



INVITATION TO BID NO: 14-X-2251765

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 999999  
PURCHASING DIVISION  
AGENCY REQ. NO. :  
T-NUMBER : T191H  
DATE ISSUED : 06/10/13  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1510567  
BUYER NAME : SUSAN JANA

INVITATION TO BID

FOR: VEHICLES, HYBRID AND ELECTRIC

BUYER PHONE NO. : (334) 242-7173-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 08/19/13 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 08/20/13 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

\_\_\_\_\_  
VENDOR NUMBER  
(MUST MATCH REGISTRATION)

\_\_\_\_\_  
AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_  
DAY OF \_\_\_\_\_

\_\_\_\_\_  
MAIL ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TOLL FREE NUMBER

\_\_\_\_\_  
TERM EXP:

\_\_\_\_\_  
PHONE INCLUDING AREA CODE

\_\_\_\_\_  
FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS

REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY  
BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT WWW.DHS.GOV/E-VERIFY.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

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VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

PURPOSE:

THIS CONTRACT IS FOR HYBRID AND ELECTRIC VEHICLES FOR STATE AGENCIES. PRICING MAY BE MADE AVAILABLE TO OTHER LOCAL GOVERNMENTAL AGENCIES, SUCH AS CITIES, COUNTIES, SCHOOLS, UNIVERSITIES, ETC.. NON-GOVERNMENT AGENCIES, SUCH AS NON-PROFIT, ARE NOT ELIGIBLE TO PURCHASE FROM THIS CONTRACT REGARDLESS OF FUNDING.

PAYMENT TERMS:

ALL STATE AGENCIES AND UNIVERSITIES PAYMENT TERMS ARE NET 30 AFTER VEHICLE DELIVERY AND RECEIPT OF CORRECT INVOICE.

ALL OTHER LOCAL GOVERNMENTAL ENTITIES PAYMENT TERMS ARE UPON VEHICLE DELIVERY AND RECEIPT OF CORRECT INVOICE.

\* NOTE: VENDORS MAY CHARGE STATE OR OTHER GOVERNMENTAL ENTITIES PURCHASING FROM THIS CONTRACT INTEREST ON LATE PAYMENTS, IN ACCORDANCE WITH CODE OF ALABAMA 41-16-3.

AWARD:

AWARD WILL BE MADE LINE BY LINE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

BID WITHDRAWAL:

VENDORS HAVE UNTIL 5:00 PM CENTRAL TIME ON THE 3RD BUSINESS DAY AFTER THE BID OPENING TO WITHDRAW ANY LINES BID DUE TO PRICING ERRORS. BIDS NOT WITHDRAWN WILL STAND AND THE AWARDED VENDOR WILL BE RESPONSIBLE TO HONOR THEIR BID PRICE. FAILURE ON THE PART OF A VENDOR TO HONOR A BID PRICE MAY RESULT IN THE VENDOR LOSING ANY EXISTING CONTRACTS AND BEING BARRED FROM BIDDING ON FUTURE BIDS FOR A PERIOD TO BE DETERMINED BY THE STATE PURCHASING DIRECTOR. WITHDRAWALS MUST BE SUBMITTED TO THE BUYER IN WRITING. EMAILED WITHDRAWALS ARE ACCEPTABLE.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND,

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THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

ADMINISTRATIVE FEE / REBATE:

