



Purchasing Forum & Trade Show

Buying Vehicles Using OGS Contracts

May 18 & 19, 2016



Agenda

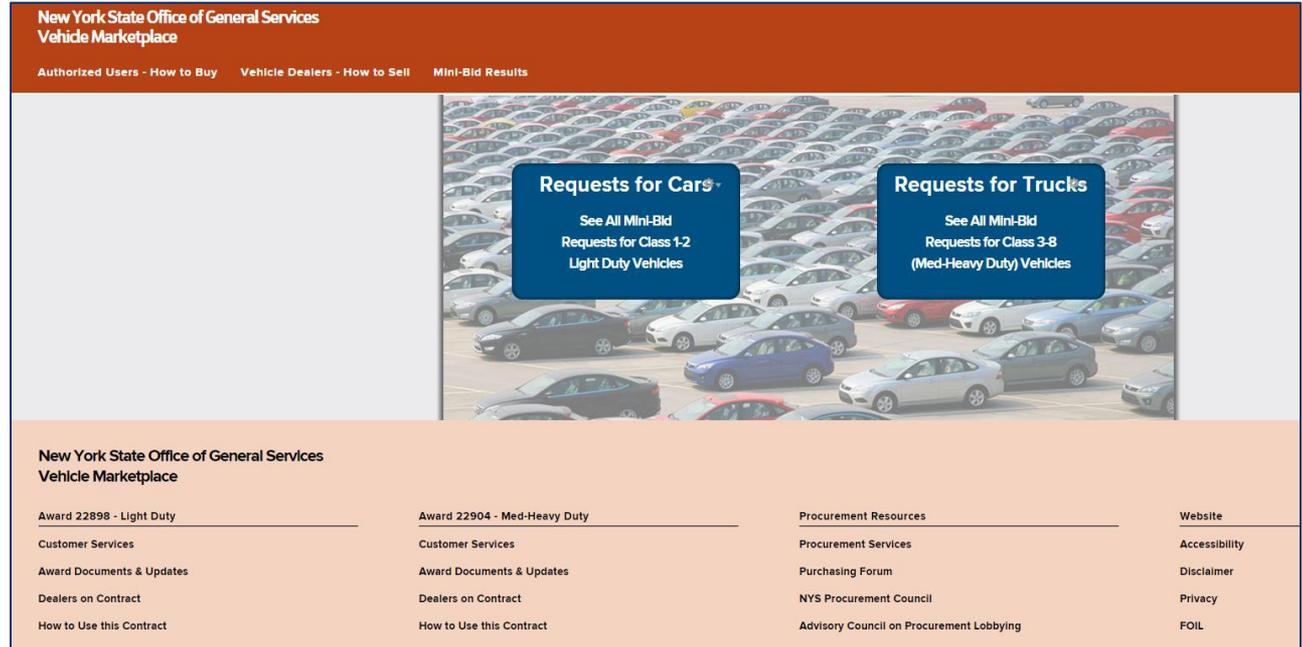
Today you will learn:

- What contracts are available for vehicle purchases
- How to use the NYS Vehicle Marketplace
 - Understanding the business process
 - Using the website



The Website: www.vehicles.nyspro.ogs.ny.gov

- Making more vehicles from more dealers available.
- Easy online system.
- Competitive bidding.



How to Buy a Vehicle



Defining Car vs. Truck

Cars (Class 1-2) are light-duty vehicles used primarily to transport passengers and cargo (cars, vans, SUVs, pickup trucks), with a gross vehicle weight rating less than or equal to 10,000 pounds.

Trucks (Class 3-8) are chassis, bodies, or complete vehicles that have a gross vehicle weight rating of greater than 10,000 pounds (also known as medium-heavy duty vehicles).

Use this FHA chart to illustrate the differences:
<http://www.afdc.energy.gov/data/10381>



Don't know exactly what you want?

That's okay. We have a few recommendations for you...

- If it's a truck (Class 3-8), you can post a request for comment (RFC) instead. When you complete Form A, just indicate on the form that it's an RFC.
- For cars and trucks, don't be afraid to review the [mini-bid results page](#) to see what others have posted and review their mini-bid.



Your First Stop: The Vehicle Buyer Page

Vehicle Buyer Information

Welcome to the New York State Vehicle Marketplace. It's where authorized users can purchase cars (Class 1-2) and trucks (Class 3-8) from a variety of vehicle dealers on contract (under awards [22898](#) and [22906](#)) by having OGS post their vehicle needs (a mini-bid) for vehicle dealers on contract to respond to. This means there are more types of vehicles and manufacturers available on contract to compete for your business resulting in competitive pricing.

Don't know exactly what you want? That's okay. We have a few recommendations for you:

- If it's a truck (Class 3-8), you can post a request for comment (RFC) instead. When you complete Form A, just indicate on the form that it's an RFC.
- For cars and trucks, don't be afraid to review the [mini-bid results page](#) to see what others have posted and review their mini-bids.

