

# LAKE COUNTY GENERAL FLEET VEHICLE REPAIRS & MAINTENANCE BID SPECIFICATIONS

**Bid Opening Date: April 9, 2025**

Bid Specifications Issued by:

Lake County Board of Commissioners

105 Main Street

Painesville, Ohio 44077

440.350.2745

## LEGAL NOTICE

Sealed bids will be received by the Board of Lake County Commissioners, in the office of said Commissioners located in the Lake County Commissioners Chambers, 105 Main Street, Painesville, Ohio up to the hour of 11:00 a.m. local time on April 9<sup>th</sup>2025

Immediately following, bids will be opened as provided by law for "**Lake County General Fleet Vehicle Repairs and Maintenance**" for County owned vehicles in accordance with specifications now on file in the Lake County Commissioners Office, 105 Main Street, Painesville, Ohio for all prospective bidders.

Bidders shall note that the rules and regulations on Equal Employment Opportunity shall be made a part of the contract. All bids shall be filed in a sealed envelope marked "Lake County General Fleet Vehicle Repairs & Maintenance" by the time and place specified. A bid bond, certified check or cashiers' check made payable to Lake County Commissioners, in the amount of one-hundred dollars (\$100), must accompany each bid. **The Board of County Commissioners reserves the right to reject any and all bids.**

Bidders may also access this Legal Notice to Bidders via the internet at [www.lakecountyohio.org](http://www.lakecountyohio.org), click on **Legal Notices to Bidders** on the left side to link to the Legal Notices site or at the State of Ohio website at [www.publicnoticeohio.gov](http://www.publicnoticeohio.gov)

Published: News-Herald, March 21<sup>st</sup> 2025

***Lake County Commissioners:***

Richard J. Regovich, President

John Plecnik, Commissioner

Morris Beverage, Commissioner

## I. GENERAL INFORMATION TO BIDDERS

- A. Lake County, hereinafter referred to as "County", is hereby requesting bids from local motor vehicle repair companies, hereinafter referred to as "Vendor", to perform full-service repairs on various vehicles owned by the Board of County Commissioners. Bids will be accepted for:

1. **Passenger Vehicles**
2. **Light/Medium Duty Trucks, SUV's, and Vans**

The Lake County Commissioners, and the multiple departments under their direction strive providing optimal services to the citizens of Lake County. As such, the successful vendor must understand the importance of the fleet maintaining constant services, in some instances twenty-four hours a day and seven days a week. Consequently, the selected vendor must agree to prioritize all services rendered to the County the arrival of any member of the agency requiring repairs or maintenance to minimize uninterrupted services to the public.

Please refer to Appendix A and B for current fleet listing as noted above. This list is subject to change due to additions and deletions to the County's vehicle fleet. Any vehicles added to the contract shall be offered the same bid prices as in the original bid.

- B. All work and materials must be guaranteed and be acceptable to the County. When requested, the Vendor shall also supply the County with parts warranty information. The Vendor will be fully responsible for any damage to or loss of County equipment while in the Vendor's possession or under the Vendor's control. Prior to awarding a bid, the successful bidder shall show proof of Workers' Compensation coverage for its employees, a general liability policy in an amount not less than \$500,000 per occurrence, and sufficient property insurance to cover the loss of any County vehicle or property while in the possession of the Vendor.

Contract agreements corresponding to successful bid(s) shall be for the period of June 01<sup>st</sup>, 2025 through May 31<sup>st</sup>, 2028. Said option shall be agreed to in writing by both parties.

- C. The Vendor must demonstrate the ability to make the majority of needed repairs in-house without relying on outside companies for subcontracting. The vendor shall provide the required services and will not subcontract or assign the services without the prior written approval of the Fleet Manager.

The County reserves the right to approve or reject the use of outside subcontractors by the Vendor. All outside subcontracting shall be billed to the County at cost, without mark-up. Copies of subcontracted invoices will be provided to the County with the Vendor's invoice.

- D. It is the responsibility of the Vendor to have sufficiently trained, certified technicians available to rapidly process **all** vehicles in need of repairs or service.

**Preventative maintenance and general service work as noted in Section II on all vehicles shall be completed with 2 hours of a regularly scheduled appointment. The pricing for emergency vehicles shall be the same for the non-emergency vehicles.**

If any vehicle cannot be serviced or the repair work sufficiently commenced within one (1) hour following receipt of the vehicle by the Vendor, the appropriate County Fleet Manager shall be notified by the Vendor. In cases where the Vendor cannot meet the aforementioned requirement, the County reserves the right to take the vehicle to an alternate vendor in order to quickly facilitate the repair.

The successful bidder shall have access to the necessary parts inventory for unforeseen repairs to patrol vehicles, including but not limited to batteries, lights, flat tires and windshield wipers. These types of repairs should be completed upon immediate arrival of the vehicle.

The County will not be responsible for any overtime charges incurred in meeting the service and repair requirements.

In the event any repair requires that a vehicle be kept overnight at the vendors repair facility, the vendor must secure the vehicle and place the vehicle in a secure area.

- E. The vehicles covered under this specification are based primarily in Painesville, Ohio but service areas span the entire County. The County will take into consideration, during evaluation of bids, the location of the Vendor's maintenance facility(s) relative to the base locations of the County's vehicles. The vendor shall submit the location(s) in which services will occur. The County will calculate the labor hours required to pick up and drop off vehicles at the Vendor's facility as a factor in the determination of low bid.
- F. The Vendor must have the ability to service and repair tires. The Vendor is required to obtain tires through the state purchasing program or at below state purchasing cost. A reconciled tire inventory must be coordinated with the Lake County Fleet Manager and be available upon request.
- G. The Vendor must have the ability to service and repair all vehicle computer components with on-site testing equipment and trained certified technicians.
- H. The Vendor may include the tire disposal fee on invoices to the County. Each bidder must also demonstrate that programs are established for recycling of both used motor oil and antifreeze. In addition, equipment must be available on site to properly store and recycle air conditioning refrigerant. The County shall have the right to inspect the Vendor's facility at any time during regular business hours to ensure compliance with these requirements.
- I. Written quotations may be requested for any repairs in excess of \$250. For specialty repairs beyond the scope of this contract, the County reserves the right to take the vehicle to an alternate vendor, if in the opinion of the County, the estimated cost is excessive or the vendor lacks the time or expertise to facilitate repairs. **Authorization from the Fleet Manager is required for all repairs in excess of \$500.00.**

