



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

**Solicitation**

**1. Solicitation #: SW307**

**2. Solicitation Issue Date: 9/25/2012**

**3. Brief Description of Requirement:**

AUTOMOTIVE PARTS - OEM

Any questions must be submitted by e-mail to the Contracting Officer due no later than 3pm on October 1, 2012.

PLEASE NOTE THIS IS A SHORT CLOSE.

**4. Response Due Date<sup>1</sup>: 10-9-2012**

**Time: 3:00 PM CST/CDT**

**5. Issued By and RETURN SEALED BID TO:**

**Personal or Common Carrier Delivery:**

Department of Central Services, Central Purchasing  
Will Rogers Building  
2401 N. Lincoln Blvd, Suite 116,  
Oklahoma City, OK 73105

**U.S. Postal Delivery:**

Department of Central Services, Central Purchasing  
P.O. Box 528803,  
Oklahoma City, Oklahoma 73152-8803

**6. Solicitation Type** (check one below):

- ☐ Invitation to Bid  
☒ Request for Proposal  
☐ Request for Quote

**7. Requesting Agency:** Dept. of Public Safety

**8. Contracting Officer:**

Name: Theresa Johnson

Phone: (405) 521-2289

Email: [theresa.johnson@omes.ok.gov](mailto:theresa.johnson@omes.ok.gov)

<sup>1</sup> Amendments to solicitation may change the Response Due Date (read CP GENERAL PROVISIONS, section 3, "Solicitation Amendments")  
DCS/PURCHASING - FORM 070 (06/2008)



**State of Oklahoma  
Office of Management and Enterprise  
Services**

**Responding Bidder Information**

*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** SW307

2. **Bidder General Information:**

FEI / SSN : \_\_\_\_\_

VEN ID: \_\_\_\_\_

Company Name: \_\_\_\_\_

3. **Bidder Contact Information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX#: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

4. **Oklahoma Sales Tax Permit<sup>1</sup>:**

☐ YES – Permit #: \_\_\_\_\_

☐ NO – Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State:**

☐ YES - Filing Number: \_\_\_\_\_

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (<http://www.sos.ok.gov> or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – include a certificate of insurance with the bid

☐ NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2001, § 2.6 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)<sup>2</sup>

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

<sup>1</sup> For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

<sup>2</sup> For frequently asked questions concerning workers' compensation insurance, see [http://www.ok.gov/oid/Consumers/Workers' Compensation Information.html](http://www.ok.gov/oid/Consumers/Workers'_Compensation_Information.html)



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

**Certification for Competitive  
Bid and/or Contract  
(Non-Collusion Certification)**

**NOTE:** A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: SW307

Supplier Legal Name: \_\_\_\_\_

**SECTION I [74 O.S. § 85.22]:**

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

**SECTION II [74 O.S. § 85.42]:**

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

**OR**

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

\_\_\_\_\_  
Supplier Authorized Signature

\_\_\_\_\_  
Certified This Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax Number

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## **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](http://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**

- B.1.1.** The contract is for a twelve (12) month period commencing on the date of award and run through one year. The contract may be renewed, for up to three (3), one (1) year option periods.

### **B.2. DELIVERY**

- B.2.1.** All automotive parts must be delivered FOB Destination to all Agencies within the specific area(s) suppliers have marked in Section 4.0. No additional charges will be accepted for split deliveries at the supplier's convenience. See listing of agency locations section 8.0.
- B.2.2.** Agencies may from time to time require more than one but not more than four deliveries per day in an emergency situation. Supplier(s) must agree to deliver in emergency situations with no additional delivery charges added.
- B.2.3.** Contractors are required to protect all material so that it is delivered to the using agency in a First-class undamaged condition. The State reserves the right to reject any material which is damaged or in an otherwise unacceptable condition. Any charges incurred due to unacceptable delivery will be the full responsibility of the contracted supplier.

### **B.3. TYPE OF CONTRACT.**

- B.3.1.** This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified.

### **B.4. CONTRACT PRIORITY**

- B.4.1.** This is a Non Mandatory Contract.

