



LAKE METROPARKS
11211 SPEAR ROAD
CONCORD TWP., OHIO 44077

Sport Utility Vehicles

BID #2011-021

PUBLISHED DATE: April 18, 2011
DUE DATE: May 9, 2011

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LEGAL NOTICE
INVITATION FOR BID

Sealed bids will be received by the office of Lake Metroparks, 11211 Spear Road, Concord Twp., Ohio 44077, no later than 2:00 p.m. local time, on Monday, May 9, 2011, and thereafter will be publicly opened, read, and recorded for the following:

Sport Utility Vehicles
BID PKG. #2011-021

All bidding documents, specifications, plans, etc., can be viewed or printed free of charge. To access bid documents, or access legal notice go to www.lakemetroparks.com, go to “*About Us*”, click on “*Bids/Purchasing*”. If you have any problems accessing the information, please contact the Purchasing Department at 440-352-2343. Copies of said bid documents may also be obtained by bidders, **at Lake Metroparks Administrative Headquarters**, 11211 Spear Road, Concord Twp., Ohio 44077 free of charge.

In the performance of all contracts, contractors will comply with all applicable federal and state laws and regulations pertaining to Equal Employment Opportunities.

Lake Metroparks is a governmental agency exempt from all local, state, and federal taxes.

Bids must be in sealed envelopes and clearly marked with the appropriate bid number.

No bid may be withdrawn for at least sixty-(60) days after the scheduled closing time for receipt of bids.

Lake Metroparks reserves the right to reject any and all bids and parts of any and all bids and waive any informalities.

BY THE ORDER OF THE BOARD OF PARK COMMISSIONERS OF LAKE METROPARKS

Stephen W. Madewell
Executive Director
Published Date: April 18, 2011

PROPOSED SCHEDULE FOR COMPLETION OF BID PROCESS

- Advertised Public Bidding..... April 18, 2011
- Deadline for Submitting Approved Equal Request and requests
to answer questions April 29, 2011 at 2:00 p.m.
- Issuance of final addendum by Lake Metroparks for responses
to written questions and request for approved equals May 3, 2011
- Bid Opening May 9, 2011 at 2:00 p.m.
- Award of Bid by Board of Park Commissioners May 18, 2011
- Notice of Award Sent to Bidders May 19, 2011
- Purchase Order Issued to Successful Bidder May 19, 2011
- Delivery of all VehiclesTBD

QUESTIONS REGARDING THE BIDDING PROCESS

All questions concerning this bid shall be referred to:

Lake Metroparks Representative:

Mark Evangelista, MBA, C.P.M.

Purchasing Manager

11211 Spear Road, Concord Twp., Ohio 44077

440-352-2343

Email: mevangelista@lakemetroparks.com

**SPECIFICATIONS
FOR LAKE METROPARKS
FORD EXPLORER 4 X 4 SPORT UTILITY VEHICLE**

**MINIMUM REQUIREMENTS
4 X 4 SPORT UTILITY VEHICLE (SUV)**

The Sport Utility Vehicle specified shall be of the enclosed integral cab and body type equipped for transporting personnel and cargo and based on the following specifications. The specified products, as listed in this section of the bid document have been determined to meet the specifications as listed. All other makes/models must be submitted for preapproval prior to submitting a bid (see Attachment “J”). Reference to brand names is descriptive only of the type and quality of the item desired, and is not intended to be restrictive but other brands shall be considered only as submitted and pre-approved.

Manufacturer and Model

Manufacturer	Ford
Model	Explorer

Exterior Dimensions

Wheelbase [in]	112.6
Length [in]	197.1
Height [in]	70.4
Width - Excluding Mirrors [in]	78.9
Width - Including Mirrors [in]	90.2
Width - Mirrors Folded [in]	82.5

Seating Specifications

Seating Capacity	5-7
Passenger Volume [cu. ft.]	151.7
Cargo Volume Behind First Row [cu. ft.]	80.7
Cargo Volume Behind Second Row [cu. ft.]	43.8
Cargo Volume Behind Third Row [cu. Ft.]	21.0
1 st Row Seating	Bucket Seats
2 nd Row Seating	Split Bench 60/40 Fold Flat Seat
3 rd Row Seating (If Required)	50/50 Split Fold Flat Seat

