

# 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	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
0B100016	July 8, 2015	CITY STATE ZIP	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395  Attn: Bid Desk		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ( )	TOLL FREE NO. 1 - ( )
		CONTACT PERSON	FAX NO. ( )
		CONTRACTOR'S E-MAIL ADDRESS	
REQ./INDEX NO. DAS3291	BID NOTICE DATE June 18, 2015		
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: WILL BE ADVISED AFTER AWARD		SHIP TO: OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES OFFICE OF FLEET MANAGEMENT 4200 SURFACE ROAD COLUMBUS, OH 43228	
DELIVERY REQUESTED F.O.B./DEST. P.P.D. <u>ASAP</u>		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST.P.P.D. _____	
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u></p> <p><b>NEW, 2015 OR NEWER CHEVROLET TAHOE</b></p> <p><b>QUANTITY AND DURATION:</b> 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.</p> <p><u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u>, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p><b>INQUIRIES:</b> All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, <a href="http://www.procure.ohio.gov">www.procure.ohio.gov</a>. Click "Find it Fast," select "Doc/Bid/Schedule#" in Step 1, enter the Bid Number in Step 2, click "Find it Fast." The "Submit Inquiry" button is at the bottom of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q &amp; A" button located beneath the "Submit Inquiry" button.</p>			
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 its 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 CONTRACT 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.

BRAND SPECIFIC: The product(s) specified in this bid is/are being bid as Brand Specific. That signifies that no alternates will be accepted for award. Bid is in accordance with the Ohio Administrative Code 123:5-1-10 (k).

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within delivery noted on the Price Schedule and 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.

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 (e.g. 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.

OPTION PRICING NOTE: Option prices bid are to be less than the manufacturer's suggested retail price(s). Bidder signifies by their signature on page one (1) of the ITB that the option prices bid are less than MSRP. Any options found to be over charged during bid evaluation may have those options deleted from the award. Options will be evaluated and awarded at the discretion of DAS.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders".

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by line item. Additional Options of the low bidder will be evaluated by DAS and may be selected for award.

PAYMENT: A third party financing option will be made available. The contractors (dealers) will be notified by the State to review the order to pay process utilized by the third party administrator. Contractors will continue to receive payment in full; either from the State or the third party administrator. If payment is received from the third party administrator, the title to the vehicle is to (may) be forwarded to the third party administrator. If a third party administrator is used for payment, there could be a delay in receipt of payment. If a third party financing option will not be made, please see Certificate of Title paragraph for titling process.

CERTIFICATE OF TITLE: The contractor is to furnish the Certificate of Title for the new vehicle and deliver the Certificate of Title within three (3) days after delivery of the vehicle. The title will be delivered to the department ordering the vehicle, unless specified on the purchase order. Unit is to be titled and registered to:

State of Ohio  
Ohio Department of Administrative Services  
Office of Fleet Management  
4200 Surface Road  
Columbus, Ohio 43228

SERVICE: The vehicle will be completely dealer serviced and conditioned as per 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 operation upon delivery. Unit shall conform to all current Federal Safety Regulations including OSHA.

TRANSPORTATION CHARGES: Vehicle(s) awarded from this bid shall be delivered F.O.B. destination to the ordering agency as stated on the purchase order.

SERVICE POLICY: The successful bidder shall furnish with each vehicle delivered, or within three (3) days after delivery of the vehicle, 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 or Regional Headquarters under which the vehicle operates.

AGENCY REGISTRATION: The contractor shall furnish the Title Documents for each new vehicle and deliver same to the Department ordering the vehicle, unless otherwise specified on purchase order. The contractor shall deliver with the necessary papers a \$5.00 per vehicle filing fee at time of vehicle(s) delivery to any agency authorized to complete their own title registration.

SPECIAL CONTRACT TERMS AND CONDITIONS

ADVERTISEMENT: 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.

DEALER LICENSE: In reference to ORC 4517.12 DAS may ask for proof of a Dealer written authority from the manufacturer or distributor to sell new vehicles.

SALES LICENSE: In reference to OAC 4501:1-3-05 (See Section II.I), DAS may ask for proof of a salesperson's license after bid opening if not provided at bid opening. If requested, the dealer will have five (5) business days to respond.

NOTE: THE ENERGY POLICY ACT WAS SIGNED INTO LAW IN 1992. Under the act, state and federal government fleets must begin phasing in alternative fuel vehicles as replacements for petroleum fuel vehicles. The act recognizes methanol, ethanol and other alcohol-gasoline blends, natural gas, liquefied petroleum gas and other fuels as sources of replacement ("reformulated gasoline" and 10% ethanol are excluded from the definition of alternate fuels).

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

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.

AUTOMOBILE LIABILITY INSURANCE: Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Contractor. Any Bidder, Broker or Sub Contractor who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

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.