- J. If a standard parts or labor warranty exists, the contractor(s) will supply a minimum warranty of 12/12,000 on all labor and parts services.
- K. The Vendor, with consent from the Fleet Manager shall coordinate all warranty work with local new car dealers.
- L. The County, as a political subdivision, is qualified to receive government fleet discounts on many of the replacement parts required for County vehicle repairs. At the County's option, the Vendor may be required to obtain parts under these discount programs, or match the pricing of the state contract, when possible in order to assist the County in its cost control efforts. Where applicable, the County may order direct from supplier and drop ship to the vendor.

## II. SCOPE OF SERVICES TO BE PERFORMED

- A. Preventive Maintenance and General Service** The Vendor shall conduct a Preventive Maintenance Inspection of each County vehicle. The purpose of this program is to ensure a thorough inspection of all vehicle systems in an effort to eliminate or mitigate the possibility of a mechanical breakdown.

General Service shall include oil changes with the manufactured specifications for quarts of oil (gasoline engines), chassis lubrication, oil filter changes, all fluid top offs and tire pressure adjustments. As noted in Appendix C, the bid/contract amount for this service shall include a flat rate that includes labor and required materials. The goal of this program is to significantly reduce the demand for repairs or breakdowns between scheduled maintenance intervals.

- B. General Maintenance and Repairs** - Shall be performed as required, including the repair or replacement of those items found to be worn or near failure during the Preventive Maintenance Inspection and General Service. Some examples of the types of services to be included in this category are tune-ups (including electronic), replacement of belts, hoses, batteries, turn signals, beacons, electrical system, headlights, and taillights; minor repairs to engines, chassis, struts, gas tanks, springs, shocks, exhaust system, brake system, radiators, heater cores, air conditioning repairs, alternators, starters, fuel pumps, and water pumps.
- C. Specialty Repairs** - Shall be performed as required and authorized.
- D. Towing of any County vehicle**- should a vehicle be towed into your facility and repairs are under manufactured warranty, the manufacturer will be responsible for that tow charges.

### III. QUALITY ASSURANCE

- A. Vendor must have been in the business of vehicle maintenance and repair services for the period of three years.
- B. Vendor shall identify its employee who will have the authority to resolve any disputed service issues with the County. The Vendor shall also identify an alternate, higher level employee who can resolve service issues that cannot be resolved by the designated lower level employee.
- C. All vendor mechanics working on County vehicles shall be at a minimum ASE master certified technician in the particular area of repair. Contractor(s) shall provide evidence of such certification as part of its bid submittal.
- D. Vendor supplied services and parts will be compliant with the terms of the vehicle's manufacturer's standards.
- E. Vendor will utilize quality brand replacement parts that are approved by the vehicle manufacturer. Rebuilt replacement parts will not be accepted without the prior written approval of the fleet manager.
- F. When making written service estimates, the vendor shall use the published industry standards found in the All Data Manual as its guide to estimate the maximum service time for repair. Repairs requiring additional labor in excess of the service time listed in the All Data Manual must have prior written approval of the Fleet Manager before any work is authorized to proceed.
- G. Vendor shall provide all parts at a discounted rate. Vendor quotations that include parts prices higher than the agreed upon discounted price shall be rejected.
- H. If the vendor offers the public any special pricing that is lower than the County's bid price, the vendor must provide the lower price.

#### IV. REPORTING REQUIREMENTS

- A. Work orders/invoices shall be produced in triplicate by the service facility and/or subcontracting facility and shall include the following information: vehicle make, year, model, VIN number, mileage, license plate number, county department, date of service, invoice number, invoice total cost, and driver's signature.

All services performed, parts and/or fluids shall be itemized on each work order/invoice. One copy of the completed work order/invoice shall be provided to the driver at the time the Vendor releases said vehicle; the original shall be incorporated into the billing statement as referenced below. The Vendor shall provide a copy of the flat rate manual used for invoicing and repair. The County may request that the Vendor supply the County with a list of parts suppliers that will be used to obtain parts and supplies used to perform contract work and may also be asked to provide the County with current price sheets for scheduled maintenance and wear items (e.g., brake linings, spark plugs, filters). The Vendor shall not include shop supplies, environmental fees or surcharges, with the exception of tire-disposal, on invoices to the County.

- B. Statements shall be sent not more than once every two (2) weeks. At the end of each billing period, the repair facility shall provide the County a statement, the original of each fully itemized work order/invoice, to the attention John Thrower, Lake County Fleet Manager for payment of services rendered. The County of Lake is TAX EXEMPT, and will provide a tax exempt certificate upon request to the Vendor. Invoices and statements should be sent to:

Lake County Commissioners Fleet Department  
105 Main Street  
Painesville, Ohio 44077

- C. John Thrower, Lake County Fleet Manager will be responsible for administering the contract and is the primary contact for the vendor.



## V. PROGRAM EVALUATION

On a periodic basis, the County reserves the right to have the performance of the contract evaluated in the following areas:

1. General Maintenance (GM) Service days past due- This measurement allows the County to measure the responsiveness of the Vendor, in terms of number of days, to the requests of County departments to perform GM services and inspections. The County recognizes that the cooperation of County departments in the scheduling of this service is a factor in this evaluation process.
2. Shop repair percentage- This measurement is a gauge of the Vendor's efficiency in conducting the County's preventive maintenance program. It is estimated that PM and GM repairs, those repairs performed during a preventive maintenance service, should comprise 65 to 70 percent of the total repairs to County vehicles.

