



**State of Oklahoma
Department of Central Services
Central Purchasing**

**Notice of Statewide Contract
Award**

Official signed contract documents are on file with DCS-Central Purchasing.

Contract Title: Utility Beds

Statewide Contract #: SW106-B

Contract Issuance Date: 07/17/2012

Total Number of Vendors: 1 (For details see: Vendor Information Sheet)

Contract Period: 07/17/2012 through 07/16/2013

Agreement Period: 07/17/2012 through 07/16/2015

Authorized Users: All State agencies, State Departments, Boards, Commissions, Institutions, Counties, School districts and Municipalities. Other States

Contract Priority: Mandatory

Type of Contract: Fixed Price

DCS-CP Contact: Joyce Leivas

Phone: 1 - 405 - 521 - 2479

Title: Contracting & Procurement
Officer

Fax: 1 - 405 - 521 - 4475

Email: Joyce.Leivas@osf.ok.gov



**State of Oklahoma
Department of Central Services
Central Purchasing**

Awarded Vendors Information

Vendor Name: Total Truck & Trailer, LLC

Vendor ID#: 0000281396

Vendor Address: Address: PO BOX 720660

City: Norman

State: OK

Zip Code: 73070-4500

Contact Person Name: Dwight Anderson

Phone #: 1 - 405 - 329 - 3765

Title: General Manager

Fax #: 1 - 405 - 329 - 8588

Email: dandersonttt@gmail.com

Website: <http://www.totaltruckandtrailer.com>

Authorized Location: ☐ Locations list attached as *(attachment title)*

☐ Address:

City:

State:

Zip Code:

Contract ID #: 0000000000000000000003238

Delivery: FOB

Minimum Order: N/A

P/Card Accepted: ☒ Yes

☐ No

Other:

CONTRACT SPECIFICATIONS

See attached from the original bid documents

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1.** "Acquisition" means items, products, materials, supplies, services and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2.** "Bid" means an offer in the form of a bid, proposal or quote a bidder submits in response to a solicitation;
- A.1.3.** "Bidder" means an individual or business entity that submits a bid in response to solicitation;
- A.1.4.** "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.5.** "Supplier" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1.** Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed "Responding Bidder Information", DCS-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2.** Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3.** The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", DCS-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4.** All bids shall be legibly written or typed. Any corrections to bids shall be initialed. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive.
- A.2.5.** All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1.** If an "Amendment of Solicitation", DCS-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2.** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3.** It is the Bidder's responsibility to check the DCS/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1.** The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1.** Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;

- A.5.1.2.** Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- A.5.1.3.** Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
- A.5.1.4.** Have not within a three-year period preceding this application/proposal had one or more public (Federal, State or local) contracts terminated for cause or default.
- A.5.2.** Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Central Purchasing Division at the Department of Central Services, Will Rogers Building, 2401 N. Lincoln Blvd. First Floor, Suite 116, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

A.7. Bids Subject to Public Disclosure

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. §85.10.

A.8. Late Bids

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1.** Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2.** The Contract resulting from this solicitation will consist of the following documents in order of preference: Contract award documents, including but not limited to the Purchase Order, Contract Modifications, required certification statement, affidavit, and change orders; the solicitation including any amendments; and the successful bid to the extent that the bid does not conflict with the requirements of the Contract award documents or solicitation or applicable law. In the event there is a conflict between any of the preceding documents, the Contract award documents prevail over the solicitation, and both the Contract award documents and the solicitation shall prevail over the successful bid.
- A.9.3.** Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

- A.10.1.** Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- A.10.2.** Bidders guarantee unit prices to be correct.
- A.10.3.** In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation.

A.13. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 580:15-4-11.

A.14. Award of Contract

- A.14.1.** The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.14.2.** Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.14.3.** In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the DCS website at the following link:
<https://www.ok.gov/dcs/vendors/index.php>.

A.15. Contract Modification

- A.15.1.** The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.
- A.15.2.** Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the Supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the Supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.16. Delivery, Inspection and Acceptance

- A.16.1.** Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.16.2.** Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

A.17. Invoicing and Payment

- A.17.1.** Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.17.2.** Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.18. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.19. Audit and Records Clause

- A.19.1.** As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.19.2.** The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the three year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved, or until the end of the three year retention period, whichever is later.

A.20. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.21. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.22. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.23. Termination for Cause

- A.23.1.** The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.23.2.** The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.23.3.** If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.24. Termination for Convenience

- A.24.1.** The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.24.2.** If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.25. Insurance

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

A.26. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.27. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

A.28. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable federal, state and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.29. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

B.1. Contract Period

The contract period is for a twelve (12) month period, commencing from the date of award through one year. This contract may be renewed for up to two (2) successive one year periods.

