to recover its attorney's fees and expenses in any successful action by the Authority to enforce this contract.

2.7 ROYALTIES AND PATENTS

Contractor shall pay all royalties and license fees. Contractor shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the Authority harmless from loss on account thereof.

2.8 REGULATORY AND COMPLIANCE

Contractor represents and warrants that the goods or services furnished hereunder (including all labels, packages and containers for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Contractor shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act. Pursuant to Illinois Municipal Code 65 ILCS 5/11-42.1-1, by signing this bid the Contractor certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue. The Contractor certifies that they are not barred from bidding on this contract as a result of engaging in or being convicted of: (a) bid-rigging in violation of Section 3; or (b) bid-rotating in violation of Section 4, of the Illinois Criminal Code of 1961, as amended [720 ILCS 5/33E-3 and 4].

2.9 FREEDOM OF INFORMATION ACT

This solicitation and any resulting contract and all related public records maintained by, provided to, or required to be provided to the Authority are subject to the Illinois Freedom of Information Act notwithstanding any provision to the contrary that may be found in the resulting contract. (5 ILCS 140)

GENERAL TERMS AND CONDITIONS

2.10 DISCOUNTS

Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.

2.11 INSPECTIONS

The Authority shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Authority. Any items rejected shall be removed from the premises of the Authority and/or replaced at the entire expense of the Contractor.

2.12 REFERENCES

To allow the Authority to evaluate the experience of the Contractor, as it relates to this purchase, the Contractor must submit a minimum of three (3) references of organizations that have purchased similar items. Failure to include references may result in bid disqualification. References must be submitted on the Bid Form.

2.13 LAW GOVERNING

This contract shall be governed by and construed according to the laws of the State of Illinois.

2.14 MATERIAL

All components used in the manufacture and assembly of the specified equipment/vehicle shall be new and of high quality and grade. Re-manufactured parts shall not be utilized.

2.15 DECALS

The contractor shall not affix advertising decals, stickers or other signs to the specified equipment. Vehicle mud flaps, when specified, shall be installed with the blank side facing outward.

2.16 BRAND NAMES

Whenever in the specification proprietary names, manufacturers, trade names or catalog numbers are specified, such reference is made for the purpose of defining the minimum performance, quality and other salient characteristics of the desired item. Where "brand names" are specified, the term "or equal" shall follow. Such reference is not intended to be restrictive in nature. The contractor may offer any material, item or process deemed equal with respect to the required minimum characteristics of the specified "brand name". The Authority reserves the right to make the final determination of equivalency.

2.17 MANUALS/ DOCUMENTS

As a minimum, copies of the following documents must be submitted with final delivery of the equipment/vehicle. Submittal of this information is in addition to any other submittal required specified within the technical specifications.

1. Applicable Title documents.
2. An owner's/operator's manual that includes all standard manufacturer/vendor literature.
3. Manufacturer's standard warranties and guaranties
4. Maintenance instructions
5. Vendor Certifications

GENERAL TERMS AND CONDITIONS

2.18 ASSIGNMENT

The rights of each party under this agreement shall not be assigned or transferred to any other person, entity, firm or corporation without prior written consent of both parties.

End of General Terms and Conditions

SPECIAL TERMS AND CONDITIONS

3.1 PRICING

The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

3.2 SPECIFICATIONS

See Attachment A for *Airport Shuttle Bus (12 Passenger) with Wheelchair Position*.

3.3 TRANSPORTATION & INSTALLATION

The transportation and any construction/assembly of the Airport Shuttle Bus onsite shall be included as part of the contract between the Authority and the Contractor.

3.4 INSURANCE

The Contractor shall maintain at all times a minimum commercial liability insurance policy in the amount of \$1,000,000.00 and must name the Metropolitan Airport Authority of Peoria as additional insured on Contractors policy. Proof of adequate insurance in the form of a Certificate of Insurance must be provided to the Authority upon contract acceptance.