AWARDED BIDDER(S) SHALL PAY THE STATE AN ADMINISTRATIVE FEE/REBATE FOR ALL SALES\* MADE UNDER THIS CONTRACT. SAID FEE/REBATE WILL BE IN THE AMOUNT OF 1% (.01) OF THE TOTAL DOLLAR AMOUNT\*\* FOR ALL SALES. THE TOTAL FEE/REBATE WILL BE PAID TO THE STATE OF ALABAMA, DEPARTMENT OF FINANCE EACH MONTH BEFORE THE 20TH AND WILL REPRESENT A SINGLE, ONE-TIME PAYMENT FOR ALL SALES MADE IN THE PRIOR MONTH AND AS ADJUSTED FOR ERRORS ASSOCIATED WITH EARLIER MONTHS. THIS FEE/REBATE SHALL NOT BE LISTED AS A SEPARATE COST ON INVOICES. ALONG WITH THE ADMINISTRATIVE FEE/REBATE THE AWARDED BIDDER(S) WILL BE REQUIRED TO PROVIDE FINANCE- ISD WITH A SUMMARY REPORT LISTING SALES MADE DURING THE PRIOR CALENDAR MONTH TO INCLUDE PURCHASING ENTITY, SALES AMOUNT, AND FEE/REBATE AMOUNT. A REPORT IS DUE EVEN WHEN THERE IS NO ACTIVITY. THIS REPORT SHALL BE SENT ELECTRONICALLY. FAILURE TO COMPLY WITH PROVISIONS OF THIS PARAGRAPH WILL BE GROUNDS FOR TERMINATION OF THE CONTRACT(S). A COPY OF REPORTS SENT TO ISD AND PAYMENTS MADE TO THE DEPARTMENT OF FINANCE MUST ALSO BE SENT TO THE BUYER. SPECIFIC EMAIL AND PHYSICAL ADDRESSES WILL BE PROVIDED TO THE AWARDED VENDORS.

\* THE DEFINITION OF SALE, FOR THIS BID ONLY, WILL BE AT THE TIME OF VEHICLE DELIVERY AND ACCEPTANCE BY THE AGENCY. FEES/REBATES WILL BE DUE BY THE 20TH OF THE MONTH FOLLOWING THE MONTH OF DELIVERY. FOR EXAMPLE, FEES/REBATES FOR VEHICLES DELIVERED DURING THE MONTH OF APRIL WILL BE DUE BY THE 20TH OF MAY.

\*\* ONLY THE BASE VEHICLE PRICE WILL BE USED TOWARD THE "TOTAL DOLLAR AMOUNT". ADMINISTRATIVE COSTS, SUCH AS TITLE FEES AND CHARGES FOR OPTIONS, WILL NOT BE INCLUDED IN THE AMOUNT DUE A FEE/REBATE.

QUANTITY:

THE QUANTITY TO BE ORDERED IS UNKNOWN AND THE STATE OF ALABAMA DOES NOT GUARANTEE ANY CERTAIN QUANTITY TO BE BOUGHT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

ORDERING PROCESS:

PURCHASES FOR STATE AGENCIES WILL BE MADE BY CONTRACT RELEASE ORDERS SHOWING SPECIFIC SHIPPING INFORMATION. CITIES, COUNTIES, SCHOOL SYSTEMS AND OTHER POLITICAL SUBDIVISIONS WILL BE RESPONSIBLE FOR ISSUING THEIR OWN PURCHASE ORDERS DIRECTLY TO THE VENDOR.

IN-STATE VENDORS ONLY:

PER THE CODE OF ALABAMA (41-17-1), (A) "ANY PASSENGER AUTOMOBILE BOUGHT WHOLLY OR PARTIALLY WITH STATE FUNDS FOR USE OF STATE OFFICERS, OFFICIALS, OR EMPLOYEES ON OFFICIAL BUSINESS, INCLUDING THOSE BOUGHT BY OR FOR STATE COLLEGES OR UNIVERSITIES, SHALL BE PURCHASED FROM DEALERSHIPS IN THE STATE. SUCH AUTOMOBILES SHALL BE EQUIPPED AS THE DIRECTOR OF FINANCE DIRECTS" AND (B) "THIS CHAPTER DOES NOT APPLY TO VEHICLES USED OR OPERATED BY PRESIDENTS OF COLLEGES, TECHNICAL

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INSTITUTES, AND UNIVERSITIES, EMERGENCY VEHICLES, VEHICLES PURCHASED FOR USE IN TRANSPORTING DRUGS, PLANTS, ANIMALS OR FOR HOSPITAL AND HEALTH USE, AND VEHICLES DEEMED NECESSARY BY THE BOARD OF TRUSTEES OF A FOUR-YEAR COLLEGE OR UNIVERSITY TO BE INCIDENT TO THE OPERATION OF THE COLLEGE OR UNIVERSITY."

