

CONTRACT RELEASE: A-175(5)

DATE: NOVEMBER 26, 2024

PRODUCT/SERVICE: AUTOMOBILES CURRENT MODEL YEAR VEHICLES – AUTOMOBILES, CARGO AND PASSENGER VANS, AND SPORT UTILITY VEHICLES.

CONTRACT PERIOD: NOVEMBER 1, 2021, THROUGH DECEMBER 31, 2024, OR END OF MODEL YEAR. (FOR FINAL ORDERING DATE FOR EACH CONTRACT, PLEASE CHECK THE BUILDOUT DATE LINKS AT THE END OF THE CONTRACT RELEASE).

EXTENSION OPTIONS: UP TO 12 MONTHS.

ACQUISITION MANAGEMENT SPECIALIST/BUYER (AMS): CHUCK HAUCK

PHONE: 651.201.3170 **E-MAIL:** charlie.hauck@state.mn.us **WEB SITE:** <https://mn.gov/admin/osp/>

IMPORTANT NOTICE

It is strongly suggested that the ordering entity contact the contract vendor to confirm the current order cut-off date for each make and model for which you may be interested in ordering. Please note that the manufacturer's do make sudden and drastic changes to the order Cut-off dates, thus please be aware that an order placed at a later date may not be accepted.

FORD

***Please note: Model Year 2025 Escapes have been awarded under new contract no. 256524.**

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
FORD OF HIBBING 2627 13 th Ave. Hibbing, MN 55746	256524	NET 30	90- 150 Days
VENDOR NO.: 0000207301	CONTACT: Tim Carruth E-MAIL: timcarr33@yahoo.com	PHONE: 218.262.3881 or 800.894.7579 FAX: 218.263.7576	
FORD OF HIBBING 2627 13 th Ave. Hibbing, MN 55746	169035	NET 30	90- 150 Days
VENDOR NO.: 0000207301	CONTACT: Tim Carruth E-MAIL: timcarr33@yahoo.com	PHONE: 218.262.3881 or 800.894.7579 FAX: 218.263.7576	

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
NEW BRIGHTON FORD (SAXON FLEET) 1100 Silver Lake Road New Brighton, MN 55112	171496	NET 30	100- 110 Days

VENDOR NO.: 0000245473 **CONTACT:** Peter Sprafka **PHONE:** 651.312.1815
E-MAIL: psprafka@saxonfleetservices.com

FORD ECOSPORT and TRANSIT K1C XLT/U4X XLT/U5X XLT Models are Contract No. 190202:

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
NEW BRIGHTON FORD (SAXON FLEET) 1100 Silver Lake Road New Brighton, MN 55112	190202	NET 30	100- 110 Days

VENDOR NO.: 0000245473 **CONTACT:** Peter Sprafka **PHONE:** 651.312.1815
E-MAIL: psprafka@saxonfleetservices.com

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
MIDWAY FORD CO. 2777 N Snelling Ave Roseville, MN 55113	190204	NET 30	90- 120 Days

VENDOR NO.: 0000193445 **CONTACT:** Travis Swanson **PHONE:** 651.343.5212
E-MAIL: tswanson@rosevillemidwayford.com

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
BOYER FORD TRUCK 2425 Broadway ST NE Minneapolis, MN 55413	202868	NET 30	90- 365 Days

VENDOR NO.: 0000204689 **CONTACT:** Rob Reed **PHONE:** 651.627.5516
E-MAIL: reed@boyertrucks.com

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
New Brighton Ford DBA Saxon Fleet Services 7571 9 th St N Oakdale, MN 55128	256523	NET 30	3 – 6 Months

VENDOR NO.: 0000245473 **CONTACT:** Peter Sprafka **PHONE:** 651.312.1815
E-MAIL: psprafka@saxonfleetservices.com **FAX:** 651.222.1998

CHEVROLET

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
NORTH COUNTRY GM 1502 E. Howard Street Hibbing, MN 55746	260206	NET 30	90- 150 Days

VENDOR NO.: 0001077383 **CONTACT:** Bob O'Hara **PHONE:** 218.263.7578
E-MAIL: robertohara@northcountrychevroletgmc.com **FAX:** 218.263.7576

GMC

CONTRACT VENDOR

**NORTH COUNTRY
CHEVROLET BUICK GMC**
1502 E. Howard Street
Hibbing, MN 55746

CONTRACT NO.

188747

TERMS

NET 30

DELIVERY

90- 150 Days

VENDOR NO.: 0001077383

CONTACT: Bob O'Hara
E-MAIL: rwohara01@aol.com

PHONE: 218.263.7578 or 800.894.7579
FAX: 218.263.7576

CHRYSLER

CONTRACT VENDOR

WHITEWATER OF ST. CHARLES, INC.
2162 Enterprise drive
St. Charles, MN 55972

CONTRACT NO.

186733

TERMS

NET 30

DELIVERY

70 – 112 Days

VENDOR NO.: 0001042183

CONTACT: Todd Prissel
E-MAIL: tprissel@dodgeofburnsville.com

PHONE: 952.767.2702 or 866.346.6998
FAX: 952.882.6053

CONTRACT VENDOR

**New Brighton Ford DBA
Saxon Fleet Services**
7571 9th St N
Oakdale, MN 55128

CONTRACT NO.