### **B.5. AUTHORIZED USERS**

- B.5.1.** RFP's shall cover requirements during the specified period for all State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes state that Counties, School Districts and Municipalities may avail themselves of the contract subject to the approval of the successful supplier(s).

#### **B.5.1.1. CHECK APPROPRIATE BLOCK**

B.5.1.1.1. \_\_\_\_\_ Yes, permits usage by other than State Agencies

B.5.1.1.2. \_\_\_\_\_ No, permits usage by State Agencies only.

### **B.6. ORAL AGREEMENTS**

- B.6.1.** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the RFP or the resultant contract. All modifications to the contract must be made in writing by the Central Purchasing Division.

### **B.7. PRODUCT AVAILABILITY:**

- B.7.1.** In the event a specified manufacturer's product listed in the contract award notification becomes unavailable or cannot be supplied to the state by the contractor for any reason, a product deemed by the Dept. of Central Services, Central Purchasing Division to be equal to or better than the specified product must be substituted by the contractor at no additional cost or expense to the State.

### **B.8. PRODUCT TRANSFER**

- B.8.1.** In the event a dealer is out of stock of any item and that item must be obtained from another source, the State of Oklahoma will not pay transfer fees. The dealer will bear all cost in obtaining such items.

**B.9. PICKUP SERVICE:**

- B.9.1.** State agencies from time to time prefer to pick up parts. If a required notice is to be given, suppliers must state the amount of lead time required in the space provided below.

**B.10. STOCKING**

- B.10.1.** Suppliers must maintain an agreed upon stock level for agencies that require stock levels. Supplier must also remove parts that are not used within 6 months (or as mutually agreed upon between agency and supplier) and replaced with products of equal value. Agencies under this category are, but not limited to:

**Dept. of Central Services**

**Motor Pool Division**

**3301 N. Santa Fe**

**Oklahoma City, Oklahoma 73118**

**Dept. of Public Safety**

**Motor Vehicle Operations-Garage**

**3600 N. Martin Luther King**

**Oklahoma City, Oklahoma 73111**

**B.11. STOCKING LOCATION**

- B.11.1.** The successful supplier must stock or warehouse at one or more distribution points in the State of Oklahoma, an adequate inventory of the most commonly used items.

**B.12. PROPOSAL COMPLIANCE.**

- B.12.1.** The state reserves the right to reject any proposal that does not comply with the requirements and specifications of the RFP. A proposal shall be rejected when the supplier imposes terms or conditions that would modify requirements of the RFP or limit the supplier's liability to the State.

**B.13. PROPOSAL CONFORMITY.**

- B.13.1.** By submitting a response to this solicitation, the supplier attests that the supplies or services conform to specified contract requirements.

**B.14. ENERGY CONSERVATION.**

- B.14.1.** Oklahoma is an energy conservation State and we welcome any comments on your RFP that would indicate energy savings.

**B.15. CONFLICT OF INTEREST**

- B.15.1.** The Request for Proposal hereunder is subject to the provisions of the Oklahoma Statutes. All Suppliers must disclose with the RFP the name of any officer, director or agent 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.16. BILLING REQUIREMENTS:**

- B.16.1.** In order to prevent billing errors and to minimize the costs associated with processing small invoices, suppliers are required to submit all of the previous month's bills by the "fifteenth" day of the following month.
- B.16.2.** In addition to the above requirement, all contract suppliers are to provide the following information on each invoice which is submitted for payment:
- B.16.2.1.** The Contract Line Number for all Items ordered.
- B.16.2.2.** A full description of the item ordered, including brand, type of item and model or catalog no. (ex: Ford starter, P/N 3284-B).
- B.16.2.3.** Manufacturer or Jobber price, contract discount percentage and net price for all items.

**B.17. NOTICE OF AWARD**

**B.17.1.** Notice of award letter resulting from this RFP will be furnished to each successful supplier and shall result in a binding contract without further action by either party. It shall be the successful supplier's responsibility to reproduce and distribute copies to all authorized dealers listed in your RFP response. No additions, deletions or changes of any kind shall be made to this contract without prior approval of Central Purchasing.