Any evaluations conducted will be kept on file by the County and will be reviewed to determine performance of the Vendor. **This contract may be canceled by the County, for just cause, including poor evaluation, with a fourteen (14) day written notice to the Vendor. Such notice shall be by certified mail.**

## **VI. EVALUATION CRITERIA**

- A. Pricing (30%).
- B. Experience (30%): Review of references and quality assurance requirements described above.
- C. Ability to Perform (40%): Size and number of vendor's facility, number of mechanics, number of service bays, mechanic certifications, ability to secure vehicles overnight and ability to provide monthly reporting.

The County reserves the right to award a contract to more than one company.

## **LIST OF ATTACHMENTS**

Appendix A- Passenger Vehicle Fleet

Appendix B- Light duty, Medium duty, SUV's, Vans Vehicle Fleet

Appendix C- Cost and Conditions Matrix

Appendix D- Service Frequency and Fixed Cost Matrix

Appendix E- Vendor Qualification Sheet

Appendix F- Delinquent Personal Property Statement

Appendix G- Non-collusion Affidavit

Appendix H - Affidavit of Compliance with Ohio Revised Code Section 3517.13

## APPENDIX A – PASSENGER VEHICLE FLEET

<u>VEHN #</u>	<u>DESCRIPTION</u>	<u>YR-MAKE-MODEL</u>	<u>SERIAL NUMBER</u>
<b><i>(GARAGE) (POOL)</i></b>			
P010	CHEVY MALIBU	13/CHEV/MA	1G11C5SA1DF289321
C001	FORD FUSION	16/FRD/FUS	1FA6P0G78G5116123
<b>CLERK OF COURTS</b>			
P006	CHEVY MALIBU	12/CH/MA	1G1ZA5EU8CF395410
<b>COMMISSIONERS</b>			
C002	CHEVY IMPALA	17/CH/IMPL	1G11Z5S32HU155290
<b>INFO TECHNOLOGY</b>			
P012	BUICK CENTURY	04/BUICK	2G4WS52J441252962
<b>NARCOTICS</b>			
N773	CHEVY IMPALA	16/CH/IMPL	2GWA5E39G1106073
N776	CHEVY IMPALA	17/CHE/IMP	1G11X5SA9HU181230
N783	FORD FUSION	16/FORD/FUS	3FA6P0G79GR368332
N787	FORD FUSION	12/FRD/FUS	3FAHP0HA7CR168871
<b>PUBLIC DEFENDERS</b>			
PD54	CHEVY MALIBU	20 CHEVY	1G1ZC5ST4LF131249
PD55	CHEVY MALIBU	20 CHEVY	1G1ZC5ST0LF131247

**AUDITORS REAL ESTATE**

A045	FORD FUSION	16/FRD/FUS	1FA6P0G70G5108064
A048	FORD FOCUS	14/FRD/FOC	1FADP3F27EL295780
A049	FORD FOCUS	15/FRD/FOC	1FADP3F25FL370283

**ADULT PROBATION**

AP02	CHEVY IMPALA	16/CH/IMPA	2G1WD5E33G1108733
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**JOB & FAMILY SERVICES**

FS22	FORD FOCUS	14/FRD/FOC	1FADP3F22EL336851
FS23	FORD FOCUS	14/FRD/FOC	1FADP3F24EL336852

**TELECOM (RADIO)**

T025	CHEVY MALIBU	12/CHEV/MA	1G1ZA5EU5CF347251
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**UTILITIES (SEWER DIVISION)**

001U	FORD FUSION	19/FRD/FUSN	3FA6P0G7XKR107428
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**UTILITIES (SEWER/INSPEC/ENG)**

084U	CHEVY MALIBU	20/CHEVY/MALIBU	1G1ZC5ST1LF131404
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**UTILITIES/SEWER ADMINISTRATION**

109U	FORD FUSION	18/FRD/FUS	3FA6P0G7XJR194522
127U	FORD FOCUS	14/FRD/FOC	1FADP3F20EL332751

**UTILITIES (MADISON)**

059U CHEVY MALIBU 10/CHEVY/MA 1G1ZA5E07AF276693

**UTILITIES (ADMI-SAFETY)**

128U FORD FOCUS 14/FRD/FOC 1FADP3F29EL332750

**UTILITIES (WATER/WEST PLANT)**

044U FORD FUSION 15/FRD/FUS 3FA6P0G73GR147499

105U CHEVY IMPALA 10/CH/IMPALA 2G1WD5EM7A1118617

**UTILITIES (WATER/EAST PLANT)**

025U CHEVY MALIBU 10/CHEV/MA 1G1ZA5E01AF191655

**UTILITIES (BACON ROAD)**

002U FORD FOCUS 14/FORD/FOC 1FADP3F2XEL364204

028U FORD FUSION 17/FRD/FU 3FA6P0G74HR113685

**WATER (ADMIN)**

022U CHEVY MALIBU 20/CHEVY/MA 1G1ZC5ST8LF002124

**UTILITIES (WATER ENG. 1E)**

020U FORD FUSION 15/FRD/FUS 3FA6P0G71GR147498

040U CHEVY MALIBU 13/CHEV/MA 1G11D5SR8DF339263

APPENDIX B- LIGHT DUTY, MEDIUM DUTY, VANS FLEET

<u>VEHN #</u>	<u>DESCRIPTION</u>	<u>YR-MAKE-MODEL</u>	<u>SERIAL NUMBER</u>
<b>ADULT PROBATION</b>			
AP01	21 DODGE DURANGO	21/DODGE/D	1C4RDJAG9MC576252
<b>AUDITORS W&amp;M</b>			
A051	FORD ½ TON PU	21/FORD/4X4	1FTFX1E58MKD59574
A052	FORD ½ TON PU	19 F150 4X4	1FTEX1E54KKD50461
<b>BD OF ELECTIONS</b>			
BE61	GMC/CHEVY 1TV	16/GMV/PVAN	1GJW7EFF2G1207730
<b>BUILDING INSPECTORS</b>			
B040	JEEP CHEROKEE	19/JEEP/CH	1C4PJMCB8KD461040
B042	JEEP PATRIOT	15/JEEP/PA	1C4NJRBB9FD271419
B044	JEEP PATRIOT	15/JEEP/PA	1C4NJRBB5FD271420
B045	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB3ED747453
B046	JEEP RENEGADE	18/JEEP/RE	ZACCJBAB0JPJ47689
B047	JEEP PATRIOT	16/JEEP/PA	1C4NJRBB1GD737149
B048	JEEP CHEROKEE	08/JEEP/CH	1J8GR48K18C222969
B049	JEEP CHEROKEE	21/JEEP/CH	1C4PJMCBXMD115784