Fuel Capacity

Fuel capacity (gal.)	18.6
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Interior Specifications

Air Conditioning	Air Conditioning – With Front and Rear Controls
Radio	Am/Fm Radio/CD

Bid 2011-021 Sport Utility Vehicles 4

Interior Seats	Cloth Interior Medium Light Stone Cloth
Cruise Control	Cruise (Speed) Control with Steering Wheel Mounted Cruise and Audio Controls
Carpet	Interior Carpet
Interior	Interior - Vinyl / Rubber Flooring
Steering	Power Steering With Tilt/Telescoping Steering Wheel Column
Windows	Power Windows
Defroster	Rear Window Defroster
Dome/Map Lighting	1 st , 2 nd , and 3 rd Row Dome/Map Lights
Floor Mats	1 st and 2 nd Row Carpeted Floor Mats
Console/Armrest	1 st Row Center Console with Armrest and Storage
Visors/Vanity Mirrors	Adjustable Driver and Front Passenger Sun Visors with Vanity Mirrors
Hooks	Cargo Area Hooks
Cabin	Cabin Air Filter
Power Points	Four 12-volt power points (2 in 1 st Row, 1 in 2 nd Row, and 1 in Rear Cargo Area)
Assist Handles	Front-Passenger (1) and B-Pillar (2) assist Handles
Floor Hooks	Load Floor Tie-Down Hooks
Overhead Console	Overhead Console with Sunglasses Holder

Exterior Specifications

Trim Level	Base
Color	Ingot Silver Metallic
Head Lamps	Bi-Functional Projector-Beam Halogen Headlamps
Exhaust	Quasi dual exhaust with chrome tips
Tail-Lamps Side Mirrors	LED Tail-lamps Power Side-view Mirrors with Integrated Blind Spot Mirrors and Manual Fold Away Design
Privacy Glass	Rear Doors, Rear Quarter Window, and Lift-gate Window
Antenna	Roof Mounted
Windshield Wipers	Front- Speed-sensitive, Variable Intermittent with Washer Rear-Two Speed with Washer
Entry System	Remote Keyless System With Keyhead Transmitter Remotes

Engine Specifications

Engine Specifications	3.5L V6
Drive type	4 Wheel Drive
Engine type	3.5L Twin independent Variable Camshaft Timing (TiVCT) V6
Transmission	6-speed automatic (std.)
Engine block type	Cast aluminum
Cylinder head material	Cast aluminum
Four Wheel Drive V6 MPG	17 city / 23 hwy / 19 combined
Battery	58-Amp-Hour Battery
Alternator	175-Amp

Horsepower (Min)	290
Torque (Lb. Ft.)	255

Chassis Specifications

Gross Vehicle Weight (Minimum Lbs.)	6160
Front suspension	Strut front suspension with 32mm front stabilizer bar
Front shocks	Gas-pressurized twin tube
Rear suspension	Multi-link independent rear suspension with 22mm rear stabilizer bar
Rear shocks	Gas-pressurized twin tube
Brakes	Power 4-wheel disc with Anti-lock Braking System (ABS)
Steering	Electronic Power-Assisted Steering (EPAS)

Tires and Wheels

Spare Tire Assembly	Full Size Spare
Front Wheel Locking Hubs	Automatic
Tire Size	17" Steel Wheels with 5-spoke Wheel Covers and P245/65R17 All Terrain Tires

Warranty

OEM Comprehensive Warranty	3 year/36,000 mile bumper to bumper
OEM Power-train Warranty	5 year/60,000 mile
OEM Corrosion Warranty	5 year/Unlimited

