



C o u n t y o f S a n L u i s O b i s p o
GENERAL SERVICES AGENCY

Janette D. Pell, Director

Helen McCann, Department Administrator

**INVITATION TO BID #3617-13
NEW AND UNUSED COMPACT SEDANS**

July 29, 2013

The County of San Luis Obispo is currently soliciting bids for New and Unused Compact Sedans, as noted.

Each bid shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the bid. Failure to set forth any item in the specifications shall be grounds for rejection. The County of San Luis Obispo reserves the right to reject all bids and to waive any informalities.

Please submit your bids on the attached form. They must be received at the office of the General Services Department no later than **3:00 p.m. on August 22, 2013.**

All questions pertaining to the content of this Invitation to Bid must be made in writing via e-mail to Barbara Adams at: beadams@co.slo.ca.us. All questions will receive a response within three (3) business days. The question and its response will be posted (anonymously) on the County's Purchasing web site located at: http://www.slocounty.ca.gov/GSA/Purchasing/Current_Formal_Bids_and_Proposals.htm. The County reserves the right to determine the appropriateness of comments / questions that will be posted on the website. Questions must be submitted no later than 3:00 p.m., August 12, 2013.

Any and all comments and suggestions are sincerely encouraged prior to the bid opening.

BARBARA ADAMS
Buyer – GSA-Purchasing
beadams@co.slo.ca.us

NEW AND UNUSED COMPACT SEDANS

TO: ALL PROSPECTIVE BIDDERS

SUBJECT: LOCAL BIDDERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal bids for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law requires be awarded to the lowest responsible bidder.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate bids considering the local vendor preference described above. The burden of proof will lie with bidders relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective bidders are encouraged to quote the lowest prices at which you can furnish the items or services listed in County bids.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual: _____ Title: _____

Signature: _____ Dated: _____

NEW AND UNUSED COMPACT SEDANS

TO: ALL PROSPECTIVE BIDDERS

SUBJECT: POLICY ON PURCHASING PRODUCTS MADE WITH OR CONTAINING CHLOROFLUOROCARBONS (CFC's)

Summary

Many products contain chlorofluorocarbons (CFC's), a known depleter of ozone in the atmosphere. Under the U.S. Clean Air Act and the Montreal Protocol on Substances that Deplete the Ozone Layer, CFC production for use in industrialized nations is to be totally phased out by January 1, 1996. There are still many products on the market that contain CFC's or are made with CFC's. The Department of General Services, purchasing staff must identify products made with or containing CFC's and purchase alternative products whenever practical and possible.

Policy

To this end, it shall be the policy of the County of San Luis Obispo that all bidders, who wish to do business with the County are required to identify all products that contain CFC's or use CFC's in the manufacturing or shipping processes. Bidders are required to identify alternative products that do not use CFC's, for possible purchase by the County.

Bidder Response

	YES	NO
Do any products offered herein contain CFC's or use CFC's in the manufacturing or shipping process?		
If yes, please offer an alternative product by copying bid forms and submitting an alternate bid. Will you offer an alternate?		
Please provide any other information that may be helpful to the County. Attachments are acceptable.		

Bidder: _____

NEW AND UNUSED COMPACT SEDANS**GENERAL CONDITIONS AND INSTRUCTIONS**

1. All bids submitted by Seller to Purchaser should be submitted upon the attached bidder's form, completed and signed, (only typewritten or ink shall be accepted with no erasures or corrections unless properly authenticated by signature) in accordance with the instructions contained herein.
2. The issuance of this bid request creates no obligation on the part of the County and the County reserves the unconditional right at its option to either reject all bids or waive any irregularities or informalities therein. Each bid shall be in a separate sealed envelope with the bid number, name of bidder, title of the bid, date and time due showing on the outside of the envelope.
3. All prices must be firm for 45 days from the date of the bid opening and be inclusive. Upon award, prices will be in effect for the term of the contract.
4. If you offer any prompt payment discounts, please indicate this on your bid.
5. Awards will be made to realize the greatest savings to the County.
6. Submission of a signed bid will be interpreted to mean that the bidder has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.
7. All materials included in the contract shall be in compliance with all Federal and State OSHA laws.
8. All applicable City, State, and Federal taxes and fees are to be included in the proposal.
9. The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the County.
10. In the event of any conflicts or ambiguities between these instructions and State or Federal laws, regulations or rules, then the latter shall prevail.
11. Only one bid will be accepted per vendor.
12. Bidders may withdraw their bid either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of bids. No bidder may withdraw their bid after the time set for the opening.
13. All time limits stated are of the essence. Any bids received after closing time stipulated will be returned unopened.