B.2. Extension of Contract

The State may extend the term of this contract for up to 90 days if mutually agreed upon in writing by both parties.

B.3. Type of Contract

This is a firm fixed price contract for an indefinite delivery and indefinite quantity for the supplies specified and the State shall not guarantee any minimum or maximum quantities mentioned in this contract. Vendor must clear all shipments with agency prior to shipping any portion of this contract.

B.4. Authorized Users

B.4.1. Mandatory Contract

B.4.1.1. All State agencies must use the contract for the products/services specified herein unless the ordering agency has received a written exception from the contracting officer.

B.4.1.2. The State of Oklahoma reserves the right to conduct separate procurement process(s) to establish contract(s) for the same or similar products/services for any agency's specific needs.

B.4.2. Other Government Entities

B.4.2.1. All State Departments, Boards, Commissions, Institutions, Counties, School Districts and Municipalities may avail themselves of the contract.

B.4.2.2. Although any State government agency may use the contract, the laws of each participating state shall govern for purchases made by each respective participating state. Participation by any state, regardless of geographic location is permitted at any time during the term of the contract including any contract extensions.

B.5. Notice of Award

A notice of award letter resulting from this Request For Quote will be furnished to each successful respondent and shall result in a binding contract without further action by either party. It shall be the successful respondent's responsibility to reproduce and distribute copies to all authorized dealers listed in your response. No additions, deletions or changes of any kind shall be made to the contract without prior approval of Central Purchasing.

B.6. Travel

No reimbursable travel is contemplated under the terms of this contract.

B.7. Conformity

By submitting a response to this solicitation, the supplier attests that the supplies or services conform to the specified contract requirements.

B.8. Warranty

The successful respondent agrees the products furnished under this contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such products and rights and remedies provided herein are in addition to and do not limit any rights afforded to the State of Oklahoma by any other clause of this contract.

B.9. Gratuities

The right of the successful bidder to perform under this contract may be terminated by written notice if the Contracting Officer determines that the successful bidder, or its agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official or employee of Central Purchasing.

B.10. Conflict of Interest

The Request For Proposal is subject to the provisions of the Oklahoma Statutes. All suppliers must disclose with their response, the name of any officer, director or agency who is also an employee of the State of Oklahoma or any of its agencies. Further, all suppliers must disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the suppliers firm or any of its branches.

B.11. Patents and Royalties

The supplier, without exception, shall indemnify and save harmless the State of Oklahoma and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or

article manufactured or used in the performance of the contract including its use by the State of Oklahoma. If the supplier uses any design, device or materials covered by letters, patent copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

B.12. Energy Conservation

Oklahoma is an energy conservation State and we welcome any comments on your bid response that would indicate energy savings.

B.13. Ordering

Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders or state purchase card by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract, the contract shall have precedence.

B.14. Awarded Supplier(s) Invoices

B.14.1. The supplier shall be paid upon submission of invoices to the ordering agency at the prices stipulated in the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in a delay of processing invoices for payment. The Awarded supplier shall be the only office authorized to receive orders, invoice and receive payment. Invoicing shall be made in accordance with instructions by agency or division issuing the purchase order.

B.14.2. In case of partial delivery the state agency may make partial payment dependent on the dollar value or hold all invoices for final delivery to be completed.

B.15. Payment Discounts

Discounts for prompt payment will not be considered in the evaluation of proposals. However, any discount offered will be annotated on the award and may be taken if payment is made within the discount period.

B.16. Payment Methods

Payments for goods and service made by government entities are made through the use of Purchase Orders or Purchase Cards.

B.17. Contract Management Fee

As provided by Title 74 §85.33A, the Department of Central Services will assess a Contract Management Fee in the amount of 1% on all sales transacted by any political entity using this contract.

The Contract Management fee shall be noted on the quarterly contract usage report and paid by the vendor to the Central Purchasing Division with 30 days from the completion of the quarterly reporting period. To ensure the payment is credited properly, the vendor must identify the check as "Contract Management Fee" and include the Statewide Contract number and title and the reporting period covered with the payment.

The Contract Management Fee is not to be considered an add-on fee to the agency but is to be included within the cost and/or discount percentage provided with the response to the solicitation. Failure to remit the fee quarterly shall result in cancelation of the contract. The Contract Management Fee is non-refundable when an item is rejected, returned, or declined due to the vendors failure to perform or comply with specifications or requirements of the agreement. The Contract Management Fee shall be sent to the attention of the Contracting Officer to:

Department of Central Services

P O Box 528803

Oklahoma City OK 73152-8803

Attention: Joyce Leivas

B.18. Contract Usage Reporting Requirements

B.18.1. Reports shall be submitted quarterly regardless of quantity. The usage report shall contain the Date of Order, ordering party name, location, quantity purchased and price and extended total of the order.