Safety & Security Specifications

Safety System

Restraint System, All Seated
Positions

Dual Stage Driver and Front
Passenger Airbags

Safety Belt Pretensioners

Safety Belt Usage Sensors

Autolock

Battery Saver with Headlamps off
Delay

Safety Belt Reminder

Front Height Adjustable
Shoulder Safety Belts

Front Seat Side Airbags

Illuminated Entry System

Tire Pressure Monitoring System

Automatic Vehicle Stability
Control

Deactivated Daytime Running
Lights

REQUEST FOR APPROVED EQUALS

• SUBMITTAL OF REQUEST FOR APPROVED EQUALS

- The specified make/model, as listed in the above section of this bid document has been determined to meet the specifications as listed. All other products must be submitted for preapproval prior to submitting a bid. Reference to brand names is descriptive only of the type and quality of the item desired, and is not intended to be restrictive but other brands may be considered only as submitted and pre-approved.
- Exceptions and substitutions for products other than those specified or stated as approved equals will not be considered unless they are pre-approved by and accepted by Lake Metroparks.
- Product substitutions requiring pre-approval may be submitted to Lake Metroparks by submitting ATTACHMENT J - Request for Approved Equals. Each request for approved equal shall be made separately. Reproduce form as necessary.
- If non specified product is submitted for pre-approval, Bidder must provide detailed product information and technical specifications, including item code, quantity, brief description, manufacturers model number, descriptive literature in the form of photos/brochures or web links and all other data that establishes equivalency to technical specifications. The burden of proving equality is the Bidder's responsibility.
- For the purposes of this bid, an Approved Equal shall mean: Any manufacturer or product line that has been submitted for consideration as being functionally and technically "equivalent" to specified products. In order to submit a responsive bid, all such requests must be pre-approved by Lake Metroparks, following the process described in this document.
- Lake Metroparks will review requests for equals. Addenda will be issued stating the preapproved equals. No specific response will be made to those requests for exceptions and deviations that are denied. No letters for further reconsideration will be accepted.
- Submit with your bid a copy of any Request for Approved Equals Form that has been signed by Lake Metroparks as "APPROVED". Any exception to this requirement will deem the bid unresponsive.
- All Bids should clearly indicate whether products included in bid are specified product or pre-approved equal. In the case of a pre-approved equal, a copy of pre-approval notification must accompany your bid. Only requests for pre approved equals submitted with the bid will be considered.

INSTRUCTIONS TO BIDDER

BID FORMS. Bid must be submitted on preprinted Bid Forms supplied by the Lake Metroparks Office.

BID OPENING AND BID RESULTS. Bids are opened publicly in the Lake Metroparks Office. Interested parties are invited to attend the bid opening. A tabulation of bids received will be available within a reasonable time after the bid opening. Bid results will be posted on the company website within 48 hours after bid opening.

BID SUBMITTAL DEADLINE. **The Bid Submittal Deadline is 2:00 p.m.** Bid must be submitted in sealed envelopes and should be properly identified with the bid number. **Bids must arrive in the Lake Metroparks Office, 11211 Spear Rd., Concord Twp., Ohio, 44077, by 2:00 p.m., local time.** Telephone, telegraphic, facsimile, electronic, and late bids will not be accepted or considered. It is the Bidders' responsibility to see that their bids have sufficient time to be received by the Lake Metroparks Office before the Bid Submittal Deadline.

BID WITHDRAWAL. Bidders' authorized representatives may withdraw bids only by written request received by the Purchasing Department before the Bid Submittal Deadline. After that time, Bidders may not withdraw their bids for a period of sixty-(60) days from the Bid Submittal Deadline. At no time may the successful Bidder(s) withdraw his bid.

INFORMED BIDDERS. Before submitting bids, Bidders must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Failure to do so will be at Bidders' own risk and they cannot secure relief on the plea of error.

LATE BIDS. Bids not received by the Bid Submittal Deadline are late. Late bids will be returned to Bidders unopened.

PRICES, NOTATIONS, AND MISTAKES. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs bid. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

OFFERS OF MORE THAN ONE PRICE. Bidders are allowed to submit more than one bid but not more than four bids. Bidders may submit one Base Bid and up to three Alternate Bids. Where Bidder submits more than one bid, one bid shall be marked "Base Bid" and the others shall be marked "Alternate Bid". Each Base Bid and each Alternate Bid shall be submitted in accordance with the terms and conditions of this bid solicitation. Bidders may reproduce this bid package to submit alternate bids. Additional bid packages will not be furnished by the Lake Metroparks.