How to Buy Vehicles

Buying your vehicle is easy by following these steps. For questions, contact nypro.vehiclemarketplace@ogs.ny.gov.

1. Identify your vehicle needs and develop specifications for your request. The request may be for either specific vehicles or for any vehicles that meet the specifications provided. Not sure where to start? Review existing [mini-bid results](#) to find past specifications.
2. Obtain all necessary internal approvals. If you are not already an authorized user for OGS centralized contracts, complete the eligibility application to receive your authorized user number.
3. Next prepare your mini-bid by determining if your vehicle request is for a car (Class 1-2) or truck (Class 3-8). If your request is for a Class 3-8 vehicle, determine if you would like OGS to post your request as a request for comment (RFC) prior to issuing a mini-bid so that you can receive comments and suggestions from contractors regarding your request.
 - **Cars (Class 1-2)** are light-duty vehicles used primarily to transport passengers and cargo (cars, vans, SUVs, pickup trucks), with a gross vehicle weight rating less than or equal to 10,000 pounds.
 - **Trucks (Class 3-8)** are chassis, bodies, or complete vehicles that have a gross vehicle weight rating of greater than 10,000 pounds (also known as medium-heavy duty vehicles).
 - For more information, see the [types of vehicles by class weight chart](#).
4. Complete Form A for your request and submit it to nypro.vehiclemarketplace@ogs.ny.gov.
 - Use this form for cars (Class 1-2): [Form A \(Class 1-2\) Mini-Bid Request \(xlsx\)](#)
 - Use this form for trucks (Class 3-8): [Form A \(Class 3-8\) Mini-Bid Request \(xlsx\)](#)
5. We will post your request on our website. For mini-bids, we will collect responses for you. If it is a request for comment (RFC), contractor responses will be sent directly to the identified contacts from Form A.
6. After the closing date, we will email you all mini-bid responses we have received. Evaluate the responses and determine if you are going to award the mini-bid or not.
7. Communicate your decision to all the dealers on contract who responded using the templates provided.
 - For cars (Class 1-2): [template award / non-award](#) and [award not made](#) (docx)
 - For trucks (Class 3-8): [template award / non-award](#) and [award not made](#) (docx)
8. Submit your report of contract use by completing Form C and submitting it to nypro.vehiclemarketplace@ogs.ny.gov.

Exclusions

The following vehicles and equipment can't be purchased through the Vehicle Marketplace.

Heavy Construction Equipment: Equipment which is intended for heavy work including earthmoving, construction, lifting containers or materials, drilling holes in earth or rock, concrete or paving application or street sweeping (aerial lifts, large towable air compressors, generators, light towers, concrete saws, earth compactors, rollers, backhoes, motor graders, skid-steer loaders, bulldozers, wheel loaders, trenchers, utility tractors, excavators, forklifts, and sweepers), as well as other related attachments and equipment. If you are interested in heavy construction equipment use [Award 22762](#).

School Bus: Every motor vehicle owned, leased or contracted for by a school and operated for the transportation of pupils under the age of 21 years, children of pupils, teachers and other persons acting in the supervisory capacity, to or from school or school activities. If you are interested in school buses use [Award 22081](#) or [Award 22331](#).

Transit Bus: A rubber-tired automotive vehicle used for the provision of public transportation service. If you are interested in transit buses use [Award 22922](#).

- Find Vehicle Buyer Information
- Overview of the buying process.
- Find essential forms.
- Retrieve other resources and how-to guides.



NEW YORK
STATE OF
OPPORTUNITY.

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Complete Form A: Mini-Bid Request

- Completed by you, Form A provides the information needed by the fleet team to complete your request.
- The Form A is different if you are buying a car vs. a truck – make sure to use the right form!
- Email as an attachment to:
nyspro.vehiclemarketplace@ogs.ny.gov
- Make sure to include specifications as a separate attachment.



The Fleet Team Will...

- Review your submission
- Contact you for clarification
- Post your request on the website



Posting Your Mini-Bid Vehicle Request

Vehicle Marketplace Mini-Bid Opening Results

[Mini-Bid #16020188: \(1\) Ram Promaster 1500 Window Van, NYS Thruway Authority](#)

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020188-2016-02-26.pdf](#)

[Mini-Bid #16020187: \(1\) Ram Promaster 1500 Window Van, NYS Thruway Authority](#)

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020187-2016-02-26.pdf](#)

[Mini-Bid #16020186: \(1\) Dodge Charger PPV, Town of Vestal Police Department](#)

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020186-2016-02-26.pdf](#)

[Mini-Bid #16020185: \(1\) Dodge Charger PPV, Town of Vestal Police Department](#)

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020185-2016-02-26.pdf](#)

