**Invitation for Bid – No. 01617**

**ADA Vans, Mini Vans, and Specialty Vehicles**

**Introduction**

This Invitation for Bid (IFB) is a competitive procurement issued by the Washington Department of Enterprise Services (Enterprise Services) pursuant to RCW chapter 39.26. Enterprise Services intends to use the IFB to establish and award a Master Contract for ADA Vans, Mini Vans, and Specialty Vehicles.

This IFB is divided into four (4) sections:

* [Section 1](#Section_1) provides a summary table of relevant deadlines for responding to the IFB and identifies contact information for the IFB Procurement Coordinator.
* [Section 2](#Section_2) provides important information about the procurement.
* [Section 3](#Section_3) identifies how to prepare and submit a bid for this IFB, including detailed instructions regarding what to submit and how to submit your bid.
* [Section 4](#Section_4) identifies how Enterprise Services will evaluate the bids.

In addition, this IFB includes the following Exhibits:

* [*Exhibit A – Bidder Information*](#Exhibit_A): This exhibit identifies the information that bidders must provide to Enterprise Services to constitute a responsive bid.
* [*Exhibit B – Vehicle Specifications*](#Exhibit_B): This exhibit outlines the required specifications for the good and/or service that is the subject of this IFB.
* [*Exhibit C – Bid Price*](#Exhibit_C): This exhibit provides the pricing information that bidders will complete as part of their bid and the price evaluation tool that Enterprise Services will use to evaluate bids.
* [*Exhibit D – Master Contract*](#Exhibit_D): This exhibit is the WA State Master Contract that the successful bidder(s) will execute with Enterprise Services.
* [*Exhibit E – Complaint, Debrief, & Protest Requirements*](#Exhibit_E): This exhibit details the applicable requirements to file a complaint, request a debrief conference, or file a protest regarding this IFB.
* [*Exhibit F – Doing Business with the State of Washington*](#Exhibit_F): This exhibit provides information regarding contracting with the State of Washington.

**Master Contracts**. Enterprise Services has statewide responsibility to develop ‘master contracts’ for goods and services. A Master Contract is a contract for specific goods and/or services that is solicited and established by Enterprise Services on behalf of and for general use by specified ’purchasers’ (see below). Typically, purchasers use our Master Contracts through a purchase order or similar document.

**Master Contract Users – Purchasers**. The resulting Master Contract from this IFB will be available for use by the following entities (”Purchasers”):

* Washington State Agencies. All Washington state agencies, departments, offices, divisions, boards, and commission; and any the following institutions of higher education in Washington: state universities, regional universities, state college, community colleges, and technical colleges.
* MCUA Parties. The Master Contract also may be utilized by any of the following types of entities that have executed a Master Contract Usage Agreement (MCUA) with Enterprise Services:
  + - Political subdivisions (e.g., counties, cities, school districts, public utility districts);
    - Federal governmental agencies or entities;
    - Public-benefit nonprofit corporations (i.e., § 501(c) (3) nonprofit corporations that receive federal, state, or local funding); and
    - Federally-recognized Indian Tribes located in the State of Washington.
* ORCPP. The Master Contract also will be available for use by the [Oregon Cooperative Purchasing Program (ORCPP)](http://www.oregon.gov/DAS/EGS/ps/ORCPP/orcppMemberList.pdf) based on the contractor’s acceptance.
* This contract will also be made available via piggy back usage to Public entities from other states that are authorized to perform public transit operations, providing that it meets the procurement guidelines of those respective states and is within the scope of this contract.

While use of the Master Contract is optional for political subdivisions and public benefit nonprofit corporations authorized by the MCUA and ORCPP, these entities’ use of the Master Contract can increase Master Contract use significantly.

All purchasers are subject to the same contract terms, conditions, and pricing as state agencies.

**Section 1 – Deadlines, Questions, and Where to Submit your Bid**

This section identifies important deadlines for this IFB and where to direct questions regarding the IFB.

