



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
STATEWIDE CONTRACT
USER INSTRUCTIONS
MANDATORY

****Supplement 43****
****(Incorporates Supplements 1 – 43)****

ISSUE AND EFFECTIVE DATE: ****07/10/2026****

CONTRACT NUMBER: 1-22-23-23 C through I

DESCRIPTION: Fleet Vehicles – Vans & SUVs

CONTRACTOR(S): Freeway Toyota (1-22-23-23C)
Winner Chevrolet (1-22-23-23D)
Knight Sacramento CD Inc DBA Elk
Grove Auto Group (1-22-23-23E)
Downtown Ford (1-22-23-23F)
Watsonville Fleet Group (1-22-23-23G)
US Fleet Source (1-22-23-23H)
CA Car Group (1-22-23-23I)

CONTRACT TERM: 05/01/2022 through 04/30/2027

STATE CONTRACT ADMINISTRATOR: Frank Martin

279-946-8035

Frank.Martin@dgs.ca.gov

The contract user instructions, products, and pricing are included herein. All purchase documents issued under this contract incorporate the contract terms and applicable California General Provisions:

[Non-IT General Provisions \(rev 11/19/2021\)](#)

Cal eProcure link: www.caleprocure.ca.gov

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

SUMMARY OF CHANGES

Supplement Number	Description/Articles	Supplement Date
43	➤ <i>Attachment A – Contract Pricing: pricing has been updated.</i>	<i>07/10/2026</i>
42	➤ Attachment A – Contract Pricing: pricing has been updated.	06/08/2026
41	➤ Attachment A – Contract Pricing: pricing and availability have been updated. ➤ Attachment C – PCRC, and Attachment D – Vehicle Specifications: availability has been updated.	05/19/2026
40	➤ Front Page, Article 8, Article 12, Article 22, Article 26: Removal of Contract 1-22-23-23B due to contract expiration. ➤ Attachment A – Contract Pricing, Attachment C – PCRC, and Attachment D – Vehicle Specifications: Removal of Contract 1-22-23-23B due to contract expiration.*	05/01/2026
39	➤ Article 6: Contract Items language has been updated. ➤ Attachment A – Contract Pricing: Language has been added.	03/20/2026
38	➤ Attachment A – Contract Pricing: pricing and availability have been updated. ➤ Articles 8, 12, and 22: Contact information for Downtown Ford has been updated.	02/12/2026
37	➤ Attachment A – Contract Pricing: pricing and availability have been updated. ➤ Attachment D – Vehicle Specifications: vehicle specifications and options have been updated.	9/30/2025
36	➤ Attachment A – Contract Pricing – Supplement 35 has been replaced with Attachment A – Contract Pricing – Supplement 36. ➤ Article 6 – Contract Items language has been updated.	9/03/2025

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

35	➤ Attachment A – Contract Pricing – Supplement 34 has been replaced with Attachment A – Contract Pricing – Supplement 35.	07/25/2025
34	➤ Attachment A – Contract Pricing – Supplement 33 has been replaced with Attachment A – Contract Pricing – Supplement 34.	07/07/2025
33	➤ Attachment A – Contract Pricing – Supplement 32 has been replaced with Attachment A – Contract Pricing – Supplement 33.	07/01/2025
32	➤ Attachment A – Contract Pricing – Supplement 30 has been replaced with Attachment A – Contract Pricing – Supplement 32.	06/06/2025
31	➤ Cover Page: Extension of Contracts C through I. ➤ Article 31: Added language.	04/16/2025
30	➤ Attachment A – Contract Pricing – Supplement 29 has been replaced with Attachment A – Contract Pricing – Supplement 30. ➤ Cover Page and Articles 8 & 26: updated language.	03/18/2025
29	➤ Attachment A – Contract Pricing – Supplement 28 has been replaced with Attachment A – Contract Pricing – Supplement 29. ➤ Contact Information for Elk Grove Auto and Winner Chevrolet has been updated.	02/11/2025
28	➤ Attachment A – Contract Pricing – Supplement 27 has been replaced with Attachment A – Contract Pricing – Supplement 28.	12/12/2024
27	➤ Attachment A – Contract Pricing – Supplement 26 has been replaced with Attachment A – Contract Pricing – Supplement 27.	11/01/2024