[Mini-Bid #16020184: \(1\) Chevrolet Tahoe PPV, Town Of Vestal Police Department](#)

Bid Opening Date: February 26, 2016

Bid Opening Results:  [22898_Mini-Bid_Results_16020184-2016-02-26.pdf](#)

You will be able to see:

- Mini-bid #
- Closing date & time
- Vehicle type & make
- Quantity
- Delivery location(s)



Posting Your Mini-Bid Vehicle Request

Mini-Bid #16020188

Form A: Mini-Bid Request

Mini-Bid Description: (1) Ram Promaster 1500 Window Van, NYS Thruway Authority

Bid Due Date: Thursday, February 25, 2016 - 5:00 pm EST

Type of Entity: State Agency

Authorized User Entity Name: NYS Thruway Authority

Primary Contact Name: Suzanne Nye

Primary Contact Title: Purchasing Officer 1

Primary Contact Email: suzanne.nye@thruway.ny.gov

Primary Contact Phone: 518-436-2753

Secondary Contact Name: Wendy Clark

Secondary Contact Title: Purchasing Officer 2

Secondary Contact Email: wendy.clark@thruway.ny.gov

Secondary Contact Phone: 518-436-2711

Types of Vehicle(s) Requested: Specific vehicle(s) (i.e. year/make/model/model number)

Type of Vehicle Order: Vehicle(s) built to specifications at the OEM factory

VEHICLE REQUEST INFORMATION:

Number of Vehicles:	1
Make:	Ram
Model:	Promaster 1500
Vehicle Type:	Other (Specify)
Specifications Document:	22898-FormA-16020188-NYS-Thruway-Auth-Specs.pdf
Other Vehicle Type:	Window Van
Model Year:	2016
Will other model years be considered?:	Yes
Drive Type:	FWD
Fuel Type:	Flex Fuel Vehicle (Gasoline/E85)
Interior/Exterior Color:	See attached specifications
Seat Fabric:	See attached specifications

DELIVERY LOCATION:

# Vehicles Delivered at this Location:	1
Address 1:	200 Southern Blvd Rt.9W
City:	Albany
State:	New York
Zip Code:	12209
County:	Albany
Region:	
Region 3 (Albany, Columbia, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington)	
Last Possible Delivery Date:	Thursday, February 25, 2016

Click on the mini-bid request to get more detail:

- Mini-bid description
- Primary & secondary contact information
- Vehicle request info (make, model, year, etc.)
- Attachments
- Delivery location specifications



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Example Vehicle Specifications

2015 Chevrolet Silverado 2500 HD

Vehicle Specifications:

Exterior paint, code 9W3, Wheatland Yellow only

Manufacturer's standard seating surfaces at no additional cost; vinyl, no color preference

Regular cab

Back Rack brand window guard only

Light bracket for Back Rack with 7100 LED lighting system installed

PM87 Slide and pintle ball combination by Western only

Western MVP-3 only (no substitutions) 8 ½' plow with stainless steel moldboard

Spray-on bed liner, no preference

Let the Bidding Begin!

- The bidding period is 5 business days (or fewer if urgent).
- On 6th business day, bids are opened, tabulated, and sent to you via email.
- After that, you evaluate the responses to make your final business decision.
- You may contact the bidders for clarification and additional information at any time.



Form B Summary: What to Expect

When you receive the responses, it will include a summary tab of information.

Mini-Bid #15030023 Response Opening Results

Bidder (#)	Mini-Bid #	Contractor	Contract #	Model Year	Make	Model	Total # of Vehicles	Total NYS Contract Price for Mini-Bid
Bidder	15030023	BEYER OF MORRISTOWN LLC	PC66677	2015	RAM	3500 PROMASTER HIGH ROOF CARGO VAN	1	\$30,108.26
Bidder (2)	15030023	ROBERT GREEN AUTO & TRUCK INC	PC66686	2015	DODGE RAM	PROMASTER	1	\$30,198.98

Late Bid (#)	Mini-Bid #	Contractor	Contract #	Date/Time Bid Arrived

No Bid (#)	Mini-Bid #	Contractor	Contract #	Reason for No Bid
No Bid	15030023	Eagle Auto Mall Sales, Inc.	PC66678	GM/Chevrolet does not offer a similar high roof design cargo van.

Remember Form C: Report of Contract Usage

- When PO is issued or if you decided not to make a purchase, complete Form C and return via email to: nyspro.vehiclemarketplace@ogs.ny.gov
- We use this information to track contract usage and report out on how the contracts are being used.



We are here to help!

- Your feedback also plays an important role in the success of this program.
- The Vehicle Marketplace Fleet Team is available Monday-Friday 8:00am-5:00pm.
- Be sure to email us at:
nyspro.vehiclemarketplace@ogs.ny.gov
- www.vehicles.nyspro.ogs.ny.gov

Questions?