

Morton College
Request For Quote (RFQ)
2026 Ford Transit 350 XL



You are invited to submit a quote for a 2026 Ford Transit 350 XL. Please include delivery charges in your pricing. The College is exempt from all sales tax. Proposals are due by **May 4, 2026, AT 10:00 AM.**

Bids must be in accordance with the instructions contained herein. All submittals are to contain a total of one (1) original and one (1) copy in a sealed opaque envelope. **EMAILS OR FAXES ARE NOT ACCEPTABLE**

Vendors must submit their bid on the attached pricing sheet by U.S. Mail or dropping off completed sealed bid in the Business Office, Room 203C. After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of proposal specifications, clarification of proposal submission requirements or any information pertaining to pre-proposal conferences. Such bidder or sub-bidder making such request shall be made in writing at least seven (7) days prior to the date for receipt of proposals. No vendor shall visit or contact any College officers or employees until after the proposals are awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. Any such visitation, solicitation, or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response. The sole point of contact is:

Sole point of contact: Lee Milano
 Director of Athletics
 Lee.milano@morton.edu

Mail, Drop Off proposal to: Mireya Perez
 Chief Financial Officer
 Mireya.perez@morton.edu

Morton College
Attn: Business Office
3801 S Central Ave
Cicero, IL 60804

Mark Outside of Envelope: **2026 Ford Transit 350 XL RFQ#2026-2**

1. **Key Event Dates:** The following dates are set forth for informational and planning purposes; however, MC reserves the right to change the dates.

MC Issues RFQ listed at www.morton.edu/about/rfp-opportunities	April 23, 2026
Last day for vendors questions via email lee.milano@morton.edu	April 28, 2026
Response to vendor questions will be listed by addendum at www.morton.edu/about/rfp-opportunities	April 29, 2026
Bid End Date	May 4, 2026, 10:00 AM CST
Bid Opening Date	May 4, 2026, 10:00 AM CST Building B, Room 221B
Reviewed by MC Evaluation Team by	May 4-May 11, 2026
Recommendation to Board of Trustees	May 12, 2026
Notification of Award by	May 14, 2026

2. **Interpretation or Representations.** MC assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.
3. **Addendum:** Questions and requests for clarification are only accepted via e-mail. Official answers to questions will be provided via addendum. MC is not responsible if a vendor does not receive the revision in time to include the information with the proposal. Any addendum will be posted to www.morton.edu/about/rfp-opportunities. The addendum shall be signed and included in your bid submission.
4. **Preparation Costs.** The costs for developing and delivering responses to this RFQ are the responsibility of the bidder. The College is not liable for any expense incurred by the bidder in the preparation and presentation of their proposal, or any other costs incurred by the bidder prior to execution of a Purchase Order or Contract.
5. **Cancellation of RFQ:** If the Chief Financial Officer determines that it is in MC's best interest, he/she reserves the right to do any of the following:
 - Cancel this RFQ.
 - Modify this RFQ in writing as needed.
 - Reject any or all proposals received in bid to this RFQ.

6. **Taxes:** MC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, MC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely.
7. **Late Bids. *Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.*** It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.
8. **Bidder's Signature:** The bid submission form must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this RFQ guarantees that the offer has been established without collusion and without effort to preclude MC from obtaining the best possible supply or service.
9. **Bid Opening:** MC will open all bids that are submitted in a proper and timely manner. Submission will be recorded with the names and other information specified by law and rule. All bids become the property of MC and will not be returned except in the case of a late bid submission.
10. **Responders' Costs:** The cost of developing a bid for this RFQ belongs solely to the bidder and may not be charged to MC.
11. **All Quotes:** must be in a sealed envelope and clearly marked in the lower left-hand corner, RFQ 2026 Ford Transit 350 XL. All quotes will be reviewed and assessed for completion to make sure they meet requirements. All quotes will be scored based on the criteria outlined in this RFQ. One (1) original and one (1) copy in a sealed opaque envelope.
12. **Quotes:** should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.
 - All quotes must include the following information:
 - Provide an accurate mailing address of the firm or organization.
 - Itemize breakdown of the equipment and features.
 - Proposal must represent the final pricing including, additional fees, discounts, rebates, equipment, and taxes.
 - Pictures of the vehicle and equipment quoted.
 - Timeline outlining the order, shipment, and expected delivery date of the equipment.
 - Indicate that all quotes are good for 90 days.

13. Selection Criteria

<u>Factors</u>	<u>Weight Given</u>
A. Responsive of the written proposal to the purpose and scope of service.	40%
B. Price	60%
TOTAL CRITERIA WEIGHT	100%

TERMS AND CONDITIONS

1. MC reserves the right to reject any and all quotes and to waive minor irregularities to any quote.
2. MC reserves the right to request clarification of information submitted and to request additional information from the vendor.
3. MC reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within thirty (30) days after the award of the contract has been announced.
4. Any quote may be withdrawn up to the date and time set in this RFQ. Any quote not timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to MC the equipment described in the following specifications or until one or more of the quotes have been granted Board of Trustee approval.
5. The contract resulting from acceptance of a quote by MC shall be in a form supplied or approved by MC and shall reflect the specifications in this RFQ. MC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by MC.
6. MC shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFQ.
7. All quotes, documents, and forms will become the property of MC upon delivery and acceptance of the sealed proposal.
8. Questions and requests for clarification are only accepted via e-mail. Official answers to questions will be provided via addendum. The only method by which any requirement of this solicitation may be modified is by written addendum. MC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Any addendum will be posted to MC's website at www.morton.edu/about/rfp-opportunities. The addendum shall be acknowledged by signature and included in your bid submission.
9. MC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services leased, MC will not be responsible for

payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, MC's Tax Exemption Certificate will be furnished.

