



Invitation to Bid: Vehicle Leasing Program

August 5, 2019



1 Introduction

Camelot Illinois, LLC (“Camelot”) serves as the private manager for the Illinois Lottery. The Illinois Department of Lottery www.illinoislottery.com awarded the Private Management Agreement (“PMA”) to Camelot on September 22, 2017 following a bid submission. Following the Notice of Award, the PMA was executed on October 13, 2017.

Camelot intends to lease up to ten (10) vehicles (collectively the “Vehicles”) and is seeking bids from suppliers who are able to provide a vehicle leasing program.

2. Offer Terms and Conditions

Camelot invites vendors to submit bids to lease up to (10) vehicles. The format for the bid submission (“Bid”) is outlined below in Section 2.1.

The vendors who submit bids (“Vendors”) should note that any contract will also be subject to Camelot’s terms and conditions.

Camelot operates within a regulated environment, and it is a requirement of the PMA that Vendors be vetted or approved by the State regulator in advance. Accordingly, the final selected vendor (“Supplier”) must complete State disclosure and certification requirements. For more information about this requirement, please contact Procurement Services at procurement-services@camelotillinois.com.

The PMA requires Camelot to pass through various non-negotiable provisions to all Suppliers. Camelot will achieve this by including a separate exhibit entitled “Private Manager Agreement Incorporated Terms” into the Supplier’s contract. This will take priority over any conflicting term in the rest of the contract. Refer to Appendix A of this RFP for a final version of the Incorporated Terms.

From the time this Invitation to Bid: Vehicle Leasing Program (“ITB”) is issued until the end of the contract term, each Vendor represents and warrants that it shall neither be (i) debarred or prohibited from doing business with the State of Illinois for any reason; nor (ii) likely to have a material and/or adverse effect on the interests of the Lottery.

Camelot is looking to establish a contract with a Supplier for an initial term of four (4) years with an option to renew.

Bids shall be binding for a period of sixty (60) days from the date the Bid is submitted.

3 Instructions

3.1 PRICING: Please submit pricing based on the following requirements:



Vehicle Type	Year	Quantity	Specifications	Warranty	Monthly Lease Price
SUV	2019 or later	9	See attached – Appendix B	See attached – Appendix B	
Compact Cargo Van	2019 or later	1	See attached – Appendix C	See attached – Appendix C	

3.2 Pricing

The quoted price shall include F.O.B. destination, freight prepaid to delivery location specified.

3.3 Vendor Information

Please provide the following information on the cover page of all written documentation that is formally submitted as part of this ITB and ensure that the Vendor’s name appears on each subsequent page of the document:

- A. Vendor’s Name;
- B. Vendor’s Address;
- C. Contact Name;
- D. Contact Job Title;
- E. Contact’s E-mail Address; and
- F. Contact’s Phone Number.

3.4 Timetable

Pricing proposals should be submitted by August 20, 2019 at 12:00 pm CT to the attention of: procurement-services@camelotillinois.com

Issue ITB	August 5, 2019
ITB Submission Date	August 16, 2019
Estimated Date of Award	August 21, 2019



Camelot reserves the right to make any necessary amendments to the above timetable. Please check the Illinois Lottery website under the Business/Procurement Opportunities tab. Any changes will be posted on the Illinois Lottery website. Vendors that submit Bids will be notified in writing (via notice posted on Camelot Illinois “Business Opportunities” website or the Illinois Department of Lottery’s website of any changes to these dates. Bids submitted late will not be considered.

3.4. Contacts

Please communicate any questions via email to procurement-services@camelotillinois.com.

3.5. Award

The contract will be awarded to the lowest responsible and responsive Vendor whose Bid meets the requirements and criteria set forth in this ITB.

4 Conditions of the ITB

4.1 General Considerations

The issuance of this ITB does not constitute a legal offer requiring acceptance of any Vendor’s Bid.

Camelot reserves the right to reject any or all of the Bids submitted or to withdraw this ITB at any time. Camelot also reserves the right to accept a Bid from Vendors in part only.

Camelot will not be liable for any costs incurred by any company in connection with the preparation of a response to this ITB or for any costs incurred for attendance at meetings, presentations, clarifications, or demonstrations.

Vendors may not take advantage of any apparent error or omission in this ITB. In the event that any errors or omissions are discovered, a Vendor shall notify Camelot immediately.

Any commitment made in a Bid shall be binding on the Vendor. A commitment includes any guarantee or representation made in the Vendor’s submission, accompanying documentation, or subsequent negotiation.

4.2 Compliance

Failure to comply with any specific instructions detailed in this ITB may, at Camelot’s discretion, exclude the Vendor from further consideration in the process.

4.3 Confidentiality

Subject to Appendix A - Private Manager Agreement Incorporated Terms, of this ITB, any information disclosed in, or in connection with this ITB becomes the property of Camelot, subject to the Vendor’s



redaction of confidential, proprietary and other sensitive material in accordance with the PMA and State Policies and Rules (defined in the Incorporated Terms). Such information will be available to the public in accordance with State Policies and Rules. The failure to designate any materials as “proprietary and confidential” at the time of delivery of such information to Camelot does not prohibit the Vendor from subsequently designating any information as proprietary and confidential. However, this designation does not necessarily exempt such information from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*

4.4 Employment

From the time this ITB is issued, until either (i) six (6) months after the award of a contract pursuant to this ITB or (ii) the rejection of all Bids received by Camelot, Vendors are prohibited from officially or unofficially making any employment offer or proposing any business arrangement with Camelot employees.

5. Business Enterprise Program (“BEP”)

Camelot is encouraging BEP Vendors (i.e., minority-owned, women-owned, and people with disabilities-owned businesses) to submit Bids for participation in this procurement. Please visit the Illinois Department of Central Management Services website @ <https://www2.illinois.gov/cms/business/sell2/bep/Pages/Default.aspx> to learn more about this program and/or register as a BEP vendor, if you have not so already.

6. Private Manager Agreement Incorporated Terms

Appendix A Private Manager Agreement Incorporated Terms -- See the separate pdf file available both on the Camelot and the Illinois Lottery websites, reference - Private Manager Agreement Incorporated Terms. All Vendors submitting a Bid should review and be certain that they are willing to submit to the Incorporated Terms as written, as they are always included as an exhibit to Camelot contracts.