NEW AND UNUSED COMPACT SEDANS

14. All bids must be submitted in a manner so they can be readily hole punched and placed in a standard legal size file folder.
15. The County may make partial payments after a substantial portion of the merchandise has been delivered. On all items, a 10% retention will be withheld until all merchandise has been accepted.
16. Brand names are used to establish a level of quality only. Any alternates must be approved five (5) days prior to the bid opening date, by the Buyer, who will have the sole right to make the determination. If an alternate is submitted without going through the above- described process, the County will have the sole right to decide whether or not an alternate is acceptable.
17. Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and that it will comply with the "Contractor's Agreements" provisions of Presidential Executive Order No. 11246.
18. **NO FAXED** Bids will be accepted.
19. Return bid by **August 22, 2013 at 3:00 p.m.** to:

COUNTY OF SAN LUIS OBISPO
GENERAL SERVICES AGENCY
BARBARA ADAMS, BUYER
1087 SANTA ROSA STREET
SAN LUIS OBISPO, CALIFORNIA 93408

NEW AND UNUSED COMPACT SEDANS**SPECIAL TERMS, CONDITIONS AND INSTRUCTIONS**

It is the intent of these specifications to describe new and unused cars equivalent in style, quality and appointments to those offered of standard manufacture. The vehicles shall be supplied with all new equipment and accessories indicated as standard equipment in the manufacturer's published literature. All equipment/options are to be factory installed. If some equipment/options are not available from the factory, dealer installation may be acceptable if specified as dealer installed in the bid response and accepted by the County.

1. Deviations: The specifications describe minimum or average requirements. Minor deviations from specifications may be acceptable provided that the operating capacities or characteristics of the vehicles are not adversely affected. Such deviations are to be submitted in writing with the bid submission and the County reserves the right to make the final determination as to whether or not any deviations are acceptable.

2. Regulations: All equipment and accessories shall meet OSHA, Department of Industrial Safety and California Highway Patrol regulations. The following regulations are a partial listing of regulations which may be in effect at the closing of the bid are incorporated to the extent applicable. Seller is responsible for ensuring that the vehicles offered meet all applicable laws including but not limited to:

Department of Transportation, Federal Highway Administration, 49 CFR - Motor Carrier Safety Regulations

Federal Motor Vehicle Safety Regulations and Standards

U.S. Environmental Protection Agency - Federal Energy Administration, 1984 Gas Mileage Guide, California

California Vehicle Code

California Administrative Code

3. Shipping Terms: All prices quoted are to be FOB Destination, no additional Freight charges. Bids quoting otherwise may be rejected.

4. Weight Certificates: If required by DMV to register the vehicle, **weight certificates must be submitted by the vendor upon final delivery of the vehicle.**

5. Fuel: **Each vehicle shall be delivered with a full tank of manufacturer's recommended fuel.**

6. Licensing and Registration: The County may elect to register vehicles supplies under this bid. In this case, the seller shall provide ownership documents, free and clear. In the event that the County elects to have the seller provide vehicle registration service, the seller will provide this service with no additional fees. In this case, the County will provide an exact registration address on the Purchase Order.

7. Warranty: Standard manufacturer's warranties are to be provided and listed for each vehicle. The County's established preventive maintenance procedures and practices shall be accepted in lieu of the manufacturer/dealer's prescribed procedures. This provision shall also apply to any extended warranties.

Special body and equipment warranties shall be a minimum of one year from date of acceptance and include all parts and labor.

NEW AND UNUSED COMPACT SEDANS

All of the above mentioned warranty literature shall be included with the vehicle at the time of delivery.