QUESTIONS, INTERPRETATION, OR CORRECTION OF BID DOCUMENTS. Bidders shall notify the Purchasing Office promptly of any error, omission, or inconsistency that may be discovered during examination of the solicitation. Requests for interpretation, correction, or clarification shall be made in writing to the Purchasing Office. ***Questions regarding this solicitation must be submitted in writing, either by mail or facsimile, to Purchasing Office at 11211 Spear Rd. or 440-639-9126 and shall arrive at least five (5) working days before the Submittal Deadline not including the day of submittal.*** Any questions received after the deadline will not be addressed. Bidder's company name, address, phone and fax number, and contact person must be included with the questions or comments. Oral questions may be presented at any pre-bid conference held for this solicitation.

Clarification, corrections, or changes to specifications. All clarifications, corrections, or changes, to the solicitation documents will be made by Addendum ***only and posted to Lake Metroparks website under “Bids/Purchasing” at <http://www.lakemetroparks.com/about/bids.shtml>***. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone, in person, or at a pre-bid conference. Interpretations, corrections, and changes shall not be binding unless made by Addendum. All Addenda issued shall become part of the Agreement documents. Addendum will be sent to all known solicitation holders by facsimile or email. It is the Bidders sole responsibility to ascertain that it has received all Addenda issued for this solicitation. All Addenda must be acknowledged and returned on or before the Submittal Deadline, unless otherwise directed by an Addendum.

TERMS OF THE OFFER. Lake Metroparks acceptance of Bidder’s offer shall be limited to the terms herein unless expressly agreed in writing by the Lake Metroparks. Bids offering terms other than those shown herein will be declared non-responsive and will not be considered.

TERMS AND CONDITIONS

ATTORNEY FEES. In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

BIDDER AGREEMENT TO TERMS AND CONDITIONS. Submission of a signed bid will be interpreted to mean Bidder has agreed to all the terms and conditions set forth in the pages of this solicitation.

CANCELLATION OF CONTRACT. The Lake Metroparks may cancel this contract WITHOUT CAUSE at any time by giving thirty-(30) days written notice to the supplier/contractor. The Lake Metroparks may cancel this contract WITH CAUSE at any time by giving ten (10) days written notice to the supplier/contractor. Cancellation for cause shall be at the discretion of the Lake Metroparks and shall be, but is not limited to, failure to supply the materials, equipment or service specified within the time allowed or within the terms, conditions or provisions of this contract. The successful Bidder may not cancel this contract without prior written consent of the Purchasing Office.

COMPLIANCE OR DEVIATION TO SPECIFICATIONS. Bidder hereby agrees that the material, equipment or services offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Bidder's response. Bidder may submit an attachment entitled "Exceptions to Specifications", which must be signed by Bidder's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Bids failing to comply with this requirement will be considered non-responsive. Submittal of brochure or other manufacturer literature is desirable but shall not be an acceptable substitution for this requirement.

COMPLIANCE WITH LAWS. All bids shall comply with current federal, state, local and other laws relative thereto.

FORCE MAJEURE. If execution of this contract shall be delayed or suspended and if such failure arises out of causes beyond the control of and without fault or negligence of the Contractor, the Contractor shall notify the Lake Metroparks, in writing, within twenty-four (24) hours, after the delay. Such causes may include but are not limited to acts of God, war, acts of a public enemy, acts of any governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, strikes, and unusually severe weather.

FORMATION OF CONTRACT. Bidder's signed bid and Lake Metroparks written acceptance via Purchase Order shall constitute a binding contract.

LAWS GOVERNING CONTRACT. This contract shall be in accordance with the laws of the State of Ohio. The parties stipulate that this contract was entered into in the county of Lake, in the State of Ohio. The parties further stipulate that the county of Lake, Ohio, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

NOMENCLATURES. The terms Successful Bidder, supplier, vendor, and contractor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the Lake Metroparks enters into a contract as a result of this solicitation.

REJECTION OF BIDS. The Lake Metroparks reserves the right to reject any bids, all bids, or any part of a bid. The Lake Metroparks reserves the right to reject the bid of any Bidder who previously failed to perform adequately for the Lake Metroparks or any other governmental agency. The Lake Metroparks expressly reserves the right to reject the bid of any Bidder who is in default on the payment of taxes, licenses, or other monies due the Lake Metroparks.

