



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING

NOTIFICATION OF STATEWIDE CONTRACT

January 26, 2016

CONTRACT TITLE: MODEL YEAR 2016 FLEET PASSENGER CARS

CURRENT CONTRACT PERIOD:	December 30, 2015 through December 31, 2016 (Joe Machens) December 30, 2015 through End of 2016 Model Year (Capitol Chrysler)
RENEWAL INFORMATION:	NO RENEWAL OPTIONS AVAILABLE
BUYER INFORMATION:	Teri Schulte (573) 522-3296 Teri.schulte@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	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C116025001	4746580860 1	Joe Machens Ford Lincoln 1911 W. Worley Columbia, MO 65203 (573) 445-4411 (573) 445-8164 fax <u>Contact:</u> Kelly Sells – ksells@machens.com	No	Yes

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C116025002	4313059400 2	Capitol Chrysler, Dodge, Jeep 3201 Missouri Blvd. Jefferson City, MO 65109 (573) 893-5000 (573) 893-8256 fax <u>Contacts:</u> Jeff Smith – jsmith@universitysubarumo.com Jerry Dunn – jdunn@capitolcitycars.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
December 30, 2015 through December 31, 2016	01/26/16	Roll-over Extension completed for line items 010 (Ford Fushion S) and 019 (Ford Fusion S Hybrid) through December 31, 2016.
December 30, 2015 through End of 2016 Model Year	01/08/16	Vendor number updated for Joe Machens Ford due to assignment of contract.
December 30, 2015 through End of 2016 Model Year	12/30/15	Initial issuance of new statewide contract

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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.

SPECIFIC CONTRACTUAL AND PERFORMANCE REQUIREMENTS OF THE CONTRACTORS:

General:

The contractor shall provide 2016 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.

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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 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, holidays excepted.

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.

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.

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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 and Materials Management.

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 and Materials Management 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 and Materials Management 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.

Replacement of Damaged Product:

The contractor shall be responsible for replacing any item received in damaged condition at no cost to the State of Missouri. This includes all shipping 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.

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Contract Number: C116025001

Contractor: Joe Machens Ford

LINE ITEM 001 – Compact; 4-Door Sedan; Alternative Fuel

Commodity Service Code: 07007

MAKE/MODEL: Ford Focus SE

PRICE:

\$15,689.00

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

Power 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

104.3 inch Wheelbase

Automatic Transmission

4-Wheel ABS, Brakes

Five (5) All Season Tires (compact spare acceptable)

Rear 60/40 or 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

Available Exterior Colors:

Tectonic Metallic, Magnetic Metallic, Race Red, Ruby Red Metallic,
Tuxedo Black Metallic, Ingot Silver, Oxford White, Blue Candy Metallic

Available Interior Colors:

Charcoal Black; Medium Light Stone

EPA Fuel Mileage Per Gallon:

City – 27

Highway – 40

CAFÉ Rating – 55.37493

Fuel Tank Size: 12.4 gallons

AVAILABLE OPTIONS

Line Item 003 – 3rd Set of Keys (ignition and door locks)

\$170.00

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.

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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 022 – 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:

C116025001 – Joe Machens Ford

Price per Mile	\$1.50
Guaranteed Not To Exceed Total Delivery Price	\$200.00

The vehicles will be delivered from Columbia, Missouri.

C116025002 – Capitol Chrysler, Dodge, Jeep

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.

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

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

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<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
Teri.schulte@oa.mo.gov**