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

26	➤ Article 34: updated language. ➤ Attachment A – Contract Pricing – Supplement 24 has been replaced with Attachment A – Contract Pricing – Supplement 26. ➤ Attachment D – Vehicle Specifications Supplement 23: was replaced with Attachment D – Vehicle Specifications Supplement 26.	09/06/2024
25	➤ Added Section 30 – Vetted Forms/Certifications.	7/22/2024
24	➤ Attachment A – Contract Pricing – Supplement 22 has been replaced with Attachment A – Contract Pricing – Supplement 24.	07/05/2024
23	➤ Cover Page: Extension of Contracts 23-23B, 23-23C, 23-23D, 23-23E, 23-23F, 23-23H, and 23-23I. ➤ Articles 8, 12, 22, and 33: updated language. ➤ Attachment D – Vehicle Specifications Supplement 1: was replaced with Attachment D – Vehicle Specifications Supplement 23.	06/11/2024
22	➤ Termination of Contract 1-22-23-23A. ➤ Cover Page and Articles 1, 8, 12, 22, 25, 26, and 33: updated language. ➤ Attachment A – Contract Pricing – Supplement 21: replaced with Attachment A – Contract Pricing – Supplement 22.	04/19/2024
21	➤ Attachment A – Contract Pricing – Supplement 20 has been replaced with Attachment A – Contract Pricing – Supplement 21.	04/05/2024
20	➤ Attachment A – Contract Pricing – Supplement 19 has been replaced with Attachment A – Contract Pricing – Supplement 20.	02/29/2024
19	➤ Attachment A – Contract Pricing – Supplement 18 has been replaced with Attachment A – Contract Pricing – Supplement 19.	01/12/2024

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

18	➤ *Attachment A – Contract Pricing – Supplement 17 has been replaced with Attachment A – Contract Pricing – Supplement 18 due to price correction for previous supplement.	01/04/2024
17	➤ Attachment A – Contract Pricing – Supplement 15 has been replaced with Attachment A – Contract Pricing – Supplement 17.	12/22/2023
16	➤ Lithia Nissan contact information updated. ➤ Downtown Ford contact information updated.	12/12/2023
15	➤ Attachment A – Contract Pricing – Supplement 14 has been replaced with Attachment A – Contract Pricing – Supplement 15	11/17/2023
14	➤ Attachment A – Contract Pricing – Supplement 13 has been replaced with Attachment A – Contract Pricing – Supplement 14	11/15/2023
13	➤ Attachment A – Contract Pricing – Supplement 12 has been replaced with Attachment A – Contract Pricing – Supplement 13	10/31/2023
12	➤ Attachment A – Contract Pricing – Supplement 11 has been replaced with Attachment A – Contract Pricing – Supplement 12	09/21/2023
11	➤ Attachment A – Contract Pricing – Supplement 10 has been replaced with Attachment A – Contract Pricing – Supplement 11	8/31/2023
10	➤ Attachment A – Contract Pricing – Supplement 8 has been replaced with Attachment A – Contract Pricing – Supplement 10.	8/24/2023
9	➤ Update State Contract Administrator information.	08/04/2023

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

8	➤ Attachment A – Contract Pricing – Supplement 7 has been replaced with Attachment A – Contract Pricing – Supplement 8	07/28/2023
7	➤ Attachment A – Contract Pricing – Supplement 6 has been replaced with Attachment A – Contract Pricing – Supplement 7 ➤ Downtown Ford's email address has been updated	06/16/2023
6	➤ Attachment A – Contract Pricing – Supplement 5 has been replaced with Attachment A – Contract Pricing – Supplement 6	01/23/2023
5	➤ Attachment A – Contract Pricing – Supplement 4 has been replaced with Attachment A – Contract Pricing – Supplement 5	12/06/2022
4	➤ Attachment A – Contract Pricing – Supplement 3 has been replaced with Attachment A – Contract Pricing – Supplement 4	11/04/2022
3	➤ Attachment A – Contract Pricing – Supplement 2 has been replaced with Attachment A – Contract Pricing – Supplement 3 ➤ Contact Information for Downtown Ford has been updated	09/19/2022
2	➤ Attachment A – Contract Pricing – Supplement 1 has been replaced with Attachment A – Contract Pricing – Supplement 2	08/16/2022
1	➤ Attachment A – Contract Pricing has been replaced with Attachment A – Contract Pricing – Supplement 1 ➤ Attachment D – Vehicle Specifications has been added ➤ Article 25 – Payments, language has been modified	05/26/2022
N/A	Original Contract Posted	05/01/2022

All other terms and conditions remain the same.

