**Truck Tractor Conventional Cab Tandem Axle**

**REQUIREMENTS/SPECIFICATIONS**

**Section 1: Intent**

The purpose of this invitation to bid is to establish a term contract for truck tractors, conventional cab, with a tandem drive rear axle to be used for heavy hauling of varied road and construction machinery on and off the road, new and used. The unit must meet all current FMVSS standards.

 Bidders may submit pricing for both new and used equipment for this contract.

All new equipment must be brand new from the factory. All new equipment will be the latest current model incorporating the latest engineering changes, with manufacturer's standard equipment, unless otherwise specified, meeting all the standards listed below.

**Section 2: Multiple Award**

ODOT will accept all responsive bids submitted on or before the specified bid opening date and make an award to all responsive bidders pursuant to O.R.C. 5513.02.

**Section 3: Contract Duration**

The effective duration of this contract shall be for twelve (12) months from the **Date of Award.**

**Section 4: Price Increases**

Price increases during the term of this contract will **only** be approved for Federal mandates. A price increase request must be made in writing to the Office of Contracts and include all documentation that supports the need for the price increase. ODOT reserves the right to cancel the contract if the price increase is considered unacceptable. If acceptable, new pricing will take effect 30 days after the date of the acceptance letter.

**Section 5: Free on Board (F.O.B.) Destination**

The net unit bid price shall include delivery charges, Free on Board (F.O.B.) to any of ODOT’s twelve (12) Districts and eighty-eight (88) county destination locations in the State of Ohio, as per the enclosed map: **NOTE:** Purchase orders when issued, will detail specific destination points.

|  |  |
| --- | --- |
| District 1 - Lima | District 7 - Sidney |
| District 2 - Bowling Green  | District 8 - Lebanon |
| District 3 - Ashland | District 9 - Chillicothe |
| District 4 - Akron | District 10 - Marietta |
| District 5 – Jacksontown | District 11 – New Philadelphia |
| District 6 – Delaware | District 12 – Garfield Heights |
| Central Garage – Columbus (CG) | OPI/CCI – Chillicothe |

**Section 6: Delivery**

Delivery of the vehicle(s) will be F.O.B. Destination to the ship to address listed on the purchase order (this includes Co-Op) locations.

Delivery shall be required to be completed within **120** calendar days of receipt of valid Purchase Order.

 **6.1: Delivery Hours**

 All deliveries made to a Department of Transportation facility must be made between the hours of 8:00 a.m. and 2:30 p.m., Monday through Friday, unless special permission is granted by the Department to temporarily waive or adjust this requirement.

 **6.2: Fuel**

Each vehicle must be delivered with a full tank of fuel and Diesel Exhaust fluid (DEF), if applicable.

**Section 7: Purchase Orders**

The awarded vendor must be able to accept orders for new and used vehicles for the entire duration of the contract.

**Section 8: Invoicing**

In an effort to streamline the invoice payment process, the Office of Equipment Management is requesting that vendors email an attached copy of the invoice to the following address, on the date that the ordered commodity is delivered to the Department. Please send all emails to the following address: dot.cen.oem@dot.ohio.gov

If a vendor still desires to submit a paper invoice, it is not to be shipped with the commodity. It should be mailed to the “Bill To” contact and address located on the purchase order. If the order is processed through a credit card, the vendor will remit the invoice to the Credit Card holder’s name and address.

**Section 9: Identification Number**

With invoicing, provide description and serial/vin number for each commodity being built.

**Section 10: Certificate of Title**

Certificate of Title to be furnished within thirty (30) days after delivery of the vehicle. Title to be filed in Franklin County and made out to: State of Ohio, Department of Transportation, 1620 West Broad Street, Columbus, Ohio 43223. Delivery will not be considered complete unit the title is received by Department.

**Section 11: Dealers and Service**

 It will be the responsibility of the awarded vendor/manufacturer to provide a list of authorized on-site service providers or authorized dealers in the State of Ohio to provide warranty and service repair.

**Section 12: Options List**

 **All bidders are highly recommended to provide a complete manufacturer’s options list for the make and model bid. If ODOT plans to purchase a piece of equipment with an option that you had not bid, it could exclude you from consideration for that specific purchase.**

 **This shall be included on pricing page excel options sheet.**

**Section 13: Descriptive Literature**

Bidders are required to submit with their bids, the latest literature that fully describes the units being bid. The Department may, at its own discretion, find a bid non-responsive for failure to submit this descriptive literature. Bidders shall submit this literature in both a hard copy and electronic format to ensure that this requirement is fully met.

