

Department of General Services Procurement Division 707 Third Street, 2<sup>nd</sup> Floor West Sacramento, CA 95605-2811

# State of California STATEWIDE CONTRACT USER INSTRUCTIONS

**MANDATORY** 

\*Supplement 4\*

\*(Incorporates Supplements 1 – 4)\*

ISSUE AND EFFECTIVE DATE: \*5/2/2022\*

CONTRACT NUMBER: 1-20-23-10I

DESCRIPTION: Fleet Vehicles - Cars

CONTRACTOR(S): Tesla, Inc.

CONTRACT TERM: 9/25/2020 through 9/24/2022

STATE CONTRACT ADMINISTRATOR: Eugene Shemereko

\*279/946-8028\*

Eugene.Shemereko@dgs.ca.gov

The contract user instructions, products, and pricing are included herein. All purchase documents issued under this contract incorporate the contract terms and applicable California General Provisions:

Non-IT General Provisions, rev 06/08/2010

(http://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/dgspd 401.pdf

Cal eProcure link: www.caleprocure.ca.gov

Contract User Instructions, Supplement 4

All changes to most recent Supplement are in **bold red italic**. Additions are enclosed in asterisks; deletions are enclosed in brackets.

# SUMMARY OF CHANGES

Supplement Number	Description/Articles	Supplement Date
*4*	*Subject contract for Fleet Vehicles – Cars – 1-20-23-10I is hereby modified to reflect the following changes:  > Attachment A – Contract Pricing Supplement 3 has been replaced with Attachment A – Contract Pricing Supplement 4 > Contract Administrator phone number updated on cover page and article 22*	*5/2/2022*
3	Subject contract for Fleet Vehicles – Cars – 1-20-23-10I is hereby modified to reflect the following changes:  Attachment A – Contract Pricing Supplement 1 has been replaced with Attachment A – Contract Pricing Supplement 3	2/4/2022
2	*Subject contract for Fleet Vehicles – Cars – 1-20-23-10I is hereby modified to reflect the following changes:  ➤ Contract is hereby extended an additional year, to 9/24/2022.	5/10/2021
1	Subject contract for Fleet Vehicles – Cars – 1-20-23-10I is hereby modified to reflect the following changes:  Attachment A – Contract Pricing:  Model 3 Standard Range RWD - 220-mile range has been replaced with Model 3  Standard Range Plus RWD – 263-mile range. Line item price has increased.	03/25/2021

# Contract User Instructions, Supplement 4

# **TABLE OF CONTENTS**

1.	SCOPE	5
2.	CONTRACT USAGE/RULES	5
3.	DGS ADMINISTRATIVE FEES	6
4.	SB/DVBE OFF-RAMP PROVISION	6
5.	PROBLEM RESOLUTION/SUPPLIER PERFORMANCE	6
6.	CONTRACT ITEMS	7
7.	SPECIFICATIONS	8
8.	CUSTOMER SERVICE	8
9.	PRODUCT SUBSTITUTIONS	9
10.	PURCHASE EXECUTION	9
11.	MINIMUM ORDER	10
12.	ORDERING PROCEDURE	10
13.	ORDER ACCEPTANCE	10
14.	ORDER ACKNOWLEDGMENT	11
15.	DELAYED PRODUCTION REMEDY	11
16.	DISCONTINUED VEHICLE REMEDY	11
17.	DELIVERY PROCEDURES	11
18.	INPSECTION AND ACCEPTANCE	13
19.	EMERGENCY/EXPEDITED ORDERS	13
20.	FREE ON BOARD (F.O.B.) DESTINATION	13
21.	SHIPPED ORDERS	13
22.	CONTRACT ADMINISTRATION	14
23.	RESTOCKING FEES	14
24.	INVOICING	14
25.	PAYMENT	15
26.	CALIFORNIA SELLER'S PERMIT	15
27.	WARRANTY	16
28.	REPAIR PARTS	17
29.	RECYCLED CONTENT	17
30.	SB/DVBE PARTICIPATION	17
21	ATTACHMENTS	17

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION

# Contract (Mandatory) 1-20-23-10l Contract User Instructions, Supplement 4

Contract User Instructions, Supplement 4

### 1. SCOPE

The State's contract with Tesla, Inc. provides a current model year Model 3 at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-20-23-10I. The contractor will be the primary point of contact for data collection, reporting, and distribution of the Tesla Model 3 to the State.

