**Vehicle Specifications**

**Terms and Conditions**

## Section 1. Bid Overview, Rules, and Response

# 1.1 Overview

The State of Iowa Department of Administrative Services will be conducting a bid for Law Enforcement Vehicles, Medium Duty Chassis and Box Trucks which will be used by the State of Iowa as well as other state agencies and political subdivisions (cities, counties, and schools). **Bids will be submitted by paper and electronic copy in a sealed envelope** to:

Nancy Wheelock

Department of Administrative Services

Central Procurement Enterprise

1305 E Walnut Street

Hoover Building, Floor 3

Des Moines, IA 50319

**Contractor’s bid must include one (1) paper copy and one (1) digital copy each of the completed Vehicle Data Sheet(s) and RFB Criteria document. All documents may be submitted in one container or envelope.** Vehicle Data Sheet(s) should be submitted electronically in their original Excel format. The RFB Criteria document may be submitted electronically in either Word or PDF file format. Flash drive or CD is acceptable.

**Bids will NOT be accepted by fax or email and will NOT be accepted late.**

# 1.2 Bidders Conference / Vendor Training

There will not be a bidders conference for this bid.

# 1.3 Franchised Dealers (Who may submit a bid)

Each dealer AND dealership location which offers a bid must be a franchised dealer/dealership for each manufacturer’s vehicle being bid, and must be able to provide documentation upon request, as per Iowa Code 322.3 Paragraph 1. A bidder with multiple dealership locations and/or manufacturers may submit one bid for all locations and/or manufacturers. Bidders must be located in Iowa or bordering state in order to perform vehicle servicing.

# 1.4 Equipment and Accessories

Vehicles supplied must be new and the latest production model equipped with all standard equipment as advertised by the manufacturer, all equipment required on the specific enclosure, and all safety equipment required by Federal and State laws.

All equipment and accessories bid, whether standard or optional, shall be installed by the factory prior to delivery unless otherwise specified in the bid specifications or unless a written request for alternative or exception is approved by the Department of Administrative Services through the BRAE form attached to this bid. The BRAE form must be submitted on or before the due date and time specified on the BRAE form (see Section 1.5). No alternatives or exceptions regarding factory installation will be approved if they do not meet the requirements listed below:

1. All equipment and accessories bid, whether standard or optional, shall have full warranty coverage for the same period of time as the manufacturer's new vehicle factory authorized warranty for the vehicle in which the equipment and accessories are being installed. Full warranty coverage is defined as no charge for parts and labor for warrantable repairs that are required as a result of defects due to material and/or workmanship during the warranty period. Per Section 1.8, the manufacturer's regular new vehicle factory authorized warranty shall cover not less than three (3) years/36,000 miles bumper to bumper.
2. The full warranty coverage as described in subsection A must be honored by all franchised dealers within the State for the vehicle model in which the equipment and accessories are being installed. For example, any equipment or accessories installed on a Dodge Charger shall be serviceable under the full warranty at any franchised Dodge or Chrysler dealer within the State. Documentation that verifies full warranty coverage and service availability by all franchised dealers within the State for the vehicle model in which the equipment and accessories are being installed must be provided with all BRAE forms submitted for approval.

# 1.5 Bidders Request for Alternatives or Exceptions (BRAE) Form

# Any request for alternatives (as defined in the RFB Definitions attachment) or exceptions must be in writing and submitted on the BRAE form on or before the due date and time specified on the BRAE form which is attached to the bid document in VSS. The form must specifically state the requested alternative or exception and be accompanied by adequate supporting information to evaluate the request. Any option, package, or part that does not have the exact option, package, or part number/code as specified in the bid is considered an alternative.

# The BRAE form will be used to determine the approval or disapproval of an alternative or exception. Any alternative or exception bid without prior BRAE approval will disqualify the vehicle bid. To avoid possible disqualification of a vehicle bid, the vendor should email any questions concerning whether to submit a BRAE form to the Issuing Officer.

***NOTE: The determination of acceptance of a BRAE request is only valid for the bid for which it was submitted. BRAE approvals received for this bid do not determine or set a precedent for what is acceptable in any other bid posted by the State of Iowa.***

The completed BRAE form must be received by the Issuing Officer, Nancy Wheelock, at [Nancy.Wheelock@Iowa.gov](mailto:Nancy.Wheelock@Iowa.gov) on or before the due date and time specified on the BRAE form.