3.5 TRAINING

Two (2) hours of operator and maintenance training, performed at the customer's site, shall be provided a time convenient to the Authority, but not later than the operational date of the unit.

3.6 INSPECTION

The Contractor will be responsible for all repairs to the unit until such time that the Authority has signed acceptance and all training has been completed. The Authority will provide written acceptance upon final inspection of completed punch list items verifying that the Airport Shuttle Bus is complete in all respects and operating properly, and that all training, to the Authority's satisfaction, is accomplished.

3.7 WARRANTY

The Contractor shall warrant that the *Airport Shuttle Bus (12 Passenger) with Wheelchair Position* and all components and accessories comply with the requirements of the contract documents, including approved drawings and this specification.

3.8 INVOICING & PAYMENT

The goal of the Authority is to pay properly submitted Contractor invoices within thirty (30) days of receipt, providing goods have been delivered and/or services have been performed, approved and accepted by the Authority. Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing.

End of Special Terms and Conditions

BID FORM

Full Name of Bidder: _____

Business Address: _____

City, State & Zip: _____

Telephone: _____ FAX: _____

Email: _____

Contract Person: _____

FEIN: _____

The undersigned, being duly sworn, certifies that he/she is:

- the Owner/Sole Proprietor a Member of the Partnership an Officer of the Corporation a member of the Joint Venture

Further, the Contractor declares that the only person or parties interested in this bid as principals are those named herein.

Further, the undersigned hereby certifies that they have read and understand the contents of this bid and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications, warranties and attachments, including Addenda No. _____ and _____ issued thereto, except only to the extent that the Contractor has taken express written exception in this bid, hereto. Failure to have read all the provisions of this bid shall not be cause to alter any resulting contract or request additional compensations.

Further, by signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Further, by signing this bid document, the Contractor hereby certifies that pursuant to Illinois Compiled Statutes, 65 ILCS 5/11-42-1, the Contractor is not delinquent in the payment of any tax administered by the Department of Revenue.

Our State of Illinois Certification Number under the Fair Employment Practices Law is _____.

- (*check if applicable*) We do not have a State Pre-Qualification Statement. In lieu thereof, we will make an application at 312.814.2432 within thirty (30) days from the date of this bid opening.

Further, the Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580.1 et seq.

Authorized Signature: _____

Typed/Printed Name: _____

Title: _____

Date: _____

BID FORM

Airport Shuttle Bus (12 Passenger) with Wheelchair Position Base Bid Price: \$ _____

Added Alternates:

#1 – _____ \$ _____

#2 – _____ \$ _____

#3 – _____ \$ _____

Total Base Bid and Alternates: \$ _____

Trade-In Vehicle – NO TRADE IN

Please provide the trade-in value for the following vehicle. The Authority may choose to trade the vehicle or sell the vehicle via other means. Bidders are encouraged to make an appointment with Randy Hurst at rhurst@flypia.com or (309) 697-8272 x100 to view the vehicle. Pictures are available (via email) upon request:

| Make | Model | Year | Miles | VIN |
|------|-------|------|-------|-----|
| | | | | |

Trade-In Allowance: \$ _____

Total Base Bid and Alternates, minus Trade-In Allowance: \$ _____

Manufacturer name and model number(s): _____

Estimated Time to Delivery ARO: _____

Variances and Deviations

Variance 1: _____

Variance 2: _____

BID FORM

Variance 3: _____

Variance 4: _____

(Add additional sheets as necessary.)

References

Company Name: _____

Address: _____

City, State & Zip: _____

Contact Person: _____

Telephone #: _____

Email: _____

Company Name: _____

Address: _____

City, State & Zip: _____

Contact Person: _____

Telephone #: _____

Email: _____

Company Name: _____

Address: _____

City, State & Zip: _____

Contact Person: _____

Telephone #: _____

Email: _____

ATTACHMENT A – SPECIFICATIONS

One (1) Airport Shuttle Bus (12 Passenger) with Wheelchair Position

General: The General Wayne A. Downing Peoria International Airport has a requirement for a new shuttle bus. This bus will be used to transport passengers and their luggage to various locations around the airport. It will accommodate 11 passengers (including one wheelchair), plus driver, and does NOT require a CDL to operate.

