

CONTRACT ROUTING SHEET

Date Prepared: 12/18/2018

Need Date: 01/04/2019

PROCESSING DEPARTMENT:

Department: Purchasing
Dept. Contact: Rick Blake
Phone #: (530)621-5873
Department
Head Signature: *Michelle Williams*

CONTRACTOR:

Name: State of California
Address: 707 Third St. 2nd Floor, MS 201
Sacramento, CA 95605
Phone: 916-441-9626
Fax: 916-375-4613

CONTRACTING DEPARTMENT: CAO – P&C

Service Requested: Approve State of California Contract #1-18-23-10 A - H for the purchase of Fleet Vehicle Cars following BOS approval

Contract Term: 05/01/2018 – 04/03/2020 Contract Value: \$ Varies \$23K
Compliance with Human Resources requirements? Yes: N/A No:
Compliance verified by: _____

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Disapproved: _____ Date: 1/14/19 By: *SSA*
Approved: _____ Disapproved: _____ Date: _____ By: _____

1/3/19 Called Rick re: missing contract. *SS*

1/14/19 Reviewed agreement & supplement. Note: on p.13, Section 25(A) references a \$500 discount for "A-H contracts (if paid w/in 70 days), but next sentence conflicts for "F". So it's a conflicting term. This is just to be noted, since the County can't change the state's language.

DORADO COUNTY COUNSEL
2018 DEC 19 PM 3:33

RETURN TO CAO – PROCUREMENT & CONTRACTS

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____



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

State of California

CONTRACT USER INSTRUCTIONS

**** MANDATORY****

ISSUE AND EFFECTIVE DATE: 5/1/2018	
CONTRACT NUMBER:	1-18-23-10 A through H
DESCRIPTION:	Fleet Vehicles – Cars
CONTRACTOR(S):	Downtown Ford Sales (1-18-23-10A) Elk Grove Auto Group (1-18-23-10B) Freeway Toyota (1-18-23-10C) Winner Chevrolet (1-18-23-10D) Wondries Fleet Group (1-18-23-10E) US Fleet Source (1-18-23-10F) Selma Nissan (1-18-23-10G) Toyota Sunnyvale (1-18-23-10H)
CONTRACT TERM:	5/1/2018 through 4/30/2020
STATE CONTRACT ADMINISTRATOR:	Vanessa Vaughn (916) 375-4451 Vanessa.vaughn@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.

Cal eProcure link: www.caleprocure.ca.gov

<Original Signature on File>

Vanessa Vaughn, Contract Administrator

Date: 5/1/2018

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions

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 located at:

<http://www.dgs.ca.gov/ofs/home.aspx> (Go to Price Book 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% 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 contractors 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.

For contractor performance issues, ordering agencies must submit a completed Supplier Performance Report via email or facsimile to the State Contract Administrator identified in Article 22 (Contract Administration). The ordering agency should include all relevant information and/or documentation (i.e. Purchase documents).

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

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. Attachment D, Vehicle Information Questionnaires, provides detailed information for each vehicle on contract by dealer. Refer to the Vehicle Information Questionnaire for the dealer that is listed in the line item you are inquiring about.

A Maintenance Plan is offered on all light duty vehicles less than 8500 lbs 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.

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions

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; and
- Are designated for training and general customer service follow-up.

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
Downtown Ford Sales	1-18-23-10A	Sandra Scott	(916) 442-6931	Sandra.scott@dtffords.com
Elk Grove Auto Group	1-18-23-10B	Bill Kemery Jerry Powers Dwane Galatti	(916) 429-4700 (916) 426-5752 (916) 429-4702	billk@lasherauto.com jpowers@lasherauto.com dwanefleet@hotmail.com
Freeway Toyota	1-18-23-10C	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Winner Chevrolet	1-18-23-10D	Bill Kemery Jerry Powers Dwane Galatti	(916) 429-4700 (916) 426-5752 (916) 429-4702	billk@lasherauto.com jpowers@lasherauto.com dwanefleet@hotmail.com
Wondries Fleet Group	1-18-23-10E	Yesenia Covarrubias Clarke Cooper	(626) 457-5590	yesenia@wondries.com clarkecooper@wondries.com
US Fleet Source	1-18-23-10F	Roy Durham	(858) 525-5327	Roy@usfleetsource.com
Selma Nissan/Honda	1-18-23-10G	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Toyota Sunnyvale	1-18-23-10H	Stan Wolowski	(408) 306-1960	stanwolowski@toyotasunnyvale.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 CA.

10. PURCHASE EXECUTION

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions

The contractor's Order Placement Information is as follows:

ORDER PLACEMENT INFORMATION			
Contract #	U.S. Mail	Facsimile	Email
1-18-23-10A	Downtown Ford Sales 525 N. 16 th Street Sacramento, CA 95811 Attn: Sandra Scott	(916) 491-3138	Sandra.scott@dfords.com
1-18-23-10B	Elk Grove Auto Group 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Bill Kemery	(916) 421-0149	billk@lasherauto.com
1-18-23-10C	Freeway Toyota 1835 Glendale Ave. Hanford, CA 93230 Attn: Pat Ireland	(559) 961-4601	patireland1962@yahoo.com
1-18-23-10D	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Bill Kemery / Jerry Powers (Chevrolet Bolt only)	(916) 421-0149	billk@lasherauto.com jpowers@lasherauto.com
1-18-23-10E	Wondries Fleet Group 1247 W. Main Street Alhambra, CA 91801 Attn: Yesenia Covarrubias	(626) 457-5593	yesenia@wondries.com clarkecooper@wondries.com
1-18-23-10F	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724	(858) 525-5327	roy@usfleetsource.com
1-18-23-10G	Selma Nissan 2525 Highland Ave. Selma, CA 93662 Attn: Pat Ireland	(559) 961-4601	patireland1962@yahoo.com
1-18-23-10H	Toyota Sunnyvale 898 W. El Camino Real Sunnyvale, CA 94087 Attn: Stan Wolowski	(408) 774-3501	stanwolowski@toyotasunnyvale.com

Note: 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

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions

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 dealer 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 dealer 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.

Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM.

In accordance with paragraph 15 of the General Provisions entitled "Delivery", the Contractor shall strictly adhere to the delivery terms and completion schedule as specified in this bid. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default".

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 dealer's place of business. 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 delivering dealer 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.

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions

Facsimile:	(916) 491-3138	(916) 421-0149
Email:	Sandra@downtownfordsales.com	billk@lasherauto.com
Address:	Downtown Ford Sales 525 N. 16 th Street Sacramento, CA 95811	Elk Grove Auto Grove 8575 Laguna Grove Drive Elk Grove, CA 95757
Dealer Contact Information	Freeway Toyota Contract # 1-18-23-10C	Winner Chevrolet Contract # 1-18-23-10D
Contact Name:	Pat Ireland	Bill Kemery / Jerry Powers (Chevrolet Bolt only)
Telephone:	(559) 707-5735	(916) 429-4700 / (916) 426-5752
Facsimile:	(559) 961-4601	(916) 421-0149
Email:	patireland1962@yahoo.com	billk@lasherauto.com jpowers@lasherauto.com
Address:	Freeway Toyota 1900 Glendale Avenue Hanford, CA 93230	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757
Dealer Contact Information	Wondries Fleet Group Contract # 1-18-23-10E	US Fleet Source Contract # 1-18-23-10F
Contact Name:	Clarke Cooper	Roy Durham
Telephone:	(626) 457-5590	(858) 525-5327
Facsimile:	(626) 457-5593	(626) 416-3064
Email:	clarkcooper@wondries.com	roy@usfleetsource.com
Address:	Wondries Fleet Group 1247 W. Main Street Alhambra, CA 91801	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724
Dealer Contact Information	Selma Nissan/Honda Contract # 1-18-23-10G	Toyota Sunnyvale Contract # 1-18-23-10H
Contact Name:	Pat Ireland	Stan Wolowski
Telephone:	(559) 707-5735	(408) 306-1960
Facsimile:	(559) 961-4601	(408) 774-3501
Email:	patireland1962@yahoo.com	stanwolowski@toyotasunnyvale.com
Address:	Selma Nissan/Honda 2525 Highland Ave. Selma, CA 93662	Toyota Sunnyvale 898 W. El Camino Real Sunnyvale, CA 94087

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)

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions

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.boe.ca.gov. State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3, as applicable.