**B.18. EXTENSION OF CONTRACT**

**B.18.1.** The State may extend the term of this contract up to 90 days if mutually agreed upon by both parties in writing.

**B.19. ORDERING**

**B.19.1.** The item listing is arranged alphabetically by category (Additives, backup alarms, belts, etc.) for easy reference. Purchase Orders will be issued according to this listing.

**B.19.2.** Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders 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.20. STATE AND FEDERAL TAXES**

**B.20.1.** Purchases by the State are not subject to any sales tax or Federal excise tax. Exemption certificates will be furnished upon request.

**B.21. CONTRACTOR INVOICES**

**B.21.1.** (a) The supplier shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation submitting a proposal shall be the only office authorized to receive orders, invoice and receive payment. If the Supplier wishes to ship or provide service from a point other than the address listed on the face of the RFP, the Supplier will furnish a list of these locations. No ordering or invoicing will be done at these locations.

**B.21.2.** (b) Invoicing shall be made in accordance with instructions by agency or division issuing the purchase order.

**B.21.3.** (c) If you are paid more than 45 days after submitting a proper invoice, you may be entitled to claim an interest penalty. Contact the Office of State Finance for a copy of the regulations.

**B.21.4.** (d) In cases 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.22. PROMPT PAYMENT DISCOUNTS**

**B.22.1.** Discounts for prompt payment will not be considered in the evaluation of offers. However, any discount offered will be annotated on the award and may be taken if payment is made within the discount period.

**B.23. WARRANTY**

**B.23.1.** The Successful supplier 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.24. CONTRACT MANAGEMENT FEE**

As empowered by State Statute §85.33 A & B, the Department of Central Services imposes, and Suppliers agree to pay a contract management fee in the sum of one (1) % of the combined total quarterly expenditures under this contract. This contract management fee is to be noted on the quarterly "Contract Usage Report" and paid by the Supplier, to DCS, Central Purchasing Division within 30 calendar days from the completion of the quarterly reporting period stated under the section titled "Contract Usage Reporting". The contract management fee check should be sent to:

Personal or Common Carrier Delivery:  
Department of Central Services, Central Purchasing  
Will Rogers Building  
2401 N. Lincoln Blvd, Suite 116  
Oklahoma City, OK 73105  
Attention: Theresa Johnson

U.S. Postal Delivery:  
Department of Central Services, Central Purchasing  
PO Box 528803  
Oklahoma City, OK 73152-8803  
Attention: Theresa Johnson

**B.25. CONTRACT USAGE REPORTING REQUIREMENTS**

**B.25.1.** Contractor's Report of Sales: Reports shall provide the amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, and Municipalities.

**B.25.2.** The supplier should submit reports quarterly. If quarterly, the report shall be received within 30 calendar days following the reporting period described herein.

The template in Excel format for the report will be provided after the contract is awarded. Specifically, the data fields to be reported for each item purchased are:

- Name of Agency / Institution / Municipality / Public Body making the purchase
- Purchase Order Number
- Purchasing card purchase? (Y/N)
- Order date
- Invoice number
- Invoice date
- Manufacturer Name
- Manufacturer SKU or Product Code
- Contractor Product Number
- Product Description
- Product Unit of Measure (UOM)
- Number of Items per UOM
- Quantity of UOM Ordered
- Unit Price
- Manufacturer's List Price
- Extended Price

**B.25.3.** Reports shall be submitted quarterly regardless of quantity.

**B.25.4.** Usage Reports shall be sent electronically to: Theresa\_Johnson@dcs.state.ok.us, within 30 calendar days upon completion of performance quarter period cited below.

**B.25.5.** 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.25.6.** Failure to provide usage reports shall result in cancellation or suspension of contract.

## **B.26. GRATUITIES**

**B.26.1.** The right of the successful supplier to perform under this contract may be terminated by written notice if the Contracting Officer determines that the successful supplier, 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 or the Copier RFP Evaluation Team.

