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COUNTY COMMISSIONERS

114 EAST MAIN STREET, SUITE 200 • VAN WERT, OHIO 45891
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February 28, 2019

The Board of Van Wert County Commissioners, on behalf of the Van Wert County Department of Job and Family Services, is seeking bids to lease a seven (7) passenger mini-van or comparable vehicle.

Deadline for submitting bids to the Board of Van Wert County Commissioners, 114 East Main Street, Suite 200, Van Wert, Ohio, 45891, is 4:00 p.m., March 25, 2019.

Bid opening will occur on Thursday, March 28, 2019, at 10:30 a.m.

Please see accompanying Invitation to Bid for additional information.

Sincerely,

Ryanne Bollenbacher, Clerk
Board of Van Wert County Commissioners



VAN WERT COUNTY
COMMISSIONERS

INVITATION TO BID 7 PASSENGER MINI VAN / COMPARABLE VEHICLE

1. Requesting Entity

This Invitation to Bid (Proposal Request) is made by the Van Wert Board of County Commissioners on behalf of the Van Wert County Department of Job and Family Services, Van Wert County, Ohio, having its principal office located at 114 E. Main Street, Van Wert, Ohio 45891. All inquiries for clarification in connection with the equipment to be purchased under this Bid shall be made to the Fiscal Officer of Van Wert County Department of Job and Family Services identified below:

Van Wert County Department of Job and Family Services
Attn: Jeremy Ebel
P O Box 595
114 E. Main Street
Van Wert, OH 45891
Telephone: 419-623-4435
Fax: 419-238-4452
E-mail: Jeremy.Ebel@jfs.ohio.gov

2. Standard Terminology

For convenience of reference, the words, terms and phrases defined below and elsewhere in this document shall have the meanings respectively ascribed to them for all purposes of this Bid, to include the following:

“Vendor” means the prospective vendor, which includes any subcontractor, consultant, firm, offerer or proposer who submits a bid in connection with this Bid.

“Equipment” means a 7-passenger mini-van/comparable vehicle.

3. Purpose of Request

Van Wert County Department of Job and Family Services has determined the need to lease a one (1) 7-passenger mini-van or comparable vehicle for the periods of either thirty-six (36) or forty-eight (48) months. The original purchase price of the vehicle **MUST** be provided on the Bid, but the option to purchase the vehicle at the end of the lease may **NOT** be included on the lease document.

4. A. Specifications for 7-passenger mini-van/comparable vehicle

- Fold Flat seating or comparable ability
- Doors on both sides for ease of loading/unloading
- Automatic transmission
- Cruise control
- Air conditioner, heater and front and rear defroster
- Power steering and power brakes with all-wheel antilock brakes
- All-wheel drive preferred; front wheel drive acceptable
- Steel belted radial tires with black sidewalls
- Windshield and rear window washer
- Remote control outside-mounted rear vision mirrors (left and right sides)
- Keyless entry
- 2 sets of keys for ignition and auxiliary areas
- FM/AM radio
- Dual front air bags
- Power locks and child safety door locks (rear doors)
- Fuel efficient
- American made preferred; or high percentage made in America
- Preferred year 2018-2019
- Solid neutral paint color, preference: silver, white, champagne, or light blue with complimentary interior color.
- Leather seat interior
- Preferred availability of vehicle on or before April 11, 2019.

5. Bid

All Bids must be accompanied by warranties, and other pertinent product literature. The Bid must be submitted in conformity with, be based upon and be subject to all the terms, conditions and obligations of the proposed documents. Van Wert County Department of Job and Family Services reserves the right to waive minor defects or variations from the exact requirements of this Bid. If insufficient information is submitted by any Vendor to properly evaluate the Bid submitted, Van Wert County Department of Job and Family Services reserves the right to request such additional information as it may deem necessary.

6. Number of Copies of Bid to Submit

Provide at least one (1) original and one (1) copy of the Bid along with two (2) copies of additional documentation, if any. The original, together with each copy, shall be securely bound and submitted as a package clearly identified on outside envelope with the words "BID FOR VWCDJFS 7-PASSENGER MINI-VAN/COMPARABLE VEHICLE. Each such submittal shall display the name, address, telephone number, fax number and email address of the Vendor submitting the Bid.

7. Closing Date

Any Bid submitted shall be received by the Van Wert Board of County Commissioners no later than 4:00 PM, March 25, 2019. Any Bid not submitted by the Vendor by this date/time will not

be considered, and will be returned unopened. The Bids will be opened the following Thursday, March 28, 2019 and a final decision made promptly.

8. Place of Submission

The Bid shall be submitted to the following location:

Van Wert Board of County Commissioners
Attn: Ryanne Bollenbacher, Clerk
114 E. Main Street, Suite 200
Van Wert, OH 45891

9. Bid Guarantee

Any Bid submitted in response to this request shall be irrevocable for a period of 45 days from the due date of the Bid and may not be withdrawn by any Vendor during such period. After such period of 45 days, the Bid may be withdrawn by a Vendor at such Vendor's request if such Vendor Bid has not been selected prior to any such request to withdraw.

10. Evaluation Criteria

An award shall be made to the lowest responsible Vendor as determined by the sole discretion of Van Wert Board of County Commissioners. In determining the lowest responsible Vendor, Van Wert County Department of Job and Family Services will consider the following criteria:

- The capacity of the Vendor to perform the work promptly or within the time specified;
- The number and scope of any conditions made a part of the Bid by the Vendor;
- The ability of the Vendor to perform any future maintenance, service or work for the use of the Program, including guarantees;
- The quality of performance by the Vendor on any previous work performed for the agency, if any;
- The total price for the equipment to be leased;
- The fuel efficiency proposed for the equipment to be purchased;
- American made product or percentage American made thereof;
- Warranties provided with the purchase of equipment.