Contractor Name	Seller Permit #
Downtown Ford Sales	28-600344
Elk Grove Auto Group	100-197237
Freeway Toyota	102-659756
Winner Chevrolet	100-208309
Wondries Fleet Group	Ford: 98-037902 Kia: 102-238650 Honda: 17-691534
US Fleet Source	103-0937044
Selma Nissan/Honda	22-844821
Toyota Sunnyvale	26-117132

27. WARRANTY

The manufacturer's standard new vehicle warranty shall apply to all vehicles procured against the resulting contract.

All warranties shall be factory authorized. 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.

The warranty shall be honored by all franchised dealers of the vehicle within the State of California. The State's established preventative maintenance procedures and practices shall be acceptable to the manufacturer/dealer 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. Proposals 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 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.

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions

33. ATTACHMENTS

- Attachment A – Contract Pricing
- Attachment B – Specification 2310-4181, revised 11/7/17
- Attachment C – Postconsumer Content Certification Workbook



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

State of California

CONTRACT USER INSTRUCTIONS

***** MANDATORY*****

ISSUE AND EFFECTIVE DATE: 5/1/2018	
CONTRACT NUMBER:	1-18-23-10 A through H, Supplement 1
DESCRIPTION:	Fleet Vehicles – Cars
CONTRACTOR(S):	Downtown Ford Sales (1-18-23-10A) Elk Grove Auto Group (1-18-23-10B) Freeway Toyota (1-18-23-10C) Winner Chevrolet (1-18-23-10D) Wondries Fleet Group (1-18-23-10E) US Fleet Source (1-18-23-10F) Selma Nissan (1-18-23-10G) Toyota Sunnyvale (1-18-23-10H)
CONTRACT TERM:	5/1/2018 through 4/30/2020
STATE CONTRACT ADMINISTRATOR:	Vanessa Vaughn (916) 375-4451 Vanessa.vaughn@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.

Cal eProcure link: www.caleprocure.ca.gov

<Original Signature on File>

Vanessa Vaughn, Contract Administrator

Date: 5/18/2018

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

SUMMARY OF CHANGES

Supplement No.	Description/Articles	Supplement Date
1	Subject contract for Fleet Vehicles – Cars is here by modified as follows (Changes are identified in red font): Price Increases on Chevrolet Cars: Line Items: 11, 12, and 23 Section 6, Contract Terms: Price Increase language has been added.	5/18/2018

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

1. SCOPE

The State's contract provides current model year Fleet Vehicles - Cars at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-18-23-10 A - H . 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 - Cars to the State.

The contract term is for two (2) 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.

As a continuing effort to make available new zero emission, plug-in hybrid electric, and hybrid vehicles, the State will periodically make additional awards to the current Fleet Vehicles – Cars contract. New vehicles will be added by Supplement and will be administered under the terms and conditions of Contract 1-18-23-10 A – H. If necessary, additional contract numbers will be added.

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.
- Ordering 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 3, as applicable.
- Prior to placing orders against this contract, 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. The department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of the State's statewide contracts may access the Purchasing Authority Application at <http://www.dgs.ca.gov/pd/Resources/publications/SCM2.aspx> or 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, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges", empowered to expend public funds for the acquisition of products, per Public Contract Code Chapter 2, Paragraph 10298 (a) (b). While the State makes this contract available to local governmental agencies, each local 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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

- 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 located at: <http://www.dgs.ca.gov/ofs/home.aspx> (Go to Price Book 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/DPD an Incentive Fee of an amount equal to 1% 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 contractors 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.

For contractor performance issues, ordering agencies must submit a completed Supplier Performance Report via email or facsimile to the State Contract Administrator identified in Article 22 (Contract Administration). The ordering agency should include all relevant information and/or documentation (i.e. Purchase documents).

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. Vehicle Information Questionnaires, provides detailed information for each vehicle on contract by dealer. Refer to the Vehicle Information Questionnaire for the dealer that is listed in the line item you are inquiring about. Vehicle Information Questionnaires can be located by clicking the "Technical Questionnaire" link next to each vehicle listed on the Pricing Worksheet.

A Maintenance Plan is offered on all light duty vehicles less than 8500 lbs 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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

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.

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 dealer cost plus up to ten percent for an addition or dealer cost minus up to ten percent for a deletion in accordance with the manufacturer's price list in effect at the time of the bid opening. All options added or deleted shall be shown as a separate line item on the purchase order, invoice, and contract usage report. Equipment changes which might be made would include, but would not be limited to, the following:

- Add power windows;
- Add trailer tow package;
- 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 this or any other vehicle contract. Additionally, the option to change the engine size shall not be allowed on all light duty vehicles (e.g. V6 to V8; 4.8L to 5.3L).

The supplier will provide DGS/PD and/or ordering agencies a copy of the current model year price sheet to the requestor within ten (10) calendar days of notification.

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

Tire Fee

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

Document Processing Charge

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

In accordance with the California Vehicle Code Section 4456.5, a dealer may charge the purchaser 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 \$80 per vehicle purchased.

7. SPECIFICATIONS

All products must conform to the attached State of California Bid Specification Number 2310-4181 dated 11/7/2018 (Attachment B).

Vehicle color shall be a solar reflective color (white, silver metallic, or gold metallic) per Management Memo 12-03 (exceptions are listed in the Memo).

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., P.T.

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; and
- Are designated for training and general customer service follow-up.

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
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Elk Grove Auto Group	1-18-23-10B	Bill Kemery Jerry Powers Dwane Galatti	(916) 429-4700 (916) 426-5752 (916) 429-4702	billk@lasherauto.com jpowers@lasherauto.com dwanefleet@hotmail.com
Freeway Toyota	1-18-23-10C	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Winner Chevrolet	1-18-23-10D	Bill Kemery Jerry Powers Dwane Galatti	(916) 429-4700 (916) 426-5752 (916) 429-4702	billk@lasherauto.com jpowers@lasherauto.com dwanefleet@hotmail.com
Wondries Fleet Group	1-18-23-10E	Yesenia Covarrubias Clarke Cooper	(626) 457-5590	yesenia@wondries.com clarkecooper@wondries.com
US Fleet Source	1-18-23-10F	Roy Durham	(858) 525-5327	Roy@usfleetsource.com
Selma Nissan/Honda	1-18-23-10G	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Toyota Sunnyvale	1-18-23-10H	Stan Wolowski	(408) 306-1960	stanwolowski@toyotasunnyvale.com

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

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 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: <http://www.dgs.ca.gov/pd/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)

2) FISCAL Purchase Documents

State departments transacting in FISCAL will follow the FISCAL procurement and contracting procedures.

3) Blanket Orders

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

A. 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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

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 #	U.S. Mail	Facsimile	Email
1-18-23-10A	Downtown Ford Sales 525 N. 16 th Street Sacramento, CA 95811 Attn: Sandra Scott	(916) 491-3138	Sandra.scott@dfords.com
1-18-23-10B	Elk Grove Auto Group 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Bill Kemery	(916) 421-0149	billk@lasherauto.com
1-18-23-10C	Freeway Toyota 1835 Glendale Ave. Hanford, CA 93230 Attn: Pat Ireland	(559) 961-4601	patireland1962@yahoo.com
1-18-23-10D	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Bill Kemery / Jerry Powers (Chevrolet Bolt only)	(916) 421-0149	billk@lasherauto.com jpowers@lasherauto.com
1-18-23-10E	Wondries Fleet Group 1247 W. Main Street Alhambra, CA 91801 Attn: Yesenia Covarrubias	(626) 457-5593	yesenia@wondries.com clarkecooper@wondries.com
1-18-23-10F	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724	(858) 525-5327	roy@usfleetsource.com
1-18-23-10G	Selma Nissan 2525 Highland Ave. Selma, CA 93662 Attn: Pat Ireland	(559) 961-4601	patireland1962@yahoo.com
1-18-23-10H	Toyota Sunnyvale 898 W. El Camino Real Sunnyvale, CA 94087 Attn: Stan Wolowski	(408) 774-3501	stanwolowski@toyotasunnyvale.com

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

Note: 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.

14. ORDER ACKNOWLEDGEMENT

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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

17. DELIVERY PROCEDURES

Pre-Delivery Checklist

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

Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM.

In accordance with paragraph 15 of the General Provisions entitled "Delivery", the Contractor shall strictly adhere to the delivery terms and completion schedule as specified in this bid. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default".

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

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

- 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 delivering dealer 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 dealer 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 dealer in an expeditious manner at no expense to the owning agency.

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

19. EMERGENCY/EXPEDITED ORDERS

Not Applicable.

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

Vehicles shall be delivered from the factory to the dealer's place of business. The dealer shall deliver vehicles to ordering agencies located within the FOB point of Sacramento County at no additional cost for delivery. If the purchase order indicates delivery outside the FOB point, the delivery may be subject to an additional delivery charge. The dealer and agency will negotiate the cost of delivery beyond the FOB point. This charge shall be shown as a separate item on the purchase order and invoice.

