

**Invitation for Bid**  
**AEPA #024-G**  
**VEHICLES – CARS, SUVS, LIGHT DUTY TRUCKS/VANS, EMERGENCY,**  
**FUEL, HYBRID, ELECTRIC**

**Part B – Technical Specifications**

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1. **Scope of Bid** AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 29) in the category of **Vehicles – Cars, SUVs, Light Duty Trucks/Vans, Emergency, Fuel, Hybrid, Electric**
  - a. Respond to requests from a number of different types of educational, governmental, and public institutions seeking vehicles noted above.
  - b. These parts and supplies will include but are not limited to: Gas, Diesel, Electric, and Hybrid Cars, Suv’s, Crossover’s, Light Duty Trucks, Vans, Police, and Public Safety Vehicles.
  - c. Types of services may include, but are not limited to acquisition, delivery, warranty, parts, and services.

All products offered must be considered new, unused, of the latest design and technology and from the most current and popular product lines available.

AEPA and Member Agencies prefer a single vendor with a comprehensive array of products. However, because of the unique nature of vehicle manufacturers dealers, distribution, products, parts, and services Member Agencies will consider multiple awards based on a national or regional basis.

AEPA Vehicle Bid Regions: This solicitation may be awarded on a national or at a regional level. Regions include:

Region 1: New England (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont).
Region 2: Mid-Atlantic (New Jersey, New York, Maryland, Delaware, and Pennsylvania)
Region 3: East North Central (Illinois, Indiana, Michigan, Ohio, Wisconsin)

Region 4: West North Central (Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota)
Region 5: South Atlantic (Florida, Georgia, North Carolina, South Carolina, Virginia, District of Columbia, Kentucky, and West Virginia)
Region 6: East South Central (Alabama, Mississippi, Tennessee, Arkansas, and Louisiana)
Region 7: Mountain (Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah Wyoming, Texas, and Oklahoma)
Region 8: Pacific (Alaska, California, Hawaii, Oregon, and Washington)

AEPA reserves the right to modify the regions after recommendation of award.

## 2. Type of Bid

AEPA requests Bidders to submit primary pricing in the form of either “catalog pricing,” or “line-item pricing.” This category is constructed in the form checked below. An explanation of each can be found in the table below. Additional information on permissible pricing strategies can be found in Part A – General Terms and Conditions under “Pricing.”

### This bid is considered a:

YES	NO	TYPE OF BID
X		<b>CATALOG:</b> A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or categories of products as determined by the Bidder. See the Pricing section for detailed information on Catalog Pricing.
	X	<b>LINE ITEM:</b> A line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product’s or solution’s cost is derived by the Vendor Partner specially prepared and providing a quote based on the project’s terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing.

## 3. Anticipated AEPA Member Agency Participation

State	Participate?	Other States Member Sells In
California	Yes	AZ, NV
Colorado	Yes	
Connecticut	Yes	ME, NH, NY, RI, VT
Florida	No	AL
Georgia	Yes	
Illinois	No	
Indiana	Yes	
Iowa	No	SD
Kansas	Yes	OK
Kentucky	Yes	AL, LA, MS, NC, TN
Massachusetts	No	
Michigan	Yes	
Minnesota	Yes	SD
Missouri	Yes	AR, LA, SD
Montana	Yes	ID
Nebraska	Yes	
New Jersey	No	
New Mexico	Yes	
North Dakota	Yes	

<b>Ohio</b>	Yes	
<b>Oregon</b>	Yes	
<b>Pennsylvania</b>	Yes	DE, HI, MD, NY
<b>South Carolina</b>	Yes	NC
<b>Texas</b>	Yes	
<b>Virginia</b>	Undecided	
<b>Washington</b>	Yes	AK, ID
<b>West Virginia</b>	Undecided	
<b>Wisconsin</b>	Yes	
<b>Wyoming</b>	Yes	SD,UT

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee, or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and bid award. The AEPA Member Agency's contracting decision shall be final.

**4. Anticipated Volume**

Vehicles – Gas, Diesel, Electric, and Hybrid Cars, Suv's, Crossover's, Light Duty Trucks, Vans, Police, Public Safety. is a currently held category for AEPA. The resulting bid will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately \$4,100,000 in sales in the first contract term. AEPA Member Agencies anticipate that purchase volumes will increase over the course of contract years two (2) through four (4). This information is provided as an aid to Bidders in preparing responses only. It is not to be considered a guarantee of volume. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

**5. Voluntary Pre-Bid Conference Call – August 17, 2023**

AEPA will host a voluntary pre-bid conference call, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four contiguous United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Bid Conference Call Schedule (All Categories) – August 17, 2023

Category	Eastern	Central	Mountain	Pacific
024-B Electric Vehicle Charging	10:00 AM	9:00 AM	8:00 AM	7:00 AM
024-C Digital Resources & Instructional Materials	10:30 AM	9:30 AM	8:30 AM	7:30 AM
024-D Computerized Maintenance Management System	11:00 AM	10:00 AM	9:00 AM	8:00 AM
024-E Lawn & Groundskeeping Equipment, Supplies, & Services	11:30 AM	10:30 AM	9:30 AM	8:30 AM
024-F Digital Display Solutions;	12:00 PM	11:00 AM	10:00 AM	9:00 AM
024-H Audio Visual Integration, Equipment, and Installation	1:00 PM	12:00 PM	11:00 AM	10:00 AM
024-G Vehicles – Cars, SUVs, Light Duty Trucks/Vans, Emergency, Fuel, Hybrid, Electric	1:30 PM	12:30 PM	11:30 AM	10:30 AM
024-A Natural & Synthetic Surfaces for	2:00 PM	1:00 PM	12:00 PM	11:00 AM

