



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING

NOTIFICATION OF STATEWIDE CONTRACT

April 29, 2019

CONTRACT TITLE: MODEL YEAR 2019 FLEET PASSENGER CARS

CURRENT CONTRACT PERIOD:	December 27, 2018 through December 31, 2019	
RENEWAL INFORMATION:	Original Contract Period:	December 27, 2018 through June 30, 2019
	Renewal Options Available:	Roll-Over Extension Available
	Potential Final Expiration:	December 31, 2019
BUYER INFORMATION:	Jason Kolks (573) 522-1620 jason.kolks@oa.mo.gov	

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 PROCUREMENT
CC190489001	4313370020 1 MB00089555	Don Brown Chevrolet Inc. 2244 South Kingshighway St. Louis, MO 63110 (314) 772-1400 (314) 772-1022 fax <u>Contact:</u> Dave Helterbrand dave@donbrownchevrolet.com	No	Yes

CONTRACT NUMBER	SAM II VENDOR NUMBER/ MissouriBUYS SYSTEM ID	VENDOR INFORMATION	MBE/ WBE	COOP PROCUREMENT
CC190489002	4746580860 1 MB00095149	<p>Joe Machens Ford Lincoln 1911 West Worley Columbia, MO 65202 (573) 445-4411 (573) 445-8164 fax</p> <p>Contact:</p> <p>Kelly Sells ksells@machens.com</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
December 17, 2018 through December 31, 2019	4/29/19	Updated vehicle availability and extended contract CC190489001.
December 17, 2018 through June 30, 2019	3/11/19	Order cutoffs updated
December 17, 2018 through June 30, 2019	3/5/19	Chevrolet Malibu order cutoff
December 17, 2018 through June 30, 2019	1/15/19	Added charging information for the Chevrolet Bolt and Ford Fusion Energi Titanium.
December 17, 2018 through June 30, 2019	12/31/18	Initial issuance of new statewide contract

PASSENGER CARS – 2019 MODEL YEAR
(Statewide)

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.

MissouriBUYS: Catalogs will be established in the near future. Make sure you are using the correct option line for the vehicle being purchased. If using off-catalog, please enter the contract number first and none of the other information first. Otherwise the contract number will be removed by the system and the request will be have to be deleted and a new one created so the contract number will be tied to the order.

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

BRAND AND MODEL

Contract Number	Line Item Description	Brand/Model Awarded	Contractor
	Compact; 4-Door Sedan; Regular Unleaded Fuel	No Award	
CC190489001	Mid-Size; 4-Door Sedan; Regular Unleaded Fuel	Chevrolet Malibu	Don Brown Chevrolet
	Full-Size; 4-Door Sedan; Alternative Fuel	Chevrolet Impala	
	Full-Size; 4-Door Sedan; Regular Unleaded Fuel	Chevrolet Impala	
	Compact; 4-door; <u>electric</u>	Chevrolet Bolt	
CC190489002	Mid-Size; 4-Door Sedan; Plug-In Hybrid	Ford Fusion Energi Titanium	Joe Machens Ford Lincoln

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:

<https://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 purchase 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:
PASSENGER CARS – 2019 MODEL YEAR

General:

The contractor shall provide Model Year 2019 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 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 regardless of subcontract arrangements.

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 unit is placed in service.

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.

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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 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 (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 42 or 43) 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 42) or the guaranteed, not-to-exceed total delivery price per vehicle (line item 43) 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 42) shall not exceed the guaranteed-not-to-exceed total delivery price per vehicle (line item 43). The lesser of the two prices (line items 42 or 43) 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 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.

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(Statewide)

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.

PASSENGER CARS – 2019 MODEL YEAR
(Statewide)

Contract Number: CC190489001

Contractor: Don Brown Chevrolet

Line Item 10 – Full-Size; 4-Door Sedan; Alternative Fuel
UNSPSC Code: 25101503

MAKE/MODEL: Chevrolet Impala

PRICE: \$21,082.00

THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER

EQUIPMENT INCLUDED IN PRICE

3.6 Liter V6 Engine; Flex Fuel	111.7” Wheelbase
201.3” Overall Length	Front Wheel Drive
Six (6) Speed Automatic Transmission	Manufacturer’s Standard GVWR
4 Wheel Anti-Lock Brakes	Power Steering
Front Cloth Bucket Seats	P235/50R18 All Season Tires plus compact spare, tire tools & jack
Cloth Rear 60/40 Bench Seat	Air Bags – manufacturer standard (10 total)
Manufacturer’s Standard Heating and Air Conditioning	Two (2) Sets of Keys / FOBS with remote keyless entry
MyLink Radio/Bluetooth / Apple Car Play	Power Windows, Door Locks & Exterior Mirrors
Carpeted Floor Mats (front & rear)	Daytime Running Lamps
Speed Control and Tilt Wheel	Rear Window Defroster
FFV Fuel Identifier in fuel port	USB
12 Volt Outlet	Rear Vision Camera
Keyless Open	