256523

TERMS

NET 30

DELIVERY

3 – 6 Months

VENDOR NO.: 0000245473

CONTACT: Peter Sprafka
E-MAIL: psprafka@saxonfleetservices.com

PHONE: 651.312.1815
FAX: 651.222.1998

JEEP

CONTRACT VENDOR

WHITEWATER OF ST. CHARLES, INC.
2162 Enterprise drive
St. Charles, MN 55972

CONTRACT NO.

186733

TERMS

NET 30

DELIVERY

70 – 112 Days

VENDOR NO.: 0001042183

CONTACT: Todd Prissel
E-MAIL: tprissel@dodgeofburnsville.com

PHONE: 952.767.2702 or 866.346.6998
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CONTRACT VENDOR

**New Brighton Ford DBA
Saxon Fleet Services**
7571 9th St N
Oakdale, MN 55128

CONTRACT NO.

256523

TERMS

NET 30

DELIVERY

3 – 6 Months

VENDOR NO.: 0000245473

CONTACT: Peter Sprafka
E-MAIL: psprafka@saxonfleetservices.com

PHONE: 651.312.1815
FAX: 651.222.1998

Honda

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
FLEET VEHICLE SOURCE, INC. DBA US FLEET SOURCE 979 S Village Oaks Dr. Covina, CA 91724	190201	NET 30	90-120 Days

VENDOR NO.: 0001041456 **CONTACT:** Lisa Molino **PHONE:** 626.344.4285
E-MAIL: lisa@USFleetSource.com **FAX:** 626.416.3064

HYUNDAI

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
INVER GROVE HYUNDAI 7571 9 th St N Oakdale, MN 55128	186734	NET 30	40-60 Days

VENDOR NO.: 0001019297 **CONTACT:** Peter Sprafka **PHONE:** 651-312-1815
E-MAIL: psprafka@invergrovehyundai.com

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
FLEET VEHICLE SOURCE, INC. DBA US FLEET SOURCE 979 S Village Oaks Dr. Covina, CA 91724	256521	NET 30	90-120 Days

VENDOR NO.: 0001041456 **CONTACT:** Lisa Molino **PHONE:** 626.344.4285
E-MAIL: lisa@USFleetSource.com **FAX:** 626.416.3064

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
New Brighton Ford DBA Saxon Fleet Services 7571 9 th St N Oakdale, MN 55128	256523	NET 30	3 – 6 Months

VENDOR NO.: 0000245473 **CONTACT:** Peter Sprafka **PHONE:** 651.312.1815
E-MAIL: psprafka@saxonfleetservices.com **FAX:** 651.222.1998

MITSUBISHI

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
White Bear Autos LLC dba DBA WHITE BEAR MITSUBISHI 3400 Highway 61 N. White Bear Lake, MN 55110	256518	None	4 Months

VENDOR NO.: 0001133914 **CONTACT:** Ed Change **PHONE:** 651-204-4779
E-MAIL: Ed@Stpautos.com

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
FLEET VEHICLE SOURCE, INC. DBA US FLEET SOURCE 979 S Village Oaks Dr. Covina, CA 91724	256521	NET 30	90-120 Days

VENDOR NO.: 0001041456 **CONTACT:** Lisa Molino **PHONE:** 626.344.4285
E-MAIL: lisa@USFleetSource.com **FAX:** 626.416.3064

NISSAN

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
FLEET VEHICLE SOURCE, INC. DBA US FLEET SOURCE 979 S Village Oaks Dr. Covina, CA 91724	256521	NET 30	90-120 Days

VENDOR NO.: 0001041456 **CONTACT:** Lisa Molino **PHONE:** 626.344.4285
E-MAIL: lisa@USFleetSource.com **FAX:** 626.416.3064

SUBARU

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
FLEET VEHICLE SOURCE, INC. DBA US FLEET SOURCE 979 S Village Oaks Dr. Covina, CA 91724	256521	NET 30	90-120 Days

VENDOR NO.: 0001041456 **CONTACT:** Lisa Molino **PHONE:** 626.344.4285
E-MAIL: lisa@USFleetSource.com **FAX:** 626.416.3064

TOYOTA

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
BURNSVILLE TOYOTA 14730 Buck Hill Rd Burnsville, MN 55306		NO NEW ORDERS ON CONTRACT CONTACT AMS FOR PRICING TO VERIFY ON EXISTING ORDERS	

CONTACT: Bob McCoy **PHONE:** 952.892.9127
E-MAIL: bmccoy@burnsvilletoyota.com

DODGE

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
DODGE OF BURNSVILLE 12101 35W South Burnsville, MN 55337	260209	NET 30	2 – 9 Months ARO

VENDOR NO.: 0000201283 **CONTACT:** Todd Prissel **PHONE:** 952.767.2702 or 866.346.6998
E-MAIL: tprissel@dodgeofburnsville.com **FAX:** 952.882.6053

