

RESOLUTION ORDERING PUBLICATION AND BIDS FOR THE FOOD TRUCK VEHICLE - LODGE AND CONFERENCE CENTER AT GENEVA STATE PARK

WHEREAS, a request has been submitted to this Board for the publication and solicitation of competitive bids for the following projects:

Scope: Purchase of a food truck for use at the Lodge and Conference Center at Geneva on the Lake

Legal Publication: October 24, 2024

Bid Opening: November 15, 2024 at 2:00 p.m.

WHEREAS, Because the above request will be in excess of \$75,000.00, it is necessary to advertise for bids as required by Section 307.86 Ohio Revised Code; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio, that the bids be ordered, with the bid opening being held at the office of the Ashtabula County Commissioners, 25 West Jefferson St., Jefferson, OH on the date and time listed above (unless extended by addendum). The Clerk of the Board is hereby ordered to advertise in the newspaper and post notice of said bid on the bulletin board as outlined above.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2024-488

October 22, 2024

**RESOLUTION ORDERING PUBLICATION AND BIDS FOR THE FOOD TRUCK
VEHICLE - LODGE AND CONFERENCE CENTER AT GENEVA STATE PARK**

Upon the motion of J.P. Ducro IV, seconded by Casey R. Kozlowski.

VOTE:

Kathryn L. Whittington

Aye

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

ASHTABULA COUNTY, OHIO



REQUEST FOR BIDS

FOR

ASHTABULA COUNTY BOARD OF COMMISSIONERS LODGE AND CONFERENCE CENTER AT GENEVA STATE PARK

FOOD TRUCK Bid #1

Issue Date: October 22, 2024

Due Date: November 15, 2024 at 2:00 p.m.

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 LODGE AND CONFERENCE CENTER AT GENEVA STATE PARK.
ONLY SEALED BIDS WILL BE ACCEPTED AT THE COMMISSIONERS' OFFICE.**

Written Inquiries to: Mr. Robert Muller, Assistant Manager
Lodge and Conference Center and Geneva State Park
4888 North Broadway
Geneva-On-The-Lake, OH 44041
rmuller@delawarenorth.com

NOTICE TO VENDORS

Bid for Food Truck Vehicle- Lodge and Conference Center at Geneva State Park

The Board of Commissioners of Ashtabula County, Ohio is issuing this Request for Bids to obtain a food truck vehicle for use by the Lodge and Conference Center at Geneva State Park

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 November 15, 2024 at 2:00 p.m. at which time said bids will be opened and publicly read for the purchase of a food truck vehicle for use by the Lodge and Conference Center at Geneva State Park, in accordance with specifications on file in the Commissioners' Office on Food Truck Bid #1.

If your firm is interested in submitting a bid, please submit an original bid in a sealed envelope to the Ashtabula County Board of County Commissioners, Attn: Lisa Hawkins, Clerk of the Board, Old Courthouse, 2nd Floor, 25 West Jefferson Street, Jefferson, Ohio 44047-1092 on November 15, 2024 by 2:00 p.m. EST with 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 via email to: Lodge and Conference Center at Geneva State Park, Robert Muller, Assistant Manager at: rmuller@delawarenorth.com.

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: Kathryn Whittington, J. P. Ducro IV, Casey Kozlowski.

Lisa Hawkins
Clerk of the Board

Publish date: October 19, 2024

REQUEST FOR BIDS- GENEVA LODGE FOOD TRUCK

- SECTION I. INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDS**
- SECTION II. SUMMARY STATEMENT**
- SECTION III. SPECIFICATIONS**
- SECTION V. FORMS, QUESTIONNAIRES, AND CHECKLIST**

SECTION I. INSTRUCTIONS, TERMS AND CONDITIONS- GENEVA LODGE FOOD TRUCK

1. Complete Competitive Sealed Bid with Authorized Signature. Vendors must submit a complete, signed competitive sealed bid, which at a minimum, 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 November 15, 2024 by 2:00 p.m. 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 Not a Public Record Until Award. 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 are awarded, they 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.

