



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**

**NOTIFICATION OF STATEWIDE CONTRACT**

August 15, 2012

**CONTRACT TITLE:** Patrol Vehicles: Current Model Year

**CURRENT CONTRACT PERIOD:** July 1, 2012 through September 30, 2012

**BUYER INFORMATION:** Tammy Michel  
(573) 751-3114  
[Tammy.michel@oa.mo.gov](mailto:Tammy.michel@oa.mo.gov)

<b>RENEWAL INFORMATION</b>	<b>NO RENEWAL OPTION AVAILABLE</b>
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ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.  
Local Purchase Authority shall not be used to purchase supplies/services included  
in this contract unless specifically allowed by the contract terms.

The entire contract document may be viewed and printed from the Division of Purchasing & Materials Management's  
**Awarded Bid & Contract Document Search** located on the Internet at <http://www.oa.mo.gov/purch>.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C112055001	4313370020 1	Don Brown Chevrolet, Inc. and Ally Contact: David Helterbrand 2244 South Kingshighway St. Louis, MO 63110 Phone: (314) 772-1400 Fax: (314) 772-1022	No	Yes
C112055002	4319214100 1	West Brothers Chevrolet Buick GMC Contact: John Schaefferkoetter 47 North Service Road W PO Box 579 Sullivan, MO 63080 Phone: 573-205-3925 Fax: 573-437-5570 Email: <a href="mailto:johns@westbrothers.com">johns@westbrothers.com</a>	No	Yes

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C112055004	4309186700 0	Joe Machens Ford Contact: Barry Garrett 1911 West Worley Columbia, MO 65203 Phone: (573) 445-4411 Fax: (573) 445-8164 Email: bgarrett@machens.com	No	Yes

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
<b>07/01/11 – 09/30/12</b>	<b>08/15/12</b>	<b>Roll-Over extension completed for Impala 9CI Police Package four door Sedan, Tahoe 2-wheel drive Police Package PPV, Ford Police Interceptor Sedan, and Ford Police Interceptor Utility AWD.</b>
10/14/11- End of Current Model Year	03/09/12	Added Order Cut-off Dates to Statewide Notice.
10/14/11- End of Current Model Year	12/27/11	The contact name has been changed for contract C112055004.
10/14/11- End of Current Model Year	10/31/11	The vendor number for contract C112055002 has been corrected to read 4319214100 1.
10/14/11- End of Current Model Year	10/28/11	Line item 017 was corrected to read \$3,745.00 in lieu of \$2,745.00. furthermore, the statement "Includes line item 016 credit" was added.
10/14/11- End of Current Model Year	10/14/11	Initial issuance of new statewide contract

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

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**GENERAL INFORMATION**

C112055001, C112055002, and C112055004 are established for the purchase of current model year police package sedans. These are law enforcement vehicles and their purchase must be intended for law enforcement use. Specific information on warranty, ordering and delivery terms follows. Vehicle specifications and prices, including options, are included herein.

**BRAND AND MODEL**

C112055001:	Brand: Chevrolet	Model: Impala 9C1 Police Package Four Door Sedan
C112055002	Brand: Chevrolet	Model: Tahoe
C112055004:	Brand: Ford	Model: Police Interceptor Sedan
	Brand: Ford	Model: Police Interceptor Utility

**WARRANTY**

The Standard Factory Warranty shall apply to all vehicles. A properly executed warranty must be delivered with the vehicle. The warranty shall not become effective until the unit is placed in service. If special forms must be filed with the contractor, the State of Missouri will comply with this request.

The warranty shall commence upon delivery and acceptance of the equipment/supplies by the State of Missouri.

**ORDERING**

The agency shall issue its own PGQ (Quick Price Agreement) order on an as needed basis. The contractor must not ship until they are in receipt of a hard copy PGQ order.

The commodity service code to use for line items 007, 015 and 023 in SAM II will be 07006. The commodity service code to use for line item 009 will be 07048.

**DELIVERY**

Must be made between the hours of 8:00 AM and 12:00 Noon or 1:00 PM and 4:00 PM, Monday through Friday, holidays excepted.