REQUESTED EXTENDED WARRANTY

Full Bumper to Bumper	3 year/36,000 Mile
Power Train	5 year/100,000 Mile

Warranty offers are important and may be considered in the evaluation of the bids.

8. Manufacturers Literature: One copy of the vehicle owners/operators manual, any other instructions for operation and any other supporting literature is required for each vehicle.

One copy of equipment operating instructions, a complete and current parts list and all other supporting literature is required for all equipment added to a vehicle.

All of the above mentioned manufacturers' literature shall be included with the vehicle at the time of delivery.

9. Award: The County reserves the right to award to one vendor for all vehicles, or to split the award to more than one vendor in order to achieve the best mix of vehicles to meet County requirements for the equipment in place and use. There is no guarantee as to the quantity of vehicles the County will purchase.
10. Delivery: All units are to be delivered F.O.B. Destination to the County Garage, Fleet Services, County Operational Center, 1355-A Kansas Avenue, San Luis Obispo, CA 93401. Final acceptance of vehicles for conformance with the specifications will be made only by the Fleet Manager. Final acceptance will be made within 20 days of receipt of the vehicles.
11. Additional Vehicles: The County may utilize bid results to purchase vehicles and negotiate pricing for additional multiple years with the approval of the County and the vendor.
12. Delivery: All used vehicles **MUST** be delivered within **thirty (30) days** of award of Purchase Order.
13. Keys: Three sets of keys shall be furnished with each vehicle. A warranty and Owner's instruction manual shall be furnished with each model group.

NEW AND UNUSED COMPACT SEDANSCAR DESCRIPTION

The County expects to purchase approximately five (5) compact sedans during this fiscal year. Bid per attached specifications. The County will not accept sport models, nor special wheels, tires, seats, or racks.

Selection

1. The final quantity of each make of vehicle will be determined after bid submittals. It will be dependent upon the mix of vehicles which best meet the County's various needs.
2. The County may utilize bid results to purchase vehicles and negotiate pricing for additional multiple years with the approval of the County and the vendor.

FINAL COST TO THE COUNTY

The County will award bids based on the unit cost bid only. Additional charges will not be accepted nor paid by the County. Smog check fees, destination charges, shipping charges, documentation fees, and dealer prep fees may not be charged by the dealer. The County will calculate sales tax.

FLEET INFORMATION

The County Ford Fleet I.D. #QB495 and General Motors Fleet I. D. #626129.

VEHICLE CLASSIFICATION

The County uses the U.S. Environmental Protection Agency Fuel Economy Guide to determine vehicle class size.

NEW AND UNUSED COMPACT SEDANS

SPECIFICATION A - COMPACT SEDAN, NEW AND UNUSED

It is the intent of this Specification to describe a 4 door compact sedan with a **naturally aspirated** Gasoline or E-85 fueled engine and a 6 speed automatic transmission.

DRIVE TRAIN:

Fuel Type 87 Octane Gasoline or E-85
 Engine Horsepower 135 to 160 Horsepower
 Engine Torque 125 to 146 LBFT
 Transmission 6 Speed Automatic
 Drive Type Front Wheel Drive

DEVIATIONS

BODY:

Type Sedan, 4 door with trunk
 Length 178 to 181 Inches
 Width 70 to 72 Inches, excluding mirrors
 Height 57 to 59 Inches
 Color Monochromatic
 Exterior Mirrors Left and Right with remote adjusting
 Seating capacity 4 to 5
 Front Seat Headroom 38.3 to 39.3 Inches minimum
 Rear Seat Headroom 37 to 38 Inches Minimum

CHASSIS:

Wheelbase 104 to 106 Inches
 Track 61 to 63 Inches, Front
 Brakes 4 Wheel Ant-Lock Power Disc
 Steering Power
 Traction Control Electronic with Stability Control
 Front Suspension MacPherson Strut
 Rear Suspension Multi-link

CABIN FEATURES:

