



INVITATION FOR BID NUMBER AEPA IFB #009-C

VEHICLES

PART B - SPECIFICATIONS

TABLE OF CONTENTS

1. Scope of Bid.....	1
2. Anticipated Member Agency Participation	2
3. Glossary of Terms.....	2
4. Special Terms & Conditions.....	3
5. Specifications	8
6. Required Responses.....	14
7. Pricing.....	15

1. Scope of Bid

AEPA member states are seeking to contract for a good selection of new cars, utility vehicles, minivans, pickups and trucks representing the major manufacturers. Manufacturers will be permitted to add new models as soon as they are available.

2. Anticipated AEPA Member Agency Participation

State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume	State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume
California	Yes	\$500,000	New Jersey	Yes	Unknown
Colorado	Yes	Unknown	New Mexico	Yes	\$300,000
Connecticut	Yes	\$100,000	North Dakota	Yes	\$15,000
Florida	Yes	\$50,000	Ohio	Yes	\$350,000
Indiana	Yes	Unknown	Oregon	Yes	\$50,000
Iowa	No	N/A	Pennsylvania	Yes	\$200,000+
Kansas	Yes	Unknown	Texas	Yes	Unknown
Kentucky	Yes	Unknown	Virginia	Yes	\$500,000
Michigan	Yes	Unknown	Washington	Yes	\$1,000,000
Minnesota	Yes	Unknown	Wyoming	Yes	Unknown
Missouri	Yes	Unknown			
Montana	Yes	\$100,000			
Nebraska	Yes	Unknown	Total		\$3,165,000

Participating in the solicitation does not guarantee that an AEPA Member Agency will enter into a contract with any vendor. Each AEPA Member Agency will make that determination after reviewing AEPA recommended bids. The AEPA Member Agency’s contracting decision shall be final.

Estimated first year volume for this solicitation is provided above where available. AEPA Member Agencies anticipate that purchase volume will increase in contract years 2-4. This information is provided as an aid to vendors in preparing bids only. It is not to be considered a guarantee of volume under this IFB. The successful vendor’s discount and pricing schedule shall apply regardless of the volume of business under the contract.

3. Glossary of Terms

Alternative Fuels:

- a. Liquefied petroleum gas
- b. Natural gas
- c. Hydrogen
- d. A blend of hydrogen with liquefied petroleum or natural gas
- e. An emulsion of water-phased hydrocarbon fuel that contains not less than 20% water by volume and that complies with any of the following:
 - Is used in an engine that is certified to meet at a minimum the United States environmental protection agency low emission vehicle standard pursuant to 40 Code of Federal Regulations Section 88.104-94 or 88.105-94
 - Is used in an engine that is certified by the engine modifier to meet the addendum to memorandum 1-A of the United States environmental protection agency
 - Is used in an engine that is the subject of a waiver for that specific engine application from the United States environmental protection agency’s memorandum 1-A addendum

requirements and that waiver is documented to the reasonable satisfaction of the department of commerce energy office

- f. Alcohol fuels that contain not less than 85% alcohol by volume
- g. Electricity
- h. Solar energy
- i. A combination of at least 70% alternative fuel and no more than 30% petroleum based fuel and that operates in an engine that meets the United States Environmental Protection Agency (EPA) low emission vehicle standard pursuant to 40 Code of Federal Regulations Section 88.104-94 or 88.105-94 and is certified by the engine manufacturer to consume at least 70% alternative fuel during normal vehicle operations.

Factory invoice: The actual invoice the manufacturer sends to the dealer for the vehicle.

Holdback or dealer holdback: The amount the manufacturer retains for a period of time. The amount is a percentage of the total MSRP, the base MSRP, the total invoice or base invoice.

IIHS: The Insurance Institute for Highway Safety tests new models by crashing them into an energy-absorbing, deformable barrier at 40 mph.

Manufacturer's Suggested Retail Price (MSRP): The retail price of the new motor vehicle suggested by the manufacturer, including the retail delivered price for each accessory or item of optional equipment physically attached to the new motor vehicle at the time of delivery to the new motor vehicle dealer that is not included within the retail price suggested by the manufacturer for the new motor vehicle.

NHTSA: The National Highway Traffic Safety Administration. (A federal agency that regulates safety features of vehicles and that crash tests new cars for front impact into a flat, rigid barrier at 35 mph, and side impact with the test car traveling 17 mph being hit broadside by another car traveling 34 mph.)

OEM: The original equipment manufacturer.

Wholesale Price: The cost of the vehicle to the dealer minus the holdback, any factory incentives, and rebates.

Administrative Fee: The fee allowed to an Agency offering this program to its members.

4. Special Terms & Conditions

The following are in addition to the applicable standard terms and conditions. Please review these carefully. Any exceptions to these terms and conditions shall be clearly stated in writing and included with the bid response.