Specifications: The equipment shall be new and shall **meet or exceed the minimum requirements listed below.**

Note: These specifications are intended to establish the class of product required. Deviations which do not affect form, fit, or function of the equipment may be considered at the sole discretion of the Authority. All deviations **MUST** be listed in the submitted proposal.

Vehicle shall be equipped with, but not limited to, the following:

Please box if specification is **NOT** met and provide information on alternative that meets or exceeds what is specified.

- Ford E-350, Transit, or Chevy Express 3500 Cutaway Chassis, *or equal*
- Gasoline engine, minimum 3.5L V6 w/275 HP and 262 lb ft torque
- Engine fast idle system
- Engine block heater
- Automatic transmission with auxiliary cooler
- Alternator, minimum 225 amp
- Fuel tank, minimum 25 gal
- ABS disc brakes, front and rear
- Dual rear wheels
- Tires: Six (6) each highway tread on white painted steel rims, and one (1) matching mounted spare tire and wheel
- Street side exhaust
- Dual batteries on slide out tray
- Exterior mirrors, to include front view convex
- Tilt steering wheel
- Power steering
- Power driver window
- Intermittent windshield wipers with washer
- OEM in-dash heat and air conditioning
- Dual horn tones
- AM/FM radio with speakers

ATTACHMENT A – SPECIFICATIONS

One (1) Airport Shuttle Bus (12 Passenger) with Wheelchair Position

- Bus body, StarCraft Allstar *or equal*
- Welded steel construction exceeding FMVSS requirements, including rollover protection
- Low back perimeter seating for passengers
- ADA rear wheelchair lift with dual doors, interlock and securement system, with all ADA-required lighting/signage
- Double out electric passenger swing door, ~32” x 80”
- Deep-tinted passenger windows with top “T” slider
- Black, non-skid rubber transit flooring
- Interior floor mounted luggage rack behind driver
- Left and right entrance grab rails
- Safety step nosing in contrasting color (i.e. safety yellow)
- 60,000 BTU minimum rear air conditioning
- 45,000 BTU minimum rear heater
- Heavy Duty driver side running board
- LED rear brake, rear high center, turn, and back-up lights
- Front and rear marker lights
- Door activated LED interior courtesy and stair lights
- Backup camera, min 7” screen, with alarm
- Interior passenger view mirror, minimum 6” x 9”
- Modesty panel behind step well, with stanchions
- Ceiling mounted grab rail
- Emergency exits per FMVSS and lighting
- DOT compliant Fire extinguisher
- DOT compliant First Aid Kit
- Mounted mobile aviation band radio, iCom A220M (*or equal*) with microphone, speaker, and mounted antenna
- Roof-mounted 360-degree high dome amber LED beacon, Whelen L10 (*or equal*) with switch for operator
- Corner-mounted LED warning lights, Whelen ION (*or equal*) with separate switch for operator
- Color: Cab and body, white
- Provide descriptive literature with bid
- Manuals/Diagrams: One (1) each operator’s manual, parts manual, schematics, wiring diagrams
- Minimum Warranties to apply beginning on date of delivery/acceptance:

ATTACHMENT A – SPECIFICATIONS

One (1) Airport Shuttle Bus (12 Passenger) with Wheelchair Position

- a. Chassis: 3 yr/36,000 miles
- b. Engine/Drivetrain: 5 yrs/60,000 miles
- c. Rear Heater and A/C: 2 yr/unlimited mileage
- d. Body Structure: 5 yr/60,000 miles
- e. All Else: 12 mo/12,000 miles