***Important dates***: The following table identifies important dates for this IFB:

| **Item** | **Date** |
| --- | --- |
| IFB Posting Date: | May 12, 2017 |
| Pre-Bid Conference: | May 18, 2017 9:00 A.M. to 11:00 A.M. **Attend in Person Attend via Phone** 1500 Jefferson Street SE 1-877-668-4493 Room 3042 Code: 920 936 781 Olympia, WA 98501 |
| Question & Answer Period: | May 12, 2017 – May 28, 2017 |
| Deadline for submitting Bids: | June 1, 2016- 2 P.M. PST |
| Anticipated Announcement of Apparent Successful Bidder(s): | June 9, 2017 |
| Anticipated Award of Master Contract(s): | June 19, 2017 |

The IFB (and award of the Master Contract) is subject to complaints, debriefs, and protests as explained in [*Exhibit E – Complaint, Debrief & Protest Requirements*](#Exhibit_E), which may impact the dates set forth above.

Enterprise Services reserves the right to amend and modify this IFB. Only bidders who have properly registered and downloaded the original IFB directly via WEBS will receive notifications of amendments to this IFB, which bidders must download, and other correspondence pertinent to this procurement. To be awarded a Master Contract, bidders must be registered in WEBS. Visit <https://fortress.wa.gov/ga/webs> to register.

***Questions***: Questions or concerns regarding this IFB must be directed to the following Procurement Coordinator for the IFB:

|  |  |
| --- | --- |
| **IFB Procurement Coordinator** | |
| Name: | Philip Saunders |
| Telephone: | 360-407-7962 |
| Email: | Philip.Saunders@des.wa.gov |

Questions raised at the pre-bid conference and during the Q&A period will be answered and responses posted to WEBS.

**Section 2 – Information About the Procurement**

This section describes the purpose of the IFB and provides information about this procurement, including the potential scope of the opportunity.

1. **Purpose of the Procurement – Award a Master Contract**. The purpose of this IFB is to receive competitive bids and award a WA State master contract for ADA Vans, Mini Vans, and Specialty Vehicles. The State of Washington has an ongoing requirement for Vehicles using the Contract Automobile Request System ([CARS](http://www.des.wa.gov/services/Travel/VehiclePurchasing/Pages/default.aspx)). Enterprise Services intends to award to multiple manufacturers represented by a dealer(s) in the following three (3) Categories: (1) ADA Minivans (2) ADA Vans (3) ADA Specialty Vehicles
2. **Master Contract**. The form of the Master Contract that will be awarded as a result of this IFB is attached as [*Exhibit D – Master Contract*](#Exhibit_D).
3. **Contract Term**. As set forth in the attached Master Contract for this IFB, the term of this Master Contract is 2 years (24 months) from award of the contract, commencing June 19, 2017 and ending June 19, 2019. Following the initial term, this agreement will automatically renew for successive three (3) one year terms unless terminated earlier. The total contract term, including the initial term and all extensions, will not exceed five (5)years unless circumstances require a special extension. Bidders are to specify prices for the contract term. The Master Contract is subject to earlier termination.
4. **Estimated Sales**. Annual purchases from the previous contract averaged $1,800,000 from all users. Although Enterprise Services does not represent or guarantee any minimum purchase from the Master Contract, prior purchases under a similar contract are set forth in the following chart:



**Section 3 – How to Prepare and Submit a Bid for this IFB**

This section identifies how to prepare and submit your bid to Enterprise Services for this IFB. In addition, bidders will need to review and follow the requirements included in [*Exhibit A – Bidder Information*](#Exhibit_A), which identifies the information that bidders must provide to Enterprise Services to constitute a responsive bid. By responding to this IFB and submitting a bid, bidders acknowledge having read and understood the entire IFB and accept all information contained within this IFB.

1. **Pre-Bid Conference**. Enterprise Services will host an IFB pre-bid conference at the time and location indicated in [Section 1](#Section_1) of this IFB. Attendance is not mandatory. Bidders, however, are encouraged to attend and participate. The purpose of the pre-bid conference is to clarify the IFB as needed and raise any issues or concerns that bidders may have. If interpretations, specifications, or other changes to the IFB are required as a result of the conference, the Procurement Coordinator will post an amendment to this IFB to WEBS. Assistance for disabled, blind, or hearing-impaired persons who wish to attend the pre-bid conference is available with prior arrangement by contacting the Procurement Coordinator.
2. **Bid Format**. Bids must be complete, legible, signed (in ink for hardcopy submittals and as specified for electronic submittals), and follow the instructions stated in [*Exhibit A – Bidder Information*](#Exhibit_A).