In the event the contractor fails to deliver the vehicle by the stated ARO time, the State of Missouri reserves the right to find the same or similar vehicle from another source, and to charge the contractor the difference for the substitution. The State of Missouri reserves the right to exercise this clause on a case-by-case basis, and to consider the degree of contractor responsibility in the delay.

**ORDER CUT-OFF DATE**

**Chevrolet Caprice 9C1 Police Package Sedan: May 3, 2012**  
**Chevrolet Impala 9C1 Police Package Four Door Sedan: April 19, 2012**  
**Chevrolet Tahoe: March 15, 2012**  
**Dodge Charger, Police: April 27, 2012**

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

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**Contract Number: C112055001**

**Contractor: Don Brown Chevrolet Inc. & Ally**

**Line Item 007**

**Commodity Service Code: 07006**

**MAKE/MODEL: 2012 Chevrolet Impala 9C1 - 9C3 Police Package Four Door Sedan      PRICE: \$20,196.00**

**EQUIPMENT INCLUDED IN PRICE**

- V-6, 3.6 Liter Gasoline Engine with Heavy-Duty Cooling system and auxiliary engine oil cooler
- Front Wheel Drive
- Six Speed Automatic Transmission, heavy duty for police Operation. Column Shifter and External Oil Cooler
- Heavy Duty Power Rack And Pinion Steering With Oil Cooler
- Tilt Steering Wheel
- Heavy-Duty Fade Resistant Four Wheel Anti-Lock Disc Brakes with Power Booster
- Four Wheel Heavy Duty Independent Suspension with heavy duty front and rear stabilizer bars.
- Four (4) P235/55R17 BSW "W" speed rated tires
- Four (4) 17" heavy duty steel wheels.
- Manufacturers optional full wheel covers.
- Compact Spare tire/wheel
- 170 Ampere Alternator
- 730 CCA Heavy Duty Battery
- Police Type 0-140 mph Speedometer Certified For Accuracy
- Cruise Control
- Automatic Deck Lid Release
- Driver and passenger front air bag, Side Curtain Air Bags  
Driver and passenger, Driver and front passenger seat mounted thorax air bags
- AM/FM Stereo
- AM and Police Radio Noise Suppression Package
  
- Power Windows and Door Locks, rear window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable
- Single Key Locking System with two (2) keyless entry key fobs. Each vehicle keyed differently
- Deck lid and driver door lock cylinders
- Protective Body Side Moldings
- Air Conditioning with integral heater and defroster
- Electric Rear Window Defroster
- Reinforced Heavy Duty Front Bucket Seats with heavy duty cloth fabric. No center console. Power adjusting driver and passenger seat
- Heavy-Duty Cloth Fabric Rear Bench Seat
- Full Carpeting, both Front and Rear
- Front and Rear Floor mats
- Front License Bracket
- Spotlight Provision; Left Hand with 6" Unity Halogen Spotlight
- Courtesy Lamp Disable, Lamps controlled by IP switch

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

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**AVAILABLE OPTIONS**

**Line Item 008– \$ 242.00 - Delete**

Detective Street Appearance Package. Includes spotlight and spotlight provision delete (9C3 Option)

**DELIVERY:** Approximately 80 days after receipt of order.

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*The following line items will apply to co-operative procurement and state agency orders.*

**Line Items 031 - \$525.00 per vehicle**

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

**Line Item 036 - \$0.96 per mile**

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

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**Contract Number: C112055002**

