



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING

**NOTIFICATION OF STATEWIDE CONTRACT**

July 16, 2018

**CONTRACT TITLE: MODEL YEAR 2018 FLEET SPORT UTILITY VEHICLES AND CROSSOVERS**

<b>CURRENT CONTRACT PERIOD:</b>	<b>July 1, 2018 through December 31, 2018</b>	
<b>RENEWAL INFORMATION:</b>	Original Contract Period:	December 26, 2017 through June 30, 2018
	Renewal Options Available:	Roll-Over Extension Available
	Potential Final Expiration:	December 31, 2018
<b>BUYER INFORMATION:</b>	Jason Kolks (573) 522-1620 <a href="mailto:jason.kolks@oa.mo.gov">jason.kolks@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
CC180231001	4313059400 2 MB00097088	Capitol Chrysler Jeep Dodge Ram 3201 Missouri Blvd. Jefferson City, MO 65109 (573) 893-5000 (573) 893-8256 fax  <u>Contact:</u>  Jerry Dunn – <a href="mailto:jdunn@capitolcitycars.com">jdunn@capitolcitycars.com</a>	No	Yes

CONTRACT NUMBER	SAM II VENDOR NUMBER/ MissouriBUYS SYSTEM ID	VENDOR INFORMATION	MBE/ WBE	COOP PROCUREMENT
CC180231002	4313370020 1 MB00089555	<p>Don Brown Chevrolet Inc. 2244 South Kingshighway St. Louis, MO 63110 (314) 772-1400 (314) 772-1022 fax</p> <p><u>Contact:</u></p> <p>Dave Helterbrand – <a href="mailto:dave@donbrownchevrolet.com">dave@donbrownchevrolet.com</a></p>	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
<b>July 1, 2018 through December 31, 2018</b>	<b>7/16/18</b>	<b>Roll-over Extension through December 31, 2018 for Jeep and Dodge models.</b>
December 26, 2017 through June 30, 2018	06/01/18	Roll-over Extension through December 31, 2018 for Chevy Equinox
December 26, 2017 through June 30, 2018	04/06/18	Order cut-off date revised for Chevrolet model.
December 26, 2017 through June 30, 2018	04/06/18	Updated Buyer information.
December 26, 2017 through June 30, 2018	03/05/18	Order cut-off date added for Chevrolet model.
December 26, 2017 through June 30, 2018	02/15/18	Order cut-off dates added for Dodge/Jeep models.
December 26, 2017 through June 30, 2018	12/28/17	Initial issuance of new statewide contract

**SPORT UTILITY VEHICLES AND CROSSOVERS – 2018 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.

**BRAND AND MODEL**

<b>Contract Number</b>	<b>Line Item Description</b>	<b>Brand/Model Awarded</b>	<b>Contractor</b>
CC180231001	Small/Mid-Size SUV; 4x4; 4-cylinder	Jeep Compass Sport 4x4	Capitol Chrysler Dodge Jeep
	Standard/Full Size SUV; 4x4; 6-cylinder	Jeep Grand Cherokee Laredo	
	Standard/Full Size Crossover; AWD; 6-cylinder	Dodge Durango	
CC180231002	Small/Mid-Size Crossover; AWD; 4-cylinder	Chevrolet Equinox	Don Brown Chevrolet

**ORDERING**

**Note to State Agencies:** Prior to making a vehicle purchase, the state agency must complete a vehicle pre-approval form and submit to Stan Perkins, Acting 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 in SAMII or a requisition within MissouriBUYS. 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 Model Year 2018 Fleet Sport Utility Vehicles (SUVs) and Crossovers 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 omitted by the RFP specifications. Conversely, mandatory items that are considered non-standard by the manufacturer shall be provided as specified.

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 and signage (e.g. window sticker) from the interior and exterior of the vehicle. The window sticker may be left in the "glove box" or included with other documentation.