## **B.27. PATENTS AND ROYALTIES**

**B.27.1.** 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 or copyright, it is mutually agreed and understood without exception that the RFP 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.28. MINIMUM ORDER REQUIREMENT**

**B.28.1.** Minimum order requirements are \_\_\_\_\_. If ordering less than amount specified, freight will be prepaid and added to invoice as a separate item.

**B.28.2.** Instances where successful supplier makes partial shipment of orders meeting minimum requirement, shipments shall be made F.O.B. Destination with no transportation charges added.

## **B.29. MSDS SHEETS**

**B.29.1.** MSDS Sheets must be supplied for applicable products with delivery of product.

## **B.30. STATE PURCHASE CARD (P-CARD)**

**SUPPLIERS PLEASE NOTE - IN ORDER TO BE CONSIDERED FOR AWARD, SUCCESSFUL SUPPLIERS MUST ACCEPT THE STATE OF OKLAHOMA PURCHASE CARD (P-CARD). FAILURE TO ACCEPT THE P-CARD WILL BE CAUSE FOR REJECTION OF YOUR PROPOSAL.**

**SIGNATURE OF ACCEPTANCE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **B.31. LEVEL THREE REPORTING**

**B.31.1.** SUPPLIERS ARE REQUIRED TO DISCLOSE IF THEY PROVIDE LEVEL THREE REPORTING:

**B.31.1.1.** Yes \_\_\_\_\_. No \_\_\_\_\_.

**B.31.2.** If you do not provide level three reporting, do you anticipate offering level three reporting?

**B.31.2.1.** When? \_\_\_\_\_ or Why Not? \_\_\_\_\_

\_\_\_\_\_

## **C. SOLICITATION**

### **C.1. DEFINITIONS**

**C.1.1.** *Release* means purchase order issued against the specified contract.

**C.1.2.** *State* means the State of Oklahoma.

## **C.2. CAPITAL EQUIPMENT**

- C.2.1.** This contract specifically excludes the purchase of capital equipment. The definition of capital equipment is those items that will have a durable use of more than one year and cost greater than \$500.00. This is not to say that some supply items that may cost over \$500.00 are to be considered as capital equipment. There are specific penalties for the purchase or sale of equipment using this contract. Some of them may be considered severe. The penalties are to discourage anyone from not abiding by the purpose of the contract.

## **C.3. COMMODITIES COVERED UNDER THIS CONTRACT:**

- C.3.1.** This section covers the purchase of automotive parts and accessories. Original Equipment Manufacturer parts (excluding repairs) in the general categories are listed below. This contract specifically excludes the purchase of capital equipment. Engines and body parts are specifically excluded from this Request for Proposal. Makes of automobiles will include:

- C.3.1.1.** Replacement Parts for OEM, Chrysler (Original Equipment Manufacturer)
- C.3.1.2.** Replacement Parts for OEM, Ford (Original Equipment Manufacturer)
- C.3.1.3.** Replacement Parts for OEM, General Motors (Original Equipment Manufacturer)
- C.3.1.4.** Replacement Parts for OEM, Honda, Toyota and Subaru

## **D. EVALUATION**

- D.1.** This contract will be awarded by the best value method.

- D.2.** Evaluation factors will include

- D.2.1.** Discount
- D.2.2.** Minimum Order specified
- D.2.3.** Level three reporting

## **D.3. NEGOTIATIONS**

The supplier is advised that under the provisions of this Request for Proposal, the Central Purchasing Division reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations.

The State may negotiate if deemed necessary, and will determine the scope and subject of any negotiations. However, the Supplier should not expect that the State will negotiate to give the Supplier an opportunity to strengthen its proposal. Therefore, the Supplier must submit its best offer based on the terms and condition set forth in this solicitation. If such negotiations are conducted, the following conditions shall apply.