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

TABLE OF CONTENTS

1.	SCOPE	9
2.	CONTRACT USAGE/RULES	9
3.	DGS ADMINISTRATIVE FEES.....	10
4.	SB/DVBE OFF-RAMP PROVISION.....	10
5.	PROBLEM RESOLUTION/SUPPLIER PERFORMANCE	10
6.	CONTRACT ITEMS.....	11
7.	SPECIFICATIONS.....	13
8.	CUSTOMER SERVICE	13
9.	PRODUCT SUBSTITUTIONS	14
10.	PURCHASE EXECUTION.....	14
11.	MINIMUM ORDER.....	15
12.	ORDERING PROCEDURE	15
13.	ORDER ACCEPTANCE	16
14.	ORDER ACKNOWLEDMENT.....	17
15.	DELAYED PRODUCTION REMEDY.....	17
16.	DISCONTINUED VEHICLE REMEDY	17
17.	DELIVERY PROCEDURES.....	17
18.	INSPECTION AND ACCEPTANCE.....	18
19.	EMERGENCY/EXPEDITED ORDERS	19
20.	FREE ON BOARD (F.O.B.) DESTINATION	19
21.	SHIPPED ORDERS.....	19
22.	CONTRACT ADMINISTRATION	20
23.	RESTOCKING FEES.....	21
24.	INVOICING.....	21
25.	PAYMENT	22
26.	CALIFORNIA SELLER’S PERMIT	23
27.	WARRANTY	23
28.	REPAIR PARTS	24
29.	MAINTENANCE PLAN	24
30.	VETTED FORMS/CERTIFICATIONS.....	25
31.	GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) PROCUREMENT PROCEDURES	25
32.	RECYCLED CONTENT	25

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

33. SB/DVBE PARTICIPATION..... 25

34. STATE AND LOCAL GOVERNMENT EMPLOYEE PRICING..... 26

35. ATTACHMENTS..... 26

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

1. SCOPE

The State's contracts provide Fleet Vehicles - Vans & SUVs at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-22-23-23 C – I. The contractors shall supply the entire portfolio of products as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of Fleet Vehicles - Vans & SUVs to the State.

The contract term is for three (3) years with an option to extend the contract for two (2) additional one (1) year periods or portion thereof. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the contractor and the State. If a mutual agreement cannot be met the contract may be terminated at the end of the current contract term.

2. CONTRACT USAGE/RULES

A. State Departments

- The use of this contract is mandatory for State of California departments. State Departments may purchase any vehicle that is awarded to each line item. This contract does not include ranking.
- State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2 and SCM-F as applicable.
- Prior to placing orders against this contract, State departments must have been granted non-IT purchasing authority by the Department of General Services, Procurement Division (DGS-PD) for the use of this statewide contract. State departments that have not been granted purchasing authority by DGS-PD for the use of the State's statewide contracts may contact DGS-PD's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.
- Departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

B. Local Governmental Agencies

- Local governmental agency use of this contract is optional.
- Local government agencies are defined as "any city, county, city and county, district or other governmental body or corporation", per Public Contract Code Chapter 2, Section 10298 (b), empowered to expend public funds for the acquisition of products; this includes the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges. While the State makes this contract available to local governmental agencies, each local

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

governmental agency should determine whether this contract is consistent with its procurement policies and regulations.

- Local governmental agencies shall have the same rights and privileges as the State under the terms of this contract. Any agencies desiring to participate shall be required to adhere to the same responsibilities as do State agencies and have no authority to amend, modify or change any condition of the contract.
 - A DGS issued billing code is not required for local governmental agencies to place orders against this contract.
- C. Unless otherwise specified within this document, the term “ordering agencies” will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and/or usage instructions exclusive to State departments or local governmental agencies shall be identified within each article.

3. DGS ADMINISTRATIVE FEES

A. State Departments

The DGS will bill each State department an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the [Price Book & Directory of Services](https://www.dgs.ca.gov/OFS/Price-Book) (<https://www.dgs.ca.gov/OFS/Price-Book>) (go to Price Book Download and click on Purchasing under Procurement Division).

B. Local Governmental Agencies

For all local government agency transactions issued against the contract, the Contractor is required to remit the DGS-PD an Incentive Fee of an amount equal to 1.25% of the total purchase order amount excluding taxes and freight. This Incentive Fee shall not be included in the agency's purchase price, nor invoiced or charged to the purchasing entity. All prices quoted to local governmental agency customers shall reflect State contract pricing, including any and all applicable discounts, and shall include no other add-on fees.

4. SB/DVBE OFF-RAMP PROVISION

There is no SB/DVBE off ramp associated with this contract.

5. PROBLEM RESOLUTION/SUPPLIER PERFORMANCE

Ordering agencies and/or Contractor shall inform the State Contract Administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc. The ordering agency should include all relevant information and/or documentation (e.g., purchase documents).

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

6. CONTRACT ITEMS

Contract vehicles and pricing are listed on Attachment A, Contract Pricing. All prices listed shall be fixed as the maximum cost for the contract period unless a price increase is granted.

Each line item description on Attachment A, Contract Pricing, provides a description of the minimum requirements that each vehicle in that line item has met or exceeded.

