

**2023 VEHICLE SEASON
MASTER AGREEMENT TERMS AND CONDITIONS
STATE OF NEBRASKA**

BIDDER NAME: _____

*****PLEASE ENSURE THE BIDDER'S NAME AND ITB TECHNICAL SPECIFICATIONS NUMBER IS ENTERED IN THE HEADER SECTION OF EVERY PAGE OF THIS DOCUMENT*****

The State of Nebraska (State), Department of Administrative Services (DAS), Materiel Division, State Purchasing Bureau (SPB), is issuing solicitation(s) for commodity contract(s), for the purpose of selecting qualified Vendor(s) to provide **2023 Vehicle Season**. A more detailed description can be found in the corresponding Technical Specifications document. The resulting contracts may not be exclusive contracts as the State reserves the right to contract for the same or similar goods from other sources now or in the subsequent. **The term of the resulting contracts will be one (1) year commencing upon execution of the contracts by the State and the Bidder (Parties) and include an option to renew for one (1) additional one (1) year period upon mutual agreement of the Parties.**

The State reserves the right to extend the period of this contract beyond the expiration, for half of the initial Contract term, when mutually agreeable to the Parties.

INFORMATION PERTINENT TO THIS SOLICITATION CAN BE FOUND ON THE INTERNET AT:

<http://das.nebraska.gov/materiel/purchasing.html>

IMPORTANT NOTICE: Pursuant to Neb. Rev. Stat. § 84-602.04, State contracts in effect as of January 1, 2014, and contracts entered into thereafter, must be posted to a public website. The resulting contract, the solicitation, and the awarded bidder's bid will be posted to a public website managed by DAS, which can be found at <http://statecontracts.nebraska.gov>.

In addition and in furtherance of the State's public records Statute (Neb. Rev. Stat. § 84-712 et seq.), all bids or responses received regarding this solicitation will be posted to the SPB public website. **These postings will include the entire bid.**

When submitting proprietary information, the following steps must be followed:

1. **The bidder(s) must request that proprietary information be excluded from the posting;**
2. **The bidder must identify and mark the proprietary information with the words "PROPRIETARY INFORMATION" according to State law;**
3. **Any proprietary information must be submitted as a separate electronic file(s) titled "PROPRIETARY INFORMATION" or in a separate container or envelope marked conspicuously;**
 - a. **If file(s) are submitted electronically they must not be password protected.**
4. **The bidder must submit a detailed written document showing that the release of the proprietary information would give a business advantage to named business competitor(s) and explain how the named business competitor(s) will gain an actual business advantage by disclosure of information.**
 - a. **The mere assertion that information is proprietary or that a speculative business advantage might be gained is not sufficient (See Attorney General Opinion No. 92068, April 27, 1992).**
5. **The bidder may not assert that the entire bid is proprietary.**
6. **Bids will not be considered proprietary and are a public record in the State of Nebraska.**

The State will determine, in its sole discretion, if the disclosure of the information designated by the Bidder as proprietary would:

1. **Give advantage to business competitors; and,**
2. **Serve no public purpose.**

The Bidder will be notified of the State's decision. Absent a determination by the State that the information may be withheld pursuant to Neb. Rev. Stat. § 84-712.05, the State will consider all information a public record subject to disclosure.

If the Agency determines it is required to release Proprietary information, the bidder will be informed. **It will be the bidder's responsibility to defend the bidder's asserted interest in non-disclosure.**

To facilitate such public postings, with the exception of "**PROPRIETARY INFORMATION**", the State of Nebraska reserves a royalty-free, nonexclusive, and irrevocable right to copy, reproduce, publish, post to a website, or otherwise use any contract or bid to this solicitation for any purpose, and to authorize others to use the documents. Any individual or entity awarded a contract, or who submits a bid to this solicitation, specifically waives any copyright or other protection the contractor bid to the solicitation may have; and, acknowledges that they have the ability and authority to enter into such waiver. This reservation and waiver is a prerequisite for submitting a bid to this solicitation, and award of a contract. **Failure to agree to the reservation and waiver will result in the bid to the solicitation being found non-responsive and rejected.** Any entity awarded a contract or submitting a bid to the solicitation agrees not to sue, file a claim, or make a demand of any kind, and will indemnify and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses, sustained or asserted against the State, arising out of, resulting from, or attributable to the posting of the contract or the proposals and responses to the solicitation, awards, and other documents.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

GLOSSARY OF TERMS

Acceptance Test Procedure: Benchmarks and other performance criteria, developed by the State or other sources of testing standards, for measuring the effectiveness of products or goods and the means used for testing such performance.

Addendum: Something to be added or deleted to an existing document; a supplement.

After Receipt of Order: After Receipt of a purchase order or Release.

Agency: Using Agencies shall mean and include all Agencies, boards, bureaus, commissions other than the University of Nebraska, the Nebraska State colleges, councils, courts and institutions receiving legislative appropriations, departments, officers of the State, or any other office or Agency established by the Constitution of Nebraska.

Agent/Representative: A person authorized to act on behalf of another.

Amend: To alter or change by adding, subtracting, or substituting.

Amendment: A written correction or alteration to a document.

Appropriation: Legislative authorization to expend public funds for a specific purpose. Money set apart for a specific use.

Automated Clearing House: Electronic network for financial transactions in the United States.

Award: All purchases, leases, or contracts, which are based on competitive bids, will be awarded according to the provisions in the solicitation.

Best and Final Offer: In a competitive bid, the final offer submitted which contains the bidder's most favorable terms for price.

Bid: An offer, or quote submitted by a Vendor in a response to a written solicitation.

Bidder: A Vendor who submits an offer bid in response to a written solicitation.

Breach: Violation of a contractual obligation by failing to perform or repudiation of one's own promise.

Build Out Date: The last calendar date that a Model shall be manufactured for a particular Model Year.

Business: Any corporation, partnership, individual, sole proprietorship, joint-stock company, joint venture, or any other private legal entity.

Business Day: Monday through Friday excluding Saturdays and Sundays and State/Federal recognized holidays.

Calendar Day: Every day shown on the calendar including Saturdays, Sundays, and State/Federal recognized holidays.

Cancellation: To call off, revoke a bid, contract, or purchase order without expectation of conducting or performing it at a later time.

Collusion: An agreement or cooperation between two (2) or more persons or entities to accomplish a fraudulent, deceitful, or unlawful purpose.

Commodities: Any equipment, material, supply or goods; anything movable or tangible that is provided or sold.

Commodities Description: Detailed descriptions of the items to be purchased; may include information necessary to obtain the desired quality, type, color, size, shape, or special characteristics necessary to perform the work intended to produce the desired results.

Competition: The effort or action of two (2) or more commercial interests to obtain the same business from third parties.

Confidential Information: Unless otherwise defined below, "Confidential Information" shall also mean proprietary trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Nebraska Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive.

Contract: An agreement between two (2) or more parties creating obligations that are enforceable or otherwise recognizable at law; the writing that sets forth such an agreement.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

Contract Administration: The management of the contract, which includes and is not limited to contract signing, contract amendments and any necessary legal actions.

Contract Management: The management of day-to-day activities at the Agency, which includes and is not limited to ensuring deliverables are received, specifications are met, handling meetings and making payments to the Vendor.

Contract Term: The duration of the contract.

Core Items: Items specifically listed in any ITB Technical Specifications upon which a bid is evaluated for award.

Cooperative Purchasing: The combining of requirements of two (2) or more political entities to obtain advantages of volume purchases, reduction in administrative expenses or other public benefits.

Copyright: A property right in an original work of authorship fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt and distribute the work.

Customer Service: The process of ensuring customer satisfaction by providing assistance and advice on those products or goods provided by a Vendor.

Cut-Off Date: The last date on which it is possible to submit purchase orders to the Vendor.

Default: The omission or failure to perform a contractual duty.

Deviation: Any proposed change(s) or alteration(s) to either the Terms and Conditions or deliverables within the scope of the written solicitation or contract.

Exception: See "Deviation".

Evaluation: The process of examining an offer after opening to determine the bidder's responsibility, responsiveness to requirements, and to ascertain other characteristics of the offer that relate to determination of the successful award.

Extension: Continuance of a contract for a specified duration upon the agreement of the parties beyond the original Contract Period. Not to be confused with "Renewal Period".

Free on Board Destination: Delivery term that transfers the title of goods from the Vendor to the purchaser when the commodities/goods are physically delivered to the purchaser. Destination also implies that the delivery charges are included in the quoted price and prepaid by the Vendor.

Foreign Corporation: A foreign corporation that was organized and chartered under the laws of another State, government, or country.

Grievance: A complaint about a governmental action or decision related to any ITB Technical Specifications or resultant contract, brought by a Vendor who has timely submitted a bid in connection with the award in question, to AS Materiel Division or another designated Agency with the intention of achieving a remedial result.

Installation Date: The date when the procedures described in "Installation by Vendor", and "Installation by State", as found in the ITB Technical Specifications, or Contract are completed.

Interested Party: A person, acting in their personal capacity, or an entity entering into a contract or other agreement creating a legal interest therein.

