



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

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**The State of Florida**

**Department of Management Services**

**INVITATION TO BID**

**ITB No: 01-25100000-C**

**2016 MOTOR VEHICLES**

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## **Section 1 Introduction**

### **1.1 Bid**

The State of Florida Department of Management Services, Division of State Purchasing (Department) is issuing this Invitation to Bid (ITB) to replace the current State Term Contract (STC) for Motor Vehicles.

The Department intends to solicit for, and enter into contracts with, responsive and responsible Contractors according to the criteria defined herein, for the provision of Commodities and contractual services described within this solicitation under the authority and criteria established by section 287.057, Florida Statutes.

Rule 60A-1.044(1), Florida Administrative Code, defines an STC as “indefinite quantity contracts competitively procured by the Department pursuant to section 287.057, Florida Statutes, available for use by Eligible Users.”

This solicitation shall be administered using the MyFloridaMarketPlace (MFMP) Sourcing Tool. Vendors interested in submitting a response or bid shall comply with all of the terms and conditions described in this ITB. Information about submitting a response or bid can be found in Instructions to Bidders, section 2 of this solicitation.

### **1.2 Solicitation Overview**

The current STC for motor vehicles has an estimated average annual spending volume of approximately \$25 million dollars for State Agencies. Estimated spending volume is for informational purposes only and must not be construed as representing actual, guaranteed, or minimum purposes under any new contract. Customers include State Agencies and other Eligible Users. See section 2.8 for information regarding Basis of Award.

### **1.3 Definitions**

Definitions contained in section 287.012, Florida Statutes, Rule 60A-1.001, Florida Administrative Code, Form PUR 1000 and Form PUR 1001 are incorporated by reference, and apply to this solicitation. These definitions apply in both their singular and plural sense.

#### **1.3.1 Bidder**

One who submits a response to this Invitation to Bid (ITB).

#### **1.3.2 Commodity(ies)**

A tangible good, which may or may not meet the specifications herein. Commodities under this contract are the Representative Base Model Vehicle and any OEM or Identified Aftermarket Options associated with each Representative Base Model Vehicle.

#### **1.3.3 Commodity Code(s)**

The State of Florida specified numeric code for classifying Commodities and contractual services which meet specific requirements, specifications, terms, and conditions herein. Florida has adopted the United Nations Standard Products and Services Code (UNSPSC) for classifying commodities and services.

#### **1.3.4 Component, Feature or Configuration**

An element, piece, part, module, package, element group, piece group, parts group, module group, or package group of a Commodity, Representative Model, OEM Option, Identified Aftermarket Option, or Representative Base Model Vehicle.

#### **1.3.5 Confidential Information**

Any portion of a Bidder's documents, data, or records disclosed relating to its response that the Bidder claims is confidential and not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or any other authority that is clearly marked "Confidential".

#### **1.3.6 Contract**

The agreement that results from this competitive procurement, if any, between the Department and the Contractor identified as providing the best value to the State. (This definition replaces the definition in the PUR 1000).

#### **1.3.7 Contractor(s)**

The Vendor that has been awarded and contracts to provide Motor Vehicles, which meet the requirements, specifications, terms, and conditions herein, to State Agencies and other Eligible Users.

#### **1.3.8 Dealer(s)**

A Manufacturer's certified representative authorized by the Manufacturer to market, sell, provide, and service the Commodities and services of the Manufacturer responsive to this solicitation. Dealers may be Contractor owned and controlled, in whole or in part or independently owned and controlled.

#### **1.3.9 Eligible User**

As defined in Rule 60A-1.005, Florida Administrative Code.

#### **1.3.10 EPA / Industry Class**

The U.S. Environmental Protection Agency's categorization of vehicles. The size class for cars is based on interior passenger and cargo volumes (Cu. Ft.). The size class for trucks is defined by the gross vehicle weight rating (GVWR), which is the weight of the vehicle and its carrying capacity.

#### **1.3.11 Group**

A series of commodities with applicable commodity codes which are described in section 3.2, Commodity Specifications and Standards.

#### **1.3.12 Identified Aftermarket Option(s)**

A new and unused component, feature, or configuration specified by the Department as equipment for the Base Vehicle Representative Model specification, that is intended for the specific Vehicle and meets the requirements, specifications, terms, and conditions herein, and is installed to or uninstalled from the Base Vehicle Representative Model by the awarded Contractor.

#### **1.3.13 MSRP**

An acronym for the Manufacturer's Suggested Retail Price. It represents the Manufacturer's recommended retail selling price, list price, published price, or other usual

and customary price that would be paid by the purchaser for specific commodities or equipment models, and contractual services without benefit of a contract resulting from the solicitation, if awarded.

MSRPs shall be formally published by the manufacturer, publicly listed and available, and verifiable by the Department.

#### **1.3.14 MSRP List**

The Manufacturer's Suggested Retail Price List, a collection of MSRPs and related information broken down by specific commodities or equipment models. In the priority listed below, only the following are acceptable sources of current MSRPs and MSRP Lists for use under the solicitation and resulting Contract, if awarded:

- Manufacturer's Annual U.S. Price Book,
- Manufacturer's official website, and
- Chrome Data™ Carbook Fleet Edition.

#### **1.3.15 Manufacturer/ Brand**

The original producer or provider of Motor Vehicles responsive to this solicitation.

#### **1.3.16 Non-Identified Aftermarket Options(s)**

An optional new and unused component not specified, feature, or configuration not included in the Base Representative Vehicle Model specifications or options identified by the Department but may be installed to or uninstalled from the State of Florida Representative Base Model Vehicle by the Manufacturer, Dealer, Port, or Eligible User, if ordered by the Eligible User.

#### **1.3.17 Other Eligible User (OEU)**

An "eligible user" as defined in Rule 60A-1.005, Florida Administrative Code that does not fit the definition of "Agency" under section 287.012(1), Florida Statutes.

#### **1.3.18 OEM or Manufacturer(s)**

The Original Equipment Manufacturer or original producer of a Commodity and/or service.

#### **1.3.19 OEM Option(s)**

A Motor Vehicle Manufacturer's new and unused optional component, feature, or configuration not specified by the Department as standard on the Representative Model, and which is intended for the specific Representative Model. Equipment which meets the requirements, specifications, terms, and conditions herein, and may be installed to, uninstalled from, or provided with or separately from the Base Equipment by the Manufacturer, Port or Dealer, as is specified, ordered, legal, customary, reasonable, and prudent in the industry or specified by the Manufacturer.

#### **1.3.20 OEM Options MSRP Credit**

A price of the OEM Option that will result in a negative number.

#### **1.3.21 Representative Model, Base Model(s), Base Vehicle(s), Motor Vehicle(s), or Vehicle(s)**

A Department specified commodity, that may include manufacturer's name, trade name, brand name, make name, model name, model number, catalog number, or other

information listed by the Department herein which meets the requirements, specifications, terms, and conditions herein, and may include components, features, and configurations different than those provided by a Manufacturer, Port, and Dealer on their standard base version of the Commodity.

#### **1.3.22 State Term Contract (STC)**

A term contract that is competitively procured by the Department pursuant to section 287.057, Florida Statutes, and that is used by agencies and Other Eligible Users pursuant to section 287.056, Florida Statutes.

#### **1.3.23 Sub-Group**

A specific series of equipment within a Group which are described in Attachment D, Price Sheet.

#### **1.3.24 UNSPSC**

An acronym for the United Nations Standard Products and Services Code.

#### **1.3.25 Vendor(s)**

The entity that is in the business of providing a Commodity or service similar to those within the solicitation.

### **1.4 Term**

The initial term of the Contract shall be two (2) years with the option of renewal for a period that may not exceed 2 years or the term of the contract, whichever period is longer. The contract may be renewed in whole or in part for a period that shall not exceed the renewal years, at the renewal pricing outlined in section 4.7.

### **1.5 Contract Objective**

The Department intends to enter into a contract with the awarded Bidder(s) pursuant to section 2.8 Basis of Award. The Contract shall be composed of the following: This solicitation, General Contract Conditions ([PUR 1000](#)), Special Contract Conditions, Description of Scope, Price Sheet (format approved by the Department) submitted by the Contractor after award and additional documentation (as required).

### **1.6 Timeline of Events**

The table (Attachment A) contains the Timeline of Events for this solicitation. Bidders should become familiar with the Timeline of Events. The dates and times within the Timeline of Events may be subject to change. It is the responsibility of the Bidder to check for any changes. All changes to the Timeline of Events shall be made through an addenda to the solicitation and noticed on the [Vendor Bid System](#) and within the [MFMP Sourcing Tool](#).

**DO NOT RELY ON THE MYFLORIDAMARKETPLACE SOURCING TOOL'S TIME REMAINING CLOCK. THE OFFICIAL SOLICITATION CLOSING TIME AND RESPONSE DEADLINES SHALL BE AS REFLECTED IN THE TIMELINE.** The MyFloridaMarketPlace Sourcing Tool's time remaining clock is not the official submission date and time deadline, it is intended only to approximate the solicitation closing and may require periodic adjustments.

**It is strongly recommended to submit your response as early as possible. You should allow time to receive any requested assistance and to receive verification of your submittal;**



**waiting until the last hours of the solicitation could impact the timely submittal of your response.**

### **1.7 Order of Precedence for Solicitation**

In the event of conflict, the conflict may be resolved in the following order of priority (highest to lowest):

1. Addenda to Solicitation, if issued
2. Introduction
3. Description of Scope
4. Special Instructions
5. General Instructions
6. Special Contract Requirements
7. General Contract Requirements
8. Attachments

### **1.8 Procurement Officer**

The Procurement Officer is the sole point of contact from the date of release of this ITB until 72 hours after the contract award is made.

Procurement Officer for this ITB is:  
Leslie Gallegos Williams  
Associate Category Manager  
Florida Department of Management Services  
Division of State Purchasing  
4050 Esplanade Way, Suite 360  
Tallahassee, FL 32399-0950  
Phone: (850) 488-4946  
Email: [Leslie.Gallegos@dms.myflorida.com](mailto:Leslie.Gallegos@dms.myflorida.com)

**\*\*\*\*ALL EMAILS TO PROCUREMENT OFFICE SHALL CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL\*\*\*\***

### **1.9 Limitation on Contact with Government Personnel (section 287.057(23), Florida Statutes)**

Bidders to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the 72-hour period following the agency posting the Notice of Intended Award, excluding Saturdays, Sundays, and State holidays (section 110.117, Florida Statutes), any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

### **1.10 Special Accommodations**

Any person requiring a special accommodation due to a disability should contact the Department's Americans with Disabilities Act (ADA) Coordinator at (850) 922-7535. Accommodation requests for meetings shall be made at least five workdays prior to the meeting. A person who is hearing or speech impaired can contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD). The telephone numbers are supplied for notice purposes only.

### **1.11 Lobbying Disclosure**

The successful vendor shall comply with applicable federal requirements for the disclosure of information regarding lobbying activities of the successful vendor, subcontractors or any authorized agent. Certification forms shall be filed by the successful vendor and all subcontractors, certifying that no federal funds have been or shall be used in federal lobbying activities and the disclosure forms shall be used by the successful vendor and all subcontractors to disclose lobbying activities. The successful vendor shall comply with the provisions of section 216.347, Florida Statutes, which prohibits the expenditure of contract funds for the purpose of lobbying the Legislature or a state agency.

### **1.12 ITB Process**

The ITB is a method of competitively soliciting a commodity or contractual service pursuant to section 287.057(1) (a), F. S. The Department posts an ITB on the Vendor Bid System (VBS) to initiate the process and also posts the solicitation in the MFMP Sourcing Tool.

Bidders must submit questions in writing to the Procurement Officer via the MFMP Sourcing Tool by the date listed in Attachment A; Timeline of Events. Bids shall be submitted by the deadline listed in the Timeline of Events. The Department shall open the bids in a public meeting. Once the Department has evaluated the bids, the Department shall post a Notice of Intended Award on the VBS.

#### **1.12.1 Question Submission**

The Department shall entertain written questions regarding the solicitation or the procurement process submitted through the MFMP Sourcing Tool for a limited period of time as specified in the Timeline of Events. The purpose of this question period is to promote the Bidder's full understanding of the solicitation requirements by providing written binding answers to questions about the solicitation.

In order to submit a question, Bidders shall be registered in MFMP Sourcing and have access to the "Messages" tab in the solicitation dashboard. For information about registering with MFMP Sourcing, please see section 2.2; Special Instructions. The Department shall not respond to questions submitted through any other format or medium (telephone calls, emails, letters, etc.).