**BUILDING & GROUNDS**

BG01	JEEP CHEROKEE	19/JEEP/CH	1C4PJMCMX5KD367516
BG02	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB1ED747452
BG03	FORD F250	15/FRD/PU	1FTBF2B68FEC37822
BG04	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL6DDA07922
BG05	FORD 1 TON DUM	20/FRD DUMP	1FDUF4HT8LDA15313
BG06	FORD 1TON VAN	07/FRD/1TV	1FTSE34L97DB34265
BG07	GMC/1TON VAN	10/GMC/VAN	1GJZGPDGXA1100257
BG09	FORD TRANSIT	19/FRD/TRA	1FTYE2YM7KKA06912
BG10	FORD TRANSIT	21 TRANSIT	1FTYE1Y83MKA16756
BG12	FORD 1 TON	16/FRD/PU	1FT7X2A64GEC73562
BG14	FORD F250	17/F250/PU	1FTBF2B61HEC65495
BG15	FORD 1TON VAN	14/FRD/1TV	1FTNE2EWXEDA28260
BG16	GMC 4X4	15/GMC/PU	1GT22XEG5FZ545696
BG17	FORD TRANSIT	19/FRD/TRA	1FTYE9ZM5KKB47338
BG22	FORD 1TON PICK	08/FORD/1T	1FTNX20528EE26795

**CENTRAL PURCHASING**

CP43	GMC/CHEVY 1TV	12/CH/VAN	1GB0G2CA1C1168292
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**CLERK OF COURTS**

P009	FORD EXPLORER	13 FORD EXP	1FM5K8B81DGC53158
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**CRIME LAB**

CL06	FORD EXCURSION	01/FRD/ECU	1FMNU41S31ED29955
CL08	JEEP CHEROKEE	20/GRAND/CH	1C4RJFAG1LC121139

**DOG SHELTER**

D500	CHV CITY EXPRESS	16/CHV/EXPR	3N63M0ZN2GK694108
D503	FORD EXPLORER	16/FRD/EXP	1FM5K8AR9GGC73107
D505	GMC/CHEVY .5T	07/CH/5TPU	3GCEC14VK7G152379
D507	GMC/CH. MINI V	05/GMC/MVA	1GTDM19X058504331
P091	GMC CHEVY	97/GMC/4X4	1GTGK24R6VE517679

**EDUCATIONAL**

AL63	FORD 1 TON VAN	03/FORD/1TV	1FBSS31S23HB09655
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**EMERGENCY MANAGEMENT AGENCY**

E500	GMC 4X4	15/GMC/PU	1GT02XEG4FZ534342
E502	FORD EXPLORER	15/FRD/EXP	1FM5K8ARXFGA04371
E503	FORD EXPLORER	17/FORD/EXP	1FM5K8AR7HGC87170
E506	CHEVY TRAVERSE	20/CHEV/TR	1GNEVFKW9LJ311685

**INFORMATION TECHNOLOGY**

IT02	JEEP PATRIOT	16/JEEP/PA	1G4NJRBB6GD550344
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**JOB & FAMILY SERVICES**

FS15	FORD EXPLORER	20/FORD/EXP	1FMSK8BH7LGB91489
FS16	DODGE CARAVAN	16/DODGE/C	2G4RDGBG4HR583057
FS17	CHEVY TRAVERSE	20/CHEVY/TRVERSE	1GNEVFKW6LJ204044
FS18	DODGE CARAVAN	16/DODGE /C	2C4RDGBG3GR398013
FS24	DODGE CARAVAN	15/DODGE/C	2C4RDGBG0FR738684
FS25	FORD EXPLORER	14/FRD/EXP	1FM5K8D83EGC26459

**JUVENILE**

J082	GMC/CH. MINI V	08/CHEV/UP	1GNDV23W38D202762
J085	GMC/CH. MINI V-OHP	08/CH/UPLA	2GNDV23W08D202881
J086	JEEP CHEROKEE	19/JEEP/CH	1C4PJMCX7KD304711
J088	GMC/CH. MINI V	08/UPLANDE	1GNDV23W58D130463
J089	JEEP CHEROKEE	19/JEEP/CH	1C4PJMCXXKD304749

**LOSS CONTROL DEPT.**

LC01	DODGE CARAVAN	14 DODGE VAN	2C4RDGB2ER401044
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**MAILROOM**

BG21	JEEP RENEGADE	17 JEEP RENEGADE	ZACCJBAB9HPF70851
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**NARCOTICS**

N759	CHEVY VAN	01/CH/1TVAN	1GCH35R311185003
N764	FORD EXP	15/FORD/EXP	1FM5K8B86FGA89781
N774	DODGE 4X4	16/DODGE/PU	1C6RR7FG2GS165497
N775	CHEVY TRAVERSE	20/CHEV/TRAV	1GNEVFKW6LJ169392
N777	GMC 4X4	17/GMC/ACA	1GKKNLSL9HZ277549
N778	CHEVY TRAVERSE	18/TRAVERS	1GNEVLKWXJJ230450
N779	CHEVY TRAVERSE	19/TRAVERS	1GNEVFKW7KJ257060
N781	DODGE DURANGO	21/DODGE	1C4RDJAG7MC723863
N784	FORD EXPLORER	10/FRD/EXP	1FMEU7DE7AUB02622
N789	JEEP CHEROKEE	21/JEEP/CH	1C4RJFAG0MC793629
N791	FORD 4X4	13/FRD/1TP	1FTEX1EM9DKF43960