Invalid Bid: A bid that does not meet the requirements of the solicitation or cannot be evaluated against the other bids including a faxed or emailed bid for a term contract.

Invitation to Bid: A written solicitation utilized for obtaining competitive offers for Commodities/Goods.

ITB Technical Specifications Evaluation Committee: Agency personnel that advises and assists the procuring office in the evaluation of bids.

Late Bid: An offer received after the Opening Date and Time.

Licensed Software Documentation: The user manuals and any other materials in any form or medium customarily provided by the Vendor to the users of the Licensed Software, which will provide the State with sufficient information to operate, diagnose, and maintain the Licensed Software properly, safely, and efficiently.

Mandatory: Required, compulsory, or obligatory.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

May: Discretionary, permitted; used to express possibility.

Module: A collection of routines and data structures that perform a specific function of software.

Must: See "Mandatory".

National Institute for Governmental Purchasing: Source used for assignment of universal commodity codes to commodities/goods.

Non-Responsive Bidder: A Bidder who has submitted a bid, which does not conform to all requirements of the solicitation document.

Open Market Purchase: Authorization may be given to an Agency to purchase items above direct purchase authority due to the unique nature, price, quantity, location of the using Agency, or time limitations by DAS Materiel Division, SPB.

Operating System: The control program in a computer that provides the interface to the computer hardware and peripheral devices, and the usage and allocation of memory resources, processor resources, input/output resources, and security resources.

Outsourcing: The contracting out of a business process, which an organization may have previously performed internally or has a new need for, to an independent organization from which the process is purchased back.

Payroll & Financial Center: Electronic procurement system of record.

Platform: A specific hardware and Operating System combination that is different from other hardware and Operating System combinations to the extent that a different version of the Licensed Software product is required to execute properly in the environment established by such hardware and Operating System combination.

Point of Contact: The person designated to receive communications and to communicate.

Pre-Bid Conference: A meeting scheduled for the purpose of clarifying a written solicitation and related expectations.

Price List: A printed or electronic list of item pricing, also known as the Manufacturer's Suggested Retail Price, the Recommended Retail Price, or the Suggested Retail Price.

Product: Something that is distributed commercially for use or consumption and that is usually (1) tangible personal property, (2) the result of fabrication or processing, and (3) an item that has passed through a chain of commercial distribution before ultimate use or consumption.

Project: The total scheme, program, or method worked out for the accomplishment of an objective, including all documentation and commodities/goods to be provided under the contract.

Proprietary Information: Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which, if released, would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific named competitor(s) advantaged by release of the information and the demonstrated advantage the named competitor(s) would gain by the release of information

Protest: See "Grievance".

Public Bid Opening Date and Time: The process of opening correctly submitted labeled, and sealed formal bids offers by the specified date, time, and place specified in the written solicitation and in the presence of anyone who wished to attend.

Quote: A document to provide the current price or bid-offer for a commodity/good.

Release Date: The date of public release of the written solicitation to seek offers

Request for Information: A general invitation to Vendors requesting information for a potential subsequent solicitation. The RFI is typically used as a research and information gathering tool for preparation of a solicitation.

Responsible Bidder: A Bidder who has the capability in all respects to perform fully and lawfully all requirements with integrity and reliability to assure good faith performance.

Responsive Bidder: A Bidder who has submitted a bid, which conforms to all requirements of the solicitation document.

Shall: See "Mandatory".

Should: Expected; suggested, but not necessarily mandatory.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

Software License: Legal instrument with or without printed material that governs the use or redistribution of licensed software.

Specifications: The detailed statement, especially of the measurements, quality, materials, and functional characteristics, or other items to be provided under a contract.

Statutory: These clauses are controlled by State law and are not subject to negotiation.

Subcontractor: Individual or entity with whom the Vendor enters a contract to perform a portion of the work awarded to the Vendor.

System: Any collection or aggregation of two (2) or more Modules that is designed to function, or is represented by the Vendor as functioning or being capable of functioning, as an entity.

Termination: Occurs when the contract expires or either party, pursuant to a power created by agreement or law puts an end to the contract prior to the stated expiration date. All obligations, which are still executory on both sides, are discharged but any right based on prior breach or performance survives.

Third-Party: Any person or entity, including but not limited to fiduciaries, shareholders, owners, officers, managers, employees, legally disinterested persons, and Subcontractors or agents, and their employees. It shall not include any entity or person who is an interested Party to the contract or agreement.

Trade Secret: Information, including, but not limited to, a drawing, formula, pattern, compilation, program, device, method, technique, code, or process that (a) derives independent economic value, actual or potential, from not being known to, and not being ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (see Neb. Rev. Stat. § 87-502(4)).

Trademark: A word, phrase, logo, or other graphic symbol used by a manufacturer or Vendor to distinguish its product from those of others, registered with the U.S. Patent and Trademark Office.

Upgrade: Any change that improves or alters the basic function of a product of service.

Vendor: An individual or entity lawfully conducting business in the State and registered with the State to do so, or licensed to do so, who seeks to provide goods or goods under the terms of a written solicitation.

Vendor Performance Report: A report that documents good and poor performance (See Supplier and Procurement Manual).

Will: See "Mandatory".

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

ACRONYM LIST

ACH: Automated Clearing House
ARO: After Receipt of Order
BAFO: Best and Final Offer
CCA: Cold Cranking Amps
CPU: Central Processing Unit
CVT: Continuously Variable Transmission
DAS: Department of Administrative Services
e-CFR: Electronic Code of Federal Regulations
EFT: Electronic Fund Transfer
EPA: Environmental Protection Agency
EPA/MPG: Miles Per Gallon
FMVSS: Federal Motor Vehicle SAFETY Standards
FOB: Free on Board
GVWR: Gross Vehicle Weight Rating
ISO: International Organization for Standardization
ITB: Invitation to Bid
MA: Master Agreement
MSRP: Manufacturer's Suggested Retail Price
NDOT: Nebraska Department of Transportation
NHTSA: National Highway Traffic Safety Administration
NIGP: National Institute for Governmental Purchasing
PA: Participating Addendum
PCO: Procurement Contracts Officer(s)
POC: Point of Contact
PFC: Payroll & Financial Center
RFI: Request for Information
RRP: Recommended Retail Price
SAE: Society of Automotive Engineers
SPB: State Purchasing Bureau
SRP: Suggested Retail Price.
SUV: Sport Utility Vehicle
TSB: Transportation Services Bureau
UHF: Ultrahigh Frequency

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

UNL: University of Nebraska Lincoln

USEPA: United States Environmental Protection Agency

VHF: Very High Frequency

VIN: Vehicle Information Number

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

I. SCOPE OF THE MA TERMS AND CONDITIONS

A. By signing this document, the Bidder agrees to the **MA Terms and Conditions** contained herein. Upon contract award, these Terms and Conditions will become a part of the contract.

B. EXPLANATION OF MA TERMS AND CONDITIONS

The **MA Terms and Conditions** will apply to all bids submitted for the **2023 Vehicle Season**. Each bidder must complete and submit only **ONE (1) MA Terms and Conditions** prior to/or with their first bid submitted for the **2023 Vehicle Season**.

It is the Bidders' responsibility to ensure their **MA Terms and Conditions** have been submitted and received prior to, or with, the first bid submitted for each bidder.

C. REQUIRED INFORMATION AND SIGNATURE OF MA TERMS AND CONDITIONS

*****BIDDER MUST COMPLETE AND SIGN THE FOLLOWING*****

By signing the **MA Terms and Conditions**, the Bidder guarantees compliance with the provisions stated in the **MA Terms and Conditions**. The **MA Terms and Conditions** should be signed in an indelible manner or through DocuSign and the bidder guarantees compliance with the provisions stated in this **MA Terms and Conditions**. The Bidder agrees to the Terms and Conditions, unless otherwise agreed to, which includes certifying that bidder shall maintain a drug free work place environment.

VENDOR NAME:	
ADDRESS:	
CONTACT NAME & TITLE:	
PHONE NUMBER:	
EMAIL:	
SIGNATURE:	
PRINT NAME:	
DATE:	
NEBRASKA DEALER LICENSE NUMBER:	

D. MOTOR VEHICLE INDUSTRIES REGULATION ACT

All Bidders must comply with the licensing requirements for Motor Vehicle Dealers established under the Motor Vehicle Industries Regulation Act, Nebraska Revised Statutes, Chapter 60, Article 14 at time of bid. **Bids will only be accepted from Bidders who are fully compliant with the Motor Vehicle Industries Regulation Act, Chapter 60, Article 14.**

E. AUTHORIZED DEALER

The Bidder shall be an authorized dealer and may be required to substantiate such. If substantiation is required by SPB, the bidder must submit proof to SPB within three (3) days of the request and prior to the award of any contract. The terms of the original Manufacturer's standard warranty shall apply to all equipment acquired from this solicitation for the entire warranty period.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

II. PROCUREMENT PROCEDURE

A. GENERAL INFORMATION

The **MA Terms and Conditions & ITB Technical Specifications** are designed to solicit bids from qualified Bidders who will be responsible for providing **2023 or Current Production Year Vehicles** at a competitive and reasonable cost.