***Corporate Average Fuel Economy (CAFE) Standard Requirement:***

The contractor shall only provide vehicles under contract from manufacturers that meet the federal government's Corporate Average Fuel Economy (CAFE) standard as established by the National Highway Traffic Safety Administration (NHTSA) for the respective class of vehicle stated in the RFP.

***Single Point of Contact:***

The contractor shall act for the state agency or public entity as a "single point of contact" regarding all contract use issues such as ordering, invoicing, delivery, and payment.

As the single point of contact, the contractor/subcontractor must provide a minimum of one (1) customer service representative assigned to the State of Missouri contract. It is highly desirable the contractor provide a back-up representative as well. The contractor's customer service representative and the backup, if provided, must promptly answer questions and resolve problems that arise. The customer service representative must be available to the State during the contractor's regular operating hours. Contract representatives shall be available to the state agencies by phone, fax, or email. The contractor/subcontractor shall provide all contact information to the Division of Purchasing and keep it maintained and updated through the duration of the contract.

***Warranty:***

The Manufacturer's 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 vehicle is delivered to and accepted by the agency.

All warranty service must be performed in Missouri.

***Order Documentation Requirement:***

Upon request and at no cost to the State of Missouri, 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 delivered vehicle 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 address in accordance with the paragraphs below relating to repair or replacement of damaged product.

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.

- The invoice/title for all alternative fuel vehicles must clearly indicate the vehicle is alternative fuel (i.e. flex fuel (FFV) or E-85).

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 49 and 50) 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 49) or the guaranteed, not-to-exceed total delivery price per vehicle (line item 50) 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 49) shall not exceed the guaranteed-not-to-exceed total delivery price per vehicle (line item 50). The lesser of the two prices (line items 49 or 50) shall be charged to the public entity.

***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 commodity 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.

***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 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.

**NOTE: IF ANY OF THE ABOVE PERFORMANCE REQUIRMENTS ARE NOT MET AND/OR VEHICLE DELIVERED DOES NOT HAVE ALL NECESSARY EQUIPMENT, PLEASE CONTACT JASON KOLKS AT (573) 522-1620 OR [jason.kolks@oa.mo.gov](mailto:jason.kolks@oa.mo.gov).**

**SPORT UTILITY VEHICLES AND CROSSOVERS – 2018 MODEL YEAR  
(Statewide)**

**Contract Number: CC180231001**

**Contractor: Capitol Chrysler Dodge Jeep Ram**

**LINE ITEM 1 – Small / Mid-Size Sport Utility Vehicle; 4x4; 4-Cylinder**

**UNSPSC Code: 25101507**

**MAKE/MODEL: Jeep Compass Sport 4x4**

**PRICE: \$20,958.00**

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

**ROLL-OVER THROUGH DECEMBER 31, 2018**

**EQUIPMENT INCLUDED IN PRICE**

2.4 Liter, 4 cylinder engine  
173 inches Overall Length  
9 Speed Automatic Transmission  
4,400 GVWR  
Four (4) Wheel Drive  
4-Wheel Anti-Lock Brakes  
Power Steering  
Power Windows, Door Locks & Exterior Mirrors  
Manufacturer's Standard Radio  
Manufacturer's Standard Front and Rear Floor Mats  
Cloth Front and Rear Seats (Manufacturer's Standard)  
Electric Rear Window Defroster  
Bluetooth Connectivity

103.8 inch Wheelbase  
8.2 inch Ground Clearance  
Manufacturer's Standard Air Bags  
Manufacturer's Standard Transfer Case  
Manufacturer's Standard Rear Axle Ratio  
Four (4) Doors  
All Season Tires with compact spare, tire tools & jack  
Manufacturer's Standard Heating and Air Conditioning  
Speed Control and Tilt Wheel  
Two (2) Sets of Keys or Key FOBS  
Daytime Running Lamps  
Remote Keyless Entry with Two (2) Transmitters  
Full Floor Console

Available Exterior Colors: Silver, Black, Granite Blue, Olive Green, Redline, White, Orange