**Contractor: West Brothers Chevrolet**

**Line Item 009**

**Commodity Service Code: 07048**

**MAKE/MODEL: 2012 Chevrolet Tahoe 2-Wheel Drive Police Package PPV**

**PRICE: \$25,428.00**

**EQUIPMENT INCLUDED IN PRICE**

- V-8 type, 5.3 liter gasoline engine with Heavy-duty cooling system and auxiliary engine oil cooler-Rear wheel drive
- Six speed automatic transmission, heavy duty for police operation, column mounted gear shift lever and auxiliary oil cooler.
- 3.08 to 1 Rear Axle Ratio
- 6,700 lbs. G.V.W.R.
- Heavy duty power rack and pinion steering with auxiliary oil cooler.
- Tilt steering wheel
- Heavy duty fade resistant 4 wheel anti-lock disc brakes with power assist.
- Heavy-duty front and rear suspension equipped with heavy-duty front and rear stabilizer bars
- Five tires, P265/60R17 BSW, "V" speed rated (includes spare)
- Five 17" x 7.5" heavy-duty steel wheels (includes spare)
- Metal bolt-on chrome center caps.
- 160 ampere alternator
- Heavy duty 730 C.C.A battery
- Police Type Speedometer, 0-140 MPH, certified
- Driver and front passenger air bags, Driver and passenger side curtain air bags, Driver and front passenger seat mounted thorax air bags
- AM/FM stereo with CD
- AM and police radio noise suppression package
- Power windows with rear window lockout switch
- Power door locks
- Rear inside door locks and handles fully operable
- Driver front door and Lift gate lock cylinder
- Single Key Locking System
- Cruise Control
- Front and rear air conditioning with integral heater and defroster.
- Electric rear window defroster
- Heavy duty high back front bucket seats reinforced for increased support and covered with heavy duty cloth fabric. No center console. Power driver and front passenger seats
- Heavy duty vinyl bench rear seat.
- Full Color keyed carpeting.
- Front and Rear floor mats
- Protective Body Side Moldings
- Deep tinted glass, all windows except windshield and front door windows which shall be a light tinted glass.
- Outside heated and power adjustable mirrors
- Front License Bracket
- Spotlight Provision, Left Hand With 6" Unity Halogen spotlight
- High intensity Auxiliary Dome Lamp
- Horn and Siren Wiring Circuit
- Standard Production Solid Color Exterior and Standard Interior Trim

**DELIVERY:** Approximately 70 days after receipt of order.

*The following line items will apply to co-operative procurement and state agency orders.*

**Line Items 032- \$420.00 per vehicle**

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

**Line Item 036 - \$1.10 per mile**

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

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**Contract Number: C112055004**

**Contractor: Joe Machens Ford**

**Line Item 015**

**Commodity Service Code: 07006**

**MAKE/MODEL: 2013 Ford Police Interceptor Sedan**

**PRICE: \$25,796.00**

**EQUIPMENT INCLUDED IN PRICE**

- V-6 type, 3.5 liter turbo-charged (EcoBoost) gasoline engine with heavy duty cooling system and engine oil cooler
- 148 m.p.h. top speed calibration
- All wheel drive
- Six speed automatic heavy duty police calibration, column shifter and external oil cooler
- Heavy duty electric power assist steering
- Tilt steering wheel
- Heavy duty fade resistant four wheel disc anti-lock disc brakes with power booster
- Independent front and rear suspension. Front and rear stabilizer bars
- Five (5) tires, 245/55R18 BSW, "W" speed rated (includes spare)
- Five (5) 18" x 8" heavy duty steel wheel (includes spare)
- 18" Full Wheel Covers
- 220 ampere heavy duty alternator
- 750 c.c.a. minimum battery
- Police type speedometer certified for accuracy
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- AM/FM stereo radio
- Power adjustable brake and accelerator pedals
- AM and police radio noise suppression package
- Power windows and door locks, rear power window operable from rear seat and driver's seat, rear window lockout switch
- controllable from driver's position
- Rear inside door locks and handles fully operable
- Automatic Deck Lid Release, ignition controlled
- Deck lid and driver door key lock cylinder
- Single Key Locking System
- Heavy duty front bucket seats without console, designed for police usage and covered with heavy duty cloth fabric.
- 6-way power adjusting driver seat
- Heavy duty cloth bench rear seat.
- Driver and front passenger air bags, driver and passenger side curtain air bags and driver and front passenger seat mounted thorax air bags
- Full carpeting both front and rear
- Carpeted floor mats
- Front license bracket
- Spotlight Provision, Left Hand With 6" Unity Halogen Spotlight
- Police Power Pigtail Harness
- Pre-wiring for grill lamp, siren and speaker
- Courtesy lamps disabled when any door is opened
- Overhead high intensity auxiliary dome lamp wired and switched independently from dome lamp
- Standard Production Solid Color Exterior and Standard Interior Trim

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

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**AVAILABLE OPTIONS**

**Line Item 016 - \$2,745.00 (credit)**

Turbo-charged 3.5 liter V6 engine delete and replace with normally aspirated 3.5 liter V6 (TiVCT) gasoline engine

