

### CONTRACT RELEASE: T-636(5)

DATE: DECEMBER 30, 2024

PRODUCT/SERVICE: TRUCKS: CAB & CHASSIS VEHICLES

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 (B20) fuels are defined as cleaner fuels in Minnesota.

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.

#### IMPORTANT NOTICE

It is strongly suggested that the ordering entity contact the Contractor to confirm the current order cut-off date for each make a model for which you may interest 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.

CONTRACT PERIOD: Varies check contracts below for specific term dates.

EXTENSION OPTIONS: Varies - check contracts below for specific extension options available.

ACQUISITION MANAGEMENT SPECIALIST /BUYER (AMS): MATT FIGGINS

PHONE: 651.201.2444 E-MAIL: [matthew.figgins@state.mn.us](mailto:matthew.figgins@state.mn.us) WEB SITE: <https://mn.gov/admin/osp/>

**FORD MOTOR COMPANY HAS INTRODUCED AN ALLOCATION SYSTEM FOR MY25 SUPER DUTY VEHICLES. THE NUMBER OF MY25 SUPER DUTY VEHICLES THAT WILL BE AVAILABLE FOR ORDER HAS BEEN PREDETERMINED BY FORD MOTOR COMPANY FOR EACH FIN CODE. PLEASE CONTACT THE FORD DEALERSHIP(S) FOR ADDITIONAL INFORMATION REGARDING YOUR SPECIFIC ALLOCATION BEFORE PLACING ANY ORDERS.**

---

## CHEVROLET/GMC

CONTRACTOR	CONTRACT NO.	TERMS	DELIVERY
<b>TRES, INC dba NORTH COUNTRY GM</b> 1502 E. Howard Street Hibbing, MN 55746	<b>257845</b> <b>Expires 12/31/2025</b> <b>Extension Options:</b> 48 months <b>Contract Period:</b> 9/15/2024 – 12/31/2025	<b>NET 30</b>	<b>90- 250 Days</b>
<b>VENDOR NO.:</b> 0001077383	<b>CONTACT:</b> Bob O'Hara <b>E-MAIL:</b> <a href="mailto:rwohara01@aol.com">rwohara01@aol.com</a>	<b>PHONE:</b> 218.263.7578 <b>FAX:</b> 218.263.7576	

---

## FORD

<b>MIDWAY FORD</b> 2425 NE Broadway MPLS, MN 55143	<b>261527</b> <b>Expires 12/31/2025</b> <b>Extension Options:</b> 48 months <b>Contract Period:</b> 12/1/2024 – 12/31/2025	<b>NET 30</b>	<b>4-6 months</b>
<b>VENDOR NO.:</b> 0000193445	<b>CONTACT:</b> Travis Swanson <b>E-MAIL:</b> <a href="mailto:tswanson@rosevillemidwayford.com">tswanson@rosevillemidwayford.com</a>	<b>PHONE:</b> 651.343.5212	

---

<b>FORD OF HIBBING</b> 2627 13 <sup>th</sup> Ave. Hibbing, MN 55746	<b>261526</b> <b>Expires 12/31/2025</b> <b>Extension Options:</b> 12 months <b>Contract Period:</b> 12/1/2024 – 12/31/2025	<b>NET 30</b>	<b>150-350 days</b>
<b>VENDOR NO.:</b> 0000207301	<b>CONTACT:</b> Bob O'Hara <b>E-MAIL:</b> <a href="mailto:rwohara01@aol.com">rwohara01@aol.com</a>	<b>PHONE:</b> 218.262.3881	

---

<b>NEW BRIGHTON FORD</b> 1100 Silver Lake Road New Brighton, MN 55112	<b>261525</b> <b>Expires 12/31/2025</b> <b>Extension Options:</b> 48 Months <b>Contract Period:</b> 12/1/2024 – 12/31/2025	<b>NET 30</b>	<b>3-6 months</b>
<b>VENDOR NO.:</b> 0000245473	<b>CONTACT:</b> Peter Sprafka <b>E-MAIL:</b> <a href="mailto:psprafka@saxonfleetservices.com">psprafka@saxonfleetservices.com</a>	<b>PHONE:</b> 651.321.1815	

---

---

Contract Release: T-636(5)

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

- State Agencies
- Cooperative Purchasing Venture (CPV) members

**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 Contractor. 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 the Contractor listed on this Contract Release. **Note that you should not request a quote from a Contractor whose contract is not fully executed or on a contract that is expired.**

**At a minimum the quote must include:**

1. Contractor's name.
2. Name of Contractor's representative providing the quote.
3. Date of quote.
4. State Contract Release T-636(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 Link 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 (within the Price Schedule Link) for vehicle options. The pricing offered must match or be lower than that detailed on option pages.

