



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING

**NOTIFICATION OF STATEWIDE CONTRACT**

Date: December 1, 2016

**CONTRACT TITLE: MODEL YEAR 2017 FLEET PASSENGER CARS**

<b>CURRENT CONTRACT PERIOD:</b>	<b>November 23, 2016 through June 30, 2017</b>	
<b>RENEWAL INFORMATION:</b>	Original Contract Period:	November 23, 2016 through June 30, 2017
	Renewal Options Available:	Roll-Over Extension Available
	Potential Final Expiration:	December 31, 2017
<b>BUYER INFORMATION:</b>	Teri Schulte (573) 522-3296 <a href="mailto:Teri.schulte@oa.mo.gov">Teri.schulte@oa.mo.gov</a>	

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's **Awarded Bid & Contract Document Search** located on the Internet at <http://oa.mo.gov/purchasing>.

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

CONTRACT NUMBER	SAM II VENDOR NUMBER/ MissouriBUYS SYSTEM ID	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE -MENT
CC170213001	4746580860 1 MB00095149	Joe Machens Ford Lincoln 1911 W. Worley Columbia, MO 65203 (573) 445-4411 (573) 445-8164 fax  <u>Contact:</u>  Kelly Sells – <a href="mailto:ksells@machens.com">ksells@machens.com</a>	No	Yes

CONTRACT NUMBER	SAM II VENDOR NUMBER/ MissouriBUYS SYSTEM ID	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE -MENT
CC170213002	4313059400 2 MB00097088	Capitol Chrysler Dodge, Jeep, Ram 3201 Missouri Blvd. Jefferson City, MO 65109 (573) 893-5000 (573) 893-8256 fax  <u>Contacts:</u>  Jeff Smith – <a href="mailto:jsmith@capitolcitycars.com">jsmith@capitolcitycars.com</a>  Jerry Dunn – <a href="mailto:jdunn@capitolcitycars.com">jdunn@capitolcitycars.com</a>	No	Yes
CC170213003	4406074350 0 MB00094155	Cable Dahmer Chevrolet 1834 S. Noland Rd. Independence, MO 64055 (816) 521-7589 (816) 521-7645 fax  <u>Contact:</u>  Bob James – <a href="mailto:bjames@cabledahmer.com">bjames@cabledahmer.com</a>	Yes	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
November 23, 2016 through June 30, 2017	12/01/16	Added CAFÉ ratings to all models available. Will update notice at a later date when EPA information is updated.
November 23, 2016 through June 30, 2017	11/29/16	Updated statewide notice to remove regular fuel vehicles where there was an alternate fuel vehicle available in the same model and price.
November 23, 2016 through June 30, 2017	11/23/16	Initial issuance of new statewide contract

**PASSENGER CARS – 2017 MODEL YEAR**  
(Statewide)

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**GENERAL INFORMATION**

**SAM 2 User Note:** The state agency user will note that not all line item numbers on this notice and on SAM 2 are consecutively numbered. This is because the numbering herein follows the numbering from the RFP, which will also be the numbering the contractor will use for invoicing. For reasons of consistency between the RFP document and the contract, the line items herein follow the RFP even though they are not consecutive. SAM 2 line item numbering should match numbering on this statewide notice.

Vehicle specifications and prices, including options, are included herein.

**ORDERING**

**Note to State Agencies:** Prior to making a vehicle purchase, the state agency must complete a vehicle pre-approval form and submit to Cindy Dixon, State Fleet Manager. The pre-approval form can be found at the following website address:

<http://oa.mo.gov/general-services/state-fleet-management/vehicle-preapproval-process-and-vehicle-credits>

Once the state agency receives approval from the State Fleet Manager, the agency shall issue its own PGQ (Quick Price Agreement) order. The contractor must not ship until they are in receipt of a hard copy PGQ order.

**Cooperative Procurement Members Note:** The Vehicle Pre-Approval Form does not apply to cooperative procurement members only to State of Missouri agencies.