B.18.2. Usage reports shall be delivered by email to the contracting officer within 30 calendar days upon completion of the quarterly reporting period cited below.

B.18.3. Contract quarterly reporting periods shall be:

January 1 through March 31

April 1 through June 30

July 1 through September 30

October 1 through December 31

B.18.4. Failure to provide usage reports shall result in cancelation or suspension of contract.

C. SOLICITATION SPECIFICATIONS

C.1. Please see the attached specifications and forms provided by the Oklahoma Department of Transportation on behalf of all users of the contract.

C.2. Insurance

Workers' Compensation--Statutory Limits

Employer's Liability--\$1 million each accident

Employer's Liability--\$1 million disease (policy limit)

Employer's Liability--\$1 million disease each employee

Commercial General Liability (including products liability and completed operations, and contractual liability)--\$5 million each occurrence. \$5 million aggregate

Commercial Auto Liability (including owned, hired, and non-owned autos)--\$5 million combined single limit each occurrence

\$5 million aggregate

C.3. Acceptance of equipment

C.3.1. Condition of Equipment: Equipment must be in good working order. The agency shall inspect the equipment upon picking it up from the vendor or upon delivery by the vendor to the specified location, whichever is applicable. The agency has the right to refuse delivery of equipment at the time of delivery or pickup and shall document the reason in detail at the time of refusal. The documentation of the refusal is to be copied to the contract file and vendor. Any charges incurred due to the rejected delivery will be the full responsibility of the vendor.

C.3.2. Deposits: Agency is not responsible for paying deposits. Oklahoma State law prevents the payment for goods and services in advance.

C.3.3. Delivery: Vendor to contact agency for delivery dates. Vendor to quote pricing with delivery charges included.

D. EVALUATION

The State of Oklahoma will use best value criteria in accordance with Oklahoma Statute Title 74, Section 85 in evaluation of proposals. The order in which best value criteria is listed does not establish priority. The State may negotiate with Vendors to get the best price, value and terms. Once the State identifies the top candidates, negotiations may take place through the State Purchasing Director on Fixed Fee or % Discount services. The State considers all cost and business terms negotiable.

D.1.1. Cost

D.1.2. Past performance

D.1.3. Acceptability of specifications of product offered

E. INSTRUCTIONS TO SUPPLIER

E.1.1. Please send in all the forms you print from the website. The complete solicitation is part of your response.

E.1.2. Insure that you get your response to the Central Purchasing office on or before the bid closing/opening date.

E.1.3. Be sure to include any and all descriptive brochures or specifications for your products.

F. CHECKLIST

G. OTHER

G.1. Required Delivery

Unless determined to be the error of the ordering agency, the supplier shall not be entitled to a restocking fee/returned goods charge or return freight costs. Should goods need to be returned due to the error of the ordering agency, goods may be returned in the original condition, freight prepaid with a _____% of sales cost for a restocking/returned goods charge. Goods must be returned within a _____(period of time) for consideration of this credit.

H. PRICE AND COST

H.1. Price Adjustments

- H.1.1.** Prices must remain firm for the first year of the contract period. After the first year of the contract period, and every year thereafter, the awarded supplier(s) may file for a price adjustment consistent with and relative to price changes originating with the manufacturer and/or the market trends. The new pricing methodology must be sent with the request for adjustment. Requests for such an adjustment must be fully documented and, if approved shall be firm until the next annual anniversary date of the contract. The State reserves the right to reject any requested price adjustments if deemed excessive by the Central Purchasing Division.
- H.1.2.** To request a price adjustment, the supplier(s) must submit a request to the Contracting Officer at Central Purchasing within thirty (30) days of the annual anniversary date of the contract. If approved, price adjustments shall become effective ten (10) days after the approval. Retroactive adjustments shall not be allowed. Any purchase orders issued by any State agency prior to the effective date will be honored by the supplier at the price in effect at the time of the issuance of the purchase order.
- H.1.3.** Price decreases shall become effective immediately on the date specified in the manufacturer's printed notice of change. The supplier shall bill the State at the reduced price on all deliveries made on or after the date of the manufacturer's price reduction. The supplier shall promptly provide the Contracting Officer at Central Purchasing Division with a letter of notice concerning the change.
- H.1.4.** See attached forms to fill in your pricing for the requested products.