**PROSECUTORS**

PR02	FORD EXPLORER	18/FRD/EXP	1FM5KB87JGC66444
PR03	FORD EXPLORER	17/FRD/EXP	1FM5K8AR2HGB93715
PR04	FORD EXPLORER	15/FRD/EXP	1FM5K8B87FGA12997

**STORMWATER MANAGEMENT**

ST01	JEEP PATRIOT	16/JEEP/PA	1C4NJRBB8GD550345
ST02	CHEVY TRAVERSE	22/TRAVERSE	1GNEVLKW4NJ104039
ST03	JEEP PATRIOT	16/JEEP/PA	1C4NJRBBXGD550346
ST04	GMC/CHEVY .5T	13/GMC/4X4	1GTR2TEA6D2337200

**TELECOM (RADIO)**

T020	FORD ¾ VAN	21 FORD PU	1FT8X3B67NEC47088
T022	FORD 4X4	13/FRD/EXP	1FM5K8B89DGA99816
T066	JEEP CHEROKEE	16/JEEP/CH	1C4PJMAS7GW344239

**TELECOMMUNICATION DEPT.**

T001	JEEP CHEROKEE	08/JEEP/CH	1J8GR48K88C222967
T044	TRANSIT CONNEC	13/TRANCON	MN0LS7AN8DT150644
T045	TRANSIT CONNEC	13/TRANCON	NM0LS7AN9DT154220
T046	FORD 4X4	14/FORD/PU	1FTRF3B67EEA60862
T062	JEEP CHEROKEE	16/JEEP/CH	1C4PJMAS4GW344215
T067	GMC/CHEVY 1T V	15/GMC/1TV	1GT22XEG0FZ553835

**WATER (ADMIN)**

075U	CHEVY UPLANDER	07/CHV/UPLS	1GNDV13W07D183998
103U	JEEP CHEROKEE	19/JEEP/CH	1C4PJMCMX5KD304710

**UTILITIES (SEWER DIVISION)**

006U	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL1CDB17694
007U	GMC 4X4	15/GMC/4X4	1GT02XEG5FZ538055
010U	FORD F250	08/FRD/4X4	1FTNF21598EE26696
014U	GMC 4X4	16/GMC/4X4	1GT0REG9GZ132636
019U	FORD 1 TON	14/FRD/1TON	1FTSE3EL9EDB02072
024U	FORD F250	17/FRD/4X4	1FDBF2B6XHEF20978
027U	FORD 1TON	20/FRD/DUMP	1FDUF4HT6LDA15312

032U	GMC ½ TON	16/GMC/PU	1GTN1LEH5GZ314025
034U	FORD 1/2 TON P	09/FRD/5T/	1FTPF12VX9KC22235
037U	GMC 4X4	15/GMC/4X4	1GT02XEG1FZ538084
038U	FORD 1TON	16/FRD/4X4	1FTBF2B67GED01155
041U	FORD 4X4	12/FORD/4X	1FTBF2B68CEC32535
047U	FORD 4X4	20/FORD/UTI	1FDBF2B68LED78641
050U	JEEP CHEROKEE	21/JEEP/CH	1C4PJMCB1MD115785
052U	FORD 1TON VAN	14/FRD/1T	1FTSEEL9EDB02069
053U	FORD TRANSIT	15/FRD/TR	1FTSW2ZM7FKB19251
054U	FORD 1TON VAN	13/FRD/1TV	1FDXE4FS9DDA98343
057U	GMC1/2 TON	14/GMC/PU	1GTN1TEH2EZ302671
064U	GMC/CHEV 2T UV	05/GMC/2TU	1GDE4C1E65F528521
066U	FORD 4X4	08/FRD/4X4	1FTRF14W88KD70073
069U	JEEP PATRIOT	16/JEEP/PA	1C4NJRBB8GH793234
070U	FORD ½ TON	16/FRD/PU	1FTMF1E89GKD19089
079U	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL3CDB17695
083U	FORD TRANSIT	18/FRD/TR	1FTBW2YG2JKB37323
086U	FORD F250	15/FRD/PU	1FTBF2B6XFEA64126
090U	FORD 1 TON	14/FRD/1T	1FTDE3EL5EDB02070
095U	GMC 4X4	16/GMC/4X4	1GT02REG2GZ133224
100U	FORD 4X4	14/FORD/PU	1FTBF2B64EEA68087
117U	FORD VAN	14/FRD/VAN	1FTSE3EL7EDB02071
121U	FORD 1TON VAN	09/FRD/1TV	1FTSE34L29DA74185
125U	FORD F250	15/FRD/PU	1FTBF2B6XFEA53014
126U	FORD F250	15/FRD/PU	1FTBF2B61FEA53015

**UTILITIES (SEWER/INSPECT/ENG)**

018U	FORD EXPLORER	17/FORD/EX	1FM5K8AR0HGB33609
061U	JEEP CHEROKEE	21/JEEP/CH	1C4PJMLB7MD182892
087U	FORD TRANSIT	16/FRD/TR	1FTYE1YM3GKA29797
088U	FORD ½ TON	14/FRD/PU	1FTNE1EW2EDB02068
132U	JEEP RENEGADE	18/JEEP/RE	ZACCJBAB9JPJ37128
133U	JEEP RENEGADE	18/JEEP/RE	ZACCJBAB6JPJ37636

**UTILITIES (SOLID WASTE DIV.)**

045U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB8ED639522
056U	FORD 4X4	12/FORD/4X	1FTBF2B6XCEC32536
123U	FORD ¾ TON	19/FORD/350	1FTRF3D63KEF80937