Bids shall conform to all instructions, conditions, and requirements included in this **MA Terms and Conditions** and any subsequent **ITB Technical Specifications**. Prospective Bidders are expected to carefully examine the **MA Terms and Conditions**, all subsequent **ITB Technical Specifications** documents, schedules, and requirements, and respond to each requirement in the format prescribed. Bids will be found non-responsive if they do not conform to the requirements of the **MA Terms and Conditions** and any subsequent **ITB Technical Specifications**.

By signing and submitting the original **MA Terms and Conditions**, the Bidder agrees to each and every one of the State's **MA Terms and Conditions** and any subsequent **ITB Technical Specifications**.

Fixed-price contracts will be awarded as a result of the **MA Terms and Conditions** and any subsequent **ITB Technical Specifications**.

B. PROCURING OFFICE AND COMMUNICATION WITH STATE STAFF

Procurement responsibilities related to this **MA Terms and Conditions** and any subsequent **ITB Technical Specifications** reside with the SPB. The SPB POC(s) for this **MA Terms and Conditions** and any subsequent **ITB Technical Specifications** are as follows:

POC(s): Rob Taylor, PCO
Christie Kelly, PCO
Agency: State Purchasing Bureau
Address: 1526 K Street
Lincoln, NE 68508

Telephone: 402-471-6500

E-Mail: as.materielpurchasing@nebraska.gov

From the date any subsequent **ITB Technical Specifications** are issued until an Intent to Award is posted, communication with the Bidder is limited to the POC(s) listed above. After an Intent to Award is posted, the Bidder may communicate with individuals the State has designated as responsible for negotiating the contract on behalf of the State. **Only SPB can award a contract. No other member of the State Government or employee of the State is empowered to make binding statements regarding this solicitation.** The POC(s) will issue any answers, clarifications, Addenda, or Amendments regarding any subsequent **ITB Technical Specifications** in writing. Bidders shall not have any communication with, attempt to communicate with, or attempt to influence any evaluator involved in this solicitation.

The following exceptions to these restrictions are permitted:

1. Contact made pursuant to pre-existing contracts or obligations;
2. Contact required by the Schedule of Events or an event scheduled later by the POC(S); and
3. Contact required for negotiation and execution of any final contract(s).

*The State reserves the right to reject a bidder's **ITB Technical Specifications**, withdraw an Intent to Award, or terminate a contract if the State determines there has been a violation of these procurement procedures.*

C. SCHEDULE OF EVENTS

The State expects Bidders to adhere to the tentative procurement schedule shown in any subsequent **ITB Technical Specifications**. It should be noted; however, that all dates are approximate and subject to change.

D. WRITTEN QUESTIONS AND ANSWERS

Questions regarding the meaning or interpretation of any subsequent **ITB Technical Specifications** provision(s) must be submitted in writing to SPB. The Bidder will find in-depth instructions in any subsequent **ITB Technical Specifications**.

E. PRE-BID CONFERENCE

A pre-bid conference may be held per the Schedule of Events. Attendance at the pre-bid conference is optional unless otherwise stated in any subsequent **ITB Technical Specifications**. Bidders will have an opportunity to ask questions at the conference to assist in the clarification and understanding of the **ITB Technical Specifications** requirements. Questions that have a material impact on the **ITB Technical Specifications** or **ITB Technical Specifications** process, and relevant to all Vendors will be answered in writing and posted at <https://das.nebraska.gov/materiel/bidopps.html#>. An answer must be posted to be binding on the State. The State will attempt to provide verbal answers to questions that do not impact the **ITB Technical Specifications** or process, and are only of interest to an individual Vendor during the conference. If a Vendor feels it necessary to have a binding answer to a question that was answered verbally, the question should be submitted in writing per the Schedule of Events.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

F. RECYCLING (§ 81-15,159(d)(2))

Preference will be given to items which are manufactured or produced from recycled material or which can be readily reused or recycled after their normal use. Preference will also be given to purchases of corn-based biodegradable plastics and road deicers if available and suitable. No preference shall be given if such preference would result in the purchase of products, materials, or supplies that are of inadequate quality or of substantially higher cost.

G. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS (Statutory)

All Bidders must be authorized to transact business in the State and comply with all Nebraska Secretary of State Registration requirements. Any Bidder who is the recipient of an Intent to Award, upon request from SPB, will be required to certify that it has complied and produce a true and correct copy of its current Certificate or Letter of Good Standing (within ninety (90) calendar days of the intent to award), or in the case of a sole proprietorship, provide written documentation of sole proprietorship and the United States Citizenship Attestation Form, available on the DAS website at <http://das.nebraska.gov/materiel/purchasing.html>. This must be accomplished prior to execution of the contract.

H. ETHICS IN PUBLIC CONTRACTING

The State reserves the right to reject bids, withdraw an Intent to Award or award, or terminate a contract if a Bidder commits or has committed ethical violations, which include, but are not limited to:

1. Offering or giving, directly or indirectly, a bribe, fee, commission, compensation, gift, gratuity, or anything of value to any person or entity in an attempt to influence the bidding process;
2. Utilize the services of lobbyists, attorneys, political activists, or consultants to influence or subvert the bidding process;
3. Being considered for, presently being, or becoming debarred, suspended, ineligible, or excluded from contracting with any State or Federal entity;
4. Submitting a bid on behalf of another party or entity;
5. Collude with any person or entity to influence the bidding process, submit sham bids, preclude bidding, fix pricing or costs, create an unfair advantage, subvert the bid, or prejudice the State,

The Bidder shall include this clause in any Subcontract entered into for the exclusive purpose of performing this contract.

Bidder shall have an affirmative duty to report any violations of this clause by the Bidder throughout the bidding process, and throughout the term of this contract for the successful Bidder and their Subcontractors.

I. DEVIATIONS FROM THE MA TERMS AND CONDITIONS & ITB TECHNICAL SPECIFICATIONS

The requirements contained in the **MA Terms and Conditions** & subsequent **ITB Technical Specifications** document become a part of the **MA Terms and Conditions** of the contract resulting from subsequent **ITB Technical Specifications**. Any deviations from the **MA Terms and Conditions** & subsequent **ITB Technical Specifications** must be clearly defined by the Bidder in its bid and, if accepted by the State, will become part of the contract. Any specifically defined deviations must not be in conflict with the basic nature of the **MA Terms and Conditions** & subsequent **ITB Technical Specifications**, mandatory requirements, or applicable State or Federal laws or statutes. "Deviation" or "Exception", for the purposes of the **MA Terms and Conditions** & subsequent **ITB Technical Specifications**, means any proposed changes or alterations to either the contractual language or deliverables within the scope of the **ITB Technical Specifications**. The State discourages deviations or exceptions and reserves the right to reject proposed deviations.

J. SUBMISSION OF MA TERMS AND CONDITIONS

1. The State is accepting electronically submitted MA Terms and Conditions for the **2023 Vehicle Season**.
 - a. It is the responsibility of the bidder to check the website for all information relevant to the **MA Terms and Conditions** to include Addenda and/or Amendments at <https://das.nebraska.gov/materiel/bidopps.html>.
 - b. Emphasis should be concentrated on conformance to the **MA Terms and Conditions** instructions, responsiveness to requirements, completeness, and clarity of content. If the bidder's **MA Terms and Conditions** are presented in such a fashion that makes evaluation difficult or overly time consuming the State reserves the right to reject the **MA Terms and Conditions** as nonresponsive.
2. **ELECTRONICALLY UPLOADING TO SHAREFILE**
 - a. Bidders should upload the **MA Terms and Conditions** via ShareFile Link to <https://nebraska.sharefile.com/r-rca50cee0f3b14bdaa7839e10676a0997>
 - b. Not all browsers are compatible with ShareFile. **Chrome, Internet Explorer and Firefox are compatible but Microsoft Edge is not.**
 - c. **After the bidder clicks the bid submission link, the bidder will be prompted to enter contact information including an e-mail address so that the bidder will receive a confirmation email confirming the successful upload directly from ShareFile.**
3. **ELECTRONIC MA TERMS AND CONDITIONS FILE NAMES**

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

- a. Any Proprietary information (if applicable) should be uploaded as separate and distinct files and titled as such.
- b. The Bidder should clearly identify the uploaded MA Terms and Conditions using the naming convention in letter "c".
- c. **DO NOT ADD any language to the naming convention.** Long titles can make the files difficult to work with. Consistency is key.
- d. Please submit the MA Terms and Conditions using the following naming convention:
"2023 MA Terms and Conditions NAME OF BIDDER"

K. BID PREPARATION COSTS

The State shall not incur any liability for any costs incurred by Bidders in replying to this **MA Terms and Conditions** and any subsequent **ITB Technical Specifications**, including any activity related to the bid process.