# 1.6 Applicable Rules & Preferences

# Law enforcement vehicles are exempt from Life Cycle Costing and Energy Efficiency requirements per the following administrative rules.

**117.11(6)** *Vehicle procurement.*

*a.* Specifications for procurement of all non-law enforcement, light-duty vehicles, excluding those purchased and used for off-road maintenance work or to pull loaded trailers, shall be for flexible fuel vehicles (as defined by Iowa Code section 8A.362(5)) when an equivalent flexible fuel model is available.

*b.* The life cycle costs of **American motor vehicles** shall be reduced by 5 percent in order to determine if the motor vehicle is comparable to foreign-made motor vehicles. The life cycle costs of a motor vehicle shall be determined on the basis of the bid price, the resale value, and the operating costs based upon a useable life of five years or 75,000 miles, whichever occurs first.

*c.* The average fuel efficiency for new passenger vehicles and light trucks, as defined in paragraph 105.11(6)*“a,”* that are purchased in a year shall equal or exceed the average fuel economy standard for the vehicles’ model years as published by the United States Secretary of Transportation.

***“American motor vehicles”***means those vehicles manufactured in this state and those vehicles in which at least 70 percent of the value of the motor vehicle was manufactured in the United States or

Canada and at least 50 percent of the motor vehicle sales of the manufacturer are in the United States or

Canada. Vendors shall be responsible for notification and identification to the bid Issuing Officer of the proposed vehicle meeting these requirements.

***“Life cycle cost”***means the expected total cost of ownership during the life of a product, including

disposal costs.

**117.12(5)** *Consideration of life cycle costs.* When appropriate to the procurement, life cycle costs shall be considered during the award process.

**Iowa Code Chapter 8A.311, subparagraph 19**

Life cycle cost and energy efficiency shall be included in the criteria used by the department, institutions under the control of the state board of regents, the state department of transportation, the department for the blind, and other state agencies in developing standards and specifications for purchasing energy-consuming products. For purposes of this subsection, the life cycle costs of American motor Vehicles shall be reduced by five percent in order to determine if the motor vehicle is comparable to foreign-made motor vehicles. *"American motor vehicles"* includes those vehicles manufactured in this state and those vehicles in which at least seventy percent of the value of the motor vehicle was manufactured in the United States or Canada and at least fifty percent of the motor vehicle sales of the manufacturer are in the United States or Canada. In determining the life cycle costs of a motor vehicle, the costs shall be determined on the basis of the bid price, the resale value, and the operating costs based upon a useable life of five years or seventy-five thousand miles, whichever occurs first.

20. Preference shall be given to purchasing American-made products and purchases from American-based businesses if the life cycle costs are comparable to those products of foreign businesses and which most adequately fulfill the department's need. 2003 Acts, ch 145, §30; 2004 Acts, ch 1101, §5 Preferences; see also chapter 73 , § 73A.21

**Required Fuel Economy: Chapter 8A.362, Code of Iowa**

Chapter 8A.362, Code of Iowa contains the following statutory preference: Sec. 52. New Section. 8A.362, Fleet Management – Powers and Duties - Fuel Economy Requirements.

b. The director, and any other state agency, which for purposes of this subsection includes but is not limited to community colleges and institutions under the control of the state board of regents, or local governmental subdivisions purchasing new motor vehicles, shall purchase new passenger vehicles and light trucks so that the average fuel efficiency for the fleet of new passenger vehicles and light trucks purchased in that year equals or exceeds the average fuel economy standard for the vehicles' model year as established by the United States secretary of transportation under 15 U.S.C. } 2002. This paragraph does not apply to vehicles purchased for law enforcement purposes or used for off-road maintenance work, or work vehicles used to pull loaded trailers.

**Mercury Free Preference: Iowa Code 455B 809**

It is the State's intention to give priority and preference to vehicles that are free from mercury added products. Vendors shall be responsible for notification and identification to the bid Issuing Officer of any components of the proposed vehicles that contain mercury-added products.