**UTILITIES (WATER/WEST DISTRIBUTION)**

009U	GMC ½ TON	17/GMC/PU	1GTN1LEH5HZ341680
012U	FORD 1/2TON VA	12/FRD/5TV	1FTNE1EW3CDB17692
015U	FORD 1/2TON VA	12/FRD/5TV	1FTNE1EW5CDB17693
023U	GMC ½ TON	16/GMC/PU	1GTN1LEH5GZ336719
035U	GMC/ ½ TON	17/GMC/PU	1GTN1LEH7HZ341597
042U	FORD ¾ TON	19/FORD/250	1FTBF2B63KEF80936
060U	FORD ¾ TON	20/FORD/UTI	1FDBF2B66LED78640
063U	FORD 2TON PICK	15/FRD/2TP	1FDUF5GT6FEA35355
071U	GMC/CHEVY .5T	15/CH/2TPU	1GTN1TEH7FZ320620
073U	FORD 2TON UVAN	14/FORD/F5	1FDUF5GT4EEA43274

076U	FORD 1 TON DUM	20/FORD/DUMP	1FDUF4HT2LDA15310
085U	FORD TRANSIT	15/FRD/TR	1FTNE1YM0FKB31933
092U	GMC ½ TON	15/GMC/PU	1GTN1TEH8FZ321209
094U	FORD 2TON UVAN	17/FRD/2TV	1FDUF5GT2HEE08958
096U	FORD 1/2 TON P	14/FRD/5TP	1FTNE1EW1EDB03163
110U	FORD ½ TON	14/FRD/PU	1FTNE1EWXEDB03162
120U	GMC 4X4	16/GMC/4X4	1GT0REG2GX132297
130U	FORD 2TON	15/FRD/UV	1FDUF4GYXFEA70941

**UTILITIES (WATER/WEST PLANT)**

003U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB7ED842629
005U	GMC ½ TON	16/GMC /PU	1GTV2LEH8GZ358498
008U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB8ED639546
021U	GMC ½ TON	15 GMC/5TP	1GTN1TEH1FX331466
036U	GMC ½ TON	22 CHEVY/PU	1GCRYAEK7NZ159603
048U	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL1DDA07925
051U	FORD F250	15/FRD/4X4	1FTRF3B63FEA64117
068U	FORD 1 TON	16/FRD/4X4	1FTBF2B61GEC73546
074U	FORD F250	15/FRD/250	1FTBF2B68FEA64125
102U	GMC 4X4	15/GMC/4X4	1GT02XEG8FZ536255
106U	FORD TRANSIT	18/FRD/TR	1FTBW2YG4JKB37324
115U	FORD F250	17/F250/4X4	1FTBF2B64HEE05507
118U	FORD 4X4	14/FORD/PU	1FTBF2B66EEA68088

**UTILITIES (WATER ENG. 1E)**

004U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB4ED924835
072U	FORD TRANSIT	15/FRD/TR	1FTNE1YM9FKB31932
078U	GMC ½ TON	17/GMC/PU	1GTR1LEH2HZ162529
099U	GMC 1 TON PU	17/GMC/PU	1GTR1LEH0HZ189535
104U	JEEP CHEROKEE	21/JEEP/CH	1C4PJMCB8MD127528

**UTILITIES (BACON ROAD)**

033U	FORD ½ TON	17/FRD/PU	1FTEX1E82HFC91566
098U	FORD F250	19/FRD/250	1FTBF2B65KED00725
129U	CHEVY 1 TON PU	01/CHV/PU	3GBKC34G71M114976

**UTILITIES (WATER/EAST DISTRIBUTION)**

013U	FORD F550	19/F550	1FDUF5GY9KDA00319
016U	FORD 1 TON DUMP	20/FORD/DUMP	1FDUF4HT4LDA15311
017U	FORD 1T UTIL	12/FRD/1TU	1FDUF5GTXCEC99013
030U	GMC/CHEVY	13/GMC 4X4	1GT322CG1DZ128681
043U	GMC 4X4	15/GMC/4X4	1GT02XEG0FZ534676
049U	FORD 4X4	08/FRD/4X4	1FTNF21528EE15961
062U	FORD 1 TON	16/FRD/4X4	1FTBF2B66GEC73543
065U	FORD 1TON VAN	13/FRD/1TV	1FTNE2EW7DDB29061
081U	FORD 1T UTIL	13/FRD/2TU	1FDRF3GTXCEC95876



**APPENDIX C – COST AND CONDITIONS**

**First Year**

<b>Schedule Preventative Maintenance and General Service</b>	<i>PASSENGER FLEET</i>		<i>LIGHT, MEDIUM DUTY, SUV's, VANS</i>	
	<b>Labor per Hour</b>	<b>Material Cost</b>	<b>Labor per Hour</b>	<b>Material Cost</b>
<u>Service A:</u> 6 months or 4,000 miles Service oil change	\$	\$	\$	\$
<u>Service B:</u> 12 months or 8,000 miles Service oil change tire rotation	\$	\$	\$	\$
	\$	\$	\$	\$
Cost of Hourly Labor Rate (not included in Service A,B,)	\$	n/a		n/a
Replacement Dealer Parts Discount (not included in Service A,B,)	n/a		n/a	%
Replacement None Dealer Parts Discount (not included in Service A,B,)	n/a	%	n/a	%

Conditions:

1. Prices or the services listed above must include all labor and material needed to complete the services specified.
2. Prices proposed in this section are firm fixed prices for the entire period of the contract (One Year).
3. All repair parts are to be OEM or equivalent. Exceptions will be individually considered on a case-by-case basis.
4. Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals
5. A service reminder sticker is required with each service.
6. Provide break down of labor hours for each periodic repair item and indicate any exceptions, if applicable. Labor hours shall be fiat rate time according to industry standard repair times.
7. Unless otherwise specified and/or agreed to, a standard 12/12,000mile warranty will be required on all labor and materials.