Questions submitted via the "Messages" tab within the MFMP Sourcing Tool shall be RECEIVED NO LATER THAN the time and date reflected on the Timeline of Events. Questions shall be officially answered via addenda as stated in the Timeline of Events. The Department shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Department's contracting personnel.

#### **1.12.2 Solicitation Addenda**

If the Department finds it necessary to supplement, modify, or interpret any portion of the solicitation package during the solicitation period, a written addenda shall be posted on the VBS and the MFMP Sourcing Tool as Addenda to this solicitation. It is the Bidder's responsibility to check VBS and MFMP Sourcing Tool periodically for any information or updates to this solicitation. The Department bears no responsibility for any resulting impacts associated with a prospective Bidder's failure to obtain the information made available through the VBS and MFMP Sourcing Tool.

### **1.12.3 Protest of Terms, Conditions, and Specifications**

With respect to a protest of the terms, conditions, specifications contained in this solicitation, including any provisions governing the methods for scoring or ranking responses, awarding contracts, or modifying or amending any contract, a notice of intent to protest shall be filed in writing within 72 hours after the posting of the solicitation. For purposes of this provision, the term “the ITB” includes this solicitation document, any addenda, response to written questions, clarification or other document concerning the terms, conditions, and specifications of the solicitation.

### **1.12.4 Public Opening**

In accordance with PUR 1001, responses shall be opened on the date and at the location indicated on the Timeline of Events (Attachment A). Bidders should, but are not required to, attend. The Department may choose not to announce prices or release other materials pursuant to s. 119.071(1) (b), Florida Statutes.

### **1.12.5 Electronic Posting of Notice of Intended Award**

Based on the evaluation, on the date indicated in the Timeline of Events the Department shall electronically post a Notice of Intended Award on the VBS and the MFMP Sourcing website for review by interested parties at the time and location specified in the Timeline of Events. The Notice of Intended Award shall remain posted for a period of seventy-two (72) hours, not including weekends or State observed holidays. If the Notice of Award is delayed, in lieu of posting the Notice of Intended Award the Department may post a notice of the delay and a revised date for posting the Notice of Intended Award.

### **1.12.6 Protest of Notice of Intended Award**

Any Bidder desiring to protest the Notice of Intended to Award shall file any notice of protest and any subsequent formal written protest with Agency Clerk, Department for Management Services, 4050 Esplanade Way, Tallahassee, FL 32399, within the time prescribed in section 120.57(3) Florida Statutes and Chapter 28-110, Florida Administrative Code. Please copy the Procurement Officer on such filings. Failure to file a notice of protest and a formal protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

## **1.13 Firm Response**

The Department should make an award within sixty (60) days after the date of the opening, during which period responses shall remain firm and shall not be withdrawn. If award is not made within sixty (60) days, the response shall remain firm until either the Department awards the Contract or the Department receives from the Bidder written notice that the response is withdrawn. Any response that expresses a shorter duration may, in the Department's sole discretion, be accepted or rejected.

## **1.14 Modification or Withdrawal of Bid**

Bidders are responsible for the content and accuracy of their bid. Bidders may modify or withdraw their bid at any time **prior** to the bid due date in accordance with the Timeline of Events. For instructions on how to modify or withdraw bids refer to the link: [MFMP Vendor Toolkit](#) or for technical assistance please select this link: [MFMP Vendor Help](#) or call (866) 352-3776.

### **1.15 Cost of Response Preparation & Independent Preparation**

The costs related to the development and submission of a response to this ITB is the full responsibility of the Bidder and is not chargeable to the Department. A Bidder shall not, directly or indirectly, collude, consult, communicate or agree with any other Vendor or Bidder as to any matter related to the response each is submitting. Additionally, a Bidder shall not induce any other Bidder to modify, withdraw, submit or not submit a response.

### **1.16 Taxes**

The State does not pay Federal excise or sales taxes on purchases of equipment. The State shall not pay for any personal property taxes levied on the Contractor or for any taxes levied on employees' wages. Any exceptions to this paragraph shall be explicitly noted by the Department in the Contract.

### **1.17 Disclosure of Bid Contents**

Pursuant to the Public Records Act, all documentation provided to the Department as part of the ITB shall become the property of the Department and shall not be returned to the Bidder unless it is withdrawn prior to the response opening.

### **1.18 Contract Formation**

The Department shall issue a Notice of Intent to Award, if any, to successful Bidder(s), however, no Contract shall be formed between Bidder and the Department until the Department signs the Contract. The Department shall not be liable for any costs incurred by a Bidder in preparing or producing its response or for any work performed before the Contract is effective.

The Department intends to enter into a contract with the awarded Bidder(s) pursuant to section 2.8; Basis of Award. No additional documents submitted by a Bidder shall be incorporated in the contract unless it is specifically identified and incorporated by reference in the attached contract document. If any additional documents are submitted by the Bidder, the additional documents shall not be considered for the Basis of Award.

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## Section 2 Instructions to Bidders

This section contains instructions to Bidders on how to submit a Bid. The instructions come in two parts; General Instructions and Special Instructions.

### 2.1 General Instructions

The [PUR 1001](#), The General Instructions to Bidders, is incorporated by reference and provided via the link below:

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

In the event any conflict exists between the Special Instructions and General Instructions to Bidders, the Special Instructions shall prevail.

### 2.2 Special Instructions

#### 2.2.1 MFMP Registration

In order to bid, Bidders shall have a current Vendor registration and be active for “Sourcing Events” within the link: [MFMP Vendor Information Portal Website](#).

#### **MyFloridaMarketPlace Vendor Registration**

Each Bidder doing business with the State of Florida for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, shall register in MyFloridaMarketPlace, in compliance with Rule 60A-1.030, Florida Administrative Code, unless exempt under Rule 60A-1.030(3) Florida Administrative Code.

#### 2.2.2 How to Submit a Bid

Submit responses to this solicitation via the MyFloridaMarketPlace Sourcing Tool by selecting this link: [MFMP Sourcing 3.0 Login](#). Bidders shall have a current Vendor registration and be active for “Sourcing Events” within the link [MFMP Vendor Information Portal](#). Download the MFMP Participation Instructions to Bidder, for detailed instructions on how to participate within the MFMP Sourcing Tool 3.0.

Include all appropriate pricing, discounts, documents, forms, files, question responses, and information responses located within the MFMP Sourcing Tool for the solicitation in Bids. All required or requested pricing, discounts, documents, forms, files, question responses, and information responses are to be entered electronically in the MFMP Sourcing Tool during this solicitation as indicated.

#### 2.2.3 Sourcing Tips and Training

After logging into MFMP Sourcing 3.0, “My Events” lists all events the Bidder already chose to “Join” (i.e., you intend to submit a formal response). “Public Events” lists those events associated with the Bidder’s registered UNSPSC listed in their Bidder Information Portal (VIP) accounts, but the Bidders have not yet “Joined.” Joining an event moves the event from “Public Events” to “My Events,” allows the Bidder to submit questions about the event (solicitation), and alerts Bidders to any associated updates (e.g., addenda, event edits, etc.).

To respond to a solicitation, Bidders shall review and accept the electronic agreement on the “Review and Accept Agreement” page. Click the radio button next to, “I accept the terms of this agreement.”

When responding, save work frequently – at intervals less than 20 minutes. Sourcing 3.0 automatically times out after 20 minutes of inactivity. Any unsaved information may be lost when the system times out. Clicking the “Save” button within Sourcing 3.0 only saves your solicitation responses.

To transmit responses to the State, Bidders shall click “Submit Entire Response.” After clicking the “Submit Entire Response” button, Bidders are responsible to verify and validate any submitted response in Sourcing 3.0 to ensure their responses are accurate and complete prior to the bid closing time.

Bidders should allow sufficient time, prior to the Solicitation event period closing, to address any errors and resubmit revised responses.

To validate responses, please do the following before the Solicitation period ends:

Click the “Response History” link to confirm that your “submitted” response is visible, and, therefore, formally submitted.

Confirm that a status of “Accepted” displays next to your submitted response.

Click on the Reference number of your submitted bid response to review the submission.

Please check the following:

- Text boxes – Is your entire answer viewable?
- Yes/No questions – Are the displayed answers correct?

For technical assistance, contact the MFMP Customer Service Desk (CSD) at (866) 352-3776 or by email at [VendorHelp@MyFloridaMarketPlace.com](mailto:VendorHelp@MyFloridaMarketPlace.com). For additional information regarding Vendor online training or to view MFMP Sourcing training documents select the hyperlink, [MFMP Vendor Toolkit](#).

#### **2.2.4 Who May Respond**

Any Motor Vehicle Manufacturers or Dealers, who are registered with and considered to be in good standing by the Florida Department of State, may respond. To be eligible for award, a Bidder is to satisfy the requirements, specifications, terms, and conditions of the solicitation and demonstrate their capability to perform a statewide Contract in the State of Florida, and is authorized by the Florida Department of State to do business in the State of Florida.

**NOTE:** Pursuant to section 607.1501, Florida Statutes, out-of-state corporations where required, must obtain a Florida Certificate of Authorization pursuant to section 607.1503, Florida Statutes, from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. The Respondent out-of-state corporations agree to attain such authorization within seven business days of notice of award, if the Respondent is awarded. All Bidders must be eligible to do business with the State of Florida and registered through the Department of State. Website: [www.sunbiz.org](http://www.sunbiz.org).

### **2.2.5 Manufacturer's Name and Approved Equivalents**

With the Department's prior approval, the Contractor must provide any equipment that meets or exceeds the applicable specifications. The Contractor shall demonstrate comparability, including appropriate catalog materials, literature, specifications, test data, etc. The Department shall determine in its sole discretion whether equipment is acceptable as an equivalent.

### **2.2.6 Mandatory Requirements or Conditions**

The State has established certain requirements with respect to responses submitted to competitive solicitations. The use of "shall", "must", or "will" (except to indicate futurity) in this solicitation, indicates a requirement or condition that may be mandatory. A deviation from a mandatory requirement or condition is material if, in the State's sole discretion, the deficient response is not in substantial accord with the solicitation requirements, provides an advantage to one Bidder over another, or has a potentially significant effect on the quality of the response or on the cost to the State. The words "should" or "may" in this solicitation indicate desirable attributes or conditions, but are permissive in nature.

### **2.2.7 Bidder Qualification Questions**

Bidders must submit a Yes/No response to the following Qualification Questions within the MFMP Sourcing Tool. Bidders are to meet and respond to the qualifications identified in the following Qualification Questions in order to be considered responsive. The Department may not evaluate bids from Bidders who answer "No" to any of the Qualification Questions.

**2.2.7.1** Does the Bidder certify that the person submitting the bid is authorized to respond to this ITB on Bidder's behalf?

**2.2.7.2** Does the Bidder certify that it is not a Convicted Vendor as defined in section 7 of the PUR1001?

**2.2.7.3** Does the Bidder certify that it is not a Discriminatory Vendor as defined in section 8 of the PUR1001?

**2.2.7.4** Does the Bidder certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List?

**2.2.7.5** Does the Bidder certify compliance with section 9 Respondent's Representation and Authorization of the PUR1001?

**2.2.7.6** Does the Bidder certify compliance with section 14 Transaction Fee of the PUR1000?

**2.2.7.7** Does the Bidder certify that they are currently registered to do business with the State of Florida or provide authorization as required in section 2.2.4?

**2.2.7.8** Does the Bidder certify that it shall, if awarded, submit to the Department, at least annually, the completed signed Preferred Pricing Affidavit as required in section 2.3.4.4 of this solicitation?

**2.2.7.9** Does the Bidder certify that it shall, if awarded, submit quarterly to the Department a Contract Sales report, as required in section 4.28.1 of this solicitation?

**2.2.7.10** Does the Bidder certify that they shall, if awarded, pay all transaction fees as required by the contract for OEU's and State Agencies as required by section 287.057, Florida Statutes?

**2.2.7.11** Does the Bidder certify that they have carefully and thoroughly reviewed their bids or prices on the Price Sheets (Attachment D) for accuracy and completeness?

**2.2.7.12** Does the Bidder certify that they have read and understand the requirements stated in section 2.5 Supporting Documents?

**2.2.7.13** Does Bidder certify that, if awarded, it has (1) full-service repair facility in Florida from which the commodities bid may be installed, serviced, and repaired under warranty and the terms of the Contract, as required in section 2.4 of this solicitation?

**2.2.7.14** Does the Bidder certify that they have submitted the MSRP Certification (Attachment H) from each Manufacturer as required in section 2.3.4.6?