**Conference Call Number/Online Connection:**

<https://us02web.zoom.us/j/85105482270?pwd=VElaSG15WVAyelQyWFgxZEpWM2UyQT09>

**Meeting ID:** 851 0548 2270

**Passcode:** B3C5yU

**Dial In Information:** 1 305 224 1968

**Meeting ID:** 851 0548 2270

**Passcode:** 548099

**6. Glossary of Terms and Abbreviations**

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

- a. ABS - Anti-lock Brake System.
- b. Alternative Fuels - Alternative fuels for vehicle use are identified as liquefied petroleum gas, natural gas, hydrogen, a blend of hydrogen with liquefied petroleum or natural gas, electricity, solar energy, alcohol fuels with no less than 85% alcohol by volume, and an emulsion of water phased carbon with no less than 20% water by volume that meets 40 Code of Federal Regulations §88.104-94 or 88.105-94 or meets the qualifications set forth in the addendum to Memorandum 1-A issued by the US Environmental Protection Agency (EPA).
- c. Dealer Prep - An amount or fee that the dealer charges to receive and prepare the purchase vehicle for delivery to the customer.
- d. Emergency Stability Control (ESC) - Equipment and instrumentation recommended as standard for all passenger vehicles by Model Year 2012, as per FMVSS #126.
- e. EPA - Environmental Protection Agency, the federal organization establishing emissions standards and requirements and provides compliance oversight.
- f. Factory Invoice - The actual invoice the manufacturer sends to the dealer for a given vehicle.
- g. Federal Motor Vehicle Safety Standards (FMVSS) - Mandates governing motor vehicle manufacturing.
- h. FOB - Freight on Board or Free on Board refers to the price for goods that includes delivery at the seller's expense to a specified point and no further.
- i. GVWR - Gross Vehicle Weight Rating; the maximum allowable weight of the fully loaded vehicle, per manufacturer, including liquids, passengers, cargo, and the tongue weight of any towed vehicle.
- j. Hybrid Electric Vehicles - HEVs are primarily propelled by an internal combustion engine, just like conventional vehicles. However, they also convert energy normally wasted during coasting and braking into electricity, which is stored in a battery until needed by the electric motor. The electric motor assists the engine when accelerating or hill climbing and at low speeds where internal combustion engines are least efficient. Unlike all-electric vehicles, HEVs do not need to be plugged into an external source of electricity to be recharged; conventional gasoline and regenerative braking provide all the energy the vehicle needs.
- k. Holdback or Dealer Holdback - A manufacturer may retain for an agreed upon period of time, a percentage of the base Manufacturer's Suggested Retail Price (MSRP), the total MSRP, the base invoice or total invoice.
- l. Hybrid Electric Vehicles: - HEVs are primarily propelled by an internal combustion engine, just like conventional vehicles. However, they also convert energy normally wasted during coasting and braking into electricity, which is stored in a battery until needed by the electric motor. The electric

motor assists the engine when accelerating or hill climbing and at low speeds where internal combustion engines are least efficient. Unlike all-electric vehicles, HEVs do not need to be plugged into an external source of electricity to be recharged; conventional gasoline and regenerative braking provide all the energy the vehicle needs.

- m. Insurance Institute for Highway Safety (IIHS) - The IIHS performs crash tests on new vehicle models, based on impact with energy absorbing, deformable barriers at 40 MPH.
- n. Lemon Laws - Many states have established laws protecting purchasers of vehicles that have a proven record of nonconformity with the conditions of warranty within a stated length of time or are required to be out of service for repairs for a minimum number of dates within an established length of time.

## 7. General Specifications

Item	Description
7.1.1.	The Vendor Partner will have access to a full inventory of the awarded product line.
7.1.2.	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract.
7.1.3.	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
7.1.4.	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers.
7.1.5.	Vendor partners will be required to provide their complete product offerings in an electronic catalog upon request.
7.1.6.	Optional services must be identified separately and must include clear descriptions of proposed services.
7.1.7.	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.
7.1.8.	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.
7.1.9.	All products sold by the Vendor Partner must be new. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
7.1.10.	Products that have a money back guarantee will be clearly identified in the catalog and on the web site (if applicable).
7.1.11.	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of the contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.
7.1.12.	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.
7.1.13.	Vendor Partner shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.
7.1.14.	The bidder must be authorized in the AEPA Member State to sell and deliver vehicles.
7.1.15.	All vehicles must be current production models, new and untitled.