**APPENDIX C – COST AND CONDITIONS**

**Second Year**

<b>Schedule Preventative Maintenance and General Service</b>	<b>PASSENGER FLEET</b>		<b>LIGHT, MEDIUM DUTY, SUV's, VANS</b>	
	<b>Labor per Hour</b>	<b>Material Cost</b>	<b>Labor per Hour</b>	<b>Material Cost</b>
<u>Service A:</u> 6 months or 4,000 miles Service oil change	\$	\$	\$	\$
<u>Service B:</u> 12 months or 8,000 miles Service oil change tire rotation	\$	\$	\$	\$
	\$	\$	\$	\$
Cost of Hourly Labor Rate (not included in Service A,B,)	\$	n/a		n/a
Replacement Dealer Parts Discount (not included in Service A,B,)	n/a		n/a	%
Replacement None Dealer Parts Discount (not included in Service A,B,)	n/a	%	n/a	%

Conditions:

1. Prices or the services listed above must include all labor and material needed to complete the services specified.
2. Prices proposed in this section are firm fixed prices for the entire period of the contract (One Year).
3. All repair parts are to be OEM or equivalent. Exceptions will be individually considered on a case-by-case basis.
4. Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals
5. A service reminder sticker is required with each service.
6. Provide break down of labor hours for each periodic repair item and indicate any exceptions, if applicable. Labor hours shall be fiat rate time according to industry standard repair times.
7. Unless otherwise specified and/or agreed to, a standard 12/12,000mile warranty will be required on all labor and materials.

**APPENDIX C – COST AND CONDITIONS**

**Third Year**

<b>Schedule Preventative Maintenance and General Service</b>	<i>PASSENGER FLEET</i>		<i>LIGHT, MEDIUM DUTY, SUV's, VANS</i>	
	<b>Labor per Hour</b>	<b>Material Cost</b>	<b>Labor per Hour</b>	<b>Material Cost</b>
<u>Service A</u> : 6 months or 4,000 miles Service oil change	\$	\$	\$	\$
<u>Service B</u> : 12 months or 8,000 miles Service oil change tire rotation	\$	\$	\$	\$
	\$	\$	\$	\$
Cost of Hourly Labor Rate (not included in Service A,B,)	\$	n/a		n/a
Replacement Dealer Parts Discount (not included in Service A,B,)	n/a		n/a	%
Replacement None Dealer Parts Discount (not included in Service A,B,)	n/a	%	n/a	%

Conditions:

1. Prices or the services listed above must include all labor and material needed to complete the services specified.
2. Prices proposed in this section are firm fixed prices for the entire period of the contract (One Year).
3. All repair parts are to be OEM or equivalent. Exceptions will be individually considered on a case-by-case basis.
4. Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals
5. A service reminder sticker is required with each service.
6. Provide break down of labor hours for each periodic repair item and indicate any exceptions, if applicable. Labor hours shall be fiat rate time according to industry standard repair times.
7. Unless otherwise specified and/or agreed to, a standard 12/12,000mile warranty will be required on all labor and materials.

## APPENDIX D – SERVICE FREQUENCY FIXED COST MATRIX

	Service A	Service B	Service C	Service D	Service E
	6 month	12 month	24 month	48 month	60 month
	4,000 miles	8,000 miles	12,000 miles	30,000 miles	60,000 miles
1 Change Engine Oil	X	X	X	X	X
2 Change Engine Oil Filter	X	X	X	X	X
3 Check Air Filter Condition	X	X	X	X	X
4 Check and Adjust Drive Belts	X	X	X	X	X
5 Check Battery Electrolyte Level, Needed; Clean And Tighten	X	X	X	X	X
6 Check Brake Fluid Level	X	X	X	X	X
7 Check Brake Pads, Shoes,	X	X	X	X	X
8 Check Breather Condition	X	X	X	X	X
9 Check Drive Tran Fluid Levels Transfer case, Differential)	X	X	X	X	X
10 Check Engine Compartment filter	X	X	X	X	X
11 Check Engine Cooling System,	X	X	X	X	X
12 Check Exhaust System	X	X	X	X	X
13 Check Front And Rear Shocks Leakage	X	X	X	X	X
14 Check Exterior & Interior Lights Items For Correct Operation	X	X	X	X	X
15 Check Power Steering Fluid	X	X	X	X	X
16 Check Tire Pressure And	X	X	X	X	X
17 Check Windshield Wiper Washer Solvent level, Fill as needed	X	X	X	X	X
18 Lubricate Chassis/CV boots	X	X	X	X	X
19 Lubricate Steering Linkage	X	X	X	X	X
20 Check Front Brake Pads, Rotors		X	X	X	X
21 Check Rear Brake Shoes,		X	X	X	X
22 Rotate Tires (4 Way R Front To Back	X	X	X	X	X
23 Air Filter- when needed					
24 Check Headlight Alignment			X	X	X
25 Check Parking Brake Operation	X	X	X	X	X
26 Lubricate Door Latches, Locks	X	X	X	X	X
27 Fuel Filter- Replace/ diesel			X	X	X
28 Transmission- Change Fluid,					
29 Check Air Condition System, Compressor Operation Where Applicable					X

Please quote the estimated waiting time for each of the above services:

Service A: \_\_\_\_\_ hours

Service B: \_\_\_\_\_ hours

Service C: \_\_\_\_\_ hours

Service D: \_\_\_\_\_ hours

Service E: \_\_\_\_\_ hours

**First Year**

Please quote the latest time in the day that services requested can be completed that day:

- Service A: \_\_\_\_\_  
 Service B: \_\_\_\_\_  
 Service C: \_\_\_\_\_  
 Service D: \_\_\_\_\_  
 Service E: \_\_\_\_\_

Please quote total prices for the following services including all parts, labor, fluids, and materials:

	<i>PASSENGER FLEET</i>		<i>LIGHT, MEDIUM DUTY, SUV's, VANS</i>	
1. Two (2) wheel alignment	\$		\$	
2. Four (4) wheel alignment	\$		\$	
3. Transmission Service	\$		\$	
4. Tire Mount and Balance	\$		\$	
5. Coolant System Flush	\$		\$	
6. Lube, Oil, Filter including all fluids and top offs	\$		\$	
7. Tire rotation and balance	\$		\$	
8. Tire repair	\$		\$	
9. Replace brake pads	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
10. Turn Rotors	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
11. Service Calipers	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
12. Cost if all three are done at the same time	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
13. Diagnostic Labor Rate per hour	\$			