L. FAILURE TO COMPLY WITH MA TERMS AND CONDITIONS & ITB TECHNICAL SPECIFICATIONS

Violation of the **MA Terms and Conditions** & any subsequent **ITB Technical Specifications** or any resultant contract, at any time before or after the award, shall be grounds for action by the State, which may include, but is not limited to, the following:

1. Rejection of a Bidder's bid;
2. Withdrawal of the Intent to Award;
3. Withdrawal of the Award;
4. Termination of the resulting contract;
5. Legal action; or,
6. Suspension of the Bidder from further bidding with the State for the period of time relative to the seriousness of the violation, such period to be within the sole discretion of the State.

M. BID CORRECTIONS

The bidder is responsible for reviewing their bid(s) before submission for accuracy and completeness. A bidder may correct a mistake in a bid prior to the time of opening by giving written notice to the State of intent to withdraw the bid for modification or to withdraw the bid completely. Changing a bid after opening may be permitted if the change is made to correct a minor error that does not affect price, quantity, quality, delivery, or contractual conditions. In case of a mathematical error in extension of price, unit price shall govern.

N. LATE BIDS

Bids received after the time and date of the Bid Opening will be considered late bids. If not submitted electronically, late bids will be returned unopened, if requested by the Bidder and at Bidder's expense. The State is not responsible for bids that are late or lost regardless of cause or fault. **Hardware, software, internet, user, or electronic issues will not excuse a late bid.**

O. PUBLIC BID OPENING

Anyone may attend the opening. It is considered a public opening. The PCO will read the names of the respondents. Depending upon the complexity of the bid, the PCO may read the bids aloud or allow bids be available for viewing by the public during the bid opening. Once the bid opening has concluded, the bids will not be available for viewing until the Intent to Award has been posted. An initial bid tabulation will be posted to the website as soon as feasible. Information identified as proprietary by the submitting Vendor, in accordance with the **ITB Technical Specifications** and State statute, will not be posted. If the State determines submitted information should not be withheld, in accordance with the [Public Records Act](#), or if ordered to release any withheld information, said information may then be released. The submitting bidder will be notified of the release and it shall be the obligation of the submitting bidder to take further action, if it believes the information should not be released.

P. MA TERMS AND CONDITIONS & ITB TECHNICAL SPECIFICATIONS REQUIREMENTS

The **MA Terms and Conditions & ITB Technical Specifications** will be examined to determine if all requirements listed below have been addressed and whether further clarification is warranted. Any **MA Terms and Conditions & ITB Technical Specifications** not meeting the requirements may be rejected as nonresponsive. The requirements are:

1. Only one (1) copy of the completed **MA Terms and Conditions** should be submitted for the **2023 Vehicle Season**;
2. The completion of all sections of the **MA Terms and Conditions**; and,
3. The completion of all sections of any subsequent **ITB Technical Specifications**.
4. Completed State's Bid Sheet (if applicable);
5. Any supporting documentation: color charts, warranties, etc.; and,

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

Q. EVALUATION OF BIDS

All bids that are responsive to the solicitation will be evaluated based on the following:

Neb. Rev. Stat. § 81-161 allows the quality of performance of previous contracts to be considered when evaluating bids to competitively bid solicitations in determining the lowest responsible bidder. Information obtained from any Vendor Performance Report may be used in evaluating bids to solicitations for goods and services to determine the best value for the State.

Neb. Rev. Stat. § 73-107 allows for a preference for a resident disabled veteran or business located in a designated enterprise zone. When a state contract is to be awarded to the lowest responsible vendor, a resident disabled veteran or a business located in a designated enterprise zone under the Enterprise Zone Act shall be allowed a preference over any other resident or nonresident vendor, if all other factors are equal.

Resident disabled veterans means any person (a) who resides in the State of Nebraska, who served in the United States Armed Forces, including any reserve component or the National Guard, who was discharged or otherwise separated with a characterization of honorable or general (under honorable conditions), and who possesses a disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense and (b)(i) who owns and controls a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection and (ii) the management and daily business operations of the business are controlled by one or more persons described in subdivision(a) of this subsection. Any contract entered into without compliance with this section shall be null and void.

Therefore, if a resident disabled veteran or business located in a designated enterprise zone submits a bid in accordance with Neb. Rev. Stat. § 73-107 and has so indicated on the **ITB Technical Specifications** cover page under "Vendor must complete the following" requesting priority/preference to be considered in the award of this contract, the following will need to be submitted by the vendor within ten (10) business days of request:

1. Documentation from the United States Armed Forces confirming service;
2. Documentation of discharge or otherwise separated characterization of honorable or general (under honorable conditions);
3. Disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense; and
4. Documentation which shows ownership and control of a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection; and the management and daily business operations of the business are controlled by one or more persons described in subdivision (a) of this subsection.
5. Failure to submit the requested documentation within ten (10) business days of notice will disqualify the vendor from consideration of the preference.

R. MODEL YEAR PAINT CHARTS

If the vehicle rolls to the next model year during the contract term, the Vendor shall provide a current paint chart for the current model year.

S. BEST AND FINAL OFFER

The State reserves the right to request BAFO's. Bidders should provide its best offer in its original bid. Bidders should not expect that the State will request a BAFO.

T. REFERENCE AND CREDIT CHECKS

The State reserves the right to conduct and consider reference and credit checks. Reference or credit checks may be grounds to reject a bid, or withdraw an Intent to Award or award of a contract. The State reserves the right to use third parties to conduct reference and credit checks.

U. AWARD

The State reserves the right to award contracts in a manner utilizing criteria selected at the State's discretion and in the State's best interest. At any point in the ITB process, the State may take one (1) or more of the following actions:

1. Amend the **ITB Technical Specifications**;
2. Extend the time of or establish a new Bid Opening time;
3. Waive deviations or errors in the State's ITB process and in submitted **ITB Technical Specifications** that are not material, do not compromise the bid process or a bidder's **ITB Technical Specifications**, and do not improve a bidder's competitive position;
4. Accept or reject a portion of or all of an bid;
5. Accept or reject all bids;
6. Withdraw the bid;
7. Elect to rebid the ITB;

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

8. Award single lines or multiple lines to one (1) or more bidders; or,
9. Award one (1) or more all-inclusive contracts.

The State may consider, but is not limited to considering, one (1) or more of the following award criteria:

1. Unit of Measure;
2. Price;
3. Location;
4. Quality;
5. Delivery time;
6. Vendor qualifications and capabilities;
7. State contract management requirements and/or costs; and,
8. A separate contract may be awarded if the manufacturer is producing fuel-flexible E85 motor vehicles (units capable of operation on a fuel mixture of up to 85% Ethanol-15% Unleaded Gasoline without additional change or conversion).

The **ITB Technical Specifications** do not commit the State to award a contract. Once an Intent to Award decision has been determined, it will be posted to the Internet at: <https://das.nebraska.gov/materiel/bidopps.html#>.

Any protests must be filed by the bidder within ten (10) business days after the Intent to Award decision is posted to the Internet. Grievance and protest procedures are available on the Internet at <http://das.nebraska.gov/materiel/purchasing.html>

The State may award to the lowest base price. The State also reserves the right to split the award as follows:

1. A Primary Contract will be awarded to the lowest responsive bidder.
2. A Secondary Contract may be awarded to the second lowest responsive bidder.

V. SPECIFICATIONS

Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for reference and not intended to limit competition, but will be used as the standard by which equivalent material offered will be judged. The Materiel Administrator, or his or her designee, will be the sole judge of equivalency. The Bidder may offer any brands, which meets or exceeds the specifications and be consistent for the term of the contract. When a specific product is required, the **ITB Technical Specifications** will so State. Any item bid is to be the latest current model under standard production by the manufacturer at the time of order and all materials must be of first quality, be of standard design, complete as regularly advertised and marketed, and be of proven performance. No used or refurbished equipment will be accepted, unless otherwise stated.

W. ALTERNATE/EQUIVALENT BIDS

Bidder may offer bids, which are at variance from the express specifications of the **ITB Technical Specifications**. The State reserves the right to consider and accept such bids if, in the judgment of the Materiel Administrator or his or her designee, the bid will result in goods and/or services equivalent to or better than those which would be supplied in the original bid specifications. Bidders must indicate on the **ITB Technical Specifications** the manufacturer's name, number and shall submit with their bid, sketches, descriptive literature and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements are subject to rejection. In the absence of any stated deviation or exception, the bid will be accepted as in strict compliance with all terms, conditions and specification, and the Bidder shall be held liable therefore.

X. "LUMP SUM" OR "ALL OR NONE" BIDS

The State reserves the right to purchase "item-by-item", by groups or as a total when the State may benefit by so doing. Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a bid on an "item-by-item" basis. The term "all or none" means a conditional bid which requires the purchase of all items on which bids are offered and Bidder declines to accept award on individual items; a "lump sum" bid is one in which the Bidder offers a lower price than the sum of the individual bids if all items are purchased, but agrees to deliver individual items at the prices quoted.

THE BIDDER MUST MAKE SPB FULLY AWARE THE BID IS AN "ALL OR NONE" OR "LUMP SUM," BID, IN WRITING

Y. EMAIL SUBMISSIONS

SPB will not accept bids by email, voice, or telephone bids except for one-time purchases under \$50,000.00.