SPECIFICATIONS

I. SCOPE AND CLASSIFICATION:

- A. These specifications define the requirements for a quantity of one (1) unit, Model Year 2015 or newer, Chevrolet Tahoe, to be purchased for the Department of Administrative Services, Office of Fleet Management.
- B. Vehicle shall be the latest current model, complete with all standard 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. Manufacturer's disclaimers indicate changes in product specifications may occur during the model year and they reserve the right to do so without repercussion. All current mandatory Department of Transportation safety requirements are to be furnished, including seat belts and shoulder harness.
- C. Classification: Chevrolet Tahoe – one (1) unit total.

II. APPLICABLE DOCUMENTS:

- A. Ohio Revised Code Section [125](#)
- B. Ohio Revised Code Chapters [4501](#), [4503](#), [4505](#), [4513](#), and [4517](#)
- C. Ohio Administrative Code Sections [4501:1-3-05](#)
- D. Occupational Safety & Health Administration (OSHA) Regulations
- E. Federal Motor Vehicle Safety Standards (FMVSS)
- F. Society of Automotive Engineers (SAE) Automotive Technical Standards
- G. U.S. Environmental Protection Agency (EPA) Laws & Regulations
- H. Model Year 2015 or newer Chevrolet Tahoe. See pages 8-9.
- I. Optional Equipment. See page 9.

III. REQUIRED STANDARD EQUIPMENT: In addition to the State of Ohio, Chevrolet Tahoe specifications, the following items of factory-installed equipment shall be required as standard equipment, unless otherwise noted.

- A. 6 Speed Automatic Transmission (unless otherwise noted)
- B. Inside rearview mirror.
- C. 12V power point.
- D. Vehicle to be delivered with fuel tank at least one-half (1/2) full.
- E. Radio Suppression: Vehicle listed in this bid shall have the manufacturer's standard radio suppression system.
- F. Bumpers: Front and Rear, Manufacturer's Standard.
- G. Standard Heater and Defroster.
- H. Dual Armrest
- I. Dual Visors
- J. Gauges on Instrument Panel – as standard for model being bid.
- K. Spare wheel and tire to be manufacturer's standard for the model bid.
- L. Lug Wrench and Tire Jack

SPECIFICATIONS (CONT'D)

- M. All wiring provided is to be properly sized and installed in accordance with the manufacturer's recommendations. All wiring is to be adequately protected from cargo in the load space.
- N. Restraint System and Supplemental Restraint Systems: Restraint Systems refers to lap and shoulder seat belts and Supplemental Restraint Systems refers to air bag system.
- O. Tires shall be as recommended by the manufacturer for the vehicle specified, and shall be premium quality of recognized manufacturer, steel belted radials, of proper weight rating and size for provided specifications (all season tread; unless otherwise specified).
- P. The entire unit shall be painted in accordance with automotive standards. All colors are to be solid and manufacturing standard and is noted in the specification sheet. Bidder will note on their bid response if the requested color is not available. Failure to indicate an unavailable color may deem your bid non-responsive.

IV. BODY SPECIFICATIONS:

- A. FRAME, AXLE & SPRINGS: Shall be manufacturer's standard for the payload rating, unless otherwise specified.
- B. VEHICLE BODY: Shall be manufacturer's standard production closed type with safety glass throughout. Key type door lock in at least one (1) door.

V. PERFORMANCE AGREEMENT:

- A. The state declares that time is of the essence and the delivery of the vehicle(s) ordered by the projected delivery date is crucial to the ordering agency. The state realizes that there are circumstances beyond the control of the contractor that cause delay in delivery. In the event the contractor is unable to meet the projected delivery date referenced on page 10 of the ITB, due to circumstances beyond their control, the contractor must contact the ordering agency and inform the agency why there is a delay, setting forth therein the reasons for the delay and there will be an extension to the delivery date. The contractor's plea that insufficient time as specified is not a valid reason for an extension of time. If accord cannot be obtained, a written request by the agency must be made to the Office of Procurement Services.
- B. If the contractor fails to meet the original delivery date of the awarded vehicle(s), the contractor agrees to pay to the ordering agency liquidated damages according to the following schedule:
  - a. Delivery completed within ten (10) calendar days beyond the original and/or revised scheduled date \$10.00 per vehicle per day beyond the scheduled delivery date.
  - b. Liquidated damages will be deducted from the final invoice submitted by the contractor after delivery and acceptance has occurred.

VI. DELIVERY INSTRUCTIONS:

Transporting and delivery of automobiles shall be accomplished by surface transport, or by being driven individually. Tow bar delivery is not acceptable. All deliveries shall be effected per bid commitment. Failure to meet delivery requirements may be a cause for cancellation, only with the approval of the Office of Procurement Services.

VII. SEVICE POLICY AND WARRANTY:

- A. The successful bidder shall furnish with the vehicle(s) the manufacturer's owner service policies and warranties for the vehicle(s) and all equipment.
- B. Unless ordered with extended warranty, manufacturer's standard warranty shall apply. A copy of the warranty shall be delivered with the vehicle(s) purchased. Order will be considered incomplete until warranty is delivered.
- C. The tires shall be covered by the warranty that is standard to the industry.
- D. Rust Proofing: Each vehicle(s) in this bid shall have the manufacturer's standard corrosion protection system. A copy of the corrosion protection warranty is to be returned with the bid, certifying compliance to this requirement. NOTE: Failure to provide this warranty may result in disqualification of the bid.