## **2.3 Contents of Bid**

Organize Bids in parts as directed below. Submit all the information requested in each part below through the [MFMP Sourcing Tool](#). Failure to submit all of the requested information in sections 2.3.1 through 2.3.4 (Part 1 through Part 4) below, in the format required under this ITB may result in a determination of Bidder non-responsiveness. Label each response with the appropriate section number (and part number) below:

### **2.3.1 Part 1 - Vendor Information (Attachment B)**

Bidder must download and complete the Vendor Information Form (Attachment B) found in section 5 to include all of the below:

**2.3.1.1** Company name and address.

**2.3.1.2** Contact Points for the Department including: Name, title, phone number and email of a primary and secondary person within the company responsible for administering the contract.

**2.3.1.3** Federal ID Number

**2.3.1.4** Internet website address

*Note: Bidder shall download and submit this form in section 5.*

### **2.3.2 Part 2 - Past Performance (Attachment C)**

Bidder must download and complete the Past Performance Form (Attachment C) found in section 5. This Attachment is a synopsis of three most recent large volume vehicle



contracts or government purchase orders held within the past five years for State Agencies, governmental entities, or businesses (which are similar to this ITB) in which your organization provided motor vehicles. Information requested on the form will include the following:

- 2.3.2.1** General Organization Information;
- 2.3.2.2** Contract or Government Purchase Order Number;
- 2.3.2.3** Contract Name (if applicable);
- 2.3.2.4** Term of the Contract or Government Purchase Order (Start Date – End Date);
- 2.3.2.5** Briefly describe the type of motor vehicles sold on this Contract or Government Purchase Order.
- 2.3.2.6** The name and telephone number of the customer’s contact person;
  - 2.3.2.6.1** Contact Name;
  - 2.3.2.6.2** Contact Telephone;
  - 2.3.2.6.3** Contact Email;
- 2.3.2.7** Number of vehicles sold by your organization under the Contract or Government Purchase Order;
- 2.3.2.8** Total number of your organization’s personnel assigned to Contract or Government Purchase Orders;
- 2.3.2.9** The final overall sales dollars received by your organization under the Contract or Government Purchase Order;
- 2.3.2.10** Has your company completed all requirements of the Contract or Government Purchase Order (i.e. fees, reports, customer warranty work, etc.? (Yes or No)
  - 2.3.2.10.1** If No, Please provide further explanation.
- 2.3.2.11** For each Reference, provide one copy of the invoice during the Contract timeframe.

*Note: Bidder shall download and submit this form in section 5. In addition, multiple files may be submitted as a zip file.*

### **2.3.3 Part 3 - Price Sheet Submission**

The Price Sheets for the six (6) Commodity Code Groups are in separate Microsoft Excel™ workbooks. Bidders shall download the Price Sheet (Attachment D.1-D.6-Contractor’s Pricing Sheet), complete and upload it within section 5 of the MFMP Sourcing Tool. Each of the Commodity Code Groups provided in the Price Sheets contains a unique link to the specification for the Representative Models within that specific Commodity Code Group.

- 2.3.3.1** The workbook contains six (6) separate Commodity Code Group Price worksheets, each with individual lines (rows) for each related Representative Model (listed in alphabetical order by brand name, and then by Vehicle size/variation/configuration and divided into sub-groups for organizational purposes) and are as follows:

- 2.3.3.1.1** Attachment D. 1 Police Vehicles
- 2.3.3.1.2** Attachment D. 2 Automobiles or Cars
- 2.3.3.1.3** Attachment D. 3 Mini-Vans or Vans
- 2.3.3.1.4** Attachment D. 4 Light Trucks and Sport Utility Vehicles
- 2.3.3.1.5** Attachment D. 5 Product and Material Transport Vehicles
- 2.3.3.1.6** Attachment D. 6 Passenger Motor Vehicles

*Note: Bidder shall download and submit these Attachments in section 5.*

**2.3.3.2** Respond to as many of the provided Representative Models (with their associated fields) as you may choose to bid, but provide only one bid per Representative Model. Supply all related information for each Representative Model in the appropriate areas and formats required on the Price Sheets. Each of the six (6) separate Commodity Code Group Price Sheets shall include the information below.

- 2.3.3.2.1** Sub-Group<sup>1</sup>,
- 2.3.3.2.2** EPA/ Industry Class<sup>2</sup>,
- 2.3.3.2.3** Manufacturer/ Brand<sup>3</sup>,
- 2.3.3.2.4** Line Number,
- 2.3.3.2.5** Representative Model<sup>4</sup>,
- 2.3.3.2.6** Alternate Fuel Capability<sup>5</sup>,
- 2.3.3.2.7** Organization Name<sup>6</sup>,
- 2.3.3.2.8** Base Vehicle Price (\$##,###.00)<sup>7</sup>
- 2.3.3.2.9** OEM Options Discount (##%)<sup>8</sup>,
- 2.3.3.2.10** Evaluated price (Score<sup>9</sup>)  
Note: Automatically calculated per section 2.8;  
Basis for Award,
- 2.3.3.2.11** Estimated lead-time in Days (###)<sup>10</sup>, and
- 2.3.3.2.12** Up to eleven (11) Identified Aftermarket Options<sup>11</sup> (of various descriptions) Price (\$##,###.00).  
Note: Aftermarket options are not authorized on all Representative Models. Fields will be blocked out where the field does not apply.

**2.3.3.3** Review and follow the Instruction and General Information as provided in the Price Sheets. The Bidder is required to supply accurate and complete information.

**2.3.3.3.1** The bright yellow cells on the Price Sheets, automatically calculate the evaluated prices (Score<sup>9</sup>) for each Representative Model, OEM options, and Identified Aftermarket Options which the Department will use in selecting Contractors for award in accordance with section 2.8; Basis of Award. The Score<sup>9</sup> shall be displayed in orange cell corresponding with the base vehicle.

**2.3.3.3.2** The light yellow cells on the Price Sheets are where the Bidder may enter the information for: Organization Name, Estimated Lead Time in Days, and specific Identified Aftermarket Options which are not required for evaluating the score but shall be completed upon submission of the bid.

**2.3.3.4** When entering a bid for a Representative Model, complete all applicable fields including OEM options and aftermarket options. If you do not wish to bid a specific Representative Model, leave the line (row) and cells untouched or blank (do not delete the row).

**2.3.3.5** Enter a value of zero dollars and zero cents (“\$0.00”) for Representative Models that do not include an associated OEM Options Discount and any associated and/or required Identified Aftermarket Options, or the bid for that Representative Model may be rejected as non-responsive. Values entered for OEM Options or Identified Aftermarket Options without bidding the associated Base Vehicle Price may be rejected as non-responsive.

**2.3.3.6** All bids will be to provide the base Representative Models. All prices shall be in U.S. Dollars, whole (\$USD; e.g., \$99,999.00) **ranges shall not be accepted.** All discounts must be a whole percentage with no decimal place (%; e.g., 15%) **negative percentages or ranges shall not be accepted.** All other numbers shall be a positive in standard numerical format (e.g. ##,###).

#### **2.3.4 Part 4 - Other Information**

##### **2.3.4.1 Current Department of State Registration Form**

Submit a current copy of the Bidder’s registration with the Florida Department of State, which authorizes the company to do business in the State of Florida (<http://www.sunbiz.org>) see section 2.2.4.

##### **2.3.4.2 Out-of State Preference Letter from Attorney (if applicable)**

Any Bidder who states that its “principal place of business” is outside of this state shall submit with its bid a written opinion of an attorney at law, licensed to practice law in that foreign state, that contains information explaining the preferences, any or none, granted by the law of that state to its own business entities whose principal place(s) of business are in that foreign state in the letting of any or all public

contracts. For the purpose of this ITB, “principal place of business” means the state in which the Bidder’s high level officers direct, control, and coordinate the Bidder’s activities.

**2.3.4.3 Certification of Drug-Free Workplace (Attachment E)**

Bidder must download and complete the Certification of Drug-Free Workplace found in section 5 (Attachment E).

**2.3.4.4 Preferred Pricing Affidavit (Attachment F)**

Bidder must download and complete the Preferred Pricing Affidavit found in section 5 (Attachment F).

**2.3.4.5 Savings/Price Reduction (Attachment G)**

The Bidder is required to furnish the percent (%) savings in prices offered compared to retail, list, published or other usual or customary prices that would be paid by the purchaser without the benefit of a contract resulting from this bid. Attachment G (PUR 7064), Savings/Price Reductions is provided to facilitate the Bidders response to this requirement. The Bidder is required to submit this form with its bid, and at the time of any renewals or extensions. Savings/Price Reduction Form found in section 5 (Attachment G).

**2.3.4.6 MSRP Certification (Attachment H)**

Bidder must download and complete the MSRP Certification (Attachment H) found in section 5.

**2.3.4.7 MSRP Lists**

Bidder must submit the MSRP List(s) consistent with section 2.5 Supporting Documents and Certification (Attachment H).

*Note: Multiple MSRP lists may be submitted as a zip file.*

**2.4 Full-Service Repair Facilities**

The Contractor agrees to maintain at least one factory-authorized service station or servicing dealer within the State of Florida to perform warranty repairs and adjustments throughout the contract term. Contractors must complete the Vendor Information Form (Attachment B) included in section 5 of this ITB, and must maintain that document throughout the contract term. The Contractor shall promptly notify the Department of any changes thereto. The Contractor shall be responsible for all service performed, regardless of whether the Contractor or their approved dealer actually performed the service.

The Contractor may offer eligible Customers “after warranty” service agreements for the maintenance and repair of goods after the initial warranty expires. The Contractor shall list this additional service as a separate item on the invoice.

**2.5 Supporting Documents**

Bidder shall submit the following Supporting Documents with their Bid, as noted:

**MSRP List:** With the bid, Bidder shall provide one (1) applicable, current, complete, and separate MSRP List (as defined under section 1.3.14) for each Group (including Sub Groups) and Manufacturer or Brand Name bid under Attachment D, Price Sheet. Therefore, multiple MSRP Lists may be required (e.g., by Group and Manufacturer or Brand Name).

The MSRP List shall include the Manufacturer's Model Number, Manufacturer's Item Description, and MSRP for each of the Manufacturer or Brand Name and Group's applicable Base Equipment and OEM Options; The MSRP List shall include the applicable Group, Sub-Group, Manufacturer or Brand Name, MSRP List Name, Percent Discount and MSRP List Date on the cover or first page.

Bidder shall complete MSRP Certification (Attachment J) from each Manufacturer. Bidder shall not alter, adjust, or modify a Manufacturer's MSRP when submitting Supporting Documents. MSRPs shall be formally published by the Manufacturer, publicly listed and available, and verifiable by the Department. The Department shall be the final arbiter of MSRPs if a Bidder's pricing differs from the published MSRPs.

The Supporting Documents shall be uploaded to the Department per section 2.2.2 of the solicitation. **Failure to provide accurate and compliant Supporting Documents with the Response may result in the Bidder being deemed non-responsive.**

## **2.6 Evaluation Criteria**

The Department shall evaluate eligible responsive bids. Responses that do not meet all requirements of the solicitation or fail to provide all required information, documents, or materials may be rejected as non-responsive. Bidders who's Responses, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of a Contract may be rejected as non-responsible. The Department reserves the right to determine which Responses meets the requirements, specifications, terms, and conditions of the solicitation, and which Bidders are responsive and responsible.

## **2.7 Alternate Responses**

Bidder may not submit more than one bid for each listed Manufacturer or Brand Name per Group (including Sub-Groups) per Representative Model. The Department seeks each Bidder's single-best response for each Representative Model Manufacturer or Brand Name per Group.

## **2.8 Basis of Award**

The Contract(s) shall be awarded to the responsive, responsible Vendor(s) that submits the lowest responsible evaluated price (Score) for each individual Representative Model including, if applicable, OEM Options and Identified Aftermarket Options. Bidders may submit bids for multiple Representative Models; however, the Bidder may not submit more than one bid for each individual Representative Model. All submitted bid prices and discounts must be submitted as a definitive number; no ranges shall be accepted. The Department reserves the right to award to multiple Bidders for a Representative Model or to make no award for a Representative Model, as determined to be in the best interest of the State.

Multiple awards may be made to up to three Bidders for each individual Representative Model if the evaluated price (Score) of the Bidder is less than or equal to (3%) of the lowest evaluated bid. The Department reserves the right to accept or reject any and all bids, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the State's best interest.

*Note: All Evaluated Prices of \$0.00, showing error codes, or that do not include the Base Vehicle Price offer, OEM Options Discount offer, and Required Identified Aftermarket Option Price offer, as*

required, may be rejected as non-responsive. If there is a conflict between these instructions and the pricing sheet, these instructions shall control.