4.1 General

- 4.1.1 All billings and invoices shall identify the specific vehicle being billed and include the name of the vehicle, model number and vehicle identification number.
- 4.1.2 The contractor shall include a copy of any manufacturers order guide with this proposal. Upon request, the dealer will provide a copy of the order guide to any Agency member wishing to purchase a vehicle.
- 4.1.3 The prices for all vehicles shall be F.O.B. the contractor's dealership, or any location within 60 miles of the dealership. If any additional cost to deliver a vehicle is required beyond 60

miles of the dealership, that cost must be identified on a price page. If no delivery costs are identified, the dealer will deliver the car to any Agency location at no additional charge.

- 4.1.4 For vehicles ordered from the factory, every effort shall be made to deliver within 75 days of receipt of the purchase order from Agency. If a vehicle is delayed beyond 120 days, or if the delayed delivery is beyond the fiscal year (ending June 30), Agency reserves the right to cancel the purchase order. The member will be under no obligation to select a different vehicle if the contractor is unable to deliver on time.
- 4.1.5 All deliveries shall be made Monday through Friday during normal business hours. Contractor shall provide the ordering agency a minimum of 24-hour notification prior to delivery.
- 4.1.6 All vehicles shall be equipped with three (3) full sets of keys at the time of delivery. Any special purpose keys (security systems, locks, trunk release, lights, and panic button) shall be supplied in sets of three (3) at no additional cost.
- 4.1.7 Upon delivery, the dealer shall provide the ordering agency the following documents: MSO (Manufacturer State of Origin); odometer statement; warranty document; manufacturers invoice (unadulterated). The Maroney Sticker shall be contained on the window of all vehicles and a complete owner's operating and maintenance manual shall be placed in the glove box or in the trunk. If the sticker is removed at the request of the buyer, the original shall be placed in the vehicle's glove box or with the other documents listed above.
- 4.1.8 All vehicles shall be ready for continuous operation upon delivery, shall have all standard and optional equipment installed, and be fully assembled and serviced. Service shall include: complete lubrication, all fluid levels filled to manufacturers regional delivered recommended capacity; all tires, including the spare, inflated to proper pressure; wheels properly aligned to factory specifications; engine tuned to proper operating condition; inside and outside clean with all unnecessary tags, stickers, and markings removed. No decals or markings of any type pertaining to advertisements other than the manufacturer's name or model designation normally installed by the factory shall be attached to the vehicle. Local dealers may provide a license plate holder and key chain tags that identify the dealer's name.
- 4.1.9 All vehicles shall be delivered with a full tank of fuel; dual fueled vehicles shall have both systems filled. Electrical powered vehicles shall have all batteries fully charged. Alternative fueled vehicles will have the correct fuel at full capacity. No additional cost for fuel shall be added to the final invoice.
- 4.1.10 Prior to acceptance by the ordering agency, each vehicle shall be subject to a complete inspection. Inspection shall include, but not necessarily be limited to, conformity to the specifications, mechanical integrity, quality or workmanship and materials, and appearance defects. If fewer than ten (10) vehicles are delivered at any one time, inspection shall be completed in ten (10) or fewer calendar days; if more than ten (10) vehicles are received, up to thirty (30) calendar days may be permitted for inspection. If any equipment is returned to the contractor prior to acceptance, corrections shall be made within seven (7) calendar days. Upon delivery of a corrected vehicle, the normal inspection time will start fresh. All corrections shall be made without any inconvenience to the ordering member.

