



**STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**

NOTIFICATION OF STATEWIDE CONTRACT

October 5, 2012

CONTRACT TITLE: Patrol Vehicles: Current Model Year

CURRENT CONTRACT PERIOD: October 4, 2012 through End of Model Year

BUYER INFORMATION: Tammy Michel
(573) 751-3114
Tammy.Michel@oa.mo.gov

RENEWAL INFORMATION	NO RENEWAL OPTION AVAILABLE
----------------------------	------------------------------------

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.
Local Purchase Authority shall not be used to purchase supplies/services included
in this contract unless specifically allowed by the contract terms.

The entire contract document may be viewed and printed from the Division of Purchasing & Materials Management's
Awarded Bid & Contract Document Search located on the Internet at <http://www.oa.mo.gov/purch>.

~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C113046001	4313370020 1	Don Brown Chevrolet, Inc. and Ally Contact: David Helterbrand 2244 South Kingshighway St. Louis, MO 63110 Phone: (314) 772-1400 Fax: (314) 772-5015 Email: dave@donbrownchevrolet.com	No	Yes
C113046002	4316465700 1	Landmark Dodge Contact: Larry Wilson 1900 S. Noland Rd. Independence, MO 64055 Phone: (816) 651-6767 Fax: (816) 833-0948 Email: landmarkdodge1@yahoo.com	No	Yes

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C113046003	4309186700 0	Joe Machens Ford Contact: Kelly Sells 1911 West Worley Columbia, MO 65203 Phone: (573) 445-4411 Fax: (573) 445-8164 Email: ksells@machens.com	No	Yes

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
10/14/12 – End of Current Model Year	10/05/12	Initial issuance of new statewide contract

**PATROL CARS – CURRENT MODEL YEAR
(Statewide)**

GENERAL INFORMATION

C113046001, C113046002, and C113046003 are established for the purchase of current model year police package sedans. These are law enforcement vehicles and their purchase must be intended for law enforcement use. Specific information on warranty, ordering and delivery terms follows. Vehicle specifications and prices, including options, are included herein.

BRAND AND MODEL

C113046001:	Brand: Chevrolet	Model: Caprice 9C1 Police Package Sedan
	Brand: Chevrolet	Model: Chevrolet Impala 9C1 Police Package Four Door Sedan
	Brand: Chevrolet	Model: Tahoe PPV Police Package Sport Utility
C113046002:	Brand: Dodge	Model: Charger Police Sedan
C113046003:	Brand: Ford	Model: Police Interceptor Sedan
	Brand: Ford	Model: Police Interceptor Utility

WARRANTY

The Standard Factory Warranty shall apply to all vehicles. A properly executed warranty must be delivered with the vehicle. The warranty shall not become effective until the unit is placed in service. If special forms must be filed with the contractor, the State of Missouri will comply with this request.

The warranty shall commence upon delivery and acceptance of the equipment/supplies by the State of Missouri.

ORDERING

The agency shall issue its own PGQ (Quick Price Agreement) order on an as needed basis. The contractor must not ship until they are in receipt of a hard copy PGQ order.

The commodity service code to use for line items 001, 006, 010, 018, and 024 in SAM II will be 07006. The commodity service code to use for line item 008 will be 07048.

DELIVERY

Must be made between the hours of 8:00 AM and 12:00 Noon or 1:00 PM and 4:00 PM, Monday through Friday, holidays excepted.

In the event the contractor fails to deliver the vehicle by the stated ARO time, the State of Missouri reserves the right to find the same or similar vehicle from another source, and to charge the contractor the difference for the substitution. The State of Missouri reserves the right to exercise this clause on a case-by-case basis, and to consider the degree of contractor responsibility in the delay.