**SPECIFIC CONTRACTUAL AND PERFORMANCE REQUIREMENTS OF THE CONTRACTORS:**

***General:***

The contractor shall provide 2017 model year fleet passenger cars with all manufacturer standard equipment and any additional equipment required by the State of Missouri on an as needed, if needed basis. The base price on contract shall include all mandatory requirements and specifications presented herein.

All items of standard equipment which are normally provided with each vehicle by the manufacturer shall be furnished unless such items are expressly deleted or are specified to be other than standard.

All options and/or accessories stated herein must be manufacturer's original equipment. Aftermarket options and/or accessories shall not be acceptable.

As applicable, all options must be factory installed.

Each vehicle shall be clean, lubricated, serviced and ready for immediate service. This shall include installation of all required options and accessories and removal of all plastic from interior and exterior of the vehicle.

***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.

All warranty service must be performed in Missouri.

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**(Statewide)**

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***Order Documentation Requirement:***

At no cost to the State of Missouri, and upon request of the state agency, the contractor must provide the state agency with a copy of the order documentation submitted to the manufacturer when ordering each vehicle.

***Delivery:***

Delivery must be made between the hours of 8:00 a.m. and 12:00 Noon or 1:00 p.m. and 4:00 p.m., Monday through Friday, Central Time. Deliveries shall not be made on state holidays.

The contractor shall notify the state agency a minimum of twenty-four (24) hours prior to delivery of the vehicle to the state agency location.

The contractor must understand and plan accordingly that upon delivery the state agency representative must verify the vehicle delivered has all required equipment and options and that nothing was damaged during the delivery of the vehicle. If something is damaged during delivery of the vehicle the contractor shall be responsible for all costs associated with the repair of any such damage.

Each vehicle shall be delivered with the proper form to apply for Missouri title and license including the Manufacturer's Statement of Origin and invoice.

Each vehicle shall be delivered with the owner's manual.

The contractor shall comply with the manufacturer's recommended pre-delivery service.

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. In assessing the applicability of this provision, the State of Missouri will consider the degree of contractor responsibility in the delay.

The contractor shall understand and agree that the delivery charges (line items 30 or 31) shall not be applied nor invoiced to vehicles purchased by and delivered to Missouri state agencies. Any delivery charges shall only apply to public entities making purchases through the Missouri Cooperative Procurement Program. The contractor shall be entitled to receive the per mile delivery price (line item 30) or the guaranteed, not-to-exceed total delivery price per vehicle (line item 31) which can only be assessed for delivery of a vehicle to any cooperative entity throughout the State of Missouri. If the contractor proposes both the per mile delivery price and the guaranteed, not-to-exceed total delivery price, the contractor shall understand that the total delivery price assessed by way of the per mile price (line item 30) shall not exceed the guaranteed-not-to-exceed total delivery price per vehicle (line item 31). The lesser of the two prices (line items 30 or 31) shall be charged to the public entity.

***Potential Recall or Manufacturer Initiated Customer Service Action/Notification Requirement:***

The contractor shall be responsible for accessing potential recall notices from the National Highway Traffic Safety Administration (NHTSA), as well as any manufacturer initiated customer service actions prior to delivering the vehicles to the state agency location. If a recall or customer service action is found for the vehicle being delivered to the state agency, the contractor should, to the best of their ability, complete the necessary action(s) prior to delivery. If the contractor is unable to address the required recall or customer

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**(Statewide)**

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service action(s) prior to delivery, the contractor must inform the state agency of the “open” recall or customer service action upon delivery. The contractor shall then assist the state agency in getting the recall or customer service action(s) completed as quickly as possible.

***Financial Responsibility:***

The State of Missouri recognizes that dealerships may make financial arrangements that result in a finance company retaining a security interest in vehicles the State of Missouri purchases until such time as the dealership receives payment in full for those vehicles. The contractor shall understand and agree that a separate "Acknowledgement of Security Interest and Assignment" or similar document shall not be necessary and shall not be signed by the State of Missouri.

