



# Request for Proposal Library Vehicle: Subaru Outback

Warren-Newport Public Library District  
224 N. O'Plaine Rd.  
Gurnee, IL 60031

Dear Prospective Bidder:

The Warren-Newport Public Library District is pleased to invite you to submit a proposal for:  
**Purchase of a new Library Vehicle: Subaru Outback.**

The library is considering the following vehicle:

ONE (1) Subaru Outback 2021 or Newer; Certified Only

ENGINE: H-4 cyl (Gas)

TRANSMISSION: Automatic

PAINT: Black, Grey, White

ADDITIONAL EQUIPMENT: ALL Standard Exterior, Interior, Functional, Safety/Security, Equipment and Warranty, Rearview Camera, Reverse Sensing System, Hands-Free Lift Gate, Heating/Air-Conditioning

The Library Board will consider bids at their meeting on November 7, 2023. The successful bidder, if any, will be notified the following day.

Items of note:

- Illinois tax exemption number is included in this RFP

Timeline:

Date	Subject
October 5, 2023	RFP Published
November 1, 2023	Final Day for Questions/Clarifications
November 6, 2023	Proposals Due @ 12:00pm
November 7, 2023	Proposals Considered and Selected by Library Board

Sincerely,

Ryan Livergood, Executive Director

## **WARREN-NEWPORT PUBLIC LIBRARY DISTRICT. GENERAL TERMS AND CONDITIONS REQUEST FOR PROPOSAL (RFP) INSTRUCTION TO PROPOSERS**

THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES, SOLICITATIONS FOR GOODS AND/OR SERVICES, DO BECOME A DEFINITE PART OF EACH FORMAL REQUEST FOR PROPOSAL, PURCHASE ORDER, OR CONTRACT ISSUED BY THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT, UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A RESPONSE, THE PROPOSER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. PROPOSERS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING PROPOSALS, FAILURE TO DO SO WILL BE AT THE PROPOSER'S OWN RISK AND HE/SHE CANNOT SECURE RELIEF ON THE PLEA OF ERROR.

### **RFP PROCEDURES**

The written proposal form must be received by the Library by 12:00pm on 11/6/2023 in order for the proposal to qualify for consideration by the Library.

1. **PROPOSAL FORMS:** Proposals shall be submitted on the forms provided or in an identical format typed by the proposer, properly signed in the appropriate places, and emailed to [rlivergood@wnpl.info](mailto:rlivergood@wnpl.info)
2. **SUBMISSION OF PROPOSALS:** All proposals submitted must be received by the Library before the time specified for receipt of proposal.
3. **ADDENDUM:** Proposer shall acknowledge the receipt of any addendum interpreting the specifications on the proposal form.
4. **QUESTIONS:** Questions requiring a clarification or interpretation of the specifications shall be emailed to [rlivergood@wnpl.info](mailto:rlivergood@wnpl.info). The Warren-Newport Public Library will not be responsible for any other explanation of the specifications made prior to the receipt of proposals.
5. **ALTERNATE PROPOSALS, SOLICITED:** At this time, the Library is not soliciting any alternate proposals.
6. **PROPOSALS BINDING FOR 90 DAYS:** Unless otherwise specified in the specifications, all proposals submitted shall be binding for ninety (90) calendar days following the date of receipt.
7. **AWARDING THE PROPOSAL:** The contract will be awarded to the lowest responsible, responsive proposer, or any other proposer determined by the Warren-Newport Public Library Board of Library Trustees to be in the best interest of the Library, who meets or exceeds the criteria, provisions sought by the requesting department. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library. The Library also reserves the right to reject the proposal of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or who, upon investigation, is shown not to be in a position to perform the contract. In determining responsibility, the following qualifications will be considered by the Library.
  - (i) The ability, capacity, and skill of the proposer to perform the contract or provide the goods or services required;