PATROL CARS – CURRENT MODEL YEAR
(Statewide)

Contract Number: C113046001

Contractor: Don Brown Chevrolet Inc. & Ally

Line Item 001

Commodity Service Code: 07006

MAKE/MODEL: 2013 Chevrolet Caprice 9C1 Police Package Sedan

PRICE: \$26,488.00

EQUIPMENT INCLUDED IN PRICE

- 6.0 liter V8 gasoline engine with heavy duty cooling system and auxiliary engine oil cooler
- Rear wheel drive
- Six (6) Speed heavy duty transmission for police operation. Floor mounted shift lever without console
- 2.92 to 1 Rear Axle Ratio, Limited Slip
- Heavy-duty power rack and pinion steering with auxiliary oil cooler
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Heavy-duty 4 wheel independent front and rear suspension equipped with heavy-duty front and rear stabilizer bars
- Tilt and telescoping steering wheel
- Five (5) Goodyear P235/50R18 BSW tires “W” speed rated, (includes full size spare)
- Five (5) 18” x 8” heavy-duty steel wheels (includes full size spare)
- Full wheel covers
- 170 ampere alternator
- 700 c.c.a heavy-duty battery
- 600 c.c.a heavy-duty auxiliary battery located in trunk. Must include isolator to prevent main battery rundown
- Cruise control factory installed
- Factory installed air conditioning with integral heater and defroster
- Electric rear window defroster
- Speedometer, Police type, 0-160 MPH, certified for accuracy
- AM/FM Radio
- AM and Police radio noise suppression package
- Power windows and door locks. Rear power windows operable from rear seat and driver’s seat. Rear window lockout switch controllable from the driver’s position
- Rear inside door locks and handles fully operable
- Single key system for ignition, door, and deck lid with two (2) keyless entry key fobs. Each vehicle keyed differently
- Deck lid key lock cylinder. Driver side front door lock cylinder
- Automatic Deck Lid Release: electric to unlock the deck lid from driver’s position inside vehicle, ignition powered
- Outside Rearview mirrors power-heated
- Heavy-duty front bucket seats reinforced for increased support and covered with heavy duty cloth fabric. No center console. Power adjusting driver seat with manual fore-aft movement
- Heavy-duty cloth fabric rear bench seat
- Driver and front passenger air bags, side curtain air bags for driver and passenger only, front seat back mounted thorax air bags
- Full color keyed carpeting
- Front and rear carpeted mats
- Front license bracket
- Left (driver side) factory spotlight provision with 6” halogen spotlight installed
- Factory installed overhead high intensity auxiliary dome lamp wired and switched independently from standard dome lamp
- Dome and courtesy lamps will not operate when doors are opened. Lamps controlled by IP switch only
- Grill lamp and siren speaker wiring
- Horn/siren wiring circuit
- Standard production solid color exterior and standard interior trim

**PATROL CARS – CURRENT MODEL YEAR
(Statewide)**

AVAILABLE OPTIONS

Line Item 002– \$ 166.00

6.0 liter V8 gasoline engine, delete, and replace with 3.6 liter V6 gasoline engine. Also deletes, external engine oil cooler.

Line Items 003 - \$212.50 (credit)

Auxiliary equipment battery, delete.

Line Item 004 - \$63.75

Head curtain roof rail mounted airbags, combined front and rear passenger.

Line Item 005 - \$127.50

6 Keys with integrated remote entry

DELIVERY: 150 days after receipt of order – Subject to delays.

The following line items will apply to co-operative procurement and state agency orders.

Line Item 031 - \$565.00 per vehicle

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

Contract Number: 113046001

Contractor: Don Brown Chevrolet Inc. & Ally

Line Item 006

Commodity Service Code: 07006

MAKE/MODEL: 2013 Chevrolet Impala 9C1-9C3 Police Package Four Door Sedan PRICE: \$20,175.00

