



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

**Notice of Statewide Contract
Award**

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

Contract Title: Large Trucks, 25,500 pounds and over

Statewide Contract #: SW35T

Contract Issuance Date: 02/07/2017

Total Number of Vendors: 7 See individual vendor contact information documents

Contract Period: 02/07/2017 through 02/06/2018

Agreement Period: 02/07/2017 through 02/06/2021

All State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes

Authorized Users: also allow Counties, School Districts and Municipalities to use this contract.

Contract Priority: Mandatory

Type of Contract: Fixed Price

DCS-CP Contact: Joyce Leivas

Phone: 1 - 405 - 521 - 2479

Title: Contracting Officer

Email: Joyce.Leivas@omes.ok.gov

B. SPECIAL PROVISIONS

B.1. Type of Contract

- B.1.1.** This will be a mandatory statewide contract that is available to all state agencies. Other government entities within the State of Oklahoma, such as Cities, Counties, Colleges and Universities, Municipalities and any government entity may avail themselves of this contract..
- B.1.2.** All state agencies must use the contract for the products specified herein unless the ordering agency has received a written exception from the contracting Officer. The State of Oklahoma reserves the right to conduct separate procurements to establish contracts for the same or similar products for any agency's specific needs.
- B.1.3.** The State of Oklahoma shall not guarantee any minimum or maximum amount under this contract, also known as an indefinite quantity contract.
- B.1.4.** This contract will be for the purchase of the following types of trucks, warranty work and parts:
 - B.1.4.1.** 25,000 pound Trucks
 - B.1.4.2.** 33,000 pound Trucks
 - B.1.4.3.** 46-54000 pound Trucks
 - B.1.4.4.** 54-66000 pound Trucks
- B.1.5.** This contract may be awarded to multiple vendors.
- B.1.6.** This is a firm fixed price contract.

B.2. Notice of Award

Notice of award letter resulting from this RFP will be furnished to each successful vendor and shall result in a binding contract without further action by either party. Any additions or changes to the contract shall be addressed in Addendums.

B.3. Contract Period

Contract Period: For the purpose of the statewide contract, there shall be a Contract Period that shall be in effect from the date of award of the contract through a one year period, with options to renew for up to 3 additional one year periods. The State realizes that new model year introductions may not coincide with this contract period, and shall therefore allow for model year production time periods within the contract period as these changes in production occur.

B.4. Extension of Contract

The State may extend the term of this contract for up to 180 days if mutually agreed upon by both parties in writing.

B.5. Authorized Users

This Contract shall be made available to all State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes also allow Counties, School Districts and Municipalities to use this contract.

B.6. Gratuities

The right of the successful vendor to perform under this contract may be terminated by written notice if the Contracting Officer determines that the successful vendor, 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.7. Travel

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

B.8. Energy Conservation

Oklahoma is an energy conservation State and we welcome any comments on your RFP that would indicate energy savings such as brochures, specifications, and descriptions of equipment that indicate environmentally friendly construction/usage..

B.9. CNG Engine Information

The following applies only to vehicles ordered with CNG Engines as listed on the Options Page for each model:

- B.9.1.** Any CNG Engine provided as a result of this solicitation, must meet the Environmental Protection Agency's (EPA) GHG Emissions Regulations as listed in 40 CFR 85-86, 600, 1033, 1036-1037, 1039, 1065-1066, and 1068 and any other EPA Certification, Rule or Guideline.
- B.9.2.** Any CNG Engine provided as a result of this solicitation must be installed in accordance with the Oklahoma Alternative Fuels Conversion Act, Title 74§130.
- B.9.3.** For Ford Vehicles only, Responses will only be accepted for CNG Engines installed by a Ford approved Qualified Vehicle Modifier (QVM).
- B.9.4.** Vendors will be required to provide documentation by Model, listing the following information:
 - B.9.4.1.** The QVM or Authorized Engine Converter who is providing the CNG Engine Conversion
 - B.9.4.2.** Manufacturer of the Kit
 - B.9.4.3.** Manufacturer of the Tank
 - B.9.4.4.** Manufacturer of all other Components used in the upfit process.
 - B.9.4.5.** Warranty of the Conversion Kit provided by the Ford QVM. The Workmanship Warranty provided by the QVM shall be the same or exceed the Component Warranty.
 - B.9.4.6.** For the purpose of this solicitation, only Type III or Type IV (dependent upon vehicle), tanks will be accepted and all tanks must be manufactured in the USA.

