



BID SOLICITATION

***LEASE OF
TRANSIT MAINTENANCE &
VEHICLE STORAGE FACILITY
FOR JEFFERSON AND FRANKLIN COUNTIES, IL***

FEBRUARY 2011

South Central Transit

**1616 E. McCORD
P.O. DRAWER N
CENTRALIA, IL 62801
www.southcentraltransit.org**

**618-532-0189
618-242-0202
800-660-7433**

INVITATION FOR BID

The South Central Illinois Mass Transit District (SCT) solicits bids for the lease of a transit maintenance / vehicle storage facility to be located in Jefferson County, Illinois. Facility must be ready for immediate occupancy.

Bid specifications may be obtained between the hours of 8:00 a.m. and 4:30 p.m. (Central Standard Time) Monday through Friday beginning on February 14, 2011, through February 18, 2011, at the following address:

South Central Transit
1616 E. McCord Street
Centralia, Illinois 62801
Contact: Vicki Clift,
Director of Finance

Bid specifications may also be obtained via SCT's website www.southcentraltransit.org and clicking on Bid Opportunities on the left hand side of the page.

Bid proposals must be received in the SCT administrative office at the above address no later than 10:00 a.m. (C.S.T.) on Friday, March 4, 2011.

Award of bid will be subject to concurrence by the Illinois Department of Transportation and contingent on the receipt of state and federal funding.

Disadvantaged Business Enterprises (DBEs) are encouraged to submit bids and will not be subjected to discrimination on the basis of race, color, sex, national origin or disability in consideration for an award.

SCT reserves the right to waive any informality in/or to reject any or all bids if deemed to be in the best interest of SCT.

Any contract resulting from this bid is subject to financial assistance contracts between SCT and the United States Department of Transportation and the Illinois Department of Transportation.

Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

The contract will be awarded to the lowest responsive bidder contingent upon approval by the Illinois Department of Transportation.

SECTION I

NOTIFICATION STATEMENT

The South Central Illinois Mass Transit District (SCT) is a municipal corporation that provides public transportation to a six-county region in the State of Illinois.

South Central Illinois Mass Transit District invites bids for the procurement of a 60-month lease for a maintenance / vehicle storage facility to be used in its day-to-day provision of services for its Jefferson County and Franklin County operations.

Every effort has been made to provide full and accurate information. The right is reserved to accept any bid or any part or parts thereof or to reject any and all bids. Acceptance of any bid is subject to concurrence by the Illinois Department of Transportation.

Disadvantaged Business Enterprises (DBEs) are encouraged to submit bids and will not be subjected to discrimination on the basis of race, color, sex, national origin or disability in consideration for an award.

Any contract resulting from this bid is subject to financial assistance contracts between South Central Illinois Mass Transit District and the Illinois Department of Transportation.

Any third party contract resulting from this bid solicitation will be subject to the following stipulations:

Interest of Members of Congress: “No member of or delegate to the Illinois General Assembly (or the Congress of the United States) shall be admitted to any share or part of this contract or to any benefit arising therefrom.”

Prohibited Interests: “No member, or officer, or employee of South Central Illinois Mass Transit District or a local public body with financial interest or control in this contract during their tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.”

Contract Changes: “Any proposed change in this contract shall be submitted to the South Central Illinois Mass Transit District for its prior approval, contingent on IDOT concurrence.”

Subcontracts: “The third party shall not enter into any sub-contracts or agreements, or start any work by the work forces of the third party or use any materials from the stores, of the third party, with respect to this contract, without the prior concurrence of the Illinois Department of Transportation. All such subcontracts, agreements, and force work and materials shall be handled as prescribed for third-party contracts, agreements, and force-account work by the IDOT manual for Public Transportation Capital Improvement Grants. All request for concurrence shall be submitted to South Central Illinois Mass Transit District for approval prior to submittal to IDOT.”

Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations. In the event of the Contractor’s non-compliance with any provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act Rules and Regulations of the Illinois Department of Human Rights

("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

- 1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 2) That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- 4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining agreement or other agreement or understanding, a notice advising such labor organizations or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 5) That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 6) That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 7) That it will include verbatim or by reference the provisions of this ITEM in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

- 8) The Grantee shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment, under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee's internal complaint process including penalties; (v) the legal recourse, investigative, and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Department upon request.

Retention of Records: Contractor shall maintain for a minimum of three (3) years after the completion of the agreement which arises from this bid solicitation, all books, records, and supporting documents to verify the amounts, receipts, disbursements, recipients, and uses of all funds passing in conjunction with the agreement.