***Substitutions:***

The contractor shall not substitute any item(s) that has been awarded to the contractor without the prior written approval of the Division of Purchasing.

In the event an item becomes unavailable, the contractor shall be responsible for providing a suitable substitute item. The contractor’s failure to provide an acceptable substitute may result in cancellation or termination of the contract.

Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The contractor shall understand that the state reserves the right to allow the substitution of any new or different product/system offered by the contractor. The Division of Purchasing shall be the final authority as to acceptability of any proposed substitution.

Any item substitution shall require a formal contract amendment authorized by the Division of Purchasing prior to the state acquiring the substitute item under the contract.

The state may choose not to compel an item substitution in the event requiring a substitution would be deemed unreasonable in the sole opinion of the State of Missouri. The contractor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the contractor.

***Repair or Replacement of Damaged Product:***

The contractor shall be responsible for repairing any item or components received in damaged condition at no cost to the State of Missouri. In the event the item cannot be repaired or if the repair would otherwise compromise the integrity of the vehicle and the manufacturer warranty, then the contractor must replace the item or component in its entirety at no additional cost to the state. This includes all delivery/transportation costs for returning non-functional items to the contractor for replacement.

**NOTE: IF ANY OF THE ABOVE PERFORMANCE REQUIRMENTS ARE NOT MET AND/OR VEHICLE DELIVERED DOES NOT HAVE ALL NECESSARY EQUIPMENT, PLEASE CONTACT TERI SCHULTE AT (573) 522-3296 OR [teri.schulte@oa.mo.gov](mailto:teri.schulte@oa.mo.gov).**

**PASSENGER CARS – 2017 MODEL YEAR**  
(Statewide)

**Contract Number: CC170213001**

**Contractor: Joe Machens Ford Lincoln**

**LINE ITEM 1 – Compact; 4-Door Sedan; Alternative Fuel**

**UNSPSC Code: 25101503**

**MAKE/MODEL: Ford Focus SE**

**PRICE:**

**\$15,123.00**

***THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER***

**EQUIPMENT INCLUDED IN PRICE**

2.0 Liter, 4 cylinder engine; **Flex-Fuel**

178.5 inches Overall Length

Front Wheel Drive

Electric Power Assisted Steering

Front Bucket Cloth Seats

Power Windows, Door Locks & Exterior Mirrors

Manufacturer's Standard Heating and Air Conditioning

Manufacturer's Standard AM/FM Radio

Colored Key Front and Rear Floor Mats

Daytime Running Lamps

Remote Keyless Entry with Two (2) Transmitters

Map Light

Console with Storage

Cupholders

Rear Camera

2 Anchors for Children Seats

Coat Hooks

Capless Fuel Door

104.3 inch Wheelbase

6 Speed PowerShift Automatic Transmission

4-Wheel ABS, Brakes

P215/55R16 All Season Tires with compact spare

Rear 60/40 Bench Seat

Dual Frontal Air Bags

Head Curtain Side-Impact Air Bags

Speed Control and Tilt Wheel

Two (2) Sets of Keys

Electric Rear Window Defroster

Tire Tool & Compact Jack Included

Steering Wheel Audio Controls

12 Volt Power Point

Illuminated Vanity Mirrors

Bluetooth (SYNC)

Auto Lamp

Tire Pressure Monitor

Advance Trac

Available Exterior Colors: Shadow Black, White Gold, Magnetic Grey, Race Red, Ingot Silver, Oxford White, Blue Candy