10. The successful bidder will be notified within three business days by e-mail or telephone of their award of contract following the Board of Trustees meeting. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from MC. This bid will be awarded in its entirety to one vendor. We reserve the right to make moderate quantity alterations to conform to budget limitations.

11. Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration. It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

12. The bid submission form must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this RFQ guarantees that the offer has been established without collusion and without effort to preclude MC from obtaining the best possible supply or service.

13. MC will open all bids that are submitted in a proper and timely manner, and will record the names and other information specified by law and rule. All bids become the property of MC and will not be returned except in the case of a late submission.

14. After notice of the award, lease will be put into effect by means of purchase orders or suitable contract documents executed by the Chief Financial Officer.

15. MC may cancel contracts resulting from this RFQ at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar day's written notice of such cancellation. Should MC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

16. Bidder should be aware that the contents of all submitted bids are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your bid will be considered public information unless bidder identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While MC will endeavor to maintain all submitted information deemed proprietary within MC, MC will not be liable for the release of such information.

17. MC reserves the right to negotiate all elements, which comprise the bidder's proposal to ensure the best possible consideration, be afforded to all concerned. MC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of MC.

18. All bid materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of MC.

19. Contractor will comply with all valid federal, state and local laws and all ordinances and regulations applicable to the manufacture, sale delivery and labeling of the goods ordered and in the performance of any work pursuant hereto. Contractor also certifies that the merchandise supplied meets both the Illinois Life Safety Code and OSHA regulations.

20. The Contractor shall protect, indemnify and hold MC harmless against any liability claims and costs for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the Contractor.

21. MC operates under terms of payment for work completed and product delivered within Net 30 days from date of invoice. All payments of invoices need to be approved on a monthly basis. In no case will MC agree to late fees prior to 60 days before payment is received, this is based on State Statutes for State funded entities.

VEHICLE SPECIFICATIONS

Comments / Exceptions

	2026 Ford Transit 350 XL	
	High Roof	

BID SUBMISSION FORM

Price Breakdown: Please provide a price breakdown of all applicable costs including delivery, title, destination and pick up charges, and any other costs not already included in the price of the new vehicles. Pricing shall be for the complete project including parts, material, labor, shipping, etc. Also include:

- Product literature and proposed floor plan.
- Warranty information and warranty service locations.
- Maintenance contract for vehicle pick-up, delivery, and loaner.

The College desires to purchase this vehicle. The College desires to replace a 2013 Ford E-350 mileage 115,858 as of March 9, 2026.. Provide price and new vehicle allowance below.

2026 Ford Transit 350 XL	
Price	\$ _____
Used vehicle trade-in allowance	\$ _____
Total Price	\$ _____

BID SUBMISSION FORM

Bid Submitted By and Authorized Signature: The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the company listed below. They further constitute that they have read and agree to all instructions and specifications listed in this bid document unless otherwise marked and listed in the "exception to bid" section

Bid Submitted by: _____

Signature: _____

Title: _____

- The Owner/
Sole Proprietor
- Member of the
Partnership
- Officer of the
Corporation
- Member of the
Joint Venture

Company: _____

Address: _____

Email Address: _____

Telephone: _____

Date: _____

Contract Person: _____

Contract Email: _____

A current W-9 form must be returned with the bid packet. (A blank form can be found at the IRS.Gov website.)

CONTRACTOR CERTIFICATION

Illinois Revised Statute 1987

Chapter 38, Sections 33E-3 and 33E-4

The undersigned hereby certifies that it is not barred from bidding on this contract as a result of violation of either Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Revised Statutes 1987, Chapter 38.

Under penalty of perjury, the undersigned Contractor certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or Illinois antitrust laws.

Company
Name

By *

Address

City /
State /
Zip

* Must be actual signature in ink of a representative of Contractor authorized to legally commit the Contractor.

Section 33E-5(b) pertains to disclosure of information related to the terms of a bid and any bidder's responsiveness to a request for bids. Specifically, district officials or employees must not knowingly open a sealed bid at a time or place other than as specified by the district. Also, any official who knowingly discloses any information related to the terms of a sealed bid or any bidder's responsiveness to the request for bids commits a class 3 felony. This section does allow, however, that no violation occurs if any disclosure made to an interested person also is made generally available to the public. **CONSEQUENTLY, COLLEGES SHOULD BE CAUTIOUS NOT TO DISCLOSE ANY INFORMATION THAT IS NOT RELEASED TO THE PUBLIC.**

Section 33E-6 contains several provisions potentially impacting College purchasing procedures. **SPECIFICALLY, A PERSON COMMITS A CLASS 4 FELONY WHEN INFORMATION CONCERNING THE SPECIFICATIONS OF A CONTRACT IS KNOWINGLY CONVEYED TO A BIDDER OR PROSPECTIVE BIDDER OTHER THAN THROUGH THE BID INVITATION, PRE-BID CONFERENCE, OR CONTRACT SOLICITATION PROCEDURE.** Thus, once a RFQ for a particular contract is released, MC cannot respond to individual inquiries from bidders. Likewise, no information may be volunteered concerning potential Subcontractors if the contract involves subcontracting work.