**Line Item 017 - \$3,745.00 (credit) (Includes Line Item 016 credit)**

All wheel drive delete and replace with standard front wheel drive. Requires normally aspirated 3.5 liter V6 engine

**Line Item 018 - \$126.00**

Four remappable switches on steering wheel

**Line Item 019 - \$202.00**

Manufacturer installed electronics tray

**Line Item 020 - \$252.00 (Includes Line item 019)**

Manufacturer installed trunk circulation fan (mounted on package tray)

**Line Item 021 - \$214.00**

Manufacturer installed remote keyless entry key fob

**Line Item 022 - No Charge**

Police Interceptor badge delete option

**DELIVERY:** Approximately 90 to 120 days after receipt of order.

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*The following line items will apply to co-operative procurement and state agency orders.*

**Line Items 034 - \$600.00 per vehicle**

Other State agencies and Cooperative Procurements may purchase cars off this contract. The total vehicle preparation cost for the vehicles processed through the contractors dealership is a per vehicle price.

**Line Item 036 - \$1.50 per mile**

Total round trip per mile to deliver cooperative procurement and other state agencies vehicles if requested.

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**Contract Number: C112055004**

**Contractor: Joe Machens Ford**

**Line Item 023**

**Commodity Service Code: 07006**

**MAKE/MODEL: 2013 Ford Police Interceptor Utility AWD**

**PRICE: \$24,937.00**

**EQUIPMENT INCLUDED IN PRICE**

- |   |  |
|---|--|
| -V-6 type, 3.7 liter normally aspirated gasoline engine<br>with heavy duty cooling system and engine oil cooler | stabilizer bars  |
| -All wheel drive  | -Five (5) tires, 245/55R18 BSW, "W" speed rated (includes spare) |
| -Six speed automatic heavy duty police calibration, column Mounted gear selector and auxiliary oil cooler       | -Five (5) 18" x 8" heavy duty steel wheel (includes spare)       |
| -Heavy duty electric power assist steering  | -18" Full Wheel Covers   |
| -Tilt steering wheel  | -220 ampere heavy duty alternator                                |
| -Heavy duty fade resistant four wheel disc anti-lock disc brakes with power booster                             | -750 c.c.a. minimum battery                                      |
| -Independent front and rear suspension. Front and rear  | -Police type speedometer certified for accuracy                  |
|   | -Speed Control   |
|   | -Air conditioning system with integral heater and defroster      |

**PATROL CARS – CURRENT MODEL YEAR  
(Statewide)**

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- Electric rear window defroster
- AM/FM stereo radio
- Power adjustable brake and accelerator pedals
- AM and police radio noise suppression package
- Power windows and door locks, rear power window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable
- Lift gate key lock cylinder and driver door key lock cylinder
- Single Key Locking System
- Privacy glass for second and third row
- Heavy duty front bucket seats without center console, designed for police usage and covered with heavy duty cloth fabric. 6-way power adjusting driver seat

- Heavy duty cloth bench rear seat.
- Driver and front passenger air bags, driver and passenger side curtain air bags and driver and front passenger seat mounted thorax air bags
- Full carpeting first and second row
- Carpeted floor mats
- Front license bracket
- Spotlight Provision, Left Hand With 6" Unity Halogen Spotlight
- Police Power Pigtail Harness
- Pre-wiring for grill lamp, siren and speaker
- Courtesy lamps disabled when any door is opened
- Overhead high intensity auxiliary dome lamp
- Standard Production Solid Color Exterior and Standard Interior Trim

**AVAILABLE OPTIONS**

**Line Item 024 - \$1,001.00 (credit)**

All wheel drive delete and replace with standard front wheel drive

**Line Item 025 - \$127.00**

Four remappable switches on steering wheel

**Line Item 026 - \$213.00**

Manufacturer installed remote keyless entry key fobs

**Line Item 027 – No Charge**

Police Interceptor badge delete option

**Line Item 028 - \$500.00**

Auxiliary air conditioning

**Line Item 029 - \$41.00**

Red/White dome lamp in cargo area

**DELIVERY:** Approximately 90 to 120 days after receipt of order.

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*The following line items will apply to cooperative procurement and state agency orders.*

**Line Item 035 - \$600.00 per vehicle**

Other state agencies and cooperative procurements may purchase cars off of this contract. The total vehicle preparation cost for the vehicles processed through the contractor's dealership is a per vehicle price.

