



**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:** AUTOMOTIVE PARTS - OEM

**Statewide Contract #:** SW307

**Contract Issuance Date:** 10-23-2012

**Total Number of Vendors:** 01 (For details see: Vendor Information Sheet)

**Contract Period:** 10-23-2012 THROUGH 10-22-2013

**Agreement Period:** 10-23-2012 THROUGH 10-22-2017

**Authorized Users:** State Departments, Boards, Commissions, Agencies, Institutions, Counties, School Districts and Municipalities

**Contract Priority:** NonMandatory

**Type of Contract:** Firm fixed price contract for indefinite delivery and indefinite quantity

**DCS-CP Contact:** Theresa Johnson  
**Title:** Contracting Officer

**Phone:** 1 - 405 - 521 - 2289  
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**Email:** Theresa.johnson@omes.ok.gov



State of Oklahoma  
Department of Central Services  
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Awarded Vendor Information

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**Vendor Name:** BOB HOWARD PARTS DISTRIBUTION CENTER

**Vendor ID#:** 0000076759

**Vendor Address:** Address: 3501 North Santa Fe

City: Oklahoma City

State: OK

Zip Code: 73118

Bruce Hoppe

**Phone #:** 1-405-525-4456

**Contact Person Name:**

**Title:** Sales and Marketing Director

**Fax #:** 1- 405 - 525 - 4492

**Email:** bhoppe@bobhowardauto.com

**Website:** Bobhowardauto.com

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

☐ Address:

City:

State:

Zip Code:

**Contract ID #:** 00000000000000000000000003287

**Delivery:**

**Minimum Order:** None

**P/Card Accepted:** X Yes

☐ No

**Other:** Does not provide level three reporting

## CONTRACT PERIOD

October 23, 2012 through October 22, 2013. The contract may be renewed, for up to three (3), one (1) year option periods.

## DELIVERY

All automotive parts must be delivered FOB Destination to all end users within all 77 counties as contractor specified. No additional charges will be accepted for split deliveries at the supplier's convenience.

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.

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.

## PRODUCT AVAILABILITY

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.

## PRODUCT TRANSFER

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.

## PICKUP SERVICE:

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.

## STOCKING

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**

## BILLING REQUIREMENTS:

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.

In addition to the above requirement, all contract suppliers are to provide the following information on each invoice which is submitted for payment:

The Contract Line Number for all Items ordered.

A full description of the item ordered, including brand, type of item and model or catalog no. (ex: Ford starter, P/N 3284-B).

Manufacturer or Jobber price, contract discount percentage and net price for all items.

## STATE AND FEDERAL TAXES

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

## **ORDERING**

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.

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.

## **CONTRACTOR INVOICES**

(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 awarded shall be the only office authorized to receive orders, invoice and receive payment.

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

(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.

(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.

## **WARRANTY**

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.

## **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 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.

## **MSDS SHEETS**

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

## **CAPITAL EQUIPMENT**

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.

## **COMMODITIES COVERED UNDER THIS CONTRACT:**

Covers the purchase of automotive parts and accessories. Original Equipment Manufacturer parts (excluding repairs.) This contract specifically excludes the purchase of capital equipment. Engines and body parts are specifically excluded from this contract. Makes of automobiles will include:

Replacement Parts for OEM, Chrysler (Original Equipment Manufacturer)

Replacement Parts for OEM, Ford (Original Equipment Manufacturer)

Replacement Parts for OEM, General Motors (Original Equipment Manufacturer)