State agencies requesting delivery outside the F.O.B. area must contact the Office of Transportation Management for freight rate comparisons if the dealer is delivering the vehicle. These delivery instructions will be provided on the purchase order. Dealers receiving a purchase order without specific transportation instructions must contact the ordering agency.

21. SHIPPED ORDERS

All shipments shall be in accordance with the General Provisions, section 12 entitled "Packing and Shipment". The General Provisions are available at: <http://www.documents.dgs.ca.gov/pd/modellang/GPnonIT060810.pdf>.

22. CONTRACT ADMINISTRATION

Both the State and the Contractor 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:	Vanessa Vaughn
Telephone:	(916) 375-4451
Facsimile:	(916) 375-4613

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

Email:	Vanessa.vaughn@dgs.ca.gov
Address:	DGS/Procurement Division Attn: Vanessa Vaughn 707 Third Street, 2 nd Floor, MS 201 West Sacramento, CA 95605

Dealer Contact Information	Downtown Ford Sales Contract # 1-18-23-10A	Elk Grove Auto Group Contract # 1-18-23-10B
Contact Name:	Sandra Scott	Bill Kemery
Telephone:	(916) 442-6931	(916) 429-4700
Facsimile:	(916) 491-3138	(916) 421-0149
Email:	Sandra@downtownfordsales.com	billk@lasherauto.com
Address:	Downtown Ford Sales 525 N. 16 th Street Sacramento, CA 95811	Elk Grove Auto Grove 8575 Laguna Grove Drive Elk Grove, CA 95757
Dealer Contact Information	Freeway Toyota Contract # 1-18-23-10C	Winner Chevrolet Contract # 1-18-23-10D
Contact Name:	Pat Ireland	Bill Kemery / Jerry Powers (Chevrolet Bolt only)
Telephone:	(559) 707-5735	(916) 429-4700 / (916) 426-5752
Facsimile:	(559) 961-4601	(916) 421-0149
Email:	patireland1962@yahoo.com	billk@lasherauto.com jpowers@lasherauto.com
Address:	Freeway Toyota 1900 Glendale Avenue Hanford, CA 93230	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757
Dealer Contact Information	Wondries Fleet Group Contract # 1-18-23-10E	US Fleet Source Contract # 1-18-23-10F
Contact Name:	Clarke Cooper	Roy Durham
Telephone:	(626) 457-5590	(858) 525-5327
Facsimile:	(626) 457-5593	(626) 416-3064
Email:	clarkecooper@wondries.com	roy@usfleetsource.com
Address:	Wondries Fleet Group 1247 W. Main Street Alhambra, CA 91801	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724
Dealer Contact Information	Selma Nissan/Honda Contract # 1-18-23-10G	Toyota Sunnyvale Contract # 1-18-23-10H
Contact Name:	Pat Ireland	Stan Wolowski
Telephone:	(559) 707-5735	(408) 306-1960
Facsimile:	(559) 961-4601	(408) 774-3501
Email:	patireland1962@yahoo.com	stanwolowski@toyotasunnyvale.com
Address:	Selma Nissan/Honda 2525 Highland Ave. Selma, CA 93662	Toyota Sunnyvale 898 W. El Camino Real Sunnyvale, CA 94087

23. RESTOCKING FEES

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

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 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 1-18-23-10 A - H include a \$500 per vehicle discount for payment made within twenty (20) days. Contract 1-18-23-10F offers 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. Normally, acceptance will be accomplished within twenty (20) normal 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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

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 Supplier 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 supplier on behalf of the State.

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.boe.ca.gov. State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3, as applicable.

Contractor Name	Seller Permit #
Downtown Ford Sales	28-600344
Elk Grove Auto Group	100-197237
Freeway Toyota	102-659756
Winner Chevrolet	100-208309
Wondries Fleet Group	Ford: 98-037902 Kia: 102-238650 Honda: 17-691534
US Fleet Source	103097044
Selma Nissan/Honda	22-844821
Toyota Sunnyvale	26-117132

27. WARRANTY

The manufacturer's standard new vehicle warranty shall apply to all vehicles procured against the resulting contract.

All warranties shall be factory authorized. 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.

The warranty shall be honored by all franchised dealers of the vehicle within the State of California. The State's established preventative maintenance procedures and practices shall be acceptable to the manufacturer/dealer 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. Proposals 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 discs/drums, etc. are excluded from warranty coverage. All other items not subject to normal wear or gross operator neglect

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

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.

Note: Vehicles not placed in service immediately upon receipt shall be warranted from the date the unit is placed in service. The receiving department shall notify the dealer in writing of the actual "In-Service" date.

28. REPAIR PARTS

The vehicle manufacturer shall 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 DGS CA 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;
- Timing belt changes
- Equipment and safety inspections

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.

30. 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).

31. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION

Contract (Mandatory) 1-18-23-10 A-H, Supplement 1
Contract User Instructions

There is no small business (SB) or disabled veteran business enterprise (DVBE) participation for this contract.

32. 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: <http://www.documents.dgs.ca.gov/pd/contracts/forms/State and Local Employee Pricing.pdf>

33. ATTACHMENTS

- Attachment A – Contract Pricing
- Attachment B – Specification 2310-4181, revised 11/7/17
- Attachment C – Postconsumer Content Certification Workbook

**Fleet Vehicles - Cars, Supplement 1 dated 5/18/18
Attachment A- Contract Pricing
Contract 1-18-23-10 (A-H)**

Terms: \$500 discount per vehicle for payment within 20 days
*Excludes US Fleet Source 1-18-23-10F

Contract Line Item # (CLIN)	Description	FOB	UNSPSC Code	Unit of Measure (UOM)
1	Subcompact Car, 4-Door, 4-Passenger, FUEL CELL Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
2	NONE			
3	NONE			
4	NONE			
5	Compact Hatchback, 5-Door, 4-Passenger, 115 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
6	NONE			
7	Midsize Hatchback, 5-Door, 4-Passenger, 100 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
8	Midsize Hatchback, 5-Door, 4-Passenger, 120 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
9	NONE			
10	Small Station Wagon, 5-Door, 4-Passenger, 80 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
11	Small Station Wagon, 5-Door, 4-Passenger, 200 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each

Quantity in Unit of Measure	Make	Model	Vehicle Contract Unit Price	Maintenance Plan Contract Unit Price
1	Toyota	Mirai	\$41,500.00	\$2,950.00
1	Volkswagon	E-Golf	\$31,345.00	\$1,295.00
	Ford	Focus Electric	\$27,936.00	\$499.00
1	Nissan	Leaf	\$26,414.00	\$499.00
1	Hyundai	Ioniq Electric	\$26,939.00	\$810.00
1	Kia	Soul EV	\$28,322.00	\$499.00
1	Chevrolet	Bolt	\$32,572.00	\$749.00

Dealer	Contract Number	Technical Questionnaire (Click to follow)
Toyota Sunnyvale	1-18-23-10H	Technical Questionnaire
Elk Grove Auto Group	1-18-23-10B	Technical Questionnaire
Wondries Fleet Group	1-18-23-10E	Technical Questionnaire
Selma Nissan/Honda	1-18-23-10G	Technical Questionnaire
US Fleet Source	1-18-23-10F	Technical Questionnaire
Wondries Fleet Group	1-18-23-10E	Technical Questionnaire
Winner Chevrolet	1-18-23-10D	Technical Questionnaire

12	Compact Hatchback, 5-Door, 4-Passenger, PLUG-IN HYBRID ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
13	Midsize Hatchback, 5-Door, 4-Passenger, PLUG-IN HYBRID ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
14	Midsize Car, 4-Door, 4-Passenger, PLUG-IN HYBRID ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
15	Small Station Wagon, 5-Door, 4-Passenger, PLUG-IN HYBRID Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101504	Each
16	Compact Hatchback, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
17	Midsize Car, 4-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
18	Midsize Hatchback, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101504	Each
19	NONE			
20	Small Station Wagon, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
21	NONE			
22	Large Car, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101504	Each

1	Chevrolet	Volt	\$30,304.00	\$749.00
1	Hyundai	Ioniq PHEV	\$22,950.00	\$1,079.00
1	Toyota	Prius Prime Plu	\$26,096.00	\$1,082.00
	Kia	Optima	\$29,450.00	\$796.00
	Honda	Clarity	\$33,548.00	\$499.00
	Ford	Fusion Energi	\$27,153.00	\$499.00
2	Kia	Niro LX PHEV	\$25,706.00	\$796.00
1	Toyota	Prius C	\$19,567.00	\$749.00
1	Toyota	Camry	\$25,385.00	\$749.00
	Kia	Optima	\$21,950.00	\$796.00
	Ford	Fusion S	\$23,036.00	\$499.00
	Chevrolet	Malibu	\$25,284.00	\$749.00
1	Toyota	Prius	\$21,894.00	\$749.00
1	Kia	Niro FE	\$21,990.00	\$796.00
1	Hyundai	Ioniq (Blue)	\$20,350.00	\$1,079.00

Winner Chevrolet	1-18-23-10D	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
Toyota Sunnyvale	1-18-23-10H	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
Wondries Fleet Group	1-18-23-10E	<u>Technical Questionnaire</u>
Downtown Ford Sales	1-18-23-10A	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
Freeway Toyota	1-18-23-10C	<u>Technical Questionnaire</u>
Freeway Toyota	1-18-23-10C	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
Downtown Ford Sales	1-18-23-10A	<u>Technical Questionnaire</u>
Winner Chevrolet	1-18-23-10D	<u>Technical Questionnaire</u>
Freeway Toyota	1-18-23-10C	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>

23	Large Car, 4-Door, 5-Passenger, E85 Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
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The following items are applicable for options only. Not evaluated for award purposes.