**2.8.1 Commodity Code 25101702, Police Vehicles;**

**2.8.1.1** Sub-Group A: Police Pursuit Automobile, Marked, all lines;  
Shall be calculated as follows:

$$\text{Formula: } B + ((B \times 0.10) \times (1 - O)) + A_R = \text{Evaluated Price}$$

Where:

**B =** Base Vehicle Price offered. Note: All Prices [Credits] must be in U.S. Dollars, whole (e.g., \$99,999.00).

**O =** OEM Options Discount offered. Note: All Discounts must be a positive percentage with no decimals (e.g., 99%) **and ranges shall not be accepted.**

**A<sub>R</sub> =** Required Identified Aftermarket Option Price offered. Note: All Prices [Credits] must be in U.S. Dollars, whole (e.g., \$99,999.00).

*Note: The Required Identified Aftermarket Option is contained in the first column to the left of the Evaluated price column in the Price Sheets.*

**2.8.2 Commodity Code 25101702, Police Vehicles;**

**2.8.2.1** Sub-Group B Police Pursuit Automobile Unmarked, all lines;

**2.8.2.2** Sub-Group C Police/Special Service Sport Utility Vehicle, 2 wd, all lines;

**2.8.2.3** Sub-Group D Police/Special Service Sport Utility Vehicle, 4 [Including All Wheel Drive ("AWD")], all lines;

Shall be calculated as follows:

$$\text{Formula: } B + ((B \times 0.08) \times (1 - O)) + A_R = \text{Evaluated Price}$$

Where:

**B =** Base Vehicle Price offered. Note: All Prices [Credits] must be in U.S. Dollars, whole (e.g., \$99,999.00).

**O =** OEM Options Discount offered. Note: All Discounts must be a positive percentage with no decimal (e.g., 99%) **and ranges shall not be accepted.**

**A<sub>R</sub> =** Required Identified Aftermarket Option Price offered. Note: All Prices [Credits] must be in U.S. Dollars, whole (e.g., \$99,999.00).

*Note: The Required Identified Aftermarket Option is contained in the first column to the left of the Evaluated Price column in the Price Sheets.*

### 2.8.3 Commodity Code Group Nos.:

2.8.3.1 25101702; Police Vehicles; Sub-Group E; all lines

2.8.3.2 25101503; Automobiles or Cars; Sub-Group A; all lines

2.8.3.3 25101505; Mini-Vans or Vans; Sub-Groups A, B, and C; all lines

2.8.3.4 25101500; Passenger Motor Vehicles; Sub-Group A; all lines

Shall all be calculated as follows:

**Formula:  $B + ((B \times 0.025) \times (1 - O)) = \text{Evaluated Price}$**

Where:

**B =** Base Vehicle Price offered. Note: All Prices [Credits] must be in U.S. Dollars, whole (e.g., \$99,999.00).

**O =** OEM Options Discount offered. Note: All Discounts must be a positive percentage with no decimal(e.g., 99%) **and ranges shall not be accepted.**

### 2.8.4 Commodity Code Group Nos.:

2.8.4.1 25101507; Sport Utility Vehicles and Light Trucks; all lines

2.8.4.2 25101600; Product and Material Transport Vehicles; Sub-Groups A, and B; all lines

Shall all be calculated as follows:

**Formula:  $B + ((B \times 0.05) \times (1 - O)) = \text{Evaluated Price}$**

Where:

**B =** Base Vehicle Price offered. Note: All Prices [Credits] must be in U.S. Dollars, whole (e.g., \$99,999.00).

**O =** OEM Options Discount offered. Note: All Discounts must be a positive percentage with no decimal (e.g., 99%) **and ranges shall not be accepted.**

## 2.9 Preference to Florida Vendors

If the lowest bid is submitted by a Bidder whose principal place of business is located outside the State of Florida, preference shall be applied consistent with section 287.084, Florida Statutes.

## 2.10 Tie Bids

In the event that the Department's evaluation results in identical evaluations of replies for the lowest Group price or three Bidders with the lowest Group price, the Department shall select Bidder(s) based on the criteria identified in Rule 60A-1.011, Florida Administrative Code.

## 2.11 Rejection of Bids

The Department shall review Bidder responses using the criteria listed in section 2.2.7 Bidder Qualification Questions to determine responsiveness. Bids that do not meet all requirements, specifications, terms, and conditions of the solicitation or fail to provide all required information, documents, or materials may be rejected as non-responsive. Bidders whose bids, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of a contract may be rejected as not responsible. The

Department reserves the right to determine which bids meet the requirements of this solicitation, and which Bidders are responsive and responsible.

### **2.12 Minor Irregularities/Right to Reject**

The Department reserves the right to accept or reject any and all bids, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so shall serve the State's best interests. The Department may reject any response not submitted in the manner specified by the solicitation documents.

### **2.13 Redacted Submissions**

The following section supplements section 19 of the [PUR 1001](#). If Bidder considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, Bidder shall mark the document as "Confidential" and simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the Bidder's name on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy shall only redact those portions of material that the Bidder claims is confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department shall provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department shall notify the Bidder such an assertion has been made. It is the Bidder's responsibility to assert that the information in question is exempt from disclosure under Chapter 119, Florida Statutes, or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Bidder in a legal proceeding, the Department shall give the Bidder prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Bidder shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a bid, the Bidder agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Bidder's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Bidder fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records.

### **2.14 Additional Information**

By submitting a bid, Bidder certifies that it agrees to and satisfies all criteria specified in the ITB. The Department may request, and Bidder shall provide, supporting information or documentation. Failure to supply supporting information or documentation as required and requested shall result in disqualification of the bid.

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## Section 3 Description of Scope

### 3.1 Scope

The purpose of this State Term Contract is to provide governmental entities within the State of Florida the ability to acquire new and unused 2016 Motor Vehicles. Purchases under this agreement will meet the needs of State Agencies and Other Eligible Users in the performance of the respective entities' core responsibilities. Contractors shall provide Motor Vehicles in accordance with the specifications contained herein. The Motor Vehicles Commodities (including the Base Model and Sub-Groups; Identified Aftermarket Option(s) associated offered under the Contract shall be classified under six Groups, which are listed and described as follows:

Group No.	Group	UNSPSC	Specification
1	<b>POLICE VEHICLES</b>	25101702	
	Sub-Group A: Police Pursuit Automobile, Marked		<a href="#">Specification</a>
	Sub-Group B: Police Pursuit Automobile, Unmarked		<a href="#">Specification</a>
	Sub-Group C: Police/ Special Service Sport Utility Vehicle, 2WD		<a href="#">Specification</a>
	Sub-Group D: Police/ Special Service Sport Utility Vehicle, 4WD [Including All Wheel Drive ("AWD")]		<a href="#">Specification</a>
	Sub-Group E: Police Pursuit Motorcycle, On-Road		<a href="#">Specification</a>
2	<b>AUTOMOBILES OR CARS</b>	25101503	
	Sub-Group: Automobile		<a href="#">Specification</a>
3	<b>MINIVANS OR VANS</b>	25101505	
	Sub-Group A: Van, Passenger		<a href="#">Specification</a>
	Sub-Group B: Van, Cargo		<a href="#">Specification</a>
	Sub-Group C: Van, Cutaway, 2WD		<a href="#">Specification</a>
4	<b>LIGHT TRUCKS AND SPORT UTILITY VEHICLES</b>	25101507	
	Sub-Group A: Sport Utility Vehicle, 2WD		<a href="#">Specification</a>
	Sub-Group B: Sport Utility Vehicle, 4WD [Including All Wheel Drive ("AWD")]		<a href="#">Specification</a>
	Sub-Group C: Truck, Under One Ton, Pickup, 2WD		<a href="#">Specification</a>
	Sub-Group D: Truck, Under One Ton, Pickup, 4WD		<a href="#">Specification</a>
	Sub-Group E: Truck, One Ton, Pickup, 2WD		<a href="#">Specification</a>
	Sub-Group F: Truck, One Ton, Pickup, 4WD		<a href="#">Specification</a>
	Sub-Group G: Truck, One Ton, Chassis-Cab, 2WD		<a href="#">Specification</a>
	Sub-Group H: Truck, One Ton, Chassis-Cab, 4WD		<a href="#">Specification</a>
5	<b>PRODUCT AND MATERIAL TRANSPORT VEHICLES</b>	25101600	
	Sub-Group A: Truck, Greater than One Ton & Less than Two Tons, Chassis-Cab, 2WD		<a href="#">Specification</a>
	Sub-Group B: Truck, Greater than One Ton & Less than Two Tons, Chassis-Cab, 4WD		<a href="#">Specification</a>
6	<b>PASSENGER MOTOR VEHICLES</b>	25101500	
	Sub-Group A: Low-Speed Vehicle (LSV) or Neighborhood Electric Vehicle (NEV)		<a href="#">Specification</a>

The Contract is intended to cover only those motor vehicles generally used by the State of Florida as listed and described herein, and does not include all varieties of motor vehicles that are

commercially available. The Department in its sole discretion shall determine the eligibility and acceptability of all Commodities available and included under the Contract.

**The Contractor shall be responsible for removing all non-eligible and unacceptable Commodities under the Contract from the Contractor's price list.**

**3.2 Commodity Specifications and Standards**

The Commodity, Representative Model, and OEM Option Specifications and Standards are based on the known needs of Eligible Users and available information using Chrome Systems, Inc.'s Carbook Fleet Edition to the Department at the time of solicitation. Where available, Identified Aftermarket Option specifications were created based on known Customer needs and the respective manufacturer's data. The specifications and standards form a part of the overall Technical Specifications; except as modified or noted herein. Any conflict between the Department Specifications and the Manufacturer's specification will be resolved in favor of the Department Specifications.

All Commodities, including all Base Vehicles; OEM Options, Identified Aftermarket Option(s) and their respective features, equipment, and components, shall individually and jointly comply with the following:

1. All Commodities shall be designed, constructed, equipped, assembled (except as specified in section 3.14, Transportation and Delivery), and installed (OEM do not include installation) to be fully suitable for their intended use, purpose, and service;
2. All Commodities shall be new and unused (except as specified in section 3.14, Transportation and Delivery), for the current Manufacturer's model year or later, of current or recent production, and of the latest design and construction;
3. All Commodities shall be bio-diesel (B-20), compressed natural gas ("CNG"), diesel, electric, gasoline (E-10 to E-85), liquefied petroleum gas ("LPG"), natural gas, or propane powered;
4. All Commodities shall include all OEM standard features, equipment, and components, Manufacturer or Dealer installed according to the Manufacturer's standard procedures, requirements, and specifications;
5. All Commodities shall be free of damage and / or rust which may affect appearance or serviceability;
6. All Commodities shall comply with current legal, customary, reasonable, and prudent standards of professionalism and care in the industry;
7. All Commodities shall comply with current mandatory and applicable federal and State of Florida motor vehicle, mobile equipment, legal, safety, and environmental standards and requirements; and
8. All Commodities shall meet the requirements, specifications, terms, and conditions herein.

No Contractor's or Dealer's advertising or identification (name, logos, etc.) is permitted on the Commodities, including all Base Equipment; OEM Options, Accessories, & Implements; OEM & Replacement Parts; and their components. Commodity Manufacturer's advertising or identification (name, model, logos, etc.) shall be permitted on the respective Commodities if such advertising or identification is a Manufacturer's standard on the specific Commodity. The Department in its sole discretion shall determine what is Contractor's or Dealer's advertising or identification, what is Commodity Manufacturer's advertising or identification, and what advertising or identification is acceptable. The Contractor shall be responsible for removing, without damage, all unacceptable advertising or identification.

**Delivery of non-conforming Commodities and contractual services, which are not remedied as required herein, may be cause for default proceedings and / or Contract termination.**

**3.3 Options (OEM or Identified Aftermarket), Features, and Components**

All Representative Models, OEM options, Identified Aftermarket Options must be manufactured by a recognized manufacturer of the commodity provided. Where a Representative Model is specified for an OEM option, Feature, or Component, only the specified Representative Model may be offered and provided. All Options, Features, and Components, either Manufacturer, Port, or Dealer installed, must be new and meet the requirements, specifications, terms, and conditions herein, and are subject to prior Department approval. All OEM Options, Identified Aftermarket Options, Features, and Components of the Representative Model, as specified by the Department and ordered by the Customer, shall be fully assembled and installed by the Motor Vehicle Manufacturer, except as follows:

**3.3.1** If the Option, Feature, or Component is specified as a Port installed Option or Dealer installed Option by the Motor Vehicle Manufacturer; or

**3.3.2** If the Option, Feature, or Component is not available from the Motor Vehicle Manufacturer, the Option, Feature, or Component may be assembled by its respective Manufacturer and installed by the Contractor.