CONTACT: Dave Nolte **PHONE:** 952.767.2770 or 866.346.6998
EMAIL: dnolte@dodgeofburnsville.com **FAX:** 952.882.6053

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
New Brighton Ford DBA Saxon Fleet Services 7571 9 th St N Oakdale, MN 55128	256523	NET 30	3 – 6 Months

VENDOR NO.: 0000245473 **CONTACT:** Peter Sprafka **PHONE:** 651.312.1815
E-MAIL: psprafka@saxonfleetservices.com **FAX:** 651.222.1998

RAM

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
DODGE OF BURNSVILLE 12101 35W South Burnsville, MN 55337	186735	NET 30	70 – 112 Days

VENDOR NO.: 0000201283 **CONTACT:** Todd Prissel **PHONE:** 952.767.2702 or 866.346.6998
E-MAIL: tprissel@dodgeofburnsville.com **FAX:** 952.882.6053

CONTACT: Dave Nolte **PHONE:** 952.767.2770 or 866.346.6998
EMAIL: dnolte@dodgeofburnsville.com **FAX:** 952.882.6053

Volkswagen

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
Countryside Volkswagen 1180 E Hwy 36 Maplewood, MN 55109	238980	NET 30	7 – 140 Days

VENDOR NO.: 0000225519 **CONTACT:** Jonathan Schmelz **PHONE:** 651-766-5615
E-MAIL: jschmelz@saabvw.com

Inver Grove Autos LLC dba VW of Inver Grove 1325 50 th St E Inver Grove Heights, Mn 55077	256520	None	50 Days
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VENDOR NO.: 0001097281 **CONTACT:** Travis Brown **PHONE:** 651-204-4673
E-MAIL: travis@vwilvergrove.com

CONTRACT USERS. This Contract is available to the following entities as indicated by the checked boxes below:

- State Agencies
- Cooperative Purchasing Venture (CPV) members

--IMPORTANT NOTICE TO CONTRACT USERS--

Minn. Stat. § 16C.137 calls for state departments, whenever legally, technically, and economically feasible, subject to the specific needs of the department and responsible management of agency finances: use "cleaner fuels" as that term is defined, or use fuel-efficient vehicles having fuel efficiency ratings that exceed 30 miles per gallon for city usage or 35 miles per gallon for highway usage, including but not limited to hybrid electric cars. Ethanol (E85) and biodiesel fuel (B20) are defined as cleaner fuels in Minnesota.

Vehicles that meet the definition of Minn. Stat. § 16C.137 are listed as *Approved Vehicles for State agencies and CPV members*. State agencies may purchase any vehicle in the Category I "State Approved" and designated with an "S" without obtaining written approval from the Dept. of Administration, Office of State Procurement. Click on the below link for Contracted vehicles, specifications and prices that meet these requirements.

In order to comply with this statute, it is the intent of the vehicle acquisition contracts to make fuel efficient and cleaner fuel vehicles available for State agencies to purchase. Vehicles that meet the definition of Minn. Stat. § 16C.137 are listed as Approved Vehicles for State agencies and CPV members. State agencies must purchase the vehicles contracted from the approved list unless a written exception is granted by the Office of State Procurement. Cooperative Purchasing Venture Members may purchase from the approved list at their discretion and without approval from the Office of State Procurement.

Only State agencies that have requested and received written authorization from the Dept. of Administration, Office of State Procurement, may purchase Contracted vehicles from Category II which are non-compliant with Minn. Stat. § 16C.137. Click on the Price Schedule link for Contracted vehicles, specifications and prices.

DEFINITIONS. The following definitions are applicable:

Category I Vehicles are defined as those vehicles that meet or exceed the requirements called for in Minn. Stat. § 16C.137 for the purchase and use of fuel-efficient vehicles and cleaner fuel vehicles. Ethanol (E85) and biodiesel fuel (B20) are defined as a cleaner fuel in Minnesota. The State of Minnesota has invested in flex fuel vehicles that can be operated on E85 fuel. In order to comply with the State Statute, it is the intent of the vehicle acquisition contracts to make fuel efficient and cleaner fuel vehicles available for State agencies to purchase. State agencies and CPV members may purchase any vehicle contracted in the Category I group. Statute may be viewed at: <https://www.revisor.mn.gov/statutes/?id=16C.137>.

IMPORTANT: Contracted Vendors shall not sell vehicles to State agencies that are noncompliant with Minn. Stat. § 16C.137 without written permission of the Office of State Procurement or its designee.

Category II Vehicles are defined as those vehicles that may not meet the requirements of Minn. Stat. § 16C.137 but may be required in order to perform the work of the agency/purchaser. CPV members may purchase Category II vehicles at any time during the Contract term. State agencies may only purchase Category II vehicles with written authorization by the Office of State Procurement or its designee. The Contract Vendor **may not accept an order** from a State agency for Category II vehicles unless a written authorization from the Office of State Procurement or its designee is included with the State agency purchase order.

Any Contract Vendor that accepts an order from a State agency for a Category II vehicle without written authorization from the Office of State Procurement may have its Contract cancelled and the State reserves the right to suspend or debar the Contract Vendor.

