

ASHTABULA COUNTY, OHIO



REQUEST FOR BIDS

FOR

ASHTABULA COUNTY BOARD OF COMMISSIONERS DEPARTMENT OF ENVIRONMENTAL SERVICES (ACDES)

ACDES FLEET VEHICLE BID #2019-01BD

Issue Date: 04/09/2019

Due Date: April 26, 2019 at 2:00 p.m. EST

Submit to: Ashtabula County Commissioners
Attn: Lisa Hawkins, Clerk of the Board
Old Courthouse, 2nd Floor
25 West Jefferson Street
Jefferson, OH 44047-1092

**DO NOT SUBMIT BIDS TO THE DEPARTMENT OF ENVIRONMENTAL SERVICES (ACDES).
ONLY SEALED BIDS WILL BE ACCEPTED AT THE COMMISSIONERS' OFFICE.**

Written Inquiries to: Mr. Nicholas A. Sanford, Director
Ashtabula County Department of Environmental Services Office
PO Box 520, 36 West Walnut Street
440-576-3725
Jefferson, OH 44047
nasanford@ashtabulacounty.us

NOTICE TO VENDORS

Sealed bids will be received by the Board of County Commissioners at the office of the Clerk of the Board, Old Courthouse, 2nd Floor, 25 West Jefferson Street, Jefferson, Ohio 44047-1092 until 2:00 p.m. EST on the 26th day of April, 2019, at which time said bids will be opened and publicly read for the purchase of vehicles for use by the Ashtabula County Department of Environmental Services (ACDES) Office, in accordance with specifications on file in the Commissioners' Office on ACDES Fleet Vehicle Bid #2019-01BD.

Each bid must be in a sealed envelope and the outside thereof properly marked with the BID Number, Date and Time of the bid opening. Bids submitted after the above deadline, or to any entity other than the office of the Clerk of the Board by the aforementioned date and time, will be rejected.

Written Questions regarding any technical issues shall be addressed to: Ashtabula Co. Department of Environmental Services, Nick Sanford, Director, PO Box 520, 36 West Walnut Street, Jefferson, OH 44047 or emailed to: nasanford@ashtabulacounty.us.

The Request for Bids package may be obtained via the internet at www.ashtabulacounty.us/bids by clicking on the Bid Notices tab located on the left side of the screen.

The Board of Commissioners reserves the right to waive any and all informalities and the right to reject any and all bids. The Board of Commissioners has the sole discretion to determine the lowest and best bidder.

By order of the Board of Commissioners of Ashtabula County, Ohio: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV.

Lisa Hawkins
Clerk of the Board of Commissioners

Publish date: 04/09/2019

**ASHTABULA COUNTY COMMISSIONERS
INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDS
Ashtabula Co. Department of Environmental Services
ACDES FLEET VEHICLE BID #2019-01BD**

1. Complete Competitive Sealed Bid with Authorized Signature. Vendors must submit a complete, signed competitive sealed bid, which at a minimum, and should include all of the pages of the Request for Bids that require the vendor to respond, and any additional information or samples required by the specifications. Bids must be signed in ink (blue is preferred) on the Bid Cover Sheet.

2. When Bids Must be Delivered. The Ashtabula County Board of Commissioners must receive bids no later than April 26, 2019, at 2:00 p.m. EST, the day the bids are scheduled for opening. Bids received after 2:00 p.m. EST on the scheduled date for opening will be considered as late and will not be opened. The Board of Commissioners receives bids during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday, except for observed holidays. The Board of Commissioners does not accept bids with insufficient postage or collect on delivery.

3. Where Bids Must be Delivered. Bids must be delivered to the following address:

Ashtabula County Board of Commissioners
Attn: Lisa Hawkins, Clerk of the Board
Old Courthouse, 2nd Floor
25 West Jefferson Street
Jefferson, OH 44047-1092

4. How Bids Must be Delivered. Each bid must be submitted in a sealed envelope or similar container with the BID number clearly marked on the exterior. If a vendor uses an express mail or courier service, the BID number must be clearly marked on the exterior of the express mail or courier service envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope with the BID number clearly marked on the inside envelope. A bid that is not properly and clearly marked and is inadvertently opened before the scheduled bid opening time may be disqualified without additional consideration.