Item	Description
7.1.16.	Order Guides: The contractor bidder shall include a copy of any manufacturer's order guide with the bid proposal. An awarded supplier must provide AEPA members with copies of order guides upon request.
7.1.17.	It shall be the responsibility of the Offeror to assure that all recall notices and other technical service bulletins or notifications from the factory are sent directly to the Member or Participating Entity in a timely manner.
7.1.18.	Any dealer provided option must be priced separately and may only be included if specifically ordered by the AEPA Member. Under no conditions may an AEPA Member be charged additional costs for items such as ADP (Added Dealer Profit), conveyance or document fees, or advertising surcharges.
7.1.19.	Emission Standards - Light duty vehicles and trucks are to meet current federal and state emission standards. If emission standards change during the term of the contract, the bidder must provide vehicles that meet the latest federal and state standards.
7.1.20.	At the minimum, warranties shall be the manufacturer's standard new vehicle warranty. All warranties commence at the point the vehicle is placed in service, which may be delayed by the ordering member agency for up to six months. It shall be the responsibility of the AEPA Member to notify the supplier when a vehicle is actually put in service.
7.1.21.	The Offeror must provide all warrantee work, ongoing maintenance, have an inventory of parts and have access to specialized or custom parts within 72 hours. The term of a warranty is extended by any period of time during which repair services are not available to the AEPA Member Agency because of war, invasion, strike, fire, flood, or other natural disaster
7.1.23.	<b>Pricing</b>
7.1.23.1	The supplier must build a 1% administrative fee into the pricing and discount structure. The supplier may not bill a purchasing member for this amount.
7.1.23.2.	The prices for all vehicles must be FOB the supplier's dealership, or any location within sixty (60) miles of the dealership. If any additional cost to deliver a vehicle is required beyond sixty (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 member agency location at no additional charge.
7.1.23.3.	The bidder must base prices for vehicle, optional equipment, and bodies as a fixed discount off MSRP, published manufacturer's price list.
7.1.23.4.	<p>The following items must be provided with no additional charge:</p> <ul style="list-style-type: none"> <li>• If the purchasing member requests a vehicle not available on the dealer's lot but which can be obtained through another dealer, the price must be the same and any additional delivery charge, with approval of the AEPA member agency, may be invoiced.</li> <li>• Fuel provided with the vehicle at the time of delivery.</li> <li>• All standard equipment as defined and identified in the manufacturer's literature, data books and fleet buyer guides for regular production vehicles.</li> </ul>
7.1.23.5.	For fleet purchase and off the lot purchase options, all unrestricted manufacturer or dealer incentives, rebates and discounts must be passed to the AEPA member agency.
7.1.23.6.	Tax exemption: All AEPA member agencies are tax exempt public agencies, including school districts, colleges or universities, charter schools, nonpublic schools, political subdivisions, local/state/federal government agencies, and other nonprofit agencies. However, if state or local taxes apply, the agency member must provide this information to the supplier for estimates and invoicing.
7.1.23.7.	Price sheets, catalogs and other pricing forms must clearly identify and describe the vehicles and options offered, the full list price and the discounted price offered to AEPA member agencies. The information should be provided for each make and model offered under this bid.
7.1.24	AEPA Vehicle Bid Regions: This solicitation may be awarded on a national or at a regional level. AEPA reserves the right to modify the regions below after recommendation of award.
7.1.24.1	Region 1: New England (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont).
7.1.24.2.	Region 2: Mid-Atlantic (New Jersey, New York, Maryland, Delaware, and Pennsylvania)



Item	Description
7.1.24.3.	Region 3: East North Central (Illinois, Indiana, Michigan, Ohio, Wisconsin)
7.1.24.4.	Region 4: West North Central (Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota)
7.1.24.5.	Region 5: South Atlantic (Florida, Georgia, North Carolina, South Carolina, Virginia, District of Columbia, Kentucky, and West Virginia)
7.1.24.6.	Region 6: East South Central (Alabama, Mississippi, Tennessee, Arkansas, and Louisiana)
7.1.24.7.	Region 7: Mountain (Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah Wyoming, Texas, and Oklahoma)
7.1.24.8.	Region 8: Pacific (Alaska, California, Hawaii, Oregon, and Washington)

## 8. Product | Category Specific Specifications

Item	Description
8.1.1.	The Vendor Partner will have access to the manufacturer's complete line of vehicles offered.
8.1.2.	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed vehicles. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resale directly from the manufacturer(s) or the manufacturer's approved channels. As new models become available from the vehicle manufacturers offered, these new models can be added to the Contract.
8.1.3.	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
8.1.4.	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers. The Vendor Partner can modify the list of independent agents/distributors, subcontractors and/or third-party agents with the approval of AEPA's Bid Committee. The Vendor Partner will have access to the manufacturer's line of vehicles offered.
8.1.5.	Optional parts and services must be identified separately and must include clear descriptions of proposed services.
8.1.6.	<b>Standard Equipment and Features</b>
8.1.6.1.	Automatic Transmissions: Unless manual transmissions are requested by a member or is required by nature of the vehicle, vehicles offered under this bid must have automatic transmissions offered as standard equipment.
8.1.6.2.	Tinted Glass: Tinted glass must comply with the current state law of the ordering member agency at the time of order.
8.1.6.3.	Mirrors: Interior rearview mirrors must be day/night adjustable. Unless otherwise ordered, all vehicles must have dual sun visors, dual windshield wipers with washers, and left and right side outside mirrors. All truck mirrors must be heavy duty, top of the line systems and meet federal and state size requirements.
8.1.6.4.	Tires: All standard size spare tires and wheels must be factory supplied or dealer installed and must be identical to the OEM tires and wheels and wheels contained on the vehicle. No more than \$1.00 per tire, regardless of size, may be charged.
8.1.6.5.	Air conditioning is considered standard equipment.
8.1.6.6.	Power steering is considered standard equipment.
8.1.6.7.	Brakes: Power brakes are considered standard equipment. Stopping distance on dry pavement, from 60 MPH, must be 140 feet or better for small size sedans and 150 feet or better for all other classifications, including pickups and minivans; stopping distance on wet pavement at 60 MPH must be 160 feet or better for small size sedans and 170 feet or better for other classifications of vehicles. ABS brake systems are required.
8.1.6.8.	Splash guards must be installed on all trucks larger than ¾ ton and pickups modified with higher bumpers, and attached in such a manner to prevent the splashing of mud or water on the windshield of other vehicles, extend to no more than eight (8) inches from the ground, are wide

