

**Village of Little Chute**  
**Request for Quotation**  
**One (1) New, Current Year Mini-Van**

<b>March 28, 2025</b>	RFQ issued to Vendors
<b>April 4, 2025</b>	Questions from Vendors due (written only)
<b>April 11, 2025</b>	Addendum issued (if required)
<b>April 17, 2025</b> <b>By 2:00 PM CT - Sealed</b>	Due Date for RFQ
<b>Method of submittal</b>	<b>Sealed Envelope</b> by mail delivery or walk in drop off
<b>Submit Quotes to</b>	<b>Sealed Envelope</b> by mail delivery or walk in drop off  RFQ Minivan Vehicle Laurie Decker, Village Clerk Village of Little Chute 108 W. Main Street, Little Chute WI. 54140
<b>May 8, 2025</b>	Projected award notification date, pending Village Board approval
<b>TWO (2)</b>	Submit TWO (2) complete sets of documents (by mail)
<b>Village Clerk Information</b>	Village Clerk, Laurie Decker 1 <sup>st</sup> Floor Village of Little Chute E-mail – <a href="mailto:laurie@littlechutewi.org">laurie@littlechutewi.org</a> Phone Number: 920-423-3852

Every effort will be made to follow this schedule. The Village reserves the right to modify the dates as necessary and to accommodate special circumstances. All RFQ's are due by the time specified. Any RFQ received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. All times listed are at Central Time (CT), unless otherwise noted.

## **GENERAL CONTRACTURAL INFORMATION AND INSTRUCTIONS TO BIDDERS**

The Village of Little Chute is requesting your consideration to participate in our Request for Quote (RFQ). This section lists basic information and instructions. All vendors are expected to read this section thoroughly to ensure full understanding of the conditions. These are considered general terms and conditions. Specific requirements as stated in the specifications will take precedence over these general terms and conditions. Thank you for the time and effort you put forth in responding. We sincerely look forward to hearing from your organization.

**SEALED QUOTATIONS:** Quotes may be submitted via US Mail, or walk in/drop-off, in a sealed envelope with your company name and clearly marked "Village of Little Chute RFQ Minivan Vehicle".

**QUESTIONS:** Vendors are asked to examine this RFQ upon Receipt. If necessary, Vendors should make a written request for interpretation or correction of any inconsistency or error discovered. All questions or clarifications shall only be directed in writing via US Mail or email to the Village Clerk, before the designated deadline for written questions. Questions received after this date may not be responded to. Oral and other interpretations or clarifications will be without legal effect. Only questions answered by formal writing will be binding.

**NON-RESTRICTIVE SPECIFICATIONS AND VENDOR ALTERNATIVES:** Specifications are intended to define the level of quality and performance of this purchase and do not restrict competition. Vendors may offer one or more alternatives with lesser or greater features; however, the Village reserves the right make its selection based on the best interest of the Village. The Village will make the decision based on Village personnel if it is approved equal. Vendors offering alternates shall submit, with their quote, an itemized comparison with this specification, documenting equivalence for quality, performance, etc. All such itemized lists shall be presented in the exact same order as the Village specifications and shall reference the Village item number.

**QUOTATION EVALUATION PROCEDURE/AWARD:** An evaluation team will evaluate and select the low responsible and responsive quote. A panel interview may be conducted with the vendor(s) to determine the overall best value for the Village. In determining the most advantageous quote, the Village will consider criteria such as, but not limited to, cost, quality, workmanship, compatibility, standardization, major and minor exceptions to our specifications, superior design features, warranty, delivery, experience, discount, customer satisfaction, bidder's past performance and/or service reputation, and service capability. A supplier's submission of a quotation constitutes their acceptance of the evaluation technique and their recognition and acceptance the evaluators will use their judgement in making a determination. The Village will award the quote to the responsive and responsible bidder whose quote is most advantageous to the Village.

**QUOTATION OPENING:** Quotations will be opened on the quotation due date, see first page of document. The time for sealed bid openings is 2:00pm.

**AWARD NOTICE:** After an award is made, a quotation tabulation summary will be available through the US Mail.

**COMPLETE INFORMATION:** Vendors shall submit all specifications or requirements included within the provisions of the Contract prior to the quotation opening. Failure to enclose all necessary attachments by the time the quotations are opened may disqualify the Vendor from being awarded the contract.