5. Bids are a Public Record. Interested vendors may attend the opening of the bids. Once bids have been reviewed by the appropriate department, they will be forwarded to the Board of Commissioners for the award process. After bids have been tabulated and an award has been issued by the Board, the bids are public records as defined in Ohio Revised Code 149.43 and are subject to all laws appurtenant thereto.

6. Withdrawal of Bid Before Opening. A vendor may withdraw its bid, by written request, any time after the Board of Ashtabula County Commissioners receives the bid and before opening.

7. Withdrawal of Bid After Opening. A vendor may by written request withdraw its bid after opening, if there is reasonable proof that an inadvertent mistake was made and the correction cannot be determined with reasonable certainty. "Inadvertent" means inattentive or unobservant; heedless; due to oversight; unintentional. If the Board of Commissioners suspects that the lowest bid contains a mistake, the Board may ask the vendor for written confirmation of its bid.

8. Bids are Firm for 90 Days. Unless stated otherwise, once opened, all bids are irrevocable for ninety (90) days. Beyond ninety (90) days, vendor will have the option to honor their bid or make a written request to withdraw their bid from consideration.

9. Vendor May Request Clarification. If a vendor discovers an inconsistency, error or omission in this Request for Bids, the vendor shall request clarification as indicated on the front page of the Request for Bids. Such clarification must be requested in writing by letter or e-mail. No other form of clarification initiated by the vendor is acceptable. Vendors must make their requests for clarification no later than five (5) working days before the date of bid opening. Failure of vendor to comply may result in the vendor being deemed not responsive.

10. Requests for Revisions or Additions to the BID: Vendors are required to comply with all of the terms and conditions of the Request for Bids, whether the vendor had actual knowledge of the terms and conditions of the Request for Bids, and regardless of any statement or omission in the bid that might indicate a vendor's contrary intention. The Board of Commissioners of Ashtabula County will not agree to any additional or inconsistent terms or conditions proposed by the vendor. The terms and conditions of the Request for Bids prevail over any inconsistent or additional terms or conditions of the bid by the vendor.

11. The Board of Commissioners of Ashtabula County Modifications to the Bid. When it is necessary to modify a Bid, the Board of Commissioners of Ashtabula County does so by written addendum only. If an Addendum or Addenda are issued, the receipt of said Addenda shall be acknowledged on the Bid Proposal Form on Page 7.

- 12. Rejected Bids.** The Board of Commissioners of Ashtabula County may reject any bid, in whole or in part, if any of the following circumstances are true:
- (A) Bids offer supplies or services that are not in compliance with the requirements, specifications, terms or conditions stated in the Request for Bids,
 - (B) The price of the lowest and best bid is excessive in comparison with market conditions or with the available funds, or
 - (C) The Board of Commissioners of Ashtabula County determines that awarding any item is not in the best interest of the County of Ashtabula.
- 13. Bid Preparation.** The Board of Commissioners of Ashtabula County assumes no responsibility for costs incurred by the vendor prior to the award of any contract resulting from this Bid. Total liability of the County is limited to the terms and conditions of a resulting contract.
- 14. Damages Arising from Bid Specifications.** A vendor may not be compensated for damages arising from inaccurate or incomplete information in the bid specifications or from inaccurate assumptions based upon the specifications.
- 15. Evaluation of Bids.** The contract will be awarded to the lowest and best vendor as determined by the Board of Commissioners of Ashtabula County under the Ohio Revised Code.
- 16. Unit Costs.** Vendors shall not insert a unit cost of more than three (3) digits to the right of the decimal point. Digits beyond three (3) will be dropped and not used in the evaluation of the bid.
- 17. Lowest and Best Vendor.** A vendor is lowest if its bid offers the lowest-cost supply or service in comparison to all other vendors as set forth in the evaluation paragraph in the BID. While vendors may offer discounts for prompt payment and other similar incentives, discounts and incentives will not be used to determine the lowest vendor. The Board of Commissioners of Ashtabula County has the sole discretion to determine the lowest and best vendor.
- 18. Information Requested:** The Board of Commissioners of Ashtabula County may request additional information to evaluate a vendor's bid. If a vendor does not provide the requested information, it may adversely impact the Board's evaluation of the vendor's bid.
- 19. Protests and Communications During Evaluation.** Any vendor who is not in agreement with the competitive bidding process used to make the award may file a protest. The protest must be timely and submitted in writing to the Board of Commissioners of Ashtabula County. Any attempt by the vendor, the vendor's agent(s), or any party representing the vendor to file a protest with any entity of the County of Ashtabula other than the Board of Commissioners may result in the vendor being deemed as not responsive. During the evaluation process, unless requested by the Board of Commissioners of Ashtabula County as part of the evaluation process, any attempt on the part of the vendor, the vendor's agent(s), or any party representing the vendor, to submit correspondence that is determined by the Board of Commissioners of Ashtabula County to be an attempt to compromise the impartiality of the evaluation or any attempt on the part of the vendor, the vendor's agent(s), or any party representing the vendor to communicate with any member of the County regarding the evaluation process may be grounds for immediate disqualification of the vendor. The decision of the Board of Commissioners of Ashtabula County shall be final and conclusive unless any person adversely affected by the decision commences an action in a court of law.
- 20. Non-Collusion Certification:** By the signature affixed on the Non-Collusion Affidavit (Attachment B) of the bid package, the vendor certifies that he/she is sole owner, partner, president, secretary, etc. of the party making the foregoing bid; that such bid is genuine and not collusive or sham; that the vendor has not colluded, conspired or agreed, directly or indirectly, with any vendor or person, to put in a sham bid; or colluded or conspired to have another not submit a bid, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the price of its bid or any other vendor, or to fix any overhead, profit or cost element of the bid price, or of that of any other vendor, or to secure any advantage against any vendor or any person or persons interested in the proposed contract and that all statements contained in the bid are true; and further, that the vendor has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association.