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.

SECTION II. SUMMARY STATEMENT

The Board of Commissioners (the “**Board**”) of Ashtabula County, Ohio (“the **County**”) is issuing this Request for Bids to purchase a Food Truck Vehicle for use at the Lodge and Conference Center at Geneva State Park. Responses to the Bid must be received by November 15, 2024 by 2:00 p.m. by 2:00 p.m. at the offices of the Ashtabula County Commissioners, Attn: Lisa Hawkins, Clerk of the Board, Old Courthouse, 2nd Floor, 25 West Jefferson Street, Jefferson, Ohio 44047-1092.

SECTION III. SPECIFICATIONS- GENEVA LODGE FOOD TRUCK

The Lodge at Geneva on the Lake
FY2025 Truck Quotes | Quantity to be purchased – One

VEHICLE SPECIFICATIONS	MINIMUM SPECIFICATION REQUIREMENTS	VEHICLE SPECIFICATIONS	MINIMUM SPECIFICATION REQUIREMENTS
ENGINE TYPE	Gasoline V8	POWER ROOF VENT	FANTASTC FAN
HORSEPOWER	360+	BACKUP CAMERA	IN CAB
TRANSMISSION	AUTOMATIC	PROPANE	100LB+ LP
CLIMATE	CAB A/C	SINKS	3 COMPARTMENT AND HAND
ALTERNATOR (AMPS)	HEAVY DUTY	WATER	40 GALLON FRESH TANK AND ALL ASSOCIATED SYSTEMS
BATTERY (CCA)	HEAVY DUTY	WASTE	60+ GALLON
COOLING SYSTEM	HEAVIEST DUTY AVAILABLE	WATER HEATER	6 GALLON ELECTRIC /GAS
CHASSIS/EQUIPMENT CONDITION	NEW	FUEL CAPACITY (GAL)	32
DRVETRAIN	2WD	DEEP FRYER	50LB
TRUCK LENGTH	18 FOOT	RANGE	2 BURNER
CHASSIS	FORD F59	FLAT TOP	36 INCH GAS
SERVING WINDOW	3X6 WITH FOLDABLE COUNTER	WARMER	NEMCO COUNER TOP
EXTERIOR MOUNTED TV	MOUNTED IN SHADOW BOX WITH DOOR	OVEN	SOUTH BEND BGS12SC
ELECTRICAL SERVICE	50 AMP	WORK TABLE	2X6
GENERATOR	15KW POWER TECH	HOODS	92 INCH CAPTIVE AIR
ELECTRICAL PANEL	100 AMP DISTRIBUTION	FIRE SUPPRESSION	FULL ANSUL SYSTEM
INTERIOR WALLS	WHITE ALUMINUM	REFRIGERATION	19CU.FT TRUE REFER 19CU.FT TRUE FREEZER
INTERIOR FLOOR	BALCK VYNIL FLOOR	REFRIGERATION	36" TRUE SANDWICH PREP
ITERIOR LIGHTING	6 SHIELDED LED FIXTURES	REFRIGERATION	48" TRUE CHEF BASE 2 DRAWER
A/C	13500 BTU ROOF UNIT WITH HEAT	GRAPHICS	FULL GRAPHICS WRAP DESIGNES WITH CUSTOMER
EXTERIOR SPEAKERS	2	SHELVING	CEILING MOUNTED WIRE
FM/BLUETOOTH RADIO	WIRED TO INTERIOR AND EXTERIOR SPEAKERS	DRINK MACHINE	2 CORE BUNN
EXTERIOR LIGHTING	4 LED FIXTURES	POWER	CONVERTER AND GEN TRANSFER SYSTEM
COLOR OF VEHICLE	WHITE	DOOR	36" REAR DOOR
RECIPTICLES	MINIMUM 8 20AMP	POWER CORD	25 FOOT

ADDITIONAL INFORMATION FOR VEHICLE SPECIFICATIONS

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.