NEW VEHICLE ORDERS, OR CHANGE ORDERS, MUST BE CONFIRMED IN WRITING BY THE PURCHASER. VERBAL ORDERS MAY NOT BE PROCESSED BY THE CONTRACT VENDOR. Both the purchaser and the Contract Vendor must initial the final order form before it is submitted to the manufacturer's order bank for processing. Any change orders issued must be confirmed in writing. If there are multiple orders for the identical vehicle, the Contract Vendor may submit one common detailed order confirmation to the purchaser to be initialed. This document may be used for both order entry to the manufacturer and to accompany the delivery of the vehicle.

STATE AGENCY CONTRACT USE. This Contract must be used by State agencies unless a specific exception is granted in writing by the AMS listed above.

STATE AGENCY ORDERING INSTRUCTIONS. Orders are to be placed directly with the Contract Vendor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include his or her name and phone number. Orders may be submitted via fax.

CONTRACT FEEDBACK. If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV), please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

HOW TO USE THIS MASTER CONTRACT

Step 1: Request a Quote

Request a quote from one of the Contract Vendors listed on this Contract Release. **You should not request a quote from a Contract Vendor whose contract is not fully executed or on a contract that is expired.**

Note: Vendors are awarded contract per vehicle(s) under each manufacture and not per manufacturer dealership.

At a minimum the quote must include:

1. Contract vendor's name.
2. Name of contract vendor's representative providing the quote.
3. Date of quote.
4. State Contract Release A-175(5) and Contract number.
5. Detailed description of the Contract product(s) or item(s) being provided. Individual price, quantity and the agreed upon ARO.
6. When applicable, additional options added to the vehicle must be verified for price accuracy with its associated option price page provided in the price schedule.
7. Detailed description of the products that will be order and the title of the person accepted the order. Price per product ordered and state the agreed upon ARO per order.
8. Total price for all products/items quoted.
9. Expiration date of quote.

Step 2: The Ordering Entity is to verify the quote to confirm contract pricing and that the After Receipt of Order (ARO), offered meets the business need.

The following information explains the methods for calculating and/or confirming the contract prices.

1. Review and locate vehicle of choice on the provided price schedule below. The pricing offered must match or be lower than that detailed on Total Delivered base price column.
2. The vendor column will be highlighted as the same color as to their price column.
3. Click on the specific assigned vehicle link for vehicle options. The pricing offered must match or be lower than that detailed on option pages.

Only accept contract vendor quotes that provide itemized contract pricing (lump sum price quotes must be rejected and revised by the contract vendor to show itemized State contract pricing).

Prior to accepting an order and/or issuing an invoice, inspect the products received to ensure they match both the terms and pricing of the contract.

Contact the AMS/Buyer detailed on the first page of this Contract Release to report any pricing discrepancies or for assistance in confirming/calculating contract pricing.

Step 3: Establish a Purchase Order.

Once the ordering plan has been approved, a purchase order (PO) must be issue before any products is shipped by the Contract Vendor.

Purchase orders should have a clear and concise description field of vehicle and all options ordered.

State agencies issuing purchase orders should use a Contract Release Order (CRO) or a Blanket Purchase Order (BPC).

Step 4: Paying the final Invoice

Before issuing payment on an invoice, the Ordering Entity must ensure that the vehicle matches both the terms, Total Delivered price and option pricing on the contract. Only accept invoices from Contract Vendors that itemized contract products and delivery charges as stated in the Special Terms. Lump sum prices must be rejected and reworked by the Contract Vendor to show itemized State contract pricing. The invoice must include enough detail for the Ordering Entity to verify that the Vehicle and all Options were delivered on the invoice have been provided.

END OF HOW TO USE THIS MASTER CONTRACT INSTRUCTIONS

SCOPE. The purpose of the Contract is to provide a source for new Trucks: Vehicles Pickups and Light Duty. All vehicles sold will be new equipment and must include Original Equipment Manufacturer (OEM) equipment unless otherwise allowed on the Vehicle Price Schedule. Any options purchased against the Contract must be OEM unless otherwise called for. All equipment sold against the Contract must meet all State and federal regulations.

NEW VEHICLE ORDERS, OR CHANGE ORDERS, MUST BE CONFIRMED IN WRITING BY THE PURCHASER. VERBAL ORDERS MAY NOT BE PROCESSED BY THE CONTRACT VENDOR. Both the purchaser and the Contract Vendor must initial the final order form before it is submitted to the manufacturer's order bank for processing. Any change orders issued must be confirmed in writing. If there are multiple orders for the identical vehicle, the Contract Vendor may submit one common detailed order confirmation to the purchaser to be initialed. This document may be used for both order entry to the manufacturer and to accompany the delivery of the vehicle

PRICES. All prices offered are FOB Destination, freight prepaid and allowed to the purchaser, regardless of the ship to location within Minnesota. Prices offered shall remain firm for the initial term of the Contract. Prices shall be maximum and not subject to increase.