A Maintenance Plan is offered on all light duty vehicles less than 8500 lbs Gross Vehicle Weight Rating (GVWR). Maintenance Plan pricing is listed on Attachment A, Contract Pricing. The purchase of the Maintenance Plan is optional. See Article 29, Maintenance Plan for more detailed information.

California Air Resources Board (CARB)-Aligned and Drive Forward Leaders

State departments are required to purchase designated vehicle categories from Original Equipment Manufacturers (OEM) that have certified clean vehicles and are investing in zero-emission vehicles (ZEV). In alignment with Executive Order N-27-25, CARB has announced its Drive Forward Leaders initiative. This represents a transition from the CARB-aligned Original Equipment Manufacturers (OEMs) to the new Drive Forward Leaders program.

For more information, please visit the DGS, Office of Fleet and Asset Management (OFAM) webpage at: [Vehicle Manufacturer Purchasing Restrictions](#). State ordering agencies are encouraged to contact OFAM for guidance. CARB-aligned and Drive Forward Leader vehicles are identified on Attachment A, Contract Pricing.

Price Increases

Price increases may be requested with each model year change and will be posted on a quarterly basis.

Quarterly Increases shall be processed on the following calendar days:

- July 1st
- October 1st
- January 1st
- April 1st

Contractors are requested to price protect the contracted price for the duration between the price increase request and the time the increase is processed. If the Contractor is unable to honor the price protection, the Contractor's vehicle(s) will be unavailable for ordering until the price increases have been evaluated and approved.

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

Multiple Award

Some line items may have multiple vehicles awarded with different make and models available. State Departments may choose any vehicle identified in the subject line item. There is no vehicle ranking associated with this contract.

Sales Tax

The sales tax rate applied should be based on the rate of the "Bill To" address listed on the Purchase Order.

Options

All factory options shall be available and priced at Contractor cost plus up to 10% for an addition or Contractor cost minus up to 10% for a deletion in accordance with the manufacturer's current model year price list. Types of equipment changes which might be made include, but are not limited, to the following:

- Add trailer tow package
- Add Bluetooth
- Add parking sensors
- Delete pick up box (bed)

In no case shall options be included or deleted in such a manner as to cause the vehicle to conflict with any other line item on any other vehicle contract.

The Contractor shall provide ordering agencies a copy of the current model year factory price sheet with requested options, within ten calendar days of request.

Third-party upfitting (e.g utility body) may be requested by ordering agencies, however, this service is non-mandatory. When applicable, third-party upfits shall be subject to the same pricing provisions as factory options.

Note: Vehicles with added or deleted options MUST continue to meet the appropriate minimum specification.

Tire Fee

Purchase orders MUST include the State mandated \$1.75 per tire fee.

Document Processing Charge

In accordance with the California Vehicle Code Section 4456.5, a Contractor may charge the ordering agency a document processing charge for the preparation and processing of documents, disclosures, titling, registration, and information security obligations imposed by state and federal law. The document processing charge shall not exceed \$85 per vehicle purchased.

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

A Contractor may charge the ordering agency an electronic filing fee, which does not exceed the actual amount the Contractor is charged by a first-line service provider. The electronic filing fee shall not exceed \$30 per vehicle purchased.

7. SPECIFICATIONS

All products must conform to the attached State of California Bid Specification Number 2310-4181 dated 08/16/2021 (Attachment B).

Vehicle color shall be a solar reflective color (white, silver metallic, or gold metallic) per SAM Section 3620.1 (exceptions are listed in the same manual section).

8. CUSTOMER SERVICE

The Contractor shall provide office and personnel resources for responding to inquiries, including telephone and email coverage weekdays during the hours of 8:00 a.m. - 5:00 p.m., PT.

The customer service unit shall be staffed with individuals that:

- Are trained in the requirements of this contract
- Have the authority to take administrative action to correct problems that may occur

The Contractor's customer service unit shall respond to all customer inquiries within two (2) business days of initial contact.

Dealer	Contract #	Contact	Phone	Email
Freeway Toyota of Hanford	1-22-23-23C	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Winner Chevrolet	1-22-23-23D	Jerry Powers	(916) 426-5752	jpowers@knightelkgrove.com
Elk Grove Auto Group	1-22-23-23E	Jerry Powers	(916) 426-5752	jpowers@knightelkgrove.com
Downtown Ford Sales	1-22-23-23F	Kayla Dean	(916) 252-6128	kayladean@fordsacramento.com
Watsonville Fleet Group	1-22-23-23G	Yesenia Covarrubias	(626) 457-5590	yesenia@watsonvillefleetgroup.com
US Fleet Source	1-22-23-23H	Lisa Molino	(626) 344-4285	Info@usfleetsource.com

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

Dealer	Contract #	Contact	Phone	Email
CA Car Group	1-22-23-23I	Richard M. Slade	(925) 560- 4465	RichardMS@cacargroup.com

Note: Ordering agencies are encouraged to have one point of contact for inquiries, quotes, and orders whenever possible. Multiple calls and emails from various requestors for the same information can slow customer service response times.

