

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 OT903813	OPENING DATE (1:00 p.m.) DECEMBER 28, 2012	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. DAS033	BID NOTICE DATE DECEMBER 26, 2012	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			
<u>PARTICIPATING AGENCY(IES):</u> ALL STATE AGENCIES			
ADDENDUM FOR CHANGE ADDENDUM NO.: 2 REVISION DATE: 12/21/12			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> FLEET MASTER LEASE LESSOR			
Attached is page 8 to this Invitation to Bid. Remove the corresponding page from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to notify of a correction of attachment numbers and page numbers for items D and E listed on page 8 of this ITB.			

WORK REQUIREMENTS AND SPECIAL PROVISIONS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Contractor must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

I. SCOPE OF WORK.

The successful Bidder will serve as Lessor, providing financing for the state of Ohio's Fleet Master Lease program, under the terms of the Master Contract governed by the state of Ohio and the specifications herein.

II. SCOPE OF SERVICES.

- A. Provide financing for motor vehicles for DAS and eligible State agencies pursuant to the terms, conditions and provisions of the Master Contract governed by the state of Ohio that will be entered into by DAS eligible state of Ohio agencies and the successful Bidder.
- B. Provide financing in accordance with all State and federal laws and regulations.
- C. Provide financing that allows the state of Ohio not to participate in any activities associated with a certificate of participation transaction.
- D. The Bidder must clearly indicate that it agrees to receive payment from the purchasing State agency and not in a "bundle" from the Department of Administrative Services.
- E. The Bidder must comply with Ohio Revised Code Section 126.30 with regards to late payments.
- F. The Bidder must clearly indicate that it is agreeable for the state of Ohio to self-insure (through use of current appropriations) the vehicles being financed.
- G. The Bidder must clearly indicate the willingness to process financing for vehicle purchases as low as \$50,000 per transaction.
- H. The Bidder must clearly indicate that it will provide financing for terms from three (3) to seven (7) years.
- I. There shall be no Prepayment Penalties.
- J. Any funds held within an interest bearing escrow account shall be at the benefit of the state of Ohio.
- K. The bidder must clearly indicate that it is agreeable to commit to or "lock in" a rate of interest for ninety (90) days from the date that the lessee accepts the vehicle(s).

III. BID RESPONSE

Each Bid should contain the following information in the order listed:

- A. Signed bid response - Page 1
- B. Required certification for bidding - Page 2
- C. Cost Summary Form Table – Page 10
- D. * Attachment 2, Standard Affirmation and Disclosure Form – Pages 35-36
- E. * Attachment 3, Bidder Disclosure Statements – Page 37
- F. Certificate of Insurance: An insurance acord shall be submitted with the bid response. The insurance acord shall demonstrate coverage in the types and limits specified in Articles S-12 and S-13 of the Supplemental Contract Terms and Conditions.

* Indicates correction of attachment number and page number.