MISCELLANEOUS ITEMS. Items may be required that are not offered by the manufacture or our dealer installed options. Those items may be purchased on the vehicle purchase order provided the total cost of these items may not exceed \$5,000.00 for an individual purchase order. Parts and accessories sourced from this clause must be directly related to a specific item(s) included on the Contract. If the purchasing entity requires a lower threshold for competitive bidding other than \$5,000.00, they must follow their local entities' competitive bidding requirements.

TAXES. No taxes are calculated into the cost of the vehicles offered. Taxes will be calculated and invoiced, if applicable, as a separate line item on the invoice. For the purposes of this contract, motor vehicle means any self-propelled vehicle required to be licensed for road use and any vehicle propelled or drawn by a self-propelled vehicle required to be licensed for road use. It includes vehicles such as cars, vans, pick-ups, trailers, and motorcycles. It does not include snowmobiles or manufactured homes.

State Excise Tax. A 6.5% Motor Vehicle Sales Tax is imposed on the sale of motor vehicles per Minn. Stat. § 297B.02. Contract Users may choose to have the Contract Vendor handle the licensing and transfer of title to the purchaser. If the Contract Vendor (dealer) is responsible for licensing and transfer of title to the purchaser, the purchaser should include the 6.5% excise tax in the money paid to the dealer. Dealers will pay the excise tax as well as any other registration and title fees to the Department of Public Safety's motor vehicle registrar on the purchaser's behalf.

If the Contract User chooses to handle the licensing and title transfer themselves, the Contract User shall pay the 6.5% Motor Vehicle Sales Tax directly to the Department of Public Safety's motor vehicle registrar at that time. Purchasers should notify the Contract Vendor of their intent when placing the order for the vehicle.

Transit Improvement Vehicle Excise Tax. A \$20 Transit Improvement Vehicle Excise Tax applies to sales of motor vehicles registered for road use. The \$20 must be collected by any person in the business of selling new or used motor vehicles at retail when the sale occurs in the transit tax area. The \$20 tax applies even if the buyer is from out of state and will take the vehicle out of Minnesota for registration. The \$20 tax is not connected to registration, but rather to the sale. The Deputy Registrar does not collect this tax. The Contract Vendor (dealer) must report the \$20 on their electronic sales tax return at the same time as they report their Minnesota sales and use tax.

The sale occurs where the purchaser takes possession of the vehicle. If the vehicle is sold in the transit tax area, but is *delivered out of the transit tax area*, the \$20 excise tax does not apply. Conversely, if the vehicle is sold outside of the transit tax area, but is *delivered into the transit tax area*, the \$20 excise tax does apply.

Exceptions to the \$20 Transit Improvement Vehicle Excise Tax:

- Federal government agencies, vehicles not required to be licensed for road use (e.g., marked police cars, fire trucks and ambulances) and vehicles for resale.
- Leased vehicles.

As a point of clarification, the following taxes DO NOT apply to the sale of motor vehicles:

- General Sales and Use Tax
- City and County Local Tax
- Federal Excise Tax (as the State is Exempt)
- Transit Improvement 0.25% Sales and Use Tax

For additional information on sales tax, go to:

<https://www.revenue.state.mn.us/guide/motor-vehicle-industry-guide>

OPTIONAL EQUIPMENT. All optional equipment will be at the lowest manufacturer to dealer price. The State intends that any optional equipment and packages that are available from the manufacturer for the type of vehicle offered are included in the response. If there are similar Items covered by other State Contracts, the State agency may choose which Contract to purchase from.

If, during the term of the Contract, additional non-standard options are required from the dealer, the State reserves the right to add the items to the Contract. The State also reserves the right to secure offers for these items separate and aside from the Contract.

If “aftermarket” accessories are requested by the purchaser, it must be handled separate and aside from this Contract.

Any items that are deleted or de-selected from the “standard” equipment list by the purchaser will be at the lowest manufacturer to dealer price was offered.

VEHICLE TECHNICAL SPECIFICATIONS. The Price Schedule lists all of the equipment included in the price offered by the Contract Vendor. If the equipment is not part of the standard package offered by the manufacturer, it must be added to the final price at the lowest manufacturer to dealer price available.

Category I vehicles, the “S” Category, specifies the State Statute vehicle specifications pertaining to mileage requirements and “cleaner” fuels. Offers in response to the “S” Category must include all standard base package features and the equipment detailed and meet the minimum specifications listed on the Price Schedule.

Category II vehicles provide the vehicle specifications requested. Category II vehicles include all standard base package features and the equipment listed on the Price Schedule.

EQUIPMENT WARRANTY. The manufacturer’s standard warranty service shall be applicable. No dealer or Contract Vendor warranty programs will be accepted. A copy of the warranty should be included to the purchaser at the time the quotation is submitted by the Contract Vendor. Warranty time periods may not commence until the purchaser has accepted the vehicle. The standard manufacturer's warranty service shall commence at time of purchaser's in-service date.

BILLING. The Contract Vendor must submit separate invoices (one original) for each purchase order to the "bill-to" address as shown on the purchase order. Invoices should be submitted at least 10 days after acceptance of the vehicle by the purchaser.