Contact Line Item # (CLIN)	Description	Unit of Measure (UOM)
n/a	Additional options, (cost plus)	various
n/a	Removal of options, (cost minus)	various

Contacts:

Downtown Ford Sales - (916) 442-6931
 Freeway Toyota - (559) 707-5735
 Winner Chevrolet - (916) 429-4700 / (916) 426-5752
 Elk Grove Auto Group (916) 429-4700
 US Fleet Source (858) 525-5327
 Wondries Fleet Group (626) 457-5590
 Selma Nissan (559) 707-5735
 Toyota Sunnyvale (408) 306-1960

	Ford	Cmax	\$22,717.00	\$499.00
1	Dodge	Charger	\$21,117.00	\$749.00
	Chrysler	300	\$24,402.00	\$749.00
	Chevrolet	Impala	\$21,557.00	\$749.00
	Ford	Taurus	\$21,511.00	\$499.00

Quantity in Unit of Measure	Make	Model	Manufacturer	Contract Unit Price
various	n/a	n/a	n/a	Dealer Cost + 10 %
various	n/a	n/a	n/a	Dealer Cost + 10 %





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

State of California

CONTRACT USER INSTRUCTIONS

**** MANDATORY****

ISSUE AND EFFECTIVE DATE: 5/1/2018	
CONTRACT NUMBER:	1-18-23-10 A through H, Supplement 2
DESCRIPTION:	Fleet Vehicles – Cars
CONTRACTOR(S):	Downtown Ford Sales (1-18-23-10A) Elk Grove Auto Group (1-18-23-10B) Freeway Toyota (1-18-23-10C) Winner Chevrolet (1-18-23-10D) Wondries Fleet Group (1-18-23-10E) US Fleet Source (1-18-23-10F) Selma Nissan (1-18-23-10G) Toyota Sunnyvale (1-18-23-10H)
CONTRACT TERM:	5/1/2018 through 4/30/2020
STATE CONTRACT ADMINISTRATOR:	Vanessa Vaughn (916) 375-4451 Vanessa.vaughn@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.

Cal eProcure link: www.caleprocure.ca.gov

<Original Signature on File>

Vanessa Vaughn, Contract Administrator

Date: 8/1/2018

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
 Contract User Instructions

SUMMARY OF CHANGES

Supplement No.	Description/Articles	Supplement Date
2	Subject contract for Fleet Vehicles – Cars is here by modified as follows (Changes are identified in red font): Price Increases on Ford Cars: Line Items 5, 10, 14, 17, 22, 23 See attachment Pricing Worksheet, Supplement 2 dated 8/1/18 for details.	8/1/18
1	Subject contract for Fleet Vehicles – Cars is here by modified as follows (Changes are identified in red font): Price Increases on Chevrolet Cars: Line Items: 11, 12, and 23 Section 6, Contract Terms: Price Increase language has been added.	5/18/2018

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

1. SCOPE

The State's contract provides current model year Fleet Vehicles - Cars at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-18-23-10 A - H. 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 - Cars to the State.

The contract term is for two (2) 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.

As a continuing effort to make available new zero emission, plug-in hybrid electric, and hybrid vehicles, the State will periodically make additional awards to the current Fleet Vehicles – Cars contract. New vehicles will be added by Supplement and will be administered under the terms and conditions of Contract 1-18-23-10 A – H. If necessary, additional contract numbers will be added.

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.
- Ordering 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 3, as applicable.
- Prior to placing orders against this contract, 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. The department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of the State's statewide contracts may access the Purchasing Authority Application at <http://www.dgs.ca.gov/pd/Resources/publications/SCM2.aspx> or 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, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges", empowered to expend public funds for the acquisition of products, per Public Contract Code Chapter 2, Paragraph 10298 (a) (b). While the State makes this contract available to local governmental agencies, each local 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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

- 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 located at:

<http://www.dgs.ca.gov/ofs/home.aspx> (Go to Price Book 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/DPD an Incentive Fee of an amount equal to 1% 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 contractors 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.

For contractor performance issues, ordering agencies must submit a completed Supplier Performance Report via email or facsimile to the State Contract Administrator identified in Article 22 (Contract Administration). The ordering agency should include all relevant information and/or documentation (i.e. Purchase documents).

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. Vehicle Information Questionnaires, provides detailed information for each vehicle on contract by dealer. Refer to the Vehicle Information Questionnaire for the dealer that is listed in the line item you are inquiring about. Vehicle Information Questionnaires can be located by clicking the “Technical Questionnaire” link next to each vehicle listed on the Pricing Worksheet.

A Maintenance Plan is offered on all light duty vehicles less than 8500 lbs 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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

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.

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 dealer cost plus up to ten percent for an addition or dealer cost minus up to ten percent for a deletion in accordance with the manufacturer's price list in effect at the time of the bid opening. All options added or deleted shall be shown as a separate line item on the purchase order, invoice, and contract usage report. Equipment changes which might be made would include, but would not be limited to, the following:

- Add power windows;
- Add trailer tow package;
- 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 this or any other vehicle contract. Additionally, the option to change the engine size shall not be allowed on all light duty vehicles (e.g. V6 to V8; 4.8L to 5.3L).

The supplier will provide DGS/PD and/or ordering agencies a copy of the current model year price sheet to the requestor within ten (10) calendar days of notification.

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

Tire Fee

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

Document Processing Charge

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

In accordance with the California Vehicle Code Section 4456.5, a dealer may charge the purchaser 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 \$80 per vehicle purchased.

7. SPECIFICATIONS

All products must conform to the attached State of California Bid Specification Number 2310-4181 dated 11/7/2018 (Attachment B).

Vehicle color shall be a solar reflective color (white, silver metallic, or gold metallic) per Management Memo 12-03 (exceptions are listed in the Memo).

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., P.T.

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; and
- Are designated for training and general customer service follow-up.

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
Downtown Ford Sales	1-18-23-10A	Sandra Scott	(916) 442-6931	Sandra.scott@dtffords.com
Elk Grove Auto Group	1-18-23-10B	Bill Kemery Jerry Powers Dwane Galatti	(916) 429-4700 (916) 426-5752 (916) 429-4702	billk@lasherauto.com jpowers@lasherauto.com dwaneffleet@hotmail.com
Freeway Toyota	1-18-23-10C	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Winner Chevrolet	1-18-23-10D	Bill Kemery Jerry Powers Dwane Galatti	(916) 429-4700 (916) 426-5752 (916) 429-4702	billk@lasherauto.com jpowers@lasherauto.com dwaneffleet@hotmail.com
Wondries Fleet Group	1-18-23-10E	Yesenia Covarrubias Clarke Cooper	(626) 457-5590	yesenia@wondries.com clarkecooper@wondries.com
US Fleet Source	1-18-23-10F	Roy Durham	(858) 525-5327	Roy@usfleetsource.com
Selma Nissan/Honda	1-18-23-10G	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Toyota Sunnyvale	1-18-23-10H	Stan Wolowski	(408) 306-1960	stanwolowski@toyotasunnyvale.com

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

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 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: <http://www.dgs.ca.gov/pd/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)

2) FISCAL Purchase Documents

State departments transacting in FISCAL will follow the FISCAL procurement and contracting procedures.