- 4.1.11 All ordering agencies shall be provided order forms for shop manuals and parts.
- 4.1.12 It shall be the responsibility of the contractor to assure that all recall notices and other technical service bulletins or notifications from the factory is sent to the ordering member (not Agency) in a timely manner.
- 4.1.13 All standard equipment as identified in the manufacturer's literature, data books, and fleet buyers guides shall be furnished without additional cost on regular production vehicles.
- 4.1.14 All optional equipment and accessories shall be original equipment from the manufacturer and installed at the factory.
- 4.1.15 Any dealer provided option must be priced separately and may only be included if specifically ordered by the member. Under no conditions may a member be charged additional costs for items such as ADP (Added Dealer Profit), additional rust proofing, pinstripes, upholstery preservative, undercoating (or similar dealer packs), conveyance or document fees, or advertising surcharges.
- 4.1.16 Warranties shall be the manufacturer's standard new vehicle warranty, for a minimum of 36 months and/or 36,000 miles, whichever comes first. All warranties shall begin when the vehicle is placed in service, which may be delayed by the ordering agency for up to six months. It shall be the responsibility of the ordering agency to notify the contractor when a vehicle is actually put in service.
- 4.1.17 Extended manufacturer's (OEM) warranties shall be offered that shall pay for the repair or replacement of any covered parts that are defective in materials or workmanship, except for the first \$50 per eligible repair visit. Covered repairs will never exceed \$50 per visit, even if more than one covered component is repaired. Dealers shall offer prices for all levels of warranties, up to 100,000 miles. Extended warranties shall be offered as an option. A Dealer that fails to offer an extended warranty may be cause for rejection. (Dealers may price both \$100 per visit and \$0 per visit alternatives, if available.) Indicate in writing if extended warranties are offered to law enforcement users.
- 4.1.18 All vehicles shall be the manufacturers' current production models, new and untitled.
- 4.1.19 States political subdivisions are exempt from Federal Excise Tax. Some members are nonprofit, educational agencies or health institutions (authorized by state statute to participate in cooperative purchasing) and may not be exempt. Agency will make every effort to report such facts to the vendor.
- 4.1.20 Twelve and fifteen passenger vans offered may not be used as school buses for the transportation of students for any purpose. No vehicle equipped or certified as a school bus may be offered on this contract. Motorized skateboards (a self-propelled device that has a motor, a deck on which a person may ride and at least two tandem wheels in contact with the ground) may not be offered on this contract.
- 4.1.21 All standard size spare tires and wheels must be factory supplied or dealer installed and must be identical to the OEM tires and wheels contained on the vehicle. Only \$1.00 per tire, regardless of size, may be charged.
- 4.1.22 If a member requires a special type of paint (school colors, for example), an extra 45 days may be allowed to meet this need. Dealers must indicate on the price page any additional costs required for special agency or fleet colors. If a price is not entered, it will be assumed that there is no additional cost.

- 4.1.23 Agency reserves the right to disallow any vehicle to be on contract that has been crash tested by the National Highway Traffic Safety Administration (NHTSA) or the Insurance Institute for Highway Safety (IIHS) and found to be unsafe for either the driver or passenger. In addition, any vehicle rated as unsafe by an independent national consumer testing organization (such as Consumers Union) may be disallowed. The vendor agrees to immediately withdraw any such vehicle from the contract until the vehicle is in compliance or deemed safe by the government or the independent testing organization. (Unsafe is defined as when the passenger or driver is likely to suffer extreme physical harm or death in a collision similar to the test crash.)
- 4.1.24 All passenger cars sold under this contract must meet or exceed the 2004 Federal side-impact standards.
- 4.1.25 All 2004 and newer passenger cars offered on this contract must have air bags for both the driver and the passenger, and be equipped with air conditioning, power steering and power brakes. Advanced front air bags, which adjust their explosive force to the passenger's weight and side air bags, will be offered when available.
- 4.1.26 All vehicles must have factory-installed seat belts for all seats. When possible, safety-belt pre-tensioners will be installed. A three-point safety belt in the center rear seat will be offered, if available.
- 4.1.27 Antilock Brake Systems (ABS) will be offered as an option, except when supplied by the manufacturer as a standard item. Recent NHTSA and insurance studies have shown mixed reviews for ABS equipped cars. Therefore, it shall be up to the Agency member to order this when it is an option.
- 4.1.28 Fleet purchases will enable the buyer to order as many options as needed, as permitted by the manufacturer. In all other cases, all options will be available. Options will include, but not be limited to the following: automatic or standard transmissions; larger or smaller engines; drive trains with antilock brakes, traction control, all-wheel drive, limited-slip differential, adjustable drive control and automatic level control; inside features such as adjustable steering column, cruise control, power seats, upgraded upholstery, rear window defroster and wiper/washer, central locking and/or security system, power mirrors, power windows, upgraded sound systems, cellular phone, trip meter and computer vehicle monitor. If sufficient storage space is available, a full-size spare with a matching wheel may be offered.
- 4.1.29 Trucks offered may have many options, including but not limited to, the following: frame rails and reinforcements, extended bumpers, and tow hook; air brakes and air brake accessories; special electrical parts such as CB radio and antenna, fog lights, air horn, snow shield, special turn signals; special front end grills and paints; diesel, gas, or CNG powered engines; specific manual or automatic transmissions; extra fuel tanks; cab comfort items such as upgraded seats, special mirrors, gauge clusters, tinted windows, power windows.
- 4.1.30 Except as restricted by the manufacturer in a fleet purchase, all factory incentives and rebates will be passed to the member. All participating dealer rebates, year-end rebates, and other discounts offered to the general buying public will be available to the member.
- 4.1.31 All dealers must identify the dealer holdback offered by the manufacturer as a percentage of the base invoice, the base MSRP, total MSRP, or other basis.