FORMS, QUESTIONNAIRES, AND CHECKLIST

The following forms must be completed and submitted to the Board of County Commissioners of Ashtabula County no later than 2:00 p.m. EST on April 26, 2019.

Each bid must be in a sealed envelope and the outside thereof properly marked as:

ACDES FLEET VEHICLE BID #2019-01BD April 26, 2019

Please assemble your response in the order shown below, utilizing this page as a checklist for a complete bid package. All bids must be organized as follows to be considered responsive:

1. Forms for the Bid Package:
 - Bid Proposal Form
 - Attachment A: Delinquent Personal Property Tax Affidavit
 - Attachment B: Non-Collusion Affidavit

2. Additional Information: The vendor may attach additional information in any printed Format.

BID COVER SHEET – ACDES FLEET VEHICLE BID #2019-01BD

Ashtabula County Department of Environmental Services
 FY2019 Truck Quotes | Quantity to be purchased – **Three (3) Total**

VEHICLE SPECIFICATIONS	MINIMUM SPECIFICATION REQUIREMENTS	VEHICLE SPECIFICATIONS	MINIMUM SPECIFICATION REQUIREMENTS
ENGINE TYPE	5.7L, V8	REAR STEP BUMPER	MANUFACTURER STANDARD
HORSEPOWER	360	TIRES	ALL SEASON
TRANSMISSION	AUTOMATIC	SPARE TIRES	FULL
LOCKING DIFFERENTIAL	LOCKING DIFFERENTIAL	SEATING CAPACITY	3
ALTERNATOR (AMPS)	MANUFACTURER STANDARD	FLOOR COVERING	VINYL
BATTERY (CCA)	MANUFACTURER STANDARD	SEAT COVERING	CLOTH (HEAVY DUTY PREFERRED)
COOLING SYSTEM	HEAVIEST DUTY AVAILABLE	WHEEL BASE (IN.)	133
ALTERNATIVE FUEL (TYPE)	SPECIFY	FUEL CAPACITY (GAL)	32
DRVETRAIN	4WD	GROSS VEHICLE WEIGHT RATING	8,500 LBS
BODY SIDE MOLDINGS	MANUFACTURER STANDARD	AIR CONDITIONING	REQUIRED
REAR DOOR TYPE	LOCKING TAIL GATE	TILT WHEEL / CRUISE CONTROL	REQUIRED
BED LENGTH (FT)	N/A; UTILITY BOX	POWERED WINDOWS	REQUIRED
POWERED DOOR LOCKS	REQUIRED	BACK UP ALARM	REQUIRED
KEYED DOOR LOCKS	REQUIRED	2 SETS OF KEY FOB	REQUIRED
ELECTRONIC KEYLESS ENTRY	REQUIRED	INTERMITTENT WIPERS	REQUIRED
RADIOS	STANDARD AM/FM	EXTERIOR REARVIEW MIRROR	DUAL
CARGO DOME LIGHT	AUTOMATIC	CORROSION PROTECTION	MINIMUM MFR. SPECIFICATIONS
MANUFACTURE WARRANTY	3/36,000	45 DAY TAGS	REQUIRED
SEALT BELT EXTENDER	ONE UNIT REQUIRED	TOW HITCH / 7 PIN RECEPTACLE	REQUIRED
BRAKE CONTROLLER	REQUIRED	TRAILER TOW MIRRORS	REQUIRED
7 PIN TRAILER WIRING	REQUIRED	STEP RAILS/RUNNING BOARDS	REQUIRED
*MANU. SNOW PLOW PREP	REQUIRED	CRANE REINFORCEMENT	NOT REQUIRED
** UTILITY BOX	REQUIRED	COLOR OF UTILITY BOX	WHITE
COLOR OF VEHICLE	WHITE	PAYLOAD (LBS)	2,600