Available Interior Colors: Black

Manufacturer's Estimated Fuel Mileage: City – 22  
Highway – 30  
Combined – 25

Fuel Tank Size: 13.5 gallons

**AVAILABLE OPTIONS**

**Line Item 3 – 3<sup>rd</sup> Set of Keys or Key FOBS **\$350.00**  
with remote keyless entry transmitter**

**Line Item 9 – Privacy Glass **\$695.00****

**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.



**SPORT UTILITY VEHICLES AND CROSSOVERS – 2018 MODEL YEAR**  
(Statewide)

**Contract Number: CC180231001**

**Contractor: Capitol Chrysler Dodge Jeep Ram**

**LINE ITEM 12 – Standard / Full-Size Sport Utility Vehicle; 4x4; 6-Cylinder**  
**UNSPSC Code: 25101507**

**MAKE/MODEL: Jeep Grand Cherokee Laredo 4x4**

**PRICE: \$25,593.00**

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

**ROLL-OVER THROUGH DECEMBER 31, 2018**

**EQUIPMENT INCLUDED IN PRICE**

3.6 Liter, V6 engine	114.8 inch Wheelbase
189.8 inches Overall Length	8 Speed Automatic Transmission
Four (4) Wheel Drive	4-Wheel Anti-Lock Brakes
Power Steering	All Season Tires with compact spare, tire tools & jack
Cloth Front and Rear Seats	Two (2) Sets of Keys or Key FOBS
Power Windows, Door Locks & Exterior Mirrors	Manufacturer's Standard Air Bags
Manufacturer's Standard Heating and Air Conditioning	Manufacturer's Standard Transfer Case
Manufacturer's Standard Radio	Speed Control and Tilt Wheel
Manufacturer's Standard Front and Rear Floor Mats	Electric Rear Window Defroster
10.4" Ground Clearance	Remote Keyless Entry with Two (2) Transmitters
1320 Payload	6500 GVWR
Bluetooth Connectivity	Daytime Running Lights
Full Floor Console	Privacy Glass

Available Exterior Colors: Silver, White, Red, Black, Granite, Rhino

Available Interior Colors: Black

Manufacturer's Estimated Fuel Mileage: City – 19                      Fuel Tank Size: 24.6 gallons  
Highway – 26  
Combined – 21

**AVAILABLE OPTIONS**

**Line Item 12 – 3<sup>rd</sup> Set of Keys or Key FOBS                      \$350.00**  
with remote keyless entry transmitter

**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.

**SPORT UTILITY VEHICLES AND CROSSOVERS – 2018 MODEL YEAR  
(Statewide)**

**Contract Number: CC180231002**

**Contractor: Don Brown Chevrolet**

**Line Item 24 – Small / Mid-Size Crossover Vehicle; AWD; 4-Cylinder**

**UNSPSC Code: 25101503**

**MAKE/MODEL: Chevrolet Equinox AWD**

**PRICE:**

**\$21,729.00**

**Roll-Over Extension through December 31, 2018**

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

**EQUIPMENT INCLUDED IN PRICE**

1.5 Liter Turbo 4 Cylinder Engine	107.3" Wheelbase
183.1" Overall Length	All Wheel Drive
6 Speed Automatic Transmission	4630 GVWR
Power Steering	P225/65R17 All Season Tires plus compact spare, tire tools & jack
Manufacturer's Standard Cloth Front Bucket Seats	Manufacturer's Standard Rear Split Folding Seat
Manufacturer's Standard Air Bags	Manufacturer's Standard Heating and Air Conditioning
Two (2) Sets of Keys or Key FOBS	7" MyLink Bluetooth – Apple Car Play Radio
Power Windows, Door Locks & Exterior Mirrors	Manufacturer's Standard Floor Mats (front & rear)
Speed Control and Tilt Wheel	Daytime Running Lamps
4 Wheel Anti-Lock Brakes	Electric Rear Window Defroster
Remote Keyless Entry with Two (2) Transmitters	6.9" Ground Clearance
1165 Payload	USB Port
Full Floor Console	Keyless Open
Keyless Start	