The contract term is for one (1) year with an option to extend the contract for one (1) additional one (1) year period or portion thereof. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the contractor and the State. If a mutual agreement cannot be met the contract may be terminated at the end of the current contract term.

#### 2. CONTRACT USAGE/RULES

# A. State Departments

- The use of this contract is mandatory for State of California departments. State
  Departments may purchase any vehicle that is awarded to each line item. This
  contract does not include ranking.
- Ordering departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2 and 3, as applicable.
- Prior to placing orders against this contract, State departments must have been granted non-IT purchasing authority by the Department of General Services, Procurement Division (DGS-PD) for the use of this statewide contract. State departments that have not been granted purchasing authority by DGS-PD for the use of the State's statewide contracts may contact DGS-PD's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.
- Departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

#### B. Local Governmental Agencies

- Local governmental agency use of this contract is optional.
- Local government agencies are defined as "any city, county, city and county, district
  or other governmental body or corporation", per Public Contract Code Chapter 2,
  Section 10298 (b), empowered to expend public funds for the acquisition of
  products; this includes the California State Universities (CSU) and University of
  California (UC) systems, K-12 schools and community colleges. While the State
  makes this contract available to local governmental agencies, each local

Contract User Instructions, Supplement 4

governmental agency should determine whether this contract is consistent with its procurement policies and regulations.

- Local governmental agencies shall have the same rights and privileges as the State
  under the terms of this contract. Any agencies desiring to participate shall be
  required to adhere to the same responsibilities as do State agencies and have no
  authority to amend, modify or change any condition of the contract.
- A DGS issued billing code is not required for local governmental agencies to place orders against this contract.
- C. Unless otherwise specified within this document, the term "ordering agencies" will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and/or usage instructions exclusive to State departments or local governmental agencies shall be identified within each article.

#### 3. DGS ADMINISTRATIVE FEES

#### A. State Departments

The DGS will bill each State department an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the <u>Price Book & Directory of Services</u> (https://www.dgs.ca.gov/OFS/Price-Book) (go to Price Book Download and click on Purchasing under Procurement Division).

#### B. Local Governmental Agencies

For all local government agency transactions issued against the contract, the Contractor is required to remit the DGS-PD an Incentive Fee of an amount equal to 1.25% of the total purchase order amount excluding taxes and freight. This Incentive Fee shall not be included in the agency's purchase price, nor invoiced or charged to the purchasing entity. All prices quoted to local governmental agency customers shall reflect State contract pricing, including any and all applicable discounts, and shall include no other add-on fees.

#### 4. SB/DVBE OFF-RAMP PROVISION

There is no SB/DVBE off ramp associated with this contract.

#### 5. PROBLEM RESOLUTION/SUPPLIER PERFORMANCE

Ordering agencies and/or Contractor shall inform the State Contract Administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc. The ordering agency should include all relevant information and/or documentation (e.g., purchase documents).

Contract User Instructions, Supplement 4

#### 6. CONTRACT ITEMS

Contract pricing for the Tesla Model 3 is listed on Attachment A, Contract Pricing on the second tab titled Cars 1-20-23-10l Tesla Model 3. All prices listed shall be fixed as the maximum cost for the contract period unless a price increase is granted.

Each line item description on Attachment A, Contract Pricing, provides a description of the minimum requirements that each vehicle in that line item has met or exceeded. Attachment D, Vehicle Specications, provides detailed information for the vehicle on contract by dealer.

#### **Price Increases**

Price increases may be requested with each model year change and will be posted on a quarterly basis. Quarterly Increases shall be processed on the following calendar days:

- July 1st
- October 1st
- January 1st
- April 1st

Contractors are requested to price protect the contracted price for the duration between the price increase request and the time the increase is processed. If the Contractor is unable to honor the price protection, the Contractor's vehicle(s) will be unavailable for ordering until the price increases have been evaluated and approved.

