



Purchasing Fuel-Efficient and Alternative-Fuel Vehicles through the California Department of General Services

Introduction

The California Department of General Services (DGS) maintains master contracts for vehicles that local agencies can use to purchase fuel efficient and alternative fuel vehicles at lower prices than may be available otherwise. DGS awards master vehicle contracts to individual dealerships for specific models of vehicles within a general class of vehicles, such as hybrid sedans.

Local agencies can order vehicles directly from selected dealerships under the DGS master vehicle contracts. The DGS website contains all the information necessary for local agencies to find vehicles and dealerships that are included in the contracts. Information about using the DGS website to purchase vehicles is provided below.

Understanding How DGS Selects Dealers and Specifications under Its Contracting Process

- **How Does DGS Award Master Vehicle Contracts?**

DGS awards master vehicle contracts to individual dealerships through a competitive bidding process. DGS begins by publishing specifications for different types or classes of vehicles, such as hybrid sedans. Dealerships then submit bids for contracts to provide a specific model of vehicle for a particular class. DGS then awards contracts to winning dealerships for the model of vehicle they proposed for that class. DGS awards two contracts for each class of vehicles, one specifying delivery of vehicles to any agency within Sacramento County, and the other specifying delivery to any agency within Los Angeles County, in order to offer northern and southern California delivery opportunities.

- **Does DGS Charge a Fee for Local Agencies to Purchase Vehicles Using the DGS Master Contracts?**

Beginning with 2011 model vehicles, DGS will no longer charge local agencies a fee for using DGS master contracts.

- **Can City or County Agencies Order from Local Dealers Using the DGS Master Vehicle Contracts?**

Generally, no. Because DGS awards master vehicle contracts through a competitive bidding process, those contracts only apply to the dealerships that have been awarded the contract. However, all contract specifications and vehicle pricing information are publicly available

through the DGS website. Local agencies may use this information as a starting point for exploring purchasing opportunities with local dealerships.

One issue to consider when evaluating the cost-effectiveness of purchasing vehicles through a DGS master contract is the cost to the local agency of transporting the vehicles from the DGS-contracted dealership to the local agency. Although the dealership with which DGS has the master contract may offer a lower purchase price, that price assumes delivery of the vehicles within either Sacramento County or Los Angeles County. Local agencies outside those two counties will need to negotiate delivery terms with the dealerships. Thus, transporting the vehicle from the dealership could add additional costs to the total purchase price, such as for vehicle transport services, gasoline, or personnel time.

- **How Does DGS Add Vehicles or Specifications to the List of Master Vehicle Contracts?**

Under DGS master vehicle contracts, particular models of vehicles become available for purchase through competitive bidding, within the specifications for a given type or class of vehicles, such as hybrid sedans. Questions or suggestions regarding the specifications for a particular master vehicle contract, such as adding a new class of vehicle or proposing different specifications, may be directed to the state contract administrator for that contract. Contact information for state contract administrators is included on the state contracts index listing on the DGS website (see below).

Using the DGS Web Site

Finding master vehicle contracts for fuel efficient and alternative fuel vehicles through the DGS Web site involves four basic steps.

Step 1: Visit the State Contracts Index Listing

The State Contracts Index Listing lists all state contracts managed by DGS, including vehicle contracts. You can access the listing two ways.

1. Visit the Statewide Commodity Contracts Home Page (Figure 1) (www.pd.dgs.ca.gov/contracts/default.htm) and click the “State Contracts Index Listing” link; or
2. Visit the State Contracts Index Listing (Figure 2) directly at: <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>

Step 2: Find and Access the Appropriate Statewide Commodity Contract

Contracts are listed in alphabetical order by “Commodity/Service Description.” Scroll down the page until you find the appropriate contract, such as:

Contract Ref. No.	Commodity/Service Description	Current Contract No.	State Contract Administrator
23-22	Vehicles, Alternative Fuel	1-10-23-22	...
23-11	Vehicles, Hybrid	1-10-23-11	...
23-05	Vehicles, Neighborhood Electric	1-10-23-11	...
23-14	Vehicles, Police Enforcement Sedans	1-10-23-14	...

Click on the “Current Contract” number to the right of the description to access the contract documents on the BidSync Web site.

Step 3: Review the Contract Documents

The BidSync Web site (Figure 3) displays general information about the contract, along with Contract Documents and Contract Attachments. The general contract information at the top of the page includes contact information for the State Contract Administrator at DGS who is managing that contract.

