

New York State Vehicle Marketplace



Contract: Light-Duty Vehicles (Statewide) Award #22898

Implementation Date: July – November, 2014

Originators: New York State Office of General Services (OGS)

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Executive Summary

New York State Office of General Services, Procurement Services Division (OGS), has implemented a new way to buy Class 1 and 2 light-duty vehicles (including cars, vans, pickup trucks) that enhances competition and provides a greater selection of vehicles to meet contract user needs. Launched in November 2014, the New York State Vehicle Marketplace provides a one-stop shop for government light-duty vehicle purchasing. The website (www.vehicles.nyspro.ogs.ny.gov) is where eligible contract users (including state agencies, political subdivisions, local governments, public authorities, public school and fire districts, libraries, and other nonpublic/nonprofit organizations) purchase light-duty vehicles from contracted dealers via a mini-bid process. It is innovative, transferable, improves service, and reduces costs.

NEW YORK STATE VEHICLE MARKETPLACE

Innovative	Transferable
The entire transaction happens online, the contract users get exactly what they need, and it enhances competition resulting in cost savings above the minimum base discount.	It can be used for other types of vehicles (like trucks and heavy duty vehicles) and other states can adopt this model of contracting model.
Service Improvement	Cost Reduction
It makes more inventory available in a shorter timeframe and it creates business opportunities for more vehicle dealers (including minority and women-owned business enterprises).	There is a potential for significant cost savings by asking vehicle dealers to provide a minimum discount and having more dealers on contract.

In the past, OGS offered multiple light-duty vehicle contracts with only one contracted dealer per vehicle. Contract users were limited to purchasing the specific vehicles (make, model and trim level) that were included in the awarded contracts. Additionally, pricing for these contracts was established based on minimum specifications for a base model, with an established minimum discount for any additional vehicle options required to meet specific vehicle needs. Feedback received from dealers and contract users included a need for more vehicle types, more manufacturer and model choices, and a shorter buying period. The problems with the past contracting method that OGS was attempting to solve were:

- Limited vehicle types available to contract users.
- Only one manufacturer/vehicle awarded for each base model included in the solicitation.
- No opportunity for price competition at the time of purchase.
- Vehicle types that were included in solicitations were sometimes not awarded, due to either no bids received or disqualifications of bidders.

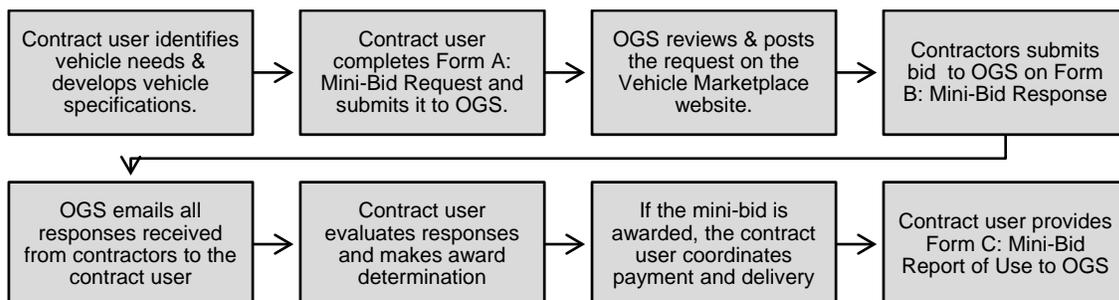
The Vehicle Marketplace (Award 22898) is a continuous recruitment contract area, so vehicle dealerships may become a contractor at any time. The bidder must meet minimum qualifications and offer a minimum discount on a manufacturer's product line, vehicle category and/or vehicle models to be a contractor. They may offer any vehicle in the manufacturer product line that their dealership represents (e.g., fleet and retail models, standard to luxury trim models, gasoline, flex fuel, or hybrid engines). This award offers unprecedented choice, flexibility, convenience, and pricing competition to contract user.

This new approach is popular. Mini-bids request are processed in real-time so that as dealerships learn about the Vehicle Marketplace and become a new contractor, they can respond to these requests with current pricing options. There are currently 17 vehicle dealers on contract. An additional 20, some representing multiple dealerships, have expressed interest in becoming contractors. While not exclusive to New York dealers, the NYS Auto Dealers Association has been working with its member dealerships to encourage participation. As of July 3, 2015, contract users have submitted and processed 297 mini-bid request forms through the Vehicle Marketplace, including requests for a total of 1,224 vehicles.