Seats Factory Standard Cloth or Vinyl
 Temperature Control Factory Standard Heat with Air Conditioning
 Speed Control Factory adjustable speed control
 Carpet Factory Standard Carpet, with floor mats
 Radio Wireless Bluetooth enabled AM/FM single disc
 Doors Power Windows and door locks
 Mirror Interior rearview with day/night adjustment

SUSPENSION:

Front MacPherson Strut
 Rear Compound Crank
 Brakes 4 Wheel Antilock
 Traction Control Electronic
 Stability Control Electronic

NEW AND UNUSED COMPACT SEDANS

POST-SALE WARRANTY AND SERVICE:

Full Warranty	3 Year or 36 Mile, Manufacturer's	_____
Drive Train Warranty	5 Years or 100,000 Mile, Manufacturer's	_____
Service Contract	2 Years or 24,000 Mile, Manufacturer's	_____

SPECIFICATION A

BIDDER: _____

NEW AND UNUSED COMPACT SEDANS

SPECIFICATION B - COMPACT SEDAN, NEW AND UNUSED

It is the intent of this Specification to describe a 4 door compact sedan with a **Turbo Charged Gasoline** or E-85 fueled engine and a 6 speed automatic transmission.

DRIVE TRAIN:

Fuel Type	87 Octane Gasoline or E-85	_____
Engine Horsepower	150 to 160 Horsepower	_____
Engine Torque	145 to 150 LBFT	_____
Transmission	6 Speed Automatic	_____
Drive Type	Front Wheel Drive	_____

DEVIATIONS

BODY:

Type	Sedan, 4 door with trunk	_____
Length	178 to 181 Inches	_____
Width	70 to 72 Inches, excluding mirrors	_____
Height	57 to 59 Inches	_____
Color	Monochromatic	_____
Exterior Mirrors	Left and Right with remote adjusting	_____
Seating capacity	4 to 5	_____
Front Seat Headroom	38.3 to 39.3 Inches minimum	_____
Rear Seat Headroom	37 to 38 Inches Minimum	_____

CHASSIS:

Wheelbase	104 to 106 Inches	_____
Track	61 to 63 Inches, Front	_____
Brakes	4 Wheel Ant-Lock Power Disc	_____
Steering	Power	_____
Traction Control	Electronic with Stability Control	_____
Front Suspension	MacPherson Strut	_____
Rear Suspension	Multi-link	_____

CABIN FEATURES:

Seats	Factory Standard Cloth or Vinyl	_____
Temperature Control	Factory Standard Heat with Air Conditioning	_____
Speed Control	Factory adjustable speed control	_____
Carpet	Factory Standard Carpet, with floor mats	_____
Radio	Wireless Bluetooth enabled AM/FM single disc	_____
Doors	Power Windows and door locks	_____
Mirror	Interior rearview with day/night adjustment	_____

SUSPENSION:

Front	MacPherson Strut	_____
Rear	Compound Crank	_____
Brakes	4 Wheel Antilock	_____
Traction Control	Electronic	_____
Stability Control	Electronic	_____

NEW AND UNUSED COMPACT SEDANS

POST-SALE WARRANTY AND SERVICE:

Full Warranty	3 Year or 36 Mile, Manufacturer's	_____
Drive Train Warranty	5 Years or 100,000 Mile, Manufacturer's	_____
Service Contract	2 Years or 24,000 Mile, Manufacturer's	_____

SPECIFICATION B

BIDDER: _____

NEW AND UNUSED COMPACT SEDANS

POST-SALE WARRANTY AND SERVICE:

Full Warranty	3 Year or 36 Mile, Manufacturer's	_____
Drive Train Warranty	5 Years or 100,000 Mile, Manufacturer's	_____
Service Contract	2 Years or 24,000 Mile, Manufacturer's	_____

SPECIFICATION C

BIDDER:_____

NEW AND UNUSED COMPACT SEDANS

SPECIFICATION D - COMPACT SEDAN, NEW AND UNUSED

It is the intent of this Specification to describe a 4 door compact sedan with a **PLUG-IN Electric** motor propelled with an on board gasoline re-charging system capable of providing full sustained power.