EQUIPMENT INCLUDED IN PRICE

- V-6, 3.6 Liter Gasoline Engine with Heavy-Duty Cooling system and auxiliary engine oil cooler
- Front wheel drive
- Six speed automatic transmission, heavy-duty for police operation. Column shifter and external oil cooler
- Heavy-duty power rack and pinion steering with oil cooler
- Tilt steering wheel
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Four wheel heavy-duty independent suspension with heavy-duty front and rear stabilizer bars
- Four (4) P235/55R17 BSW “W” speed rated tires
- Four (4) 17” heavy-duty steel wheels
- Manufacturers option full wheel covers
- Compact spare tire/wheel
- 170 ampere alternator
- Heavy-duty battery for police use
- Police type 0-140 mph speedometer certified for accuracy
- Cruise control
- Automatic deck lid release
- Driver and passenger front air bag, side curtain air bags driver and passenger, driver and front passenger seat mounted thorax air bags
- AM/FM Stereo
- AM and Police Radio Noise Suppression Package
- Power windows and door locks, rear window operable from rear seat and driver’s seat, rear window lockout switch controllable from driver’s position
- Rear inside door locks and handles fully operable
- Single key locking system with two (2) keyless entry key fobs. Each vehicle keyed differently
- Deck lid and driver door lock cylinders
- Protective body side moldings
- Air conditioning with integral heater and defroster
- Electric rear window defroster
- Reinforced heavy-duty front bucket seats with heavy-duty cloth fabric. No center console. Power adjusting driver and passenger seat
- Heavy-duty cloth fabric rear bench seat
- Full carpeting, both front and rear
- Front and rear carpeted mats
- Front license bracket
- Spotlight provision; left hand with 6” halogen spotlight
- Courtesy lamp disable, lamps controlled by IP switch
- Auxiliary dome lamp
- Grill lamp, siren speaker wiring provision
- Power heated outside rear view mirrors
- Standard production solid color exterior and standard interior trim
- Horn/siren wiring circuit

**PATROL CARS – CURRENT MODEL YEAR
(Statewide)**

AVAILABLE OPTIONS

Line Item 007 - \$252.00 - Delete

Detective Street Appearance Package. Includes spotlight and spotlight provision delete (9C3 Option)

DELIVERY: Approximately 80 days after receipt of order.

The following line items will apply to co-operative procurement and state agency orders.

Line Items 032- \$565.00 per vehicle

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

Contract Number: C113046001

Contractor: Don Brown Chevrolet Inc. & Ally

Line Item 008

Commodity Service Code: 07048

MAKE/MODEL: 2013 Chevrolet Tahoe 2-Wheel Drive Police Package PPV

PRICE: \$25,793.00

EQUIPMENT INCLUDED IN PRICE

- V-8 type, 5.3 liter gasoline engine with heavy-duty cooling system and engine oil cooler
- Rear wheel drive
- Six speed automatic transmission, heavy-duty for police operation, column mounted gear shift lever and auxiliary oil cooler
- 3.08 to 1 Rear Axle Ratio
- Heavy-duty power rack and pinion steering with auxiliary oil cooler
- Tilt steering wheel
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power assist
- Heavy-duty front and rear suspension equipped with heavy-duty front and rear stabilizer bars
- Five tires, P265/60R17 BSW, "V" speed rated (includes spare)
- Five 17" x 7.5" heavy-duty steel wheels (includes spare)
- Metal bolt-on chrome center caps
- 160 ampere alternator
- Heavy-duty battery for police use
- Police type speedometer, 0-140 MPH, certified
- Driver and front passenger air bags, driver and passenger side curtain air bags, driver and front passenger seat mounted thorax air bags
- AM/FM stereo
- AM and police radio noise suppression package
- Power windows with rear window lockout switch
- Power door locks
- Rear inside door locks and handles fully operable
- Driver front door and lift gate lock cylinder
- Single key locking system for each vehicle with two keyless entry key fobs. Each vehicle keyed differently.
- Cruise control
- Front and rear air conditioning with integral heater and defroster
- Electric rear window defroster
- Heavy-duty high back front bucket seats reinforced with increased support and covered with heavy-duty cloth fabric. No center console. Power driver and front passenger seats.
- Heavy-duty vinyl bench rear seat
- Full color keyed carpeting
- Front and rear floor mats
- Protective body side moldings
- Deep tinted glass, all windows except windshield and front door windows which shall be a light tinted glass
- Outside heated and power adjustable mirrors
- Front license bracket
- Spotlight provision, left hand with 6" halogen spotlight
- High intensity auxiliary dome lamp
- Horn and siren wiring circuit
- Standard production solid color exterior and standard interior trim
- Grill lamp and siren speaker wiring

**PATROL CARS – CURRENT MODEL YEAR
(Statewide)**

AVAILABLE OPTIONS

Line Item 009 - \$63.00

Keyless Entry Transmitters, package of six (6) transmitters.
Option Code AMF

DELIVERY: Approximately 80 days after receipt of order.

The following line items will apply to co-operative procurement and state agency orders.