**3.4 Luxury or Sport Vehicles or Features**

Unless otherwise indicated within the individual Representative Model, OEM Option, or Identified Aftermarket Option Specification, no luxury or sports Vehicles will be considered or permitted. The Department, in its sole determination, shall determine what a luxury is or sport Vehicle. To date, the Department has determined: luxury or sports Vehicle brands shall include, but are not limited to, the following brands, types and components:

**3.4.1** Acura, Alfa Romeo, Aston Martin, Audi, Bentley, BMW, Bugatti, Cadillac, Ferrari, Infiniti, Jaguar, Koenigsegg, Lamborghini, Land Rover, Lexus, Lincoln, Lotus, Maserati, Maybach, McLaren, Mercedes-Benz, Pagani, Porsche, Rolls-Royce, Spyker, Tesla and Volvo.

**3.4.2** Coupes, two-seaters, supercars, cabriolets, convertibles (soft top or hardtop), roadsters, grand-tourers, and signature or specialty editions.

**3.4.3** Leather upholstery (seats or interior), sunroofs and moon roofs.

### **3.5 Installation**

Where installation is required, Contractor shall be responsible for placing and installing the equipment or parts in the required locations at no additional charge, unless otherwise specified in the Price Sheets. All materials used in the installation shall be new and shall be free of defects that would diminish the appearance of the equipment or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the equipment or parts in the proper location. Contractor shall protect the site from damage and shall repair damages or injury caused during installation by Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. Contractor shall perform installation work so as to cause the least inconvenience and interference with Customers and with proper consideration of others on site. Upon completion of the installation, the location and surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

#### **3.5.1 Body Transfer and 3<sup>rd</sup> Party Body Installations**

In the event the customer chooses to purchase a cab and chassis, or cutaway van separately, the contractor must facilitate obtaining the required Manufacturer Certified Certificate, perform Manufacturer required pre-delivery inspection and ensure all proper tag and title documents are present pursuant to Florida license requirements. The final Manufacturer of the vehicle must certify that it conforms to all Federal Motor Vehicle Safety Standards (FMVSS). The facilitation of body transfer or installations must be included in the base vehicle price however; an additional cost may occur for installation by the Contractor or Body Upfitter. The installation cost may vary due to the vehicle body configuration however, the price should be included on the PQF form from the Contractor.

### **3.6 Federal and State Standards**

It is the intent of the Department that all specifications herein are in full and complete compliance with all federal and State of Florida laws, requirements, and regulations applicable to the type and class of Commodities and contractual services being provided. This includes, but is not limited to, Federal Motor Vehicle Safety Standards ("FMVSS"), Occupational Safety and Health Administration ("OSHA"), Environmental Protection Agency ("EPA") Standards, and State of Florida laws, requirements, and regulations that apply to the type and class of Commodities and contractual services being provided. In addition, if any applicable federal or State legislation becomes effective during the term of the Contract, regarding the Commodities and contractual services' specifications, safety, and environmental requirements shall immediately become a part of the Contract. The Contractor shall meet or exceed any such requirements of the laws and regulations. If an apparent conflict exists, the Contractor and Dealer shall contact the Contract Manager immediately.

**Pursuant to section 3, delivery of non-conforming Commodities and contractual services, which are not remedied as required herein, may be cause for default proceedings and / or Contract termination.**

### **3.7 Acceptable Publications**

The Department may request and the Contractor shall provide, within three (3) business days of any request, acceptable and supporting information or documentation relative to its product. Acceptable and supporting information or documentation includes, but is not limited to:

1. Manufacturer's Computer Printouts (e.g., Chrysler's "DIAL SYSTEM", Ford's "DORA", GM's "AutoBook", or Department approved equivalent);
2. MSRP list. The MSRP and MSRP list may not be custom or solely developed, created, maintained, altered, revised, changed, or utilized for purposes of the solicitation and resulting contract (reference 1.3.14, MSRP)
3. Manufacturer's Standard Warranties;
4. Chrome Systems, Inc.'s PC Carbook applications, PC Carbook Plus and Carbook Fleet Edition; and
5. The Manufacturer's official fleet or retail websites.

During the Term of the Contract, the Contractor shall supply printed Sales Literature and Technical Information to Eligible Users upon request, unless the literature and information requested is available on the Contractor's or Manufacturer's web site. If the literature and information is available on the Contractor's web site, the Contractor shall direct the requesting Eligible User to its specific website location.

### **3.8 Testing**

Samples of delivered Commodities and contractual services may be selected at random by the Department or Eligible User and tested for compliance with the requirements, specifications, terms, and conditions.

### **3.9 Warranty**

The Manufacturer's standard warranty shall cover all Commodities and contractual services of the Contract. The Manufacturer's standard warranty is required to provide coverage against defective material, workmanship, and failure to perform in accordance with the specifications and required performance criteria. The Manufacturer's standard warranty coverage shall be identical to or exceed the most inclusive of those normally provided for the Commodities and contractual services specified herein that are sold to any state or local governments. The Manufacturer's standard warranty shall have a minimum term of one (1) year from the date of Acceptance, section 3.15, and shall begin only at the time of Acceptance by the Eligible User.

If the Manufacturer's standard warranty conflict with any requirements, specifications, terms, or conditions of the Contract, the Contract requirements, specifications, terms and conditions shall prevail. The Manufacturer's standard warranty terms and conditions are not part of the Contract requirements, specifications, terms, and conditions.

### **3.10 Recall(s)**

In the event there is a recall of any of the Commodities, any of its components or any parts of the base vehicle ("Vehicle Recall"), the contractor shall provide reasonable assistance to the Department in developing a recall strategy and shall cooperate with the Department and the Buyers in monitoring the recall operation and in preparing such reports as may be required. Each Contractor shall, at the request of the Department or any Buyer give the Department and each Buyer all reasonable assistance in locating and recovering any equipment or Recalled Equipment that are not in accordance with the requirements of the Contract. Each Contractor shall immediately notify and provide copies to the Department of any communications, whether relating to recalls or otherwise, with any Buyer. The Contractor, at its own cost, shall ensure defective Recalled Equipment are rectified, replaced or destroyed in compliance with all applicable laws, rules or regulations and the Department's reasonable instructions.

### **3.11 Manufacturer's Last Order Date, Production Notification, and Vehicle Change**

The Manufacturer's Last Order Date is the final date on which the Manufacturer stops producing the model year of a Vehicle which meets the requirements, specifications, terms, and conditions of the Contract.

The Contractor shall notify the Department of a contracted Vehicle Manufacturer's Last Order Date in writing (email) and received by the Contract Manager no later than thirty (30) calendar days prior to the effective date of the Manufacturer's Last Order Date. In the event the Manufacturer gives less than thirty (30) calendar days' notice of a Last Order Date to the Contractor, the Contractor shall notify by email or telephone, the Contract Manager no later than the next business day. When available, the Contractor agrees to immediately provide copies of the Manufacturer's notice of the Manufacturer's Last Order Dates to the Contract Manager upon request. Upon notification of Manufacturer's Last Order Date, the Department may unilaterally update the applicable Manufacturers' Last Order Date, fields within the Price Sheets, as it deems is in the best interest of the State and will best assist Customers.

Contractor shall immediately notify the ordering Customer's representative(s) of the Manufacturer's Last Order Date by telephone and using the Acknowledgement of Order Form. Upon receipt of the required telephone notification and Acknowledgement of Order form notifying the Customer of the Manufacturer's Last Order Date, the Customer may cancel the Purchase Order without penalty, or maintain the Purchase Order knowledgeable of the risk of potential non-Delivery without recourse. All Purchase Orders received and maintained after proper Customer notification of a Manufacturer's Last Order Date shall be subject to awarded Commodity availability.

After the Manufacturer's Last Order Date, the Contractor may provide, the new model year of the awarded Commodity, which meets the specifications herein, at the existing Contract Prices, discounts, requirements, terms, and conditions.

If the Contractor wishes to replace any awarded vehicle they are currently awarded on the Contract with another vehicle due to a result of a Manufacturer's Last Order Date, product revision, product alteration, product addition, or product technical improvement, the Contractor will submit the Price / Model Update Form (Attachment L), the intended replacement vehicle to the Department for consideration. The intended replacement vehicle must meet or exceed the Contract requirements, specifications, terms, and conditions. Additionally, the intended replacement vehicle offered must be at the same or lower than current Price. While vehicle updates or replacements may be offered at any time during the contract duration; all price updates shall be submitted in accordance to section 4.7. The Contractor shall provide any documents necessary for the Department to fully evaluate the Contractor's request. The Department, at its sole discretion, will accept or reject the intended replacement vehicle offered. If the Department rejects the intended replacement vehicle offered, or if there is no intended replacement vehicle offered for an awarded vehicle that is no longer available, the Department may, at its sole discretion, delete the award or delete the award and award the vehicle to the next lowest responsive and responsible Contractor, or assign the award to another Contractor.

### **3.12 Ordering Instructions**

The following is a description of activities that will occur when ordering a vehicle. The Department may unilaterally amend the Ordering Instructions as it deems is in the best interest of the State.

### **3.12.1 Vehicle Needs**

All state agencies shall comply with section [287.151](#), Florida Statutes, Limitation on classes of motor vehicles procured. Agencies and Other Eligible Users of this Contract shall communicate their vehicle performance needs and requirements to the designated Contractor representatives identified in this contract prior to requesting the Contract Price Quote Form(PQF). The customer is encouraged to seek more than one quote from the identified awarded contractors of the vehicle, where available.

### **3.12.2 Price Quotes**

The Contractor prepares and submits to the Agency or Other Eligible User a price quote for the requested vehicle(s) using the Price Quote Form (PQF) (Attachment I). All requested Representative Models(s) Vehicles, OEM Options, Identified Aftermarket Options and Non-Identified Aftermarket Options shall be itemized on the PQF. The price quoted for the Representative Models(s) Vehicles, OEM Options, Identified Aftermarket Options shall not exceed the Contractor's bid prices and discounts. This PQF shall be completed by the Vendor and returned to the Customer within two (2) business days.

The Customer may negotiate with the Contractor to establish a fixed price lower than MSRP or a discount percentage of MSRP for those required "Non-Identified Aftermarket Items".

### **3.12.3 DMS Approval (State Agency Only)**

The Customer will develop a justification to support price reasonableness and complete the DMS Fleet Management Form [MP6301- Request for Purchase of Mobile Equipment](#) (Attachment K). Submit this form with the PQF and forward to the DMS Bureau of Fleet Management for approval.

### **3.12.4 Purchase Order**

The Customer will process a Purchase Order using normal purchasing processes. The Purchase Order will include a copy of the approved PQF. All orders submitted by Eligible Users of the Contract shall be placed using a Purchase Order. Purchase Orders issued by Other Eligible Users shall be in accordance with the Ordering Instructions, Prices, Discounts, requirements, specifications, terms, and conditions of the Contract. The Contractor and the Eligible User agree to the following:

- 3.12.4.1** Under the Contract, State Agencies and Other Eligible Users may only place and Contractors shall only accept Purchase Orders for Vehicles the Contractor is awarded.

- 3.12.4.2** Other Eligible Users are responsible for including the following information on and with the Purchase Order, for each Vehicle ordered:
- 3.12.4.2.1** Eligible User's issuing officer and contact information;
  - 3.12.4.2.2** Contractor Information from the Ordering Instructions
  - 3.12.4.2.3** State Term Contract Number and Name;
  - 3.12.4.2.4** Representative Base Model Vehicle Information:  
Commodity Code and Line Number, base description, and price as per section 4.3, Pricing; Specify paint/finish color if other than the OEM's standard white (or other standard color if white is not available from the Manufacturer). OEM Option Information (if applicable, individually listed): Manufacturer's Option Code and Description, OEM Option MSRP, OEM Option Discount, and OEM Option Net Price or OEM Option MSRP Credit (as applicable, per sections 4.8 Ceiling Prices and 4.8.1 Charges and Fees). State Agencies must include a copy of the applicable Price Quote Form (section 3.12.2) and accompanying OEM Option MSRP List with any submitted Requisition.
  - 3.12.4.2.5** Identified Aftermarket Option Information (if applicable, individually listed): Identified Aftermarket Option Description and Identified Aftermarket Option Price [per sections Ceiling Prices (section 4.8) and 4.8.1, Charges and Fees];
  - 3.12.4.2.6** New License Plate Fee (if applicable, per section 3.17, Commodities Title and Registration); and
  - 3.12.4.2.7** Any Eligible User special instructions, requirements, specifications, terms, and conditions;
  - 3.12.4.2.8** The total cost for the Representative Base Model Vehicle, OEM Option(s) (if any), Identified Aftermarket Option(s) (if any), and New License Plate Fee (if applicable).
- 3.12.4.3** Contractor will place all orders received with the Manufacturer(s) within seven (7) calendar days after receipt of the Purchase Order unless the Contractor has the Representative Model, OEM Option(s) (if applicable), Identified Aftermarket Option(s) (if applicable) ordered in their possession. All orders placed with the Manufacturer(s) shall be made in full compliance with the requirements, specifications, terms, and conditions herein.
- 3.12.4.4** Contractor shall honor all Purchase Orders received during the Contract period and which precede the Manufacturer's Last Order Date (section 3.11,) for Commodities the Contractor is currently awarded. This may require the provision of the next new model year of the awarded Commodity, which meets the specifications herein, at the existing Contract Prices, Discounts, requirements, terms, and conditions



**3.12.4.5** Contractor, from receipt of the Purchase Order until Delivery is made to the ordering Eligible User, shall promptly notify the Eligible User of any potential Delivery delays. Additionally, the Contractor must promptly advise the ordering Eligible User if their order may not be delivered prior to the end of the Eligible User's Fiscal Year (State Agency's Fiscal Year ends June 30). Note: Evidence of intentional delays in Delivery shall be cause for default proceedings and/or Contract termination.