- D.3.1.** Negotiations may be conducted in person, in writing, or by telephone.
- D.3.2.** Negotiations will only be conducted with potentially acceptable proposals. The Central Purchasing Division reserves the right to limit negotiations to those proposals that received the highest rankings during the initial evaluation phase. All suppliers involved in the negotiation process will be invited to submit a best and final offer.
- D.3.3.** Terms, conditions, prices, methodology, or other features of the supplier's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the supplier may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal
- D.3.4.** The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the Central Purchasing Division determines that a change in such requirements is in the best interest of the State of Oklahoma.

## **E. INSTRUCTIONS TO SUPPLIER**

### **E.1. EXPLANATION TO SUPPLIERS**

- E.1.1.** Suppliers who need clarification shall contact the Central Purchasing contracting officer shown on the **RFP**. Oral explanations or instructions given before proposal opening will not be binding. Any information given a supplier concerning a solicitation will be provided promptly to all other suppliers as an amendment, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to other suppliers.

### **E.1. SUBMISSION OF RESPONSES**

- E.1.1.** All inquiries must be submitted in the form of questions or requests for clarification. Such questions or requests for clarification must be submitted in writing via e-mail to [theresa\\_johnson@omes.ok.gov](mailto:theresa_johnson@omes.ok.gov) and received by the contracting officer on or before 5:00 p.m. ("CDT"), on October 1, 2012. Questions must reference the identifying solicitation number.
- E.1.2.** Questions or requests for clarification received by telephone or by fax or received after 5:00 p.m. (CDT), October 1, 2012 will not be accepted, reviewed or responded to.

### **E.2. PRODUCT AVAILABILITY**

- E.2.1.** Product proposed must be a current product model and available for general marketing purposes at the opening of this solicitation. Perceptive supplier must use best effort to assure product availability through duration of contract period.

### **E.3. AUTHORIZED REPRESENTATIVE**

- E.3.1.** Suppliers may offer any brand for which they are an authorized representative, which meets or exceeds the specification.

### **E.4. QUANTITY PRICE BREAKS**

- E.4.1.** Agencies will be allowed to mix like item to reach minimum/maximum quantity breaks subject to full cartons.

### **E.5. DISCOUNTS**

- E.5.1.** The supplier shall offer a specific percentage discount from the publishers/manufacture's list price in effect on date of solicitation opening. A copy of the manufacturer published price list shall be submitted with solicitation response.

### **E.6. URL ACCESS**

- E.6.1.** Suppliers with the capability of providing a URL address allowing a direct link to their catalog pricing pages that are specifically configured for State of Oklahoma customer ordering, must submit two (2) copies of their procedures manual with the RFP. This link allows for search capability by product name, part number, etc. These URL sites are to be in accordance with the contract terms and conditions.

### **E.7. PREPARATION OF PROPOSALS**

- E.7.1.** (a) Suppliers are expected to examine the solicitation, statement of work, instructions, and all amendments. Failure to do so will be at the supplier's risk.
- E.7.2.** (b) Each supplier shall provide the information required by the solicitation. Proposals shall be typewritten or written in ink; Penciled proposals will not be accepted. Erasures or other changes **shall be initialed** by the person signing the proposals.
- E.7.3.** (c) Any usage amounts specified are estimates only and are not guaranteed to be purchased.
- E.7.4.** (d) Unit price shall be entered on the form provided or a copy thereof.
- E.7.5.** (e) If supplier wishes to propose "all or none" this must be clearly shown on the proposal.

- E.7.6.** (f) Recipients of this solicitation not responding with a response shall return only the front sheet (CP-01 form) annotated with "No Bid", their company and address.
- E.7.7.** (c) The State reserves the right to accept by item, groups of items or by the total proposal.
- E.7.8.** (d) The State may award multiple contracts for the same or similar supplies to two or more sources under this solicitation.

## **E.8. AMENDMENTS TO REQUEST FOR PROPOSALS**

- E.8.1.** (a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- E.8.2.** (b) Suppliers shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment. Central Purchasing must receive the acknowledgment by the opening time and date specified for receipt of proposals.