455B.809 STATE PROCUREMENT. Notwithstanding other policies and guidelines for the procurement of vehicles, the state shall, within one year of July 1, 2006, revise its policies, rules, and procedures to give priority and preference to the purchase of vehicles free of mercury-added components taking into consideration competition, price, availability, and performance.

# 1.7 Pricing

All prices shall remain firm fixed for the contract period subject to the State receiving full benefit of all manufacturer's price declines effective on the date of manufacturer's general public announcement. Price to be exclusive of Federal Excise Tax. If required, a Federal Excise Tax Exemption Certificate will be provided to the dealer.

Contractor must notify the Contract Manager of all sales promotions involving price reductions. This notification shall include:

• Starting and ending dates of the promotion

• Products involved

• Promotional prices compared to previously-authorized prices

Promotional prices shall be available under this contract.

# 1.8 Warranties

The manufacturer's regular new vehicle warranty shall apply to each vehicle procured against this specification. This warranty shall be honored by all franchised dealers of the vehicle within the State. The State's established preventative maintenance procedures and practices shall be acceptable to the manufacturer/dealers in lieu of the manufacturer's prescribed procedures, which may form a part of the warranty. All warranty certificates and/or cards shall be supplied with each vehicle delivered. The warranty shall be factory authorized and shall cover not less than three (3) years/36,000 miles bumper to bumper, with no charge parts and labor, starting from the date the vehicle is placed into service. If the manufacturer's standard retail warranty exceeds this term, the standard warranty shall apply.

The receiving agency will notify the dealer of the actual “In-service” date. All emission related components shall be warranted in compliance with State and federal requirements. Bids offering independent insurance or a statement indicating self-insurance will be deemed non responsive and will be rejected. If an additional extended warranty is purchased, a warranty certificate, warranty card, or a statement indicating the extended warranty has been recorded with the manufacturer shall be furnished with each vehicle delivered. Normal wear items such as tires, belts, hoses, headlamps, light bulbs, brake linings, brake disc/drums, etc., are excluded from warranty coverage. All other items not subject to normal wear or gross operator neglect and abuse, such as window, seat or wiper motors, chassis electrical switches (door, trunk lid), paint, hinges, locks, etc., shall be covered. The use of gasohol in gasoline powered vehicles shall not void warranty.

# 1.9 Preparation of Proposals and Submission

Bids submitted will be for upcoming model year production vehicles. Resulting contract will contain an option for (1) one additional model year extension at same price subject to mutual agreement between state and dealer.

* 1. Prospective dealer will download the bid documents off of the DAS website at:

<https://das.iowa.gov/procurement/vendors/how-do-business/bidding-opportunities> and select the **View Hosted Bids** link underneath the heading “Bidding Opportunities.”

* 1. Search for the bid and then download all of the documents listed. Dealer should read and completed the document “**RFB1116005150 RFB Criteria document**.” Some sections of the **RFB Criteria** document will require dealer to mark that they agree to the term and condition listed. Information may be requested from the dealer that will require dealer to write a brief statement.
  2. Then read the “**Vehicle Specifications Terms and Conditions**” document.
  3. Dealer will then review and complete the Excel Spreadsheet “**2017 Vehicle Data Sheet**.”
  4. Please note that the **2017 Vehicle Data Sheet** contains tabs on the bottom which correspond to different vehicle classes you will be bidding on.
  5. Dealer will complete the **2017 Vehicle Data Spreadsheet** entering pricing for base vehicle, listed options, and delivery cost.
     + Please include factory option codes in “State Package or Code Number” column
     + When pricing options, do not write “**CFP** (Call For Pricing)” or “**TBD** (To Be Determined)”
     + If an option is not available please put “**NA** (Not Available)”.
  6. Dealer will then submit one (1) paper copy and one (1) electronic copy each of their completed **2017** **Vehicle Data Spreadsheet** and the **RFB Criteria** **document** in a sealed container by the due date and time specified in the RFB Criteria document.