## **MISCELLANEOUS CONDITIONS:**

- **RIGHT TO ACCEPT/REJECT:** The Village reserves the right to accept or reject any or all quotations or to waive any technicality, and accept any quotation deemed to be in the best interests of the Village.
- **RIGHT TO AWARD ALL OR A PORTION:** The Village reserves the right to award all or a portion of this request to one or more Vendors on a line-item basis. Vendor to indicate any additional discount allowed for award of entire order.
- **FINANCIAL COMMITMENTS:** All financial commitments by the Village are subject to the availability of funds approved by the Village Board.
- **INCURRING COSTS AND RESERVE RIGHT TO CANCEL:** The Village will not be responsible for any expenses incurred by any vendor in the development of a response to this RFQ, including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the Village and/or its representatives. Further, the Village shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Village Board has formally accepted a recommendation.
- **RIGHT TO CANCEL:** The Village reserves the right to cancel this agreement and any resulting agreement at any time with 30 days written notice.
- **FIRM PRICING:** Offered prices shall remain firm for a minimum of 120 days after the due date of this solicitation to allow evaluation and award determination, unless indicated otherwise. Once awarded, prices shall remain firm for the duration of the contract. Prices MUST also be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the quotation.
- **STATUTORY INFORMATION:** Any purchase agreement resulting from this RFQ shall be construed in accordance with the laws of the State of Wisconsin. Any litigation between the parties arising out of, or in connection with the contract shall be initiated either in the court system of the State of Wisconsin or the United States District Court for the Eastern District of Wisconsin.
- **PUBLIC RECORDS REQUIREMENT:** It shall be understood that any quotation and any/all referencing information submitted in response to this RFQ shall become the property of the Village and will not be returned. The Village will use discretion with regards to disclosure of proprietary information contained in any response but cannot guarantee information will not be made public. As a governmental entity, the Village is subject to making records available for disclosure.
- **ASSIGNMENT OR SUBCONTRACT:** Neither party shall assign any right or interest, nor delegate or subcontract any obligation owed without the written consent of the other.
- **INDEPENDENT CONTRACTOR STATUS:** The Contractor agrees it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.
- **NON-COMPLIANCE:** Submission of a quotation constitutes confirmation your firm is not presently on any lists maintained by the Wisconsin Department of Administration, or any other State or the Federal Government, for non-compliance with any requirements, including equal opportunity and/or affirmative action.

- **PATENT INFRINGEMENT:** The seller shall indemnify and hold harmless the Village of Little Chute and all persons acting for or on their behalf from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment, or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Seller, within a reasonable time, will at its expense, and as the agencies may elect, replace such material, equipment or apparatus with non-infringing material, equipment, or apparatus, or remove the material, equipment, or apparatus, and refund the sums paid-therefore.
- **FORMAT:** Vendor shall complete every space in the ‘Vendors Column’ with a (✓) to indicate compliance with specification or (Exception) to indicate any deviation from specification. Any items appearing in the manufacturer’s specifications furnished by the vendor are assumed to be included in this quotation. Note any exceptions to standard manufacturer’s specifications.
- **COMPLETE REQUIREMENTS:** While every effort has been made to ensure the accuracy and completeness of the information in this RFQ, the Village recognizes the information is not exhaustive of every detail and all work and materials may not be expressly mentioned in the requirements of this RFQ. Therefore, it is the Vendor’s responsibility to include in their quotation all requirements necessary for the full and faithful performance of the requested goods/services in accordance with the objectives of the Village. The goods/services offered shall be complete in every respect inclusive of all design, components, and recommendations for auxiliary equipment, and required maintenance or licensing, etc.

No.	DESCRIPTION	“✓” Comply or Exception
1.	<b>QUANTITY/TYPE:</b> One (1) new, current year and production model automatic minivan.	
<b>MINIVAN VEHICLE REQUIREMENTS</b>		
2.	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• Manufacturer's Year: 2025 Or 2026</li> <li>• Fuel Tank 15 gal. (minimum)</li> </ul>	
3.	<p><b>MECHANICAL</b></p> <ul style="list-style-type: none"> <li>• 3.3L OHV V6 engine (REQ: NAS Emissions);</li> <li>• Minimum 4-speed automatic VLP transmission w/OD</li> <li>• Front wheel drive</li> <li>• OEM specific maintenance-free battery</li> <li>• 140-amp alternator</li> <li>• Pwr rack &amp; pinion steering</li> <li>• 4-wheel anti-lock disc brakes</li> </ul>	