Key documents to review are:

- User Instructions
This attachment lists the rights and responsibilities of the ordering agency under the contract and provides details regarding the ordering process.
- Attachment A – Contract Pricing
This attachment lists the basic information about each vehicle included in the master vehicle contract, such as the Contract Line Item number, the selected Dealer and contact information, a description of the vehicle, and pricing.
- The Order Cut-off Dates document
This document lists the last dates that dealerships can take orders for a particular vehicle in a given year. **NOTE:** This information may change during the course of a year due to changes in availability of specific vehicles, so it is important to verify the information with each dealer when discussing potential orders.

Step 4: Ordering Vehicles

Local agencies can place orders directly with individual dealerships that have master vehicle contracts. Contact information for the dealership is included on the BidSync Web site contract information page. Local agencies should contact the dealership to determine what the dealership needs to process an order.

Figure 1: Statewide Commodity Contracts Homepage

<http://www.pd.dgs.ca.gov/contracts/default.htm>

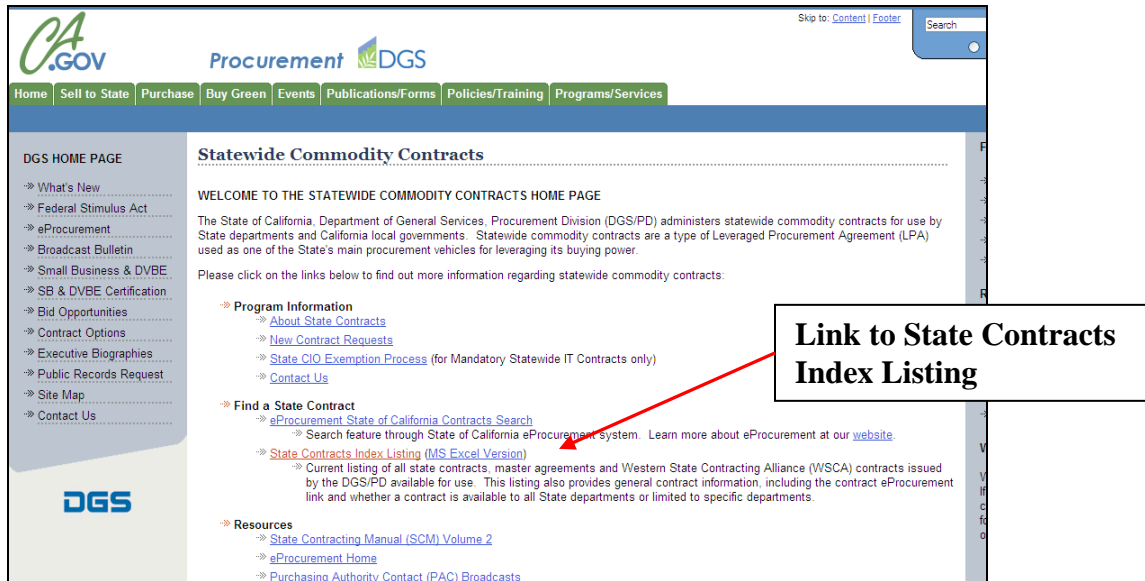


Figure 2: State Contracts Index Listing:

<http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>

Department of General Services - Procurement Division LAST UPDATED: 4/26/2010

STATE CONTRACTS INDEX LISTING

SECTIONS:
[Statewide Commodity Contracts](#)
[Statewide Food Contracts](#)
[State Price Schedules](#)
[Western States Contracting Alliance \(WSCA\) Contracts](#)
[Master Agreements](#)

INSTRUCTIONS:
 Click on the link under the **Current Contract No.** column to get to individual contract page. If you cannot locate a specific contract from this list, try searching for the commodity or service through our [eProcurement Contract Search](#) Feature.

QUESTIONS:
 If you have questions regarding this listing please contact the assigned State Contract Administrator or the State Contracts [web administrator](#).

Type	Contract Ref. No.	Commodity/Service Description	Current Contract No. (Click link to access contract)	Start Date	End Date	Mandatory (Yes/No)	State Users (Statewide/Dept Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone
STATEWIDE COMMODITY CONTRACTS (SCC)										
								Go to Statewide Commodity Contracts website		
SCC	13-02	Ammunition, New Factory Loaded	1-09-13-02A	9/1/2009	8/31/2011	Yes	Statewide	Yes	Terry Muñoz	(916) 376-5482
SCC			1-09-13-02B	9/1/2009	8/31/2011	Yes	Statewide	Yes	Terry Muñoz	(916) 376-5482
SCC	56-20	Asphalt Concrete, Plant Mix, Delivered	1-09-56-20-01-A	2/19/2009	2/18/2011	Yes	DOT only	No	Sallianne Salinas	(916) 375-4486