3) Blanket Orders

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

A. 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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

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 #	U.S. Mail	Facsimile	Email
1-18-23-10A	Downtown Ford Sales 525 N. 16 th Street Sacramento, CA 95811 Attn: Sandra Scott	(916) 491-3138	Sandra.scott@dtfords.com
1-18-23-10B	Elk Grove Auto Group 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Bill Kemery	(916) 421-0149	billk@lasherauto.com
1-18-23-10C	Freeway Toyota 1835 Glendale Ave. Hanford, CA 93230 Attn: Pat Ireland	(559) 961-4601	patireland1962@yahoo.com
1-18-23-10D	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Bill Kemery / Jerry Powers (Chevrolet Bolt only)	(916) 421-0149	billk@lasherauto.com jpowers@lasherauto.com
1-18-23-10E	Wondries Fleet Group 1247 W. Main Street Alhambra, CA 91801 Attn: Yesenia Covarrubias	(626) 457-5593	yesenia@wondries.com clarkecooper@wondries.com
1-18-23-10F	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724	(858) 525-5327	roy@usfleetsource.com
1-18-23-10G	Selma Nissan 2525 Highland Ave. Selma, CA 93662 Attn: Pat Ireland	(559) 961-4601	patireland1962@yahoo.com
1-18-23-10H	Toyota Sunnyvale 898 W. El Camino Real Sunnyvale, CA 94087 Attn: Stan Wolowski	(408) 774-3501	stanwolowski@toyotasunnyvale.com

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

Note: 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.

14. ORDER ACKNOWLEDGEMENT

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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

17. DELIVERY PROCEDURES

Pre-Delivery Checklist

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

Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM.

In accordance with paragraph 15 of the General Provisions entitled "Delivery", the Contractor shall strictly adhere to the delivery terms and completion schedule as specified in this bid. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default".

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

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

- 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 delivering dealer 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 dealer 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 dealer in an expeditious manner at no expense to the owning agency.

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

19. EMERGENCY/EXPEDITED ORDERS

Not Applicable.

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

Vehicles shall be delivered from the factory to the dealer's place of business. The dealer shall deliver vehicles to ordering agencies located within the FOB point of Sacramento County at no additional cost for delivery. If the purchase order indicates delivery outside the FOB point, the delivery may be subject to an additional delivery charge. The dealer and agency will negotiate the cost of delivery beyond the FOB point. This charge shall be shown as a separate item on the purchase order and invoice.

State agencies requesting delivery outside the F.O.B. area must contact the Office of Transportation Management for freight rate comparisons if the dealer is delivering the vehicle. These delivery instructions will be provided on the purchase order. Dealers receiving a purchase order without specific transportation instructions must contact the ordering agency.

21. SHIPPED ORDERS

All shipments shall be in accordance with the General Provisions, section 12 entitled "Packing and Shipment". The General Provisions are available at:
<http://www.documents.dgs.ca.gov/pd/modellang/GPnonIT060810.pdf>.

22. CONTRACT ADMINISTRATION

Both the State and the Contractor 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:	Vanessa Vaughn
Telephone:	(916) 375-4451
Facsimile:	(916) 375-4613

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

Email:	Vanessa.vaughn@dgs.ca.gov
Address:	DGS/Procurement Division Attn: Vanessa Vaughn 707 Third Street, 2 nd Floor, MS 201 West Sacramento, CA 95605

Dealer Contact Information	Downtown Ford Sales Contract # 1-18-23-10A	Elk Grove Auto Group Contract # 1-18-23-10B
Contact Name:	Sandra Scott	Bill Kemery
Telephone:	(916) 442-6931	(916) 429-4700
Facsimile:	(916) 491-3138	(916) 421-0149
Email:	Sandra@downtownfordsales.com	billk@lasherauto.com
Address:	Downtown Ford Sales 525 N. 16 th Street Sacramento, CA 95811	Elk Grove Auto Grove 8575 Laguna Grove Drive Elk Grove, CA 95757
Dealer Contact Information	Freeway Toyota Contract # 1-18-23-10C	Winner Chevrolet Contract # 1-18-23-10D
Contact Name:	Pat Ireland	Bill Kemery / Jerry Powers (Chevrolet Bolt only)
Telephone:	(559) 707-5735	(916) 429-4700 / (916) 426-5752
Facsimile:	(559) 961-4601	(916) 421-0149
Email:	patireland1962@yahoo.com	billk@lasherauto.com jpowers@lasherauto.com
Address:	Freeway Toyota 1900 Glendale Avenue Hanford, CA 93230	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757
Dealer Contact Information	Wondries Fleet Group Contract # 1-18-23-10E	US Fleet Source Contract # 1-18-23-10F
Contact Name:	Clarke Cooper	Roy Durham
Telephone:	(626) 457-5590	(858) 525-5327
Facsimile:	(626) 457-5593	(626) 416-3064
Email:	clarkecooper@wondries.com	roy@usfleetsource.com
Address:	Wondries Fleet Group 1247 W. Main Street Alhambra, CA 91801	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724
Dealer Contact Information	Selma Nissan/Honda Contract # 1-18-23-10G	Toyota Sunnyvale Contract # 1-18-23-10H
Contact Name:	Pat Ireland	Stan Wolowski
Telephone:	(559) 707-5735	(408) 306-1960
Facsimile:	(559) 961-4601	(408) 774-3501
Email:	patireland1962@yahoo.com	stanwolowski@toyotasunnyvale.com
Address:	Selma Nissan/Honda 2525 Highland Ave. Selma, CA 93662	Toyota Sunnyvale 898 W. El Camino Real Sunnyvale, CA 94087

23. RESTOCKING FEES

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

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 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 1-18-23-10 A - H include a \$500 per vehicle discount for payment made within twenty (20) days. Contract 1-18-23-10F offers 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. Normally, acceptance will be accomplished within twenty (20) normal 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.

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

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 Supplier 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 supplier on behalf of the State.

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.boe.ca.gov. State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3, as applicable.

Contractor Name	Seller Permit #
Downtown Ford Sales	28-600344
Elk Grove Auto Group	100-197237
Freeway Toyota	102-659756
Winner Chevrolet	100-208309
Wondries Fleet Group	Ford: 98-037902 Kia: 102-238650 Honda: 17-691534
US Fleet Source	103-097044
Selma Nissan/Honda	22-844821
Toyota Sunnyvale	26-117132

27. WARRANTY

The manufacturer's standard new vehicle warranty shall apply to all vehicles procured against the resulting contract.

All warranties shall be factory authorized. 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.

The warranty shall be honored by all franchised dealers of the vehicle within the State of California. The State's established preventative maintenance procedures and practices shall be acceptable to the manufacturer/dealer 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. Proposals 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 discs/drums, etc. are excluded from warranty coverage. All other items not subject to normal wear or gross operator neglect

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

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.

Note: Vehicles not placed in service immediately upon receipt shall be warranted from the date the unit is placed in service. The receiving department shall notify the dealer in writing of the actual "In-Service" date.

28. REPAIR PARTS

The vehicle manufacturer shall 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 DGS CA 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;
- Timing belt changes
- Equipment and safety inspections

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.

30. 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).

31. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION

Contract (Mandatory) 1-18-23-10 A-H, Supplement 2
Contract User Instructions

There is no small business (SB) or disabled veteran business enterprise (DVBE) participation for this contract.

32. 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:
<http://www.documents.dgs.ca.gov/pd/contracts/forms/State and Local Employee Pricing.pdf>

33. ATTACHMENTS

- Attachment A – Contract Pricing
- Attachment B – Specification 2310-4181, revised 11/7/17
- Attachment C – Postconsumer Content Certification Workbook

Fleet Vehicles - Cars, Supplement 2 dated 8/1/18
Attachment A- Contract Pricing
Contract 1-18-23-10 (A-H)

Terms: \$500 discount per vehicle for payment within 20 days
 *Excludes US Fleet Source 1-18-23-10F

Contact Line Item # (CLIN)	Description	FOB	UNSPSC Code	Unit of Measure (UOM)
1	Subcompact Car, 4-Door, 4-Passenger, FUEL CELL Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
2	NONE			
3	NONE			
4	NONE			
5	Compact Hatchback, 5-Door, 4-Passenger, 115 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
6	NONE			
7	Midsize Hatchback, 5-Door, 4-Passenger, 100 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
8	Midsize Hatchback, 5-Door, 4-Passenger, 120 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
9	NONE			
10	Small Station Wagon, 5-Door, 4-Passenger, 80 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
11	Small Station Wagon, 5-Door, 4-Passenger, 200 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each