Only accept Contractor quotes that provide itemized contract pricing (lump sum price quotes must be rejected and revised by the Contractor 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) may be issued before any products are shipped by the Contractor.

Purchase orders should have a clear and concise description of the 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 inspect the contract products to ensure they match both the terms and pricing on the contract. Only accept invoices from Contractors that itemized contract products and delivery charges as stated in the Special Terms. Lump sum prices must be rejected and reworked by the Contractor to show itemized State contract pricing. The invoice must include enough detail for the Ordering Entity to verify that the products were delivered on the invoice have been provided.

**END OF HOW TO USE THIS MASTER CONTRACT INSTRUCTIONS**

**NOTE:** At no time should the ordering entity pay more than the Contract price. Agencies must contact the AMS immediately and fill out a Vendor Performance Report if there is a discrepancy between the price on the invoice and the Contract price.

**SPECIAL TERMS AND CONDITIONS**

**SCOPE.** The purpose of the Contract is to provide a source for new Model Year Trucks – Cab and Chassis only. 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.

**SALES OR EXCISE TAX.**

- Do not calculate taxes into the cost of the vehicle being offered. Taxes will be calculated and invoiced, if applicable, as a separate line item on the invoice.
- Prices offered are not to include Federal Excise Tax as the State is exempt. The State will furnish a Federal Excise Tax exemption certificate upon request. The Contractor should verify federal exemption with CPV members at the time the order is placed.

**CONTRACT PRICES.**

- All shipments must be FOB Destination. Freight charges are prepaid and allowed to the Ordering Entity (the Contractor is NOT allowed to invoice for freight costs), regardless of the ship to location within the State of Minnesota. If the Ordering Entity desires the vehicle to be delivered to a location outside of Minnesota, the Ordering Entity and the Contractor will mutually agree on any additional cost and the method of transportation to the location out of the State of Minnesota.
- Pricing offered must include at least one-quarter tank of fuel at time of delivery to the Ordering Entity.
- No price increases will be allowed during the initial term of the Contract, unless allowed through a duly executed amendment to the contract.
- The price offered for any vehicle must include all “standard” features offered by the manufacturer with the inclusion of an automatic transmission if the manufacturer does not offer as standard. The response is to include a dealer’s print-out, dealer order receipt acknowledgement or equivalent, for each make and model offered.
- Pricing for subsequent Model Years or additional models may be mutually agreed upon and established through a fully executed amendment to the Contract.

- Once a total delivered price is contracted, the contract price will not increase until amended. Price increases or decreases, deductions, special promotions, incentives, holdback, or other price considerations between the manufacturer and the dealer/Contractor will not impact the contract pricing absent a duly executed amendment. Options will be charged at the option sheet attached and incorporated into the contract. If the option sheet details more than one price level, the lowest price option listed on the attached price sheet shall be charged by the Contractor. The Contractor must utilize the OEM options and the OEM equipment packages in a manner that provides the lowest delivered cost to the Ordering Entity. Upon written agreement of the Contractor, the State or the Ordering Entity may accept lower costs including rebates or additional discounts in relation to specific orders at any time, which shall not require a duly executed amendment to the contract.

**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.

**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 Contractor (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

**DEFINITIONS.** The following definitions are applicable to this Contract Release:

**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. The Statute may be viewed at:

<https://www.revisor.mn.gov/statutes/?id=16C.137>

**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 Contractor **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 Contractor 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 Contractor.

**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.**

**ORDER CUTOFF DATES.** The Contractor must notify the State of the manufacturer's cut-off dates on equipment under Contract within five (5) business days after receipt of notice from of the manufacturer. Notification may be sent via FAX or e-mail to the AMS.

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

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 at the prices offered in response. If there is any inaccurate information in the print-out, the Contractor may make corrections in ink and must initial that correction prior to submitting it with the quotation. The Contractor 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 the most current Model Year production new equipment and must include OEM equipment and options. All equipment sold against the Contract must meet all State and federal regulations.