9. PRODUCT SUBSTITUTIONS

Under no circumstance is the Contractor permitted to make substitutions with non-contract/unauthorized vehicles without approval of the DGS Contract Administrator (CA).

10. PURCHASE EXECUTION

A. State Departments

1) Std. 65 Purchase Documents

State departments not transacting in FISCAL must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available at the Office of State Publishing web site:
<https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx> (select Standard Forms).

All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

- Agency Order Number (Purchase Order Number)
- Ordering Agency Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (Contract Number)
- Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Line Item number
- Quantity
- Unit of Measure
- Commodity Code Number
- Product Description
- Unit Price
- Extension Price
- Office of Fleet and Asset Management (OFAM) Approval Stamp (State departments only)

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

2) FI\$CAL Purchase Documents

State departments transacting in FI\$CAL will follow the FI\$CAL procurement and contracting procedures.

3) Blanket Orders

The use of blanket orders against this statewide contract is not allowed.

B. Local Governmental Agencies

Local governmental agencies may use their own purchase document for purchase execution. The purchase documents must include the same data elements as listed above (Exception: Purchasing Authority Number is used by State departments only).

11. MINIMUM ORDER

The minimum order shall be one (1) vehicle.

12. ORDERING PROCEDURE

A. Ordering Methods:

Ordering agencies are to submit appropriate purchase documents directly to the contractor(s) via one of the following ordering methods:

- U.S. Mail
- Facsimile
- Email

The contractor's Order Placement Information is as follows:

ORDER PLACEMENT INFORMATION			
Contract # 1-22-23- 23C	U.S. Mail: Freeway Toyota 1835 Glendale Avenue Hanford, CA 93230 Attn: Pat Ireland	Facsimile: (559) 961- 4601	Email: patireland1962@yahoo.com
Contract # 1-22-23- 23D	U.S. Mail: Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Jerry Powers	Facsimile: (916) 421- 0149	Email: jpowers@knightelkgrove.com

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

Contract # 1-22-23- 23E	U.S. Mail: Elk Grove Auto Group 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Jerry Powers	Facsimile: (916) 421- 0149	Email: jpowers@knightelkgrove.com
Contract # 1-22-23- 23F	U.S. Mail: Downtown Ford Sales 525 N 16 th St Sacramento, CA 95811 Attn: Kayla Dean	Facsimile: N/A	Email: kayladean@fordsacramento.com
Contract # 1-22-23- 23G	U.S. Mail: Watsonville Fleet Group 1601 W. Main Street Alhambra, CA 91801 Attn: Yesenia Covarrubias	Facsimile: (626) 457- 5593	Email: yesenia@watsonvillefleetgroup.com
Contract # 1-22-23- 23H	U.S. Mail: US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724	Facsimile: (626) 228- 3077	Email: info@usfleetsource.com
Contract # 1-22-23-23I	U.S. Mail: CA Car Group 4200 John Monego Ct Dublin, CA 94568 Attn: Richard M. Slade	Facsimile: N/A	Email: RichardMS@cacargroup.com

When using any of the ordering methods specified above, all State departments must conform to proper State procedures.

13. ORDER ACCEPTANCE

The Contractor shall accept orders from any State department or local governmental agency. The Contractor shall not accept purchase documents for this contract that:

- Are incomplete;
- Are submitted without OFAM approval stamp
- Contain non-contract items; or
- Contain non-contract terms and conditions.

The Contractor must not refuse to accept orders from any State department or local governmental agency for any other reason without written authorization from the CA.

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

14. ORDER ACKNOWLEDGMENT

The Contractor will provide the ordering agencies with an order receipt acknowledgment via e-mail/facsimile within ten (10) calendar days after receipt of an order. The acknowledgement will include:

- Ordering Agency Name
- Agency Order Number (Purchase Order Number)
- Description of Goods
- Vehicle Model Year
- Total Cost
- Date order is placed with manufacturer
- Anticipated Delivery Date
- Delayed Production Notification (if applicable)
- Discontinued Vehicle Notification (if applicable)

Contractor shall notify the ordering agency of any delays in production or delays in orders being accepted by the manufacturer for any period of time. Contractor shall provide estimated production start date and delivery date.