SAFETY. All articles delivered under this contract must conform to the Safety Orders of the State of Ohio, Division of Industrial Safety.

SELL OR ASSIGN. The successful Bidder shall not have the right to sell, assign, or transfer, any rights or duties under this contract without the specific written consent of the Lake Metroparks.

SEVERABILITY. If any provisions, or portions of any provisions, of this contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

TAXES. The Lake Metroparks is exempt from all local, state, and Federal taxes.

WAIVER OF INFORMALITIES. The Lake Metroparks reserves the right to waive informalities or technicalities in bids.

**SPECIAL PROVISIONS
FOR MATERIALS & EQUIPMENT**

AUTHORIZED DISTRIBUTOR. Successful Bidder must be an authorized distributor for the product he offers, or with his bid, he must submit documentation from an authorized distributor that he has purchased the specified product/equipment from that distributor and that the distributor will honor all of the manufacturer's warranties.

BRAND NAMES. Manufacturers names, trade names, brand names, model and catalog numbers used in these specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for alternative brands that meet or exceed the quality of the specifications listed for any item.

BRAND SUBSTITUTIONS. Bids will be considered for items complying substantially with specifications, provided deviations to the specifications are stated and items are described in detail. When offering alternate products, it is the responsibility of the bidder to indicate the brand names and model/catalog numbers, and to provide evidence of the equality of the items to the products specified in the solicitation. Standard catalog sheets or technical data will not be accepted in lieu of this requirement. The Lake Metroparks will be the sole judge of whether such alternates are equivalent to the items specified. Lake Metroparks reserves the right to waive immaterial variations in the specifications.

COMPLIANCE WITH SAFETY & HEALTH REGULATIONS. Bidder agrees that all item(s) offered comply with all applicable Federal and the State Occupational Safety and Health Act, laws, standards and regulations, and that Bidder will indemnify and hold the Lake Metroparks harmless for any failure to so conform.

DELIVERY HOURS. Unless otherwise specified, all items must be delivered to: *Lake Metroparks 11211 Spear Rd. Concord Twp., Ohio 44077*, Monday through Friday, between the hours of 8:00 A.M. and 4:00 P.M., excluding holidays.

DELIVERY TIME

The maximum time allowed for delivery is: one-hundred and twenty days (120) days from receipt of order. Bidder shall state earliest delivery time on his Bid Form. The Lake Metroparks reserves the right to cancel any order not received within the time stated by the Bidder in his bid. Delivery time will be a factor in award of bid where a maximum time for delivery is stipulated herein. Bid documents will inform Bidder when delivery is a factor in award of bid.

F.O.B. POINT & SHIPPING CHARGES. All prices shall be quoted F.O.B. destination.

HOLD HARMLESS. Successful Bidder agrees to indemnify, defend, and hold harmless the Lake Metroparks, it's governing body, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorneys' fees, or actions of any kind in nature resulting from personal injury to any person (including bodily injury and death), or damage to any property, arising or alleged to have arisen out of Bidder's negligent acts, errors, omissions, for provision of the products specified under the contract. The amount and type of insurance coverage requirements set forth herein, or lack thereof, will in no way be construed as limiting the scope of indemnity in this paragraph.

MANUFACTURER & MODEL NUMBER. On his Bid Form, Bidder must state the manufacturer name and model number of each item proposed.

NEW AND UNUSED. Unless specifically provided to the contrary, all materials and equipment shall be new and unused and of the current production year. Bids that are received for other than the current production year or for items and materials that have been previously used will be rejected.

Attachment "A"
(Submit with bid)

Bid 2011-021

Offer Sheet

Bidder certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Bidder also certifies that the prices offered were independently developed without consultation with any of the other bidders or potential bidders.