* *Hard copy bids*: If submitting a bid in hardcopy, bidders are encouraged not to submit bids in three-ring binders, spiral bindings, or other non-recyclable presentation folders. Please include electronic copies of all hard copy submittals on a USB flash drive. DES prefers the same file format(s) as the format(s) used to create the submittals (i.e. MS Word, Excel) unless written information is included as a part of the submittal, such as a signature. For submittals with written information or copies of other documents such as licenses, please submit as a .pdf. Should a hard copy and an electronic copy conflict, the hard copy will prevail.

1. **Bidder Communications Regarding this IFB**. During the IFB process, all bidder communications regarding this IFB must be directed to the Procurement Coordinator for this IFB. *See* [Section 1](#Section_1) of this IFB. Bidders should rely only on this IFB and written amendments to the IFB issued by the Procurement Coordinator. In no event will oral communications regarding the IFB be binding.

* Bidders are encouraged to make any inquiry regarding the IFB as early in the process as possible to allow Enterprise Services to consider and, if warranted, respond to the inquiry. If a bidder does not notify Enterprise Services of an issue, exception, addition, or omission, Enterprise Services may consider the matter waived by the bidder for protest purposes.
* If bidder inquiries result in changes to the IFB, written amendments will be issued and posted on WEBS.
* Unauthorized contact regarding this IFB with other state employees involved with the IFB may result in bidder disqualification.

1. **Pricing**. Bid prices must include all cost components needed for the purchase of the goods and/or services as described in this IFB. *See* [*Exhibit C – Bid Price*](#Exhibit_C). A bidder’s failure to identify all costs in a manner consistent with the instructions in this IFB is sufficient grounds for disqualification.

* Inclusive Pricing: Bidders must identify and include all cost elements in their pricing. In the event that bidder is awarded a Master Contract, the total price for the goods and/or services shall be bidder’s price as submitted. Except as provided in the Master Contract, there shall be no additional costs of any kind.
* Credit Cards (P-Cards): In the event that bidder is awarded a Master Contract, the total price for the goods and/or services shall be the same regardless of whether purchasers make payment by cash, credit card, or electronic payment. Bidder shall bear, in full, any processing or surcharge fees associated with the use of credit cards or electronic payment.
* Vendor Management Fee: The resulting Master Contract from this IFB will include a Vendor Management Fee as specified in the Master Contract attached as [*Exhibit D – Master Contract*](#Exhibit_D).

1. **Bidder Responsiveness**. Bidders must submit complete bids. *See* [*Exhibit A – Bidder Information*](#Exhibit_A). A bidder’s failure to do so may result in a bid being deemed non-responsive and disqualified. Enterprise Services reserves the right to determine a bidders’ compliance with the requirements specified in this IFB and to waive informalities in a bid. Informality is an immaterial variation from the exact requirements of the competitive IFB, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the supplies or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to bidders.
2. **Bid Submittal Checklist – Required Bid Submittals**. This section identifies the bid submittals that must be provided to Enterprise Services to constitute a responsive bid. The submittals may be delivered in hard copy as well as USB flash drive set forth below. Bids that do not include the submittals identified below may be rejected as nonresponsive. In addition, a bidder’s failure to complete any submittal as instructed may result in the bid being rejected. Bidders must identify each page of the submittals and any supplemental materials with the bidder’s name.