Dealer	Contract Number	Technical Questionnaire (Click to follow)
Toyota Sunnyvale	1-18-23-10H	Technical Questionnaire
Elk Grove Auto Group	1-18-23-10B	Technical Questionnaire
Wondries Fleet Group	1-18-23-10E	Technical Questionnaire
Selma Nissan/Honda	1-18-23-10G	Technical Questionnaire
US Fleet Source	1-18-23-10F	Technical Questionnaire
Wondries Fleet Group	1-18-23-10E	Technical Questionnaire
Winner Chevrolet	1-18-23-10D	Technical Questionnaire

12	Compact Hatchback, 5-Door, 4-Passenger, PLUG-IN HYBRID ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
13	Midsize Hatchback, 5-Door, 4-Passenger, PLUG-IN HYBRID ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
14	Midsize Car, 4-Door, 4-Passenger, PLUG-IN HYBRID ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
15	Small Station Wagon, 5-Door, 4-Passenger, PLUG-IN HYBRID Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101504	Each
16	Compact Hatchback, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
17	Midsize Car, 4-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
18	Midsize Hatchback, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101504	Each
19	NONE			
20	Small Station Wagon, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
21	NONE			
22	Large Car, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101504	Each

1	Chevrolet	Volt	\$30,304.00	\$749.00
1	Hyundai	Ioniq PHEV	\$22,950.00	\$1,079.00
1	Toyota	Prius Prime Plu	\$26,096.00	\$1,082.00
	Kia	Optima	\$29,450.00	\$796.00
	Honda	Clarity	\$34,218.96	\$499.00
	Ford	Fusion Energi	\$27,968.00	\$499.00
2	Kia	Niro LX PHEV	\$25,706.00	\$796.00
1	Toyota	Prius C	\$19,567.00	\$749.00
1	Toyota	Camry	\$25,385.00	\$749.00
	Kia	Optima	\$21,950.00	\$796.00
	Ford	Fusion S	\$23,727.00	\$499.00
	Chevrolet	Malibu	\$25,284.00	\$749.00
1	Toyota	Prius	\$21,894.00	\$749.00
1	Kia	Niro FE	\$21,990.00	\$796.00
1	Hyundai	Ioniq (Blue)	\$20,350.00	\$1,079.00

Winner Chevrolet	1-18-23-10D	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
Toyota Sunnyvale	1-18-23-10H	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
Wondries Fleet Group	1-18-23-10E	<u>Technical Questionnaire</u>
Downtown Ford Sales	1-18-23-10A	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
Freeway Toyota	1-18-23-10C	<u>Technical Questionnaire</u>
Freeway Toyota	1-18-23-10C	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
Downtown Ford Sales	1-18-23-10A	<u>Technical Questionnaire</u>
Winner Chevrolet	1-18-23-10D	<u>Technical Questionnaire</u>
Freeway Toyota	1-18-23-10C	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>
US Fleet Source	1-18-23-10F	<u>Technical Questionnaire</u>

23	Large Car, 4-Door, 5-Passenger, E85 Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each
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The following items are applicable for options only. Not evaluated for award purposes.

Contact Line Item # (CLIN)	Description	Unit of Measure (UOM)
n/a	Additional options, (cost plus)	various
n/a	Removal of options, (cost minus)	various

Contacts:

Downtown Ford Sales - (916) 442-6931
 Freeway Toyota - (559) 707-5735
 Winner Chevrolet - (916) 429-4700 / (916) 426-5752
 Elk Grove Auto Group (916) 429-4700
 US Fleet Source (858) 525-5327
 Wondries Fleet Group (626) 457-5590
 Selma Nissan (559) 707-5735
 Toyota Sunnyvale (408) 306-1960





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

State of California

CONTRACT USER INSTRUCTIONS

*** MANDATORY ***

Supplement 3

(Incorporates Supplements 1 & 2)

ISSUE AND EFFECTIVE DATE: 11/01/18	
CONTRACT NUMBER:	1-18-23-10 A through H
DESCRIPTION:	Fleet Vehicles ≠ Cars
CONTRACTOR(S):	Downtown Ford Sales (1-18-23-10A) Elk Grove Auto Group (1-18-23-10B) Freeway Toyota (1-18-23-10C) Winner Chevrolet (1-18-23-10D) Wondries Fleet Group (1-18-23-10E) US Fleet Source (1-18-23-10F) Selma Nissan (1-18-23-10G) Toyota Sunnyvale (1-18-23-10H)
CONTRACT TERM:	5/1/2018 through 4/30/2020
STATE CONTRACT ADMINISTRATOR:	<i>Darren Furgerson</i> <i>(916) 441-9626</i> <i><u>Darren.Furgerson@dgs.ca.gov</u></i>

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.

Cal eProcure link: www.caleprocure.ca.gov

Date: **11/01/18**

Darren Furgerson, Contract Administrator

All changes to most recent Supplement are in ***bold red italic***.

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, *Supplement 3*

SUMMARY OF CHANGES		
Supplement No.	Description/Articles	Supplement Date
3	<p>Subject contract for Fleet Vehicles – Cars is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> ➤ Cover Page, Article 22 – Contract Administration: Contract Administrator changed to Darren Furgerson ➤ Article 8 – Customer Service: U.S. Fleet Source contact information updated. ➤ Article 12 – Ordering Procedure: U.S. Fleet Source contact information updated. ➤ Article 22 – Contract Administration: U.S. Fleet Source contact information updated. ➤ Attachment A – Contract Pricing: The following prices have increased <ul style="list-style-type: none"> Line Item 7 – Nissan Leaf Line Item 16 – Toyota Prius C Line Item 17 – Toyota Camry 	11/01/18
2	<p>Subject contract for Fleet Vehicles – Cars is here by modified as follows (Changes are identified in red font):</p> <p>Price Increases on Ford Cars: Line Items 5, 10, 14, 17, 22, 23</p> <p>See attachment Pricing Worksheet, Supplement 2 dated 8/1/18 for details.</p>	8/1/18
1	<p>Subject contract for Fleet Vehicles – Cars is here by modified as follows (Changes are identified in red font):</p> <p>Price Increases on Chevrolet Cars: Line Items: 11, 12, and 23</p> <p>Section 6, Contract Terms: Price Increase language has been added.</p>	5/18/2018

1. SCOPE

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

The State's contract provides current model year Fleet Vehicles - Cars at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-18-23-10 A - H. 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 - Cars to the State.

The contract term is for two (2) 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.

As a continuing effort to make available new zero emission, plug-in hybrid electric, and hybrid vehicles, the State will periodically make additional awards to the current Fleet Vehicles – Cars contract. New vehicles will be added by Supplement and will be administered under the terms and conditions of Contract 1-18-23-10 A – H. If necessary, additional contract numbers will be added.

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.
- Ordering 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 3, as applicable.
- Prior to placing orders against this contract, 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. The department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of the State's statewide contracts may access the Purchasing Authority Application at <http://www.dgs.ca.gov/pd/Resources/publications/SCM2.aspx> or 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, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges", empowered to expend public funds for the acquisition of products, per Public Contract Code Chapter 2, Paragraph 10298 (a) (b). While the State makes this contract available to local governmental agencies, each local 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.

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

- 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 located at: <http://www.dgs.ca.gov/ofis/home.aspx> (Go to Price Book 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% 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 contractors 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.

For contractor performance issues, ordering agencies must submit a completed Supplier Performance Report via email or facsimile to the State Contract Administrator identified in Article 22 (Contract Administration). The ordering agency should include all relevant information and/or documentation (i.e. Purchase documents).

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. Vehicle Information Questionnaires, provides detailed information for each vehicle on contract by dealer. Refer to the Vehicle Information Questionnaire for the dealer that is listed in the line item you are inquiring about. Vehicle Information Questionnaires can be located by clicking the "Technical Questionnaire" link next to each vehicle listed on the Pricing Worksheet.

A Maintenance Plan is offered on all light duty vehicles less than 8500 lbs 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.

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, *Supplement 3*

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.

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 dealer cost plus up to ten percent for an addition or dealer cost minus up to ten percent for a deletion in accordance with the manufacturer's price list in effect at the time of the bid opening. All options added or deleted shall be shown as a separate line item on the purchase order, invoice, and contract usage report. Equipment changes which might be made would include, but would not be limited to, the following:

- Add power windows;
- Add trailer tow package;
- 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 this or any other vehicle contract. Additionally, the option to change the engine size shall not be allowed on all light duty vehicles (e.g. V6 to V8; 4.8L to 5.3L).

The supplier will provide DGS/PD and/or ordering agencies a copy of the current model year price sheet to the requestor within ten (10) calendar days of notification.

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

Tire Fee

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

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

Document Processing Charge

In accordance with the California Vehicle Code Section 4456.5, a dealer may charge the purchaser 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 \$80 per vehicle purchased.