ALL BIDDERS MUST HAVE SALES AND SERVICE CENTERS WITHIN THE STATE OF ALABAMA.

OPTIONS PRICING:

ALL OPTIONS MUST BE SOLD AT DEALER INVOICE COST. ALL OPTIONS MUST BE FACTORY INSTALLED UNLESS OTHERWISE NOTED ON THE OPTIONS PRICE LIST SUPPLIED TO STATE PURCHASING BY THE AWARDED VENDOR. OPTIONS PRICING MUST BE SUPPLIED TO THE AGENCY WITHIN 2 BUSINESS DAYS FROM DATE OF REQUEST. AGENCIES MAY REQUEST STANDARD FEATURES TO BE DELETED, IF POSSIBLE, WITH A REDUCTION TO THE VEHICLE COST. THIS REDUCTION WILL BE SHOWN ON THE QUOTE, INVOICE, REQUISITION, AND PURCHASE ORDER AS A NEGATIVE COST.

PROOF OF DEALER COST MAY BE REQUESTED AND MUST BE SUPPLIED WITHIN 5 BUSINESS DAYS FROM THE DATE OF REQUEST. FAILURE TO PROVIDE PROOF MAY RESULT IN CONTRACT CANCELLATION.

QUOTES:

WHEN VENDORS SUPPLY A QUOTE TO AN AGENCY, THE QUOTE MUST SHOW THE BASE VEHICLE PRICE (WHICH MATCHES THE CONTRACT) AND INDIVIDUAL PRICING FOR ANY OPTIONS. ITEMS INCLUDED IN THE BASE CONTRACT PRICE (SUCH AS TITLE, FUEL, KEYS, WARRANTY, ETC.) MUST NOT BE SHOWN AS SEPARATE COST.

IT WOULD BE HELPFUL FOR VENDORS TO NOTATE THE CONTRACT AND LINE NUMBER ON ANY QUOTES PROVIDED TO AGENCIES.

CREDIT APPLICATIONS/BUSINESS LICENSES, ETC.:

VENDORS MAY NOT REQUIRE ANY STATE OR OTHER GOVERNMENTAL ENTITY BUYING FROM THIS CONTRACT TO COMPLETE CREDIT APPLICATIONS OR ANY OTHER FORMS.

STATE AGENCIES OR OTHER LOCAL GOVERNMENTAL ENTITIES PURCHASING FROM THIS CONTRACT MAY NOT REQUIRE VENDORS TO OBTAIN BUSINESS OR OTHER LICENSES OR COMPLETE ANY OTHER FORMS.

PRICING PAGES:

ONLY PRICE PAGES WITH LINES BEING BID UPON NEED BE RETURNED.

OPTIONS PRICING LINE:

VENDORS NEED NOT ENTER A DOLLAR FIGURE IN THE UNIT PRICE COLUMN FOR THE OPTIONS PRICING LINE.

MAKE/MODEL:

THE MAKE/MODEL SPECIFIED ON EACH LINE ARE "ONLY". OTHER MAKE/MODELS ARE UNACCEPTABLE.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) BUSINESS DAYS FROM RECEIPT OF REQUEST.

\*\*\*\*\* T191H HYBRID AND ELECTRIC VEHICLES \*\*\*\*\*

HYBRID VEHICLE TYPE:

HYBRID VEHICLES UTILIZE CONVENTIONAL FUEL AND BATTERIES FOR POWER.

ELECTRIC VEHICLE TYPE:

ELECTRIC VEHICLES UTILIZE ELECTRICAL SOURCE OF POWER ONLY.