* **Exhibit A1 – Bidder’s Certification**  
  This document is the Bidder’s Certification.  
  Complete the certification (insert name of bidder, date, and sign), attach to the bid along with any exceptions, and submit to Enterprise Services.
* **Exhibit A2 – Bidder Profile**  
  This document is required information for contract administration purposes.  
  Complete as instructed and submit with the bid to Enterprise Services.
* **Exhibit B – Vehicle Specifications**  
  Bidder will need to confirm that they meet or exceed the detailed specifications addressed in [*Exhibit B – Vehicle Specifications*](#Exhibit_B).
* **Copy of Federal Transit Authority and Buy America Attestation**
* **Exhibit B2- Copy of United Access Board Verification and Compliance**
* **Exhibit C - Price Worksheet**Bidder will need to complete the price worksheet templates as instructed in [*Exhibit C – Bid Price*](#Exhibit_C).
* **Service Capability**Bidder will provide (as a separate attachment) a description of their overall service capabilities in the performance of this contract. Examples: Maintenance, After Market certification, Technical Assistance via phone, etc.
* **Copy of most recent Prospectus**
* **Marketing Plan**Bidder will provide (as a separate attachment) a marketing plan to describe how to roll out this contract.
* **Dealer Authorization/Certification/License**   
  Bidder will provide, if other than the manufacturer, a current dated, and signed authorization from the manufacturer that the bidder is an authorized distributor, dealer or service representative and is authorized to sell the manufacturer’s products (WA State Business License registered with WA Secretary of State).
* **NATIONAL HIGHWAY AND TRAFFIC SAFETY ADMINISTRATION (NHTSA) Registered Upfitters (Multiple Identified)**   
  Bidder will provide NHTSA registration of 3rd Party Upfitters (Exhibit A2)

1. **Submitting Bids**. Your bid – Hard copy and USB Flash Drive – must be delivered to the following:

|  |  |  |
| --- | --- | --- |
| **Deliver Bids to:** | | |
| Hard copy: | *Mail your bid to the following*:  Washington Department of Enterprise Services Contracts, Procurement, & Risk Management P.O. Box 41411 Olympia, WA 98501-1411 | *Deliver your bid to the following*:  Washington Department of Enterprise Services Contracts, Procurement, & Risk Management 1500 Jefferson Street SE Olympia, WA 98501 |

* Utilizing the United States Postal Services creates an additional 1 to 2 days of mail processing. Enterprise Services does not accept responsibility for late bids.

**Section 4 – Bid Evaluation**

This section identifies how Enterprise Service will evaluate IFB bids.

1. **Overview**. Enterprise Services will evaluate bids for this IFB as described below.

* Bidder responsiveness, specification, price factors and responsibility, will be evaluated based on the process described herein.
* Bidders whose bids are determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.
* Enterprise Services reserves the right to: (1) Waive any informality; (2) Reject any or all bids, or portions thereof; (3) Accept any portion of the items bid unless the bidder stipulates all or nothing in their bid; (4) Cancel an IFB and re-solicit bids; and/or (5) Negotiate with the lowest responsive and responsible bidder to determine if that bid can be improved.
* Enterprise Services will use the following process and evaluation criteria for an award of a Master Contract:
  + - ***Step 1: Responsiveness***.
    - ***Step 2: Specification Evaluation.***
    - ***Step 3: Pricing Evaluation/Scoring Criteria***.
    - ***Step 4: Responsibility Analysis***.

1. **Responsiveness (Step 1)**. Enterprise Services will review bids – on a pass/fail basis – to determine whether the bid is ‘responsive’ to this IFB. This means that Enterprise Services will review each bid to determine whether the bid is complete – i.e., does the bid include each of the required bid submittals, are the submittals complete, signed, legible. Enterprise Services reserves the right – in its sole discretion – to determine whether a bid is responsive.
2. **Specifications Evaluation (Step 2)**. Enterprise Services will evaluate each bid to ensure that each bidder’s product or service meets the specifications. Enterprise Services reserves the right to request additional information or perform tests and measurements before selecting the Apparent Successful Bidder (“ASB”). A bidder’s failure to provide requested information to Enterprise Services within ten (10) business days may result in disqualification.
3. **Bid Pricing Evaluation (Step 3)**. Enterprise Services will evaluate bid prices – to identify three (3) manufacturers – by reviewing and comparing the lowest submitted price for ADA Vans, Mini Vans, and Specialty Vehicles in a category or sub-group as described in Exhibit C-Column L. Bidders within seven percent (7%) of the second lowest price bidder that meet all IFB requirements in a category or sub-group also will be considered for award.