7. SPECIFICATIONS

All products must conform to the attached State of California Bid Specification Number 2310-4181 dated 11/7/2018 (Attachment B).

Vehicle color shall be a solar reflective color (white, silver metallic, or gold metallic) per Management Memo 12-03 (exceptions are listed in the Memo).

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., P.T.

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; and
- Are designated for training and general customer service follow-up.

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
Downtown Ford Sales	1-18-23-10A	Sandra Scott	(916) 442-6931	Sandra.scott@dtfords.com
Elk Grove Auto Group	1-18-23-10B	Bill Kemery Jerry Powers Dwane Galatti	(916) 429-4700 (916) 426-5752 (916) 429-4702	billk@lasherauto.com jpowers@lasherauto.com dwanefleet@hotmail.com
Freeway Toyota	1-18-23-10C	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Winner Chevrolet	1-18-23-10D	Bill Kemery Jerry Powers Dwane Galatti	(916) 429-4700 (916) 426-5752 (916) 429-4702	billk@lasherauto.com jpowers@lasherauto.com dwanefleet@hotmail.com
Wondries Fleet Group	1-18-23-10E	Yesenia Covarrubias Clarke Cooper	(626) 457-5590	yesenia@wondries.com clarkecooper@wondries.com
US Fleet Source	1-18-23-10F	Dolores Sanchez	(626) 228-3077	dolores@usfleetsource.com
Selma Nissan/Honda	1-18-23-10G	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

Toyota Sunnyvale	1-18-23-10H	Stan Wolowski	(408) 306-1960	stanwolowski@toyotasunnyvale.com
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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 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: <http://www.dgs.ca.gov/pd/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)

2) FISCAL Purchase Documents

State departments transacting in FISCAL will follow the FISCAL procurement and contracting procedures.

3) Blanket Orders

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

A. 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).

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

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 #	U.S. Mail	Facsimile	Email
1-18-23-10A	Downtown Ford Sales 525 N. 16 th Street Sacramento, CA 95811 Attn: Sandra Scott	(916) 491-3138	Sandra.scott@dfords.com
1-18-23-10B	Elk Grove Auto Group 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Bill Kemery	(916) 421-0149	billk@lasherauto.com
1-18-23-10C	Freeway Toyota 1835 Glendale Ave. Hanford, CA 93230 Attn: Pat Ireland	(559) 961-4601	patireland1962@yahoo.com
1-18-23-10D	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Bill Kemery / Jerry Powers (Chevrolet Bolt only)	(916) 421-0149	billk@lasherauto.com jpowers@lasherauto.com
1-18-23-10E	Wondries Fleet Group 1247 W. Main Street Alhambra, CA 91801 Attn: Yesenia Covarrubias	(626) 457-5593	yesenia@wondries.com clarkecooper@wondries.com
1-18-23-10F	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724	(626) 228-3077	dolores@usfleetsource.com
1-18-23-10G	Selma Nissan 2525 Highland Ave. Selma, CA 93662 Attn: Pat Ireland	(559) 961-4601	patireland1962@yahoo.com

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

1-18-23-10H	Toyota Sunnyvale 898 W. El Camino Real Sunnyvale, CA 94087 Attn: Stan Wolowski	(408) 774-3501	stanwolowski@toyotasunnyvale.com
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Note: 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.

14. ORDER ACKNOWLEDGEMENT

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:

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

- 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 dealer and/or the manufacturer's pre-delivery service center. A copy of the 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 dealer 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 dealer 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.

Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM.

In accordance with paragraph 15 of the General Provisions entitled "Delivery", the Contractor shall strictly adhere to the delivery terms and completion schedule as specified in this bid. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default".

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.

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

18. INSPECTION AND ACCEPTANCE

Vehicles ordered for State use will be inspected by a State inspector at the dealer's place of business. 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 delivering dealer 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 dealer 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 dealer in an expeditious manner at no expense to the owning agency.

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

19. EMERGENCY/EXPEDITED ORDERS

Not Applicable.

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

Vehicles shall be delivered from the factory to the dealer's place of business. The dealer shall deliver vehicles to ordering agencies located within the FOB point of Sacramento County at no additional cost for delivery. If the purchase order indicates delivery outside the FOB point, the delivery may be subject to an additional delivery charge. The dealer and agency will negotiate the cost of delivery beyond the FOB point. This charge shall be shown as a separate item on the purchase order and invoice.

State agencies requesting delivery outside the F.O.B. area must contact the Office of Transportation Management for freight rate comparisons if the dealer is delivering the vehicle. These delivery instructions will be provided on the purchase order. Dealers receiving a purchase order without specific transportation instructions must contact the ordering agency.

21. SHIPPED ORDERS

All shipments shall be in accordance with the General Provisions, section 12 entitled "Packing and Shipment". The General Provisions are available at:
<http://www.documents.dgs.ca.gov/pd/modellang/GPnonIT060810.pdf>.

22. CONTRACT ADMINISTRATION

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

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, *Supplement 3*

State Contact Information	DGS/PD Contract Administrator
Contact Name:	<i>Darren Furgerson</i>
Telephone:	<i>(916) 44-9626</i>
Facsimile:	<i>(916) 375-4613</i>
Email:	<i>Darren.Furgerson@dgs.ca.gov</i>
Address:	DGS/Procurement Division Attn: <i>Darren Furgerson</i> 707 Third Street, 2 nd Floor, MS 201 West Sacramento, CA 95605

Dealer Contact Information	Downtown Ford Sales Contract # 1-18-23-10A	Elk Grove Auto Group Contract # 1-18-23-10B
Contact Name:	Sandra Scott	Bill Kemery
Telephone:	<i>(916) 442-6931</i>	<i>(916) 429-4700</i>
Facsimile:	<i>(916) 491-3138</i>	<i>(916) 421-0149</i>
Email:	<i>Sandra@downtownfordsales.com</i>	<i>billk@lasherauto.com</i>
Address:	Downtown Ford Sales 525 N. 16 th Street Sacramento, CA 95811	Elk Grove Auto Group 8575 Laguna Grove Drive Elk Grove, CA 95757
Dealer Contact Information	Freeway Toyota Contract # 1-18-23-10C	Winner Chevrolet Contract # 1-18-23-10D
Contact Name:	Pat Ireland	Bill Kemery / Jerry Powers (Chevrolet Bolt only)
Telephone:	<i>(559) 707-5735</i>	<i>(916) 429-4700 / (916) 426-5752</i>
Facsimile:	<i>(559) 961-4601</i>	<i>(916) 421-0149</i>
Email:	<i>patireland1962@yahoo.com</i>	<i>billk@lasherauto.com</i> <i>jpowers@lasherauto.com</i>
Address:	Freeway Toyota 1900 Glendale Avenue Hanford, CA 93230	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757
Dealer Contact Information	Wondries Fleet Group Contract # 1-18-23-10E	US Fleet Source Contract # 1-18-23-10F
Contact Name:	Clarke Cooper	<i>Dolores Sanchez</i>
Telephone:	<i>(626) 457-5590</i>	<i>(626) 228-3077</i>
Facsimile:	<i>(626) 457-5593</i>	<i>(626) 416-3064</i>
Email:	<i>clarkecooper@wondries.com</i>	<i>dolores@usfleetsource.com</i>
Address:	Wondries Fleet Group 1247 W. Main Street Alhambra, CA 91801	US Fleet Source 979 S. Village Oaks Drive Covina, Ca 91724

Dealer Contact	Selma Nissan/Honda	Toyota Sunnyvale
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Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

Information	Contract # 1-18-23-10G	Contract # 1-18-23-10H
Contact Name:	Pat Ireland	Stan Wolowski
Telephone:	(559) 707-5735	(408) 306-1960
Facsimile:	(559) 961-4601	(408) 774-3501
Email:	patireland1962@yahoo.com	stanwolowski@toyotasunnyvale.com
Address:	Selma Nissan/Honda 2525 Highland Ave. Selma, CA 93662	Toyota Sunnyvale 898 W. El Camino Real Sunnyvale, CA 94087

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 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 1-18-23-10 A - H include a \$500 per vehicle discount for payment made within twenty (20) days. Contract 1-18-23-10F offers 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. Normally, acceptance will be accomplished within twenty (20) normal business hours after a vehicle is delivered.

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

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 Supplier 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 supplier on behalf of the State.

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.boe.ca.gov. State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3, as applicable.