DRIVE TRAIN:

Fuel Type	Plug in Electric Drive Unit	_____
Generator Engine Drive Type	1.4L Range Extender generating	_____
	Front Wheel Drive	_____

DEVIATIONS

BODY:

Type	Sedan, 4 door with trunk	_____
Length	177 to 178 Inches	_____
Width	70 to 71 Inches, excluding mirrors	_____
Height	56 to 57 Inches	_____
Color	Monochromatic	_____
Exterior Mirrors	Left and Right with remote adjusting	_____
Seating capacity	4	_____
Front Seat Headroom	37 to 38 Inches minimum	_____
Rear Seat Headroom	36 to 37 Inches Minimum	_____

CHASSIS:

Wheelbase	105.7 Inches	_____
Track	61 to 62 Inches, Front	_____
Brakes	4 Wheel Ant-Lock Power Disc	_____
Steering	Power	_____
Traction Control	Electronic with Stability Control	_____
Front Suspension	MacPherson Strut	_____
Rear Suspension	Multi-link	_____

CABIN FEATURES:

Seats	Factory Standard Cloth or Vinyl	_____
Temperature Control	Factory Standard Heat with Air Conditioning	_____
Speed Control	Factory adjustable speed control	_____
Carpet	Factory Standard Carpet, with floor mats	_____
Radio	Wireless Bluetooth enabled AM/FM single disc	_____
Doors	Power Windows and door locks	_____
Mirror	Interior rearview with day/night adjustment	_____

SUSPENSION:

Front	MacPherson Strut	_____
Rear	Compound Crank	_____
Brakes	4 Wheel Antilock	_____
Traction Control	Electronic	_____
Stability Control	Electronic	_____

NEW AND UNUSED COMPACT SEDANS

POST-SALE WARRANTY AND SERVICE:

Full Warranty	3 Year or 36 Mile, Manufacturer's	_____
Drive Train Warranty	5 Years or 100,000 Mile, Manufacturer's	_____
Electric Drive Train Warranty	8 Years or 100,000 Mile, Manufacturer's	_____
Service Contract	2 Years or 24,000 Mile, Manufacturer's	_____

SPECIFICATION D

BIDDER: _____

NEW AND UNUSED COMPACT SEDANS

POST-SALE WARRANTY AND SERVICE:

Full Warranty	3 Year or 36 Mile, Manufacturer's	_____
Drive Train Warranty	5 Years or 100,000 Mile, Manufacturer's	_____
Service Contract	2 Years or 24,000 Mile, Manufacturer's	_____

SPECIFICATION E

BIDDER: _____

NEW AND UNUSED COMPACT SEDANS

PRICE SUMMARY SHEET

The undersigned agrees to:

Deliver FOB San Luis Obispo to Fleet Services, 1355-A Kansas Avenue, San Luis Obispo, CA 93401, the vehicles itemized below and in accordance with the Specifications attached. All equipment to be new and unused of the latest model year and all attachments shall be compatible with the vehicles proposed.

All equipment and accessories shall comply with the applicable State and Federal Codes, Regulations and Requirements.

Equipment shall be delivered serviced and ready to operate and in accordance with the vehicle checklist.

BID SUMMARY

ITEM	SPEC	DESCRIPTION	UNIT COST WITHOUT TAX
1	A	Compact Sedan – per Specification A, Domestic models only Make and Model Bidding: _____ _____	_____
2	A	Extended Warranty, as Specified	_____
3	A	Service Contract, as Specified	_____
4	B	Compact Sedan – per Specification B, Domestic models only Make and Model Bidding: _____ _____	_____
5	B	Extended Warranty, as Specified	_____
6	B	Service Contract, as Specified	_____
7	C	Compact Sedan – per Specification C, Domestic models only Make and Model Bidding: _____ _____	_____
8	C	Extended Warranty, as Specified	_____
9	C	Service Contract, as Specified	_____
10	D	Compact Sedan – per Specification D, Domestic models only	