|  |
| --- |
| **Example Top 3 Manufacturers** |
| Company 1-$30,000 -Award |
| Company 2-$40,000 -Award |
| Company 3-$41,800 -Award |
|  |
| **Example Manufacturer within 7 %** |
| Company 4-$42,800 (Meets all IFB Requirements) -Considered for Award |
|  |
| **Example Manufacturer** |
| Company 5-$43,000 -Non-successful bidder |

**Total Category Price Will Be Determined By Adding:** Base Vehicle Price plus(+) Destination to Customer minus (-) Prompt Payment Discount Multiplied(x) by Sales Tax (Dealer applicable location) Equals(=) Final Price

|  |  |  |  |
| --- | --- | --- | --- |
| **Example ADA Vans (Sub-Group A Electric)** | | | |
| Evaluation Criteria | Manufacturer 1 | Manufacturer 2 | Manufacturer 3 |
| Vehicle Bid Price w/ required specifications (Exhibit B) and Destination to Customer in WA Included | $21,000.00 | $23,000.00 | $21,500.00 |
| Prompt Payment (minus)-Based on 20 Days Pay | $200 | $1000 | $250 |
| Sales Tax (Multiplied) | 8.2% | 2.0% | 9.9% |
| **EVALUATION TOTAL** | **$22,505.60**  **Non-Successful** | **$22,440.00**  **Considered for Award** | **$23,353.75**  **Non-Successful** |

1. **Responsibility Analysis (Step 4)**. For responsive bids, Enterprise Services will make reasonable inquiry to determine the responsibility of any bidder. Determination of responsibility will be made on a pass/fail basis. The Responsibility analysis may include but is not limited to the financial information and references as described below.

* Financial Information: Enterprise Services may request financial statements, credit ratings, references, record of past performance, clarification of bidder’s offer, on-site inspection of bidder's or subcontractor's facilities, or other information as necessary. Failure to respond to these requests may result in a bid being rejected as non-responsive.
* References: Enterprise Services reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness. Any negative or unsatisfactory reference can be reason for rejecting a bidder as non-responsible.

1. **Announcement of Apparent Successful Bidders**. Enterprise Services will determine the Apparent Successful Bidders (“ASB”). The ASBs will be the responsive and responsible bidders that meet the IFB requirements and have the lowest price evaluation total as calculated using the tool set forth in [*Exhibit C – Bid Price*](#Exhibit_C).

* Designation as an ASB does not imply that Enterprise Services will issue an award for a Master Contract to your firm. Rather, this designation allows Enterprise Services to perform further analysis and ask for additional documentation. The bidder must not construe this as an award, impending award, attempt to negotiate, etc. If a bidder acts or fails to act as a result of this notification, it does so at its own risk and expense.
* Upon announcement of the ASB, bidders may request a debrief conference as specified in [*Exhibit E – Complaint, Debrief & Protest Requirements*](#Exhibit_E).

1. **Award of Master Contract**. Subject to protests, if any, Enterprise Services and the ASB will enter into a Master Contract for good and/or service as set forth in [*Exhibit D – Master Contract*](#Exhibit_D).

* An award, in part or full, is made and a contract formed by signature of Enterprise Services and awarded bidder(s) on the Master Contract. Enterprise Services reserves the right to award on an all-or-nothing consolidated basis.
* Enterprise Services reserves the right to award a contract for manufacture’s **Entire ADA Van Catalog** as a whole or by category or item depending on whichever method results in the lowest overall cost to Purchasers. Separate awards will be considered only if the price offered is great enough to offset additional costs inherent to multiple contracts. Bidders are not required to bid on all categories included in the bid.
* Following the award of the Master Contract, all bidders will receive a Notice of Award, usually through an email to the bidder’s email address provided in the bidder’s bid.

1. **Bid Information Availability**. Enterprise Services will post bid evaluations to the Enterprise Services’ website.
2. **Additional Awards**. Enterprise Services reserves the right, during the resulting Master Contract term, to make additional Master Contract awards to responsive, responsible bidders who are not awarded a Master Contract. Such awards would be on the same or substantially similar terms and conditions and would be designed to address a Contractor vacancy (e.g., a contractor is terminated or goes out of business), respond to Purchaser needs, or be in the best interest of the State of Washington.