Available Exterior Colors: Blue Velvet, Silver, White, Black

Available Interior Colors: Jet Black / Titanium

Manufacturer’s Estimated Fuel Mileage:	City –	14 (FFV)	18 (Unleaded)
	Highway –	20 (FFV)	28 (Unleaded)
	Combined –	16 (FFV)	22 (Unleaded)

Fuel Tank Size: 18.5 gallons

AVAILABLE OPTIONS

Line Item 11 – 3rd Set of Keys or Key FOBS **\$110.00**
with Remote Keyless Entry Transmitter

Line Item 13 – Blind Spot Warning Feature **\$3,614.00**

**Part of an option package – options include the following:
Rear Cross Traffic Alert, Rear Park Assist, Side Blind Zone Alert,
18 Inch Alloy Wheels, Heated Mirrors, Remote Start,
Leather Wrapped Steering Wheel, Heated Seats

PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO

DELIVERY: Approximately 80 days ARO

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

PASSENGER CARS – 2019 MODEL YEAR
(Statewide)

Contract Number: CC190489001

Contractor: Don Brown Chevrolet

Line Item 15 – Full-Size; 4-Door Sedan; Regular Unleaded Fuel
UNSPSC Code: 25101503

MAKE/MODEL: Chevrolet Impala

PRICE: \$21,670.00

THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER

EQUIPMENT INCLUDED IN PRICE

2.5 Liter 4 Cylinder Engine, unleaded gasoline	111.7” Wheelbase
201.3” Overall Length	Front Wheel Drive
Six (6) Speed Automatic Transmission	4 Wheel Anti-Lock Brakes
Power Steering	P235/50R18 All Season Tires with compact spare, tire tools & jack
Front Cloth Bucket Seats	Cloth Rear 60/40 Split Folding Bench Seat
Air Bags – manufacturer standard (10 total)	Manufacturer’s Standard Heating and Air Conditioning
Two (2) Sets of Keys / FOBS with remote keyless entry	Rear Window Defroster
MyLink with Bluetooth & Apple Car Play Radio	Power Windows, Door Locks & Exterior Mirrors
Carpeted Floor Mats (front & rear)	Daytime Running Lamps
Speed Control and Tilt Wheel	USB
12 Volt Outlet	Backup Camera
Steering Wheel Controls	

Available Exterior Colors: Blue Velvet, Silver, White, Black

Available Interior Colors: Jet Black / Titanium

Fuel Tank Size: 18.5 gallons

Manufacturer’s Estimated Fuel Mileage: City – 22 (Unleaded)
Highway – 30 (Unleaded)
Combined – 25 (Unleaded)

AVAILABLE OPTIONS

Line Item 31 – 3rd Set of Keys or Key FOBS **\$110.00**
with Remote Keyless Entry Transmitter

Line Item 33 – Blind Spot Warning Feature **\$3,614.00**

**Part of an option package – options include the following:
Rear Cross Traffic Alert, Rear Park Assist, Side Blind Zone Alert,
18 Inch Alloy Wheels, Heated Mirrors, Remote Start, Leather
Wrapped Steering Wheel, Heated Seats

PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO

DELIVERY: Approximately 80 days ARO

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

PASSENGER CARS – 2019 MODEL YEAR
(Statewide)

Contract Number: CC190489001

Contractor: Don Brown Chevrolet

Line Item 25 – Compact; 4-Door; Electric
UNSPSC Code: 25101503

MAKE/MODEL: Chevrolet Bolt

PRICE: \$32,064.00

roll-over extension until 12/31/19

THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER

EQUIPMENT INCLUDED IN PRICE

102.4 inch Wheelbase	164 inch Overall Length
Front Wheel Drive	Lithium-Ion Battery Pack System
Power Steering	All Season Tires with Self Seal
Front Cloth Bucket Seats	Rear 60/40 Bench Seat
Air Bags – manufacturer’s standard	Speed Control and Tilt Wheel
Manufacturer’s Standard Heating and Air Conditioning	Two (2) Sets of Keys with Keyless Entry Remotes
Manufacturer’s Standard AM/FM Radio	4 Wheel Anti-Lock Brakes
Daytime Running Lamps	Power Windows, Door Locks and Exterior Mirrors
Electric Rear Window Defroster	Carpeted Floor Mats (front & rear)
2 - 12 Volt Power Points	Dome & Map Lights
Push Button Start	Tire Pressure Monitors
Aluminum Wheels	Rear Camera
Bluetooth	