SCC	23-17	Vans, Modified Raised Top Handicapped	No Current Contract			Yes	Statewide	Yes	Timothy Smith	(916) 375-4451
SCC	23-22	Vehicles, Alternative Fuel	1-10-23-22	12/15/2009	9/30/2010	Yes	Statewide	Yes		
SCC	23-21	Vehicles, Fire Engines and Emergency Crew Transports	1-07-23-21	9/14/2007	9/13/2010	No	Statewide	Yes		
SCC	23-11	Vehicles, Hybrid	1-10-23-11	2/15/2009	9/30/2010	Yes	Statewide	Yes		
SCC	23-05	Vehicles, Neighborhood Electric	No Current Contract			Yes	Statewide	Yes	Marc Anderson	(916) 375-5955
SCC	23-14	Vehicles, Police Enforcement Sedans (SUV Police Package)	1-09-23-14	10/24/2008	10/31/2010	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482
SCC	23-10	Vehicles, Gasoline Powered Automobiles	1-10-23-10	1/5/2010	9/30/2010	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482
SCC	23-20	Vehicles, Trucks, Vans, & Utility Vehicles	1-10-23-20	12/15/2009	9/30/2010	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482
SCC	35-01	Vending Machines	No Current Contract			Yes	DOR only	No	Carol Loscutoff	(916) 375-4540
SCC	41-02	Water Coolers, Electric	No Current Contract			Yes	Statewide	Yes	Brian Sims	(916) 375-4452

Link to Contract Information

Figure 3: BidSync Web site contract information page

The screenshot displays the BidSync website interface. At the top, there is a navigation bar with links for Home, Free Registration, Bid Search, Procurement, and Agency Directories. The main content area is titled 'Agency Contracts' and features a 'View Contract' section. This section provides details for a contract titled 'Alternative Fuel Vehicles' with contract number 1-10-23-22, a total amount of \$1.00, and a start date of Dec 15, 2009. Below this, there are sections for 'Contract Documents' and 'Contract Attachments'. The 'Contract Documents' table lists files like 'User Instructions Sup1.pdf' and 'User Instructions.doc'. The 'Contract Attachments' table lists various specification documents and worksheets. A callout box with the text 'Links to Key Attachments' has red arrows pointing to the first three rows of the 'Contract Attachments' table.

CONTRACT	
Title	Alternative Fuel Vehicles
Contract Number	1-10-23-22
Department	State Wide
Description	Mandatory Statewide Contract for 2010 Model Year Alternative Fuel Vehicles
Start Date	Dec 15, 2009
Expiration Date	Sep 30, 2010
Total Contract Amount	\$1.00
Mandatory	Mandatory
Contacts	Christina Nunez PHONE: 916-375-4482 EMAIL: christina.nunez@dgs.ca.gov
Supplier	# - Coalings Motors Inc # - DOWNTOWN FORD SALES # - Elk Grove Auto Group # - McPeck's Dodge of Anaheim
Solicitation	#0906-017 - Alternative Fuel Vehicles
Classifications	[251015] Passenger motor vehicles

TITLE	EXPIRES
User Instructions Sup1.pdf [download]	
User Instructions.doc [download] [PDF]	
Data Questionnaire - Alternative Fuel Vehicles.xls [download] [PDF]	
Supplier Contact Information.doc [download] [PDF]	

TITLE	EXPIRES	PRIVATE
Attachment A - Contract Pricing.xls [download] [PDF]		
Attachment B - Specification 2322-0712 Alternative Fuel Vehicles.doc [download] [PDF]		
Attachment B - Specification 2310-0710 Automobiles.doc [download] [PDF]		
Attachment B - Specification 2320-0711R1 Light Truck.doc [download] [PDF]		
Attachment B - Specification 2320-0714 Passenger and Cargo Van.doc [download] [PDF]		
Attachment B - Specification 2320-0715 Sport Utility Vehicle.doc [download] [PDF]		
Attachment C - Post Consumer Recycled Content Worksheet.xls [download] [PDF]		
Attachment D - Quarterly Supplier Performance Report.doc [download] [PDF]		
Order Cut-Off Dates 5-10-10.pdf [download]		

PRODUCT CODE	TITLE	SUPPLIER	PRICE	UNIT
There are no contract items to show.				

This "how-to" guide to purchasing fuel-efficient and alternative-fuel vehicles from DGS was prepared with generous support from AAA Northern California, Nevada & Utah.