**Exhibit A1 – Bidder’s Certification**

**Required Submittal:** Bidders must complete the attached Bidder’s Certification and return as part of their bid submittal. File should be titled **Company Name**\_**Bidder Certification**



**Exhibit A2 – Bidder’s Profile**

**Required Submittal:** Bidders must complete the attached Bidder’s Profile and return as part of their bid submittal. File should be titled **Company Name**\_**Bidder Profile**



**Exhibit B – Vehicle Specifications**

**Specifications:** By submitting a bid, Bidders are agreeing that they comply with all specifications provided in this Exhibit.



**Required Submittal:** Bidders must complete the attached FTA and Buy America Attestation and return as part of their bid submittal. File should be titled **Company Name**\_**FTA**



**Exhibit B2 – Access Board Verification Compliance**

**Required Submittal:** Bidders must complete the attached United Access Board Verification Compliance and return as part of their bid submittal. File should be titled **Company Name**\_**UABVC**



**Exhibit C – Bid Price**

**Pricing Offer:** By submitting a bid pricing, Bidders are agreeing that they comply with all specifications provided in this Exhibit.

**Required Submittal:** Bidders must complete the attached Pricing Sheet and return as part of their bid submittal. File should be titled **Company Name**\_**Pricing**

**Pricing Offer:** Bidder shall provide a comprehensive selection of products and pricing through established MSRP catalog/price list is for all established categories. Pricing for these items shall be based on the lowest price from bidder’s list price for each category/sub category. There is a limit of one vehicle offered under each category/sub category.

Bid pricing shall include tax, prompt payment discount, and destination to customer included in final price.

Bid pricing shall include **ALL** applicable rebates, tax credits, and all credits will be subtracted from MSRP at time of purchase of the Motor Vehicle as posted under the Washington State Department of Enterprise Services Contract Automobile Request System ([CARS](http://www.des.wa.gov/services/Travel/VehiclePurchasing/Pages/default.aspx)).

Shipping shall be added to Purchaser’s invoice as a pass through fee only. Contractor shall provide actual shipping invoice to Purchaser, if requested.

Should Bidders want to offer Motor Vehicles that are not specifically called for in a Motor Vehicle bid category, the contract administrator must review all additional items to ensure Motor Vehicles meet contract specifications, terms, and conditions. For each additional item, fully identify power, modifications, payload, option restrictions and added delivery time.

NOTE: Pricing provided on the Price Worksheet is to be rounded to the nearest whole cent.

**Price Sheet Submission**

The Price Sheets for the three (3) Vehicle Category/Commodity Code Groups are in separate Microsoft Excel™ workbooks. Bidders shall download the Price Sheet (Attachment Pricing Sheet), complete and save it on a flash drive for submittal. Each Commodity Code Group provided in the Price Sheets shall follow the Specification Sheet (Exhibit B) for the Representative Models within that specific Commodity Code Group.

The workbook contains three (3) separate Category/Commodity Code Group Price worksheets, each with individual lines (rows) for each related Representative Model (listed by brand name, and then by Vehicle size/variation/configuration and divided into sub-groups for organizational purposes) and are as follows:

1 ADA Minivans

2 ADA Vans

3 ADA Specialty Vehicles

***Note: Bidder shall download, save, and submit these Exhibit C files titled-Company Name\_Pricing.***

Respond to as many of the provided Representative Models (with their associated fields) as you may choose to bid, but provide only one bid per Representative Model. Supply all related information for each Representative Model in the appropriate areas and formats required on the Price Sheets. Each of the three (3) separate Commodity Code Group Price Sheets shall include the information below.

Column A: Sub-Group,

Column B: Description

Column C: Provide EPA/Industry Class

Column D: Provide Manufacturer/Brand  
Column E: Provide Line Number

Column F: Provide Representative Model

Column G: Provide Alternate Fuel Capable

Column H: Provide Organization Name (**Bidder**)

Column I: Base Vehicle Price (Destination to Customer Included)

Column J: Prompt Payment Discount (if applicable)

Column K: Sales Tax (applicable for Manufacturer/Dealer location)

Column L: Final Price (Provide OEM Options Discount ##%)

Column M: Final Price (will include applicable sales tax for dealer location)

Column N: Provide OEM Options Discount (##%)

Column O: Provide Identified Aftermarket Options (of various descriptions) Price ($##,###.00)

Column P: Provide % Discount for Identified Aftermarket Options

Note: Aftermarket options are not authorized on all Representative Models. Fields shall be blocked out where the field does not apply.