Item	Description
	enough to cover the full tread of the tires, and installed close enough to the tread surface of the tire or wheel and to control side throw of thrown road material
8.1.7.	<b>Safety Features:</b>
8.1.7.1.	All passenger vehicles offered through this bid must have air bags compliant with current Federal standards and regulations, including the current NHTSA recommendations for advanced front airbags and side air bags.
8.1.7.2.	All passenger cars offered through this bid must meet or exceed the current Federal side impact standard
8.1.7.3.	All vehicles must have factory installed seatbelts for all seats.
8.1.7.4.	All vehicles must be compliant with Federal Motor Vehicle Safety Standard (FMVSS) #126, pertaining to Emergency Stability Control features.
8.1.8.	<b>Optional Equipment and Accessories</b>
8.1.8.1.	All optional equipment and accessories must be original equipment from the manufacturer and installed at the factory or dealer.
8.1.8.2.	It is anticipated that some AEPA member agencies are interested in electric and alternative fueled vehicles as an option.
8.1.8.3.	Fleet purchases will enable an AEPA member agency 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 are not limited to automatic or standard transmission, larger or smaller engines, drive trains with antilock brakes, traction control, all-wheel drive, limited slip differential, adjustable drive control and automatic level control, and 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.
8.1.8.4.	Unless Antilock Brake Systems (ABS) are offered as standard equipment by the manufacturer, they will be offered as an option.
8.1.8.5.	If a member requires a special type of paint (school colors, for example), an extra 45 days may be allowed to meet this need. The dealer must indicate any additional costs for special paint colors on the price sheet.
8.1.8.6.	Truck options: Options for trucks include but are not limited to frame rails and reinforcements, extended bumpers and tow hook; air brakes and air brake accessories; special electrical parts such as CB radio and antennae, fog lights, air horn, snow shield, special turn signals; special front end grills and paints; diesel, electric, gas or CNG powered engines; specific manual or automatic transmission; extra fuel tanks; cab comfort items such as upgraded seats, special mirrors, gauge clusters, tinted windows, and power windows.
8.1.8.7.	Vehicle Identification: All billings and invoices shall identify the specific vehicle, model number and vehicle identification number.
8.1.9.	<b>Delivery</b>
8.1.9.1.	All vehicles ordered must be delivered within 5 days of the quoted delivery date that has been accepted by an AEPA Member Agency. If a vehicle is delayed beyond the original quoted date, or if the delayed delivery is beyond the fiscal year (ending June 30th), AEPA Member Agency reserves the right to cancel the purchase order and the AEPA Member Agency will be under no obligation to select a different vehicle if the vendor is unable to deliver on time.
8.1.9.2.	All delivery arrangements must be made with the AEPA member Agency purchasing the vehicle.
8.1.9.3.	All vehicles must be delivered ready for continuous operation, with all features and equipment installed, fully assembled, and serviced, including complete lubrication, all fluid levels filled to manufacturers' regional recommended capacities, tires inflated to proper pressure, wheels aligned as per factory specifications, engine tuned for operation, and delivered clean of all tags, stickers and markings removed. The manufacturers' name or model designation normally installed at the factory must be in place. Local dealers may provide a license plate holder and key chain tags that identify the dealer's name.
8.1.9.4.	Keys: All vehicles must be equipped with three (3) sets of keys at the time of delivery. Any special purpose keys (security systems, locks, trunk release, lights, and panic button) must be supplied with all sets of keys at no additional cost.
8.1.10	<b>Pre-Delivery Service:</b>



