

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The original signed bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER 0B100414	OPENING DATE (1:00 p.m.) January 10, 2014	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DMR0000015164	BID NOTICE DATE 12/19/2013	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days			
BILL TO: Mount Vernon Developmental Center 1250 Vernonview Drive Mount Vernon, OH 43050		SHIP TO: Mount Vernon Developmental Center 1250 Vernonview Drive Mount Vernon, OH 43050	
DELIVERY REQUESTED F.O.B./DEST. P.P.D. 90-180 Days ARO		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST. P.P.D.	
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:			
NEW, 2014 OR NEWER, ADA MINI BUS WITH FOUR WHEELCHAIR POSITIONS, THIRTEEN AMBULATORY POSITIONS INCLUDING THE DRIVER, THREE PERMANENT DOUBLE SEATS AND THREE FOLDAWAY DOUBLE SEATS			
QUANTITY AND DURATION: This Invitation to Bid, which is not a contract, is considered to be a one-time procurement offer for the product(s)/service(s) as listed herein. The successful Contractor may commence performance of the awarded contract upon receipt of an official state of Ohio Purchase Order (ADM0523/ORDE). Upon completion of the contract and upon receipt of proper invoices, payment will be provided by the ordering agency. The contract will then be considered as complete and no further purchases may be placed against the contract. With the exception of approved overrun/underrun tolerances, any deviations from the quantity listed in the awarded contract shall not be permissible nor acceptable.			
INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING; STANDARD CONTRACT TERMS AND CONDITIONS; AND SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, Rev. 10/2013 are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions . All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.			
Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure . All questions should be submitted a minimum of five (5) working days prior to the bid opening date.			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) <i>(Please sign in blue ink)</i>		DATE

The original signed bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m. on the above listed opening date to receive consideration for award. It is requested that the bidder not sign their bid in black ink. Bidder certifies, by signature affixed to this bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within seven (7) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (i.e. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

FLOOR PLAN AND SECUREMENT SYSTEM: The Bidder may submit a description, in detail, with supporting drawings (may be clear hand drawn sketches) and literature showing the type and location of the securement system being offered as part of their bid submission. Bidder may submit a floor plan (may be clear hand drawn sketches) indicating seat and wheelchair locations with your bid. If said information is not provided with the bid submission the bidder will have seven (7) calendar days after request/notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will multiply the required quantity by the unit price to determine the lowest responsive and responsible bidder.

CONTRACT AWARD: The Contract will be awarded to the lowest responsive and responsible bidder by line item.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency 90-180 days after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud. No dealer name signs, clips, license plate brackets or other devices shall be affixed to any part of the delivered vehicle. Any affixed dealer information may be cause for the return of the vehicle.

SPECIFICATION SHEET: Shown below are the specification requirements for equipment that the state desires to purchase. These specifications are only considered as necessary to establish functional requirements. Proprietary design, exact dimensions, capacities, or restrictive features will not preclude acceptance of other recognized alternates meeting comparable performance requirements as determined by the Director, Department of Administrative Services. Bidder signifies compliance or non-compliance with the specifications by checking the "Yes" or "No" on the left side of page 5 of this form and returning with bid response. List all deviations from specifications on page 6 of the bid response, if additional deviations need to be listed please list on company letterhead and attach to the bid response. Failure to comply may deem the bid not responsive.

SPECIFICATIONS

SCOPE: The specifications in this Invitation to Bid (ITB) describe a 2014 or later model, new, never titled model ADA compliant Handicap Accessible Mini Bus, with occupant capacity of one (1) driver plus twelve (12) ambulatory persons and/or four (4) wheelchair positions, with a gasoline engine and automatic transmission for the:

Mount Vernon Developmental Center
1250 Vernonview Drive
Mount Vernon, OH 43050

This vehicle must be bid with all standard equipment as described in the manufacturer's printed literature. All items not specified which are necessary to provide a complete ADA compliant Mini Bus shall be furnished by the successful bidder and conform in strength, quality and workmanship. Equipment offered must meet the full operational capacities of the vehicle specified. The vehicle bid must be the latest model and include the latest engineering changes.

In accordance with the Ohio Administrative Code, section 123:5, the use of a brand name, or equal, within these specifications, is to be considered an indication of type and quality desired. Substantially equivalent products to those designated will be considered for award.

SPECIFICATIONS (cont.)

