

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 | |
| RS903315 | October 17, 2014 | 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. GDC093 | BID NOTICE DATE 10/3/2014 | | |
| 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 | | | |
| <p><u>PARTICIPATING AGENCY(IES):</u> ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.</p> | | | |
| <p>ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 10/03/14</p> | | | |
| <p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u></p> <p>NEW, MODEL YEAR 2015 OR MANUFACTURERS CURRENT PRODUCTION MODEL, COMPACT CARGO VAN</p> | | | |
| Attached are pages 1, 7, and 11-12 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached. | | | |
| As indicated herein, this addendum is issued to remove items 1AT, 2AT, 3AT and 4AT from the Invitation to Bid. The corresponding pages to remove from the existing bid are pages 11-20. Please replace these pages with repaginated pages 11-12 of this addendum. | | | |

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| BID NUMBER RS903315 | OPENING DATE (1:00 p.m.) October 17, 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. GDC093 | BID NOTICE DATE 09/26/14 | 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 | | | |
| PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY. | | | |
| THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: *NEW, MODEL YEAR 2015 OR MANUFACTURERS CURRENT PRODUCTION MODEL, COMPACT CARGO VAN TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>11/01/14</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>09/30/15</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency. INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 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 (Revised 10/2013). All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void. 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. 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) (Please sign in blue ink) | 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.

*Indicates change to the Invitation To Bid solicitation description.

SPECIFICATIONS

I. SCOPE AND CLASSIFICATION:

A. Scope: - These specifications define the state's requirements for 2015, cargo vans to be utilized by state agencies in the operation of state government. This includes political subdivisions that are members of the Department of Administrative Services, Office of Procurement Services Cooperative Purchasing program.

*B. Classification: The information listed below is based upon 2014 state of Ohio vehicle purchases.

5AT 25 Units – Cargo Van – Compact

NOTE: Political subdivision purchases are not included in the figures shown above. Evaluation based upon state usage data.

II. APPLICABLE DOCUMENTS:

- A. Ohio Revised Code Section 125
- B. Ohio Revised Code Chapters 4501, 4503, 4505, 4513, and 4517
- C. Federal Motor Vehicle Safety Standards (FMVSS)
- D. Society of Automotive Engineers (SAE) Automotive Technical Standards
- E. Occupational Safety & Health Administration (OSHA) Regulations
- F. U.S. Environmental Protection Agency (EPA) Laws & Regulations
- G. Ohio Administrative Code Sections 4501:1-3-05, 4517.01 and 4517.02
- H. State of Ohio cargo van specifications: see page 11.

III. REQUIREMENTS: In addition to the state of Ohio cargo van specifications, the following items of factory-installed equipment shall be required as standard equipment listed in this bid, unless otherwise noted. Optional equipment required (Requirements Section III.C, page 8) to be furnished on the units, is noted on the State's specifications. Options listed herein, are to be factory installed except for any item(s) not available from the factory.

A. REQUIRED STANDARD EQUIPMENT:

- 1. Four Speed Automatic Transmission (unless otherwise noted)
- 2. Outside Rearview Mirrors, Left and Right, Low Mount with break-a-way mirror head feature - (unless otherwise specified, manufacturers largest standard manually operated left and right mirrors to be bid).
- 3. Inside Rearview Mirror.
- 4. Spare Wheel and Tire (of same Mfg. Style and Tread Design as O.E.) with Manufacturers Standard Spare Tire mounting location, unless otherwise specified - Tires and Wheels shall be Conventional Full Size, if available. All tires to be radial unless otherwise stated.
- 5. Bumpers: Front and Rear, Manufacturer's Standard.
- 6. Standard Heater and Defroster
- 7. Heavy Duty Radiator to include Radiator Overflow Tank
- 8. Dual Armrests
- 9. Dual Visors
- 10. Gauges on Instrument Panel – as standard for model being bid
- 11. 12V power point(s).
- 12. Lug Wrench and Tire Jack
- 13. Passenger Seat required on each van. Shall be manufacturer's standard seating.
- 14. Manufacturer's standard floor covering. Floor covering on cargo vans is to include the load area.
- 15. 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.
- 16. Rust Proofing: Each vehicle listed in this bid shall have the manufacturer's standard corrosion protection system. A copy of the corrosion protection warranty shall be returned with the bid, certifying compliance to this requirement. NOTE: Failure to provide this warranty may result in disqualification of the bid.
- 17. All vehicles to be delivered with fuel tank at least one-quarter (1/4) full.
- 18. Dual air bags – when available for item being offered.
- 19. Radio Suppression: Each vehicle listed in this bid shall have the manufacturer's standard radio suppression system.

*Indicates the removal of items 1AT, 2AT, 3AT and 4AT from the Invitation to Bid.

SPECIFICATIONS (Cont'd.)

SPECIFICATION SHEET: Shown below are the specification requirements for the vehicles that the State desires to purchase. Any deviations from the specifications are to be outlined on the corresponding bid page of this ITB. Failure to comply may deem the bid non-responsive. The State retains the right to accept or reject variations and / or exceptions to the specifications directly related to model year variations and manufacturer variations that meet or exceed the basic usage requirements as explained in SCOPE AND CLASSIFICATION on page 7.