Available Interior Colors: Charcoal Black; Medium Light Stone

Manufacturer's Estimated Fuel Mileage: City – 20  
Highway – 29  
Combined – 23

Fuel Tank Size: 12.4 gallons

CAFÉ Rating – TBD

**AVAILABLE OPTIONS**

**Line Item 3 – 3<sup>rd</sup> Set of Keys (ignition and door locks)**

**\$200.00**

**PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO**

**DELIVERY:** 70 – 100 days ARO – Subject to Delays

**WARRANTY:** 3 year (36,000 miles) bumper to bumper; 5 year (60,000 miles) on the power train.

**PASSENGER CARS – 2017 MODEL YEAR**  
(Statewide)

**Contract Number: CC170213001**

**Contractor: Joe Machens Ford Lincoln**

**Line Item 13 – Mid-Size; 4-Door Sedan; Regular Unleaded Fuel**  
**UNSPSC Code: 25101503**

***MAKE/MODEL: Ford Fusion S***

***PRICE: \$17,347.00***

***THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER***

**EQUIPMENT INCLUDED IN PRICE**

2.5 Liter 4 Cylinder Engine	112.2" Wheelbase
191.7" Overall Length	Front Wheel Drive
Six (6) Speed Automatic Transmission	Manufacturer's Standard GVWR
Electric Power Assisted Steering	P215/60R16 All Season Tires plus compact spare & tire tools
Front Cloth Bucket Seats	Rear 60/40 Bench Seat
Dual Frontal Air Bags	Manufacturer's Standard Heating and Air Conditioning
Two (2) Sets of Keys	Manufacturer's Standard AM/FM Stereo
Power Windows, Door Locks & Exterior Mirrors	Colored Key Carpet Floor Mats (front & rear)
Speed Control and Tilt Wheel	Daytime Running Lamps
4 Wheel ABS Brakes	Electric Rear Window Defroster
Head Curtain Side Impact Air Bags	Remote Keyless Entry with Two (2) Transmitters
Steering Wheel Controls (audio)	Console with Storage
Tire Pressure Monitor System	Auto Lamp
Advance Trac	Push Button Start
Map Lights	12 volt Powerpoints
Rearview Camera	Rotary Gear Shift Dial
SYNC-Bluetooth System	Electric Parking Brake
Capless Fuel Filler	

Available Exterior Colors: Shadow Black, White Gold, Magnetic Grey, Lighting Blue, Ingot Silver, Oxford White

Available Interior Colors: Medium Light Stone

Manufacturer's Estimated Fuel Mileage:	City – 21	Fuel Tank Size: 16.5 gallons
	Highway – 32	
	Combined – 25	CAFÉ Rating – 32.5952

**AVAILABLE OPTIONS**

**Line Item 15 – 3<sup>rd</sup> Set of Keys (ignition and door locks) \$220.00**

**PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO**

**DELIVERY:** 70 – 100 days ARO – Subject to Delays

**WARRANTY:** 3 year (36,000 miles) bumper to bumper; 5 year (60,000 miles) on the power train.

**PASSENGER CARS – 2017 MODEL YEAR  
(Statewide)**

**Contract Number: CC170213002**

**Contractor: Capitol Chrysler Jeep Dodge Ram**

**Line Item 17 – Full-Size; 4-Door Sedan; Alternative Fuel**

**UNSPSC Code: 25101503**

**MAKE/MODEL: Dodge Charger SE AWD**

**PRICE: \$22,689.00**

***THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER***

**EQUIPMENT INCLUDED IN PRICE**

3.6 Liter V6 Engine; <b>Flex Fuel</b>	120.2" Wheelbase
198.4" Overall Length	All Wheel Drive
Eight (8) Speed Automatic Transmission	5,350 Lbs. GVWR
4 Wheel ABS Brakes	Power Steering
Front Cloth Bucket Seats	Manufacturer's Standard All Season Tires with spare & tire tools
Cloth Rear 60/40 Bench Seat	Dual Frontal Air Bags
Manufacturer's Standard Heating and Air Conditioning	Two (2) Sets of Keys
Manufacturer's Standard AM/FM Stereo	Power Windows, Door Locks & Exterior Mirrors
Colored Key Carpet Floor Mats (front & rear)	Daytime Running Lamps
Speed Control and Tilt Wheel	Electric Rear Window Defroster
Remote Keyless Entry with Two (2) Transmitters	Outside Temperature Display
Head Curtain Side-Impact Air Bags	5.0 Touch Screen Display
Leather Wrapped Steering Wheel	Power Trunk Lid Release
Power 6-way Driver Seat	Remote Fuel Door Release
Hill Start Assist	