ORDER PROCESSING. NEW VEHICLE ORDERS, OR CHANGE ORDERS, MUST BE CONFIRMED IN WRITING BY THE PURCHASER. VERBAL ORDERS MAY NOT BE PROCESSED BY THE CONTRACT VENDOR.

Any final quotations provided to the purchaser, if requested, must include a dealer's print-out (e.g., Ford: Vehicle Order Confirmation screen print, Chrome PC Carbook, or the manufacturer's equivalent) for each model requested, showing how the vehicle is equipped. All prices will be as contracted. If there is any inaccurate information in the print-out, the Contract Vendor may make corrections in ink and must initial that correction prior to submitting it with the quotation. The Contract Vendor should indicate the lead time for delivery to the purchaser at the time the quotation is submitted.

Quotations shall not contain terms which require the State or CPV Members to pay for the purchase prior to 30 days after receipt of the invoice or 30 days after the purchaser's acceptance of the merchandise, whichever is later.

NOTE: No terms providing for interest on invoices not promptly paid by the State shall be included in price quotation to the purchaser. Any such interest is controlled by the terms of Minn. Stat. § 16A.124.

All vehicles sold will be new production new equipment and must include OEM equipment and options. All equipment sold against the Contract must meet all State and federal regulations.

The Contract Vendor must accept all orders and provide a written confirmation to the purchaser within 72 hours after receipt of order and must include the estimated delivery date of the equipment.

It is the Contract Vendor's responsibility to keep the purchaser informed of the status of the purchase order.

Any extras or options that the purchaser requests that are not included in the Contract must be purchased on a separate order. State agencies must comply with all State purchasing regulations.

Quotations shall not contain terms which require the State or CPV Members to pay for the purchase prior to 30 days after receipt of the invoice or 30 days after the purchaser's acceptance of the merchandise, whichever is later. **NOTE:** No terms providing for interest on invoices not promptly paid by the State shall be included in price quotation to the purchaser. Any such interest is controlled by the terms of Minn. Stat. § 16A.124.

DELIVERY REQUIREMENTS. All orders must be delivered within 75 to 120 days after receipt of order or a negotiated delivery date with the purchaser, FOB Destination, unless otherwise noted on the purchase order.

No delivery can be made on Saturday, Sunday or State holidays or after 4:00 p.m., on weekdays without prior approval from the agency to which the vehicle is to be delivered. **The Contract Vendor must contact the purchaser prior to delivery of any order to confirm the time and date the vehicles will be delivered.**

Invoices may be issued from the day the vehicle is delivered. The payment terms of Net 30 do not begin until the vehicle is inspected and accepted by the purchaser or, if the vehicle is being held by the dealer, the day the vehicle is accepted by the purchaser.

If the Contract Vendor fails to meet the required delivery date agreed to by the Contract Vendor and the purchaser, the purchaser reserves the right to cancel the purchase order without any penalty charges from the Contract Vendor and consider the Contract Vendor in default as outlined in the Contract.

PRE-DELIVERY AND SERVICE FOR ALL VEHICLES. Prior to the delivery, the vehicle must be completely serviced by the Contract Vendor (dealer) or must be certified by the Contract Vendor (dealer) that it has been performed, in accordance with the manufacturer's standard "make-ready" recommendations. The vehicle must contain at least one-quarter tank of fuel when delivered. Each vehicle must contain a pre-delivery check sheet showing which operations have been performed on the vehicle by the selling dealer. Factory pre-delivery will not be acceptable. Any work found incomplete, not covered by warranty, will be done in the field and the cost billed back to the Contract Vendor. The shop rate will be determined by the purchaser.

Manufacturer's Statement of Origin (MSO) must be delivered with the vehicle. The agency shown must be the same as the bill-to address on the purchase order for licensing and recall notices. **A copy of the confirming order – initialed by the Contract Vendor and the purchaser – must also be delivered with the vehicle.**

NAME PLATES. Dealer nameplates, decals, etc., denoting the selling dealer **may not** be affixed in any manner to any new model vehicle delivered.

INSPECTION. The Contract Vendor must notify the receiving agency at least 72 hours before delivery to allow the purchaser to inspect the vehicle. This inspection will be made to check workmanship, specifications and compliance with manufacturer's make-ready procedures and will not preclude or replace final inspection and approval of the using agency. A copy of the factory make-up sheet and a copy of the make-ready service check list, signed by the Contract Vendor service manager, must be available for review when vehicles are ready for inspection. This service list must accompany the delivery slip when the unit is delivered.

FINAL ACCEPTANCE. All equipment furnished will be subject to inspection and acceptance by the ordering agency after delivery. No substitutions are permitted without prior written approval of the ordering Agency or the Office of State Procurement. The Office of State Procurement can cancel the Contract, or any portion thereof for failure to meet specifications of the solicitation or defaults in promised delivery, purchase vehicles from other sources and charge the full increase in cost, if any, to the defaulting Contract Vendor. The Contract Vendor must give written notice to the Office of State Procurement, to the attention of the Acquisition Management Specialist/Buyer listed, and the ordering agency as to the reason for delay and the expected delivery date.