Cargo Van – Compact, 5,600 lb.
Item Number 5AT

| Standard Specification Items | Minimum Requirements | Standard Specification Items | Minimum Requirements |
|--|----------------------|---|----------------------|
| FY2015 | | | |
| Powertrain: | | Exterior: | |
| Engine Type (Cylinder/Liter) | 6 / 3.6 | Body Side Moldings | Mfg. Std. |
| Horsepower (Net HP) | 283 | Rear Door Type | Lift Gate |
| Automatic Transmission | Automatic | Side Door Type | Slider |
| Locking Differential | NA | Dark Tint Privacy Glass | RH Dr & Rr Dr |
| Drivetrain | FWD | | |
| Chassis: | | Seating: | |
| Alternative Fuel (Type) | Specify | Seating Capacity | 2 |
| Fuel Capacity (gals.) | 20 | Front Seat Type | Bucket |
| Tires | All Season | Seat Covering | Cloth |
| Spare Tire | Compact | Floor Covering | Vinyl |
| Cooling System | h.d.a. | | |
| Safety: | | Accessories: | |
| Restraint System (Driver and Passenger) | Required | Air Conditioning | Front |
| Supplemental Restraint System (Driver and Passenger) | Required | Tilt Wheel & Cruise Control | Required |
| Power Antilock Brakes (Front and Rear) | Required | Power Windows & Door Locks | Required |
| Dimensions: | | Keyed Door Locks | Required |
| Wheelbase (in) | 119 | 2 Sets of Keys with FOBS | Required |
| Head Room (Front) | 39 | Remote Keyless Entry | Required |
| Leg Room (Front) | 40 | Intermittent Windshield Wipers | Required |
| Shoulder Room (Front) | 63 | Rear Window Wiper | Required |
| Hip Room (Front) | 58 | Rear Window Defroster | Required |
| Cargo Volume (cu.ft.) | 143 | Radio | Std. AM/FM |
| Payload (lbs.) | 1,190 | Exterior Rear View Mirror | Dual |
| Gross Vehicle Weight Rating(GVWR) | 5,700 | Trunk/Cargo Light | Automatic |
| Electrical: | | Warranty: | |
| Alternator (amps) | Mfg. Std. | Mfg. Standard Warranty (Min.) | 3yr / 36,000 Mile |
| Battery (CCA) | Mfg. Std. | Optional Equipment Items: | |
| | | 30-Day Tag | |
| | | Parts Manual(s) | |
| | | Service Manual(s) | |
| | | Additional Set of Keys | |
| | | Metal (Behind Seats) Safety Partition | |
| | | Plexiglas (Behind Seats) Safety Partition | |
| | | Seat Belt Extender | |

*Indicates repagination.

YOUR BID:

ITEM – 5AT – CARGO VAN – Compact, 5,600 lb.

DELIVERY: _____ DAYS A.R.O. (See IV.A.) INDICATE CITY/STATE OF MANUFACTURER: _____

CONTRACTOR: _____ MFG: _____ MODEL: _____ MODEL NUMBER: _____

Item ID No.: TBD Estimated # of Units: 25 UNIT PRICE: _____

E-85 Compatible? – YES NO

List any exceptions to the specifications: _____

Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor: \$0._____. The round trip map mileage figure will be multiplied by an estimated figure of 300 miles, then multiplied by the estimated number of vehicle units for bid evaluation purposes only. If there is no delivery charge per mile round trip map mileage rate supplied or the calculated value of the delivery charge is less than the minimum delivery charge; the minimum delivery charge will be used for evaluation purposes. The state reserves the right to reject the per mile delivery charge or the minimum delivery charge if it is determined to be excessive.

Minimum Delivery Charge: _____

| CONTRACTOR'S ORDER NO. | OPTIONS | Units to Eval. | UNIT COST |
|---------------------------|--|-------------------|-----------|
| _____ | 30 Day Tag | 0 | \$ _____ |
| _____ | Parts Manual (Bidder to Specify Paper or Electronic) | 0 | \$ _____ |
| _____ | Service Manual (Bidder to Specify Paper or Electronic) | 0 | \$ _____ |
| _____ | Additional Set of Keys | 8 | \$ _____ |
| _____ | Metal (Behind Seats) Safety Partition | 6 | \$ _____ |
| _____ | Plexiglas (Behind Seats) Safety Partition | 16 | \$ _____ |
| _____ | Seat Belt Extender (1 Unit) | 12 | \$ _____ |
| _____ | Additional Option Package (Bidder to specify type: _____). | 0 | \$ _____ |
| _____ | Additional Option Package (Bidder to specify type: _____). | 0 | \$ _____ |
| _____ | Additional Option Package (Bidder to specify type: _____). | 0 | \$ _____ |

UNSPECIFIED OPTION PRICE: _____% above manufacturer invoice (Not to exceed 3.00%)

Any option not specified in the options table on the pricing pages will be made available to the ordering entities, following Contract award and DAS approval, at the Unspecified Option Price. If no Unspecified Option Price is provided by the Bidder, the State will assume that the price will be equal to the manufacture invoice. The Unspecified Option Price and Additional Option Packages specified by the Bidder, will not be used in the vehicle evaluation.

List standard paint colors: _____

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

*Indicates repagination.