- 4.1.32 If at any time the dealer is awarded (or currently is awarded) a contract with the local State Purchasing Office (SPO), and a member (who is eligible to purchase using a SPO contract) orders a vehicle that is also on contract with the SPO, dealer is to notify the member that the vehicle may be purchased directly using the SPO contract. If the member does not wish to use the state contract for any reason or if the total price on the Agency contract is lower, the buyer may use this contract.
- 4.1.33 Tinted glass will comply with state law at the time of order. The forward side window shading may block out no more than 33 percent of the light or reflect more than 35 percent. Unless otherwise ordered, all other side windows in utility vehicles and vans shall be factory deep tinted.
- 4.1.34 Dealer will provide, at no charge to the buyer, MSDS information-providing asbestos content of friction materials (brake pads, brake shoes, clutch discs, etc.), upon request.
- 4.1.35 All interior rearview mirrors shall be day/night adjustable.
- 4.1.36 Unless otherwise ordered, all vehicles shall have dual sun visors, dual windshield wipers with washers, and left and right side outside mirrors. All truck mirrors shall be heavy-duty, top of the line systems, and meet federal and state size requirements.
- 4.1.37 All water-cooled vehicles shall have antifreeze protection to -35°F or to meet regional delivered levels.
- 4.1.38 Full-time four-wheel or all-wheel drive may be offered.
- 4.1.39 Alternative fuels means: a) liquefied petroleum gas; b) natural gas; c) hydrogen; d) a blend of hydrogen with liquefied petroleum or natural gas; e) an emulsion of water-phased hydrocarbon fuel that contains not less than 20% water by volume and that complies with any of the following: I) Is used in an engine that is certified to meet at a minimum the United States environmental protection agency low emission vehicle standard pursuant to 40 Code of Federal Regulations section 88.104-94 or 88.105-94; ii) is used in an engine that is certified by the engine modifier to meet the addendum to memorandum 1-A of the United States environmental protection agency; iii) is used in an engine that is the subject of a waiver for that specific engine application from the United States environmental protection agency's memorandum 1-A addendum requirements and that waiver is documented to the reasonable satisfaction of the department of commerce energy office; f) alcohol fuels that contain not less than 85% alcohol by volume; g) electricity; h) solar energy; i) a combination of at least 70% alternative fuel and no more than 30% petroleum based fuel and that operates in an engine that meets the United States Environmental Protection Agency (EPA) low emission vehicle standard pursuant to 40 Code of Federal Regulations section 88.104-94 or 88.105-94 and is certified by the engine manufacturer to consume at least 70% alternative fuel during normal vehicle operations.
- 4.1.40 Dealer will assist the member if a vehicle purchased does not conform to the conditions of the warranty. As expressed, it is presumed that a reasonable number of attempts have been undertaken to conform a motor vehicle to the applicable warranties if either: 1) the same nonconformity has been subject to repair four (4) or more times by the manufacturer or its agents or authorized dealers during the shorter of the warranty term or the period of two (2) years or 24,000 miles following the date of original delivery of the motor vehicle to the consumer, whichever is earlier, but the nonconformity continues to exist; or 2) the motor vehicle is out of service by reason of repair for a cumulative total of 30 or more calendar days during the shorter of the warranty term or the two-year period or 24,000 miles, whichever is earlier.

- 4.1.41 The term of a warranty is extended by any period of time during which repair services are not available to the member because of any war, invasion, strike, fire, flood or other natural disaster.
- 4.1.42 Splash guards will be installed on all trucks (larger than 3/4 ton) and shall be attached in a manner that prevents the splashing of mud or water on the windshield of other motor vehicles, shall extend to a length of not more than eight inches (8") from the ground, shall be wide enough to cover the full tread or treads of the tires being protected, shall be installed close enough to the tread surface of the tire or wheel to control the side throw of the bulk of the thrown road surface material, may be constructed of a flexible rubberized material, and shall be attached in a manner that, regardless of movement either in the splash guards or the vehicle, the splash guards retain their general parallel relationship to the tread surface of the tire or wheel under all ordinary operating conditions. Pickups that have been modified with a higher bumper to raise their center of gravity shall have splashguards attached.
- 4.1.43 The manufacturer must disclose in writing to a new motor vehicle dealer damage to a new motor vehicle delivered to the dealer if the damage is known to the manufacturer and repaired, the damage occurred after the manufacturing process is complete but before delivery to the dealer, and the damage exceeds three per cent (3%) of the manufacturer's suggested retail price as calculated at the rate of the dealer's authorized warranty rate for labor and parts. If this happens, the dealer will disclose in writing to the purchaser of the new motor vehicle before entering into a sales contract that the new motor vehicle has been damaged and repaired if the damage to the new motor vehicle exceeds three per cent (3%) of the MSRP as calculated at the rate of the dealer's authorized warranty rate for labor and parts.

5. Specifications

The following numbered items describe the kind of vehicles Agency is seeking in this category. Agency's classification of vehicles based on size or kind may or may not match a particular manufacturer's definition. Manufacturer's often change the name of a model or add a new model during a production year or for a new model year. Bidder may place a model in the classification that appears to be the closest match.