Available Exterior Colors: Storm Blue, Sandy Ridge Metallic, Nightfall Gray,  
Silver Ice Metallic, Summit White, Mosaic Black

Available Interior Colors: Medium Ash Gray

Manufacturer's Estimated Fuel Mileage: City – 26 Fuel Tank Size: 15.6 gallons  
Highway – 32  
Combined – 28

**AVAILABLE OPTIONS**

**Line Item 25 – Towing Package: Manufacturer's Standard **\$5,233.00****

**\*\*Requires and includes Driver Convenience Package:**

Remote start, tinted windows and power rear hatch

**Line Item 26 – 3<sup>rd</sup> Set of Keys or Key FOBS **\$89.00****

with remote keyless entry transmitter

**Line Item 28 – Blind Spot Warning Feature **\$2,929.00****

Part of an Option Package – options include the following:

LT Package – 8 Way Power Seat, Rear Park Assist, Rear Cross Traffic Alert,

Lane Change Alert, Blindside Zone Alert, Remote Start, Heated Seats, Power Liftgate

**Line Item 32 – Privacy Glass **\$265.00****

**Line Item 33 – Front Wheel Drive (FWD) Drivetrain **\$1,523.00** (deduct)**

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

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

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

**SPORT UTILITY VEHICLES AND CROSSOVERS – 2018 MODEL YEAR  
(Statewide)**

**Contract Number: CC180231001**

**Contractor: Capitol Chrysler Dodge Jeep Ram**

**Line Item 36 – Standard / Full-Size Crossover Vehicle; AWD; 6-Cylinder**

**UNSPSC Code: 25101503**

**MAKE/MODEL: Dodge Durango**

**PRICE: \$25,597.00**

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

**ROLL-OVER THROUGH DECEMBER 31, 2018**

**EQUIPMENT INCLUDED IN PRICE**

3.6 Liter V6 Engine	119.8" Wheelbase
201.2" Overall Length	All Wheel Drive
Manufacturer's Standard Automatic Transmission	6,500 Lbs. GVWR
4 Wheel Anti-Lock Brakes	Power Steering
Manufacturer's Standard Front Cloth Seats	2 <sup>nd</sup> Row Split Bench Seat
3 <sup>rd</sup> Row Split Bench Fold Flat Seat	All Season Tires with compact spare, tire tools & jack
Manufacturer's Standard Air Bags	Manufacturer's Standard Radio
Manufacturer's Standard Heating and Air Conditioning	Two (2) Sets of Keys or Key FOBS
Power Windows, Door Locks & Exterior Mirrors	Bluetooth Connectivity
Manufacturer's Standard Floor Mats (front & rear)	Speed Control and Tilt Wheel
Electric Rear Window Defroster	Full Floor Console
Remote Keyless Entry with Two (2) Transmitters	Privacy Glass

Available Exterior Colors: Blue, Gray, Black, Granite, Red, White

Available Interior Colors: Black

Manufacturer's Estimated Fuel Mileage: City – 18  
Highway – 25  
Combined – 21

Fuel Tank Size: 26.4 gallons

**AVAILABLE OPTIONS**

**Line Item 37 – Towing Package: Manufacturer's Standard \$995.00**

**Line Item 38 – 3<sup>rd</sup> Set of Keys or Key FOBS \$350.00  
with remote keyless entry transmitters**

**Line Item 41 – Daytime Running Lamps \$40.00**

**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.

**SPORT UTILITY VEHICLES AND CROSSOVERS – 2018 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 48 – 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:

**CC180231001 – Capitol Chrysler Jeep Dodge 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.

**CC180231002 – Don Brown Chevrolet**

Price per Mile	\$0.98 (round trip per vehicle)
Guaranteed Not To Exceed Total Delivery Price	\$300.00 (per vehicle)

The vehicles will be delivered from St. Louis, Missouri.

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

**SPORT UTILITY VEHICLES AND CROSSOVERS - 2018 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  
[jason.kolks@oa.mo.gov](mailto:jason.kolks@oa.mo.gov)**