Line Items 033 - \$565.00 per vehicle

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

Contract Number: C113046002

Contractor: Landmark Dodge

Line Item 010

Commodity Service Code: 07006

MAKE/MODEL: 2013 Dodge Charger Police Pursuit

PRICE: \$22,964.00

EQUIPMENT INCLUDED IN PRICE

- V-8 type, 5.7 liter gasoline engine with heavy-duty cooling system and engine oil cooler
- Rear wheel drive
- 3.06 to 1 Rear Axle Ratio
- Five speed automatic with overdrive transmission, heavy-duty for police operation, column shifter, and external oil cooler
- Heavy-duty power rack and pinion steering with oil cooler
- Tilt steering wheel
- Heavy-duty fade resistant four wheel disc anti-lock disc brakes with power booster
- Heavy-duty four wheel independent suspension
- Five (5) Goodyear tires, P225/60R18 BSW, "W" speed rated (includes spare)
- Five 18" x 7.5" steel wheels with manufacturers optional 18" full wheel covers (includes spare)
- 220 ampere alternator
- Heavy-duty 800 c.c.a. minimum battery
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- Power deck lid release, ignition powered
- Power type certified 0-160 mph speedometer
- AM/FM stereo
- Radio Noise Suppression Package
- Driver and front passenger air bags, driver and passenger side curtain air bags and driver and front passenger seat mounted thorax air bags
- Power windows and door locks, rear power window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable
- Heavy-duty front bucket seats reinforced for increased support and covered with heavy-duty cloth fabric. No center console. Power-adjusting driver seat
- Heavy-duty cloth bench rear seat
- Full carpeting both front and rear
- Carpeted front and rear floor mats
- Front license bracket
- Spotlight provision, left hand with 6" halogen spotlight
- Factory dome/map lamp delete
- Auxiliary Dome Lamp wired and switched independently
- Power heated outside rear view mirrors
- Single key locking system
- Keyless entry system
- Standard Production Solid Color Exterior and Standard Interior Trim

AVAILABLE OPTIONS

Line Item 011 – \$891.43 (credit)

5.7 liter V8 engine delete and replace with 3.6 liter V6 engine (credit).

Line Item 012 - \$142.00 (credit)

Full size spare tire/wheel, delete, and replace with spare tire/wheel

**PATROL CARS – CURRENT MODEL YEAR
(Statewide)**

Line Item 013 – No Charge

Police equipment mounting bracket located between front seats

Line Item 014 - \$441.00

Detective street appearance package. Includes spotlight and spotlight provision delete

Line Item 015 - \$134.00

Left (driver side) factory spotlight provision with 6” LED spotlight installed in lieu of a halogen spotlight

Line Item 016 - \$352.00

Connectivity Group, includes UConnect voice command with Bluetooth and auto-dimming rear view mirror with microphone

Line Item 017 - \$89.00

Additional Key FOBS. Four (4) additional FOBS

DELIVERY: Approximately 60-120 days after receipt of order.

The following line items will apply to co-operative procurement and state agency orders.

Line Item 034 - \$350.00 per vehicle

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

Line Item 037 - \$0.60 per mile

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

Contract Number: C113046003

Contractor: Joe Machens Ford

Line Item 018

Commodity Service Code: 07006

MAKE/MODEL: 2013 Ford Police Interceptor Sedan

PRICE: \$25,784.00

EQUIPMENT INCLUDED IN PRICE

- V-6 type, 3.5 liter turbo-charged (EcoBoost) gasoline engine with heavy-duty cooling system and engine oil cooler
- 148 mph top speed calibration
- All wheel drive
- Six speed automatic heavy-duty police calibration, column mounted gear selector and external oil cooler
- Heavy-duty electric power assist steering
- Tilt steering wheel
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Independent front and rear suspension. Front and rear stabilizer bars
- Five (5) tires, 245/55R18 BSW, “W” speed rated (includes spare)
- Five (5) 18” x 8” heavy-duty steel wheel (includes spare)
- 18” Full Wheel Covers
- 220 ampere heavy duty alternator
- 750 c.c.a. minimum battery
- Police type speedometer certified for accuracy
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- AM/FM Stereo Radio
- Power adjustable brake and accelerator pedals
- AM and police radio noise suppression package
- Rear inside door locks and handles fully operable
- Automatic Deck Lid Release, ignition controlled
- Deck lid and driver door key lock cylinder
- Single key locking system
- Heavy-duty front bucket seats without console, designed for police usage and covered with heavy-duty cloth fabric. 6-way power adjusting driver seat
- Heavy-duty cloth bench rear seat
- Driver and front passenger air bags, driver and passenger side curtain air bags, and driver and front passenger seat mounted thorax air bags
- Full carpeting both front and rear
- Carpeted floor mats
- Front license bracket