- 5.1 **Small Sedans** (including, but not limited to Acura Integra; Chevrolet Cavalier, Metro, Prizm; Daewoo Lanos, Nubira; Dodge Neon; Ford Escort, Focus; Honda Civic, Insight; Hyundai Accent, Elantra; Kia Sephia; Mazda Protege; Mitsubishi Mirage; Nissan Sentra; Pontiac Sunfire; Saturn S-Series; Subaru Impreza; Suzuki Esteem, Swift; Toyota Corolla, Echo, Prius; Volkswagen Golf, Jetta, New Beetle)
- 5.1.1 All small sedans must seat at least four six-foot tall adults and be available with four doors.
- 5.1.2 Brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 140' on dry or 160' on wet pavement.
- 5.1.3 Five speed manual transmissions may be standard; three or four speed automatic transmissions must be available.
- 5.1.4 Front safety belts are to be adjustable for comfort.
- 5.1.5 Trunk space should be large enough to hold three or four Pullman size cases.
- 5.1.6 Gauges must be clear, easily seen by the average size driver, and easy to use.

- 5.1.7 Small sedans should average 35 or more MPG during highway driving using regular unleaded fuel.
- 5.2 **Midsize Sedans and Station Wagons** (including, but not limited to Buick Century; Chevrolet Impala, Lumina, Malibu; Chrysler Cirrus; Daewoo Leganza; Dodge Stratus; Ford Contour, Taurus; Honda Accord; Hyundai Sonata; Infiniti G20; Mazda 626; Mercury Sable; Mitsubishi Galant; Nissan Altima, Maxima; Oldsmobile Alero, Intrigue, Pontiac Grand Am, Grand Prix, Saturn L-Series; Subaru Legacy; Toyota Camry; Volkswagen Passat; Volvo S40/V40)
- 5.2.1 All midsize cars offered must comfortably seat three adults in the rear seat and be available with four doors.
- 5.2.2 Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
- 5.2.3 Automatic transmissions should be standard.
- 5.2.4 Front safety belts must be adjustable for comfort.
- 5.2.5 Trunk space should be large enough to hold five Pullman size cases with room left over.
- 5.2.6 Gauges must be clear, easily seen by the average size driver, and easy to use.
- 5.2.7 Midsize sedans should average 27 or more MPG during highway driving using regular unleaded fuel.
- 5.2.8 The ride must be smooth and comfortable with little engine and road noise.
- 5.2.9 Tilt steering columns must be standard or available as an option. Power seats should be available for the driver.
- 5.3 **Large Sedans (including, but not limited to Buick LaSabre, Park Avenue; Chrysler 300M, Concorde, LHS; Dodge Intrepid; Ford Crown Victoria; Lincoln Continental; Mercury grand Marquis; Oldsmobile Aurora; Pontiac Bonneville)**
- 5.3.1 All large cars offered must comfortably seat five/six adults and be available with four doors. 5.3.2 Front bench seating should be available.
- 5.3.3 Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
- 5.3.4 Automatic transmissions must be standard. Units with overdrive are preferred. Front safety belts must be adjustable for comfort.
- 5.3.5 3.3.5 Trunk space should be large enough to hold five pullman size cases with room left over.
- 5.3.6 Gauges must be clear, easily seen by the average size driver, and easy to use.
- 5.3.7 Large sedans should average 25 or more MPG during highway driving using regular or mid-level unleaded fuel.
- 5.3.8 The ride must be smooth and comfortable with little engine or road noise.
- 5.3.9 Tilt steering columns must be standard or available as an option. Power seats should be available for the driver.
- 5.4 **Minivans (includes models from Chevrolet, Chrysler, Dodge, Ford, GMC, Honda, Mazda, Mercury, Nissan, Oldsmobile, Pontiac, Toyota, Volkswagen)**

