

Memo

To: Tom Morgan
From: Cynthia Pietrucha
cc: Ahmad Zayyad, John Ingram, Annmarie Mampe, Alexandra Snodsmith
Date: July 29, 2015
Re: **Mistake Discovered After Opening but Before Award (Bid #15-012)**

Summary:

After careful review of all bids received for Bid #15-012 for the purchase or lease of a one-ton extended wheelbase cargo van, the Village recommends rejection of the lowest purchase price bid of \$34,589.00 from Advantage Chevrolet because the bid is non-conforming to the bid specifications. The Village recommends award to the second lowest bidder, Ray Chevrolet, Inc., for a purchase price of \$34,916.00.

Analysis:

The Village issued Invitation to Bid #15-012 on April 1, 2015 for the purchase or lease of a one-ton extended cargo van. When the Village received no bids at the original bid opening on April 16, 2015, the Village rebid solicitation #15-012 on July 9, 2015.

After the rebid opening on July 23, 2015, Village staff reviewed all bids and determined Advantage Chevrolet was the low bidder with a purchase price of \$34,589.00. However, upon closer review, Village staff concluded that Advantage Chevrolet's bid offered a vehicle model "Express 2500" that does not comply with the bid specifications, even though Advantage Chevrolet indicated their bid does comply with all the technical specifications.

Village staff asked Advantage Chevrolet to confirm their bid information. Advantage Chevrolet responded and indicated that the model "Express 2500" written on their bid was incorrect. Advantage Chevrolet alleged a mistake saying they wrote "Express 2500" when they meant to write "Express 3500". They asked the Village to correct their bid.

Because the mistake in Advantage Chevrolet's bid was a material mistake and the intended correct information is not evident, legal counsel advised Village staff to reject Advantage Chevrolet's bid as non-confirming. Village staff recommends rejecting Advantage Chevrolet's bid as non-confirming and awarding to Ray Chevrolet, Inc.

Enclosures:

1. Advantage Chevrolet's bid (*page 11 only*) dated July 22, 2015
2. E-mail between Village staff and bidder Advantage Chevrolet dated July 28, 2015

VILLAGE OF ORLAND PARK, ILLINOIS
REBID #15-012

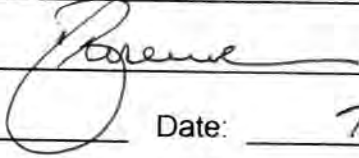
DELIVERY INFORMATION

Bidder shall deliver Vehicle within 120 calendar days of bid award.
(insert number of days here)

ADDITIONAL INFORMATION

YEAR 2016
MAKE CHEVROLET
MODEL EXPRESS 2500

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: RICK ZUREICK
Signature of Authorized Signee: 
Title: Fleet Mgr Date: 7-22-15

Tom Morgan

From: rzureick@advantagechev.com
Sent: Tuesday, July 28, 2015 11:43 AM
To: Tom Morgan
Subject: RE: One ton extended length cargo van bid

Tom,
Regarding the recent bid offering, # 15-012, the reference on page 11 to the model being an Express 2500 van was incorrect. It should read "Express 3500 van" 155" wheelbase. This is the van we spec'd and bid.

Please enter this correction into the file.

Rick Zureick

-----Original Message-----

From: "Tom Morgan" <TMorgan@orlandpark.org>
Sent: Tuesday, July 28, 2015 11:04am
To: "Rick Zureick (rzureick@advantagechev.com)" <rzureick@advantagechev.com>
Subject: One ton extended length cargo van bid

Hi Rick,

Can you call me, I have a question about the bid you submitted? You indicated on page 11 that it is a Express 2500. The spec calls for a 9600 GVW 155" WB. 708/403-6106 is direct to me.

Thank you,

Tom Morgan

Vehicles&Equipment Operations Manager
Village of Orland Park/Department of Public Works
15655 Ravinia Avenue
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708-403-8798
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