Z. BID TABULATIONS

Bid tabulations are/will be available on the website/Bid Opportunities page at: <https://das.nebraska.gov/materiel/bidopps.html#CommodityContracts>.

AA. REJECTION OF BIDS

The State reserves the right to reject any or all bids, wholly or in part, in the best interest of the State.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

BB. RESIDENT BIDDER

Pursuant to Neb. Rev. Stat. §§ 73-101.01 through 73-101.02, a Resident Bidder shall be allowed a preference against a Non-resident Bidder from a State which gives or requires a preference to Bidders from that State. The preference shall be equal to the preference given or required by the State of the Nonresident Bidders. Where the lowest responsible bid from a resident Bidder is equal in all respects to one from a nonresident Bidder from a State, which has no preference law, the resident Bidder shall be awarded the contract. The provision of this preference shall not apply to any contract for any project upon which federal funds would be withheld because of the provisions of this preference.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

III. MA TERMS AND CONDITIONS & ITB TECHNICAL SPECIFICATIONS

- A. Bidder should complete all MA Terms and Conditions Terms and Conditions & ITB Technical Specification sections requiring a response as part of their bid.** The Bidder is expected to read the **MA Terms and Conditions & ITB Technical Specifications** and must initial either accept, reject, or reject and provide alternative language for each clause where required. If the Bidder rejects any part of the **MA Terms and Conditions** and/or **ITB Technical Specifications** the Bidder should provide an explanation as to why the clause(s) have been rejected and provide alternate language using "Track Changes". Upon request, an electronic copy of the bid with "Track Changes" must be submitted in an editable Word format.

By signing the **MA Terms and Conditions** for the **2023 Vehicle Season**, the Bidder is agreeing to be legally bound by all the accepted **MA Terms and Conditions** & subsequent **ITB Technical Specifications**, and any proposed alternative Terms and Conditions submitted with the bid. The State reserves the right to negotiate rejected or proposed alternative language. If the State and Bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the bid. The State reserves the right to reject bids that attempt to substitute the Bidder's commercial contracts and/or **ITB Technical Specifications** documents. Bidders must submit the **MA Terms & Conditions** completed in its entirety.

The Bidder should submit with their bid, any license, user agreement, service level agreement, or similar documents that the Bidder wants incorporated in the Contract. Upon notice of Intent to Award, the Bidder must submit a copy of these documents in an editable Word format. The State will not consider incorporation of any document not submitted with the Bidder's bid. These documents shall be subject to negotiation and will be incorporated as addendums if agreed to by the Parties.

If a conflict or ambiguity arises after the addendums have been negotiated and agreed to, the addendums shall be interpreted as follows:

1. If only one (1) Party's document has a particular clause then that clause shall control;
2. If both Party's documents have a similar clause, but the clauses do not conflict, the clauses shall be read together;
3. If both Party's documents have a similar clause, but the clauses conflict, the State's clause shall control.

B. GENERAL

The contract resulting from the **2023 Vehicle Season ITB Technical Specifications** shall incorporate the following documents:

1. **ITB Technical Specifications;**
2. Addenda/Amendments to the **ITB Technical Specifications;**
3. Completed **MA Terms and Conditions;**
4. Amendments to the **ITB Technical Specifications;**
5. Questions and Answers;
6. Bidder's submitted **ITB Technical Specifications** and properly submitted documents;
7. The executed Contract signature page(s), which may include contract deliverables and contracted pricing, and Addendum One to Contract, if applicable; and,
8. Addenda/Amendment(s) to the Contract.

The above listed documents constitute the entirety of the contract.

Unless otherwise specifically stated in a subsequent contract Amendment, in case of any conflict between the incorporated documents, the documents shall govern in the following order of preference with number one (1) receiving preference over all other documents and with each lower numbered document having preference over any higher numbered document: 1) **ITB Technical Specifications** and Addenda/Amendment(s) to the **ITB Technical Specifications** to the Contract after the Contract has been executed with the most recent dated Addenda/Amendment(s) having the highest priority, 2) The Completed MA Terms and Conditions; Contract signature page, 3) Addendum One to Contract, 4) Amendments to **ITB Technical Specifications** and any Questions and Answers, 5) **MA Terms and Conditions**, 6) the original **ITB Technical Specifications** document and any Addenda, and 7) the Bidder's submitted Bid.

Any ambiguity or conflict in the contract discovered after its execution, not otherwise addressed herein, shall be resolved in accordance with the rules of contract interpretation as established in the State.

C. NOTIFICATION

The Vendor shall identify a contract manager who shall serve as the POC for the executed contract.

Either party may change its address for notification purposes by giving written notice of the change, and setting forth the new address and an effective date.

D. GOVERNING LAW (Statutory)

Notwithstanding any other provision of this contract, or any amendment or addendum(s) entered into contemporaneously or at a later time, the parties understand and agree that, (1) the State of Nebraska is a sovereign State and its authority to contract is therefore subject to limitation by the State's Constitution, statutes, common law, and regulation; (2) this contract will be interpreted and enforced under the laws of the State of Nebraska; (3) any action to enforce the provisions of this agreement

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

must be brought in the State of Nebraska per State law; (4) the person signing this contract on behalf of the State of Nebraska does not have the authority to waive the State's sovereign immunity, statutes, common law, or regulations; (5) the indemnity, limitation of liability, remedy, and other similar provisions of the final contract, if any, are entered into subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity; and, (6) all Terms and Conditions of the final contract, including but not limited to the clauses concerning third-party use, licenses, warranties, limitations of liability, governing law and venue, usage verification, indemnity, liability, remedy or other similar provisions of the final contract are entered into specifically subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity.

The Parties must comply with all applicable local, State and Federal laws, ordinances, rules, orders, and regulations.

E. AMENDMENT

This Contract may be amended in writing, within scope, upon the agreement of both parties.

F. SUBSTITUTIONS

The State and the Vendor, upon the written agreement, may make changes to the contract within the general scope of the solicitation. Corrections of any goods or services required pursuant to the contract shall not be deemed a change. The Vendor may not claim forfeiture of the contract by reasons of such changes.

The Vendor shall prepare a written description of the goods or services required due to the change and an itemized bid sheet for the change. Changes in goods or services and the amount of compensation to be paid to the Vendor shall be determined in accordance with applicable unit prices if any, a pro-rated value, or through negotiations. **The State shall not incur a price increase.**

The Vendor may request to substitute a similar item that meets or exceeds the original specifications, as determined solely by the State. Such similar item must be at the same or a lower price than the original item. The State may accept or reject, in the sole discretion of the State, the requested substitute.

No change shall be implemented by the Vendor until approved by the State, and the Contract is amended to reflect the change and associated costs, if any. If there is a dispute regarding the cost, but both parties agree that immediate implementation is necessary, the change may be implemented, and cost negotiations may continue with both Parties retaining all remedies under the contract and law

*****Vendor will not substitute any item that has been awarded without prior written approval of SPB*****

G. VENDOR PERFORMANCE PROGRAM

The State may document any instance(s) which exceed or fail to meet the terms of the purchase order, contract, and/or solicitation specifications. SPB may contact the Vendor regarding any such documentation. Documentation filed pursuant to the Vendor Performance Program will become a part of the permanent record of the Vendor and may be considered or held against the Vendor in future contract award or purchasing opportunities.

H. NOTICE OF POTENTIAL VENDOR BREACH

If Vendor breaches the contract or anticipates breaching the contract, the Vendor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, a proposed cure, and may include a request for a waiver of the breach if so desired. The State may, in its discretion, temporarily or permanently waive the breach. By granting a waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

I. BREACH

Either Party may terminate the contract, in whole or in part, if the other Party breaches its duty to perform its obligations under the contract in a timely and proper manner. Termination requires written notice of default and a thirty (30) calendar day (or longer at the non-breaching Party's discretion considering the gravity and nature of the default) cure period. Said notice shall be delivered by Certified Mail, Return Receipt Requested, or in person with proof of delivery. Allowing time to cure a failure or breach of contract does not waive the right to immediately terminate the contract for the same or different contract breach, which may occur at a different time.

In case of breach by the Vendor, the State may, without unreasonable delay, make a good faith effort to make a reasonable purchase or contract to purchased goods in substitution of those due from the Vendor. The State may recover from the Vendor as damages the difference between the costs of covering the breach. Notwithstanding any clause to the contrary, the State may also recover the contract price together with any incidental or consequential damages defined in UCC Section 2-715, but less expenses saved in consequence of Vendor's breach.

The State's failure to make payment shall not be a breach, and the Vendor shall retain all available statutory remedies.

J. NON-WAIVER OF BREACH

The acceptance of late performance with or without objection or reservation by a Party shall not waive any rights of the Party nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

K. SEVERABILITY

If any Term or Condition of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining Terms and Conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the provision held to be invalid or illegal.