#### Multiple Award

Some line items may have multiple vehicles awarded with different make and models available. State Departments may choose any vehicle identified in the subject line item. There is no vehicle ranking associated with this contract.

# Sales Tax

The sales tax rate applied should be based on the rate of the "Bill To" address listed on the Purchase Order.

# **Options**

All factory options shall be available and priced at dealer cost plus up to 10 percent for an addition or dealer cost minus up to 10 percent for a deletion in accordance with the manufacturer's price list in effect at the time of the bid opening. All options added or deleted shall be shown as a separate line item on the purchase order, invoice, and contract usage report. Equipment changes which might be made would include, but would not be limited to, the following:

- Add power windows;
- Add trailer tow package;

Contract User Instructions, Supplement 4

• Delete pick up box (bed).

In <u>no case</u> shall options be included or deleted in such a manner as to cause the vehicle to conflict with any other line item on this or any other vehicle contract.

The supplier will provide DGS-PD and/or ordering agencies a copy of the current model year price sheet to the requestor within ten (10) calendar days of notification.

**Note:** Vehicles with options added or deleted must continue to meet or exceed the appropriate minimum specification.

# Tire Fee

Purchase orders MUST include the State mandated \$1.75 per tire fee.

#### **Document Processing Charge**

In accordance with the California Vehicle Code Section 4456.5, a dealer may charge the purchaser a document processing charge for the preparation and processing of documents, disclosures, titling, registration, and information security obligations imposed by state and federal law. The document processing charge shall not exceed \$85 per vehicle purchased.

A dealer may charge the purchaser an electronic filing fee, which does not exceed the actual amount the dealer is charged by a first-line service provider. The electronic filing fee shall not exceed \$30 per vehicle purchased.

#### 7. SPECIFICATIONS

All products must conform to the attached State of California Bid Specification Number 2310-5371BS dated 8/26/2020 (Attachment B).

Vehicle color shall be a solar reflective color (white, silver metallic, or gold metallic) per Management Memo 12-03 (exceptions are listed in the Memo).

#### 8. CUSTOMER SERVICE

The Contractor shall provide office and personnel resources for responding to inquiries, including telephone and email coverage weekdays during the hours of 8:00 a.m. - 5:00 p.m., PT.

The customer service unit shall be staffed with individuals that:

- Are trained in the requirements of this contract;
- Have the authority to take administrative action to correct problems that may occur; and
- Are designated for training and general customer service follow-up.

Contract User Instructions, Supplement 4

The Contractor's customer service unit shall respond to all customer inquiries within two (2) business days of initial contact.

Dealer	Contact	Phone	Email
Tesla, Inc.	Sloan Cinelli	(650) 440-1115	scinelli@tesla.com

**Note:** Ordering agencies are encouraged to have one (1) point of contact for inquiries, quotes, and orders whenever possible. Multiple calls and emails from various requestors for the same information can slow customer service response times.

#### 9. PRODUCT SUBSTITUTIONS

Under no circumstance is the Contractor permitted to make substitutions with non-contract/unauthorized vehicles without approval of the DGS Contract Administrator.

#### 10. PURCHASE EXECUTION

### A. State Departments

# 1) Std. 65 Purchase Documents

State departments not transacting in FI\$CAL must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available at the Office of State Publishing web site: <a href="https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx">https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx</a> (select Standard Forms).

All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

- Agency Order Number (Purchase Order Number)
- Ordering Agency Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (Contract Number)
- Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Line Item number
- Quantity
- Unit of Measure
- Commodity Code Number
- Product Description
- Unit Price
- Extension Price
- Office of Fleet and Asset Management (OFAM) Approval Stamp (State departments only)

Contract User Instructions, Supplement 4

# 2) FI\$CAL Purchase Documents

State departments transacting in FI\$CAL will follow the FI\$CAL procurement and contracting procedures.

#### 3) Blanket Orders

The use of blanket orders against this statewide contract is not allowed.

# B. Local Governmental Agencies

Local governmental agencies may use their own purchase document for purchase execution. The purchase documents must include the same data elements as listed above (Exception: Purchasing Authority Number is used by State departments only).