B.10. Conflict of Interest

The RFP is subject to the provisions of the Oklahoma Statutes. All Suppliers must disclose 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, either directly or indirectly, an interest of five percent (5%) or more in the supplier 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 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.12. Property loss

The Supplier shall reimburse the government entity for such property loss or damage caused by supplier, its employees or for anyone whose acts the supplier may be liable.

B.13. Contract Management Fee

- B.13.1.** As provided by State Statute 85.33A, the Department of Central Services will assess a Contract Management Fee of 1% of total contract sales to all government entities. Awarded Supplier(s) shall remit payment of the fee on a quarterly basis in conjunction with the quarterly sales report. The fee amount is not to be invoiced to any contract users, either as an item on a sales invoice or by any other means. Delinquency in payment may be considered cause for contract termination.
- B.13.2.** Supplier shall make payment by company check to DCS-Central Purchasing Division within 30 days of the completion of the quarterly reporting period. To ensure the payment is credited properly, the Supplier must identify the check as "Contract Management Fee" and include the following information with payment: SW192 Construction Equipment. The Contract Management Fee shall be mailed to the following address.

Office of Management and Enterprise Services

5005 N. Lincoln Blvd, Ste 200

Oklahoma City, OK 73105

B.14. Contract Usage Reporting Requirements

- B.14.1.** Reports shall provide the total dollar amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, Hospitals, and Municipalities. Reports shall be submitted quarterly regardless of quantity. A standardized form has been developed for Supplier use.

- B.14.2.** If there are no sales reported by the vendor during the contract term, or if the vendor fails to report sales that have been discovered through state purchasing reports, the State reserves the right to terminate the contract.
- B.14.3.** Usage reports shall be sent electronically, by email to Strategic.Sourcing@omes.ok.gov within 45 days of completion of each quarterly reporting period.
 - B.14.3.1.** 1st Quarter: January 1 through March 31
 - B.14.3.2.** 2nd Quarter: April 1 through June 30
 - B.14.3.3.** 3rd Quarter: July 1 through September 30
 - B.14.3.4.** 4th Quarter: October 1 through December 31

C. SOLICITATION SPECIFICATIONS

C.1. Scope and Vendor Responsibility

- C.1.1.** To provide State Agencies, Counties, Cities, Schools, Universities, Colleges and other Government entities within the State of Oklahoma a statewide contract from which to purchase vehicles.
- C.1.2.** Vendors are expected to provide the most current model of vehicles, to be available for the entire model year of production.
- C.1.3.** All vehicles shall be new. No demonstration, used, rebuilt, or refurbished vehicles will be accepted.
- C.1.4.** The odometer reading shall not exceed 100 miles without prior approval from the ordering entity.
- C.1.5.** Pricing for vehicles shall include all discounts and deductions, less Federal and State taxes. Pricing shall be firm for the first 60 days of the contract period.
- C.1.6.** Vendors are to provide a percentage discount off of the MSRP for any optional equipment for which pricing has not been provided, aftermarket options, and the labor rate per hour to install the optional equipment.
- C.1.7.** All vehicles are to be billed at prices in effect at the time of order, not the date of shipment.
- C.1.8.** Vehicle pricing shall only be adjusted at the time of model year changes.
- C.1.9.** Vendor shall notify the Contracting Officer of any discontinued models within 30 days prior to the effective date of the discontinuance. Vendor may offer a replacement vehicle of equal or greater value at the same contract price. And if accepted, an addendum will be issued to add the product to the contract.
- C.1.10.** All actual "build out" schedules must be submitted by the vendor as they are made aware of them. The approximate build out schedules provided by the vendor at the time of award will be adjusted as the actual schedules become available.
- C.1.11.** All changes to the model year vehicles offered by the vendor must be submitted to the Contracting Officer within 30 days of the start date of the change. Changes include pricing and specification changes from one model year to the next.
- C.1.12.** As new model year vehicles become available, vendor shall submit pricing at either the same rate as the previous model, or an increase or decrease based only on the manufacturer's percentage of increase or decrease. Documentation must be submitted to the Contracting Officer within 30 days of the effective date of change. New model year vehicles cannot be offered without approval from the Contracting Officer.
- C.1.13.** If there is a model year change over the course of the contract period, the Contractor must send a written request for a change by letter or email to the State contract administrator.
- C.1.14.** This contract change request must identify all vehicle specification changes between the previously awarded model year and the proposed new model year.
- C.1.15.** Upon receipt of the contract change request, The State reserves the right to review within 30 days, and may agree to cancel the awarded vehicle by issuance of an amendment to the contract.
- C.1.16.** Awarded vehicle contract changes will become effective as set forth in a written amendment to the contract upon execution by both parties.