L. INDEMNIFICATION

The Vendor agrees to defend, indemnify, and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State for personal injury, death, or property loss or damage, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Vendor, its employees, Subcontractors, consultants, representatives, and agents, resulting from this contract, except to the extent such Vendor liability is attenuated by any action of the State which directly and proximately contributed to the claims.

M. ATTORNEY'S FEES

In the event of any litigation, appeal, or other legal action to enforce any provision of the contract, the Parties agree to pay all expenses of such action, as permitted by law and if order by the court, including attorney's fees and costs, if the other party prevails.

N. ASSIGNMENT, SALE, OR MERGER

Either party may assign the contract upon mutual written agreement of the other party. Such agreement shall not be unreasonably withheld.

The Vendor retains the right to enter into a sale, merger, acquisition, internal reorganization, or similar transaction involving Vendor's business. Vendor agrees to cooperate with the State in executing amendments to the contract to allow for the

transaction. If a third party or entity is involved in the transaction, the Vendor will remain responsible for performance of the contract until such time as the person or entity involved in the transaction agrees in writing to be contractually bound by this contract and perform all obligations of the contract.

O. CONTRACTING WITH OTHER POLITICAL SUB-DIVISIONS OF THE STATE OR ANOTHER STATE

The Vendor may, but shall not be required to, allow Agencies, as defined in Neb. Rev. Stat. § 81-145, to use this contract. The Terms and Conditions, including price, of the contract may not be amended. The State shall not be contractually obligated or liable for any contract entered into pursuant to this clause.

The Vendor may, but shall not be required to, allow other States, Agencies or divisions of other States, or political subdivisions of other States to use this contract. The Terms and Conditions, including price, of this contract shall apply to any such contract, but may be amended upon mutual consent of the Parties. The State of Nebraska shall not be contractually or otherwise obligated or liable under any contract entered into pursuant to this clause. The State shall be notified if a contract is executed based upon this contract.

P. FORCE MAJEURE

Neither party shall be liable for any costs or damages, or for default resulting from its inability to perform any of its obligations under the contract due to a natural or manmade event outside the control and not the fault of the affected party ("Force Majeure Event"). The Party so affected shall immediately make a written request for relief to the other party, and shall have the burden of proof to justify the request. The other Party may granted the relief requested; relief may not be unreasonably withheld. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event.

*****COVID-19 OR ANY VARIANT THEREOF IS NOT A FORCE MAJEURE EVENT*****

Q. CONFIDENTIALITY

All materials and information provided by the Parties or acquired by a Party on behalf of the other Party shall be regarded as confidential information. All materials and information provided or acquired shall be handled in accordance with Federal and State law, and ethical standards. Should said confidentiality be breached by a Party, the Party shall notify the other Party immediately of said breach and take immediate corrective action.

It is incumbent upon the Parties to inform their officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1), which is made applicable by 5 U.S.C. 552a (m)(1), provides that any officer or employee, who by virtue of his/her employment or official position has possession of or access to Agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the

material in any manner to any person or Agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.00.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

R. EARLY TERMINATION

The contract may be terminated as follows:

1. The State and the Vendor, by mutual written agreement, may terminate the contract at any time.
2. The State, at its sole discretion, may terminate the contract for any reason upon thirty (30) calendar day's written notice to the Vendor. Such termination shall not relieve the Vendor of warranty or other service obligations incurred under the terms of the contract. In the event of termination the Vendor shall be entitled to payment, determined on a pro rata basis, for products or services satisfactorily performed or provided.
3. The State may terminate the contract immediately for the following reasons:
 - a. if directed to do so by statute;
 - b. Vendor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
 - c. a trustee or receiver of the Vendor or of any substantial part of the Vendor's assets has been appointed by a court;
 - d. fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its Vendor, its employees, officers, directors, or shareholders;
 - e. an involuntary proceeding has been commenced by any party against the Vendor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least 60 calendar days; or (ii) the Vendor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the Vendor has been decreed or adjudged a debtor;
 - f. a voluntary petition has been filed by the Vendor under any of the chapters of Title 11 of the United States Code;
 - g. Vendor intentionally discloses confidential information;
 - h. Vendor has or announces it will discontinue support of the deliverable; and,
 - i. In the event, funding is no longer available.
 - j. A request for a substitution is not accepted by the State.

S. ERRORS AND OMISSIONS

The Bidder shall not take advantage of any errors and/or omissions in the **2023 Vehicle Season MA Terms and Conditions and/or ITB Technical Specifications** or resulting contracts. The Bidder must promptly notify the State of any errors and/or omissions that are discovered.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

IV. VENDOR DUTIES

A. INDEPENDENT CONTRACTOR / OBLIGATIONS

It is agreed that the Vendor is an independent Vendor and that nothing contained herein is intended or should be construed as creating or establishing a relationship of employment, Agency, or a partnership.

The Vendor is solely responsible for fulfilling the contract. The Vendor or the Vendor's representative shall be the sole point of contact regarding all contractual matters.

The Vendor shall secure, at its own expense, all personnel required to perform the services under the contract. The personnel the Vendor uses to fulfill the contract shall have no contractual or other legal relationship with the State; they shall not be considered employees of the State and shall not be entitled to any compensation, rights or benefits from the State, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.

By-name personnel commitments made in the Vendor's bid shall not be changed without the prior written approval of the State. Replacement of these personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

The Vendor warrants that all persons assigned to the project shall be employees of the Vendor or a Subcontractor, and shall be fully qualified to perform the work required herein. Personnel employed by the Vendor or a Subcontractor to fulfill the terms of the contract shall remain under the sole direction and control of the Vendor or the Subcontractor respectively.

With respect to its employees, the Vendor agrees to be solely responsible for the following:

1. Any and all pay, benefits, and employment taxes and/or other payroll withholding;
2. Any and all vehicles used by the Vendor's employees, including all insurance required by State law;
3. Damages incurred by Vendor's employees within the scope of their duties under the contract;
4. Maintaining Workers' Compensation and health insurance that complies with State and Federal law and submitting any reports on such insurance to the extent required by governing law;
5. Determining the hours to be worked and the duties to be performed by the Vendor's employees; and,
6. All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination alleged against the Vendor, its officers, agents, or Subcontractors or Subcontractor's employees).

If the Vendor intends to utilize any Subcontractor, the Subcontractor's level of effort, tasks, and time allocation must be clearly defined in the Vendor's bid. The Vendor shall agree that it will not utilize any Subcontractors not specifically included in its bid in the performance of the contract without the prior written authorization of the State.

The State reserves the right to require the Vendor to reassign or remove from the project any Vendor or Subcontractor employee.

Vendor shall insure that the **ITB Terms and Conditions** contained in any contract with a Subcontractor does not conflict with the **ITB Terms and Conditions** of this contract.

The Vendor shall include a similar provision, for the protection of the State, in the contract with any Subcontractor engaged to perform work on this contract.

B. EMPLOYEE WORK ELIGIBILITY STATUS

The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of employees physically performing work within the State. A Federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other Federal Agency authorized to verify the work eligibility status of an employee.

If the Vendor is an individual or sole proprietorship, the following applies:

1. The Vendor must complete the United States Citizenship Attestation Form, available on the DAS website at <https://das.nebraska.gov/forms/index.html#mat>.

The completed United States Attestation Form should be submitted with the **ITB Technical Specifications** bid.

2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. § 4-108.

C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION (Statutory)

The Vendor shall comply with all applicable local, State, and Federal statutes and regulations regarding civil rights laws and equal opportunity employment. The Nebraska Fair Employment Practice Act prohibits Vendors of the State, and their Subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §§ 48-1101 through 48-1125). The Vendor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The Vendor shall insert a similar provision in all Subcontracts for goods or services to be covered by any contract resulting from the **MA Terms and Conditions & ITB Technical Specifications**.

D. COOPERATION WITH OTHER VENDORS

The Vendor may be required to work with or in close proximity to other Vendors or individuals that may be working on the same or different projects. The Vendor shall agree to cooperate with such other Vendors or individuals, and shall not commit or permit any act, which may interfere with the performance of work by any other Vendor or individual. Vendor is not required to compromise Vendor's intellectual property or proprietary information unless expressly required to do so by this contract.

E. DISCOUNTS

Prices quoted shall be inclusive of ALL trade discounts. Cash discount terms of less than thirty (30) days will not be considered as part of the bid. Cash discount periods will be computed from the date of receipt of a properly executed claim voucher or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

F. PRICES*NEW LANGUAGE REQUIRES CLOSE ATTENTION*****

All prices and costs quoted (to include transportation and delivery charges fully prepaid by the Vendor, FOB destination) costs, and Terms and Conditions SHALL BE NET AND FIRM FOR ONE (1) YEAR FROM THE DATE OF AWARD.

No additional charges will be allowed for packing, packages, partial delivery costs, handling and/or fuel surcharges. When an arithmetic error has been made in the extended total, the unit price will govern.

Any Price Increase Request must be submitted, in writing, to SPB a minimum of thirty (30) days prior to the Renewal start date and must be accompanied documentation that supports the requested price increase(e.g., past or current vendor invoices on fleet models, letters from the manufacturer announcing increases, Producer Price Index (PPI-Motor Vehicles WPS1411, etc.). SPB, in its sole discretion, may require additional or different documentation.