15. DELAYED PRODUCTION REMEDY

Upon receipt of order acknowledgment identifying a delay in production or orders not being accepted by the manufacturer, the ordering agencies shall have the following options:

- Request back order; or
- Cancel the item from the order with no penalty

16. DISCONTINUED VEHICLE REMEDY

Upon receipt of order acknowledgment identifying discontinued items, the ordering agencies shall have the following options:

- Amend purchase document to reflect DGS approved replacement vehicle; or
- Cancel the item from the order

Under no circumstance is the Contractor permitted to make substitutions with non-contract/unauthorized vehicles without approval of the DGS CA.

17. DELIVERY PROCEDURES

Pre-Delivery Checklist

Prior to delivery, each vehicle shall be completely inspected, serviced, and detailed by the delivering Contractor and/or the manufacturer's pre-delivery service center. A copy of the

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

pre-delivery checklist shall be completed for each vehicle, signed by a representative of the organization performing the inspection/service, and delivered with the vehicle.

Delivery:

Delivery shall be within one hundred and fifty (150) days after receipt of order unless there is a delay in production/order acceptance from the manufacturer when changing from one model year to the next. Contractor shall notify the ordering agency of such delay per Article 14, Order Acknowledgement.

Orders requiring customized work by a 3rd party supplier may exceed the delivery period requirement. Contractor shall notify ordering agency of extended delivery period per Article 14, Order Acknowledgement.

Caravan or drive-away method of delivery from the factory to a Contractor is not acceptable unless agreed upon by the ordering agency.

Drop ship deliveries shall not be made without prior State inspection. All vehicles shall be delivered with no less than five (5) gallons of fuel in the tank.

Unless pre-arranged between the Contractor and the ordering agency, vehicles delivered with more than 50 miles on the odometer may be charged fifty (50) cents per mile in excess of 50 miles. This charge may be reflected on the invoice as a deduction from the order price. Vehicles with more than five hundred (500) miles on the odometer may not be accepted.

**Cab and Chassis trucks may require driving from an out-of-state factory and may exceed the five hundred (500) mile or less expectation. The Contractor shall notify the ordering Department at the time of purchase order execution.

When feasible, Contractor is requested to make deliveries in metropolitan areas during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM PST.

Documents

The following documents shall be delivered to the receiving agency with the vehicle:

- Completed and signed pre-delivery service checklist, including the order number and Vehicle Identification Number (VIN)
- "Line Set Tickets" or "Window (Monroney) Sticker" showing all options installed
- One (1) copy of the warranty, including applicable certificates, cards, etc.
- One (1) copy of the owner's manual.

18. INSPECTION AND ACCEPTANCE

Vehicles ordered for State use will be inspected by a State inspector at the Contractor's place of business or as otherwise agreed to by the Contractor and ordering agency.

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

Inspection will commence within five (5) working days of notification that a vehicle is ready for inspection. Inspection will include:

- Specification Compliance
- Workmanship
- Appearance
- Proper Operation of all Equipment and Systems
- Presence of all Applicable Documents

In the event deficiencies are detected, the vehicle will be rejected and the Contractor will be required to make the necessary repairs, adjustments or replacements. Payment and/or the commencement of a discount period (if applicable) will not begin until the defects are corrected and the vehicle is re-inspected and accepted.

Completion of inspection or acceptance by the State inspector shall in no way release the Contractor from satisfying the requirements of the contract, specifications, and warranty. Deviations from the specified requirements that are detected by the inspection shall be corrected by the Contractor in an expeditious manner at no expense to the ordering agency.

Inspection by local agencies will be at the Contractor's place of business or as otherwise agreed to by the Contractor and local agency.

19. EMERGENCY/EXPEDITED ORDERS

Not Applicable.

20. FREE ON BOARD (F.O.B.) DESTINATION

Contractors shall deliver vehicles to State or local agencies located in Sacramento County at no additional cost for delivery. If the Purchase Order indicates delivery outside Sacramento County, the Contractor and agency may negotiate delivery costs. If delivery is subject to an additional delivery charge, it shall be shown as a separate item on the purchase order and invoice.

State departments requesting delivery outside of Sacramento County must contact the Transportation Management Unit for freight rate comparisons to confirm appropriate pricing if the Contractor is delivering the vehicle.

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 agency, except the responsibility for latent defects, fraud, and the warranty obligations.

21. SHIPPED ORDERS

All shipments shall be in accordance with the General Provisions, Article 12 entitled "Packing and Shipment".

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

22. CONTRACT ADMINISTRATION

The State and the Contractors have assigned Contract Administrators as the single points of contact for problem resolution and related contract issues.