**Second Year**

Please quote the latest time in the day that services requested can be completed that day:

- Service A: \_\_\_\_\_  
 Service B: \_\_\_\_\_  
 Service C: \_\_\_\_\_  
 Service D: \_\_\_\_\_  
 Service E: \_\_\_\_\_

Please quote total prices for the following services including all parts, labor, fluids, and materials:

	<i>PASSENGER FLEET</i>		<i>LIGHT, MEDIUM DUTY, SUV's, VANS</i>	
1. Two (2) wheel alignment	\$		\$	
2. Four (4) wheel alignment	\$		\$	
3. Transmission Service	\$		\$	
4. Tire Mount and Balance	\$		\$	
5. Coolant System Flush	\$		\$	
6. Lube, Oil, Filter including all fluids and top offs	\$		\$	
7. Tire rotation and balance	\$		\$	
8. Tire repair	\$		\$	
9. Replace brake pads	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
10. Turn Rotors	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
11. Service Calipers	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
12. Cost if all three are done at the same time	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
13. Diagnostic Labor Rate per hour	\$			

**Third Year**

Please quote the latest time in the day that services requested can be completed that day:

- Service A: \_\_\_\_\_  
 Service B: \_\_\_\_\_  
 Service C: \_\_\_\_\_  
 Service D: \_\_\_\_\_  
 Service E: \_\_\_\_\_

Please quote total prices for the following services including all parts, labor, fluids, and materials:

	<i>PASSENGER FLEET</i>		<i>LIGHT, MEDIUM DUTY, SUV's, VANS</i>	
1. Two (2) wheel alignment	\$		\$	
2. Four (4) wheel alignment	\$		\$	
3. Transmission Service	\$		\$	
4. Tire Mount and Balance	\$		\$	
5. Coolant System Flush	\$		\$	
6. Lube, Oil, Filter including all fluids and top offs	\$		\$	
7. Tire rotation and balance	\$		\$	
8. Tire repair	\$		\$	
9. Replace brake pads	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
10. Turn Rotors	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
11. Service Calipers	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
12. Cost if all three are done at the same time	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
13. Diagnostic Labor Rate per hour	\$			

**APPENDIX E – VENDOR QUALIFICATION SHEET**

1. Name of Company:
2. Address:
3. Primary Contact:
  - Phone Number:
  - Fax Number:
  - Email:
4. Contact designated to handle contract disputes or services issues (if different from #3):
5. Number of years the company has been in the business of vehicle and maintenance repair services:
6. Facility Description:

Location of Facility <i>(List all locations if multiple facilities exist within County)</i>	Hours of Operation	# of employees	# of mechanics	# of bays



7. Provide employee certifications and company certifications for providing the required services.

8. Provide three (3) references from current corporate or public sector customers with similar fleet sizes:

Name and Business	Address	Phone #	Email

9. Are you able to secure vehicles overnight?

10. What services cannot be immediately performed by your staff onsite? (be specific)

11. Are you able to meet the reporting requirements as noted in Section IV?

12. Do you provide valet service? If so, what cost or limitations.

**APPENDIX F - DELINQUENT PERSONAL PROPERTY STATEMENT**

\_\_\_\_\_, having been awarded a contract by the Board of Lake County Commissioners, hereby affirms under oath pursuant to Ohio Revised Code Section 5719.042, that at the time the bid was submitted, my company (was), (was not) charged with delinquent personal property taxes on the General Tax List of Personal Property for Lake County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Lake County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be set forth below.

A copy of this statement shall be transmitted by the Lake County Auditor to the County Treasurer within thirty days of the date it is submitted. A copy of this statement shall also be incorporated into the contract made between the Board of Lake County Commissioners and \_\_\_\_\_ and no payment shall be made with respect to any contract unless such statement has been so incorporated as a part thereof.

Delinquent Personal Property Tax      \$ \_\_\_\_\_

Penalties      \$ \_\_\_\_\_

Interest      \$ \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed in my presence, and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

NOTARY PUBLIC

**APPENDIX G - FORM OF NON-COLLUSION AFFIDAVIT**

(To be dated and executed by the successful bidder before the award of the contract)

State of \_\_\_\_\_ )

SS:

County of \_\_\_\_\_ )

Being first duly sworn, deposes and says that he is \_\_\_\_\_ (sole owner, a partner, president, secretary, etc.) of \_\_\_\_\_ the party making the foregoing proposal or bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed directly or indirectly with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has 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, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the County of Lake, or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true; and, further, that such bidder has not, directly or indirectly, submitted this bid or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof:

\_\_\_\_\_

Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

Notary Public in and for

\_\_\_\_\_ County, Ohio

My Commission Expires

\_\_\_\_\_

**APPENDIX H - AFFIDAVIT OF COMPLIANCE WITH OHIO REVISED CODE SECTION 3517.13**

STATE OF OHIO

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and states as follows:

1. I am duly authorized to make the statements contained herein on behalf of \_\_\_\_\_  
("the Contracting Party").
2. The Contracting Party is a/an (select one):
  - Individual, partnership, or other unincorporated business association (including without limitation, a professional association organized under Ohio Revised Code Chapter 1787), estate, or trust.
  - Corporation organized and existing under the laws of the State of \_\_\_\_\_ .
  - Labor organization
3. I hereby affirm that the Contracting Party and each of the individuals specified in R.C. 3517.13(I)(3) (with respect to non-corporate entities and labor organizations) or R.C. 3517.13(J)(3) (with respect to corporations) are in full compliance with the political contribution limitations set forth in R.C. 3517.13(I) and (J), as applicable.
4. I understand that a false representation on this certification constitutes a felony of the fifth degree pursuant to 3517.992 (R)(3).

Affiant further sayeth naught.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO BEFORE ME and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

SEAL