Authorized Signature	Company's Legal Name
Printed Name	Address
Title	City, State & Zip Code
Telephone Number	FAX Number
Authorized Signature E-mail Address	Company E-mail Address

Accounts Receivable Contact Name: _____

Acknowledgement of Addendums

Addendum No. _____ **Dated:** _____
Addendum No. _____ **Dated:** _____
Addendum No. _____ **Dated:** _____

For questions regarding this offer: (If different from above)

Contact Name	Phone Number	Fax Number
Email Address		

FEDERAL TAXPAYER ID NUMBER: _____

Ohio Sales Tax No. _____

Bidder certifies it is a: Proprietorship ____ Partnership ____ Corporation ____

Attachment "B"
(Submit with Bid)

BID FORM
Sport Utility Vehicles
Bid No. 2011-021

I/We, _____ examined the bidding documents and are familiar with the conditions under which the vehicles are to
(Authorized Company Representative)

be delivered. _____ proposes to furnish the vehicles as required and delivered to Lake Metroparks, where
(Name of Dealership)

specified, when specified, and for the following sum.

Item	Quant	Unit of Measure	Description	Cost/Each In Dollars & Cents	Total Cost Total Cost in Dollars & Cents
1	3	Each	Sport Utility Vehicles as Described on Pages 4-8		
2	1	Each	Shop Manual		
3	3	Sets	Additional Key FOB (One for Each Vehicle)		
4	3	Each	30 Day Temporary Tag		
5	Total Cost (Add Lines 1-4)				

TOTAL AMOUNT WRITTEN IN WORDS ITEM 1 _____

TOTAL AMOUNT WRITTEN IN WORDS ITEM 2 _____

TOTAL AMOUNT WRITTEN IN WORDS ITEM 3 _____

TOTAL AMOUNT WRITTEN IN WORDS ITEM 4 _____

TOTAL AMOUNT WRITTEN IN WORDS ITEM 5 _____

Amount Written in Words. This bid will be awarded based upon the total amount bid **as written in words.** Where there is a discrepancy between words and figures, WORDS WILL GOVERN. Where there is a discrepancy between item unit price and extended total, UNIT PRICE WILL GOVERN.

Attachment "B" (Continued)
(Submit with Bid)

BID FORM
Sport Utility Vehicles
Bid No. 2011-021

Please check your calculations before submitting your bid; Lake Metroparks will not be responsible for Bidder miscalculations.

PAYMENT TERMS

If any additional discounts are offered for early payment, please list here. Normal payment terms are Net 30 Days. _____% Discount Net _____.

Bidder further agrees; in addition to the terms and conditions specified herein the following terms and conditions that are a part of this bid and any resulting contract:

F.O.B. Point. All shipments shall be made F.O.B. destination. F.O.B. destination indicates that the *seller* is responsible for shipment until it is tendered to the Lake Metroparks, even if the Lake Metroparks agrees to pay for shipping and handling.

Award. Bid award will be based on the lowest responsive and responsible bid price including any transportation charges, as well as any other criteria indicated in these specifications.

Signatures. All information submitted by Bidder, including signatures, must be original. Copies will not be accepted.

Maximum Completion or Delivery Time: _____ Days from receipt of order or notice to proceed.

Term Of Offer. It is understood and agreed that this bid may not be withdrawn for a period of **sixty-(60) days** from the Bid Submittal Deadline, and at no time in case of successful Bidder.

Bidder's Acknowledgement Of His Understanding Of The Terms and Conditions. Signature below verifies that Bidder has read, understands, and agrees to the conditions contained herein and on all of the attachments and agenda.

Authorized Signature

Company's Legal Name

Attachment "C"

"STATEMENT OF NO BID"

IF YOU DO NOT INTEND TO BID ON THIS REQUIREMENT, PLEASE COMPLETE AND RETURN THIS FORM PRIOR TO DATE SHOWN FOR RECEIPT OF BIDS TO: LAKE METROPARKS, PURCHASING DEPARTMENT, 11211 SPEAR RD., CONCORD TWP., OH 44077 OR FAX TO 440-639-9126.