Available Exterior Colors: Nightfall Grey, Mosaic Black, White, Slate Grey

Available Interior Colors: Dark Galvanized/Sky Cool Grey

Manufacturer’s Estimate Fuel Mileage: City – 128
Highway – 110
Combined – 119

AVAILABLE OPTIONS

Line Item 21 – 3rd Set of Keys or Key FOBS \$110.00

Line Item 23 – Blind Spot Warning Feature \$4,176.00

**Part of an option package – options include the following:
Rear Cross Traffic Alert, Rear Park Assist, Side Blind Zone Alert,
Heated Mirrors, Remote Start, Leather, Wrapped Steering Wheel, Heated Seats

PROPANE AND/OR CNG PREP PACKAGE AVAILABLE? NO

DELIVERY: 80 days ARO – Subject to Delays

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

Charging: The standard charge cord offers charging of 4 miles per hour of charge. 12 hours = approximately 48 miles of range.

The optional charger is a 240 volt charger that requires professional installation. This charger provides up to 25 miles per hour of charger. If you commute 40 miles it should fully replenish the battery in less than 2 hours.

PASSENGER CARS – 2019 MODEL YEAR
(Statewide)

Contract Number: CC190489002

Contractor: Joe Machens Ford Lincoln

Line Item 29 – Mid-Size; 4-Door Sedan; Plug-In Hybrid
UNSPSC Code: 25101503

MAKE/MODEL: Ford Fusion Energi Titanium

PRICE:

\$29,875.00

Order Cutoff Date: 3/18/19

THIS VEHICLE REQUIRES APPROVAL FROM THE STATE FLEET MANAGER

EQUIPMENT INCLUDED IN PRICE

2.0 Liter iVCT Atkinson Cycle, 4 Cylinder Hybrid	112.2 inch Wheelbase
191.8 inch Overall Length	Front Wheel Drive
Automatic eCVT Transmission	Lithium-Ion Battery Pack System
Power Steering	All Season Tires with Tire Inflation & Sealant Kit
Leather Heated and Cooled Bucket Seats	Rear 60/40 Bench Seat
Air Bags – manufacturer’s standard	Speed Control and Tilt Wheel
Manufacturer’s Standard Heating and Air Conditioning	Two (2) Sets of Keys with Keyless Entry Remotes
Manufacturer’s Standard AM/FM Radio	4 Wheel Anti-Lock Brakes
Daytime Running Lamps	Power Windows, Door Locks and Exterior Mirrors
Electric Rear Window Defroster	Carpeted Floor Mats (front & rear)
2 - 12 Volt Power Points	Dome & Map Lights
Push Button Start	Rotary Gear Shift Dial
Aluminum Wheels	Rear Camera
SYNC (Bluetooth)	Advance Trac
Easy Fuel Capless Filler	AutoLamp
Tire Pressure Monitors	Blind Spot Information System

Available Exterior Colors: Agate Black, White Gold, Magnetic, Velocity Blue, Ingot Silver, Oxford White, Blue

Available Interior Colors: Ebony or Russet

Manufacturer’s Estimate Fuel Mileage: City – 104
Highway – 91
Combined – 97

AVAILABLE OPTIONS

Line Item 30 – 3rd Set of Keys or Key FOBS **\$350.00**
with Remote Keyless Entry Transmitter

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 (60,000 miles) on the power train.

Charging: Standard charger is 110/120 volt (residential/ regular outlet power) located under carpet panel in the trunk. The charging cord is 25’ in length. The Fusion Energi requires approximately 7 hours to fully charge. No extension cords shall be used.

If faster charging is required, an optional 240 volt charging station is available. The 240 volt charger requires professional installation. Charging is completed in 2.5 hours for this charger.

PASSENGER CARS – 2019 MODEL YEAR
(Statewide)

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 33 – 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:

CC190489001 – Don Brown Chevrolet

Price per Mile	\$0.99 (round trip per vehicle)
Guaranteed Not To Exceed Total Delivery Price	\$300.00 (per vehicle)

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

CC190489002 – 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.

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

**PASSENGER CARS - 2019 MODEL YEAR
(STATEWIDE CONTRACT)**

<p>State of Missouri Office of Administration Division of Purchasing Contract Performance Report</p>

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
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**