Contractor Name	Seller Permit #
Downtown Ford Sales	28-600344
Elk Grove Auto Group	100-197237
Freeway Toyota	102-659756
Winner Chevrolet	100-208309
Wondries Fleet Group	Ford: 98-037902 Kia: 102-238650 Honda: 17-691534
US Fleet Source	103-097044
Selma Nissan/Honda	22-844821
Toyota Sunnyvale	26-117132

27. WARRANTY

The manufacturer's standard new vehicle warranty shall apply to all vehicles procured against the resulting contract.

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, Supplement 3

All warranties shall be factory authorized. 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.

The warranty shall be honored by all franchised dealers of the vehicle within the State of California. The State's established preventative maintenance procedures and practices shall be acceptable to the manufacturer/dealer 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. Proposals 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 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.

Note: Vehicles not placed in service immediately upon receipt shall be warranted from the date the unit is placed in service. The receiving department shall notify the dealer in writing of the actual "In-Service" date.

28. REPAIR PARTS

The vehicle manufacturer shall 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 DGS CA 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:

Contract (Mandatory) 1-18-23-10 A-H
Contract User Instructions, *Supplement 3*

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

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.

30. 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).

31. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION

There is no small business (SB) or disabled veteran business enterprise (DVBE) participation for this contract.

32. 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: [http://www.documents.dgs.ca.gov/pd/contracts/forms/State and Local Employee Pricing.pdf](http://www.documents.dgs.ca.gov/pd/contracts/forms/State%20and%20Local%20Employee%20Pricing.pdf)

33. ATTACHMENTS

Attachment A – Contract Pricing

Attachment B – Specification 2310-4181, revised 11/7/17

Attachment C – Postconsumer Content Certification Workbook

Fleet Vehicles - Cars, Supplement 3 dated 11/01/2018
Attachment A- Contract Pricing
Contract 1-18-23-10 (A-H)

Terms: \$500 discount per vehicle for payment within 20 days *Excludes
 US Fleet Source 1-18-23-10F

Contact Line Item # (CLIN)	Description	FOB	UNSPSC Code	Unit of Measure (UOM)	Quantity in Unit of Measure	Make	Model	Vehicle Contract Unit Price	Maintenance Plan Contract Unit Price	Dealer	Contract Number	Technical Questionnaire (Click to follow)
1	Subcompact Car, 4-Door, 4-Passenger, FUEL CELL Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Toyota	Mirai	\$41,500.00	\$2,950.00	Toyota Sunnyvale	1-18-23-10H	Technical Questionnaire
2	NONE											
3	NONE											
4	NONE											
5	Compact Hatchback, 5-Door, 4-Passenger, 115 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Volkswagon	E-Golf	\$31,345.00	\$1,295.00	Elk Grove Auto Group	1-18-23-10B	Technical Questionnaire
						Ford	Focus Electric	NOT AVAILABLE AT THIS TIME		Wondries Fleet Group	1-18-23-10E	Technical Questionnaire
6	NONE											
7	Midsize Hatchback, 5-Door, 4-Passenger, 100 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Nissan	Leaf	\$26,614.00	\$499.00	Selma Nissan/Honda	1-18-23-10G	Technical Questionnaire
8	Midsize Hatchback, 5-Door, 4-Passenger, 120 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Hyundai	Ioniq Electric	\$26,939.00	\$810.00	US Fleet Source	1-18-23-10F	Technical Questionnaire
9	NONE											
10	Small Station Wagon, 5-Door, 4-Passenger, 80 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Kia	Soul EV	\$27,762.00	\$499.00	Wondries Fleet Group	1-18-23-10E	Technical Questionnaire

Contact Line Item # (CLIN)	Description	FOB	UNSPSC Code	Unit of Measure (UOM)	Quantity in Unit of Measure	Make	Model	Vehicle Contract Unit Price	Maintenance Plan Contract Unit Price	Dealer	Contract Number	Technical Questionnaire (Click to follow)
11	Small Station Wagon, 5-Door, 4-Passenger, 200 Mile Range ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Chevrolet	Bolt	\$32,572.00	\$749.00	Winner Chevrolet	1-18-23-10D	Technical Questionnaire
12	Compact Hatchback, 5-Door, 4-Passenger, PLUG-IN HYBRID ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Chevrolet	Volt	\$30,304.00	\$749.00	Winner Chevrolet	1-18-23-10D	Technical Questionnaire
13	Midsize Hatchback, 5-Door, 4-Passenger, PLUG-IN HYBRID ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Hyundai	Ioniq PHEV	\$22,950.00	\$1,079.00	US Fleet Source	1-18-23-10F	Technical Questionnaire
						Toyota	Prius Prime Plus	\$26,096.00	\$1,082.00	Toyota Sunnyvale	1-18-23-10H	Technical Questionnaire
14	Midsize Car, 4-Door, 4-Passenger, PLUG-IN HYBRID ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Kia	Optima	\$29,450.00	\$796.00	US Fleet Source	1-18-23-10F	Technical Questionnaire
						Honda	Clarity	\$34,218.96	\$499.00	Wondries Fleet Group	1-18-23-10E	Technical Questionnaire
						Ford	Fusion Energi	\$27,968.00	\$499.00	Downtown Ford Sales	1-18-23-10A	Technical Questionnaire
15	Small Station Wagon, 5-Door, 4-Passenger, PLUG-IN HYBRID Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101504	Each	2	Kia	Niro LX PHEV	\$25,706.00	\$796.00	US Fleet Source	1-18-23-10F	Technical Questionnaire
16	Compact Hatchback, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Toyota	Prius C	\$20,268.00	\$749.00	Freeway Toyota	1-18-23-10C	Technical Questionnaire
17	Midsize Car, 4-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Toyota	Camry	\$25,704.00	\$749.00	Freeway Toyota	1-18-23-10C	Technical Questionnaire
						Kia	Optima	\$21,950.00	\$796.00	US Fleet Source	1-18-23-10F	Technical Questionnaire
						Ford	Fusion S	\$23,727.00	\$499.00	Downtown Ford Sales	1-18-23-10A	Technical Questionnaire
						Chevrolet	Malibu	\$25,284.00	\$749.00	Winner Chevrolet	1-18-23-10D	Technical Questionnaire
18	Midsize Hatchback, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101504	Each	1	Toyota	Prius	\$21,894.00	\$749.00	Freeway Toyota	1-18-23-10C	Technical Questionnaire
19	NONE											

Contact Line Item # (CLIN)	Description	FOB	UNSPSC Code	Unit of Measure (UOM)	Quantity in Unit of Measure	Make	Model	Vehicle Contract Unit Price	Maintenance Plan Contract Unit Price	Dealer	Contract Number	Technical Questionnaire (Click to follow)
20	Small Station Wagon, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Kia	Niro FE	\$21,990.00	\$796.00	US Fleet Source	1-18-23-10F	Technical Questionnaire
21	NONE											
22	Large Car, 5-Door, 4-Passenger, HYBRID-ELECTRIC Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101504	Each	1	Hyundai	Ioniq (Blue)	\$20,350.00	\$1,079.00	US Fleet Source	1-18-23-10F	Technical Questionnaire
						Ford	Cmax	NO LONGER AVAILABLE		Wondries Fleet Group	1-18-23-10E	Technical Questionnaire
23	Large Car, 4-Door, 5-Passenger, E85 Vehicle in accordance with specification 2310-4181 dated 11/7/17.	Sacramento	25101503	Each	1	Dodge	Charger	\$21,117.00	\$749.00	Elk Grove Auto Group	1-18-23-10B	Technical Questionnaire
						Chrysler	300	\$24,402.00	\$749.00	Elk Grove Auto Group	1-18-23-10B	Technical Questionnaire
						Chevrolet	Impala	\$21,557.00	\$749.00	Winner Chevrolet	1-18-23-10D	Technical Questionnaire
						Ford	Taurus	\$21,941.22	\$499.00	Wondries Fleet Group	1-18-23-10E	Technical Questionnaire

The following items are applicable for options only. Not evaluated for award purposes.

Contact Line Item # (CLIN)	Description	Unit of Measure (UOM)	Quantity in Unit of Measure	Make	Model	Manufacturer	Contract Unit Price
n/a	Additional options, (cost plus)	various	various	n/a	n/a	n/a	Dealer Cost + 10 %
n/a	Removal of options, (cost minus)	various	various	n/a	n/a	n/a	Dealer Cost + 10 %

Contacts:

Downtown Ford Sales - (916) 442-6931
 Freeway Toyota - (559) 707-5735
 Winner Chevrolet - (916) 429-4700 / (916) 426-5752
 Elk Grove Auto Group (916) 429-4700
 US Fleet Source (858) 525-5327
 Wondries Fleet Group (626) 457-5590
 Selma Nissan (559) 707-5735
 Toyota Sunnyvale (408) 306-1960