A Contract Vendor may have the active Contract canceled, suspended, or may be debarred from receiving a Contract for failure to comply with terms and conditions of the Contract, or for failure to pay the State for the cost incurred on the defaulted Contract.

If requested by the purchaser after final inspection, and if mutually agreed, the Contract Vendor will hold the new vehicles for the purchaser up to 30 days to allow the purchaser to move the vehicles to subcontractors for storage. The time the vehicles are held by the Contract Vendor will not negate final acceptance nor payment to the Contract Vendor.

VEHICLE LICENSING. The Contract Vendor (dealer) is responsible for licensing and transfer of title to the purchaser. As stated in Minn. Stat. § 168.092, subd. 1 and 2: The motor vehicle registrar may issue a permit to a person purchasing a new or used motor vehicle in this State for the purpose of allowing the purchaser a reasonable time to register the vehicle and pay fees and taxes due on the transfer. The permit is valid for a period of 21 days.

The permit must be in a form as the registrar may determine and, whenever practicable must be posted upon the left side of the inside rear window of the vehicle. Each permit is valid only for the vehicle for which issued. The registrar may issue a quantity of permits to licensed dealers. When issuing a permit, the dealer shall complete the permit in the manner prescribed by the department. One copy of the permit shall be retained in sequential order in the dealer's files. If the purchaser desires to have the Contract Vendor process the required paperwork for licensing, registration, and title transfer, the cost to process the paperwork must be mutually agreed to by the purchaser and the Contract Vendor. The mutually agreed cost MUST be detailed as a separate line item on the purchase order and the invoice.

VEHICLE LICENSE PLATES. Per Minnesota Driver and Vehicle Services (DVS), State Agencies and MNSCU must apply directly to DVS to obtain "Permanent Non-Expiring" license plates. The Contract Vendors are not able to provide these plates.

Tax Exempt CPV members may only purchase "Tax Exempt" renewable two-year plates. These renewable two-year plates are available to the Contract Vendors and can be obtained directly from them.

State agencies involved in law enforcement, with proper documentation, may purchase standard one year "Civilian" license plates through the Contract Vendors.

VEHICLE REGISTRATION WITH THE MANUFACTURER. In order to manage any manufacturer's recall notices that may be issued, the Contract Vendor will be responsible for providing the manufacturer with the final purchaser's name and address – by vehicle identification number (VIN) or fleet identification number (FIN). If the purchaser is required to secure its FIN number from the manufacturer, the Contract Vendor will provide all of the necessary information and will ensure that the final required information has been submitted to the manufacturer.

Only State agencies that have requested and received written authorization from the Dept. of Administration, Office of State Procurement may purchase Contracted vehicles from Category II, **Approved vehicles for CPV members, and available to State agencies with written approval** list which are non-compliant with Minn. Stat. § 16C.137. Click on the below link for Contracted vehicles, specifications and prices that are non-compliant with the requirements.

