

**INSTRUCTIONS TO BIDDERS
FOR THE VINEYARD PROPOSAL
AT NORTH BASS ISLAND STATE PARK**

The Director of Natural Resources, under authority of Section 1501.01 of the Ohio Revised Code, desires to lease the facilities as described in the lease enclosed herein for the purpose of obtaining, economic and practical management of facilities.

PROPOSAL REQUIREMENTS

Proposal Form

The bidder will make a proposal as to the amount of annual compensation to be paid to the Department. Proposals must be submitted as whole dollar amounts only. Proposals must not be referenced by the bidder to any given level of sales or profits.

Proposals submitted in any form other than as requested on the official “Proposal Form” will be considered non-responsive to the bid and will not be considered.

Non-Collusion Affidavit

The non-collusion affidavit is a part of this proposal that shall be filled out in full and properly executed by the bidder before the proposal is submitted for consideration. More than one proposal from a bidder under the same or different names will not be considered. Reasonable grounds for believing that any bidder is interested in more than one proposal will cause the rejection of all proposals in which the bidder is interested.

Applicable Law

The Bidder understands that this lease will be considered as being negotiated in and executed within the State of Ohio and the lease shall be construed according to the laws of this State.

Foreign Corporation or Non-Resident

Before a contract will be awarded to a foreign corporation or a person or partnership non-resident of the State of Ohio, a certificate from the Secretary of State will be required by the Director that such corporation is authorized to do business in the State of Ohio or that such person or partnership has filed a Power of Attorney designating the Secretary of State his or its agent for the purpose of accepting service of summons in any action relating to the contract or brought under the provisions of the Workers' Compensation Laws of the State.

BIDDING PROCEDURES

Sealed bid proposals will be received in the Division of Parks and Watercraft, Concessions Section, 2045 Morse Road, Building C, 3rd Floor, Columbus, Ohio 43229-6693 until 2:00 p.m. EST on bid opening day. Bids will be publicly opened thereafter by the Chief or his authorized agent. The right is reserved to reject any and all bids. All properly completed bids received prior to bid opening time will be objectively reviewed by the Department. Any bid(s) received after the bid opening time will not be considered.

Parties interested in bidding for the rights and privileges for such operation shall submit bid proposals which shall be prepared upon the official bid proposal form.

The Sample Lease included in the bid package is the lease form that the successful bidder will be required to sign. No changes to this lease form may be made or proposed by the bidder as part of his/her bid.

INSTRUCTIONS TO BIDDERS

Bid proposals including all items required by these instructions shall be sealed in an envelope with the bid opening date, time, and facility name on the outside of the envelope. If sending by mail, enclose the bid envelope in a mailing envelope and send. Envelopes without the affixed bid date, time, and facility name posted online may be rejected. The following items are included with the online bid package and become a part of the bid proposal:

1. Bid proposal form
2. Non-collusion affidavit
3. Envelope (provided by bidder) with the bid number and opening date affixed. (Bid number, opening date, and time provided online)

Completeness of Bid Package

The physical make-up and content of the bid package provided online by the Department are designed to be complete for the preparation and submittal of bids; however, the Bidder shall verify to his own satisfaction that all materials provided online to him, including addenda, are accessible and complete. Should the Bidder discover that a page, sheet, or other item is inaccessible or missing, he shall so notify the Division of Parks and Watercraft, and the inaccessible or missing item(s) will be made available by other means to the Bidder. After proposals have been submitted, no claims of ignorance of the requirements due to missing or inaccessible materials will be recognized. If, in the judgment of the Department an addendum is required, the Department will prepare an addendum and post it online. The Department will also send all parties recorded by the Department as having been emailed notification of the bid package notice of the newly posted addendum. Each Bidder shall have the responsibility to ensure that the proposal is responsive to all addenda issued. Failure to receive any addenda shall not release the Bidder from the obligations imposed in such addenda.

If any proposals require clarification, the Director may request such clarification by bidder(s). The Director may require any bidder to furnish additional evidence of his financial condition or ability to perform the obligations and responsibilities imposed by the terms and conditions of the lease, and such other information as may be considered desirable by him/her. No bidder will be permitted, in connection with the submission of the above information, to alter any pertinent factors contained in his original proposal. The right is reserved by the Director to waive any irregularities in any proposal.

All bidders will be notified as to the results of the bid award. The successful bidder will be required to enter into a lease with the State of Ohio.

Questions may be directed to: Nick Hall, Business Administrator
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