**Line Item 036 - \$0.40 per mile**

Total round trip per mile to deliver the cooperative procurement and other state agencies vehicles if requested.

**PATROL CARS- CURRENT MODEL YEAR  
(STATEWIDE CONTRACT)**

State of Missouri  
Office of Administration  
Division of Purchasing and Materials Management  
Contract Performance Report

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

**Contract No.:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Describe Product Purchased (include Item No's., if available):** \_\_\_\_\_

**Rating Scale:** 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	Rate 1-5, 5 best
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	Rate 1-5, 5 best
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Please detach or photocopy this form & return by FAX to 573/526-9816, or mail to:**

Office of Administration  
Division of Purchasing and Materials Management  
301 West High Street, RM 630  
PO Box 809  
Jefferson City, Missouri 65102  
**You may also e-mail form to the buyer as an attachment at**  
[tammy.michel@oa.mo.gov](mailto:tammy.michel@oa.mo.gov)



State of Missouri  
 Office of Administration  
 State Fleet Management Program  
 Post Office Box 809, Jefferson City, MO 65102  
 573/751-4534  
 FAX 573/751-7819

Agency Tracking # (Optional)	
Date Received SFM Use Only	
Tracking Number SFM Use Only	

### VEHICLE PREAPPROVAL FORM (Page 1)

Department/Division	Agency Contact Name
SAM II Order #	Agency Contact Fax

SECTION A		
Expansion/Replacement	<input type="checkbox"/> Expansion <input type="checkbox"/> Replacement <i>(Complete Section D for Expansion Requests)</i>	Purchase Price \$
Purchase From:	<input type="checkbox"/> State Contract <input type="checkbox"/> Surplus <input type="checkbox"/> MSHP	Purchase Option (check all that apply) <input type="checkbox"/> Purchase <input type="checkbox"/> Lease-Purchase <input type="checkbox"/> Credits (Section 37.452 RSMo)
Vehicle Requested	<input type="checkbox"/> New <input type="checkbox"/> Used (Check One)	
VEHICLE DATA	VEHICLE TO BE REPLACED	REQUESTED VEHICLE
Year		
Make		
Model		
VIN		N/A
License Number		N/A
Inventory Number		N/A
Current Odometer		<i>(leave blank for new vehicles)</i>
Annual Miles Driven	<i>Prior FY Actual</i>	<i>Estimated</i>
Vehicle Category	Pick One	Pick One
Vehicle Subcategory	Pick One	Pick One
Check all that apply	<input type="checkbox"/> 4WD <input type="checkbox"/> Police Equipped	<input type="checkbox"/> 4WD <input type="checkbox"/> Police Equipped
Primary Assignment	<input type="checkbox"/> Individual <input type="checkbox"/> Function <input type="checkbox"/> Pool	<input type="checkbox"/> Individual <input type="checkbox"/> Function <input type="checkbox"/> Pool
Assignment Name		
Vehicle Purpose	<input type="checkbox"/> Employee Transportation <input type="checkbox"/> Client Transportation <input type="checkbox"/> Task Specific (describe below) <input type="checkbox"/> Special Purpose (describe below)	<input type="checkbox"/> Employee Transportation <input type="checkbox"/> Client Transportation <input type="checkbox"/> Task Specific (describe below) <input type="checkbox"/> Special Purpose (describe below)
Reason for Replacement	<input type="checkbox"/> Routine (Over 120,000 miles) <input type="checkbox"/> Other <i>(Complete Section E)</i>	Actual Disposal Date/Miles <i>(SFM use only)</i>
Estimated Disposal Date		

SECTION B: SIGNATURES	
Agency Head or Designee  _____  Date: _____	State Fleet Manager  _____  Date: _____  <input type="checkbox"/> Approved  <input type="checkbox"/> Denied



State of Missouri  
 Office of Administration  
 State Fleet Management Program  
 Post Office Box 809, Jefferson City, MO 65102  
 573/751-4534  
 FAX 573/751-7819

Agency Tracking # (Optional)	
Date Received SFM Use Only	
Tracking Number SFM Use Only	

VEHICLE PREAPPROVAL FORM (Page 2)

**SECTION C: ADDITIONAL JUSTIFICATION FOR CERTAIN VEHICLE TYPES**

This section must be completed if a SUV, four wheel drive vehicle, full size sedan or a police equipped vehicle is requested for individuals other than POST certified officers.