- C.1.17.** If during this contract period there is a model year change by the (OEM) manufacturer or additional costs are incurred by the contractor from their 3rd party, the Contractor must send a written request for a change by letter or email to the State contract administrator.
- C.1.18.** This request for a price increase or decrease must include a copy of the (OEM) manufacturer's official notice or other evidence that the increase or decrease is applicable to all customers.
- C.1.19.** Upon receipt of the contract price change request, the State reserves the right to accept or reject within 30 days. The price change request, if agreeable to State, will become effective as set forth in a written amendment to the contract upon execution by both parties. If State does not accept the price change the awarded vehicle may be cancelled by amendment to the contract.
- C.1.20.** All upgrades or repairs required by the Manufacturer due to changes or recalls shall be incorporated at no cost to the customer.
- C.1.21.** Addendums will be issued for any and all changes incurred during the contract period.

C.2. Licensing

Sales of motor vehicles in the State of Oklahoma are subject to the Oklahoma Motor Vehicle Commission Statutes. (Oklahoma Statutes, Title 47 - Motor Vehicles, Chapter 62) Offeror certifies by submission of a response that all required Oklahoma Motor Vehicle Commission licenses are in place and current, and that copies of all such licenses have been submitted with the Response. It is the Vendor's responsibility to keep all required Oklahoma Motor Vehicle Commission licensing current during the term of the contract and to furnish copies at any time upon request by Central Purchasing. If the Vendor does not maintain current licensing, Central Purchasing may immediately terminate the contract upon discovery of the expiration of the license. Contracts for motor vehicles to be sold within the state of Oklahoma may be made only with properly licensed Oklahoma Motor Vehicle Dealers.

C.3. Warranty-Equipment/Options/Accessories/Attachments

- C.3.1.** The Successful Supplier agrees the products furnished under this contract shall be covered by all commercial warranties the contractor provides 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.
- C.3.2.** The Supplier warrants that at the time of delivery, all products purchased under this contract will be free from defects in material or workmanship and will conform to the specifications and all other requirements of this contract.
- C.3.3.** All warranty work performed and parts/materials supplied shall meet original equipment manufacturer (OEM) warranty requirements.
- C.3.4.** Warranty work performed not meeting specifications or found to be defective, shall not be accepted. The supplier shall be required to make repairs or corrections at no additional cost to the agency.
- C.3.5.** Supplier shall furnish a copy of their warranty applicable for the product.
- C.3.6.** All product warranties shall start on the date of delivery and shall be for the full term of said warranty.
- C.3.7.** Before actual warranty work begins, ownership of the property shall be established to ensure the equipment in need of repair belongs to the government entity requesting the service. The following information shall be provided in order to determine ownership of the equipment:
 - C.3.7.1.** Name of government entity and division, if applicable.
 - C.3.7.2.** Make, Model, and VIN of the vehicle.
 - C.3.7.3.** Control number of government entity (Inventory number)
 - C.3.7.4.** Repairs made that are covered by a warranty shall not be paid for by the government entity.
 - C.3.7.5.** The Supplier shall furnish all necessary supervision, labor, equipment, tools, parts, materials, and supplies needed for the warranty repair work.
 - C.3.7.6.** All persons utilized in the performance of this contract shall be employees of the supplier and be fully qualified to perform the warranty work required. Warranty work shall be performed by certified, trained or authorized service technicians.

- C.3.8.** Vehicles that will remain in the supplier's possession overnight and for extended periods shall be stored in a safe and secure location for protection from theft and environmental dangers. The supplier shall be responsible for the proper care and custody of any state owned equipment in the supplier's possession.

