



# JOLIET JUNIOR COLLEGE

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JOLIET JUNIOR COLLEGE  
REQUEST FOR QUOTATION  
VEHICLE RENTAL

You are invited to submit a quote for VEHICLE RENTAL. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **10:00 AM** on **October 24, 2016**.

Joliet Junior College reserves the right to award all items to one vendor or to multiple vendors depending on what is considered to be in the best interest of the College.

Vendors must submit their quote on the attached pricing sheet.

**BLACKOUT PERIOD:**

After the College has advertised for quotes, no pre-quote vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of quote specifications, clarification of quote submission requirements or any information pertaining to pre-quote 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 quotes. No vendor shall visit or contact any College officers or employees until after the quotes are awarded, except in those instances when site inspection is a prerequisite for the submission of a quote. During the black-out period, 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.

You may fax your quote to: (815) 280-6631  
Attention: Roxanne Venegas

Or mail to: Roxanne Venegas  
Purchasing Manager  
Joliet Junior College  
1215 Houbolt Road Room A3103  
Joliet IL 60431

Email to: Purchasing@jjc.edu

Further information may be obtained by contacting Roxanne Venegas at (815) 280-6678.

**JOLIET JUNIOR COLLEGE  
QUOTE SPECIFICATIONS FOR VEHICLE RENTAL**

**TERM:**

Joliet Junior College requests quotes for the rental of vehicles during the period December 1, 2016 through November 30, 2017. This agreement may be renewed for an additional two years upon the agreement of both parties.

**SPECIFICATIONS**

The anticipated annual usage of vehicles is 410 days. The breakdown is:

15 passenger vans – 347 rentals

Mid-size vehicles – 30 rentals

Mini-Vans – 6 rentals

The College shall not be bound to rent this estimated usage.

On occasion, a van with a trailer hitch may be required. Please indicate the additional cost, if any. In the event the lowest bidder does not have a van available when it is needed, the College reserves the right to go to the next lowest bidder.

When the College provides a driver for the rented vehicle, the College declines to purchase collision damage waiver coverage and shall be responsible for damage to the rented vehicle as provided in this rental agreement.

The College requires delivery/pickup of rented vehicles to the College's main campus at 1215 Houbolt Road, Joliet, IL. Indicate whether this service is included in your bid. Vehicles delivered to the College will be signed for by the on duty Dispatcher on behalf of the College, but will be signed for using the initials JJCPD, not the Dispatcher's name, as they do not inspect the vehicle.

The College will not incur charges for any additional days when a rental vehicle remains at the Campus due to the vendor's inability to pick up due to their hours of operation or any other circumstances beyond our control.

VENDOR NAME \_\_\_\_\_

**JOLIET JUNIOR COLLEGE**

**QUOTE PRICING FOR VEHICLE RENTAL**

	<u>Vans</u>	<u>Mini-Vans</u>	<u>Mid-size Vehicles</u>	<u>Large-size Vehicles</u>
1. Quote the daily rental cost:	\$ _____	\$ _____	\$ _____	\$ _____
2. Daily surcharge, if any, for van w/ a hitch:	\$ _____			
3. Quote the number of free miles/day:	\$ _____	\$ _____	\$ _____	\$ _____
4. Quote cost/mile over the free miles allowed:	\$ _____	\$ _____	\$ _____	\$ _____
5. Quote charge, if any, for driver under 25 years of age:	\$ _____	\$ _____	\$ _____	\$ _____
Optional cost for daily rental 2 <sup>nd</sup> year renewal:	\$ _____	\$ _____	\$ _____	\$ _____
Optional cost for daily rental 3 <sup>rd</sup> year renewal:	\$ _____	\$ _____	\$ _____	\$ _____
Is vehicle delivery and pickup to the College included?	Yes _____	No _____		
If "No" what would be the additional cost?	\$ _____			

If the surcharge or mileage allowances change for Years 2 and 3, please indicate below.

VENDOR NAME \_\_\_\_\_

**JOLIET JUNIOR COLLEGE**

**QUOTE PRICING FOR VEHICLE RENTAL**

Restrictions on out-of-state driving on 15 passenger vans? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please clarify \_\_\_\_\_

Age restriction on vehicle driver \_\_\_\_\_

Age restrictions on 15 passenger van driver \_\_\_\_\_

Vendors are required to give their emergency plan for accidents or breakdowns. Information to include: emergency number to call, towing expenses, cost of repairs, timeliness of road repairs, and the ability to replace the vehicle if is deemed necessary. Include this information below or on a separate sheet of paper. An inventory of vehicles available for use on this contract must be submitted with your quote. Such information shall include: Manufacturer/Model/Year and current mileage.

**Choose mark one option with an X:**

1. For the annual renewals after the initial one-year term, we will provide annual service at the cost indicated on the spreadsheet plus an escalator of \_\_\_\_\_per year.
2. For the annual renewals after the initial one-year term, we will provide annual service at the cost indicated on the spreadsheet plus inflation as determined by the increase in CPI for the Chicago area.
3. We propose an inflation factor tied to (specify your index or means of computing the increase).
4. We do not wish to provide a factor to subsequent year increases.

_____	_____
FIRM	SIGNATURE
_____	_____
ADDRESS	PRINTED NAME
_____	_____
CITY STATE ZIP	DATE
_____	_____
PHONE NUMBER	FAX NUMBER
_____	
E-MAIL ADDRESS	

Results from this quote may be viewed at [www.jjc.edu/info/purchasing](http://www.jjc.edu/info/purchasing)