Item	Description
8.1.10.1.	Complete lubrication.
8.1.10.2.	Checking of all fluid levels to ensure that they are filled to manufacturers' specifications.
8.1.10.3.	At time of delivery the fuel tank must be at least one-half (1/2) full as indicated on the fuel gauge. If dual fuel tanks are present, the vehicle must have at least one-half (1/2) tank in each tank. For diesel engines that use Selective Catalytic Reduction (SCR) technology, a minimum of one-half (1/2) of a tank of diesel exhausts fluid when delivered. No additional cost for fuel shall be added to the final invoice.
8.1.10.4.	Electrically powered vehicles will have all batteries fully charged.
8.1.10.5.	Antifreeze: All water-cooled vehicles must have antifreeze protection to a minimum of -35 degrees and +265 degrees Fahrenheit or otherwise conform to regional area delivery levels.
8.1.10.6.	Tires: All tires, including the spare, inflated to manufactures' specifications.
8.1.10.7.	Wheels: Wheels shall be properly aligned to manufactures' specifications.
8.1.10.8.	All vehicle mechanical, electrical, and electronic operations are operating to manufactures' specifications.
8.1.10.9.	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 will be attached to the vehicle.
8.1.10.10.	Local dealers may provide a license plate holder and key chain tag that identify the dealer's name.
8.1.10.11.	Vehicles will need to be checked for any appearance defects and fixed before delivery to AEPA Member Agency.
8.1.11	<b>Inspection</b>
8.1.11.1.	Every vehicle must be subject to a complete inspection before acceptance by the ordering AEPA member agency.
8.1.11.2.	Inspection includes but not limited to conformity to the specifications, mechanical integrity, quality or workmanship and materials, and appearance defects.
8.1.11.3.	If a vehicle is returned to the contractor prior to acceptance, corrections shall be made within seven (7) calendar days or time as mutually agreed to by the CES Member or Participating Entity and contractor. Upon delivery of a corrected vehicle, the normal inspection time will start fresh. All corrections shall be made without any inconvenience to CES Member or Participating Entity.
8.1.12	<b>Documentation</b>
8.1.12.1.	Owner manuals must be supplied to AEPA Member Agency at time of delivery for each purchased vehicle.
8.1.12.2.	MSO (Manufacturer's State of Origin), upon receipt of remittance.
8.1.12.3.	Odometer reading, at time of delivery.
8.1.12.4.	Warranty document, at time of delivery.
8.1.12.5.	Manufacturer's invoice, at time of delivery.
8.1.12.6.	Monroney Sticker, on the window of the vehicle or if requested by buyer, placed in the glove box or trunk, at time of delivery.
8.1.12.7.	Complete owner's operating and maintenance manual, placed in the glove box or trunk, at time of delivery.
8.1.12.8.	Upon request, the supplier will provide MSDS pertaining to the asbestos content of friction materials installed in the vehicle at time of delivery.
8.1.13	<b>Warranties</b>
8.1.13.1	At the minimum, warranties shall be the manufacturer's standard new vehicle warranty. All warranties commence at the point the vehicle is placed in service, which may be delayed by the ordering member agency for up to six months. It shall be the responsibility of the AEPA Member to notify the supplier when a vehicle is actually put in service.
8.1.13.2	The Offeror must provide all warrantee work, ongoing maintenance, have an inventory of parts and have access to specialized or custom parts within 72 hours.
8.1.13.3	The term of a warranty is extended by any period of time during which repair services are not available to the AEPA Member Agency because of war, invasion, strike, fire, flood, or other natural disaster.
8.1.14	<b>Extended Warranties</b>
8.1.14.1.	The supplier is encouraged to offer extended warranties for all major mechanical, electrical, and electronic components to cover after the standard warranty has expired.
8.1.14.2.	Dealers must state prices for all extended warranties, up to 100,000 miles.

Item	Description
8.1.14.3.	The supplier must state in writing if extended warranties are/are not offered for law enforcement and safety vehicles.
8.1.14.4.	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. All warranty extensions, if allowed, must be requested at the time of occurrence(s) and are subject to manufacturers' approval.
8.1.14.5.	Recalls: It is the supplier's responsibility to assure that all recall notices and other technical service bulletins or notifications from the factory are sent to the AEPA Member Agency as soon as they become available.
8.1.14.6.	Failure to Conform: The supplier will assist the purchasing agency member if a vehicle does not conform to the conditions of the warranty, according to the laws set forth by the purchasing member's state.
8.1.14.7.	Unsafe Vehicles: Any vehicle offered for this bid that is found unsafe for driver or passenger in crash tests by the National Highway Traffic Safety Administration (NHTSA), the Insurance Institute for Highway Safety (IIHS), or an independent national consumer testing organization (such as Consumers Union) must be withdrawn from the contract immediately until such time it is deemed safe by the government or an 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.
8.1.14.8.	Damaged Vehicles: Manufacturers must disclose, in writing, any known damage that occurred and was repaired between the completion of the manufacturing process and delivery to AEPA member agency before executing the sales contract. to meet regional delivered levels.
8.1.15.	<b>Bid Vehicles Specifications</b>
8.1.15.1.	It is understood that the classification of vehicles described below may or may not match a particular manufacturer's definition. The bidder may propose a model in a given classification (i.e., small, midsize, or large sedan) that appears to be the closest match.
8.1.15.2.	All vehicles offered must have complete options list available.
8.1.15.3.	Vehicles that meet or exceed state and federal air standards through high fuel economy gasoline engines or alternative fuel vehicles are a priority:
8.1.15.4.	Gasoline fueled vehicles using unleaded regular are commonly preferred to those requiring higher octane fuels.
8.1.15.5.	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.
8.1.15.6.	Diesel and gas engines offered must be of the latest design, fuel efficient and meet or exceed the most current federal, state, and local emissions standards. Diesel engines that use biodiesel must conform to the specifications of ASTM 6751, Biodiesel Standard. For diesel engines that use Selective Catalytic Reduction (SCR) technology. Various tank sizes need to be offered. Diesel engines must be able to operate at minimum B-5 biodiesel fuel. Manufactures are encouraged to provide vehicles that can operate with B-20 biodiesel fuel.
8.1.16	<b>Small Sedans</b>
8.1.16.1.	Sedans with passenger and cargo volume of 85 to 109 cu. ft. and station wagons with passenger and cargo volume not less than 130 cu. ft.