PRODUCTION/CLOSE-OUT DATES:

THIS CONTRACT IS FOR THE CURRENT YEAR MODEL ONLY. THE MANUFACTURER DETERMINES PRODUCTION AND CLOSE-OUT DATES. AWARDED VENDORS MUST PROVIDE CLOSE-OUT DATES TO STATE PURCHASING AT THE EARLIEST POSSIBLE

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DATE. FAILURE BY A VENDOR TO NOTIFY STATE PURCHASING OF CLOSE-OUT DATES IN A TIMELY MANNER MAY RESULT IN CONTRACT CANCELLATION AND DEBARMENT OF A VENDOR FOR A PERIOD OF TIME DETERMINED BY THE STATE PURCHASING DIRECTOR.

VENDORS MUST NOT BID OR RENEW VEHICLES IF THEY WILL NOT BE AVAILABLE FOR AT LEAST THE FIRST FIVE MONTHS OF A CONTRACT.

DELIVERY DATES SHOWN ON THE CONTRACT ARE ESTIMATES ONLY, AS DEALERS DO NOT HAVE CONTROL OVER PRODUCTION SCHEDULES.

AGENCIES ARE ENCOURAGED TO SUBMIT ORDERS AS SOON AS FEASIBLE AFTER CONTRACTS ARE PUT IN PLACE. ORDERS NOT SUBMITTED TO THE VENDOR PRIOR TO THE MANUFACTURER CUT-OFF DATE MAY NOT BE FILLED.

STATE PURCHASING HAS NO CONTROL OVER THE U.S. POSTAL SERVICE AND MAIL CAN BE LOST. IT IS ADVISABLE FOR AGENCIES TO FAX A COPY OF THEIR PURCHASE ORDER TO THE CONTRACT VENDOR WITH A NOTE THAT "THIS IS A COPY" AND "VENDOR'S COPY SHOULD BE RECEIVED IN THE U.S. MAIL WITHIN A FEW DAYS".

\*\*\*\*\*

FUEL, KEYS, SERVICE AND WARRANTY REQUIREMENTS:  
ALL VEHICLES DELIVERED/PICKED UP MUST HAVE 2 SETS OF KEYS AND A MINIMUM OF 5 GALLONS OF FUEL.

MINIMUM STANDARD WARRANTY ON ALL VEHICLES IS 3 YEARS/36,000 MILES BUMPER TO BUMPER.

WARRANTY CARDS\* AND SERVICE POLICY\* MUST ACCOMPANY EACH VEHICLE WHEN THEY ARE DELIVERED/PICKED UP, AS THE WARRANTY WILL GO INTO EFFECT AT THIS TIME. VEHICLES MUST ALSO BE SERVICED AND READY FOR USE AT TIME OF DELIVERY/PICK UP. (\* OR ELECTRONIC FILE)

ALL TITLES, FEES, AND OTHER CHARGES MUST BE PAID BY THE CONTRACT VENDOR. THE VENDOR MUST FURNISH A PREPAID CERTIFICATE OF TITLE IN THE NAME OF THE AGENCY ON THE PURCHASE ORDER. THE TITLE WILL CHANGE UPON ACCEPTANCE OF DELIVERY BY THE AGENCY.

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COLORS:  
VEHICLES MUST BE FACTORY COLORS WITH MATCHING INTERIOR. COLORS WILL BE STATED ON THE PURCHASE ORDER. IF NO COLOR IS SPECIFIED, THE VENDOR WILL ORDER WITH FACTORY WHITE COLOR AND MATCHING INTERIOR.

\*\*\*\*\*

NO LOGOS OR ADVERTISING:  
VEHICLES SOLD UNDER STATEWIDE CONTRACTS MUST BE FREE FROM DEALERSHIP LOGOS OR ADVERTISING.

\*\*\*\*\*

AGENCY RESPONSIBILITIES:  
AGENCIES AND OTHER GOVERNMENTAL ENTITIES PURCHASING VEHICLES FROM STATEWIDE CONTRACTS ARE RESPONSIBLE FOR REQUESTING INFORMATION ON "STANDARD SPECIFICATIONS/FEATURES" AND OPTION PRICING FROM THE AWARDED VENDOR.