WE, THE UNDERSIGNED, HAVE DECLINED TO BID ON YOUR BID NO. _____ OPENING _____, FOR _____ FOR THE FOLLOWING REASON(S):

_____ SPECIFICATIONS ARE TOO "TIGHT", I.E. GEARED TOWARD ONE BRAND OR MANUFACTURER ONLY (PLEASE EXPLAIN REASON BELOW)

_____ INSUFFICIENT TIME TO RESPOND TO INVITATION TO BID.

_____ WE DO NOT OFFER THIS PRODUCT/S OR EQUIVALENT.

_____ REMOVE US FROM YOUR BIDDERS' LIST FOR THIS COMMODITY OR SERVICE

_____ OUR PRODUCT SCHEDULE WOULD NOT PERMIT US TO PERFORM.

_____ UNABLE TO MEET SPECIFICATIONS.

_____ UNABLE TO MEET BOND REQUIREMENTS.

_____ UNABLE TO MEET INSURANCE REQUIREMENTS.

_____ SPECIFICATIONS UNCLEAR (PLEASE EXPLAIN BELOW).

_____ COMPETITION RESTRICTED BY PRE-APPROVED LAKE METROPARKS STANDARDS

_____ OTHER (PLEASE SPECIFY BELOW).

REMARKS: _____

WE UNDERSTAND THAT IF THIS "NO BID" LETTER IS NOT EXECUTED AND RETURNED, OUR NAME MAY BE DELETED FROM THE LIST OF QUALIFIED BIDDER'S FOR FUTURE PROJECTS OR COMMODITIES.

COMPANY NAME _____

ADDRESS _____

SIGNATURE AND TITLE _____

TELEPHONE NUMBER _____ DATE _____

Attachment "E"
(Submit with bid)

REFERENCES

<u>Name of Organization/Address</u>	<u>Contact Person</u>	<u>Contact Number</u>
-------------------------------------	-----------------------	-----------------------

1) _____

2) _____

3) _____

PERSONAL PROPERTY TAXES

The successful bidder shall provide a properly executed statement, which fulfills the requirements of Section 5719.042 of the Ohio Revised Code, reproduced in the following *Section 5719.042*. *After the award by a taxing district of any contract let by competitive bid and prior to the time the contract is entered into, the person making a bid shall submit to the District's fiscal officer a statement affirmed under oath that the person with whom the contract with any delinquent personal property taxes on the General Tax List of Personal Property of any county in which the taxing district has territory of that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon.* If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the County Treasurer within thirty (30) days of the date it is submitted.

A copy of the statement shall also be incorporated into the contract, and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as part thereof.

Attachment "F"
(Submit with bid)

LAKE METROPARKS
BIDDERS'S AFFIDAVIT
PERSONAL PROPERTY TAX DELINQUENCY

RE: Lake Metroparks

Bid No. 2011-021
Personal Property Tax Certification
Required by Ohio Revised Code
Section 5719.042

Lake Metroparks
11211 Spear Road
Concord Twp., Ohio 44077

Dear Sir:

Company Name

President

(A) The above hereby certifies that the party to whom contract award is being considered was not charged with any delinquent personal property tax on the general tax list of personal property for any county in the State of Ohio at the time the bid was submitted for the above referenced contract.

OR

Company Name

President

(B) The above hereby certifies that the party to whom contract award is being considered has been charged with a delinquency regarding personal property tax on the general tax list of personal property for any county in the State of Ohio at the time of time of bid opening for the above referenced contract. The amount of the due and unpaid delinquent taxes, including any due and unpaid penalties and interest thereon, is \$_____. It is understood that the Treasurer is required to transmit this statement to the County Treasurer.

It is understood that, by law, this statement is to be signed by the party whose bid has been tentatively accepted, and must be affirmed under oath. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the Treasurer to the County Treasurer within thirty days of the date it is submitted. The statement must be incorporated into the contract before any payment can be made under the subject contract.

_____ SWORN TO before me and subscribed in my
presence this _____ day of _____ 20__

Notary Public

Attachment "G" (Continued)

(Submit with bid)
AFFIDAVIT OF NON-COLLUSION

Corporation only: Affiant further says that the following is a complete and accurate list of the officers, directors and attorneys of said corporation:

- | | |
|--------------------|-----------------|
| President - | Vice President- |
| Secretary- | Treasurer- |
| Attorneys- | Directors- |
| Lake County Agent- | |

And that of the following officers are duly authorized to execute contracts on behalf of said corporation: _____