4.	<p><b><u>SAFETY</u></b></p> <ul style="list-style-type: none"> <li>• Brake assist</li> <li>• Brake/park interlock</li> <li>• Electronic stability program</li> <li>• Advanced multi-stage front air bags</li> <li>• Side curtain air bags for all rows</li> <li>• LATCH ready child seat anchor system</li> <li>• Tire pressure monitor</li> <li>• Dual note electric horn</li> </ul>	
5.	<p><b><u>INTERIOR &amp; ACCESSORIES</u></b></p> <ul style="list-style-type: none"> <li>• 2nd row fold-in-floor bucket seats -inc: 3rd row Stow'n Go tailgate seats (N/A w/87_ Seat Trim -Cloth)</li> <li>• Front cloth low-back bucket seats</li> <li>• 3rd row Stow'n Go tailgate seats</li> <li>• Floor console w/cupholder</li> <li>• Carpet flooring</li> <li>• Easy clean floor mats</li> <li>• Black sill applique</li> <li>• Tilt steering wheel</li> <li>• Instrument panel w/tachometer</li> <li>• Lower instrument panel cubby bin</li> <li>• Pwr locks</li> <li>• Keyless entry w/immobilizer</li> <li>• Tip start</li> <li>• Speed control</li> <li>• Air conditioning</li> <li>• Rear window defroster</li> <li>• Dual glove boxes</li> <li>• 12V auxiliary pwr outlet</li> <li>• 12V DC front &amp; rear pwr outlets</li> <li>• Driver door sill storage bin</li> <li>• Overhead console</li> <li>• Observation mirror</li> <li>• Dual visors w/mirrors</li> <li>• Power windows with Driver's One-Touch-Down Feature</li> <li>• Assist handles</li> <li>• Front courtesy/map lamps</li> <li>• Rear dome lamp</li> <li>• Illuminated entry</li> <li>• Liftgate flood lamp</li> <li>• Rear seatback grocery bag hooks</li> <li>• LH rear quarter storage bin</li> <li>• Remote start</li> </ul>	

6.	<p><b><u>BODY</u></b></p> <ul style="list-style-type: none"> <li>• Body-color fascias</li> <li>• Rear scuff pad</li> <li>• Front air dam</li> <li>• Body color bodyside moldings</li> <li>• Belt Moldings</li> <li>• Black grille</li> <li>• Halogen headlamps</li> <li>• Headlamp time-delay off</li> <li>• Fold-away heated pwr mirros</li> <li>• Tinted Glass</li> <li>• Variable intermittent windshield wipers</li> <li>• Rear window wiper/washer</li> <li>• Black license plate brow</li> <li>• Right sliding door</li> <li>• Left sliding door</li> <li>• Body-color door handles</li> </ul>	
7.	<p><b><u>ENTERTAINMENT</u></b></p> <ul style="list-style-type: none"> <li>• AM/FM stereo w/CD/MP3 player</li> <li>• (4) Speakers</li> </ul>	
8.	<p><b><u>TIRES AND WHEELS</u></b></p> <ul style="list-style-type: none"> <li>• 16"x6.5" steel wheels w/wheel covers</li> <li>• P225/65R16; all-season BSW tires</li> <li>• Compact spare tire and rim</li> </ul>	
9.	<p><b><u>WARRANTY:</u></b></p> <ol style="list-style-type: none"> <li>a) Total of Five (5) years, 100,000 mile 100% parts and labor warranty on the entire engine, to include after treatment, starter, sensors, fuel system, and internal components. No deductibles.</li> <li>b) Two (2) years, unlimited hours and miles. 100% parts and labor warranty on entire chassis. No deductibles towing coverage shall be included in the two (2) year warranty period.</li> <li>c) Total of two (2) years, 100,000 miles, 100% parts and labor warranty on transmission. No deductibles.</li> <li>d) Total of two (2) years, 100,000 mile 100% parts and labor warranty on the differential and drive axels. No deductibles.</li> <li>e) All warranty work shall be performed "no charge" whenever Village chooses, regardless of the location. Should the vendor be unavailable to perform warranty work at a specific time and/or location, the Village will have the work done and bill the vendor for related labor and material charges. The vendor shall reimburse the Village upon receipt of invoice.</li> <li>f) All factory authorized warranty and recall work shall be picked up and delivered by Vendor at no cost to the Village. The warranty period will begin when the Village places the completed vehicle into service</li> </ol>	

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One (1) New, Current Year Minivan Vehicle

The undersigned on behalf of the Vendor, certifies: (1) this offer is made without previous understanding, conflict of interest, agreement or connection with any person, firm, or corporation making a quotation on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the quotation is entered; (4) they have read the complete Request for Quotation and understand all provisions and fully understanding the local conditions affecting the cost of the work; hereby proposes to furnish all labor, materials, tools and equipment to perform the work required by the proposed purchase contract documents referred to therein (as altered, amended or modified by addenda); (5) if accepted by the Village, this quotation is guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted quotation will be their responsibility.

<b>STATE YEAR/BRAND/MODEL CHASSIS QUOTED:</b>	
<b>STATE YEAR/BRAND/MODEL BODY QUOTED:</b>	
<b>STATE PRICE FOR COMPLETE UNIT-BODY AND CHASSIS FULLY ASSEMBLED F.O.B. DELIVERED TO THE VILLAGE OF LITTLE CHUTE:</b>	
<b>STATE LEAD TIME FOR DELIVERY:</b>	
<b>PAYMENT TERMS:</b> Final payment will be made Net 30. Vendor to indicate early payment discount offered:	

***VENDOR'S SIGNATURE & INFORMATION:***

Vendor Full Legal Name: \_\_\_\_\_

Complete Address, City, State, Zip Code: \_\_\_\_\_

Bidders Contact Name & Title (Type or Print) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_

Date: \_\_\_\_\_

Taxpayer I.D. Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_