

ITB NO: 03-2510000-A; MOTOR VEHICLES

Attachment D - Instructions and General Information

VIEWING NOTE: Due to the width and height of this document and the available screen space on your monitor, you may need to scroll across and up-and-down this document to view all available columns and rows. To scroll across this document, you can use the scroll bar in the bottom right of this window; to scroll up-and-down this document, you can use the scroll bar at the right of this window.

PRINTING NOTE: Printing this document will not automatically print any linked documents. To print any of the linked documents, you must individually open and print the linked documents.

Instructions & General Information:

Text located in cells that is **bold, royal blue, and underlined** is hyperlinked. Please click on the link for more information and details regarding the state spec.

1. *Optional***** Using the drop down filters on columns on the left. Select the Sub-Groups, EPA/ Industry Class, Manufacturer/Brands, Line Numbers or Representative Models you would like to bid on.

Note: Not all Groups have Sub-Groups, or EPA/ Industry Class. See each sheet for details. If a Group has one Sub-Group then the specifications have been hyperlinked on the top.

2. Fill in your company name above the gray header boxes where it says <Insert Organization Name> .

Note: There is conditional formatting in place that will automatically display the Organization Name by the vehicle model based on the entry for the Base Vehicle Price, OEM Options Discount, and Required Aftermarket Option (if applicable).

3. After entering a price for each Representative Model, fill in all associated cells for OEM Options Discount, Estimated Lead Time in Days, and Identified Aftermarket Options, and Required Aftermarket Option (if applicable).

4. Calculated Price⁹ is automatically calculated from the cells highlighted in bright yellow for the Standard Vehicle Price, OEM Options Discount, and Required Aftermarket Option (if applicable). If you see N/A in the boxes that means that it does not apply to that Sub-Group of Vehicles.

5. For more information on the subscripts see the key below.

6. If you choose not to bid on a Representative Model, please leave all associated cells blank.

7. If you choose to bid on a Representative Model and not offer an OEM Options Discount and/or an Identified Aftermarket Option(s), please enter a value of zero percent ("0%") and/or zero dollars and zero cents ("\$.00"), respectively.

8. To submit your Price Sheet(s), please refer to the solicitation and submit as instructed into the MFMP Sourcing Application IN EXCEL FORMAT ONLY.

*****DO NOT EMAIL YOUR SUBMISSION TO THE PROCUREMENT OFFICER.*****

NOTE: THE BID PRICE SHEET IS NOT COMPLETE UNLESS IT IS USED IN CONJUNCTION WITH THE COMPLETE REQUIREMENTS, SPECIFICATIONS, TERMS, AND CONDITIONS.

KEY:

Subscript	Heading	Definition
1	Sub-Group	A specific series of vehicles within a Group which are described in Attachments D.1-D.6, Price Sheet.
2	EPA/ Industry Class	The U.S. Environmental Protection Agency's (EPA) 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.
3	Manufacturer/ Brand	The original producer or provider of Motor Vehicles responsive to this solicitation.
4	Representative Model	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.
5	Alternate Fuel Capable	Alternate Fuel Capable denotes if the Representative Model is available with an Alternate Fuel classified engine / motor / drive system, as follows: S = Alternate Fuel Capable is available as standard equipment on the Standard Vehicle [Note: May require use of specific fuel type.], O = Alternate Fuel Capable is available as an OEM Option [Note: May require use of specific fuel type.], and Blank = Alternate Fuel Capable is Not Available
6	Organization Name	One who submits a response to this Invitation to Bid (ITB).
7	Standard Vehicle Price (\$##,###.00)	The Standard Vehicle Price is the statewide purchase price of the specific Representative Model equipped and configured according to the associated Standard Vehicle Specification. The Representative Model must be as specified and comply with the Section 3, Description of Scope (including the associated and linked State of Florida Standard Vehicle Specification), and the complete requirements, specifications, terms, and conditions. For the associated State of Florida Standard Vehicle Specification, click on the blue Commodity Code Group Description link at the top of each Sub-Group or click on the State of Florida Standard Vehicle Specification link beside each Sub-Group or on the index tab. <i>Note: All Prices [Credits] must be in U.S. Dollars, whole (e.g., \$99,999.00).</i>
8	OEM Options Discount	The OEM Options Discount for the associated Representative Model's OEM Options is the statewide minimum Discount Percentage to be applied off the current MSRP (Price, not Credit) to achieve the OEM Options Net Price. If an OEM Option has a positive MSRP (e.g., \$1.00), then the OEM Option Discount (e.g., 10.00%) will provide a lower OEM Option Net Price for the individual OEM Option (e.g., \$1.00 MSRP - 10.00% OEM Options Discount = \$0.90 OEM Option Net Price); if an OEM Option has a negative (credit) MSRP (e.g., -\$1.00), then the OEM Options Net Credit shall be the OEM Options MSRP Credit (e.g., -\$1.00). OEM Options Net Prices shall be rounded to the nearest whole cent; OEM Options MSRP Credits will be as stated in the MSRP List (per Section 3.2.1, I), Definitions, "MSRP"). <i>Note: All Discounts must be a positive percentage with no decimals (e.g., 99%) and ranges shall not be accepted.</i>
9	Calculated Price	The Calculated Price is automatically calculated per Basis of Award. <i>Note: Upon Contract Formation, if awarded, Calculated Price column and this associated Key row will be deleted or hidden. The Calculated Price is used for solicitation reviewing purposes only.</i>
10	Estimated Lead Time in Days (###)	The Estimated Lead Time in Days is the approximate number of calendar days until Delivery after the Contractor's receipt of the Purchase Order.
11	Identified Aftermarket Option	A new and unused component, feature, or configuration specified by the Department as equipment for the Base Vehicle 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 Representative Model by the awarded Contractor. For the associated Aftermarket Option Specification, click on the specific Commodity Code Group column header. To review more about a specific Option, please click the hyperlink in the Column Header on the Group Tab.
12	Required Aftermarket Option	A Required Aftermarket Option and is only found on Police Vehicles (Attachment D.1). This must be a new and unused component, feature, or configuration specified by the Department as equipment for the Base Vehicle 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 Representative Model by the awarded Contractor. To review more about a specific Option, please click the hyperlink in the Column Header on the Group Tab.
N/A	Not Available	This option is not available on a particular Representative Model.