- 5.4.1 All minivans offered should comfortably seat seven or more adults and be available with three or five side doors. Front bench seating should be available, but is not required.
 - 5.4.2 Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
 - 5.4.3 Automatic transmissions must be standard. Four wheel or all wheel drive units may be offered.
 - 5.4.4 Front safety belts must be adjustable for comfort.
 - 5.4.5 Folding, moving, or removing center and rear seats may increase 5.4.4 Cargo space.
 - 5.4.6 Gauges must be clear, easily seen by the average size driver, and easy to use.
 - 5.4.7 Minivans should average 20 or more MPG during highway driving using regular unleaded fuel.
 - 5.4.8 The ride must be smooth and comfortable with little engine or road noise.
 - 5.4.9 Adjustable steering columns must be standard or available as an option. Power seats should be available for the driver.
 - 5.4.10 Optional rear seating air conditioning that does not interfere with passenger headroom should be available on extended or larger units.
- 5.5 **Sport-Utility Vehicles** (2, 4 wheel and all wheel drive units, including, but not limited to BMW X5; Cadillac Escalade; Chevrolet Blazer, Suburban, Tahoe, Tracker; Dodge Durango; Ford Escape, Excursion, Expedition, Explorer; GMC Jimmy, Yukon; Honda CR-V, Passport; Hyundai Santa Fe; Infiniti QX4; Isuzu Amigo, Rodeo, Trooper, VehiCross; Jeep Cherokee, Wrangler; Kia Sportage; Land Rover Discovery, Range Rover; Nexus LX470, RX300; Lincoln Navigator; Mercedes-Benz M-Class; Mercury Mountaineer; Mitsubishi Montero; Nissan Pathfinder, Xterra; Oldsmobile Bravada; Pontiac Aztek; Subaru Forester; Suzuki Vitara; Toyota 4Runner, Land Cruiser, RAV4)
- 5.5.1 All utility vehicles offered must comfortably seat five or more adults and be available with three or four side doors. Front bench seating should be available.
 - 5.5.2 Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
 - 5.5.3 Automatic transmissions should be standard. Four wheel drive and units that shift between two- and four-wheel drive may be offered.
 - 5.5.4 Front safety belts should be adjustable for comfort. Utility vehicles that offer a passenger air bag are preferred.
 - 5.5.5 Folding, moving, or removing center and/or rear seats may increase cargo space. Optional or standard roof racks should be available.
 - 5.5.6 Gauges must be clear, easily seen by the average size driver, and easy to use.
 - 5.5.7 Utility vehicles should average 15 or more MPG during highway driving using regular unleaded fuel. Diesel engines equipped with an injector pump certified to operate on low sulfur fuel and warranted for 100,000 miles are preferred.
 - 5.5.8 The ride should be smooth and comfortable with little engine or road noise when operated on highways.
 - 5.5.9 Adjustable steering columns must be available as an option. Driver power seats should be available.
 - 5.5.9 Towing capacity must be identified for each model offered.

- 5.5.10 All utility vehicles will be equipped with front and rear bumpers. Optional running boards and grab handles shall be available.
- 5.5.11 All models will meet or exceed all federal safety standards set for cars.

5.6 Pickup Trucks (including, but not limited to such models as Chevrolet S-Series, Silverado; Dodge Dakota, Ram 1500; Ford Ranger, F-150; GMC Sierra, Sonoma; Isuzu Hombre; Mazda B-Series; Nissan Frontier; Toyota Tacoma, Tundra)

- 5.6.1 Front bench seating should be available.
- 5.6.2 Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
- 5.6.3 Automatic transmissions may be standard. A five-speed manual may be offered. Four wheel drive and units that shift between two- and four-wheel drive may be offered.
- 5.6.4 Front safety belts should be adjustable for comfort. Pickup trucks that offer a passenger air bag are preferred.
- 5.6.5 Extended cab units may be offered. A third door is preferred for extended cabs.
- 5.6.6 Gauges must be clear, easily seen by the average size driver, and easy to use.
- 5.6.7 Pickup trucks should average 15 or more MPG during highway driving using regular unleaded fuel. Diesel engines equipped with an injector pump certified to operate on low sulfur fuel and warranted for 100,000 miles are preferred.
- 5.6.8 The ride should be smooth and comfortable with little engine or road noise when operated on highways. When full, the ride should be better.
- 5.6.9 Adjustable steering columns should be available as an option.
- 5.6.10 Cargo capacity must be identified for each model offered. Tailgates must be detachable.
- 5.6.11 All pickup trucks will be equipped with front and rear bumpers. Optional running boards and grab handles may be offered.
- 5.6.12 All models will meet or exceed all federal safety standards set for cars.

5.7 Full-Size Vans (includes Ford, General Motors, and Chrysler models)

- 5.7.1 All full-size vans offered must offer a variety of seating/cargo arrangements. Front bench seating should be available.
- 5.7.2 Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 160' on dry or 180' on wet pavement.
- 5.7.3 Automatic transmissions must be standard. Four-wheel drive units may be offered. Front safety belts must be adjustable for comfort.
- 5.7.4 Folding, moving, or removing center and rear seats may increase cargo space. Units without side windows must be equipped with large side mirrors. Units with windowless sliding doors may be offered. Rear doors are to have windows.
- 5.7.5 Gauges must be clear, easily seen by the average size driver, and easy to use.
- 5.7.8 Large vans should average 12 or more MPG during highway driving using regular unleaded fuel. Diesel engines equipped with an injector pump certified to operate on low sulfur fuel and warranted for 100,000 miles are preferred.
- 5.7.9 The ride must be smooth and comfortable with little engine or road noise.