Special Requirements: Check all that apply and then describe in detail in the space provided below.

- Regularly driven off road or on unimproved roads
- Equipment/Tool Storage
- Passenger Occupancy
- Utility Features
- Other

Please describe the specific need here. Include justification describing why a lower cost; more fuel-efficient vehicle is not sufficient to meet agency needs.

**SECTION D: ADDITIONAL JUSTIFICATION FOR EXPANSION VEHICLES**

This section must be completed for expansion vehicle requests.

Reason for Expansion: Check all that apply and then describe in detail in the space provided below:

- New Statutory Requirements
- Fleet Increase Approved by General Assembly
- Program Changes
- Other

Describe the need to expand the fleet here.

**SECTION E: REASON FOR REPLACEMENT**

If "Other" was selected as the reason for replacement on page one please provide additional information below.

**ADDITIONAL INFORMATION** (optional)



**State of Missouri  
Office of Administration  
State Fleet Management Program  
Post Office Box 809, Jefferson City, MO 65102  
573/751-4534  
FAX 573/751-7819**

## VEHICLE PREAPPROVAL FORM

### INSTRUCTIONS & INFORMATION

All new or used vehicle purchases must be approved in accordance with Executive Order 05-02 and the State Vehicle Policy (SP-4) which also requires vehicles under 10,000 GVWR (Gross Vehicle Weight Rating) to be pre-approved by the State Fleet Manager). The State Vehicle Policy may be viewed at <http://www.oa.mo.gov/gs/fm/index.htm>. This includes vehicles purchased directly from other state agencies or State Surplus Property. State Surplus Property requires a signed pre-approval form prior to selling a used vehicle to a state agency.

#### STEP-BY-STEP INSTRUCTIONS TO COMPLETE THE PREAPPROVAL FORM

Complete Section A with information on the vehicle to be purchased and the vehicle to be replaced (if applicable).  
Complete Section C if the request is to request purchase an SUV, four wheel drive pickup, full size sedan or a police equipped vehicle to be operated by individuals other than POST certified law enforcement officers.  
Complete Section D if you are requesting an expansion to the size of your fleet.  
Obtain signature of agency head or designee in Section B.  
Agencies are not required to submit page two of this form if Sections C-E are not required.  
Submit the signed form to the State Fleet Management Program. Address and fax numbers are displayed at the top of this page.  
Interagency Mail: Room 760, Harry S. Truman State Office Building  
The signed preapproval form will be faxed back to the contact indicated on the top of page one.

#### SAM II FINANCIAL PURCHASE ORDER INFORMATION

Agencies must use one of the following commodity codes when processing a PGQ or PDQ document:

07006 – Automobiles & Station Wagons  
07007 – Autos, Station Wagons, Vans, Trucks, Alternative Fuel  
07048 – Trucks (One Ton and Less Capacity)  
07092 – Vans

Agencies do not have to enter a SAM II purchase order prior to submission of the preapproval form. If the purchase order number is indicated on the preapproval form, it will be approved in SAM II after the State Fleet Manager approves the preapproval form. If the purchase order number is not provided, agencies must contact the State Fleet Manager with the SAM II purchase order number and the SFM Tracking Number from the top of the preapproval form and indicate that the purchase order is ready for approval.

#### VEHICLE CREDIT INFORMATION

If your agency would like to purchase a vehicle with vehicle credit funds, please submit the Vehicle Credit Request Form with the Vehicle Preapproval Form. Your request to purchase a vehicle with credit funds must be approved before a purchase order can be fully processed. All vehicle credit purchases must be made in accordance with the signed interagency spending delegation agreement and Vehicle Credit Procedures. Procedures and the request form can be found at: <http://www.oa.mo.gov/gs/fm/ssp.htm>.

QUESTIONS: Contact Cynthia Dixon, State Fleet Manager at 573/751-4534.