Item	Description
8.1.16.2.	All small sedans must seat at least four six-foot tall adults and be available with four doors.
8.1.16.3.	Brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 140' on dry or 160' on wet pavement.
8.1.16.4.	Automatic transmissions may be standard; three or four speed automatic transmissions must be available are required. All wheel drive transmissions can be offered.
8.1.16.5.	Front safety belts are to be adjustable for comfort.
8.1.16.6.	Gauges must be clear, easily seen by the average size driver, and easy to use.
8.1.17.	<b>Midsize Sedans</b>
8.1.17.1.	Sedans with passenger and cargo volume from 110 to 119 cu. ft and station wagons with passenger and cargo volume from 130 to 159 cu. ft.
8.1.17.2.	All midsize cars offered must comfortably seat three adults in the rear seat and be available with four doors.
8.1.17.3.	Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
8.1.17.4.	Automatic transmissions should be standard and optional all-wheel drive can be offered.
8.1.17.5.	Front safety belts must be adjustable for comfort.
8.1.17.6.	Gauges must be clear, easily seen by the average size driver, and easy to use.
8.1.17.7.	The ride must be smooth and comfortable with little engine and road noise.
8.1.17.8.	Tilt steering columns must be standard or available as an option. Power seats should be available for the driver
8.1.18	<b>Large Sedans</b>
8.1.18.1.	Sedans with passenger and cargo volume of 120 cu. ft. or more and station wagons with passenger and cargo volume from of 160 cu. ft. or more.
8.1.18.2.	All large cars offered must comfortably seat five/six adults and be available with four doors. Front bench seating should be available.
8.1.18.3.	Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
8.1.18.4.	Automatic transmissions are standard and optional all-wheel drive can be offered.
8.1.18.5.	Front safety belts must be adjustable for comfort.
8.1.18.6.	Gauges must be clear, easily seen by the average size driver, and easy to use.
8.1.18.7.	The ride must be smooth and comfortable with little engine or road noise.
8.1.18.8.	Tilt steering columns must be standard or available as an option. Power seats should be available for the driver.
8.1.19.	<b>Minivans</b>
8.1.19.1.	GVWR of 8500 lbs. or less.
8.1.19.2.	All minivans offered should comfortably seat seven or more adults and be available with three or five doors. Front bench seating should be available but is not required.
8.1.19.3.	Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
8.1.19.4.	Automatic transmissions are standard and optional all-wheel drive can be offered.
8.1.19.5.	Front safety belts must be adjustable for comfort.
8.1.19.6.	Cargo space may be increased by folding, moving, or removing center and rear seats.
8.1.19.7.	Gauges must be clear, easily seen by the average size driver, and easy to use.
8.1.19.8.	The ride must be smooth and comfortable with little engine or road noise.
8.1.19.9.	Adjustable steering columns must be standard or available as an option. Power seats should be available for the driver.
8.1.19.10.	Optional rear seating air conditioning that does not interfere with passenger headroom should be available on extended or larger units.
8.1.20.	<b>Full-Size Vans</b>
8.1.20.1.	GVWR of 10,000 lbs. or less.
8.1.20.2.	All full-size vans offered must offer a variety of seating/cargo arrangements. Folding, moving, or removing center and rear seats may increase cargo space.
8.1.20.3.	Units without side windows must be equipped with large side mirrors. Units with windowless sliding doors or rear doors can be offered.
8.1.20.4.	Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 160' on