### **3.13 Acknowledgement of Order**

The Acknowledgement of Order Form (Attachment J) shall be used by the Contractor to notify the ordering Customer within five (5) business days of receipt of the Purchase Order for Vehicles and equipment awarded under the Contract in accordance with section 3.13.1.

#### **3.13.1 Accept Order**

Contractor agrees to deliver the awarded Vehicle(s) and equipment listed on the Purchase Order under the prices, discounts, requirements, specifications, terms, and conditions of the Contract and Purchase Order. The Contractor must email the fully completed Acknowledgement of Order Form (Attachment J) to the Customer's office within five (5) business days from the date the Contractor receives the Purchase Order. Failure of the Contractor to provide the ordering Customer the Acknowledgement of Order form within five (5) business days from the date the Contractor received the Purchase Order will be considered acceptance of the order by default, which, if necessary, shall require the provision of the next new model of the Vehicle, which meets the requirements, specifications, terms, and conditions herein. The Contractor must provide on the form:

**3.13.1.1** The estimated delivery date of the ordered Representative Model, including if applicable, OEM and Identified Aftermarket Options, and

**3.13.1.2** The Manufacturers' order confirmation information, unless the Contractor has the Representative Model in stock, and

**3.13.1.3** the OEM and Identified Aftermarket Option(s) in their possession, if applicable, Production Cutoff Notification as per section 3.11.

Submission of the Acknowledgement of Order form is to be the responsibility of the Contractor without prompting or notification by the Contract Manager or Eligible User.

**Repeated failures by the Contractor to submit completed Acknowledgement of Order forms to the ordering Eligible Users may be cause for default proceedings and / or Contract termination.**

### **3.14 Transportation and Delivery**

This section supersedes and replaces General Conditions [section 11, PUR 1000, Transportation and Delivery](#).

In conjunction with section 4.8, Ceiling Prices, Base Equipment Net Prices; OEM Options, Accessories, & Implements Net Prices; and OEM & Replacement Parts Net Prices shall include all charges for packing, handling, freight, distribution, and delivery. Transportation and Delivery of goods shall be FOB Destination to any point statewide as follows:

1. Equipment not in stock or unavailable from manufacturer at time of order must be delivered within one hundred eighty (180) calendar days after receipt of order.
2. Equipment in stock must be delivered within fourteen (14) calendar days after receipt of order or the Commodities from the Manufacturer, with one exception – Commodities requiring post-Manufacturer Dealer installed OEM Options, Accessories, & Implements shall be delivered within thirty (30) calendar days after receipt of the Commodities from the Manufacturer(s).

Delivery of the awarded new, unused Vehicles is defined as receipt of the awarded new Vehicle at the Customer's place of business or designated location, or if the Customer chooses, at the Contractor's place of business. The Contractor must give the ordering Customer a minimum of twenty-four hours' notice prior to Delivery. Deliveries will be received only between 8:00am and 3:00pm (Customer's local time) on the Customer's normal business days unless previously arranged and approved by the Customer.

Deliveries of awarded new Vehicles is made by either private or common carrier transport; or where delivery may be accomplished by driving the self-propelled Motor Vehicle with less than two hundred fifty (250) odometer miles at delivery, the self-propelled Motor Vehicle may, with the Customer's prior approval, be driven under supervision to the delivery location. The Contractor must make every effort to minimize the number of odometer miles at delivery. At the Customer's option, Motor Vehicles with more than two hundred fifty (250) odometer miles at delivery may be rejected or \$0.50 per mile in excess of two hundred fifty (250) odometer miles may be deducted from the invoice and payment. The Contractor must comply with the Manufacturer's break-in requirements and all applicable traffic and safety laws.

All self-propelled Motor Vehicle Commodities delivered by the Contractor to the Eligible User shall contain no less than one-quarter (1/4) tank of fuel as indicated by the fuel gauge at the time of delivery.

The Contractor will perform the standard Manufacturer's Pre-Delivery Inspection, and is responsible for delivering an awarded Vehicle that is properly serviced, clean, and in first class operating condition. Pre-Delivery service, at a minimum, shall include the following:

1. Complete lubrication of operating chassis, engine, and mechanisms with Manufacturer's recommended grades of lubricants;
2. Check / Fill all fluid levels to assure proper fill;
3. Adjust engine(s) / motor(s) / drive(s) to proper operating condition(s);
4. Inflate tires (including any spares) to proper pressures;
5. Check to assure proper operation of all accessories, gauges, lights, and mechanical and hydraulic Features;
6. Clean equipment, if necessary, and remove all unnecessary tags, stickers, papers, etc.; and
7. Assure that the Motor Vehicle is completely assembled (unless otherwise noted in the specification) including Representative Model, OEM Options (if applicable), Identified Aftermarket Options (if applicable), and thoroughly tested and ready for operation upon Delivery.

All Vehicles shall be delivered with each of the following applicable documents completed and included:

1. Copy of the Manufacturer's Pre-Delivery Inspection form, which meets or exceeds the requirements herein;
2. Copy of the ordering Customer's Purchase Order;
3. Copy of the applicable Contract specification(s) and Price Sheet information;
4. Copy of the Manufacturer's Invoice(s) for each awarded Commodity, including individual Representative Model, OEM Options, and Identified Aftermarket Options, in the shipment;
5. Manufacturer's Window Sticker(s), if applicable;
6. Manufacturer's Certificate of Origin, if applicable;
7. Manufacturer's Operator Manual, and (if not included in the operator manual) one (1) each of the Manufacturer's lubrication and maintenance instructions;
8. Copy of the Manufacturer's Standard Warranty Certifications;
9. Sales Tax Exemption Form, if applicable;
10. Temporary Tag and twenty (20) day Extension Tag, if applicable; and DHSMV 82040, Application for Certificate of Title and Vehicle Registration, if applicable.

**Deliveries that do not include the above applicable forms and publications, or that have forms that have been altered, or are not properly completed, may be refused! Repeated failures by the Contractor to include the above properly completed forms and publications, or that have submitted altered forms, to the ordering Eligible Users may be cause for default proceedings and / or Contract termination.**

These Transportation and Delivery requirements, terms, and conditions also apply to the re-delivery of an awarded Commodity that was previously rejected upon initial delivery.

Awarded Vehicles requiring post-Manufacturer, Dealer installed OEM Options and Identified Aftermarket Options must be delivered FOB Destination to any point within the State of Florida within thirty calendar days after receipt of the awarded Vehicles from the Manufacturer(s).

### **3.15 Final Inspection and Acceptance**

The Eligible User, within three (3) business days of delivery, shall thoroughly inspect the Commodity received for acceptability. The Eligible User shall compare the physical Commodity delivered; contract prices, Discounts, requirements, specifications, terms, and conditions; Purchase Order; and Manufacturer's Window Sticker / Manufacturer's Invoice(s) to ensure the Commodity received meet or exceed the requirements, specifications, terms, and conditions of the Contract and Purchase Order. Additionally, the Eligible User shall inspect the Commodity for any physical damage. The Contractor is obligated to correct any errors or damage in the Commodity. Failure by the Eligible User to discover an error in the Commodity shall not relieve the Contractor from their obligation to correct the error in the event it is found any time after the Commodity is delivered.

The Parties agree that inspection and acceptance shall be the Eligible User's responsibility and occur at the location of the Eligible User. Title and risk of loss or damage to all Commodities shall be the responsibility of the Contractor until accepted by the Eligible User. The Contractor shall be responsible for filing, processing, and collecting all damage claims. The Eligible User shall assist the Contractor by:

- Recording any evidence of visible damage on all copies of the delivering carrier's bill of lading;
- Report any known visible and concealed damage to the carrier and the Contractor;
- Confirm said reports in writing within fifteen (15) business days of delivery, requesting that the carrier inspect the damaged merchandise; and

- Provide the Contractor with a copy of the carrier's bill of lading and damage inspection report.

Transportation and Delivery of the Commodity, per section 3.14 of the Contract, does not constitute Acceptance for the purpose of payment. Final acceptance and authorization of payment shall be given by the Eligible User only after a thorough inspection indicates that the Commodity is undamaged and meets the Contract requirements, specifications, terms, and conditions. Should the delivered Commodity be damaged or differ in any respect from the Contract requirements, specifications, terms, and conditions, payment shall be withheld until such time as the Contractor completes the required, Eligible User approved, corrective action.

Should the Commodity require service or adjustments as part of the Eligible User approved corrective action(s), the Contractor shall either remedy the defect or be responsible for reimbursing the Manufacturer's local service Dealer or others selected by the Eligible User to remedy the defect. The Contractor shall initiate such required service or adjustments within two (2) business days following notification by the Eligible User. The Commodity shall not be accepted until all service and / or adjustments are satisfactory and the Commodity is re-delivered in acceptable condition. The costs of any Transportation and Delivery, section 3.14, required as part of the initial or any re-deliveries due to error or damage are the responsibility of the Contractor.

The ordering Eligible User shall notify the Department of any Contract deviation that it cannot resolve with the Contractor. The Department and Eligible User shall develop a corrective action plan related to the Contract deviation, which may include the Eligible User's permanent refusal to accept the Commodity, in which case the Commodity shall remain the property of the Contractor, and the Eligible User and the State shall not be liable for payment for any portion thereof.

### **3.16 Commodity Compliance and Compatibility**

It is the Contractor's responsibility to ensure that the Commodity supplied are compliant with the Contract requirements, specifications, terms, and conditions. Additionally, the Contractor shall ensure that the Base Equipment and any OEM Options, Identified Aftermarket Options, or Non-Identified Aftermarket Options ordered by the Eligible User are fully compatible with each other. The Contractor's acceptance of the Eligible User's Purchase Order shall indicate that the Contractor agrees to deliver Commodity that shall be fully compliant and compatible with the Purchase Order requirements, specifications, terms, and conditions.

In the event any ordered Base Equipment, OEM Options, Identified Aftermarket Options, or Non-Identified Aftermarket Options; and their respective features, equipment, and components are found by the Eligible User to be missing, incorrect, defective, damaged, non-compatible, or non-compliant, the Contractor shall, at the Eligible User's discretion, be required to do one of the following:

- Install or repair the Base Equipment, OEM Options, Identified Aftermarket Options, or Non-Identified Aftermarket Options; and their respective features, equipment, and components;
- Replace the Base Equipment, OEM Options, Identified Aftermarket Options, or Non-Identified Aftermarket Options and their respective features, equipment, and components; or
- Refund the purchase price of the applicable Base Equipment, OEM Options, Identified Aftermarket Options, or Non-Identified Aftermarket Options to the Eligible User.

**Any changes necessary after the delivery of the Commodity / Commodities that are required to bring a Commodity / Commodities into compliance and / or compatibility due to an incorrect order fulfillment by the Contractor may be accomplished at the Contractor's expense.**

**Delivery of non-conforming Commodities and contractual services, which are not remedied as required herein, may be cause for default proceedings and / or Contract termination.**

**3.17 Commodities Title and Registration**

Applicable awarded Vehicles delivered under the Contract shall be titled and registered by the Contractor in accordance with Chapters 319 and 320, Florida Statutes. The Contractor shall send any necessary form(s) that must be signed by an authorized representative of the Customer with the awarded commodity(ies) upon delivery, and the Contractor shall obtain any necessary signature(s) and complete the titling and registration process for the Eligible User in a timely manner.

In the event the Eligible User is permitted by statute, law, rule, ordinance, code, policy, and procedure to obtain Title and Registration independent of the Contractor, and chooses to obtain Title and Registration independent of the Contractor, the Eligible User shall notify the Contractor in writing of this decision no later than three (3) business days following receipt of the Acknowledgement of Order form, per section 3.13. However, the Eligible User shall then be obligated to Title and Register the awarded Commodity per applicable statute, law, rule, ordinance, code, policy, and procedure, and the Contractor shall provide any documents necessary for the Eligible User to do so.