C.4. Insurance

- C.4.1.** Prior to the commencement of this contract, the supplier shall obtain and keep in full force and effect until the termination of this contract, insurance coverage with an insurance company licensed and qualified under the laws of Oklahoma.
- C.4.2.** The supplier shall maintain insurance coverage in an amount not less than \$500,000 at all times during the entire term of this contract. The following types of risks shall be covered in the supplier's policy:
- Worker's Compensation Insurance and employer's liability insurance sufficient to cover supplier's employees as required by the State of Oklahoma.
 - Comprehensive General Liability Insurance to include Products/Completed Operations, Premises Operations, Personal Injury, Medical Expenses and Fire Damage.
 - Commercial Automobile Insurance, hired and non-owned.
 - Garage keepers Liability Insurance.
 - Commercial Property Coverage.

C.5. Quality of Parts

- C.5.1.** Parts under these specifications should be name brand, nationally advertised merchandise. Equivalent substitutions must be approved by the agency contact person.
- C.5.2.** After Market Repair parts must be equal to, or exceed original equipment manufacturer's specifications.
- C.5.3.** Repair parts must be packaged and distributed under their respective nationally known name brands.
- C.5.4.** All rebuilt or remanufactured parts must meet the same requirements as listed above.
- C.5.5.** Some repair parts may be required to be original equipment manufacturer repair parts. Suppliers must carry a complete line of OEM parts for all models of vehicles they carry.
- C.5.6.** Preservation, packaging, and packing and marking will be in accordance with best commercial practice to provide adequate protection against shipping damage.

C.6. Warranty-Parts

- C.6.1.** Suppliers are required to provide any buy-back, trade-in, or exchange policy concerning repair parts sold to government Entities.
- C.6.2.** Supplier shall correct ordering errors without further cost to the ordering entity.
- C.6.3.** A copy of the Warranty shall be included for replacement parts purchased.

C.7. Repair Facilities

Repair facilities that will perform the warranty work of items on contract shall be identified on the Pricing Page.

C.8. Ordering

- C.8.1.** No minimum orders will be considered under this contract.
- C.8.2.** Options/Accessories/Attachments on ordered vehicle shall include all standard items normally furnished by the manufacturer/dealer for the basic vehicle being purchased.
- C.8.3.** Suppliers shall identify any websites that can be of assistance in determining needs and calculating total cost of items purchased.
- C.8.4.** The Customer is responsible for being familiar with all of the contract terms and conditions.
- C.8.5.** Supplier shall furnish any required Safety Data Sheets or a composite concentration list prior to contract award, with the product invoice, **or** at the request of Central Purchasing.
- C.8.6.** Catalogs and Price Sheets

- C.8.7.** Suppliers shall provide catalogs and current price lists at no charge upon customer or Contracting Officer's request.
- C.8.8.** Operation and Repair Manuals
- C.8.9.** All vehicles shall be delivered with one copy of the operator's manual, and an illustrated repair parts manual or list. If other manuals are required by the customer, they shall be offered at the discount offered in the Price Sheets.

C.9. Invoices

To ensure prompt payment, the invoice shall include the following information:

- C.9.1.** Purchase order number if applicable.
- C.9.2.** Make, model, and VIN number of the vehicle.
- C.9.3.** Name of government entity.
- C.9.4.** Description of product purchased or warranty services performed and/or parts, material and supplies provided.
- C.9.5.** The copy of the current, dated manufacturer's Price List showing the price of the equipment if requested by the ordering party for their accounting purposes.
- C.9.6.** Name of company who provided the products/services.
- C.9.7.** Payment remittance address.
- C.9.8.** Payment made by government agencies will be made by the procurement card that is issued by the State or Purchase Orders. Other entities may use Purchase Orders or Procurement cards.
- C.9.9.** Each Dealer/manufacturer who is awarded a contract as a result of this Solicitation shall be the only office authorized to receive orders, invoice and receive payment. If the Manufacturer or Dealer wishes to ship or provide a service from a point other than the address listed on the solicitation documents, they will furnish a list of these locations as part of their response.

C.10. Payment

- C.10.1.** Payment method by State Agencies will be the effective state wide fleet fuel and maintenance card, the State purchase card, or Purchase Orders.
- C.10.2.** Payment method by other government entities (Cities, Counties, Municipalities, Schools, and other State governments will be as in C.10.1 above or other purchasing methods, such as leasing, as allowed by their purchasing guidelines, regulations or statutory mandates.