#### 11. MINIMUM ORDER

The minimum order shall be one (1) vehicle.

## 12. ORDERING PROCEDURE

#### A. Ordering Methods:

Ordering agencies are to submit appropriate purchase documents directly to the contractor via any of the following ordering methods:

- U.S. Mail
- Facsimile
- Email

The contractor's Order Placement Information is as follows:

ORDER PLACEMENT INFORMATION			
U.S. Mail: 45500 Fremont Blvd Fremont CA,94538	Facsimile: (510) 249-2410	Email: scinelli@tesla.com NAEnterpriseSales@tesla.com	

When using any of the ordering methods specified above, all State departments must conform to proper State procedures.

#### 13. ORDER ACCEPTANCE

The Contractor shall accept orders from any State department or local governmental agency. The Contractor shall <u>not</u> accept purchase documents for this contract that:

- Are incomplete;
- Are submitted without OFAM approval stamp
- Contain non-contract items; or

Contract User Instructions, Supplement 4

Contain non-contract terms and conditions.

The Contractor must not refuse to accept orders from any State department or local governmental agency for any other reason without written authorization from the Contract Administrator.

#### 14. ORDER ACKNOWLEDGMENT

The Contractor will provide the ordering agencies with an order receipt acknowledgment via e-mail/facsimile within ten (10) calendar days after receipt of an order. The acknowledgement will include:

- Ordering Agency Name
- Agency Order Number (Purchase Order Number)
- Description of Goods
- Vehicle Model Year
- Total Cost
- Date order is placed with manufacturer
- Anticipated Delivery Date
- Delayed Production Notification\* (if applicable)
- Discontinued Vehicle Notification (if applicable)

Contractor shall notify the ordering agency of any delays in production or delays in orders being accepted by the manufacturer for any period of time. Contractor shall provide estimated production start date and delivery date.

#### 15. DELAYED PRODUCTION REMEDY

Upon receipt of order acknowledgment identifying a delay in production or orders not being accepted by the manufacturer, the ordering agencies shall have the following options:

- Request back order; or
- Cancel the item from the order with no penalty

# 16. DISCONTINUED VEHICLE REMEDY

Upon receipt of order acknowledgment identifying discontinued items, the ordering agencies shall have the following options:

- Amend purchase document to reflect DGS approved replacement vehicle; or
- Cancel the item from the order

Under no circumstance is the Contractor permitted to make substitutions with non-contract/unauthorized vehicles without approval of the DGS Contract Administrator.

#### 17. DELIVERY PROCEDURES

**Pre-Delivery Checklist** 

Contract User Instructions, Supplement 4

Prior to delivery, each vehicle shall be completely inspected, serviced and detailed by the delivering dealer and/or the manufacturer's pre-delivery service center. A copy of the pre-delivery checklist shall be completed for each vehicle, signed by a representative of the organization performing the inspection/service, and delivered with the vehicle.

#### Delivery:

Delivery shall be within one hundred and fifty (150) days after receipt of order unless there is a delay in production/order acceptance from the manufacturer when changing from one (1) model year to the next. Contractor shall notify the ordering agency of such delay per Article 14, Order Acknowledgement.

Orders requiring customized work by a 3<sup>rd</sup> party supplier may exceed the delivery period requirement. Contractor shall notify ordering agency of extended delivery period per Article 14, Order Acknowledgement.

Caravan or drive-away method of delivery from the factory to a dealer is not acceptable unless agreed upon by the ordering agency.

Drop ship deliveries shall not be made without prior State inspection. All vehicles shall be delivered with no less than five (5) gallons of fuel in the tank.

Unless pre-arranged between the dealer and the ordering agency, vehicles delivered with more than fifty (50) miles on the odometer may be charged fifty (50) cents per mile in excess of 50 miles. This charge may be reflected on the invoice as a deduction from the order price. Vehicles with more than five hundred (500) miles on the odometer may not be accepted.

Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM.

In accordance with paragraph 15 of the General Provisions entitled "Delivery", the Contractor shall strictly adhere to the delivery terms and completion schedule as specified in this bid. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default".

