



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

NOTIFICATION OF STATEWIDE CONTRACT

September 7, 2016

CONTRACT TITLE: Automotive Repair & Parts: General Motors - Jefferson City Area Only

CURRENT CONTRACT PERIOD: September 12, 2015 through October 11, 2016

BUYER INFORMATION: Teri Schulte
 (573) 522-3296
Teri.schulte@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	September 12, 2012 through September 11, 2013	October 11, 2016

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 **NOT MANDATORY**.

This contract has been established for the convenience of state agencies. Local Purchase Authority may be used to purchase supplies/services included in this contract from an alternative source at the discretion of the agency.

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
C113038001	4405274600 0	Putnam Chevrolet 500 West Buchanan California, MO 65018 Contact: Amy Messerli Ph: (573) 796-2131 Fax: (573) 796-4206 Email: amy@putnamchevrolet.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
September 12, 2015 through September 11, 2016	09/07/16	Contract Extension September 12, 2016 through October 11, 2016.
September 12, 2015 through September 11, 2016	09/15/15	Renewed contract.
September 12, 2014 through September 11, 2015	09/12/14	Renewed contract.
September 12, 2013 through September 11, 2014	09/17/13	Renewed contract and updated Buyer information on first page.
September 12, 2012 through September 11, 2013	09/12/12	Initial issuance of new statewide contract

**Automotive Repair & Parts: General Motors - Jefferson City Area Only
(Statewide)**

CONTRACTOR PERFORMANCE REQUIREMENTS:

General:

The contractor shall provide repair/maintenance including warranty and recall services of various light duty General Motors vehicles and for the purchase of General Motors replacement parts (mechanical and body) on an as needed, if needed basis as ordered by the state agency. The contractor must comply with all mandatory requirements and specifications presented herein pertaining to provision of repair services of various light duty General Motors vehicles and for the purchase of General Motors replacement parts (mechanical and body).

Pickup and Delivery Service:

The contractor shall provide pickup and delivery services to the state agency at no cost to the State of Missouri. If pickup and delivery of a vehicle is requested by the state agency, the contractor shall pickup the vehicle from the state agency location within four hours of the request. Delivery of the vehicle after maintenance/service completion shall be made within four hours to the location identified by the state agency. The contractor shall fully coordinate all pickup and deliveries with the state agency making the request.

Turn Around Time:

The contractor and the state agency shall mutually agree upon the turnaround time on all vehicle repairs.

If repairs cannot be completed within an appropriate time, the state agency may obtain services from other another sources as deemed appropriate.

If requested by the state agency, the contractor shall deliver all in stock parts to the state agency within one hour of order placement. If the contractor does not have an item in stock they shall let the state agency know immediately and try and locate the part at another local dealer location.

The contractor must maintain direct communication with the state agency on delivery and part stock issues.

Mechanics and Equipment:

The contractor shall agree that all work shall be performed by licensed mechanics, experienced and qualified to work on the specified type of vehicle, and that all work be performed in accordance with the best commercial practices and without unnecessary delays.

The contractor must have available suitable modern equipment necessary for the satisfactory execution of any repair job including all gauges and checking tools necessary to make precision adjustments when required, and all special repair tools for the proper servicing of the equipment called for under the contract.

Parts and Materials:

All parts and materials supplied by the contractor and used on state vehicles shall be new and of equal quality to the original equipment manufactured except as stated below.

No parts, accessories, or supplies shall be used which might void the vehicle manufacturer's warranty. When not concerned with the vehicle warranty, the ordering agency may authorize use of rebuilt assemblies or sub-assemblies when such is standard industry practice and the rebuilt item carries the same warranty as a new assembly or sub-assembly. Any part removed is state property and shall be returned or disposed of as directed by the state agency unless new parts prices is predicated on an exchange basis.

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(Statewide)**

Repairs:

For any repairs performed on vehicles which are not covered by an applicable current flat rate, the contractor shall provide an estimate of the number of hours required to perform the service at the time the vehicle enters the contractor's repair shop. No work shall be performed without the prior approval of using agency. When the estimated cost of repair appears unreasonable in view of prior cost experience and other prevailing estimates, the state reserves the right to obtain services on the open market.

Contractor Support:

The contractor has provided the following information regarding additional services/support that they shall offer to state agencies located in the Jefferson City Area Only:

- Nearest service location: 500 West Buchanan, California, Missouri 65018
- Number of factory trained representatives available to provide service on the equipment/supplies: Six
- Number of vehicles per day that may be serviced: Two
- Is advanced notice for the scheduling of repairs required? Yes
Amount of Time Required: 1 Day

- Warranty:

Parts: 12 Months/12,000miles Labor: 12 Months/12,000 Miles

Terms and Conditions of Warranty: 12 months or 12,000 miles whichever comes first on installed failed part

- Regular business hours: Monday Through Friday - 7:00 a.m. to 5:30 p.m. Saturday - 8:00 a.m. to 3:00 p.m.
- Service manual(s) on which labor time will be based: Motor - ALL DATA
- Will contractor offer a discount off the labor time in the above service manual(s): No

NOTE: In no case shall the charge for labor on any regular job exceed the bid price per hour times the number of hours shown on the applicable published flat rate or time schedule in effect on the date such repairs were performed.

- Putnam Chevrolet will provide pickup/delivery services to the state agencies in Jefferson City, Missouri

**Automotive Repair & Parts: General Motors - Jefferson City Area Only
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PRICING PAGE

Line Item 001-C/S Code: 06099- **\$50.00**
*Automotive Maintenance Items and
Repair/Replacement Parts*
**Firm Fixed Labor Rate per Hour:
Normal Business Hours (Monday-Friday)**

Line Item 002- C/S Code: 06099- **20.00%**
*Automotive Maintenance Items and
Repair/Replacement Parts*
**Parts: Firm, Fixed Percentage Mark-up Over
Dealer List Price (Dealer Cost)**

**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.: C113038001 **Contractor:** Putnam Chevrolet

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
teri.schulte@oa.mo.gov