## Section 2. Evaluation & Award

# 2.1 Evaluation & Contract Award

Bid evaluation and award will be completed by the Department of Administrative Services. Life Cycle Costing is not used to determine the award of law enforcement vehicles per Iowa Code. Medium Duty Chassis and Box Trucks will not be life cycle costed. It is the intent of the State of Iowa to award a contract to the vendor who submits the lowest responsive, responsible bid per line item for law enforcement vehicles and the Box Truck.

Different manufacturer's makes and models will be considered for multiple awards on the same item for Medium Duty Chassis trucks per the criteria below.

**Multiple Award Criteria:**

A. A maximum of one dealer per manufacturer can be awarded per item.

B. A maximum of two total awards per item is allowed.

# 2.2 MSRP Discount Percentage:

Each item contains a line item for dealers to enter an MSRP discount percentage for options not included in the bid specifications. This discount will be limited to parts or packages with a value of $1,500 or less and will exclude engine and transmission options. The discount is meant to be used for items such as exterior/interior upgrades with a value of $1,500 or less.

## Section 3. Order, Delivery, Inspection, Acceptance and Title

# 3.1 Purchase Orders

After the contract of the successful bidder has been properly executed, Purchase Orders will be issued to cover quantities, options, delivery dates, and destinations, etc., as per the contract. Due to cash flow and parking restrictions the following statement may be added to some of the purchase orders. **“Payment may be held after the requested delivery date if vehicles are delivered 20 or more days prior to the requested delivery date. Payment will be made after the requested delivery date has past."**

Purchases for DAS may require specific quantities and timeframes which could involves spreading quantities over a time period in order to allow time for vehicle up fitting.

# 3.2 Catalogs

Contractor may be required to supply catalogs, specifications sheets, interior and exterior color charts, or other literature giving detailed information of the item(s). The items shall be identified in the catalog, specification sheet, or literature by model name or number. Modifications or deviations from printed literature or accessory items not covered by printed literature shall be described in a written statement by model name or number.

# 3.3 Colors, Exterior, and Trim

The colors for exterior paint and interior trim shall be specified on purchase order. Colors will be selected from standard factory combinations listed in literature and fleet manuals. If special paint is specified in specifications or options, price shall be noted or included where appropriate. Trim material shall be as specified.

# 3.4 Order Acknowledgment

**Within 24 hours, the contractor must confirm purchase orders either via e-mail or facsimile, providing the user a receipt acknowledging the order.** The acknowledgement must include total cost and delivery date information. Vendor shall provide the State with a written manufacturer’s acknowledgment (Vehicle Order Request Detail) of all orders within ten (10) days after the receipt of the State’s Purchase Order. These acknowledgments shall include all order and options codes for the vehicle ordered. The printouts are to be E-mailed or mailed or faxed. They shall also provide the web site and assist in use of which will allow the orders to be tracked from the order date through delivery.

# 3.5 Unfilled Orders

Contractor shall notify the State’s Contract Manager of unfilled orders, and shall provide an availability date for the unfilled orders upon request.

# 3.6 Minimum Order Quantity

Contractor shall accept order sizes of one (1) or more vehicles.

# 3.7 Estimated quantities

Due to budget limitations, actual quantity of units purchased may vary. The quantity shown is the anticipated purchase. The state agency reserves the right to vary the quantities at the time of order **Until 10 calendar days prior to manufactures published build out date, at Contract Price and Terms.**

# 3.8 Pre-Delivery Service

Prior to delivery, each vehicle shall be completely serviced - unless otherwise specified. The servicing program shall include not less than the factories standard Per Delivery Inspection (PDI). Parts of this servicing program may be performed at the manufacturer's assembly plant if proper facilities are available there. Resident or non-resident contractors must perform pre-delivery and final servicing checkup, including final body clean-up, in the contractor's own shop or a facility approved by the State. Contractors shall furnish a complete servicing check list on above items with each vehicle at the time of delivery.

# 3.9 Delivery

Ninety calendar days are normally allowed for delivery on vehicle purchases. Vehicles are to be delivered by the contractor as designated on each purchase order, provided up to ninety days are allowed after receipt of the purchase order by the contractor.

# 3.10 Recurring Delivery

An order may be placed requesting scheduled or recurring deliveries for any items.

# 3.11 Dealer Decals

Dealer decals or plaques are not to be affixed to vehicle purchased by the State of Iowa. State will bill dealers for removal of dealer decals.