#### **Documents**

The following documents shall be delivered to the receiving agency with the vehicle:

- Completed and signed pre-delivery service checklist, including the order number and Vehicle Identification Number (VIN);
- "Line Set Tickets" or "Window (Monroney) Sticker" showing all options installed;
- One (1) copy of the warranty, including applicable certificates, cards, etc.;
- One (1) copy of the owner's manual.

Contract User Instructions, Supplement 4

#### 18. INPSECTION AND ACCEPTANCE

Vehicles ordered for State use will be inspected by a State inspector at the dealer's place of business. Inspection will commence within five (5) working days of notification that a vehicle is ready for inspection. Inspection will include:

- Specification Compliance
- Workmanship
- Appearance
- Proper Operation of all Equipment and Systems
- Presence of all Applicable Documents

In the event deficiencies are detected, the vehicle will be rejected and the delivering dealer will be required to make the necessary repairs, adjustments or replacements. Payment and/or the commencement of a discount period (if applicable) will not begin until the defects are corrected and the vehicle is re-inspected and accepted.

Completion of inspection or acceptance by the State inspector shall in no way release the dealer from satisfying the requirements of the contract, specifications, and warranty. Deviations from the specified requirements that are detected by the inspection shall be corrected by the dealer in an expeditious manner at no expense to the owning agency.

Inspection by local agencies will be at the dealer's place of business or as otherwise agreed to by the dealer and local agency.

#### 19. EMERGENCY/EXPEDITED ORDERS

Not Applicable.

# 20. FREE ON BOARD (F.O.B.) DESTINATION

Vehicles shall be delivered from the factory to the dealer's place of business. The dealer shall deliver vehicles to ordering agencies located within the FOB point of Sacramento County at no additional cost for delivery. If the purchase order indicates delivery outside the FOB point, the delivery may be subject to an additional delivery charge. The dealer and agency will negotiate the cost of delivery beyond the FOB point. This charge shall be shown as a separate item on the purchase order and invoice.

State agencies requesting delivery outside the F.O.B. area must contact the Office of Transportation Management for freight rate comparisons if the dealer is delivering the vehicle. These delivery instructions will be provided on the purchase order. Dealers receiving a purchase order without specific transportation instructions must contact the ordering agency.

# 21. SHIPPED ORDERS

All shipments shall be in accordance with the General Provisions, Article 12 entitled "Packing and Shipment".

Contract User Instructions, Supplement 4

# 22. CONTRACT ADMINISTRATION

Both the State and the Contractor have assigned Contract Administrators as the single points of contact for problem resolution and related contract issues.

State Contact Information	DGS-PD Contract Administrator
Contact	Eugene Shemereko
Name:	
Telephone:	*(279) 946-8028*
Facsimile:	(916) 375-4613
Email:	Eugene.Shemereko@dgs.ca.gov
Address:	DGS/Procurement Division
	Attn: Eugene Shemereko
	707 Third Street, 2 <sup>nd</sup> Floor, MS 201
	West Sacramento, CA 95605

Contractor Information	Tesla, Inc. Contract # 1-20-23-10I
Contact	Sloan Cinelli
Name:	
Telephone:	(650) 440-1115
Facsimile:	(510) 249-2410
Email:	scinelli@tesla.com
Address:	45500 Fremont Blvd
	Fremont, CA 94538

#### 23. RESTOCKING FEES

The Contractor may impose a restocking fee to the ordering agency on orders cancelled after the order has been placed with the manufacturer: The Contractor shall notify the ordering agency of the order placement per Article 14, Order Acknowledgment.

Re-stocking fees can be no greater than 10 percent of the value of the vehicle being restocked.

#### 24. INVOICING

Ordering agencies may require separate invoicing, as specified by each ordering organization. Invoices will contain the following information:

- Contractor's name, address and telephone number
- Leveraged Procurement Number (Contract Number)
- Agency Order Number (Purchase Order Number)

Contract User Instructions, Supplement 4

- Item and commodity code number
- Quantity purchased
- Contract price and extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

#### 25. PAYMENT

## A. Terms

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty- five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

## B. CAL-Card Use

Use of the CAL-Card for payment of invoices is not allowed under this statewide contract.