State Contact Information	DGS/PD Contract Administrator
Contact Name:	Frank Martin
Telephone:	(279) 946-8035
Facsimile:	NA
Email:	Frank.Martin@dgs.ca.gov
Address:	DGS/Procurement Division Attn: Frank Martin 707 Third Street, 2 nd Floor, MS 201 West Sacramento, CA 95605

Dealer Contact Information	Freeway Toyota of Hanford Contract # 1-18-23-23C
Contact Name:	Pat Ireland
Telephone:	(559) 707-5735
Facsimile:	(559) 961-4601
Email:	patireland1962@yahoo.com
Address:	Freeway Toyota 1835 Glendale Avenue Hanford, CA 93230

Dealer Contact Information	Winner Chevrolet Contract # 1-18-23-23D	Elk Grove Auto Group Contract # 1-22-23-23E
Contact Name:	Jerry Powers	Jerry Powers
Telephone:	(916) 426-5752	(916) 426-5752
Facsimile:	(916) 421-0149	(916) 421-0149
Email:	jpowers@knightelkgrove.com	jpowers@knightelkgrove.com
Address:	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757	Elk Grove Auto Group 8575 Laguna Grove Dr Elk Grove, CA 95757

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

Dealer Contact Information	Downtown Ford Sales Contract # 1-22-23-23F	Watsonville Fleet Group Contract # 1-22-23-23G
Contact Name:	Kayla Dean	Yesenia Covarrubias
Telephone:	(916) 252-6128	(626) 457-5590
Facsimile:	N/A	(626) 457-5593
Email:	kayladean@fordsacramento.com	yesenia@watsonvillefleetgroup.com
Address:	Downtown Ford Sales 525 N 16 th St Sacramento, CA 95811	Watsonville Fleet Group 1601 W. Main Street Alhambra, CA 91801

Dealer Contact Information	US Fleet Source Contract # 1-22-23-23H	CA Car Group Contract # 1-22-23-23I
Contact Name:	Lisa Molino	Richard M. Slade
Telephone:	(626) 344-4285	(925) 560-4465
Facsimile:	(626) 416-3064	N/A
Email:	info@usfleetsource.com	RichardMS@cacargroup.com
Address:	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724	CA Car Group 4200 John Monego Ct Dublin, CA 94568

23. RESTOCKING FEES

The Contractor may impose a restocking fee to the ordering agency on orders cancelled after the order has been placed with the manufacturer: The Contractor shall notify the ordering agency of the order placement per Article 14, Order Acknowledgment.

Re-stocking fees can be no greater than ten percent (10%) of the value of the vehicle being restocked.

24. INVOICING

Ordering agencies may require separate invoicing, as specified by each ordering organization. Invoices will contain the following information:

- Contractor's name, address and telephone number
- Leveraged Procurement Number (Contract Number)
- Agency Order Number (Purchase Order Number)
- Item and commodity code number
- Quantity purchased

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

- Contract price and extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

25. PAYMENT

A. Terms

Payment terms for contracts 1-22-23-23 C – G include a \$500 per vehicle discount for payment made within twenty (20) days. Contracts 1-22-23-23 H & I offer no discount. The cash discount time is defined by the State as beginning only after the vehicle has been inspected, delivered, and accepted by the receiving agency, or from the date a correct invoice is received in the office specified on the Purchase Order, whichever is later.

Payment is deemed to be made, for the purpose of earning the discount, one (1) working day after the date on the State warrant or check. Typically, acceptance will be accomplished within twenty (20) business hours after a vehicle is delivered.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

B. CAL-Card Use

Use of the CAL-Card for payment of invoices is not allowed under this statewide contract.

C. Payee Data Record

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments may contact the Contractor for copies of the Payee Data Record.

D. State Financial Marketplace

The State reserves the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS \$Mart and/or Lease \$Mart). If payment is via the financial marketplace, the Contractor will invoice the State and the State will approve the invoice and the selected Lender/Lessor for all product listed on the State's procurement document will pay the Contractor on behalf of the State.

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

26. CALIFORNIA SELLER'S PERMIT

The California seller permit number for the Contractor is listed below. State departments can verify that permits are currently valid at the following website: www.cdtfa.ca.gov. State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3 and SCM-F.

Contractor Name	Seller Permit #
Freeway Toyota	102-659756
Winner Chevrolet	100-208309
Knight Sacramento CD Inc DBA Elk Grove Auto Group	253121056
Downtown Ford Sales	28600344
Watsonville Fleet Group	245364864 101-135239
US Fleet Source	103-097044
CA Car Group	100-214737

27. WARRANTY

The manufacturer's standard new vehicle warranty shall apply to all vehicles purchased from these contracts. All warranties shall be factory authorized. The warranty shall be honored by all franchised dealers of the vehicle within the State of California. The Warranty term for the vehicles offered under these contracts shall meet the following (as applicable):

- Bumper to bumper warranty shall cover not less than 3 years/36,000 miles, no charge for parts and labor.
- Power train warranty for light duty vehicles weighing 8500 lbs. GVWR or less shall cover not less than 5 years/100,000 miles, no charge for parts and labor.
- Power train warranty for vehicles over 8500 lbs. GVWR shall cover not less than 5 years/60,000 miles, no charge for parts and labor.