# 3.12 Required Delivery Documents

Invoices, completed MCO's (Manufacture’s Certificate of Origin), and Application for Title, and warranty documents are to accompany each unit delivered.

Dealer plates must be used when making deliveries. A manufacturer's window sticker (Monroney label) listing all factory installed equipment and options must be affixed to each vehicle at the time of its delivery to the State.

# 3.13 Pre Delivery Service

Pre-delivery service for the DOT, Regents, DAS and political subdivisions as outlined below:

Prior to delivery, each vehicle shall be completely serviced at a factory authorized service center in the State of Iowa. The servicing program shall include not less than the following:

a. Permanent type antifreeze to -30 degree Fahrenheit.

b. Body conditioning.

c. Interior and exterior clean.

d. All other manufacturer recommended inspections and tests normally performed on a new vehicle.

The manufactures standard Pre-Delivery Inspection (PDI) form shall accompany each vehicle upon delivery, certifying preparation inspection, and road testing by the contractor prior to actual delivery. This pre-delivery checklist shall be signed by a representative of the organization performing the service inspection.

# 3.14 Delivery Requirements for DOT Only:

Prior to or at the time of the delivery of the first vehicle by the contractor, a "Data Sheet" must be delivered to the Office of Equipment Services, Attention: Vehicle Specifications. Data sheets will be provided to the contractor. The "Data Sheet" includes part numbers and models for several common replacement items such as carb, shocks, axles, etc. Until the completed "Data Sheet" is received, payment on delivered units will be withheld.

# 3.15 Delivery Locations:

DAS: Department of Administrative Services State Vehicle Dispatcher

301 East 7th Street

Des Moines, Iowa 50319

DOT: Department of Transportation

800 Lincoln Way

Ames, Iowa 50010

ISU: Iowa State University

Motor Pool Haber Rd.

Ames, Iowa 50011

U of I: University of Iowa

Motor Pool, 155 Harrison St.

Iowa City, Iowa 52240

UNI: University of Northern Iowa:

Motor Pool, 1801 west 31st Street

Cedar Falls, Iowa 50614

**\*\*\*Each agency's F.O.B. locations are as listed above.**

# 3.16 Freight on Board Delivery

All prices provided shall be Freight on Board (F.O.B.) destination, freight prepaid by the contractor, to the locations as specified. Responsibility and liability for loss or damage for all orders shall remain with the contractor until final inspection and acceptance, when all responsibility shall pass to the ordering organization, except the responsibility for latent defects, fraud, and the contractor’s warranty obligations. Deliveries to agencies and political subdivisions located outside of the delivery locations will be F.O.B. the dealer’s location. Agencies located outside the delivery location will either pick up the vehicles or have them shipped from the delivery area.

Bidders are required to submit a price per mile (one way) for delivery to locations outside the one specified. Pricing per mile for delivery will be entered. MapQuest will be the reference to determine mileage between the dealer’s location and the agency location. Exact mileage to the delivery location shall be mutually agreed upon between the contractor and the purchasing agencies or political subdivisions and the delivery charges are to be listed as a separate line item on the invoice.

# 3.17 Vehicle Titling. Please title the vehicles as listed below:

Department of Administrative Services should be (State of Iowa) only

State of Iowa DOT

State of Iowa ISU

State of Iowa U of I

State of Iowa UNI

**Receiving and Inspection**

Units must be delivered in accordance with the governing specification. All units will be inspected by the State agency after delivery. If the units are rejected because of deficiencies, it shall be the vendor's responsibility to:

1. Pick up the vehicle(s), make the necessary correction(s) and redeliver the vehicles(s) for re-inspection. The vendor must arrange to have the necessary work done or an approved schedule set within 96 hours (exclusive of Saturdays, Sundays and holidays) after receipt of written notification. Otherwise; The State may make the necessary corrections at the vendor's expense.

2. Should serious deficiencies be found, the State of Iowa may require vendor to pick up rejected vehicle(s) and replace it with a non-deficient unit.

3. Acceptance will occur when the vehicle is received by the designated agency in full compliance with the specifications of the order and all documentation including Invoices, Completed MCO's and Application for Title, warranty documentation, and Data Sheets (when applicable) is received by the agency.