 By signing and submitting a bid for this solicitation, the bidder is certifying that the make and models of all items bid herein are the latest and most current manufacturers’ models and will include the manufacturer’s latest engineering changes.

**Section 14: Trade-in**

 The Ohio Department of Transportation (and Political Subdivisions) reserves the right to offer used, operational equipment as trade-ins. The trade-in equipment will be complete and in running condition. The Administrator of the Office of Equipment Management reserves the right to reject or refuse any trade-in allowances offered if it is determined by ODOT that refusal will be in ODOT’s best interest.

**Section 15: Fluids & Lubricants**

 Vendor must fill out “FLUIDS & LUBRICANTS” tab to the manufacture’s standard recommendation. Must fill out accordingly to the equipment being bid through this contract.

 The vendor may add more rows & columns if there are more fluids or lubricants not covered in the spreadsheet.

**Section 16: Product Specifications**

All parts not specifically mentioned, which are necessary to provide a complete unit, or normally furnished as standard equipment shall be furnished. The parts shall conform in strength, quality of material and workmanship to what is normally provided in the industry.

 This equipment must meet ALL Federal and State regulations.

The signing of this bid shall be considered a certification that the model as bid herein is the latest current model and will include the manufacturer’s latest engineering changes.

The Ohio Department of Transportation will consider performance history of similar equipment, vendor’s service and vendor’s overall responsiveness to the Department of Transportation’s utility of the products.

The Bidder of the equipment which is considered for award shall, at the request of the Ohio Department of Transportation, demonstrate the equipment at a location chosen by the Department Personnel to prove any feature or performance capabilities which may be in question. Should the Demonstration Equipment fail to meet Department requirements, the equipment shall be adjudged as non-conforming to bid specifications. Any equipment failing to meet the Department’s requirements/specifications, set forth in this bid document, can be removed from the contract at any time.

Compliance check boxes: Located to the right of each minimum specification are the “Comply or Don’t Comply” check boxes.  Check the Comply Box if the equipment being bid meets or exceeds the minimum specifications. If the equipment does not meet or exceed the department’s minimum specifications, then the bidder must check the Don't Comply box and supply an explanation, on the ODOT excel pricing tab called “EXCEPTION”, for the non-compliant specification. The department has the right to review the “Don’t Comply” explanation and make a decision to accept or deny the equipment being bid.  The bid package will be determined non-compliant and rejected by ODOT if the bidder fails to check either a Comply or Don't Comply box for each and every line of the specification being bid. This section is located in the ODOT supplied excel pricing spreadsheet, on the “SPECIFICATIONS” tab.

**All other remarks, comments, etc. that are not check marks located in the check boxes will deem the vendor non-compliant**.

(Specifications are located in the excel pricing sheet)

**Section 17:** **Required Ohio Shared Services Vendor Registration**

All vendors that are deemed awarded any portion of this invitation to bid are required to be registered through the Ohio Shared Services Office to obtain an OAKS Vendor Identification Number, if they have not already obtained one, in order for an award of this invitation to occur. An award of this invitation cannot be completed until this vendor registration process has taken place and an OAKS Vendor Identification Number has been assigned. It is strongly encouraged that prospective bidders submit their vendor registration paperwork to Ohio Shared Services as soon as possible before the day of the bid opening of this invitation to bid. This will avoid delays in the awarding of this invitation to bid and allow contract purchasing to commence sooner. The required forms to become registered through Ohio Shared Services can be found by following the link below: <http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx>

Completed forms are required to be submitted directly to Ohio Shared Services, per the submission instructions on the forms. Completed forms or questions regarding this vendor registration process should not be directed to ODOT. Any questions regarding this registration process should be directed to Ohio Shared Services Customer Service by calling 1-877-644-6771.

**PLEASE NOTE: THIS VENDOR REGISTRATION PROCESS DOES NOT APPLY TO VENDORS WHO REGULARLY PARTICIPATE ON ODOT PURCHASING CONTRACTS. IF THE DEPARTMENT HAS ISSUED TO YOUR COMPANY A PURCHASE ORDER IN THE PAST SEVERAL YEARS, AS A DIRECT RESULT OF AN AWARDED PURCHASING CONTRACT SUCH AS THIS ONE, YOU WOULD HAVE ALREADY OBTAINED AN OAKS VENDOR IDENTIFICATION NUMBER THROUGH OHIO SHARED SERVICES. IF THERE IS A QUESTION AS TO WHETHER OR NOT YOUR COMPANY IS REGISTERED WITH OHIO SHARED SERVICES, PLEASE CONTACT THE ODOT PURCHASING SECTION BY EMAIL AT:** **CONTRACTS.PURCHASING@DOT.STATE.OH.US**