Innovation

Prior to the Vehicle Marketplace, New York developed awards around specific vehicles that offered no flexibility in the types of vehicles available, and the pricing was a straight discount off of the manufacturer's list price. Other states use a very similar approach to vehicle buying. The New York State Vehicle Marketplace is innovative in the following ways:

1. Ease of use through an online portal and simple business process.



This new vehicle buying process is simple. OGS evaluates contract user mini-bid vehicle requests and it is uploaded to the Vehicle Marketplace website. Requests appear immediately and an email is sent to all contractors. Mini-bids are posted for five business days (or fewer for emergencies). On the sixth business day, OGS compiles the contractor responses (bid or no bid) in a spreadsheet which is emailed to the contract user, and a response summary is posted online. The contract user communicates the final determination to the contractors that responded to the mini-bid and reports on contract usage to OGS. While the final procurement decision is the responsibility of the requesting agency, OGS remains available to answer questions.

2. Contract users get exactly what they need.

Award 22898 allows contract users to request bids for exactly what they need. The contract user has a choice of requesting bids for vehicles from a dealer's existing inventory (off the lot), vehicles built to specifications at the Original Equipment Manufacturer (OEM) production facility, or both. They may also request a specific vehicle (make, model, model code), or any vehicle that meets their specifications. By providing these specifications up front, contract users get mini-bid quotes from each contractor who has those vehicles available in the specified timeframe. Prior contracts had a limited number of vehicle dealerships and models available.

3. On top of a minimum base discount, enhanced competition between vehicle dealers results in additional cost savings. There is enhanced competition for every purchase. With Award 22898, each vehicle contractor is required to specify a minimum percentage discount from Manufacturer's Suggested Retail Price (MSRP) they must offer on every sale, but the dealer may offer a greater discount for each mini-bid request. To be competitive and win business, it is to their advantage to offer additional discounts beyond the minimum discount offered on the backdrop contract when responding to mini-bid requests, because winners are chosen based on lowest price. In addition, this can be done for one vehicle or an entire agency fleet.

Transferability

The New York State Vehicle Marketplace methodology can be easily applied in other states. With over 17,000 new automobile dealerships nationwide, any state would be able to easily recruit enough dealerships to create a competitive environment. The benefits of increased competition, greater transparency, and a greater choice for the requesting agency should make this approach attractive to other states.

The New York State Vehicle Marketplace is also designed to expand the number of dealers on contract, as well as the types of vehicles offered. OGS is working to implement the same business process for trucks and other larger vehicles. When implemented, contract users will be able to purchase Class 3-8 vehicles, (e.g., vehicles with various truck bodies including ambulance, bus, trailer, etc.), under a different award that will follow a similar process. This process is not limited to vehicle purchases and may be expanded and used with other commodities as well.

Service Improvement

The number of vehicles made available through the Vehicle Marketplace and the times it has been utilized speaks strongly to the improved service it provides. With a pool of thousands of potential users, the market is vast. On the previously awarded contracts, the selection of vehicles was limited and the number of contractors fixed. Since November 2014 the number of contractors has increased 100% against the two prior contract awards and it now includes minority and women-owned dealerships. The contract allows for interested dealerships to enroll and bid at their convenience. The New York State Vehicle Marketplace addressed the following common issues experienced with prior vehicle awards:

Issue	Example
Limited vehicle types available to contract users	Only commonly purchased vehicle types (e.g. mid-size sedan, mini-van, pickup truck) were included in solicitations. When another was needed (e.g., station wagon), users could not use the OGS contract.
Only one manufacturer/ vehicle awarded for each base model	If a "Ford F150, Model Code FLC XL" was awarded for the "Pickup truck, light-duty, 4X2, Long Box, Regular Cab" base model that was included in the solicitation, then the contract user could not purchase a Chevrolet or Ram pickup truck or another trim level above the base level Ford F150 that was awarded.
No opportunity for price competition at the time of purchase	Vehicles on contract were awarded at the time the solicitation was let, often a year or more before the purchase was actually made. Non-contract dealers indicated that they often had pricing opportunities that could be offered throughout the calendar year that would result in a lower price for the contract user.
Non-award of vehicle types needed by contract users	Vehicle types that were included in solicitations were sometimes not awarded, due to either no bids received or disqualification of bidders. Specifically, hybrids and zero emissions vehicles were affected by this issue, so contract users could not meet environmentally preferable or green procurement regulations.

Below are examples of how service has improved.

Scenario #1: NYS Department of Transportation (DOT) wants to buy a station wagon

Using the old approach (limited vehicle types available to contract users)	Using the Vehicle Marketplace (all vehicle types that contractors offer at their dealerships are available)
Station wagons were not included in the solicitation, because it is not a vehicle type commonly purchased by contract users, so DOT must purchase open market or do their own competitive bid.	DOT may request any vehicle needed, and receive bids from contractors within 7 days of their request.

Scenario #2: NYS Police wants to buy 100, 2015 model year police cruisers.

Using the old approach (No opportunity for price competition at the time of purchase)	Using the Vehicle Marketplace (pricing is based on current manufacturer pricing and dealership opportunities)
Price is only competitive for the model year bid (e.g., 2013), which may no longer be available, and the 2015 model year price (based on current MSRP and the previously established discount), may not be the lowest price currently available.	The lowest price that NYS Police receives is competitive based on the current marketplace (including manufacturer and dealer incentives and offers) for the 2015 model year and the date that bids are requested.