NEW AND UNUSED COMPACT SEDANS

ITEM	SPEC	DESCRIPTION	UNIT COST WITHOUT TAX
		Make and Model Bidding: _____ _____	_____
11	D	Extended Warranty, as Specified	_____
12	D	Service Contract, as Specified	_____
13	E	Compact Sedan – per Specification E, Domestic models only Make and Model Bidding: _____ _____	_____
14	E	Extended Warranty, as Specified	_____
15	E	Service Contract, as Specified	_____

TERMS OF SALE: _____

DATE OF DELIVERY: _____

Authorized Official Name (Print) _____

Authorized Official Title (Print) _____

Signature _____

Firm Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ FAX _____

Federal Taxpayer ID# _____

BIDS **MUST** BE RECEIVED BY 3:00 P.M., **AUGUST 22, 2013** AND
 WILL BE OPENED IN THE OFFICE OF THE GENERAL SERVICES AGENCY
Bid #3617-13

NEW AND UNUSED COMPACT SEDANS

**GENERAL SERVICES DEPARTMENT
COUNTY GARAGE
VEHICLE INSPECTION CHECKLIST**

NEW VEHICLES WILL NOT BE ACCEPTED UNTIL THE CONTRACT VENDOR HAS PERFORMED THE PRE-DELIVERY SERVICE ON THE VEHICLE IN ACCORDANCE WITH THIS LISTING OR OTHER INDUSTRY APPROVED CHECKLIST.

<p><u>UNDER HOOD – ENGINE OFF</u> Engine oil level; Steering gear housing fluid level; Brake master cylinder fluid level; Radiator coolant level; Battery fluid level; Drive belt tensions; Battery voltage & load-voltage drop; Ignition system; Fuel injection system.</p>	<p><u>ON INSIDE</u> Operation of lights, turn signals, stop signals, horn, courtesy lights, oil pressure & alternator warning lights; Front seat control-Operation (manual or power); Station wagon rear seat & floor - operation; Windows & vents-operation & fit; Glass condition; Cigarette lighter-install & test.</p>
<p><u>UNDER HOOD – ENGINE OPERATING</u> Automatic transmission fluid level.</p>	<p><u>ON HOIST – OR UNDERSIDE</u> Axle fluid level; Hydraulic lines, fittings, connections & components on underside for leaks; Tire pressure; Steering linkage & connections.</p>
<p><u>UNDER HOOD – ENGINE OPERATING & HOT</u> Initial ignition timing; Alternator & voltage regulator operation.</p>	<p><u>ALIGNMENT STALL</u> Front wheel toe-in.</p>
<p><u>OTHER OPERATIONS</u> Engine cold and hot idle speeds; Hydraulic lines, fittings, connections & components for leaks; Fuel system for leaks.</p>	<p><u>ROAD TEST</u> Neutral switch-operation (automatic transmission); Parking brake-operation; Horn, windshield wipers & washers-operation; Heater & air vents-operation; Brake-operation; Transmission shift level-operation; Automatic transmission shift timing & quality; Accelerator pedal-operation; Engine performance; Drive belts; Steering control; Squeaks, rattles & wind noise; Speedometer, odometer, fuel & temperature gauge- operation; Other operational equipment-operation.</p>

NEW AND UNUSED COMPACT SEDANS

GENERAL SERVICES DEPARTMENT
COUNTY GARAGE
VEHICLE INSPECTION CHECKLIST

<p><u>ON OUTSIDE</u></p> <p>Latches, keys & locks-operation; Hand, deck & door panels for fit & alignment; Bumpers & moldings-alignment; Weather strips-adhesion & fit; Wheel nut torques; Five gallons of fuel in fuel tank.</p>	<p><u>AFTER ROAD TEST</u></p> <p>Wash vehicle & check for leaks; Inspect for interior & exterior metal paint damage; Check soft trim for soilage & excess sealer.</p>
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County Contact: Fleet Manager, (805) 781-2459

Vehicle warranty shall be the standard warranty furnished by the manufacturer of the vehicle supplied. All vehicles covered by factory warranty shall be corrected by contractor, or any factory authorized dealer for that vehicle, at cost to the agency.

The checklist was completed by:

VENDOR NAME: _____

VENDOR EMPLOYEE NAME: _____

DATE: _____

FOR VEHICLE MAKE & MODEL: _____