For applicable awarded Commodities, Eligible Users may elect to transfer an existing license plate, or may choose to obtain a new license plate.

- Should an Eligible User elect to transfer an existing license plate, this is the standard default order type and does not require specific notation on the Purchase Order. All related fees, see section 4.8, Ceiling Prices, are included in the Base Equipment Net Price.
- Should an Eligible User elect to obtain a new license plate in lieu of transferring their old license plate, or if the awarded Commodity is an addition to their fleet and requires a new license plate, the Purchase Order should include a notation and an additional amount to cover the cost of a new license plate. The Contractor is not required to obtain new license plates for the Eligible User unless there is a notation and a new license plate fee is included on the Purchase Order. All related charges and fees, see section 4.8, Ceiling Prices, except the new license plate cost are included in the Base Equipment Net Price.
  - a) The Eligible User's Purchase Order notation for a new license plate shall include the request for a new license plate, what type of license plate is required, and a contact person's name, title, and telephone number should there be any questions.
  - b) The Contractor may obtain special plates such as "State", "County", or "City" from most county tax offices, but agency plates such as "DOT", "DC", "DNR", etc. shall be obtained from the Department of Highway Safety and Motor Vehicles, Division of Motor Vehicles, in Tallahassee, Florida.

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## Section 4 Contract Conditions

This section contains conditions which shall be complied with during the performance of this contract. The conditions come in two parts, General Contract Requirements and Special Contract Requirements.

### 4.1 General Contract Requirements

The General Contract Conditions, [PUR 1000](#) is incorporated by reference and provided via a link below:

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

### 4.2 Special Contract Requirements

The Special Contract Requirements are provisions that relate directly to the performance of this contract.

#### 4.2.1 Cooperation with the Inspector General

Pursuant to section 255.055(5), Florida Statutes, contractor and any subcontractors understand and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

### 4.3 Pricing

The Contractor shall adhere to the prices submitted in the completed Price Sheets, which are incorporated by reference into the Contract.

### 4.4 Financial Consequences for Nonperformance

The State reserves the right to withhold payment or implement other appropriate remedies, such as contract termination or nonrenewal, when the Contractor has failed to perform under or comply with the provisions of this contract. When or if the Contractor fails to perform or comply with provisions of this contract, the Contractor has ten (10) calendar days from receipt of Complaint to Vendor Form (PUR 7017) to comply as instructed within the notice. An amount of \$500.00 may be assessed for each day the Contractor is delinquent after the ten (10) day notice period ends, and that amount may be withheld from a Contractor's invoice. The rights and remedies of the State in this paragraph are not considered penalties and are in addition to any other rights and remedies provided by law.

### 4.5 Contract Overlap

Contractors shall identify any equipment or parts covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Contractor authorizes the Buyer to eliminate duplication between agreements in the manner the Buyer deems to be in its best interest.

### 4.6 Additions and Deletions

During the Contract Term, section 1.4, the Department shall have the right to add or delete Commodities, Groups, Representative Models, or Manufacturer or Brand Names to or from this agreement by adding them to or removing them from the Price Sheets, Attachment D. Any new Commodities, Groups, Representative Models, or Manufacturer or Brand Names added shall be at the requirements, specifications, terms, and conditions herein or as later stipulated by the Department, and at mutually agreed pricing and discounts accepted, in writing, by both the

Contractor and the Department. Commodities, Groups, or Manufacturer or Brand Names may be removed at the sole discretion of the Department, per the requirements, specifications, terms, and conditions herein or as permitted by Florida Statutes or Florida Administrative Code.

#### 4.7 Price Adjustment

Prices may be adjusted once during the initial term with the introduction of new models and annually during the duration of the contract, starting on July 1st after the contract effective date based on the percent change (up or down) of the MSRP, or the Producers Price Index (PPI), whichever is the lowest. All requests must be submitted to the Contract Manager. MSRP percent changes shall be verified by the Manufacturer in the form of a letter or other publication. Price adjustments correlate with the PPI for the Series ID's in the table below and as published by the Bureau of Labor Statistics, in the Department of Labor, Washington, DC 2012. These reports are accessible at the following website: <http://www.bls.gov/data/>.

Groups	Industry Code	Industry	Baseline
1: Sub-Groups A & B, 2	3361103361101	Passenger cars and chassis	June 1982
1: Sub-Group E	3369913369913	Motorcycles, including three-wheel motorbikes, motorscooters, mopeds, and parts	December 1984
1: Sub-Group C & D, 3, 4, 5	3361103361102	Trucks, truck tractors, & bus chassis 14,000 lb or less. Incl. minivans, & suvs	June 1982
6	3369993369991	Self-propelled golf carts and industrial in-plant personnel carriers and parts	June 1985

When requesting a price adjustment, the Contractor may submit a justification in writing to the Contract Manager detailing the reasons for the price adjustment request and demonstrating the calculable change in PPI or MSRP for the duration of months on the current contract prior to the price that supports a price adjustment.

The requested adjustment for a price change may not exceed the percentage change of the PPI the preceding twelve months prior to the adjustment or the MSRP percent change. The contractor must complete Price / Model Update Form (Attachment L) to have the price adjustment processed. The Department reserves the exclusive right to accept or reject any request for price adjustment. Price adjustments may be effective only upon written approval by the Department and may not be applied retroactively.

During a Renewal, the pricing may be adjusted based on the percent change (up or down) of the MSRP, or the Producers Price Index (PPI), whichever is the lowest, for the term of the contract for each awarded Representative Model, and any correlating Identified Aftermarket Options.

The Department reserves the right to request price decreases at any time during the term of the Contract if it's found to be in the best interest of the State.

#### 4.8 Ceiling Prices

The Representative Base Model Vehicle Price, individual OEM Options Net Price or OEM Options MSRP credit, and the Identified Aftermarket Option Price for each Representative Model described in the Price Sheets, shall be the not-to-exceed Ceiling Prices under the Contract.

#### **4.8.1 Charges and Fees**

In addition to total profit, the Ceiling Prices established for the Base Vehicle Price, OEM Options Net Prices (after the OEM Option Discount is applied to the MSRP) or OEM Options MSRP Credits, and the Identified Aftermarket Option Prices bid are inclusive of all charges and fees, including the following:

- 4.8.1.1** Administrative
- 4.8.1.2** Environmental
- 4.8.1.3** Title Application and Registration
- 4.8.1.4** Plate Transfer
- 4.8.1.5** Preparation
- 4.8.1.6** Handling
- 4.8.1.7** Freight
- 4.8.1.8** Shipping
- 4.8.1.9** Delivery to any point within the State of Florida
- 4.8.1.10** Warranty
- 4.8.1.11** Any other charges or fees necessary to deliver the Representative Model according to the requirements, specifications, terms, and conditions, exclusive of taxes.
- 4.8.1.12** Installation (For Options).

#### **4.9 OEM Options Discount**

The discount percentage, listed for the Representative Model's OEM Options, shall be the minimum discount percentage applied off the current MSRP (Price, not Credit) for OEM Options during the Contract period. If an OEM Option has a positive MSRP (e.g., \$1.00), then the OEM Option Discount (e.g., 10%) will provide a lower OEM Option Net Price for the individual OEM Option (e.g., \$1.00 MSRP – 10% OEM Options Discount = \$0.90 OEM Option Net Price); OEM Options Net Prices shall be rounded to the nearest whole cent; OEM Options MSRP Credits will be as stated in the MSRP list.

#### **4.10 Routine Communications**

All routine communications and reports related to this STC shall be addressed to the Department Contract Manager. Contractors shall be required to update the Vendor Information Form and submit to the Department with any changes. Communications relating to a specific order should be addressed to the contact person identified in the purchase order or contract manager. Written communications may be by e-mail, regular mail, or other reliable delivery service.

#### **4.11 Compliance with Laws, Rules, Codes, Ordinances, and Licensing Requirements**

The Contractor shall comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. For example, Chapter 287 Florida Statutes, and Rule Chapter 60A of the Florida Administrative Code govern the contract. The Contractor shall comply with section 274A of the Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Violation of any laws, rules, codes, ordinances, or licensing requirements may be grounds for contract termination or nonrenewal of the contract.



#### **4.12 Insurance Requirements**

To the extent required by law, the Contractor shall be self-insured against, or shall secure and maintain during the life of the contract, Worker's Compensation Insurance for all its employees connected with the work of this project and, in case any work is subcontracted, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees engaged in work under the resulting contract are covered by the Contractor's self-insurance program. Such self-insurance or insurance coverage shall comply with the Florida Worker's Compensation law. In the event hazardous work is being performed by the Contractor under the resulting contract and any class of employees performing the hazardous work is not protected under Worker's Compensation statutes, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of his employees not otherwise protected.

The Contractor shall secure and maintain Commercial General Liability insurance including bodily injury, property damage, personal & advertising injury and products and completed operations. This insurance shall provide coverage for all claims that may arise from the services and/or operations completed under the contract, whether such services or operations are by the Contractor or anyone directly, or indirectly employed by them. Such insurance shall include a Hold Harmless Agreement in favor of the State of Florida and also include the State of Florida as an Additional Named Insured for the entire length of the resulting contract. The Contractor is responsible for determining the minimum limits of liability necessary to provide reasonable financial protections to the Contractor and the State of Florida under the resulting contract.

All insurance policies shall be with insurers licensed or eligible to transact business in the State of Florida. The Contractor's current certificate of insurance shall contain a provision that the insurance shall not be canceled for any reason except after thirty (30) days written notice to the Department's Contract Manager.

The Contractor(s) shall submit insurance certificates evidencing such insurance coverage prior to execution of a contract with the Department.

#### **4.13 Notice of Legal Actions**

The Contractor shall notify the Department of any legal actions filed against it for a violation of any laws, rules, codes ordinances, or licensing requirements within 30 days of the action being filed. The Contractor shall notify the Department of any legal actions filed against it for a breach of a contract of similar size and scope to this contract within 30 days of the action being filed. Failure to notify the Department of a legal action within 30 days of the action may be grounds for termination or nonrenewal of the contract.

#### **4.14 Public Records**

##### **4.14.1 Access to Public Records**

- (1) The Contractor shall allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the Contract, unless the records are exempt from Article I, section 24(a), Florida Constitution or section 119.07(1), Florida Statutes. The Department may unilaterally terminate the Contract if the Contractor refuses to allow public access as required in this section. If, under this Contract, the Contractor is providing services, the Department may unilaterally cancel the Contract for refusal by the Contractor to allow access to all public records, including documents, papers, letters, or other material made or received by the Contractor in

conjunction with the Contract, unless the records are exempt from section 24(a) of Art. I of the State Constitution and section 119.07(1), Florida Statutes.

(2) If, under this Contract, the Contractor is providing services and is acting on behalf of a public agency as provided by section 119.0701(1)(b), Florida Statutes, the Contractor shall:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

#### **4.14.2 Protection of Trade Secrets or Other Confidential Information**

If the Contractor considers any portion of materials made or received in the course of performing the Contract (“contract-related materials”) to be trade secret under section 812.081, Florida Statutes, or otherwise confidential under Florida or federal law, the Contractor must clearly designate that portion of the materials as “confidential” when submitted to the Department.

If the Department receives a public records request for contract-related materials designated by the Contractor as “confidential,” the Department will provide only the portions of the contract-related materials not designated as “confidential.” If the requester asserts a right to examine contract-related materials designated as “confidential,” the Department will notify the Contractor. The Contractor will be responsible for responding to and resolving all claims for access to contract-related materials it has designated “confidential.”

If the Department is served with a request for discovery of contract-related materials designated “confidential,” the Department will promptly notify the Contractor about the request. The Contractor will be responsible for filing the appropriate motion or objection in response to the request for discovery. The Department will provide materials designated “confidential” only if the Contractor fails to take appropriate action, within timeframes established by statute and court rule, to protect the materials designated as “confidential” from disclosure.

The Contractor shall protect, defend, and indemnify the Department for claims, costs, fines, and attorney’s fees arising from or relating to its designation of contract-related materials as “confidential.”

#### **4.14.3 Retention of Records**

Contractor shall retain sufficient documentation to substantiate claims for payment under the Contract, and all other records made in relation to the Contract, for five (5) years after expiration or termination of the Contract.

#### **4.15 Annual Appropriations**

The State's performance and obligation to pay under this contract are contingent upon an annual appropriation by the Legislature.