C.11. Prompt Payment Discounts

Prompt payment discounts 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.

C.12. Late Payment to Suppliers

Late payments made by Government entities who sell to State Agencies are addressed in the Prompt Payment Rules derived from Titles 62, Section 41.4a and 4b and 74, Section 840.14. The new interest rates are published on the Office of Management & Enterprises website.

C.13. Delivery

- C.13.1.** Delivery of vehicles is to be made within 120 calendar days after receipt of order unless other arrangements are made between the ordering party and the Supplier. Earlier deliveries are encouraged however there shall be no change in contract price or discount terms because of the earlier delivery.
- C.13.2.** All vehicles are to be delivered new, unused, assembled, serviced, with a full gas tank, oiled and ready for immediate use, unless otherwise requested by the customer. Liability for product delivery remains with the Supplier until delivered and accepted.
- C.13.2.1.** Delivery shall be made in accordance with instructions from each agency. If there is a discrepancy between the purchase order and what is listed on the contract; it is the Supplier's obligation to seek clarification from the ordering party and, if applicable, from the Contracting Officer listed as the contact person in Central Purchasing.

C.13.3. Delivery on parts is to be made within 30 days.

C.13.4. One Operating Manual, an illustrated parts manual or List, and the Warranty, shall be furnished for each new item purchased, as well as any proprietary tools necessary to perform routine service or adjustments, all at no additional cost.

C.14. Training

C.14.1. Vendor is to provide their training opportunities for the vehicles they are bidding with their response to this solicitation

C.15. Price Adjustments

C.15.1. The price you are being asked to provide is for the current model year and must remain in effect for the entire model year production. Vendors shall submit pricing for the next model year vehicles as they become available. Pricing must be based on a manufacturer's percentage increase or decrease and the vendor cannot incorporate additional pricing over and above the manufacturer's increase.

C.15.2. A letter from the manufacturer indicating the percentage increase or decrease must accompany the request by the vendor. Vendors are to indicate what their percentage off MSRP for optional equipment and options is for each vehicle on the contract

C.15.3. Vendor is to notify the contracting officer at least 30 days before a price adjustment will occur, or as soon as possible upon notification from the manufacturer.

C.15.4. If the Retail Price is lower than the contract price due to promotions or discounts, the Vendor shall charge the State the Retail Price.

C.15.5. In any other instance that causes the Retail Price to be lower than the contract price, the Vendor shall charge the state the retail price.

C.16. Allowable Charges

C.16.1. Freight/Shipping only if the vehicle is delivered by the dealer.

C.16.2. Delivery is to be FOB Destination (of ordering entity) freight collect.

C.16.3. Any Freight, shipping and handling costs and set-up fees paid by the ordering entity are to be annotated on the quote/invoice as a separate line item.

C.16.4. Discontinued Products

C.16.4.1. Vendors are to notify the Contracting Officer of any changes in their schedule of vehicles such as discontinued products or replacement models.

D. EVALUATION

D.1. Price (And Discount offered)

D.2. Completion of bid forms and submission of required documentation

D.3. Negotiations

The State reserves the right to negotiate with one or more Contractors before award is made. The Department of Central Services may negotiate any and all content of the proposal.

E. INSTRUCTIONS TO SUPPLIER

Please carefully read all the Sections of this solicitation as your response indicates your understanding of what is requested.

Submit your questions before the deadline. There is only one period when questions will be accepted.

Section "A" is standard terms for all Central Purchasing Contracts and cannot be amended.

Section "B" contains terms specific to this contract. Section "B" may contain terms that take precedence over the terms in Section "A". See Section A.29. B9 contains information for energy savings CNG vehicles.

Section "C" is the scope of work for this contract.

Section "H" Price and Cost. There are attachments for pricing. You will not have to fill out pricing on every attachment

unless you sell all the vehicles we are requesting. You only have to return the attachments for the vehicles you sell. You DO have to fill out and return all of the rest of the documents.

If you have questions, you must submit them by the date and time noted on the first page of the solicitation documents.

You can but you do not have to submit electronic brochures for the equipment you are offering. These will be requested throughout the contract period by the customers and/or the contracting officer in charge of maintaining the contract. As much information as possible will be placed on Central Purchasing's website along with your contract documents.