## **F. CHECKLIST**

None

## **G. OTHER**

### **G.1. ZONE MAP**

- G.1.1.** For purposes of this award, the State of Oklahoma has been divided into eight (8) zones. Suppliers are to indicate the AREA(S) TO BE SERVED:
- G.1.2.** Per the following zone map Prospective suppliers are required to check the zones they are supplying. If unable to deliver in all counties within a zone, the supplier must clearly mark the counties that **will be** serviced and return **with your solicitation** response.

<b>SYMBOL</b>	<b>REGIONS</b>	<b>COUNTIES¶</b>	<b>SUPPLYING</b>
<b>(E)</b>	<b>Entire State</b>	<b>All 77 Counties¶</b>	
<b>(1)</b>	<b>Zone 1</b>	<b>Wagoner, Cherokee, Okmulgee, Muskogee, Adair, Sequoyah, McIntosh, and Haskell</b>	
<b>(2)</b>	<b>Zone 2</b>	<b>Pittsburg, Latimer, Le Flore, Atoka, Bryan, Pushmataha, Choctaw, McCurtain, Marshall¶</b>	
<b>(3)</b>	<b>Zone 3</b>	<b>Lincoln, Okfuskie, McClain, Cleveland, Pottawatomie, Seminole, Hughes, Garvin, Pontotoc, Coal, Johnston</b>	
<b>(4)</b>	<b>Zone 4</b>	<b>Grant, Kay, Garfield, Noble, Payne, Logan, Kingfisher, Canadian, Oklahoma ¶</b>	
<b>(5)</b>	<b>Zone 5</b>	<b>Dewey, Blaine, Roger, Mills, Custer, Washita, Beckham, Greer, Kiowa, Harmon, Jackson, Tillman</b>	
<b>(6)</b>	<b>Zone 6</b>	<b>Major, Alfalfa, Woods, Woodward, Ellis, Harper, Beaver, Texas, Cimarron</b>	
<b>(7)</b>	<b>Zone 7</b>	<b>Caddo, Grady, Comanche, Cotton, Stephens, Jefferson, Murray, Carter, Love,</b>	
<b>(8)</b>	<b>Zone 8</b>	<b>Washington, Nowata, Craig, Ottawa, Rogers, Mayes, Delaware, Tulsa, Creek, Pawnee, Osage</b>	



## **H. PRICE AND COST**

SEE ENCLOSED PRICE LIST, SUPPLIERS ARE REQUIRED TO SUBMIT A SEPARATE PRICE LIST FOR EACH ORIGINAL EQUIPMENT MANUFACTURER (OEM).



# SOLICITATION REQUEST

☐ Request for Quote☐ Request for Proposal☐ Request for Bid**Dispatch via Print**

**Department of Central Services**  
DEPARTMENT OF CENTRAL SERVICES  
2401 N LINCOLN, WILL ROGERS BLDG  
OKLAHOMA CITY OK 73105

**Vendor: NAME**

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Request Quote ID.	Date	Buyer	Page
5800000750	09/24/2012	Theresa Johnson (580)	1
Payment Terms	DateTime Quote Open	Closing	
0 Days	09/25/2012 07:53 AM	10/09/2012 03:00 PM	

Requisition Number Reference: From Req ID - 5800001826

**Ship To:** DEPARTMENT OF CENTRAL SERVICES  
CENTRAL PURCHASING DIVISION  
2401 N LINCOLN, WILL ROGERS BLDG, STE 116  
OKLAHOMA CITY OK 73105

**Bill To:** DEPARTMENT OF CENTRAL SERVICES  
ACCOUNTING DIVISION  
PO BOX 53488  
OKLAHOMA CITY OK 731123488

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	43202221 / AIR CONDITIONING	10	EA		

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

2	26101302 / ALTERNATORS AND STARTERS	10	EA		
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**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

3	25172601 / AUTOMOTIVE ACCESSORIES	10	EA		
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**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

4	25181601 / AUTOMOTIVE CHASSIS	10	EA		
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**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

5	47131828 /				
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**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