The Contractor 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 Contractor'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.**

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 Contractor must contact the purchaser prior to delivery of any order to confirm the time and date the vehicles will be delivered.**

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

## **PRE-DELIVERY, DELIVERY, AND SERVICE FOR ALL VEHICLES.**

- Prior to delivery, the Contractor must complete the PDI or the Contractor must certify that the Pre-Delivery Inspection (PDI) has been performed.
- All Make-Ready work must be completed by the Contractor, or as approved in writing by the Ordering Entity. If an Ordering Entity determines that any Make-Ready work is incomplete, the Ordering Entity may:
  - Decline acceptance of the vehicle; or
  - If the Make-Ready work is not covered by warranty, the work may be done by the Ordering Entity in the field, and the cost to complete the work will be billed back to the Contractor. The total cost to complete the Make-Ready work will be determined by the Ordering Entity. Warranty work will be fulfilled per the OEM's terms.
- The PDI may only be completed by personnel authorized by the OEM unless an exception is granted in writing by the Ordering Entity.
- A subcontracted PDI will only be allowed in instances where the vehicle is being drop-shipped directly to a vehicle outfitter and the Ordering Entity has authorized such exception to delivery in writing.
- The Manufacturer Statement of Origin (MSO) must be delivered with the vehicle unless otherwise instructed in writing by the Ordering Entity. The Ordering Entity shown on the MSO must be the same as the bill-to address on the purchase order for purposes of licensing and recall notices, unless otherwise as instructed by the Ordering Entity in writing.
- The Contractor must deliver the vehicle to the Order Entity within ten (10) business days of the vehicle's arrival to the Contractor, unless otherwise approved in writing by the Ordering Entity.
- The Ordering Entity may request after final inspection, and if mutually agreed to in writing, the Contractor will hold the new vehicles for the Ordering Entity up to thirty (30) calendar days. The Order Entity and the Contractor should execute additional terms defining responsibilities in the event the Contractor is authorized to hold new vehicles after inspection.
- The Contractor may not charge additional costs for delivery within the State of Minnesota or title outside of what is explicitly allowed under the terms of the Contract or applicable law.

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

## **INSPECTION & FINAL ACCEPTANCE.**

- The Contractor must notify the Ordering Entity at least three (3) business days before delivery to the Ordering Entity. If requested in writing by the Ordering Entity or the AMS/Buyer, the Contractor must include the VIN with this notification.
- A copy of the Window Sticker and confirmation of any dealer installed option must be delivered with the vehicle.
- All equipment furnished is subject to inspection and final acceptance by the Ordering Entity, or written designee, after delivery. The Ordering Entity or its written designee, will inspect the vehicle within five (5) business days after date of delivery for damage, and to check workmanship, specifications, and compliance with the Contract.
- If the Ordering Entity or its written designee determine that the vehicle did not pass the inspection and notifies the Contractor with its findings related to the inspection within five (5) business days of delivery, the vehicle is not accepted. If such notification is not sent by the Ordering Entity or its written designee within five (5) business days of delivery, the vehicle will be considered accepted by the Ordering Entity.
- A failed inspection is subject to re-inspection at the sole discretion of the Ordering Entity.



**PAYMENT.** Payment and any interest imposed on the Ordering Entity shall be governed by Minn. Stat. § 16A.124.

**VEHICLE LICENSING.** If requested by the Ordering Entity in writing, the Contractor is responsible for licensing, registration, and transfer of title to the Ordering Entity. All applicable costs shall be billed at the current rates published by the Minnesota Department of Public Safety. If the Ordering Entity requests that the Contractor process the required paperwork for licensing, registration, and title transfer, the cost to process the paperwork must be mutually agreed to in writing by the Ordering Entity and the Contractor before such paperwork is started. The mutually agreed cost must be detailed as a separate line item on the quote, purchase order, and invoice.

As provided in Minn. Stat. § 168.092, Subds. 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 Ordering Entity 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 calendar 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 it is 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.

The Contractor is required to process any purchase order in which the vehicle is to be titled in the State of Minnesota. Vehicles requiring title in any other State may be accepted by the Contractor.

**VEHICLE REGISTRATION WITH THE MANUFACTURER.** The Contractor shall communicate all recall notices affecting any vehicles or equipment purchased under this contract to the Ordering Entity. The Contractor must provide the manufacturer with the final Ordering Entity's name and address by either VIN or fleet identification number (FIN). If the Ordering Entity is required to secure its FIN from the manufacturer, the Contractor will ensure that the final required information has been submitted to the manufacturer.

**MINIMUM ORDER REQUIREMENTS.** The Responder must include minimum order requirements with their response. Only minimum order requirements issued by the OEM will be considered by the State and must be indicated by the OEM pricelists.