A. General Specifications:

1. This item shall be a wheelchair accessible passenger transportation vehicle which has been modified or converted, if necessary, to provide additional interior headroom and clearances and improved passenger accessibility. It is the responsibility of the vendor to supply the basic vehicle and to convert or modify, if necessary, it in accordance with these specifications.
2. The successful vendor shall provide a complete operating vehicle and the vehicle shall conform in strength, quality of material and workmanship to what is provided by the automobile industry generally. The vehicle to be provided shall be at least the latest current model vehicle, incorporating the latest engineering changes. All parts necessary to provide a complete passenger transportation vehicle shall be provided and all parts shall be new.
3. The vehicle shall conform to all applicable Motor Vehicle Laws of the State of Ohio, and to Title 49, Code of Federal Regulations, Part 38, Sub-parts A and B, in addition to these specifications. The vehicle shall conform to all applicable Federal Motor Vehicle Safety Standards.
4. The vendor shall provide with each van upon delivery a pamphlet, brochure or similar literature describing (and instructing) the use of the securement system and shall demonstrate to the recipient the proper method of using the system.
 - a. Demonstration of the securement system must be performed to insure correct use of the system. The vendor's representative shall be thoroughly trained in the system's use so that he or she can properly instruct the agency representative in its use.
 - b. As part of the instruction process, the instructor shall have the student actually use the securement system and tie down a mobility aid in its proper location in the vehicle. Arrangements for having a mobility-aid available should be made with the receiving agency prior to delivery of the vehicle. This process ("hands on" instruction) shall be repeated until the student completely understands the system's use and will be able to instruct others in its use.
 - c. Adequate time shall be allowed to accomplish this instruction and costs shall be included in the bid price.
5. Advertisement: Dealer name-signs shall not be affixed to any part of the delivered vehicle and/or equipment.
6. Service: The vehicle will be completely dealer serviced and conditioned according to the manufacturer's pre-delivery recommendations and all equipment is to be completely installed with all adjustments made which are required to prepare the vehicle for immediate and continuous operations upon delivery. Unit shall conform to all current Federal Safety Regulations including OSHA. All standard equipment not specifically mentioned shall be furnished.
7. Service Policy: The successful bidder shall furnish with the vehicle delivery, the Manufacturer's Owner Service Policy. In addition, the Owner's Service Policy shall be recognized and accepted by all authorized dealers within the boundaries of the state of Ohio regardless of the location of the district under which he operates.

SPECIFICATIONS (cont.)

B. Vehicle Specifications:

The vehicle shall be equipped with all of the vehicle manufacturer's standard equipment (or the vehicle manufacturer's better optional equipment), unless otherwise specified. Any item which is standard equipment on the vehicle being bid, but not listed below, must not be removed from the vehicle. The basic vehicle which the successful vendor supplies shall be the following or current model year equivalent. The vehicle shall be FMVSS compliant.

New, Untitled 2014 or newer, Ford E-450 DRW or equivalent with a 158 inch wheelbase minimum, Cut-A-Way, with Power Group and the following equipment:

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Engine Size: 6.8 Liter V10, 306 HP @ 4250 RPM gasoline engine or equivalent |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Four Speed Automatic Transmission with Overdrive. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Entrance Door - 30" Wide Electric Cutaway With Auto Reverse with Manual Door Opener Override |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Cruise Control and Tilt Steering Wheel. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Limited Slip Rear Axle: 4:56 Axle Ratio. For the purposes of this bid the terms limited slip, anti-spin, automatic locking rear, locking, TRAC-LOC, etc. Are to have the same meaning. The bidder is to state the standard rear axle ratio being provided and is to quote any additional ratio(s) that may be available when preparing their bid. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. 650 CCA Battery |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. 55 Gallon Fuel Tank |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. HD Gas Shock Absorbers |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Power, 4 Wheel ABS Disc Brakes |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Power Window and Power Door Locks |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Exterior Paint: Oxford White Clear Coat |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Minimum GVWR of 14,500 lbs. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Front Axle or equivalent – 5,000 lb. Capacity Minimum |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. 9,500 lb. Rear Axle & Leaf Spring Capacity Minimum |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Seventy-Five Inch (75") Head Room Minimum |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. 16" x 6" Steel Wheels With LT225/75R 16E BSW All Season Radial Tires |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Radio – AM/FM, CD Player With 4 Speakers |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Flat Floor – Raised To Eliminate Wheel Wells. Flooring; Full Rubber – Black |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Interior Mirror – 6" x 16" |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. 2 Exterior Remote and Heated Side View Mirrors – Rosco or equivalent |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. High Back Driver's Seat – Freedman SC Reclining or equivalent |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Child Checkmate System – Buzzer (Note: Buzzer not to be wired into headlights or horn relays) |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. All other standard factory equipment to include:

5# Fire Extinguisher
13 Unit First Aid Kit
Reflector Triangles. |

SPECIFICATIONS (cont.)

