

Fairfield County Sheriff's Office

Dave Phalen, Sheriff

221 EAST MAIN STREET
LANCASTER, OHIO 43130



INVITATION TO BID

INTRODUCTION

The Fairfield County Sheriff's Office is a local Law Enforcement agency in Fairfield County.

The Fairfield County Sheriff's Office is issuing this Invitation to Bid from Providers interested in furnishing one (1) new Full Sized Extended Length Cargo Van (2016 or newer) for the Fairfield County Sheriff's Office. This is a competitive Invitation to Bid. Bidders should read the entire contents of this Invitation to Bid since the provisions contained therein may affect your decision to submit a bid.

A public bid opening will be held on Friday, February 12, 2016 at 1:00 P.M., at the Fairfield County Sheriff's Office located at: 221 East Main Street, Lancaster, Ohio 43130.

LIMITATIONS

This Invitation to Bid does not commit the Fairfield County Sheriff's Office to award a contract or to pay any cost incurred in the preparation of a bid. The Fairfield County Sheriff's Office reserves the right to accept or reject any or all bids received, to negotiate services and costs with bidders, and to cancel in part or in entirety this Invitation to Bid. All bids submitted will remain the property of the Fairfield County Sheriff's Office. The awarding of a contract(s) does not guarantee a specific service level with one or several providers.

TERMS

All prices quoted by the bidders in their proposals must remain unchanged for a period of sixty (60) days after the date of the bid opening.

PROPSAL INSTRUCTIONS

Original bids may be hand delivered to 221 East Main Street, Lancaster, Ohio, or received via mail delivery by posted due date and time. No bids or additional information will be accepted after the due date and time. Emailed or faxed bids will **not** be accepted.

Please submit your bid in a sealed envelope with your name/organization and address, as well as, a notation on the back of the envelope "**Bid for Full Sized Extended Length Cargo Van (2016 or newer)**".

In order to be considered, all bids **must arrive no later than Friday, February 12, 2016 at 1:00 P.M.** to:

Fairfield County Sheriff's Office
Attention: James E Nicolia
221 East Main Street
Lancaster, Ohio 43130

BID REQUIREMENTS

Each bidder is required to complete and submit the Bid Proposal Form in this packet:

Exhibit 1: Proposal Form (Law Enforcement Sedans)

MINIMUM SPECIFICATIONS

Please refer to the Ohio Department of Administrative Services website, more specifically the following Procurement Contracts for a full listing of the minimum requirements.

Index #GDC050 (RS901216 effective 11/13/2015)*

https://procure.ohio.gov/OrigContract/RS901216_OC.pdf

*Options to include: No Windows; Additional Set of Keys; Backup Alarm; Running Boards

OBILGATION OF BIDDER

Each bidder must insure that all employees and applications for employment are not discriminated against because of race, color, religion, sex, non-disqualifying physical or mental handicap, or national origin.

COST LIABILITY

The Fairfield County Sheriff's Office will assume no responsibility and no liability for costs incurred by prospective bidders for the purposes of preparing and submitting proposals.

FINDINGS FOR RECOVERY

House Bill 95, the State of Ohio Operating Budget for fiscal years 2004-2005 enacted a new provision of law (O.R.C. 9.24) effective January 1, 2004, that prohibits a state agency or political subdivision from awarding a contract for goods, services, or

construction, which is paid in whole or in part with state funds, to a person against whom a finding for recovery is unresolved.

As of the above date, Fairfield County Sheriff's Office will verify that each individual and/or business that bids on this proposal does not have any unresolved findings for recovery listed on the State of Ohio Auditor's Office Database established for this purpose.

CONTRACT SELECTION CRITERIA

After the Fairfield County Sheriff's Office has reviewed all bids and made a selection, all bidders will be notified of their status via mail by Friday, March 04, 2016. The Invitation to Bid packet and the selected provider's bid response, including all attachments, will be incorporated into the contract.

INQUIRIES

All questions must be received in writing, directed to the Fairfield County Sheriff's Office, Attention: James E Nicolola via mail at the address above or email jnicolia@sheriff.fairfield.oh.us, at least one business day prior to the bid due date. The Fairfield County Sheriff's Office will respond to all questions by posting the answers on the County website, www.co.fairfield.oh.us, for reference. It is the responsibility of all bidders to check the website on a regular basis for responses to questions, as well as for any addendums or other pertinent information regarding this Invitation to Bid.

PROTEST PROCEDURE

Any bidder who is not in agreement with the competitive bidding award may file a written protest to the Fairfield County Sheriff's Office, Attention: Sheriff Dave Phalen; 221 East Main Street, Lancaster, Ohio 43130. The protest must be filed within five business days from the date of the notification letter informing bidders of the bid results. The protest shall be in writing and contain the following information:

1. The name, address, and telephone number of the protestor;
2. The name of the Invitation to Bid being protested;
3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
4. A request for a ruling in writing by the Fairfield County Sheriff's Office; and
5. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

The Fairfield County Sheriff's Office will review the bid files and make a determination as to the validity of the protest.

Exhibit 1:

Proposal Form

Company Name: _____

Address: _____

Phone Number: _____

Name of contact person: _____

Full Sized Extended Length Cargo Van (2016 or newer) meeting the minimum specifications:

Total Cost, Title, and any delivery charges:

**Fairfield County Sheriff's Office is a tax exempt agency.*

\$ _____

I, _____ ,
Name & Title

attests this vehicle meets or exceeds the listed specifications on Exhibit 2. I further agree that delivery to the Fairfield County Sheriff's Office can be expected 90-120 days from the date of notification of a successful bid.

Signature: _____

Date of proposal: _____