AGENCIES ARE RESPONSIBLE TO MONITOR MANUFACTURER CLOSE-OUT DATES ON STATE PURCHASING'S WEBSITE AND SUBMIT PURCHASE REQUISITIONS IN A TIMELY MANNER.

PO CANCELLATIONS ARE SUBJECT TO WRITTEN AGREEMENT BY THE CONTRACT

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

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INVITATION TO BID

VENDOR. AGREEMENT MAY OR MAY NOT BE GIVEN, DEPENDING UPON WHERE THE VEHICLE IS AT IN THE PRODUCTION LINE OR THE VENDOR'S ABILITY TO SELL THE VEHICLE TO ANOTHER GOVERNMENTAL ENTITY. IF THE VENDOR IS UNABLE TO ACCEPT CANCELLATION OF THE PO, THE AGENCY WILL BE REQUIRED TO ACCEPT DELIVERY OF THE VEHICLE(S) AND MAKE PAYMENT.

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\*\*\*\*\*

PASSENGER VANS DISCLAIMER:  
SOME VANS THAT APPEAR ON THIS CONTRACT DO NOT CONFORM TO FEDERAL SCHOOL BUS SAFETY STANDARDS AND THEY MAY NOT BE SOLD FOR USE AS SCHOOL BUSES OR ACTIVITY BUSES.

\*\*\*\*\*

DELIVERY CHARGES:  
THE MAXIMUM CHARGES FOR DELIVERY IS \$1.50 PER MILE, CALCULATED ONE WAY FROM THE AWARDED VENDOR'S PLACE OF BUSINESS TO THE AGENCY'S LOCATION. ALL DELIVERIES WILL BE MADE WITHIN THE STATE OF ALABAMA. AGENCIES MAY ELECT TO PICK UP VEHICLES INSTEAD OF HAVING THEM DELIVERED. MILEAGE CALCULATION MAY BE DONE VIA ANY INTERNET MAPPING TOOL. DOCUMENTATION SHOWING MILEAGE CALCULATIONS MAY BE REQUESTED FROM THE AGENCY OR STATE PURCHASING AND MUST BE PROVIDED WITHIN TWO BUSINESS DAYS FROM THE DATE OF REQUEST. THERE WILL BE NO CHARGE FOR DELIVERY WITHIN A 20 MILE RADIUS.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

THE FOLLOWING CONFERENCES WILL BE HELD

CONFERENCE

LOCATION

MANDATORY PRE-BID CONFERENCE  
DATE: 06/27/13  
TIME: 10:00 AM

STATE PURCHASING  
100 NORTH UNION ST., SUITE 192  
MONTGOMERY, AL  
36104

ATTACHMENTS

VENDOR NAME :

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INVITATION TO BID

\*\*\*\*\* IMPORTANT INFORMATION \*\*\*\*\*

IT IS THE VENDOR'S RESPONSIBILITY TO READ THIS ENTIRE DOCUMENT FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THE ITB.

REMINDER: BIDDERS MUST SUBMIT AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE BID, INCLUDING SIGNATURE AND NOTARY, AS SHOWN ON PAGE 2 OF THE ITB, OR THE BID WILL BE REJECTED.

SPECIFICATION QUESTIONS WILL ONLY BE DISCUSSED DURING THE MANDATORY PRE-BID CONFERENCE. SPECIFICATION QUESTIONS SUBMITTED PRIOR TO OR AFTER THE MANDATORY PRE-BID CONFERENCE WILL NOT BE ADDRESSED.

ONLY VENDORS WHO ATTEND THE MANDATORY PRE-BID CONFERENCE WILL BE ELIGIBLE TO SUBMIT A BID.

PROCEDURAL QUESTIONS MAY BE DIRECTED TO THE BUYER, UP UNTIL THE BID SUBMISSION DEADLINE:  
SUSAN JANA @ (334) 242-7173 OR SUSAN.JANA@PURCHASING.ALABAMA.GOV

REMINDER: CHANGES TO AN ITB ARE ONLY ALLOWED VIA A WRITTEN ADDENDUM.