Review and follow the Instruction and General Information as provided in the Price Sheets. The Bidder is required to supply accurate and complete information.

When entering a bid for a Representative Model, complete all applicable fields including OEM options and aftermarket options. If you do not wish to bid a specific Representative Model, leave the line (row) and cells untouched or blank (do not delete the row).

Enter a value of zero dollars and zero cents (“$0.00”) for Representative Models that do not include an associated OEM Options Discount and any associated and/or required Identified Aftermarket Options, or the bid for that Representative Model may be rejected as non-responsive. Values entered for OEM Options or Identified Aftermarket Options without bidding the associated Base Vehicle Price may be rejected as non-responsive.

All bids will be to provide the base Representative Models. All prices shall be in U.S. Dollars, whole ($USD; e.g., $99,999.00) ranges shall not be accepted. All discounts must be a whole percentage in Column N and O with no decimal place (%; e.g., 15%) negative percentages or ranges shall not be accepted. All other numbers shall be a positive in standard numerical format (e.g. ##,###).



**Instructions**

**DO NOT ALTER THE PRICE SHEET IN ANY WAY.**  If discrepancies are found in the price sheet, alert the Procurement Coordinator (listed in Section 1) immediately.

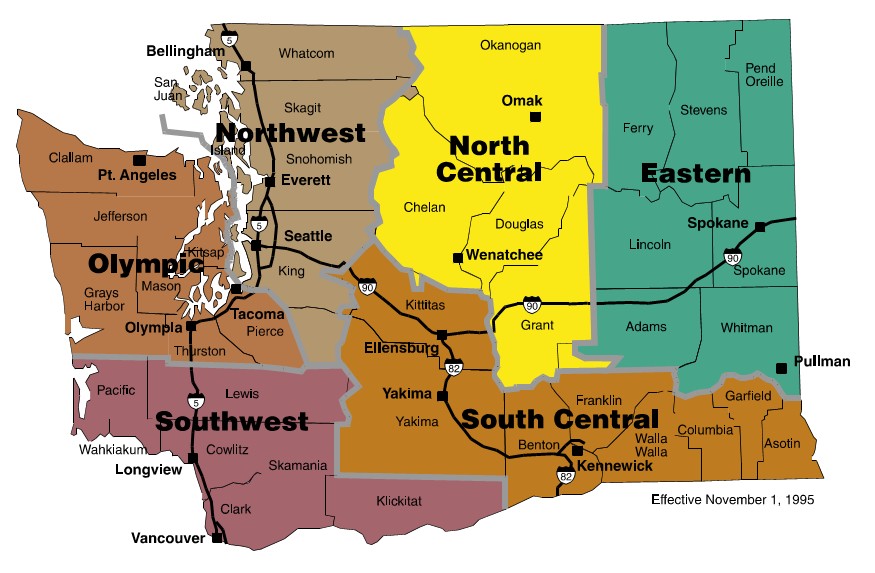
Bidder shall provide all information requested in columns provided. Failure to provide such information may cause the bid to be deemed non-responsive and may be rejected.

**SERVICE AND INSTALLATION LOCATIONS**

Identify service, installation locations, and delivery lead times (usual, customary, or outside of normal) by region in state. Expand table as necessary.



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Washington State** | **Location** | **Point of Contact** | **Phone Number** | **Area(s) of Responsibility** | **Delivery Lead Times** |
| Olympic Region |  |  |  |  |  |
| Northwest Region |  |  |  |  |  |
| Southwest Region |  |  |  |  |  |
| North Central Region |  |  |  |  |  |
| South Central Region |  |  |  |  |  |
| Eastern Region |  |  |  |  |  |



**Exhibit D – Master Contract**

See attached Washington State Master Contract for IFB No. 01617 – ADA Vans, Mini Vans, and Specialty Vehicles



**Exhibit E – Complaint, Debrief, & Protest Requirements**



**Exhibit F– Doing Business with the State of Washington**

