

# REQUEST FOR PROPOSALS

## ADDENDUM # 1

**ISSUED: November 5, 2010**

RFP NUMBER: SR900111  
INDEX NUMBER: GDC104  
UNSPSC CATEGORY: 25101500

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, is requesting proposals for:

### **NEW, MODEL YEAR 2011 AUTOMOBILES AND PASSENGER VANS**

Reason for Addendum: This RFP bid addendum is issued to clarify language for submittal of proposal on CD-Rom. This RFP bid addendum is also issued to update Minimum Requirement for Differential Type/Ratio for Item Number 6B; Van – Full Size, 15 Passenger – Flex Fuel.

PROPOSAL DUE DATE: November 19, 2010 by 1:00 p.m.

OPENING LOCATION: Department of Administrative Services  
Office of Procurement Services  
ATTN: Bid Desk  
4200 Surface Road  
Columbus, Ohio 43228-1395

This withdrawal option will allow any Offeror to remove its Proposal from active consideration should the Offeror feel that the addendum changes the nature of the transaction to the extent that the Offeror's Proposal is no longer in its interests. Alternatively, DAS may allow Offerors that have Proposals under active consideration to modify their Proposals in response to the addendum, as described below.

Whenever DAS issues an addendum after the Proposal due date, DAS will tell all Offerors whose Proposals are under active consideration whether they have the option to modify their Proposals in response to the addendum. Any time DAS amends the RFP after the Proposal due date, an Offeror will have the option to withdraw its Proposal even if DAS permits modifications to the Proposals. If the Offerors are allowed to modify their Proposals, DAS may limit the nature and scope of the modifications. Unless otherwise stated in the notice by DAS, modifications and withdrawals must be made in writing and must be submitted within ten (10) business days after the addendum is issued. If this RFP provides for a negotiation phase, this procedure will not apply to changes negotiated during that phase. Withdrawals and modifications must be made in writing and submitted to DAS at the address and in the same manner required for the submission of the original Proposals. Any modification that is broader in scope than DAS has authorized may be rejected and treated as a withdrawal of the Offeror's Proposal.

**PROPOSAL SUBMITTAL.** Each Offeror must submit their Proposal in a sealed envelope/package which constitutes a Proposal package. Each Proposal package must be clearly marked "SR900111 RFP Complete" on the outside of the envelope. Each Offeror must submit one (1) original, completed and signed in blue ink, and one (1) copy for a total of two (2) Proposal packages.

\* It is desired, but not mandatory, that the Offeror also submit, in the sealed package, a complete copy of the Proposal on CD-ROM in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate. In the event there is a discrepancy between the hard copy and the electronic copy, the hard copy will be the official Proposal. Proposals are due no later than the proposal due date, at 1:00 p.m. Proposals submitted by e-mail or fax are not acceptable and will not be considered. Proposals must be submitted to:

Department of Administrative Services  
Office of Procurement Services - Bid Desk  
4200 Surface Road  
Columbus, OH 43228-1395

DAS will reject any Proposals or unsolicited Proposal addenda that are received after the deadline. An Offeror that mails its Proposal must allow adequate mailing time to ensure its timely receipt. DAS recommends that Offerors submit proposals as early as possible. Proposals received prior to the deadline are stored, unopened, in a secured area until 1:00 p.m. on the due date. Offerors must also allow for potential delays due to increased security. DAS will reject late proposals regardless of the cause for the delay.

Each Offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered, except as allowed by this RFP.

By submitting a Proposal, the Offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. DAS is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in the RFP.

ORC Section 9.24 prohibits DAS from awarding a Contract to any Offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a Proposal, the Offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Section 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding. ORC Section 9.231 applies to this Contract.

DAS may reject any Proposal if the Offeror takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the Offeror's Proposal fails to meet any requirement of this RFP. Any question asked during the inquiry period will not be viewed as an exception to the Terms and Conditions.

**CONFIDENTIAL INFORMATION.** DAS procures goods and services through a Request for Proposal (RFP), in a transparent manner. As such, the process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract. Further, the DAS will open for public inspection all proposals provided to the DAS in response to this RFP.

\* Indicates a change in wording for submittal of CD-ROM.

ATTACHMENT THIRTEEN-A  
VEHICLE SPECIFICATIONS

**Van – Full Size, 15 Passenger – Flex Fuel**  
**Item Number 6B**

Standard Specification Items	Minimum Requirements		Minimum Requirements
Mfg. Make		Intermittent Windshield Wipers	Required
Mfg. Model - Model No.		Rear Door Type	Vertical Swing-Out
Seating Capacity	15	Side Door Type	Hinged
Wheelbase (in.)	135	Power Windows & Door Locks	Required
Overall Length (in.)	224	Cruise Control and Tilt Wheel	Required
Gross Vehicle Weight Rating (GVWR)	9,000	Air Conditioning	Front & Rear
Payload (lbs.)	2,600	Power Steering	Required
Engine Type (Cylinder/Liter)	8/5.4L	Seat Covering	Cloth
Horsepower (HP)	250	Floor Covering	Carpet
Alternative Fuel	E85 Flexible Fuel	Floor Mats	Front Only
Torque (ft.-lb.)	350	Radio	AM/FM
Cooling System	h.d.a.	Front Seat Type	Bucket
Automatic Transmission	Automatic	Rear Seat Type	Bench
Drive Axle	Rear	Power Antilock Brakes (Front and Rear)	Required
*		Restraint System (Driver and Passenger)	Required
Differential Type/Ratio	Mfg. Standard	Supplemental Restraint System (Driver and Passenger)	Required
Alternator (amps)	105	Tires	All Season
Battery (CCA)	600	Spare Tire	Full Size
Fuel Capacity (gals.)	31	Mfg. Standard Warranty	3yr/36K Mile Min.
Exterior Rear View Mirror	Dual		
Tinted Glass	Required		
Windows	All Around		
<b>Dimensions/Ratings</b>		<b>Optional Equipment</b>	
Head Room (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> )	40/38/40/39/37	Vinyl Seat Covering	
Leg Room (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> )	40/34/37/38/36	Rear Step Bumper	
Hip Room (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> )	65/66/64/59/62	Remote Keyless Entry	
Shoulder Room (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> )	68/68/63/68/62	30-Day Tag	
Trunk/Luggage Area (cu. ft.)	230	Parts Manual	
		Shop Manual	

\* Indicates a change to minimum requirement for Differential Type/Ratio.