\*\*\*\*\*

PRICE SHEET

VENDOR NAME :

INVITATION TO BID

VENDOR NUMBER: -  
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 / STATEWIDE					
00001	COMMODITY CODE: 070-98-086446 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES HONDA CIVIC	1	EACH	_____	_____
00002	COMMODITY CODE: 070-98-086447 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES TOYOTA PRIUS C	1	EACH	_____	_____
00003	COMMODITY CODE: 070-98-086448 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES VOLKSWAGEN PASSAT	1	EACH	_____	_____
00004	COMMODITY CODE: 070-98-086449 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES BUICK REGAL	1	EACH	_____	_____
00005	COMMODITY CODE: 070-98-086450 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES CHEVROLET MALIBU	1	EACH	_____	_____
00007	COMMODITY CODE: 070-98-086455 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES KIA OPTIMA	1	EACH	_____	_____
00008	COMMODITY CODE: 070-98-086456 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES NISSAN ALTIMA	1	EACH	_____	_____
00009	COMMODITY CODE: 070-98-086457 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES TOYOTA PRIUS	1	EACH	_____	_____
PAGE TOTAL					_____

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00011	COMMODITY CODE: 070-98-087593 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES HYUNDAI SONOTA	1	EACH	_____	_____
00012	COMMODITY CODE: 070-98-087594 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES KIA CARDENZA	1	EACH	_____	_____
00013	COMMODITY CODE: 070-98-092433 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES TOYOTA CAMRY	1	EACH	_____	_____
00014	COMMODITY CODE: 070-98-092434 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES CHEVROLET TAHOE	1	EACH	_____	_____
00015	COMMODITY CODE: 070-98-092436 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES GMC YUKON 1500	1	EACH	_____	_____
00016	COMMODITY CODE: 070-98-092439 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES TOYOTA HIGHLANDER	1	EACH	_____	_____
00017	COMMODITY CODE: 070-98-092440 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES CHEVROLET SILVERADO	1	EACH	_____	_____
00018	COMMODITY CODE: 070-98-092441 VEHICLE, HYBRID  STANDARD SPECIFICATIONS/FEATURES GMC SIERRA	1	EACH	_____	_____
00019	COMMODITY CODE: 070-98-089328 VEHICLE, ELECTRIC  STANDARD SPECIFICATIONS/FEATURES	1	EACH	_____	_____

PAGE TOTAL \_\_\_\_\_

PRICE SHEET

VENDOR NAME :

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	CHEVROLET VOLT				
00020	COMMODITY CODE: 070-98-092435 VEHICLE, ELECTRIC	1	EACH	_____	_____
	STANDARD SPECIFICATIONS/FEATURES				
	FORD FOCUS				
00021	COMMODITY CODE: 070-98-092437 VEHICLE, ELECTRIC	1	EACH	_____	_____
	STANDARD SPECIFICATIONS/FEATURES				
	HONDA FIT EV				
00022	COMMODITY CODE: 070-98-092438 VEHICLE, ELECTRIC	1	EACH	_____	_____
	STANDARD SPECIFICATIONS/FEATURES				
	MITSUBISHI I				
00023	COMMODITY CODE: 070-98-092439 VEHICLE, ELECTRIC	1	EACH	_____	_____
	STANDARD SPECIFICATIONS/FEATURES				
	NISSAN LEAF				
00024	COMMODITY CODE: 070-98-092440 VEHICLE, ELECTRIC	1	EACH	_____	_____
	STANDARD SPECIFICATIONS/FEATURES				
	TOYOTA RAV4 EV				
00025	COMMODITY CODE: 070-98-092441 VEHICLE, ELECTRIC	1	EACH	_____	_____
	STANDARD SPECIFICATIONS/FEATURES				
	TOYOTA SCION IQ EV				
00026	COMMODITY CODE: 070-98-092442 VEHICLE OPTIONS, AS FOLLOWS:	1	LOT	_____	_____

PAGE TOTAL \_\_\_\_\_

BID TOTAL \_\_\_\_\_