**Overview:** Iowa Department of Administrative Services is seeking bids from dealerships to provide vans. The vehicle price will be set by the manufacturer, this bid is to establish a fixed percentage rate, that is inclusive of any administrative and service fees, above the factory invoice for any Government Fleet rate vehicles or off the lot vehicles. This bid will also establish a per mile rate for delivery.

Awarded vendors will be required to provide an itemized factory invoice for each vehicle, for which the percentage service rate will be applied. DAS Fleet will review the factory invoice, only upon approval DAS Fleet will issue a purchase order inclusive of the vehicle and service cost.

This request for bids is for a manufactures entire line of vans.

DAS reserves the right to award multiple vendors.

\*\*\***Pricing Example**, for how the bid lines would be applied.

Dealership bid fixed percentage service rate: 1% (Above Factory Invoice) Dealership bid per mile Delivery Fee: $1.00 per mile

Factory Invoice Price

$30,000.00

+$300.00

Fixed Percentage Service rate of 1%

Delivery Fee $1.00 per mile (50 miles)

+$50.00

Total Sales Price Delivered

$30,350.00

***\*Example Only \* Numbers are NOT Actual \* DAS Fleet will require copy of Factory Invoice\****

**This will be a one-year contract with the option to renew up to five (5) additional one (1) year periods upon mutual agreement between contractor and DAS Fleet.**

**This bid is exempt from state sales tax.**

**Bid Lines**

Notes:

Contractor to provide a cost percentage over factory invoice for desired vehicles. Government Fleet vehicles and off-the-lot vehicles.

*(Response required)*

Quantity: 1 UOM: Percent Unit Price:

**1**

%

Notes:

Contractor to provide cost per mile to delivery to desired DAS location

*(Response required)*

Quantity: 1 UOM: Mile Unit Price:

**2**

$

# Notes