Affiant further says that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly, induced or solicited any other bidder to put in a false or sham bid, and has not, directly or indirectly, colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or any other bidder, or to fix any overhead, profit, or cost element of such bid price or that of any other bidder, or to secure any advantage against the Lake Metroparks or anyone interested in the proposed contract' that all statements contained in such bid are true; that said bidder has not directly or indirectly submitted has bid price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member agent thereof, or to any other individual, except to such person or person as herein above disclosed to have a partnership or other financial interest with said bidder in his general business; and further that said bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, of to any other individual, for aid or assistance in securing contract above referred to in the event the same is awarded to:

(Name of individual, partnership or corporation)

Further affiant saith not
(Sign Here) _____

Sworn to before me and subscribed in my presence this _____ day of _____, 20__

(Notary Public)

Attachment "H"
(Submit with bid)

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the date given must be clear and comprehensive. This statement must be notarized. If necessary questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

Name of Bidder: _____

Permanent main office address: _____

When organized: _____

If a corporation, where incorporated: _____

How many years you have been engaged in business: _____

General scope of work or products supplies: _____

Have you ever failed to complete any work awarded to you? _____

If so, where and why _____

Have you ever defaulted on a contract? _____

Credit available: \$ _____

Give Bank reference: _____ Address: _____

Phone: _____

Will you, upon request, fill out a detailed financial statement and furnish any other information requested by the Lake Metroparks? _____

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Lake Metroparks in verification of the recitals comprising this Statement of Bidder's qualifications.

Dated at _____ this _____ day of _____, 20__

Name of Bidder
By _____
Title _____

State of _____)

SS.

County of _____)

_____ being duly sworn deposes and says that he/she
is _____ of _____

Title

Name of organization

And that the answers to the foregoing questions and all statements therein contained are true and correct.
Subscribed and sworn to before me this _____ day of _____, 20__

_____ My commission expires _____, 20__

Notary Public

Attachment "I"
(Submit with bid)

VENDOR IDENTIFICATION FORM

If the bidder is a corporation:

Name of Corporation

State in which Incorporated

Signature of Officer authorized
to make this agreement:

Signature of Officer/Printed Name

Business Address

Telephone Number

If the bidder is a partnership,
fill in the following blanks:

Name of Partnership-List Names

Signature of at least one partner:

Member of Firm

Business Address

Telephone Number

If the bidder is an individual,
fill in all the following blanks:

Signature of Individual/Printed Name

Business Address

Telephone Number

Attachment "J"
(Submit copy of approved form with bid)

REQUEST FOR APPROVED EQUALS

Note: Fax, mail, hand deliver, or email this page for preapproval of alternative vehicles. This form may be faxed the attention of Mark Evangelista at 440-639-9126. Mailed to 11211 Spear Road, Concord Twp., Ohio 44077, or emailed to mevangelista@lakemetroparks.com.

Bid No.: 2011-021 Sport Utility Vehicles

Bidder's Name: _____ Date Submitted: _____

Phone Number: _____ Fax Number: _____

Email: _____

Describe Request:

If additional space is needed to fully explain the request, Bidder may provide separate attachment that is clearly titled and identified to ensure each attachment is properly reviewed with the appropriate request form.

MANUFACTURER: _____
(Manufacturer of Proposed Equal)

MODEL NUMBER: _____

ATTACHMENTS: Attach photographs and drawings of proposed item and specifications of sufficient quality to allow comparison with specified item. Identify each attachment with Bid Number listed above.

INSPECTION: For any proposed "Approved Equal", bidder must provide address located within Lake County, Geauga County, or Cuyahoga County where vehicles may be viewed for inspection by Lake Metroparks' staff.

Approved by Lake Metroparks

Name _____

Signed: _____

Date _____

Checklist of Bid Proposal Forms

Properly executed bid proposal shall include the following information and forms. All of the necessary forms are included in these detailed specifications.

Attachment "A" Offer Sheet (Submit with bid)

Attachment "B" Bid Form (Submit with Bid)

Attachment "C" Substitution Sheet (Submit with bid)

Attachment "E" References (Submit with bid)

Attachment "F" Bidders Affidavit Personal Property Tax (Submit with bid)

Attachment "G" Affidavit of Non-Collusion (Submit with bid)

Attachment "H" Statement of Bidder's Qualifications (Submit with bid)

Attachment "I" Vendor Identification Form (Submit with Bid)

Attachment "J" Request for Approved Equals

End of Bid 2011-021