- (ii) Whether the proposer can perform the contract or provide goods or services promptly, or within the time specified, without delay or interference;
  - (iii) The character, integrity, reputation, judgment, experience, and efficiency of the proposer;
  - (iv) The quality of performance of previous contracts or services;
  - (v) The previous and existing compliance by the proposer with laws and ordinances relating to the contract or good or service;
  - (vi) The sufficiency of the financial resources and ability of the proposer to perform the contract or provide the good or service;
  - (vii) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
  - (viii) The ability of the proposer to provide future maintenance and good or service for the use of the subject of the contract;
  - (ix) Proposer's record of experience in this field of endeavor; and, the size and scope required in the proposals specifications;
8. **NOTICE OF AWARD:** The Library will accept one of the proposals at a special meeting of the Board of Trustees on November 7, 2023.
9. **REGISTRATION REQUIRED:** The selected proposer must be registered to do business in the State of Illinois. The Library may verify status with the State by calling 217-782-7880 prior to awarding contract.
10. **PRICE:** Total cost to the Library must be submitted on the attached form.
11. **TAX EXEMPTION:** Sales to the Warren-Newport Public Library are exempt from state and local retailers' occupation tax, state and local service occupational tax, use tax, and service use tax pursuant to Rule No. 40 of the Illinois Retailers Occupation Tax Rules issued April 15, 1965. Our Tax Exemption Identification No. is 36 – 2784901
12. **VENDOR COSTS:** The Library is not responsible for any costs incurred by any proposer in connection with this RFP. Expenses incurred by responding proposer are the sole responsibility of the proposer and may not be charged to the Library.
13. **FOIA:** All information submitted is subject to the Illinois Freedom of Information Act (5 ILCS 140/et seq.) and other applicable laws and regulations. Proposers claiming exemption from disclosure of certain portions of their proposal must do so in a separate section of other clearly labeled "Confidential Information". The Library cannot guarantee confidentiality where Illinois law demands disclosure.
14. **LATE DELIVERY:** Late delivery, as determined by the Library to be thirty (30) days after the agreed upon delivery deadline, shall be cause for liquidated damages of \$300 per calendar day. Extreme late delivery, as determined by the Library to be ninety (90) days after the agreed upon delivery deadline, shall be cause for contract cancellation and/or monetary damages.

#### **FINANCIAL RESPONSIBILITY PROVISIONS**

15. **GENERAL GUARANTY:** Contractor agrees to: Save the Library, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract which the Contractor is not the patentee, assignee, licensee, or owner; and Protect the Library against latent

defects in materials or workmanship and to repair or replace any articles damaged or marred in transit or during delivery; and Pay for all permits, licenses, and fees and give all notices and to comply with all laws, ordinances, and rules of the Village of Gurnee and the State of Illinois.

16. **WARRANTIES:**

MINIMUM WARRANTIES:

- 36 MONTHS/36,000 MILES BUMPER/BUMPER
- 60 MONTHS/60,000 MILES POWERTRAIN
- 60 MONTHS/UNLIMITED CORROSION PERFORATION
- 60 MONTHS/60,000 MILES ROADSIDE ASSISTANCE

\*Extended Warranty Coverage may be purchased by the Library in the Library's sole and exclusive discretion.

**WARREN-NEWPORT PUBLIC LIBRARY PROPOSAL FORM**

**RFP TITLE: Library Vehicle**

The undersigned proposer, having examined the specifications and other documents, hereby agrees to supply services as per the attached specifications and to perform other work stipulated in, required by and in accordance with the proposal documents attached for and in consideration of the proposed prices and certifies meets minimum bidder qualifications.

**PLEASE EMAIL TO [rlivergood@wnpl.info](mailto:rlivergood@wnpl.info) BY 11/6/2023**

**FIRM NAME:** \_\_\_\_\_

**TAX ID #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Van Make / Model** \_\_\_\_\_

**VIN** \_\_\_\_\_

**Purchase Price (including title and license, tax exemption number has been provided)**

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