- 5.7.10 Adjustable steering columns must be available as an option.
- 5.7.11 Optional rear seating air conditioning that does not interfere with passenger headroom should be available.
- 5.7.12 Dealer may offer customized interior arrangements for utility vans.
- 5.7.12 All units must have front and rear bumpers.
- 5.7.13 Heavy-duty low maintenance battery must be available; cooling systems must be heavy duty, maximum capacity with coolant recovery.
- 5.7.14 Cargo screens must have the lower half solid and the upper half ventilated and covered with clear 1/4th inch removable plastic to keep air conditioned air inside and allow use of the inside rear view mirror.
- 5.7.15 Cargo compartments shall be equipped with at least one overhead light.
- 5.7.16 Cargo vans shall meet all state and Federal requirements for lights and mud flaps.

5.8 **Alternative Fuel Vehicles**

- 5.8.1 Dealers are encouraged to offer alternative fuel vehicles to meet state and federal air standards.
- 5.8.2 Dealers will submit the most up-to-date set of manufacturer specifications for any alternative fueled vehicle to be offered.
- 5.8.3 Bi-fuel vehicles must have upgraded intake valve seats or other modifications that promote engine life with hotter burning natural gas.
- 5.8.4 Dealer of CNG vehicles agree to supply buyer with an up-to-date list of all refueling sites (fast fill) available in applicable state.
- 5.8.5 Dealers of EV's (electric vehicles) will provide infrastructure information (charging locations) and informational assistance to buyer in establishing a local charging station.
- 5.8.6 Alternative fueled vehicles may operate on liquefied petroleum gas, natural gas, hydrogen, a blend of hydrogen with liquefied petroleum or natural gas, an emulsion of water-phased hydrocarbon fuel that contains not less than twenty per cent water by volume, alcohol fuels that contain not less than eighty-five per cent alcohol by volume, electricity, solar energy, a combination of at least seventy per cent alternative fuel and no more than thirty per cent petroleum based fuel. As new technology introduces other alternative fuels, these vehicles may be added to the contract if they can be licensed to operate in applicable state.
- 5.8.7 Any alternative fuel vehicle must meet any applicable corresponding scope of work above.

5.9 **Medium Duty Trucks** (includes models from International, Ford, GMC, Freightliner, Mitsubishi, Isuzu)

- 5.9.1 Interiors must offer a choice between long-lasting vocational units equipped for hard and messy work and more deluxe interiors and seating that includes adjustable lumbar support, air conditioning, storage space, radio, etc. Cabs are to be equipped with door pockets, full-width sun visors with elastic storage straps, area to mount a

CB radio, storage area for logbook, column-mounted turn signals with flash-to-pass function, and ashtray for those who need a place to store parking meter coins.

- 5.9.2 Manual transmissions with options of five or more speeds, as needed.
 - 5.9.3 Automatic transmissions with 4, 5, and 6 speeds.
 - 5.9.4 Power steering should be standard.
 - 5.9.5 A variety of GVW capacity with front axles, front driving axles, single and tandem rear axles, with matching front and rear suspensions.
 - 5.9.6 Brakes should include standard four-wheel hydraulic disc brakes, air brakes, and antilock systems.
 - 5.9.7 Single and dual fuel tanks should be available.
 - 5.9.7 Customized ordering must be available to permit members to order units for delivery, emergency work, hauling, and other tasks.
 - 5.9.8 Fully electronic diesel engines that reduce emissions may be offered.
 - 5.9.9 Units with factory installed hydraulic lifts for cargo should be offered.
 - 5.9.10 Units are to be painted with multi-layer coats to provide maximum protection from the elements.
 - 5.9.11 A variety of body sizes must be offered.
 - 5.9.12 Dealer will supply a complete set of specifications for all trucks offered that include all weights, heights, widths, van and body materials, and other information to assist in the evaluation process.
- 5.10 **Severe Duty Emergency and Law Enforcement Vehicles (sedans, pickups, utility vehicles, vans)**
- 5.10.1 High-speed pursuit units offered may be 2-door vehicles.
 - 5.10.2 Police package units should include as options (or standard) the following: transmission and engine oil cooler systems; heavy duty alternator and battery; full size spare; rubber trunk mat; digital certified speedometer and complete gauge package (oil pressure, water temperature, trip odometer, tachometer); top speed fuel cut off removed; single key locking system; firm ride and suspension; four wheel disc brakes; heavy duty cooling; tires speed rated to 130 mph or more; heavy duty rubber front and rear mats to replace carpet; inoperative from the inside rear windows and doors; ability to order holes in roof panels for lights; dome light controlled by instrument panel switch; ability to order side molding shipped loose in trunk; provisions for spotlights on left and or right sides; wiring systems for auxiliary speakers, antennas, horns and sirens, grille lights, and roof wiring; trucks and vans must have side impact door beams; daytime running lights.
 - 5.10.3 Emergency or health units configured for rescue, first aid, coronary, dental, diagnostics, and audiovisual or veterinary services. [AEPA is not seeking a dealer to supply the medical equipment, but the basic unit that may be later equipped.]