If a vehicle has rolled to the new model year or a major vehicle platform change has occurred, a justifiable and reasonable Price Increase may be requested.

Failure to supply any requested justification documentation may be grounds to cancel the contract.

The State further reserves the right to reject any proposed price increase(s), cancel the contract and re-bid if determined to be in the best interest of the State. The State may reject any requested price increase for any reason or no reason, including, but not limited to the Vendor's failure to provide adequate documentation. In such event, if the Vendor refuses to honor their bid or the most recent price agreed to by the State and the Vendor, the State may immediately cancel the contract and the State will retain any and all remedies available at law. Requests for price increases, whether agreed to or rejected by the State, may be documented with the Vendor Performance Program and considered by the State in determining future awards to the Vendor.

The Vendor may honor pricing and extend the contract to political subdivisions, cities, and counties. The **MA Terms and Conditions & ITB Technical Specifications** of the contract must be met by political sub-divisions, cities and counties. In such event, no legal or contractual relationship is created between the State and a political subdivision.

No price increases are to be billed to any State Agencies prior to written amendment of the contract by the parties. Price increases are only effective on purchase orders issued after the date effective date of the price increase as documented in a written amendment to the contract.

The State will be given full proportionate benefit of any decreases for the term of the contract.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

G. COST CLARIFICATION

The State reserves the right to review all aspects of cost for reasonableness and to request clarification of any bid where the price bid shows significant and unsupported exceptions from industry standards or in areas where detailed pricing is required.

H. PERMITS, REGULATIONS, LAWS

The contract price shall include the cost of all royalties, licenses, permits, and approvals, whether arising from patents, trademarks, copyrights or otherwise, that are in any way involved in the contract. The Vendor shall obtain and pay for all royalties, licenses, and permits, and approvals necessary for the performance of the contract. The Vendor must guarantee that it has the full legal right to the materials, supplies, equipment, software, and other items used to execute this contract.

I. NOTICE OF POTENTIAL VENDOR BREACH

If Vendor breaches the contract or anticipates, breaching the contract the Vendor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, and may include a request for a waiver of the breach if so desired. The State may, at its discretion, temporarily or permanently waive the breach. By granting a temporary waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

J. ANTITRUST

The Vendor hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations, which arise under antitrust laws of the United States and the antitrust laws of the State.

K. CONFLICT OF INTEREST

By submitting a bid, bidder certifies that no relationship exists between the bidder and any person or entity, which either is, or gives the appearance of, a conflict of interest related to the resulting **ITB Technical Specifications**.

Bidder further certifies that bidder will not employ any individual known by bidder to have a conflict of interest nor shall bidder take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its contractual obligations hereunder or which creates an actual or appearance of conflict of interest.

If there is an actual or perceived conflict of interest, bidder shall provide with its bid a full disclosure of the facts describing such actual or perceived conflict of interest and a proposed mitigation plan for consideration. The State will then consider such disclosure and proposed mitigation plan and either approve or reject as part of the overall bid evaluation.

L. SITE RULES AND REGULATIONS

The Vendor shall use its best efforts to ensure that its employees, agents, and Subcontractors comply with site rules and regulations while on State premises. If the Vendor must perform on-site work outside of the daily operational hours set forth by the State, it must make arrangements with the State to ensure access to the facility and the equipment has been arranged. No additional payment will be made by the State on the basis of lack of access, unless the State fails to provide access as agreed to in writing between the State and the Vendor.

M. ADVERTISING

The Vendor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its goods are endorsed or preferred by the State. Any publicity releases pertaining to the project shall not be issued without prior written approval from the State.

N. DISASTER RECOVERY/BACK UP PLAN

The Vendor shall have a disaster recovery and back-up plan, of which a copy should be provided upon request to the State, which includes, but is not limited to equipment, personnel, facilities, and transportation, in order to continue delivery of goods and services as specified under the specifications in the contract in the event of a disaster.

O. DRUG POLICY

Vendor certifies it maintains a drug free work place environment to ensure worker safety and workplace integrity. Vendor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

P. WARRANTY

Products are to be fully guaranteed and may be returned for full credit or replacement (at the State's option) for any reason during the initial warranty period with no additional charges for shipping or restocking.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

V. PAYMENT

A. PROHIBITION AGAINST ADVANCE PAYMENT

Neb. Rev. Stat. § 81-2403 states, “[n]o goods or services shall be deemed to be received by an Agency until all such goods or services are completely delivered and finally accepted by the Agency.” The State has forty-five (45) days to pay after the goods have been delivered and finally accepted by the agency and the agency has received a valid, accurate invoice.

B. TAXES

The State is not required to pay taxes and assumes no such liability as a result of this solicitation. The Vendor may request a copy of the Nebraska Department of Revenue, Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption, Form 13 for their records. Any property tax payable on the Vendor's equipment, which may be installed in a State-owned facility, is the responsibility of the Vendor.

C. INVOICES

After the contract(s) is/are awarded, payment shall only be made as indicated unless written notification is made to the DAS Materiel SPB requesting an addendum to the contract. This must be done thirty (30) days prior to the delivery of vehicle.

The Vendor must indicate to whom payment is to be made, stating full name of company or entity, complete address and telephone number. Invoices for payments must be submitted by the Vendor to the Agency requesting the services with sufficient detail to support payment. The Terms and Conditions included in the Vendor's invoice shall be deemed to be solely for the convenience of the parties.

Vehicle invoices or supporting documentation accompanying the invoices should include a hard copy, bar-coded version of the VIN for each vehicle.

No terms or conditions of any such invoice shall be binding upon the State, and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

D. INSPECTION AND APPROVAL

Final inspection and approval of all work required under the contract shall be performed by the designated State officials.

If a simple inspection of the goods would reveal nonconformity, notice of nonconformity should be provided to the Vendor as soon as reasonably practical, but not to exceed thirty (30) days from receipt of goods. This includes visual inspection of product to ensure packaging is not damaged, dented or compromised.

E. PAYMENT (Statutory)

State will render payment to Vendor when the **MA Terms and Conditions** of the contract & **ITB Technical Specifications** have been satisfactorily completed on the part of the Vendor as solely determined by the State. (Neb. Rev. Stat. Section 73-506(1)). The State may require the Vendor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any services provided by the Vendor prior to the Effective Date of the contract, and the Vendor hereby waives any claim or cause of action for any such services.

F. LATE PAYMENT (Statutory)

The Vendor may charge the responsible Agency interest for late payment in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §§ 81-2401 through 81-2408).

G. SUBJECT TO FUNDING / FUNDING OUT CLAUSE FOR LOSS OF APPROPRIATIONS (Statutory)

The State's obligation to pay amounts due on the Contract for a fiscal years following the current fiscal year is contingent upon legislative appropriation of funds. Should said funds not be appropriated, the State may terminate the contract with respect to those payments for the fiscal year(s) for which such funds are not appropriated. The State will give the Vendor written notice thirty (30) calendar days prior to the effective date of termination. All obligations of the State to make payments after the termination date will cease. The Vendor shall be entitled to receive just and equitable compensation for any authorized work, which has been satisfactorily completed as of the termination date. In no event shall the Vendor be paid for a loss of anticipated profit.

H. RIGHT TO AUDIT (Statutory)

The State shall have the right to audit the Vendor's performance of this contract upon a thirty (30) day written notice. Vendor shall utilize generally accepted accounting principles, and shall maintain the accounting records, and other records and information relevant to the contract (Information) to enable the State to audit the contract. (Neb. Rev. Stat. § 84-304 et seq.) The State may audit and the Vendor shall maintain the information during the term of the contract and for a period of five (5) years after the completion of this contract or until all issues or litigation are resolved, whichever is later. The Vendor shall make the Information available to the State at Vendor's place of

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

business or a location acceptable to both Parties during normal business hours. If this is not practical or the Vendor so elects, the Vendor may provide electronic or paper copies of the Information. The State reserves the right to examine, make copies of, and take notes on any Information relevant to this contract, regardless of the form or the Information, how it is stored, or who possesses the Information. In no circumstances will Vendor be required to create or maintain documents not kept in the ordinary course of Vendor's business operations, nor will Vendor be required to disclose any information, including but not limited to product cost data, which is confidential or proprietary to Vendor.

The Parties shall pay their own costs of the audit unless the audit finds a previously undisclosed overpayment by the State. If a previously undisclosed overpayment exceeds one-half of one percent (.5%) of the total contract billings, or if fraud, material misrepresentations, or non-performance is discovered on the part of the Vendor, the Vendor shall reimburse the State for the total costs of the audit. Overpayments and audit costs owed to the State shall be paid within ninety (90) days of written notice of the claim. The Vendor agrees to correct any material weaknesses or condition found as a result of the audit.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

VI. SCOPE OF WORK

A. SCOPE

It is the intent of this **MA Terms and Conditions** & subsequent **ITB Technical Specifications** to establish contract(s) to supply **2023 Vehicles** from date of award for a period of one (1) year with the option to renew for an additional one (1) one (1) year period when mutually agreeable to the vendor and the State. The State reserves the right to extend the period of this contract beyond the end date when mutually agreeable to the Vendor and the State.