☐ Request for Quote

☐ Request for Proposal

☐ Request for Bid

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2401 N LINCOLN, WILL ROGERS BLDG  
OKLAHOMA CITY OK 73105

**Vendor: NAME**

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Address: \_\_\_\_\_

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5800000750	09/24/2012	Theresa Johnson (580)	2
Payment Terms	DateTime	Quote Open	Closing
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OKLAHOMA CITY OK 73105

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ACCOUNTING DIVISION  
PO BOX 53488  
OKLAHOMA CITY OK 731123488

## Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	AUTOMOTIVE CLEANERS	10	EA		

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

6 31211501 /  
AUTOMOTIVE PAINT 10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

7 25173813 /  
AUTOMOTIVE TRANSMISSIONS 10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

8 26111703 /  
BATTERIES 10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

9 25172001 /  
BEARING, BALL AND ROLLER 10 EA

## This is NOT AN ORDER

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5800000750	09/24/2012	Theresa Johnson (580)	3
Payment Terms	DateTime Quote Open	Closing	
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ACCOUNTING DIVISION  
PO BOX 53488  
OKLAHOMA CITY OK 731123488

## Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

10 43202221 /  
BELTS AND HOSES

10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

11 25171702 /  
BRAKES

10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

12 25173900 /  
ELECTRICAL AND IGNITION

10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

13 25173900 /  
EMISSIONS AND EXHAUST

10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

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5800000750	09/24/2012	Theresa Johnson (580)	4
Payment Terms	DateTime	Quote Open	Closing
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### Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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ACCOUNTING DIVISION  
PO BOX 53488  
OKLAHOMA CITY OK 731123488

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
14	25173900 / ENGINES AND DRIVE TRAIN	10	EA		

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

15	40161500 / FILTERS, OIL, GAS, AIR AND TRANS	10	EA		
----	---	----	----	--	--

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

16	31401500 / GASKETS AND SEALS	10	EA		
----	---------------------------------	----	----	--	--

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

17	43202221 / HEATING AND COOLING (ENGINE)	10	EA		
----	---	----	----	--	--

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

18	25172900 /				
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**This is NOT AN ORDER**

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**Authorized Signature**



# SOLICITATION REQUEST

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☐ Request for Proposal

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**Bill To:** DEPARTMENT OF CENTRAL SERVICES  
 ACCOUNTING DIVISION  
 PO BOX 53488  
 OKLAHOMA CITY OK 731123488

## Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	LAMPS AND LIGHTING AND MIRRORS	10	EA		

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

19 15121501 /  
 OILS, AND LUBRICANTS  
 REGULAR AND SYNTHETIC

10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

20 40151500 /  
 PUMPS, FUEL AND WATER

10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

21 25172001 /  
 SUSPENSION, SHOCKS,  
 STRUTS AND STEERRING

10 EA

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

22 25171500 /

## This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

☐ Request for Quote☐ Request for Proposal☐ Request for Bid**Dispatch via Print**

**Department of Central Services**  
DEPARTMENT OF CENTRAL SERVICES  
2401 N LINCOLN, WILL ROGERS BLDG  
OKLAHOMA CITY OK 73105

**Vendor: NAME**

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Request Quote ID.	Date	Buyer	Page
5800000750	09/24/2012	Theresa Johnson (580)	7
Payment Terms	DateTime Quote Open	Closing	
0 Days	09/25/2012 07:53 AM	10/09/2012 03:00 PM	

Requisition Number Reference: From Req ID - 5800001826

**Ship To:** DEPARTMENT OF CENTRAL SERVICES  
CENTRAL PURCHASING DIVISION  
2401 N LINCOLN, WILL ROGERS BLDG, STE 116  
OKLAHOMA CITY OK 73105

**Bill To:** DEPARTMENT OF CENTRAL SERVICES  
ACCOUNTING DIVISION  
PO BOX 53488  
OKLAHOMA CITY OK 731123488

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
	WIPERS/WASHERS	10	EA		

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

23 25171602 /  
WINTER ACCESSORIES

10 EA

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

COMMENTS:

**This is NOT AN ORDER**

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**Authorized Signature**