Available Exterior Colors: Billet, White, Destroyer Grey, Mango, Granite, Jass Blue, Steel, Octane Red, Black, Torred, Yellow

Available Interior Colors: Black

Manufacturer's Estimated Fuel Mileage:	City – 18	Fuel Tank Size:	19 gallons
	Highway – 27		
	Combined – 21	CAFÉ Rating –	36.75321

**AVAILABLE OPTIONS**

**Line Item 19 – 3<sup>rd</sup> Set of Keys (ignition and door locks) **\$259.00****

**PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO**

**DELIVERY:** 90 – 120 days ARO – Subject to Delays

**WARRANTY:** 3 year (36,000 miles) bumper to bumper; 5 year (100,000 miles) on the power train.

**PASSENGER CARS – 2017 MODEL YEAR**  
(Statewide)

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**Contract Number: CC170213003**

**Contractor: Cable Dahmer Chevrolet**

**Line Item 21 – Full-Size; 4-Door Sedan; Regular Unleaded Fuel**  
**UNSPSC Code: 25101503**

**MAKE/MODEL: Chevrolet Impala**

**PRICE: \$21,775.00**

***THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER***

**EQUIPMENT INCLUDED IN PRICE**

2.5 Liter 4 Cylinder Engine	111.7” Wheelbase
202.9” Overall Length	Front Wheel Drive
Six (6) Speed Automatic Transmission	4 Wheel ABS Brakes
Power Steering	P235/50R18 All Season Tires with compact spare & tire tools
Front Cloth Bucket Seats	Cloth Rear 60/40 Bench Seat
Dual Frontal Air Bags	Manufacturer’s Standard Heating and Air Conditioning
Two (2) Sets of Keys	Head Curtain Side-Impact Air Bags
Manufacturer’s Standard AM/FM Stereo	Power Windows, Door Locks & Exterior Mirrors
Colored Key Carpet Floor Mats (front & rear)	Daytime Running Lamps
Speed Control and Tilt Wheel	Electric Rear Window Defroster
Remote Keyless Entry with Two (2) Transmitters	8-way Driver Seat
Driver Information Center	Stabilitrac
Traction Control	10 Air Bags

Available Exterior Colors: Silver, White, Black, Blue

Available Interior Colors: Dark Titanium

Manufacturer’s Estimated Fuel Mileage: City – 22  
Highway – 31  
Combined – 25

Fuel Tank Size: 18.5 gallons

CAFÉ Rating – 32.5655

**AVAILABLE OPTIONS**

**Line Item 23 – 3<sup>rd</sup> Set of Keys (ignition and door locks)**

**\$125.00**

**PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO**

**DELIVERY:** 75 days ARO – Subject to Delays

**WARRANTY:** 3 year (36,000 miles) bumper to bumper; 5 year (100,000 miles) on the power train.

**PASSENGER CARS – 2017 MODEL YEAR  
(Statewide)**

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**Contract Number: CC170213001**