**OPTIONAL EQUIPMENT.** Any optional equipment or equipment packages that are available from the manufacturer for the type of vehicle offered that the Responder wants included on a contract with the State must be included with the response. If there are similar Items covered by other State contracts, the State agency may choose which contract to purchase from.

The State reserves the right to add optional equipment to the Contract through a duly executed amendment to the Contract.

If "aftermarket" accessories or other vehicle related items that are not listed as line item within the contract are requested by the Ordering Entity, the total dollar amount must be per the dollar limits detailed in the Miscellaneous Items clause detailed herein.

If an option is available from the OEM, it must be installed by the OEM. Dealer installed options are only allowed if the option is not available from the OEM, unless otherwise approved in writing by the Ordering Entity.

The Contractor must utilize OEM options and OEM equipment packages in a manner that provides the lowest delivered cost to the Ordering Entity.

**CUSTOMER SERVICE.** The Contractor must have at least one dedicated assigned staff person (Contractor Liaison) to manage the Contract and be the key contact person for any customer service-related requirements which includes, but is not limited to: customer questions, assistance with vehicle order specifications, expediting, invoicing, etc. The Contractor Liaison must be available by phone, fax, or e-mail (preferable), during normal business hours, 8:00 a.m. to 4:30 p.m., CT, Monday through Friday. The Contractor must respond to all customer inquiries in writing (when requested by the customer) within 72 hours.

**ORDER CUTOFF DATES.** The Contractor must notify the AMS/Buyer of the manufacturer's cut-off dates on equipment under Contract within three (3) business days after receipt of notice from of the manufacturer. Notification may be sent either via an e-mail to the AMS/Buyer listed in the Contract/Event, or through a website available to government agencies with order cut-off dates. The Responder must provide the website address and instructions for use.

**ORDERING ENTITY ORDER FORMS.** All purchase orders issued by State Agencies will be on a State of Minnesota purchase order form, showing the "ship-to" and "bill-to" addresses. The Contractor must require an Ordering Entity that is not a State Agency to provide a confirming signed purchase order (or equivalent), showing the "ship-to" and "bill-to" addresses prior to entering the final order with the manufacturer. All orders made under this Contract must be in writing via a purchase order or equivalent document. The Contractor shall not accept orders through any other means, including via phone.

**TECHNICAL SPECIFICATIONS.** Base unit make and models will be included with the Price Schedule for vehicles being requested. The Contractor is solely responsible for only offering equipment and options that meets the specifications of the base unit (with automatic transmission) and offering all available options from the manufacturer.

**EQUIPMENT WARRANTY.** The manufacturer's standard warranty service is applicable. The State will not accept any Contractor warranty programs. A copy of the warranty must be provided upon request to the Ordering Entity or the AMS/Buyer. Unless otherwise agreed to in writing by the Ordering Entity and the Contractor, the manufacturer's standard warranty service shall commence at time of acceptance by the Ordering Entity, or at the time of delivery for drop shipments.

**USAGE REPORTS.** The Contractor must furnish to the AMS/Buyer a usage report quarterly according the State fiscal year (July 1-June 30). The usage report must be by Ordering Entity, and detail the vehicle purchased and the total dollars invoiced. The Contractor will report invoiced sales only. See Attachment A price schedule for required fields.

The State will send the Contractor the format for reporting usage in Excel® format via e-mail. The Contractor must submit the report via e-mail on an annual basis, unless otherwise requested by the State.

Failure to provide these reports may result in Contract cancellation or other action.

If requested by the State, the Contractor must submit one copy of the original purchase order issued from the Ordering Entity and one copy of the final invoice for each transaction against the Contract to the AMS/Buyer listed in the Contract/Event. The invoice must be itemized per the detail in the Manufacturer's Vendor Price Schedule that is submitted with the Contract/Event. The final invoice is generated only after the vehicle has been delivered, inspected, approved, and accepted.

**BILLING/INVOICING.** The Contractor must submit separate invoices (one original) for each vehicle to the "bill-to" address as shown on the purchase order or equivalent. Invoices must be submitted after final acceptance of the vehicle by the Ordering Entity.

The invoice must include, but is not limited to, the following information:

- The manufacturer's production model number with the base vehicle contract price.
- VIN; and
- All options purchased with itemized contract pricing along with the manufacturer's ordering code (if applicable).

**UNSPC Category Code: 25101604**

Contract Release: T-636(5)

**REVISIONS:**

**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 CONTRACTOR PRIOR TO EXECUTING THE ORDER.***

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

**Cab and Chassis**

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.

**[Click here for Cab and Chassis Trucks Price Schedule](#)**