#### **4.16 Renewal**

Upon mutual agreement, the Customer and the Contractor may renew the Contract, in whole or in part, for a period that may not exceed 2 years or the term of the contract, whichever period is longer. Any renewal shall specify the renewal price, as set forth in the solicitation response. The renewal shall be in writing and signed by both parties, and is contingent upon satisfactory performance evaluations and subject to availability of funds.

#### **4.17 Cancellation**

The Department may unilaterally cancel this Contract for refusal by the service provider to comply with this section by not allowing public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the Contract, unless the records are exempt from Article 1, section 24(a), Florida Constitution and Chapter 119.07(1), Florida Statutes.

#### **4.18 Intellectual Property**

The parties do not anticipate that any Intellectual Property shall be developed as a result of this contract. However, any Intellectual Property developed as a result of this contract shall belong to and be the sole property of the state. This provision shall survive the termination or expiration of this contract.

#### **4.19 Gifts**

The Contractor agrees that it shall not offer to give or give any gift to any State of Florida employee. This Contractor shall ensure that its sub-contractors, if any, shall comply with this provision.

#### **4.20 Vendor Ombudsman**

A Vendor Ombudsman, whose duties include acting as an advocate for Bidders who may be experiencing problems in obtaining timely payment(s) from a state agency, may be contacted at (850) 413-5516, or by calling the Department of Financial Services Consumer Hotline at 1-800-342-2762.

#### **4.21 Monitoring by the Department**

The Contractor shall permit all persons who are duly authorized by the Department to inspect and copy any records, papers, documents, facilities, goods, and services of the Contractor that are relevant to this Contract, and to interview clients, employees, and sub-contractor employees of the Contractor to assure the Department of satisfactory performance of the terms and conditions of this Contract. Following such review, the Department shall deliver to the Contractor a written report of its finding, and may direct the development, by the Contractor, of a corrective action plan. This provision shall not limit the Department's termination rights.

#### **4.22 Scrutinized Company List**

Contractor certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes. Pursuant to section 287.135(5), Florida Statutes, Contractor agrees the Department may immediately terminate this contract for cause if the Contractor is found to have submitted a false certification or if Contractor is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List during the term of the Contract.

#### **4.23 Business Review Meetings**

The Department reserves the right to schedule business review meetings as frequently as necessary. The Department shall provide the format for the Contractor's agenda. Prior to the meeting, the Contractor shall submit the completed agenda to the Department for review and acceptance. The Contractor shall address the agenda items and any of the Department's additional concerns at the meeting. Failure to comply with this section may result in the Contract being found in default and termination of the Contract by the Department or nonrenewal of the Contract.

#### **4.24 E-Verify**

Pursuant to State of Florida Executive Order Number 11-116, Contractor is required to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment of all new employees hired by the Contractor during the Contract term. Also, Contractor shall include in related subcontracts a requirement that sub-contractors performing work or providing services pursuant to the Contract utilize the E-Verify system to verify employment of all new employees hired by the sub-contractor during the Contract term.

#### **4.25 Manufacturer as the Contractor**

If the Contractor is the Manufacturer (not a Dealer) of the Commodities awarded, they may also include specific Dealer information in the Ordering Instructions in the provided locations. The Manufacturer, as Contractor, who elects to also include specific Dealer information within the Ordering Instructions is also required to appropriately register the listed Dealers as locations under the Contractor's Vendor registration in the State of Florida [Vendor Registration System](#).

The Manufacturer as Contractor is fully responsible for compliance with all the prices, discounts, requirements, specifications, terms, and conditions of the Contract and for any actions or inactions of the Dealer(s) they include in the Ordering Instructions. Contractor agrees that DMS controls which statewide contracts appear in MFMP and that DMS may elect at any time to remove any Contractor's offering from MFMP.

#### **4.26 Subcontracting**

The Contractor shall not subcontract, assign, or transfer any work identified under this solicitation, *with the exception of those subcontractors identified in the Contractor's bid*, without prior written consent of the Department.

The Contractor is responsible for all work performed under the contract resulting from this solicitation. No subcontract entered into by the Contractor for performance of work required under the contract, shall in any way relieve the Contractor of any responsibility for the performance of duties under the contract. The Contractor shall assure that all tasks related to the subcontract are performed in accordance with the terms of the contract.

The Department supports diversity in its Procurement Program and requests that all subcontracting opportunities afforded by this solicitation enthusiastically embrace diversity. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. Contractor can contact the Office of Supplier Diversity at (850)487-0915 for information on minority Bidders who may be considered for subcontracting opportunities.

#### **4.27 Performance Qualifications**

The Department reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by Contractor meet the Contract requirements. Contractor shall at all times during the Contract term remain responsive and responsible. In determining Contractor's responsibility as a Contractor, the agency shall consider all information or evidence which is gathered or comes to the attention of the agency which demonstrates the Contractor's capability to fully satisfy the requirements of the solicitation and the contract.

Contractor shall be prepared, if requested by the Department, to present evidence of experience, ability, and financial standing, as well as a statement as to capacity of the Contractor for the production, distribution, and servicing of the equipment bid. If the Department determines that the conditions of the solicitation documents are not complied with, or that the equipment or parts proposed to be furnished does not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Department may reject the response or terminate the Contract. Contractor may be disqualified from receiving awards if Contractor or anyone in Contractor's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Department to make an investigation either before or after award of the Contract, but should the Department elect to do so, Contractor is not relieved from fulfilling all Contract requirements.

#### **4.28 Contract Reporting**

##### **4.28.1 Quarterly Sales Report (Contract Deliverable)**

The Contractor agrees to submit a Quarterly Sales Report (Attachment M) on a quarterly basis to the DMS Contract Manager. Quarterly Reporting periods should coincide with the contract term and should begin the quarter following contract execution. Reports are due fourteen (14) working days after the end of the reporting period.

The Contractor is required to report the vehicle sales for which the payment has been received; all open or pending orders shall not be included. A quarterly report is required even if Contractor has zero sales to report for that quarter. Initiation and submission of the Quarterly Report is the responsibility of the Contractor without prompting or notification from the DMS Contract Manager.

In addition, the Department may require additional Contract sales information such as: copies of PQF's, purchase orders, or ad hoc sales reports. The Contractor shall submit these specific ad hoc requests within the specified amount of time as requested by the Department.

##### **4.28.2 MFMP Transaction Fee Reports**

The awarded Vendor(s) will be required to pay the required transaction fees as specified in section 14 of the PUR 1000, unless an exemption has been requested and approved prior to the award of the contract pursuant to Rule 60A-1.032 of the Florida Administrative Code.

The Contractor is required to submit monthly Transaction Fee Reports in electronic format. Reports are due fourteen (14) working days after the end of the reporting period. For information on how to submit Transaction Fee Reports online, please reference the detailed fee reporting instructions and training presentations available online on the MFMP website: [MFMP Transaction Fee and Reporting](#). Assistance is also available with the Transaction Fee Reporting System from the MFMP Customer Service Desk at the email address hyperlink: [MFMP Customer Service Desk Email](#), or telephone 866-FLA-EPRO (866-352-3776) between the hours of 8:00 AM to 5:30 PM Eastern Time.

#### **4.28.3 Preferred Pricing Affidavit Requirement (Attachment F)**

The Department shall provide the Preferred Pricing Affidavit, (Attachment F), for completion by an authorized representative of the Contractor attesting that the Contractor is in compliance with the best pricing offer provision in section 4(b) of the [PUR 1000](#) form. The Contractor agrees to submit to the Department, at least annually, the completed Preferred Pricing Affidavit.

#### **4.28.4 Savings / Price Reductions (Attachment G)**

Contractor shall submit one (1) accurately completed Savings / Price Reductions form (Attachment G) with their Response containing the required savings information for each UNSPSC Code with associated Related Services offered and a method(s) for the Department to verify the savings information provided. The Savings / Price Reductions form shall not be used to determine award, only to verify the Savings / Price Reductions being offered. The Savings / Price Reductions form shall be submitted to the Department per section 2.3.4.5 of the solicitation. **Failure to provide the Savings / Price Reductions form with the Response may result in the Contractor being deemed non-responsive.**

#### **4.28.5 Diversity Reporting**

The State of Florida is committed to supporting its diverse business industry and population through ensuring participation by minority, women, and veteran owned business enterprises in the economic life of the State. The State of Florida Mentor Protégé Program connects minority-, women-, and veteran business enterprises with private corporations for business development mentoring. We strongly encourage firms doing business with the State of Florida to consider this initiative. For more information on the Mentor Protégé Program, please contact the Office of Supplier Diversity at (850) 487-0915 or email: [osdhelp@dms.myflorida.com](mailto:osdhelp@dms.myflorida.com)

Upon request, the Contractor shall report to the Department, spend with certified and other minority business enterprises. These reports shall include the period covered, the name, minority code and Federal Employer Identification Number of each minority Bidder utilized during the period, Commodities and services provided by the minority business enterprise, and the amount paid to each minority Bidder on behalf of each purchasing agency ordering under the terms of this Contract.

### **4.29 Contract Termination**

#### **4.29.1 Termination for Convenience**

The Customer, by written notice to the Contractor, may terminate the Contract in whole or in part when the Customer determines in its sole discretion that it is in the State's interest to do so. The Contractor shall not furnish any product after it receives the notice of

termination, except as necessary to complete the continued portion of the Contract, if any. The Contractor shall not be entitled to recover any cancellation charges or lost profits.

#### **4.29.2 Termination for Cause**

The Customer may terminate the Contract if the Contractor fails to (1) deliver the product within the time specified in the Contract or any extension, (2) maintain adequate progress, thus endangering performance of the Contract, (3) honor any term of the Contract, or (4) abide by any statutory, regulatory, or licensing requirement. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default. The Contractor shall continue work on any work not terminated. Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of the Contractor. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Customer. The rights and remedies of the Customer in this clause are in addition to any other rights and remedies provided by law or under the Contract (Reference section 4.4 Financial Consequences).

#### **4.30 Force Majeure**

Except for the payment of money due, neither party shall be deemed in breach or default of this Contract in the event that either party fails to perform pursuant to the terms and conditions of the Contract and the failure is caused by, or is in connection with, force majeure. The party suspending performance shall give prompt notice to the other party and shall attempt to cure promptly the cause for such suspension. Upon cessation of the cause for suspension, performance shall resume (or commence) as soon as reasonably practicable, unless otherwise agreed to by the parties. Notwithstanding any other provision of this contract the parties agree that the settlement of strikes, lockouts or other industrial disturbances shall be entirely within the discretion of the particular party involved.

For purposes of this Contract, the term "force majeure" shall mean acts or events beyond the control of the parties, including, but not limited to, acts of God, strikes, lockouts, or other industrial disturbances, riots, epidemics, landslides, floods, fires, washouts, arrests and restraints, civil disturbances, explosions, breakage of or accidents to pipe lines, failure of equipment or, compliance with acts, orders, regulations or requests of any federal, state or local governmental authority, whether or not of the same class or kind, reasonably beyond the control of either party and which, by exercise of due diligence, such party is unable to overcome.

In the event a force majeure condition exists, or the potential exists for such condition, the Contractor shall inform the Department of the problem at the earliest practical time and present a plan for return to normal service.

**4.31 Additional Provisions**

The provisions of paragraphs 287.058(1)(a) and (b), Florida Statutes, are hereby incorporated by reference.

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## **Section 5 Attachments**

<b>Attachment A</b>	<b>Timeline (section 1.6)</b>
<b>Attachment B</b>	<b>Vendor Information Form (section 2.3.1)</b>
<b>Attachment C</b>	<b>Past Performance Form (section 2.3.2)</b>
<b>Attachment D</b>	<b>Price Sheet (section 2.3.3)</b>
<b>Attachment E</b>	<b>State of Florida Drug-Free Workplace Certification (section 2.3.4.3)</b>
<b>Attachment F</b>	<b>Preferred Pricing Affidavit (section 2.3.4.4)</b>
<b>Attachment G</b>	<b>Savings/Price Reduction Form (section 2.3.4.5)</b>
<b>Attachment H</b>	<b>MSRP Certification (section 2.3.4.6)</b>
<b>Attachment I</b>	<b>Price Quote Form (PQF) (section 3.12.2)</b>
<b>Attachment J</b>	<b>Vendor Acknowledgement of Order Form (section 3.13)</b>
<b>Attachment K</b>	<b>Request for Purchase of Mobile Equipment (section 3.12.3)</b>
<b>Attachment L</b>	<b>Sample Price / Model Update Form (section 4.7)</b>
<b>Attachment M</b>	<b>Quarterly Sales Report (section 4.28.1)</b>
<b>Attachment N</b>	<b>Standard Draft Contract</b>
<b>Attachment O</b>	<b>Solicitation Checklist</b>