SECTION V. FORMS, QUESTIONNAIRES, AND CHECKLIST

The following table sets forth the specific items to be addressed in your bid. Respondents must return this page with their bid and with corresponding page numbers indicated on the information submitted within their bid.

	<u>Completed</u>
A. CHECKLIST OF FORMS TO BE SUBMITTED: Form 1 provided. Submit this page.	
B. COVER SHEET: Form 2 provided. Submit one original bid. The signature on the Cover Sheet shall be that of a person authorized to represent and bind the offeror.	
C. PROPOSED COST STRUCTURE: Form 3 provided.	
D. VENDOR AFFIDAVIT FORM: Form 4 provided.	

COVER SHEET

REQUEST FOR BID

Form 2

ASHTABULA COUNTY, OHIO ASHTABULA COUNTY BOARD OF COMMISSIONERS OLD COURTHOUSE, 2 ND FLOOR 25 WEST JEFFERSON STREET JEFFERSON, OHIO 44047	Date: October 22, 2024 Questions should be directed to: Lodge and Conference Center at Geneva State Park, Robert Muller, Assistant Manager at: rmuller@delawarenorth.com .
<p style="text-align: center;">Return bids no later than:</p> Opening Date: November 15, 2024 Opening Time: 2:00 p.m., EST	Submit to: Ashtabula County Board of Commissioners Attn: Lisa Hawkins, Clerk of the Board Old Courthouse, 2 nd Floor 25 West Jefferson Street Jefferson, OH 44047-1092

Questions: Written questions must be received by 4:00 p.m. on November 12, 2024. Responses to the questions will be made available upon request.

To respond to this Request for Bid this Cover Sheet and all appropriate forms must be completed and submitted. One original bid, marked as such and two copies shall be submitted in response to this Bid.

MUST BE SIGNED TO BE VALID	
Company:	DATE:
MAILING ADDRESS:	PHONE:
CITY:	E-MAIL:
SSN OR FEDERAL TAX NO.:	TITLE OF AUTHORIZED REPRESENTATIVE:
AUTHORIZED SIGNATURE:	PRINTED NAME:
	DATE:

COST SHEET

Form 3

BASE BID	ADD ALTERNATES
Year: _____ Make: _____	ALTERNATE #1: NO GRAPHICS \$ _____
Model: _____	ALTERNATE #2: DIESEL POWERTRAIN AND GENERATOR \$ _____
Unit Price (per vehicle): \$ _____	
2 VEHICLE, TOTAL BASE BID COST : \$ _____	

Bidder Information:

Name: _____

Company: _____

Address: _____

Phone: _____

EMAIL: _____

VENDOR AFFIDAVIT FORM

PROJECT NAME: The Lodge at Geneva on the Lake- Food Truck

NON-DELINQUENCY OF PERSONAL PROPERTY TAXES:

The undersigned, being duly sworn, if a contract is awarded you, states that we (the Vendor) are not charged at the time the bid was submitted with delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent property taxes on any such tax list. Nor do I have any debt owed to the State of Ohio.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

That we do not and shall not discriminate against any employee or applicant for employment because of race, religion, color, or national origin. If awarded the bid and/or contract under this bid, said party shall take affirmative action to ensure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex, or national origin. If successful as the lowest and best bidder under the foregoing bid this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this affidavit. Furthermore, said party agrees to abide by the assurances found in Section 153.59 of the Ohio Revised Code in contract provisions with the owner if selected as the successful bidder by the Owner.

NON-COLLUSION:

That the bid being submitted is genuine and not collusive or sham; that we/I have not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person, to submit a sham bid, or refrain from bidding; have 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 bidder, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder; to secure advantages 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 bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any other potential information or date relative thereto to any other potential bidder. Further, Affiant affirms that no county employee has any financial interest in this company or the bid being submitted.

That we do hereby affirm the above statements to be true and in consideration of the award of the aforementioned contract, the above statements are incorporated in said contract as a covenant of the undersigned.

Company Name

Company Tax I.D. Number

Bidder/Vendor Signature

Print Name & Title

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

Notary Public Signature

Date Commission Expires