Item	Description
	dry or 180' on wet pavement.
8.1.20.5.	Automatic transmissions must be standard. Four-wheel and all-wheel drive units may be offered.
8.1.20.6.	Front safety belts must be adjustable for comfort.
8.1.20.7.	Gauges must be clear, easily seen by the average size driver, and easy to use.
8.1.20.8.	Diesel engines equipped vehicles can be offered.
8.1.20.9.	The ride must be smooth and comfortable with little engine or road noise.
8.1.20.10.	Adjustable steering columns must be available as an option.
8.1.20.11.	Optional rear seating air conditioning that does not interfere with passenger headroom can be available.
8.1.20.12.	Dealer may offer customized interior arrangements for utility vans.
8.1.20.13.	All units must have front and rear bumpers.
8.1.20.14.	Cargo capacity and GVW must be identified for each model offered.
8.1.20.15.	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.
8.1.20.16.	Cargo compartments shall be equipped with at least one overhead light.
8.1.20.17.	Cargo vans shall meet all state and Federal requirements for lights and mud flaps.
8.1.21.	<b>Sport-Utility Vehicle</b>
8.1.21.1.	GVWR of 8500 lbs. or less.
8.1.21.2.	All utility vehicles offered must comfortably seat five or more adults and be available at a minimum with four side doors. Front bench seating should be available.
8.1.21.3.	Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
8.1.21.4.	Automatic transmissions should be standard. Four-wheel drive and units that shift between two- and four-wheel drive may be offered.
8.1.21.5.	Front safety belts should be adjustable for comfort. Utility vehicles that offer a passenger air bag are preferred.
8.1.21.6.	Folding, moving, or removing center and/or rear seats to increase cargo space can be offered.
8.1.21.7.	Optional or standard roof racks can be offered.
8.1.21.8.	Gauges must be clear, easily seen by the average size driver, and easy to use.
8.1.21.9.	Diesel engines equipped vehicles can be offered.
8.1.21.10.	The ride should be smooth and comfortable with little engine or road noise when operated on highways.
8.1.21.11.	Adjustable steering columns must be available as an option. Driver power seats should be available.
8.1.21.12.	Towing capacity must be identified for each model offered.
8.1.21.13.	All utility vehicles will be equipped with front and rear bumpers. Optional running boards and grab handles shall be available.
8.1.21.14.	Mud flaps and lights shall meet all state and Federal requirements.
8.1.22.	<b>Pickup Trucks</b>
8.1.22.1.	Pickup Trucks consist of the following classifications: <ul style="list-style-type: none"> <li>• Class 1: This class of truck has a GVWR of 0–6,000 pounds</li> <li>• Class 2: This class of truck has a GVWR of 6,001–10,000 pounds</li> <li>• Class 3: This class of truck has a GVWR of 10,001–14,000 pounds</li> </ul>
8.1.22.2.	Front bench seating should be available and other seating configurations can be offered as options.
8.1.22.3.	Power brakes (either standard or ABS) should stop the vehicle from 60 mph in less than 150' on dry or 170' on wet pavement.
8.1.22.4.	Automatic transmissions should be standard with the option for manual transmissions. Four-wheel drive and units that shift between two- and four-wheel drive may be offered.
8.1.22.5.	Front safety belts should be adjustable for comfort. Pickup trucks that offer a passenger air bag are preferred.
8.1.22.6.	Extended cab and crew cab units can be offered.
8.1.22.7.	Gauges must be clear, easily seen by the average size driver and easy to use.
8.1.22.8.	Diesel engines to operate on low sulfur fuel are preferred. The Offeror is encouraged to offer an

Item	Description
	option for B5 to B20 biodiesel fuel.
8.1.22.9.	The ride should be smooth and comfortable with little engine or road noise when operated on highways. When full, the ride should be better.
8.1.22.10.	Adjustable steering columns should be available as an option.
8.1.22.11.	Cargo capacity and GVW must be identified for each model offered. Tailgates must be detachable.
8.1.22.12.	All pickup trucks will be equipped with front and rear bumpers. Optional running boards and grab handles may be offered.
8.1.22.13.	Mud flaps and lights shall meet all state and Federal requirements.
8.1.22.14.	<b>Alternative Fuel Vehicles</b>
8.1.22.15.	Dealers are encouraged to offer alternative fuel vehicles to meet state and federal air standards.
8.1.22.16.	Dealers will submit the most up-to-date set of manufacturer specifications for any alternative fueled vehicle to be offered.
8.1.23.	<b>Alternative Fuel Vehicles</b>
8.1.23.1.	Dealers are encouraged to offer alternative fuel vehicles to meet state and federal air standards.
8.1.23.2.	Dealers will submit the most up-to-date set of manufacturer specifications for any alternative fueled vehicle to be offered.
8.1.23.3.	Bi-fuel vehicles must have upgraded intake valve seats or other modifications that promote engine life with hotter burning of natural gas.
8.1.23.4.	Dealer of CNG vehicles agree to supply buyer with an up-to-date list of all refueling sites (fast fill) available in applicable state.
8.1.23.5.	Dealers of EV's (electric vehicles) will provide at a minimum a list of local charging station locations.
8.1.23.6.	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.
8.1.24	<b>Hybrid-Electric Vehicles</b>
8.1.24.1.	Dealers are encouraged to offer Hybrid- Electric vehicles to meet state and federal air and fuel efficiency standards.
8.1.24.2.	Dealers will submit the most up-to-date set of manufacturer specifications for any alternative fueled vehicle to be offered.
8.1.24.3.	Automatic transmissions must be standard. Four-wheel and all-wheel drive units may be offered.
8.1.24.4.	Can be gas and electric or diesel and electric.
8.1.24.5.	Meet all State and Federal Safety Standards.
8.1.25.	<b>Severe Duty Emergency and Law Enforcement Vehicles (sedans, pickups, utility vehicles, vans</b>
8.1.25.1.	High-speed pursuit units offered may be 2 or 4 door vehicles.
8.1.25.2.	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
8.1.25.3.	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.
8.1.26.	<b>Cab and Chassis Vehicles</b>
8.1.26.1.	GVWR of 14,000 lbs. or less.
8.1.26.2.	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.



Item	Description
8.1.26.3.	Engines may be gas or diesel.
8.1.26.4.	Power steering is required.
8.1.26.5.	Third-party equipment (utility, hot or cold, platform, picker bodies, etc.) is permitted; factory installed is preferred.

### Shipping and/or Freight

Item	Description
8.2.1	Shipping will be based upon the Manufacturer or Dealers cost.
8.2.2	The AEPA Member must approved of all shipping cost for vehicles.