The State's established preventative maintenance procedures and practices shall be acceptable to the manufacturer/contractor in lieu of the manufacturer's prescribed procedures which may form a part of the warranty.

All emission-related components shall be warranted in compliance with California Air Resources Board and Federal requirements. Contractor cannot offer independent insurance or statements indicating self insurance. 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.

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

Normal wear items such as tires, belts, hoses, headlamps, light bulbs, brake linings, brake discs/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 State reserves the right to use re-refined lubrication oils, where available, in lieu of virgin equivalent oils. The re-refined oils used by the State will meet all API and SAE standards and specifications as set forth by the vehicle manufacturer. The use of said oils shall in no way void or degrade the original manufacturer's standard warranty.

The State reserves the right to use recycled content antifreeze/coolant, where available, in lieu of virgin equivalent antifreeze/coolant when servicing its vehicles. The recycled content antifreeze/coolant used by the State will meet all ATSM standards and specifications as set forth by the vehicle manufacturer.

28. REPAIR PARTS

The manufacture of the awarded vehicle(s) should maintain an adequate stock of all regular and special parts to meet the continuing service and repair parts needs of the State without undue delay.

A special system shall be set up for expediting the procurement of back-order items needed to repair an inoperative vehicle including a system to air freight parts at factory expense when parts are not in stock in California parts depots. Parts must be available within three (3) working days after telephone notification.

Vehicles with new technology emerging into the industry (e.g., fuel cell vehicles) may require more than (3) working days for the availability of certain parts. Contractor must notify the State Contract Administrator and ordering agency when this occurs and provide the estimated date of availability.

29. MAINTENANCE PLAN

A maintenance plan is available for light duty vehicles under 8500 lbs. GVWR. The purchase of a maintenance plan is optional. The maintenance plan covers all regularly scheduled service for a minimum of five (5) years/75,000 miles. The maintenance shall include at a minimum all manufacturer recommended services such as, but not limited to:

- Oil changes;
- Filter changes;
- Fluid changes;
- Lubrications;
- Tire rotations;
- Equipment and safety inspections

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

The Maintenance Plan is not required to cover wear items such as brake pads/shoes, wiper blades, etc.

Purchase of the Maintenance Plan is non-mandatory for State departments.

The Maintenance Plan is not applicable to vehicles over 8,500 lbs. GVWR.

30. VETTED FORMS/CERTIFICATIONS

The DGS-PD, as the awarding department, has assessed the Contractor and subcontractor forms, certifications, and compliance to performing a commercially useful function (CUF) during the solicitation evaluation process. Consequently, when executing purchase documents pursuant to this contract, it is not necessary for State departments operating under statewide contract purchasing authority to conduct a CUF evaluation or request the completion of the following required certifications and forms:

- GenAI Disclosure & Factsheet (STD 1000)
- Bidder Declaration Form (GSPD 05-105)
- DVBE Declaration Form (DGS-PD 843)
- Darfur Contracting Act Form
- California Civil Rights Certification Form
- Iran Contracting Act Certification
- Russian Sanctions Agreement
- Federal Debarment

State departments should make a notation of this within their procurement file.

31. GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) PROCUREMENT PROCEDURES

GenAI contract provisions (rev. 2/20/2025) have been incorporated into the contract. Contractor does not intend to utilize GenAI as a deliverable. If GenAI is disclosed by the Contractor, state departments must follow the required GenAI purchase procedures outlined in SCM Vol.2, Chapter 23, Generative Artificial Intelligence.

32. RECYCLED CONTENT

State departments are required to report purchases in many product categories. The Postconsumer-Content Certification Form (CIWMB 74) for the Contractor(s) is attached (Attachment C).

33. SB/DVBE PARTICIPATION

There is no Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) participation for this contract.

Contract (Mandatory) 1-22-23-23 C-I
Contract User Instructions, ***Supplement 43***

34. STATE AND LOCAL GOVERNMENT EMPLOYEE PRICING

In the interest of expanding the California marketplace for Zero Emission Vehicles (ZEV), some Contractors have offered a discount to any interested State of California or local government employee when purchasing a ZEV for personal use. A list of participating Dealers and vehicles can be found at: <https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-of-California-Green-Fleet-Employee-Pricing-Program>

35. ATTACHMENTS

Attachment A – Contract Pricing, ***Supplement 43***
Attachment B – Specification 2310-4181, revised 08/16/2021
Attachment C – Postconsumer Content Certification Workbook
Attachment D – Vehicle Specifications, Supplement 41