5.11 **Cab and Chassis Vehicles**

- 5.11.1 Vendor may propose a full line of truck cabs and chassis. Complete specs for models proposed must be included in the proposal package with prices.

- 5.11.2 Tilt cab for easy access to engine is preferred.
- 5.11.3 Engines may be gas or diesel.
- 5.11.4 Power steering is required.
- 5.11.5 Third-party equipment is permitted; factory installed is preferred.

6. Required Responses

- 6.1 Offeror must, through written narrative, clearly identify the car, truck and services it is proposing to provide members under this category. Please provide the following:
 - 6.1.1 The vehicle, optional equipment and body manufacturer's names that you propose to offer.
 - 6.1.2 The various models, configurations, type, versions, levels of vehicles, equipment and bodies offered from each.
 - 6.1.3 Type and levels of warranties and services offered and provided by each. Process for members to resolve warranty and extended warranty issues.
 - 6.1.4 The names of third party vendors and other distributors, along with a complete list of products and services to be offered by them on your behalf.
 - 6.1.5 The process for members to order part and service of vehicles out of warranty.
 - 6.1.6 What type of training will be offered for maintenance staff to maintain the vehicle in a safe and cost effective manner?

- 6.2 How will the dealer credit the Member with any manufacturer rebates, regional incentives, dealer holdback or special discounts during the time of the contract?

- 6.3 Offeror must, through written documentation, demonstrate its ability to deliver those vehicles, optional equipment, bodies and perform those services proposed herein by providing prior experience working with educational institutions/public sector agencies. The response will include:
 - 6.3.1 List three (3) government or municipal agencies for whom you have provided the types of vehicles and equipment proposed herein.
 - 6.3.2 List the types of vehicles and their specific configuration ordered.
 - 6.3.3 If optional equipment or specialized body configurations were provided, list the manufacturer's product used with its descriptions and specifications.
 - 6.3.4 Describe how your vehicle ordered was the most cost effective and suitable to meet their identified purpose.
 - 6.3.5 For each institution listed above, provide its name, address, phone number, contact person's name and title for each.

- 6.4 Provide the time line for each vehicle from the time of the agency issuing the purchase order to the institution's acceptance of delivery. Provide a brief narrative of the pre-sale and follow-up consulting services offered to ensure institution's satisfaction.

- 6.5 Provide a narrative of your company's policies, procedures and strategies to ensure quality control, response to concerns before, during and after the sale of a vehicle. Indicate what follow-up, review and oversight process your management team has in place to ensure member satisfaction and that warrantee and service issues are dealt with in a timely manner.
- 6.6 Indicate how you will market the contract to AEPA members.

7. Pricing and Cost Submittal

- 7.1 The offeror must provide a complete listing and price schedule for all vehicles, optional equipment, bodies and services proposed under this category. It is understood that there are number of models, configurations and options that may be offered. Therefore, it may be necessary for the offeror to provide AEPA a process and methodology to verify and establish the cost of the most commonly purchased vehicles proposed herein. All price schedules submitted must be broken out into various elements that are used to price individual vehicles. These schedules would include dealer prep, delivery charges, extended warrantee costs, parts costs and service rates that would be applicable during and after the warrantee period.
- 7.2 Offeror must base vehicle, optional equipment and bodies prices submitted on a fixed discount off an MSRP or published manufacturer's price list or invoice. If one of these is not available, the offeror must have an established method in their cost submittal response for pricing such items if not a "sole source."
- 7.3 Offeror will permit the member to select a vehicle from inventory on the dealer's lot or premise, or from the inventory of a nearby dealer. If the dealer makes a vehicle available from another dealer, the price must be the same and no additional delivery charge may be invoiced. The price must be a fixed discount or dollar amount over wholesale price; a member may use this option at any time.
- 7.4 Hourly service rates must be provided for work that may occur under this contract, such as body work, maintenance repair services, etc.
- 7.5 If the offeror provides services, such as DOT inspections, brake replacement, wheel alignment, tune-ups and oil changes as a package or fixed price that includes supplies, materials and labor, these prices should all be provided in its response.
- 7.6 Hourly rate for training of drivers and maintenance personnel on the safe and cost effective operation and maintenance of vehicle, vehicle body and options for vehicles offered for this proposal.
- 7.7 Price sheets, catalogs and other pricing forms must clearly identify and describe the products, supplies or materials, its unit of measure offered and its stated price. Within the terms of this RFP, the response documents must indicate the AEPA discount off the price sheet, catalog, etc.
 - 7.7.1 All pricing needs to be submitted in an electronic form (spreadsheet, tab separated text format), as well as in printed form.

7.7.1 All pricing information and documentation must be placed behind Tab 6 of the offeror's response or the response may be considered non-responsive.

(End of Part B)