**PATROL CARS – CURRENT MODEL YEAR
(Statewide)**

- Spotlight provision, left hand with 6” unity halogen spotlight
- Police power pigtail harness
- Pre-wiring for grill lamp, siren, and speaker
- Courtesy lamps disabled when any door is opened
- Power windows and door locks, rear power windows operable from rear seat and driver’s seat, rear window lockout switch controllable from driver’s position
- Overhead high intensity auxiliary dome lamp wired and switched independently from dome lamp
- Standard Production Solid Color Exterior and Standard Interior Trim
- L.H and R.H power adjusting outside rearview mirrors

AVAILABLE OPTIONS

Line Item 019 – \$2,745.00 (credit)

Turbo-charged 3.5 liter V6 engine delete and replace with normally aspirated 3.5 liter V6 (TiVCT) gasoline engine

Line Item 020 - \$3,745.00 (credit)

All wheel drive delete and replace with standard front wheel drive. Requires normally aspirated 3.5 liter V6 engine

Line Item 021 - \$496.00

Includes reverse sensing Ford Sync

Line Item 022 - \$101.00

Headlamp housing prep package. Does not include LED installed lights. Option Code 13P

Line Item 023 - \$110.00

Left (driver side) factory spotlight provision with 6” LED spotlight installed in lieu of halogen spotlight

DELIVERY: Approximately 90-120 days after receipt of order.

The following line items will apply to co-operative procurement and state agency orders.

Line Item 035 - \$600.00 per vehicle

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

Line Item 037 - \$0.47 per mile

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

Contract Number: C113046003

Contractor: Joe Machens Ford

Line Item 024

Commodity Service Code: 07006

MAKE/MODEL: 2013 Ford Police Interceptor Utility AWD

PRICE: \$24,925.00

EQUIPMENT INCLUDED IN PRICE

- V-6 type, 3.7 liter normally aspirated gasoline engine with heavy-duty cooling system and engine oil cooler
- All wheel drive
- Six speed automatic heavy-duty police calibration, column mounted gear selector and auxiliary oil cooler
- Heavy-duty fade resistant four wheel disc anti-lock disc brakes with power booster
- Heavy-duty electric power assist steering
- Tilt steering wheel
- Independent front and rear suspension. Front and rear stabilizer bars
- Five (5) tires, 245/55R18 BSW, “W” speed rated (includes spare)
- Five (5) 18” x 8” heavy-duty steel wheel (includes spare)
- 18” Full Wheel Covers
- 220 ampere heavy-duty alternator

**PATROL CARS – CURRENT MODEL YEAR
(Statewide)**

- 750 c.c.a. minimum battery
- Police type speedometer certified for accuracy
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- AM/FM Stereo Radio
- Power adjustable brake and accelerator pedals
- AM and police radio noise suppression package
- Power windows and door locks, rear power window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable
- Lift gate key lock cylinder and driver door key lock cylinder
- Single key locking system
- Heavy-duty front bucket seats without center console, designed for police usage and covered with heavy-duty cloth fabric. 6-way power adjusting driver seat
- Privacy glass for second and third row
- Heavy-duty cloth bench rear seat
- Driver and front passenger air bags, driver and passenger side curtain air bags and driver and front passenger seat mounted thorax air bags
- Full carpeting first and second row
- Carpeted floor mats
- Front license bracket
- Spotlight provision, left hand with 6" halogen spotlight
- Police power pigtail harness
- Pre-wiring for grill lamp, siren and speaker
- Courtesy lamps disabled when any door is opened
- Overhead high intensity auxiliary dome lamp
- Standard production solid color exterior and standard interior trim
- Left hand and right hand power adjusting outside rearview mirrors

AVAILABLE OPTIONS

Line Item 025– \$ 1,001.00 (credit)

All wheel drive delete and replace with standard front wheel drive

Line Item 028 - \$242.00

Ford Sync

Line Item 029 - \$103.00

Headlamp housing prep package. Does not include LED installed lights.