4. If poor workmanship and/or minor deviations exist, the State may withhold up to 20% of the contract price until the vendor has made all necessary corrections. Payment will not be processed on units delivered to the State that still require servicing by the vendor. The State may withhold the full amount of the contract price if, in its opinion, the unit contains major deviations from specification.

## Section 4. Payment, and Vendor Performance

# 4.1 Payment Terms

The ordinary processing time for payment is 30-45 days from the later of delivery or invoice; however, in accordance with Iowa Code Section 421.40, the State shall not pay claims for interest on any purchase until the balance remains unpaid sixty (60) days following receipt of the claim or the satisfactory delivery, furnishing, or performance of the services, supplies, materials, or contract, whichever date is later. Interest shall then be paid at the rate not to exceed one (1) percent per month on the unpaid amount. The bidder may indicate payment terms on the bid cover sheet in appropriate space; however, interest must not exceed that permitted by Iowa Code section 421.40

# 4.2 Payment Requirements

The State and users may require separate invoicing, as specified by each ordering organization. The invoices must use the contractor’s letterhead that includes at a minimum the name, address and telephone number of the bidder. The following information shall appear on each invoice:

• State’s Contract Number

• Purchase Order or Delivery Order Number

• Contractor’s FEIN (Federal Employee Identification Number) number

• State/Political Subdivision Billing Code

• Administrative Fee – If applicable

• Ordering Organization -delivery address of the order

• Quantity Issued

• Unit Price

• Options Price

• Extended Price

• Totals for all orders, a total for all credits, and amount due

• Specification Codes

The State may require any other information from the contractor that the State deems necessary to verify any purchase order placed under the contract. The State may require contractors to invoice electronically pursuant to department guidelines. Future guidelines may require that contractor supply electronic invoices in lieu of paper-based invoices. Payment shall be made in accordance with the Iowa Government Code, which governs time limits for payment of invoices. Time limits do not begin until the contractor submits a properly completed invoice. Invoices that must be returned to a contractor due to preparation errors will result in a delay in payment. The customer is responsible for all payments under the Contract. A customer’s failure to pay, or delay in payment, shall not constitute a breach of the contract and shall not relieve the contractor of its obligations to the State or to other customers.

# 4.3 Invoicing Dispute Resolution

Contractor will respond to invoicing disputes within 24 hours of notice and provide a plan for resolution within 24 hours of notice to the State Contract Manager and/or the user of this contract. The contractor will also provide status updates on resolution as requested.

# 4.4 Reporting Requirements

Contractor must maintain up-to-date records of sales by ordering unit (department, agency, board, and commission), product, and time. A report must be provided to the State’s Contract Manager upon request.

# 4.5 State Business Review Meetings

Periodically, the State may request a business review meeting to be held with the contractor. This meeting may address, but not be limited to, the following:

• Contractor performance

• Problem resolution

• Mandatory and custom reports

• Continuous improvement

# 4.6 Problem Resolution

Contractor shall notify the State’s Contract Manager, in writing, of any unresolved dispute or problem that has been outstanding for more than five (5) working days. Likewise, the State’s Contract Manager shall notify the contractor in like manner.

# 4.7 Primary Customer Service Representative

Primary Customer Service Representative Contractor shall designate a primary customer service representative (CSR) for this contract. The Customer Service Representative shall be available for assisting sales, answering questions, and assisting in problem resolution. The State reserves the right to request a substitute CSR if the person assigned is unsatisfactory, as determined by the State.

# 4.8 Purchases by Political Subdivisions

The successful bidder(s) for this proposal shall provide units according to the Terms and Conditions of respective contracts to political subdivisions of the State of Iowa with respective delivery schedules and additional transportation costs as applicable.

All options provided by the manufacturer for a specific model vehicle must be made available to the State of Iowa and political subdivisions upon the issuance of a contract. All unspecified options added to or deduced from a vehicle at the time of order shall be priced at dealer invoice cost. Dealers must provide cost documentation upon demand to verify proper invoicing.

Each Commission or Political Subdivision ordering units on this proposal will issue their respective purchase orders. Invoicing will be as requested by the ordering political subdivision.