14. Six (6) Aisle Side Armrests: Freedman US Arm (Flip Up) or equivalent. Armrests are to be installed (6), 3 each on the aisle side of the Mid-Hi Featherweight Rigid Seats and 3 each on the aisle side of the Two Step Foldaway Double Flip Seats located behind the driver's seat.
15. One High Back Driver's Seat, Freedman SC, Adjustable Recliner or equivalent with retractable seat belt
16. 4 Q'Straint, QRT-MAX Retractable Wheelchair Tiedowns.
17. One (1) side door stanchion pole with modesty panel to be to the left side of side entry door entrance, behind passenger seat area.
18. One (1) stanchion pole with modesty panel to be behind driver's seat.
19. 72" front entry package including stairs and door kit.
20. ADA Decals.

D. Service Policy and Warranty:

The successful vendor shall furnish with each vehicle the manufacturer's owner service policies and warranties for the basic mini bus, and the modification of the vehicle and all equipment with delivery of the vehicle, or within three (3) days after delivery of the vehicle.

1. The warranty for the basic mini bus shall be the manufacturer's standard warranty. The radial tires shall be covered by the warranty that is standard to the industry.
2. The warranty for the modifications of the vehicle shall provide that all repairs and replacements needed due to factory defects shall be furnished and installed promptly without charge by authorized service representatives for a period of one (1) year after final delivery and acceptance of the vehicle. The warranty for the conversion and modifications of the vehicle shall also provide that all necessary service adjustments shall be made promptly without charge by authorized service representatives within 90 days after the delivery and acceptance of the vehicle.
3. The lift system shall be covered by a warranty providing that all replacement parts and repairs due to defects in material or workmanship shall be furnished and installed promptly without charge by an authorized service representatives within the first year after the delivery and acceptance of the vehicle.
4. The seats, air conditioning, driver hand controls, and deluxe driver's seat, if supplied, shall be covered by a warranty providing that all replacement parts and repairs needed due to defects in material or workmanship shall be provided without charge within the first year after delivery and acceptance of the vehicle.

E. Miscellaneous:

1. Meet All ADA Regulations
2. The number and placement of emergency exit windows will be dictated by OSHA, ADA or other competent government authorities. At a minimum, one emergency window will be furnished on each side.

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions: Paragraph Q.):

List names of subcontractors who will be performing work under the Contract.

_____	_____
_____	_____
_____	_____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

The Balance Of This Page Is Left Blank Intentionally

PRICE SCHEDULE:

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in evaluation and any subsequent order.

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
1.	1	EA	2014 or Later Model, New, Never Titled ADA Compliant Mini Bus With Four Wheelchair Positions and/or Thirteen Ambulatory Positions Including The Driver, Three Permanent Double Seats and Three Foldaway Double Seats.	\$ _____	\$ _____

FLOOR PLAN: Bidders should submit a floor plan with each bid. (See FLOOR PLAN AND SECUREMENT SYSTEM on page 3 of this Invitation To Bid.)

MANUFACTURER IDENTIFICATION OF COMMODITY: All bidders are to indicate in the spaces below the manufacturer's name, model, and brand or style number for product bid. Failure to comply with this stipulation may result in the bidder being deemed not responsive.

Manufacturer, Model No. and Year of Cab/Chassis: _____

GVWR and dimensions of chassis: _____

Wheelbase: _____

Manufacturer of engine: _____

Model No. Size and HP of engine: _____

Axle Ratio and Configuration: _____

Manufacturer, Model & Size of tires; Front: _____ Rear: _____

Manufacturer Body: _____

Model Body: _____

Manufacturer and Model Wheelchair Lift: _____

Wheelchair Restraint Manufacturer & Model: _____

Delivery Date (Approx.): _____

Manufacturer, i.e.: Freightliner, Navistar, Ford, General Motors, or any manufacturer's product meeting or exceeding the specifications and requirements listed herein.

All equipment and/or materials shall be new and unused.

Vendor will be responsible for all expenses incurred for pick-up and return, or transportation and/or service calls, for repair of any of the equipment, or components thereof, awarded as a result of this bid while said equipment is under warranty.

CERTIFICATE OF TITLE: The contractor is to furnish the Certificate of Title for the new vehicle and deliver it within three (3) days after delivery of the vehicle. The title will be filed in Franklin County, Ohio, and delivered to the department ordering the vehicle, unless otherwise specified on purchase order.

Unit to be titled as follows: State of Ohio
 Ohio Department of Developmental Disabilities
 30 East Broad Street, 13th Floor
 Columbus, OH 43215