Line Item 030 – \$251.00

Left (driver side) factory spotlight provision with 6" LED spotlight installed in lieu of halogen spotlight.

Line Item 026 - \$500.00

Auxiliary air conditioning

Line Item 027 - \$41.00

Red/White dome lamp in cargo area

DELIVERY: Approximately 90 to 120 days after receipt of order.

The following line items will apply to co-operative procurement and state agency orders.

Line Item 036 - \$600.00 per vehicle

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

Line Item 037 - \$0.40 per mile

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

**PATROL CARS- CURRENT MODEL YEAR
(STATEWIDE CONTRACT)**

State of Missouri
Office of Administration
Division of Purchasing and Materials Management
Contract Performance Report

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

Contract No.: _____ **Contractor:** _____

Describe Product Purchased (include Item No's., if available): _____

Rating Scale: 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	Rate 1-5, 5 best
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	Rate 1-5, 5 best
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: _____

Prepared by: _____ Title: _____ Agency: _____

Date: _____ Phone: _____ Email: _____

Address: _____

Please detach or photocopy this form & return by FAX to 573/526-9816, or mail to:

Office of Administration
Division of Purchasing and Materials Management
301 West High Street, RM 630
PO Box 809
Jefferson City, Missouri 65102
You may also e-mail form to the buyer as an attachment at
tammy.michel@oa.mo.gov



State of Missouri
 Office of Administration
 State Fleet Management Program
 Post Office Box 809, Jefferson City, MO 65102
 573/751-4534
 FAX 573/751-7819

Agency Tracking # (Optional)	
Date Received SFM Use Only	
Tracking Number SFM Use Only	

VEHICLE PREAPPROVAL FORM (Page 1)

Department/Division	Agency Contact Name
SAM II Order #	Agency Contact Fax

SECTION A

Expansion/Replacement	<input type="checkbox"/> Expansion <input type="checkbox"/> Replacement <i>(Complete Section D for Expansion Requests)</i>	Purchase Price \$
Purchase From:	<input type="checkbox"/> State Contract <input type="checkbox"/> Surplus <input type="checkbox"/> MSHP	Purchase Option (check all that apply)
Vehicle Requested <input type="checkbox"/> New <input type="checkbox"/> Used (Check One)		<input type="checkbox"/> Purchase <input type="checkbox"/> Lease-Purchase <input type="checkbox"/> Credits (Section 37.452 RSMo)
VEHICLE DATA	VEHICLE TO BE REPLACED	REQUESTED VEHICLE
Year		
Make		
Model		
VIN		N/A
License Number		N/A
Inventory Number		N/A
Current Odometer		<i>(leave blank for new vehicles)</i>
Annual Miles Driven	<i>Prior FY Actual</i>	<i>Estimated</i>
Vehicle Category	Pick One	Pick One
Vehicle Subcategory	Pick One	Pick One
Check all that apply	<input type="checkbox"/> 4WD <input type="checkbox"/> Police Equipped	<input type="checkbox"/> 4WD <input type="checkbox"/> Police Equipped
Primary Assignment	<input type="checkbox"/> Individual <input type="checkbox"/> Function <input type="checkbox"/> Pool	<input type="checkbox"/> Individual <input type="checkbox"/> Function <input type="checkbox"/> Pool
Assignment Name		
Vehicle Purpose	<input type="checkbox"/> Employee Transportation <input type="checkbox"/> Client Transportation <input type="checkbox"/> Task Specific (describe below) <input type="checkbox"/> Special Purpose (describe below)	<input type="checkbox"/> Employee Transportation <input type="checkbox"/> Client Transportation <input type="checkbox"/> Task Specific (describe below) <input type="checkbox"/> Special Purpose (describe below)
Reason for Replacement	<input type="checkbox"/> Routine (Over 120,000 miles) <input type="checkbox"/> Other <i>(Complete Section E)</i>	Actual Disposal Date/Miles <i>(SFM use only)</i>
Estimated Disposal Date		

SECTION B: SIGNATURES

Agency Head or Designee Date: _____	State Fleet Manager Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
---	---	--



State of Missouri
 Office of Administration
 State Fleet Management Program
 Post Office Box 809, Jefferson City, MO 65102
 573/751-4534
 FAX 573/751-7819

Agency Tracking # (Optional)	
Date Received SFM Use Only	
Tracking Number SFM Use Only	

VEHICLE PREAPPROVAL FORM (Page 2)

SECTION C: ADDITIONAL JUSTIFICATION FOR CERTAIN VEHICLE TYPES

This section must be completed if a SUV, four wheel drive vehicle, full size sedan or a police equipped vehicle is requested for individuals other than POST certified officers.