SECTION II

INSTRUCTIONS FOR PREPARERS OF BID PROPOSALS

South Central Illinois Mass Transit District (SCT) will receive bids for procurement of a 60-month lease for a maintenance / vehicle storage facility. A list of minimum specifications is contained in Section IV of this packet. Failure to meet all specifications will be cause for automatic disqualification.

Although the awarded contract will be between SCT and the selected vendor, funding for this project is being provided through operating assistance from the Illinois Department of Transportation, Division of Public Transportation. **The contract will be awarded to the lowest responsive bidder contingent upon approval by the Illinois Department of Transportation.**

The right is reserved to accept any bid or any part or parts thereof or to reject any and all bids. Acceptance of any bid is subject to concurrence by the Illinois Department of Transportation.

Disadvantaged Business Enterprises (DBEs) are encouraged to submit bids and will not be subjected to discrimination on the basis of race, color, sex, national origin or disability in consideration for an award.

The following lease term is desired: Standard 60-month lease beginning on April 1, 2011.

Section V must be completed and returned. Bids should be submitted no later than 10:00 AM (Central Standard Time) on Friday, March 4, 2011, to:

Vicki Clift
Director of Finance
South Central Illinois Mass Transit District
1616 E. McCord Street
P.O. Drawer N
Centralia, IL 62801

Bids will be opened publicly at 10:00 a.m. on March 4, 2011, at the above address.

SECTION III

SOUTH CENTRAL ILLINOIS MASS TRANSIT DISTRICT COMPANY INFORMATION

Address: 1616 E. McCord
P.O. Drawer N
Centralia, IL 62801

Phone: (618) 532-0189 x103
Fax: (618) 532-8078

FEIN: 37-1301939

Tax Exempt No. E9959-3912-05

Type of Entity: Municipal Corporation

Contact: Vicki Clift
618-532-0189 x103

SECTION IV

BID SPECIFICATIONS

The South Central Illinois Mass Transit District (SCT) seeks to procure a 60-month lease with the selected vendor for a **Transit Maintenance / Vehicle Storage Facility** (Facility). The Facility must include the following base criteria:

- A. Facility must consist of a minimum of 5,200 square feet and contain, at a minimum, one (1) office and six (6) work bays. Each work bay shall have an overhead door with a width of no less than 10 (ten) feet and a height of no less than twelve (12) feet.
- B. Facility must include a minimum of one (1) working restroom.
- C. Facility must have electrical outlets (110v and 220v), lighting, heating, water, and three-phase capability. Office area must have a minimum of two (2) phone outlets and two (2) electrical outlets.
- D. Facility must have concrete floors and floor drains.
- E. Facility must maintain outdoor parking to accommodate up to four (4) employees and up to fifteen (15) transit vehicles at any given time.
- F. Facility must be located in an area that is easily accessible by SCT's Franklin County and Jefferson County vehicles. Preferably, the Facility shall be located in southern Jefferson County or northern Franklin County. Facility must be easily accessible to a principal artery by large transit vehicles. Accessible roads must meet load requirements of large transit vehicles.
- G. Lessor shall pay for any property taxes due on Facility.
- H. Lessee shall pay for utilities, insurance and routine upkeep on Facility during term of Lease.
- I. Term of lease shall be 60-months. Any increase in lease price shall not exceed 5% in any given year and shall be negotiable with Lessor and shall be approved by the Illinois Department of Transportation.
- J. Facility must be ready for occupancy no later than April 1, 2011.

SCT staff reserves the right to tour all facilities to ensure compliance with specifications prior to awarding a lease contract.

SECTION V

SOUTH CENTRAL ILLINOIS MASS TRANST DISTRICT

**BID FOR 60-MONTH LEASE
TRANSIT MAINTENANCE / VEHICLE STORAGE FACILITY**

BIDDER INFORMATION:

COMPANY NAME _____

COMPANY ADDRESS: _____

COMPANY PHONE: _____

COMPANY FAX _____

IS COMPANY A CERTIFIED DISADVANTAGED BUSINESS
ENTERPRISE?

_____ YES

_____ NO

IF YES, IN WHAT STATE CERTIFIED? _____

LEASE PAYMENT (Per month) _____

ADDITIONAL TERMS OF LEASE: _____

SIGNATURE: _____

DATE: _____

PRINTED NAME OF SIGNATOR: _____