**Contractor: Joe Machens Ford Lincoln**

**Line Item 25 – Mid-Size; 4-Door Sedan; Hybrid**

**UNSPSC Code: 25101503**

***MAKE/MODEL:* Ford Fusion S Hybrid**

***PRICE:***

**\$22,822.00**

***THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER***

**EQUIPMENT INCLUDED IN PRICE**

2.0 Liter I-4 Cylinder Atkinson Engine	112.2 inch Wheelbase
191.8 inch Overall Length	Front Wheel Drive
Automatic eCVT Transmission	Lithium-Ion Battery Pack System
Electric Power Assisted Steering	All Season Tires with Tire Inflation & Sealant Kit
Front Cloth Bucket Seats	Rear 60/40 Bench Seat
Dual Frontal Air Bags	Speed Control and Tilt Wheel
Manufacturer's Standard Heating and Air Conditioning	Two (2) Sets of Keys
Manufacturer's Standard AM/FM Radio	4 Wheel ABS Brakes
Daytime Running Lamps	Power Windows, Door Locks and Exterior Mirrors
Electric Rear Window Defroster	Colored Key Carpet Floor Mats (front & rear)
Head Curtain Side-Impact Air Bags	Remote Keyless Entry with Two (2) Transmitters
12 Volt Power Point	Dual Zone Climate Control
Center Console	Map Pockets
Steering Audio Controls	Rear Camera
SYNC (Bluetooth)	Push Button Start
Auto Lamp	Electric Park Brake
Capless Fuel Filler	

Available Exterior Colors: Shadow Black, White Gold, Magnetic Grey, Lightning Blue, Ingot Silver, Oxford White

Available Interior Colors: Medium Light Stone

Manufacturer's Estimate Fuel Mileage:	City – 43	Fuel Tank Size:	14 gallons
	Highway – 41		
	Combined – 42	CAFÉ Rating –	61.1942

**AVAILABLE OPTIONS**

**Line Item 27 – 3<sup>rd</sup> Set of Keys (ignition and door locks) **\$220.00****

**PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO**

**DELIVERY:** 100 – 130 days ARO – Subject to Delays

**WARRANTY:** 3 year (36,000 miles) bumper to bumper; 5 year (60,000 miles) on the power train.

**PASSENGER CARS – 2017 MODEL YEAR**  
**(Statewide)**

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The following line item has been awarded to all vendors listed above and may be used for the purchase of miscellaneous options/features for the models specified that are not stated herein.

**Line Item 29 – Miscellaneous Options/Features**

(Shall be used for the purchase of miscellaneous options/features not specified herein (including upcharges for special exterior paint colors; e.g., metallic). Prior to issuing a purchase order, the state agency shall contact the contractor to obtain the price for the option required.)

**COOPERATIVE PROCUREMENT DELIVERY PRICE**

The contractor will allow other political subdivisions throughout the State of Missouri to purchase off the contract through the Cooperative Procurement Program. The following is the applicable charges to deliver the vehicle to a cooperative procurement entity:

**CC170213001 – Joe Machens Ford Lincoln**

Price per Mile	\$0.50 (round trip per vehicle)
Guaranteed Not To Exceed Total Delivery Price	\$150.00 (per vehicle)

The vehicles will be delivered from Columbia, Missouri.

**CC170213002 – Capitol Chrysler Dodge, Jeep, Ram**

Price per Mile	\$1.50 (round trip per vehicle)
Guaranteed Not To Exceed Total Delivery Price	\$250.00 (per vehicle)

The vehicles will be delivered from Jefferson City, Missouri.

**CC170213003 – Cable Dahmer Chevrolet**

Price per Mile	\$1.00 (round trip per vehicle)
Guaranteed Not To Exceed Total Delivery Price	\$450.00 (per vehicle)

The vehicles will be delivered from Independence, Missouri.

\*\*These prices shall not apply to state agencies. It shall apply only to public entities participating in the Cooperative Procurement Program.

**PASSENGER CARS - 2017 MODEL YEAR  
(STATEWIDE CONTRACT)**

**State of Missouri  
Office of Administration  
Division of Purchasing  
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

<b>Product Rating</b>	<b>Rate 1-5, 5 best</b>
Product meets your needs	
Product meets contract specifications	
Pricing	

<b>Contractor Rating</b>	<b>Rate 1-5, 5 best</b>
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  
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  
[Teri.schulte@oa.mo.gov](mailto:Teri.schulte@oa.mo.gov)**