Revisions

11/26/2024 Dodge of Burnsville and North Country GM contracts added via SWIFT Event No. 16065.
10/22/2024 White Bear Autos and Inver Grove VW contracts added via SWIFT Event No. 15919.
10/07/2024 Various MY 2025 Jeep, Dodge, Chrysler, Hyundai, and Fords awarded to Saxon via SWIFT Event No. 15919.
09/27/2024 MY 2025s added to US Fleet Source, Ford of Hibbing, and Countryside VW via SWIFT Event No. 15916.
08/21/2024 Model Year 2025 Ford Maverick Added to Contract 202868
07/10/2024 Model Year 2025 Chevrolet Malibus added to Contract 188747
04/26/2024 Model Year 2025 Ford Explorers added to Contract 169035
04/11/2024 Model Year 2024 Jeeps added to Contract 186733
03/26/2024 Model Year 2024 Ram Promasters added to Contract 186735 and Contract extended to 12/31/2024
03/21/2024 Model Year 2024 pricing has been updated on GMC Acadia under Contract 188747.
03/19/2024 Model Year 24 Ford E Transit pricing updated for Boyer contract 202868
02/20/2024 Extended Contract 186734 and added MY24 Pricing on Hyundai Palisade.
01/12/2024 MY 24 Chevrolet traverse added
01/04/2024 MY24 Honda added under Contract 190201
11/30/2023 MY 24 Altima AWD added
11/15/2023 MY 24 Hyundai and Subaru models added
11/13/2023 MY 24 Mitsubishi models added, contract 169033 extended to 12/31/2024, and Countryside VW added as a vendor.
10/24/2023 Prices revised on Chrysler Pacificas, contracts 169035 and 190204 have both been extended to
12/31/2024.
10/05/2023 MY24 GMC and Chevrolet models added.
08/16/2023 MY24 Fords added, contract 171496 and 202868 extended through December 2024
08/11/2023 MY24 GMC and Chevrolet models added.
07/05/2023 MY24 select Chrysler, Subaru, Nissan, and Hyundai added and contracts 190201 and 186733 both extended to 12/31/2024.
06/13/2023 MY 24 models added for select Chevy models and contract 188747 is extended to 12/31/2024.
12/28/2022 White Bear Mitsubishi MY23 Outlander Sport Models added.
11/29/2022 North Country 188747 Extended through 12/31/2023. MY23 models added.
11/23/2022 US Fleet 190201 Amended to add MY23 Hyundai models.
11/17/2022 White Bear Mitsubishi MY23 models added.
10/14/2022 US Fleet 190201 Amended to add MY23 Subaru and Hyundai Models.
09/27/2022 NB Ford 171496 Amended to add MY23 Transit Connect Models.
09/23/2022 Ford Hibbing 169035 Amended to add MY23 Bronco Models.
09/20/2022 Ford Hibbing 169035 Amended to add MY23 Escape Models.
09/09/2022 Midway Ford 190204 Amended to add MY23 Expedition, Edge, Bronco Sport Models.
08/17/2022 Ford Hibbing 169035 Amended to add MY23 Explorer Models.
08/15/2022 Midway Ford 190204 Amended to add MY23 Transit Models.
06/16/2022 Boyer Ford Truck 202868 MY23 vehicles amended.
06/10/2022 Ford Hibbing 169035 Amended to add MY23 Transit Models.
12/22/2021 Ford of Hibbing Escape, Explorer, Bronco and Mustang Mach-E MY22 models added.
12/21/2021 Burnsville Toyota Rav4 MY22 models added.
12/10/2021 US Fleet Source Awarded contract 202866 for Hyundai and Subaru models.
10/27/2021 Midway Ford MY22 models added for 190294. Boyer Ford Truck Awarded Contract 202868 for E-Transit MY22.
10/19/2021 White Bear Mitsubishi Outlander PHEV MY22 models added.
10/16/2021 Whitewater of St. Charles MY22 select models added.
10/16/2021 Dodge of Burnsville MY22 Dodge select models added.
10/12/2021 Burnsville Toyota MY22 select models added.
09/10/2021 Tres Inc MY22 models added for select models.
05/22/2021 Nissan Altima MY22 added.
04/07/2021 MY22 Chevy Bolt models awarded.
03/05/2021 MY21 remaining Ford models awarded NB Ford, Midway Ford, Ford Hibbing. Nissan models awarded, Chevrolet Bolt MY22 awarded.
02/12/2021 MY22 Ford Transit Connect from Vendor New Brighton Ford added.
02/10/2020 Ranger Chevrolet contract obligations assigned to Tres Inc. dba North Country Chevrolet Buick GMC.
01/19/2021 MY21 Toyota models, and remaining Mitsubishi Models added.
01/15/2021 Notice about sudden order bank closings added to CR.

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12/11/2020 MY 21 models added for Remaining Chevy, GMC, all Chrysler, Dodge, Ram, and Jeep. MY21 select Ford models added. MY21 Mitsubishi Outlander PHEVs added. MY21 Hyundai select models added.

10/23/2020 MY21 Chevy and GMC select models Ranger Chevrolet added, Contract for this vendor extended 12 months.

09/02/2020 MY21 Ford Transit Connect from Vendor New Brighton Ford vehicles added.

07/28/2020 Toyota Highlander added to Burnsville Toyota contract via RFP.

06/25/2020 Mike Motors removed, and vehicles assigned to Dodge of Burnsville.

06/16/2020 AMS changed from Jack Moore to Michael Sutton.

06/16/2020 Mike Motors Contract obligations assigned to Dodge of Burnsville.

02/03/2020 Buyer changed from Dustin Burns to Jack Moore.

01/31/2020 Added additional Toyota models to Burnsville Toyota contract.

01/20/2020 Added Contract No. 171496 for Transit Connect award to New Brighton Ford.

01/06/2020 Contract No. 134738 for 2019 Model Years extended through January 31, 2020, or end of model year availability.

IMPORTANT NOTE

PRICING DETAILED IS FOR THE “BASE UNIT” ONLY. ALL DESIRED CONTRACTED OPTIONS MUST BE ADDED BY THE PURCHASER AT THE TIME OF ORDER.

THE PURCHASER IS STRONGLY ENCOURAGED TO VERIFY VEHICLE SPECIFICATIONS/OPTIONS WITH THE CONTRACT VENDOR PRIOR TO EXECUTING THE ORDER.

ONLY THE MAKE, MODELS & CORRESPONDING TRIM LEVELS SPECIFICALLY LISTED ARE CONTRACTED VEHICLES.

AUTOMOBILES CURRENT MODEL YEAR VEHICLES – AUTOMOBILES, CARGO AND PASSENGER VANS, AND SPORT UTILITY VEHICLES

Click on the link below to view Contract Pricing for the Base Unit of each Vehicle. The Vehicle information and options are available by clicking on the State ID# for each Vehicle.

Vehicle Price Schedule Below:

[Click Here to View Price Schedule Spreadsheet](#)

**MANUFACTURER BUILD OUT DATES
(Click on link below)**

[Vehicle Build-out and Start-up Dates | Element Fleet](#)

***Build-Out dates are subject to change. Contact the Contract Vendor for confirmation.**