# C. Payee Data Record

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments may contact the contractor for copies of the Payee Data Record.

#### D. State Financial Marketplace

The State reserves the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS \$Mart and/or Lease \$Mart). If payment is via the financial marketplace, the Supplier will invoice the State and the State will approve the invoice and the selected Lender/Lessor for all product listed on the State's procurement document will pay the supplier on behalf of the State.

#### 26. CALIFORNIA SELLER'S PERMIT

The California seller permit number for the Contractor is listed below. State departments can verify that permits are currently valid at the following website: <a href="www.cdtfa.ca.gov">www.cdtfa.ca.gov</a>. State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3 and SCM-F.

Contract User Instructions, Supplement 4

Contractor Name	Seller Permit #
Tesla, Inc.	100789956-00008

#### 27. WARRANTY

The manufacturer's standard new vehicle warranty shall apply to all vehicles procured against the resulting contract.

All warranties shall be factory authorized. Bumper to bumper warranty shall cover not less than 3 years/36,000 miles, no charge for parts and labor. Power train warranty for light duty vehicles weighing

8500 lbs. GVWR or less shall cover not less than 5 years/100,000 miles, no charge for parts and labor.

The warranty shall be honored by all franchised dealers of the vehicle within the State of California. The State's established preventative maintenance procedures and practices shall be acceptable to the manufacturer/dealer in lieu of the manufacturer's prescribed procedures which may form a part of the warranty.

All emission-related components shall be warranted in compliance with California Air Resources Board and Federal requirements. Proposals offering independent insurance or a statement indicating self-insurance will be deemed non-responsive and will be rejected.

If an additional extended warranty is purchased, a warranty certificate, warranty card, or a statement indicating the extended warranty has been recorded with the manufacturer shall be furnished with each vehicle delivered.

Normal wear items such as tires, belts, hoses, headlamps, light bulbs, brake linings, brake discs/drums, etc. are excluded from warranty coverage. All other items not subject to normal wear or gross operator neglect and abuse, such as window, seat, or wiper motors, chassis electrical switches (door, trunk lid) paint, hinges, locks, etc., shall be covered.

The State reserves the right to use re-refined lubrication oils, where available, in lieu of virgin equivalent oils. The re-refined oils used by the State will meet all API and SAE standards and specifications as set forth by the vehicle manufacturer.

The use of said oils shall in no way void or degrade the original manufacturer's standard warranty.

The State reserves the right to use recycled content antifreeze/coolant, where available, in lieu of virgin equivalent antifreeze/coolant when servicing its vehicles. The recycled content antifreeze/coolant used by the State will meet all ATSM standards and specifications as set forth by the vehicle manufacturer.

Note: Vehicles not placed in service immediately upon receipt shall be warranted from the date the unit is placed in service. The receiving department shall notify the dealer in writing of the actual "In-Service" date.

Contract User Instructions, Supplement 4

#### 28. REPAIR PARTS

The vehicle manufacturer shall maintain an adequate stock of all regular and special parts to meet the continuing service and repair parts needs of the State without undue delay.

A special system shall be set up for expediting the procurement of back order items needed to repair an inoperative vehicle including a system to air freight parts at factory expense when parts are not in stock in California parts depots. Parts must be available within three (3) working days after telephone notification.

Vehicles with new technology emerging into the industry (e.g. fuel cell vehicles) may require more than (3) working days for the availability of certain parts. Contractor must notify the DGS Contract Administrator and ordering agency when this occurs and provide the estimated date of availability.

# 29. RECYCLED CONTENT

State departments are required to report purchases in many product categories. The Postconsumer-Content Certification Form (CIWMB 74) for the contractor is attached (Attachment C).

#### 30. SB/DVBE PARTICIPATION

There is no Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) participation for this contract.

#### 31. ATTACHMENTS

Attachment A – Contract Pricing \*Supplement 4\*

Attachment B – Specification 2310-5371BS, revised 8/26/2020

Attachment C – Postconsumer-Content Certification Form

Attachment D – Vehicle Specifications