All items bid shall be of the latest manufacture in production as of the date of the **ITB Technical Specifications** and be of proven performance and under standard design complete as regularly advertised and marketed. All necessary materials for satisfactory performance of the supplies shall be incorporated into the **2023 Vehicle Season MA Terms and Conditions** and subsequent **ITB Technical Specifications**.

Complete specifications, manufacturer's current descriptive literature and/or advertising data sheets with cuts or photographs must be included with the bid for the IDENTICAL items proposed. Any information necessary to show compliance with these specifications not given on the manufacturer's descriptive literature and/or advertising data sheets must be supplied in writing on or attached to the bid document. If manufacturer's information necessary to show compliance with these specifications is not attached to the bid document, the Bidder may be required to submit requested information within three (3) business days of a written request. Failure to submit requested descriptive literature or advertising data sheets may be grounds to reject the bid.

Vehicles furnished under the respective specifications shall be:

1. The latest model standard production units;
2. offered to the general trade;
3. equal in every respect to the construction and performance characteristics shown in the manufacturer's specifications and descriptive literature for this type of vehicle as manufactured; and,
4. advertised for delivery in the continental United States and including all equipment normally offered and installed at the factory.

Engine bores, main bearings, connecting rod bearings and wrist pins shall not exceed the manufacturers established size tolerances.

All vehicles offered must meet or exceed the minimum specifications. It is intended the manufacturer will build the vehicle to specifications and the selling or servicing dealer will be required only to perform the normal pre-delivery service and no be required to modify, alter, exchange, assemble, install or paint various components to the specifications.

B. REVISIONS

In the event any product is discontinued or replaced upon mutual consent during the contract period, the State reserves the right to amend this contract to include the alternate product at the same price.

C. ACCEPTABLE MODELS

All vehicles that meet or exceed the specifications may be bid at invitation time.

D. USAGE REPORT

The Vendor shall, upon request by the State at any time as determined by the State, provide a Usage Report of any future Contract(s) by State Agencies and Political Subdivisions. The State will determine the reporting period of the Usage report. Examples of requested information may include:

1. Agency or Political Subdivision name;
2. Item Name description;
3. Item Number;
4. Item dollar amount;
5. Number of orders received;
6. Orders processed;
7. Back orders;
8. Partially filled orders; and,
9. Any additional report(s) the SPB deem necessary shall be provided upon request and without charge.

E. ANNUAL USAGE, ESTIMATED

Annual usage figures provided are estimates and are not to be construed as either a minimum or maximum purchase quantity. The orders shall be for the actual quantities of each items ordered by or for any Agency during the life of the contracts. Vendors shall not impose minimum or maximum order requirements.

Listed below are the approximate units to be purchased. These amounts are estimates only; and the actual quantity ordered may vary. These estimates are based on last year's contract usage for the State of Nebraska as a whole, including the vehicles purchased by political subdivisions of the State. See individual **ITB Technical Specifications** for Estimated Annual Usage.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

F. DELIVERY

All deliveries shall be scheduled with an Agency representative and, upon delivery, must be serviced and ready to drive, with no less than ¼ tank of gasoline.

If the quoted ARO in each separate **ITB Technical Specifications** goes beyond the desired ARO it may be an award consideration.

Delivery Odometer mileage:

1. Vehicles delivered within a 200-mile radius of Lincoln shall show less than 200 miles on the odometer.
2. Vehicles delivered outside the 200-mile radius of Lincoln shall show less than 450 miles on the odometer.

Vehicles will not be accepted if all required paper work is not with the vehicle at time of delivery. The Vendor will retain ownership of the vehicle(s) until the purchaser has signed all required paper work.

A guarantee of satisfactory performance by the Vendor and meeting delivery dates are considered to be an integral part of the purchase contract resulting from this bid invitation.

G. MODEL YEAR "CUT-OFF" & "BUILD OUT" DATES

The Vendor is to provide, with their bid, the model year "Cut-off" date(s), if known.

If the "Cut-Off" date is not available at the time of bidding, the Awarded Vendor(s) should contact SPB immediately when "Cut-Off" dates are announced by the Awarded Vendor(s)/Manufacturer(s).

The Vendor is responsible for providing SPB the following "Cut-Off" & "Build Out" date(s) information immediately for vehicles that have been awarded through the State:

1. The "Cut-Off" and/or "Build Out" date(s).
2. The Corresponding Contract number(s) for each "Cut-Off" and/or "Build Out" date(s) is in the Email "Subject Line" and in the body of the Email.
3. The Corresponding Contract Model name(s).
4. The reason for the "Cut-Off" date(s), if known.
 - a. For example, if the Contracted Vehicle has a "Cut-Off" date because the Vehicle will no longer be manufactured.

Send **2023 Vehicle Season Model Year Order "Cut-Off" date(s)** via email to:

DAS State Purchasing Bureau as.materieipurchasing@nebraska.gov

The **2023 Vehicle Season Model Year Order "Cut-Off" Date Spreadsheet** is available for public viewing on the DAS website, DAS Forms & Documents page at <https://das.nebraska.gov/forms/index.html#mat>

Submitting Model Year Order "Cut-Off" date(s) does not change the awarded contract period and **does not automatically terminate the contract.**

In the event the Vendor is not able to offer the Contracted **2023 or current model year vehicle**, at the contracted price or below, it is the Vendor's responsibility to notify SPB immediately.

If it is known that the contracted Vehicle will not be available for the remainder of the contract period, or will no longer be manufactured, the contract can be placed "On Hold" which will make it so that purchase orders cannot be generated, will be removed from the SPB Website, the "Cut-Off" date will be added to the **2023 Vehicle Season Model Year Order "Cut-Off" Date Spreadsheet** along with a comment to the effect of "AS OF ("CUT-OFF" DATE) THIS CONTRACT BE UNAVAILABLE FOR FURTHER PURCHASES" and be allowed to naturally expire on the contracted expiration date.

If the Order Banks are expected to open up during the contract period when a "Cut-Off date is submitted to SPB, purchase orders may continue to be produced and submitted to the Vendor to be placed with the Manufacturer on the "Build Out" date, the contract will remain on the SPB Website and the **2023 Vehicle Season Model Year Order "Cut-Off" Date Spreadsheet** will be updated to reflect the "Cut-Off" date along with a comment to the effect of "AS OF (CUT OFF DATE) THIS CONTRACT WILL BE UNAVAILABLE FOR FURTHER PURCHASES. PURCHASE ORDERS CAN BE SUBMITTED TO THE VENDOR BUT WILL NOT BE SUBMITTED TO THE MANUFACTURER UNTIL (BUILD OUT DATE)".

The Contract can also be processed as Expired, if so advised by the Vendor and approved by the State.

MASTER AGREEMENT TERMS AND CONDITIONS

BIDDER NAME: _____

H. ENVIRONMENTAL PROTECTION AGENCY HIGHWAY MILEAGE

Provided separately, when available, EPA highway mileage (Gas and E85) rates from the Fuel Economy Guide: www.fueleconomy.gov

I. FACTORY INSTALLATION

If the **ITB Technical Specifications** require an item(s) to be standard from the factory, the item shall be installed at the Factory. If factory installation is not available, the item shall be noted as a "Vendor or Manufacturer-installation" as an alternative.

All vehicles shall be guaranteed to include all the latest engineering developments adopted by the company applying to transmissions, fuel systems, engine, and accessories, and to possess the capability of operating of lead-free gasoline and gasohol/ethanol.

All vehicles shall comply with all current provisions of the National Traffic and Motor Vehicles Safety Act, and applicable provisions of the USEPA Emissions Standards.

J. NON-CONTRACT ITEMS

Items not listed on the contract, but are required for the ordering Agency's business needs, may be added to complete the purchase of the vehicle. Please contact the dealer for Non-Contract item pricing.

K. POTENTIAL RECALL OR MANUFACTURER INITIATED CUSTOMER SERVICE ACTION/NOTIFICATION REQUIREMENTS

The Vendor shall be responsible for accessing potential recall notices from the NHTSA, as well as any manufacturer initiated customer service actions prior to delivering the vehicles to the State Agency location. If a recall or customer service action is found for the vehicle being delivered to the State Agency, the Vendor should complete the necessary action(s) prior to the delivery. If the Vendor is unable to address the required recall or customer service action(s) prior to delivery, the Vendor must inform the ordering State Agency of the "open" recall or customer service action upon delivery. The Vendor shall then assist the State Agency in getting the recall or customer service action(s) completed as quickly as possible.

L. CERTIFICATE OF TITLE

Vendor shall provide a certificate of title for each vehicle purchased that is free and clear of any lien, security interest, or encumbrance of any kind. The Vendor shall indemnify, defend, and hold harmless the State of Nebraska from any claim, litigation or loss to the certificate of title.