Special Requirements: Check all that apply and then describe in detail in the space provided below.

- Regularly driven off road or on unimproved roads
- Equipment/Tool Storage
- Passenger Occupancy
- Utility Features
- Other

Please describe the specific need here. Include justification describing why a lower cost; more fuel-efficient vehicle is not sufficient to meet agency needs.

SECTION D: ADDITIONAL JUSTIFICATION FOR EXPANSION VEHICLES

This section must be completed for expansion vehicle requests.

Reason for Expansion: Check all that apply and then describe in detail in the space provided below:

- New Statutory Requirements
- Fleet Increase Approved by General Assembly
- Program Changes
- Other

Describe the need to expand the fleet here.

SECTION E: REASON FOR REPLACEMENT

If "Other" was selected as the reason for replacement on page one please provide additional information below.

ADDITIONAL INFORMATION (optional)



**State of Missouri
Office of Administration
State Fleet Management Program
Post Office Box 809, Jefferson City, MO 65102
573/751-4534
FAX 573/751-7819**

VEHICLE PREAPPROVAL FORM

INSTRUCTIONS & INFORMATION

All new or used vehicle purchases must be approved in accordance with Executive Order 05-02 and the State Vehicle Policy (SP-4) which also requires vehicles under 10,000 GVWR (Gross Vehicle Weight Rating) to be pre-approved by the State Fleet Manager). The State Vehicle Policy may be viewed at <http://www.oa.mo.gov/gsfm/index.htm>. This includes vehicles purchased directly from other state agencies or State Surplus Property. State Surplus Property requires a signed pre-approval form prior to selling a used vehicle to a state agency.

STEP-BY-STEP INSTRUCTIONS TO COMPLETE THE PREAPPROVAL FORM

Complete Section A with information on the vehicle to be purchased and the vehicle to be replaced (if applicable).
Complete Section C if the request is to request purchase an SUV, four wheel drive pickup, full size sedan or a police equipped vehicle to be operated by individuals other than POST certified law enforcement officers.
Complete Section D if you are requesting an expansion to the size of your fleet.
Obtain signature of agency head or designee in Section B.
Agencies are not required to submit page two of this form if Sections C-E are not required.
Submit the signed form to the State Fleet Management Program. Address and fax numbers are displayed at the top of this page.
Interagency Mail: Room 760, Harry S. Truman State Office Building
The signed preapproval form will be faxed back to the contact indicated on the top of page one.

SAM II FINANCIAL PURCHASE ORDER INFORMATION

Agencies must use one of the following commodity codes when processing a PGQ or PDQ document:

07006 – Automobiles & Station Wagons
07007 – Autos, Station Wagons, Vans, Trucks, Alternative Fuel
07048 – Trucks (One Ton and Less Capacity)
07092 – Vans

Agencies do not have to enter a SAM II purchase order prior to submission of the preapproval form. If the purchase order number is indicated on the preapproval form, it will be approved in SAM II after the State Fleet Manager approves the preapproval form. If the purchase order number is not provided, agencies must contact the State Fleet Manager with the SAM II purchase order number and the SFM Tracking Number from the top of the preapproval form and indicate that the purchase order is ready for approval.

VEHICLE CREDIT INFORMATION

If your agency would like to purchase a vehicle with vehicle credit funds, please submit the Vehicle Credit Request Form with the Vehicle Preapproval Form. Your request to purchase a vehicle with credit funds must be approved before a purchase order can be fully processed. All vehicle credit purchases must be made in accordance with the signed interagency spending delegation agreement and Vehicle Credit Procedures. Procedures and the request form can be found at: <http://www.oa.mo.gov/gsfm/ssp.htm>.

QUESTIONS: Contact Cynthia Dixon, State Fleet Manager at 573/751-4534.