ADDITIONAL INFORMATION FOR VEHICLE SPECIFICATIONS

***MANUFACTURER SNOW PLOW PREP PACKAGE** – (INCLUDES HD SUSPENSION, HD ALTERNATOR, HD TRANSMISSION COOLNG, SKID PLATES, ETC.)

****UTILITY BOX** – STANDARD, MANUAL DOORS, MANUAL LOCKS. **KNAPHEIDE, READING OR APPROVED EQUIVALENT.**

ACDES FLEET VEHICLE BID #2019-01BD BID PROPOSAL FORM

Please include, separately if necessary, any information not shown below to full identify the vehicle proposed. Also include any explanations or itemizations for expected costs incurred to the County in order to complete a purchase. Price should reflect 'out the door' costs.

<u>BASE BID</u>	<u>ADD ALTERNATES</u>
Year: _____	ALTERNATE #1: EXTENDED WARRANTY: 5 YR/100,000 MI
Make: _____	\$ _____
Model: _____	ALTERNATE #2: ADD'L 30-DAY TAG (BEYOND 45-DAY ISSUANCE)
Unit Price (per vehicle): \$ _____	\$ _____
THREE (3) VEHICLES, TOTAL BASE BID COST : \$ _____	
EXPECTED DELIVERY DATE: _____ (MM/DD/YYYY)	

Bidder Information:

Name: _____

Company: _____

Address: _____

Phone: _____

EMAIL: _____

Acknowledgement of Addenda (If Issued):

#1: _____ (Date of Issue)

#2: _____ (Date of Issue)

#3: _____ (Date of Issue)

#4: _____ (Date of Issue)

#5: _____ (Date of Issue)

By submission of this bid package, the Bidder acknowledges the assessment of liquidated damages of **\$200.00 per day beyond the expected delivery date** entered by the Bidder as part of this bid.

Attachment A

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT (This Affidavit Must Be Executed For The Bid To Be Considered)

STATE OF _____)
) SS.
COUNTY OF _____)

I, _____, _____,
(name of party signing affidavit) (title)

having affirmed under oath that at the time of the Request for Bids for vehicles
for the Ashtabula County Department of Environmental Services to be opened on _____, which bid was
submitted on _____, delinquent personal property
(date)
taxes in the amount of \$ _____ (_____ Dollars)
were due and unpaid to the County of Ashtabula, including interest in the amount of \$ _____
(_____ Dollars) and penalties in the amount of
\$ _____ (_____ Dollars).

This document when given to the County Auditor shall satisfy the requirements of ORC 5719.042.

(Name of Individual Company)

(Taxes Filed Under the Name of)

(Signature)

(Complete Address)

(Telephone)

Attachment B

NON-COLLUSION AFFIDAVIT

(This affidavit must be executed for the Bid to be considered)

STATE OF OHIO)
) ss.
COUNTY OF _____)

I, _____ being first duly sworn, deposes and
says that s/he is the _____ or authorized representative of

or is the party submitting this Bid; that such is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived, or agreed, directly or indirectly, with any other vendor or person, to submit a sham Bid, or refrain from submitting; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Bid price of affiant or any other vendor; to fix any overhead, profit or cost element of said Bid price, or of that of any other vendor; to secure any advantage against the County of Ashtabula or any person or persons interested in the proposed contract; that all statements contained in said Bid are true, and that, such vendor has not, directly or indirectly submitted this Bid, or the contents thereof, or divulged information or data relative thereto to any other potential vendor. Further, Affiant affirms that no county employee has any financial interest in this vendor or the Bid being submitted.

Affiant

Title