## 9. Pricing

AEPA has identified and stipulated the type of bid and the pricing methodologies that are to be utilized to price and submit bid prices. The Vendor Partner agrees that the cost for any item bid or offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency's Administrative Fee, or other approved reasons. The Bidder must provide their pricing as requested utilizing the various pricing methodologies specified. **The Bidder/Vendor Partner must agree that they will offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume.** Please note the following that relate to pricing:

1. **Primary Pricing Strategies:** All Bidders will be required to submit "Primary Pricing" in the form of either "Catalog Pricing" or "Line-Item Pricing" or a combination of these two pricing strategies as defined in Part B, bid specifications. Bidders are also encouraged to offer OPTIONAL pricing strategies including "Hot List" and "Volume Discounts."
  - a. **Catalog Pricing:** Catalog pricing is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price, catalog price, published price or list price. The discounts may be for the entire commercially available catalog, for specific products, product lines, manufacturers or categories of products as determined by the Bidder.
    - i. **Discounts:** Discount offers must clearly identify percent of discount to apply to a commercially available catalog, manufacturer, MSRP, retail or nationally published price lists. Bidders shall identify and stipulate if the discounts apply to the entire catalog/price list, specific product lines, manufacturers and/or categories of products. Bidder shall agree that there will be no reduction in discount(s) during the term of the contract.
    - ii. **New Catalogs/Price Changes:** New catalogs and corresponding nationally published price lists may be submitted throughout the term of the contract and shall be submitted to the AEPA Category Committee for review prior to release to all AEPA Member Agencies. Prices may change based on manufacturer's price changes, new published pricing, or price lists, but the original discount bid shall remain firm for the duration of the contract.
    - iii. **Product Addition/Discontinuation:** New products, within the same scope of work, may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. In the event a Core item is discontinued by the manufacturer during the term of the contract, Vendor Partner is required to add a functionally equivalent substitute at the same discount structure.
2. **Secondary Pricing Methods (Catalog Bids only, see Part B for category designation):** Bidders are encouraged to offer Customized Price Lists (Catalog Bids ONLY) and encouraged to offer Hot Lists and Volume Discounts as follows:
  - a. **Customized Price List:** Bidders are encouraged to offer customized price lists to Participating Entities for items within the Bidder's Commercially Available Catalog for Catalog Bids ONLY (not



pertinent to Line Item Bids). Customized price lists shall be allowed under the following conditions:

- i. Items within the Vendor Partner's Commercially Available Catalog may be included on the customized price list providing they are not already on the Core Item list.
  - ii. Items are to be determined by the Participating Entity; Vendor Partner may object to up to ten (10) of the suggested items proposed by the customer and must offer substitutes until an agreement of the customized list is reached.
  - iii. Items on the customized price list shall be sold with an additional discount (deeper than what was originally bid on the non-core or catalog discount)
  - iv. Items may not include special order or customized service products unless agreed to by the Vendor Partner.
- b. **Volume Price Discounts:** Bidders are encouraged to offer additional pricing discounts that may be offered for a group of agencies in a local geographic area that desire to combine requirements (one time purchase, or annual spend), i.e., local city, county, school district(s), etc. and/or for large one time purchases. Additional volume price discounts are permissible under the following conditions: Discounts should be tiered and based on spend ranges as established by the Bidder on the Pricing Forms. Volume determination shall be determined between the Vendor Partner and the individual Buyers on a case-by-case basis. All additional discounts are to be offered equally to all AEPA Member Agencies and Participating Entities and be based on the Volume Price Discounts originally bid providing the same or similar volume commitment, specific needs, terms and conditions, a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor Partner.

### 3. Part F - Pricing Workbook

- a. Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tables to be completed as follows:
  - i. Regions (Required)
  - ii. F.1 - Catalog Discounts (Required)
  - iii. F.2 - Price Schedule (Required)
  - iv. F.3 - Services Price Schedule (Optional)
  - v. F.4 - Volume Discounts (Optional)

## 10. Evaluation

The AEPA Committee for this category will evaluate bid responses based on the entire response, and according to the criteria detailed in Part A for AEPA's definition of Responsive and Responsible bids.

As a part of the process of determining responsible respondents, the category committee may request reports that describe the financial soundness of your organization. You may be asked to include a third-party report or reports that demonstrate your firm's strength. Accepted financial reports may include balance sheets and Profit & Loss statements for the past three years, a Letter of Credit or Line of Credit from a bank or lending institution indicating the line of credit limit and the average outstanding balance, Dun & Bradstreet reports, a complete Annual Financial Report (for publicly traded companies).

A recommendation may be made to recommend a single response, or to recommend multiple bidders based on differentiation of product or service between bidders. AEPA will vote as a whole to accept or not accept a committee's recommendation. Once accepted, each recommended bid response will go to the individual states for contract approval. Please note, pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer's offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting AEPA members' needs.

Below is a summary taken from the Evaluation section in Part A, F. Bid Evaluation, Approval and Award:

<b>Evaluation Criteria</b>
Cost Evaluation
Complete Response to Bid
Conformance to Bid Terms and Conditions
Quality and Suitability of Products Offered
Marketing Plan
Financial Viability
Demonstrated Track Record of Performance in the Public Marketplace
Value Added Attributes