F. CHECKLIST

Copy of Workman's Comp Insurance Policy

Training plan offered with sales

A current, dated, and signed letter of authorization from the manufacturer

If a manufacturer submitting a response, a list of certified dealers within the State of Oklahoma authorized to sell and service your products

Copy of Oklahoma Motor Vehicle Commission license.

Copy of Certificate of Good Standing (If required to be registered with the Secretary of State of Oklahoma)

Attachments

Copy of Warranty offered with vehicle purchase

Buy-back, trade-in, or exchange policy for warranty repair parts

Identification of Repair facilities and address of, for warranty work

Dealer Website

G. SUBMISSION OF PROPOSAL

- G.1.1.** One (1) CD, DVD or Flash Drive containing all of the solicitation documents must be submitted. Pricing Files are to be submitted in Microsoft Excel. All "Checklist" documents are to be included.

G.1.1.1. Acknowledgement of Amendments to the Solicitation (if applicable) - Adobe PDF

G.1.1.2. Completed Spec/Pricing Files for each Model proposed – Microsoft Excel

H. PRICE AND COST

H.1. Completion of Spec/Pricing Files

- H.1.1.** If there have been changes or additions to the truck specifications compared to the previous year, please address those changes in the question/answer period. An addendum to the solicitation will be issued with new pricing pages if necessary.
- H.1.2.** All fields are to be completed in the Column titled "Enter Vehicle Specifications and Manufacturer Option Codes". Fields left incomplete will be returned to dealer for completion.
- H.1.3.** The following information is to be provided for each model under the Specification "Engine Type" - % Cylinders / List HP / Specs"
- H.1.3.1.1. Provide number (#) of Cylinders for Engine being proposed.
- H.1.3.1.2. Provide number (#) of Horsepower (HP) for Engine being proposed.
- H.1.3.1.3. Provide number (#) of Liters (L) for Engine being proposed.
- H.1.4.** The following information is to be provided for each model under the Specification "Fuel Capacity – Min Gallons – Mfg. Std. List Amount in Gallons"
- H.1.3.1 Provide number (#) of Gallons for Fuel Tank Capacity.
- H.1.3.2 MSRP Price for Model as proposed is to be listed in space provided.
- H.1.5.** Leaving the fields blank is not acceptable. Responses will be sent back to dealers for completion in order to be considered for award. Failure to complete throughout the response will also be cause for rejection of your response.
- H.1.6.** Dealers should make every effort to provide pricing for all options listed.

H.2. Options Not Listed Pricing

- H.2.1.** A line is provided for a discount off MSRP for options not specifically listed. However, with the exception of Engines, any option purchased via this line must not exceed \$5,000 without the prior approval of the Contracting Officer in Central Purchasing. Adding Options and Accessories do not include adding dump bodies, trailers, or other "outfit" additions.

H.3. Leasing of Vehicles (Counties, Cities, Municipalities or any other entity authorized to use Statewide Contracts may avail themselves of this section at any time. State Agencies are not authorized to lease vehicles under this section without prior approval by the Oklahoma Bond Oversight Committee and may only be used for Lease Purchase if approved.)

- H.3.1.** Fields have been provided for Dealers to provide Three (3), Four (4) and Five (5) Year Lease Pricing for Vehicles. While providing Lease Pricing is not required, Dealers are encouraged to provide Lease Pricing and it may be a factor in award of individual models.
- H.3.2.** The Oklahoma State Auditor and Inspectors (SAI) Office has approved agreements for the Lease of Equipment (Form 120A) and the Lease Purchase of Equipment (Form 120B). Dealers providing Lease pricing are strongly encouraged to use these forms for the Lease Agreements.
- H.3.3.** If not utilizing the approved forms listed in Section H.2.2, Dealers must submit sample copies of any proposed Lease agreement. The lease agreements provided as a result of this section will not be reviewed or evaluated as part of the RFP evaluation.
- H.3.4.** Lease Pricing may be adjusted quarterly. Any requested price adjustment must be submitted to the Central Purchasing Contracting Officer by email by the fifteenth of the third month of each calendar quarter (March, June, September, December). If approved, they will be posted by the end of the third month of each calendar quarter (see above) and will be effective for vehicles delivered beginning the first day of the next calendar quarter (April, July, October, January).