SPECIFICATIONS (CONT'D)

VIII. NOTES:

- A. Any delivered vehicle not conforming to these specifications shall be rejected and it will be the responsibility of the dealer or manufacturer to comply with state of Ohio requirements (See "Contract Terms & Conditions"). Any extra accessories delivered on vehicles cannot and will not be paid for.
- B. Some equipment requested may be available only in combination with other options or subject to additional ordering requirements or limitations. Be sure such requirements are noted. Once awarded, contractors are expected to deliver vehicles as ordered, incurring no additional costs beyond the stated prices.

SPECIFICATIONS (CONT'D)

SPECIFICATION SHEET: Shown below are the specifications requirements for equipment that the Ohio Department of Administrative Services, Office of Fleet Management desires to purchase. Bidder signifies compliance or non-compliance with the specifications by indicating "YES" or "NO" in the Y/N column of this form and returning with the bid response. 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 Department of Administrative Services. List all deviations/exceptions to the specifications in the bid response in the "SPECIFY" column, if additional space is needed, please use a separate sheet to reference this information with the corresponding line number. Failure to comply may deem the bid non responsive.

**NEW, 2015 OR NEWER CHERVOLET TAHOE**

Line No.	Standard Specification Items	Minimum Requirements	Y/N	SPECIFY:
<b>Powertrain:</b>				
1.	Engine Type (Cylinder/Liter)	V8/5.3		
2.	Horsepower (Net HP)	355		
3.	Automatic Transmission	Automatic		
4.	Locking Differential	Heavy duty, locking rear		
5.	Drivetrain	4WD		
<b>Chassis:</b>				
6.	Alternative Fuel (Type)	Specify		
7.	Fuel Capacity	26		
8.	Tires	All Season		
9.	Spare Tire	Full Size		
10.	Cooling System	h.d.a.		
<b>Safety:</b>				
11.	Restraint System (Driver and Passenger)	Required		
12.	Supplemental Restraint System (Driver and Passenger)	Required		
13.	Power Antilock Brakes (Front and Rear)	Required		
<b>Dimensions:</b>				
14.	Wheelbase (in)	116		
15.	Head Room (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	42/38/38		
16.	Leg Room (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	45/39/24		
17.	Shoulder Room (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	64/65/62		
18.	Hip Room (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	60/60/49		
19.	Gross Vehicle Weight Rating (GVWR) (lbs)	7,300 and above		
<b>Electrical:</b>				
20.	Alternator (amps)	Mfg. Std.		
21.	Battery (CCA)	Mfg. Std.		

SPECIFICATIONS (CONT'D)

Line No.	Standard Specification Items	Minimum Requirements	Y/N	SPECIFY:
	<b>Exterior:</b>			
22.	Body Side Moldings	Mfg. Std.		
23.	Paint	Jet Black		
	<b>Seating:</b>			
24.	Seating Capacity	8		
25.	Front Row Seating	40/20/40 split-bench with cloth		
26.	2 <sup>nd</sup> Row Seating	Bench with foldable arm rest		
27.	3 <sup>rd</sup> Row Seating	Fold flat 60/40 split-folding bench seat		
28.	Seat Covering	Cloth		
29.	Floor Covering	Carpet		
	<b>Accessories:</b>			
30.	Air Conditioning	Required		
31.	Tilt Wheel & Cruise Control	Required		
32.	Power Window & Door Locks	Required		
33.	Keyed Door Locks	Required		
34.	2 Sets of Keys with FOBS	Required		
35.	Remote Keyless Entry	Required		
36.	Intermittent Windshield Wipers	Required		
37.	Rear Window Defroster	Required		
38.	Floor Mats	Front/Rear		
39.	Radio	Std. AM/FM		
40.	Exterior Rear View Mirror	Dual		
41.	Rear Cargo Light	Automatic		
	<b>Warranty:</b>			
42.	Mfg. Standard Warranty (Min.)	3 years/36,000 Miles		
	<b>OPTIONAL ITEMS:</b>			
43.	30-Day Tag			
44.	Parts Manual			
45.	Service Manual			
46.	Additional Set of Keys			

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	New, 2015 or Newer Chevrolet Tahoe	\$	\$

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 Model Year: \_\_\_\_\_

Manufacturer of Tires: \_\_\_\_\_

Model No. and size of Tires: \_\_\_\_\_

Delivery of complete unit: \_\_\_\_\_ DAYS A.R.O. Indicate City/State of Manufacturer: \_\_\_\_\_

Contractor 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.

Contains recycled materials – Y/N: \_\_\_\_\_ if Yes \_\_\_\_\_%. (Will not be part of the evaluation)

OPTIONAL ITEMS

CONTRACTOR ORDER NO.	OPTIONS	UNIT COST
	30-Day Tag	\$
	Parts Manual	\$
	Service Manual	\$
	Additional Set of Keys	\$