Scenario #3: NYS Department of Environmental Conservation (DEC) wants to buy a mid-size hybrid SUV.

Using the old approach (Non-award of vehicle types needed by contract users)	Using the Vehicle Marketplace (all vehicle types that contractors offer at their dealerships are available)
Mid-size hybrid SUVs are not available on contract, (due to either lack of bids or because they were not included in the solicitation), so DEC must purchase open market or do its own competitive bid.	DEC may request any vehicle needed, and receive bids from contractors within 7 days of their request.

Cost Reduction

The Vehicle Marketplace is designed to increase price competition between contractors. Dealers on contract must provide a minimum percentage discount off MSRP for the vehicles they sell, including all extra vehicle options, when establishing the contract. However, the discount actually offered when responding to the mini-bids is usually much higher because of the competitive environment the Vehicle Marketplace creates. The average discount from MSRP is 24%.

There have been examples of where the average discount off of MSRP has been more than 24%. In January 2015, Montgomery County Department of Youth, ATI and Veterans' Services, requested a Ford F-250 light-duty pick-up truck. Their request was for a specific vehicle built to factory specifications. Three vehicle dealers on contract responded, offering a discount off of MSRP greater than 38%.

Contractor	Year	Make	Model	Quantity	MSRP Price	Total NYS Contract Price	Total Discount Percentage
Van Bortel Ford, Inc	2015	Ford	F250	1	\$35,940.00	\$22,139.04	38.40%
Beyer Ford, LLC	2015	Ford	F250	1	\$36,065.00	\$23,213.90	37.38%

Previous vehicle contracts established a base vehicle discount and a separate discount for additional options. Contractors often had low option discounts resulting in an overall lower discount from MSRP for contract users that purchased a large number of options. With the Vehicle Marketplace, the discount bid applies to the complete vehicle including options that are requested by contract users.

Summary

The Vehicle Marketplace continues to grow. Vehicle dealers are glad to have the opportunity to offer all the vehicles they have to sell. OGS has improved service to users by offering a procurement method that allows them to get the right vehicle, at the right time, and at the right price. OGS intends to expand the Vehicle Marketplace to include all types of vehicles including trucks and heavy equipment. The Erie County Water Authority recently expressed to us:

“Our experience is positive...The site is easy to use, the speed of the bidding process is more than satisfactory, and your staff was courteous, helpful and easy to contact. The bidding results were clear. Congratulations and thank you for building the Marketplace. We will be a repeat customer.”

Appendices

Included are images of the NYS Vehicle Marketplace.

Image 1: Home Page

When you visit www.vehicles.nyspro.ogs.ny.gov, this is the landing page.



Image 2: Finding Vehicle Dealer Information

This page is for vehicle dealers to understand the process, learn about how to get on contract, and access the mini-bid postings. You can access this page at: www.vehicles.nyspro.ogs.ny.gov/content/vehicle-dealer-information.

New York State  Vehicle Marketplace

Info for Authorized Buyers Info for Vehicle Dealers

Vehicle Dealer Information

Welcome to the New York State Vehicle Marketplace. Driven by New York State Procurement, a division of the Office of General Services, this online portal is the one-stop shop for State government vehicle buying, where authorized users can post mini-bids for vehicles. This approach means there are more vehicles available from more contractors giving authorized users more options at the best price available.

If you are interested in being a part of the Marketplace, you must be on contract under [Award Number 22898](#). There are many advantages to including:

- Being eligible to participate in any future mini-bids.
- Finding business opportunities from all authorized users including agencies, local government, public authorities, non-profits, etc.

Understanding the Process

Doing business through the Vehicle Marketplace is easy.

1. Get on contract by contacting NYSPRO for the solicitation documents at nyspro.vehiclemarketplace@ogs.ny.gov. This is a continuous recruitment backdrop contract.
2. Review the [List of mini-bid requests](#).
3. Respond to a mini-bid request using Form B. Depending on the request, respond using [Form B: Pre-Existing Vehicles \(xlsx\)](#) or [Form B: Vehicles Built to Specification \(xlsx\)](#).
4. All mini-bid responses are collected by NYSPRO and reviewed by the buyer.
5. It is the responsibility of the buyer to communicate to all dealers their final award determination.
6. If awarded, the buyer will coordinate payment and delivery with you.

Helpful Resources

- [Award 22898 Contract Summary Page](#)
- [Form B: Mini-Bid Response Vehicles Built to Specifications \(xlsx\)](#)
- [Form B: Mini-Bid Response Pre-Existing Inventory \(xlsx\)](#)
- [Authorized Buyer How-to Guide \(PDF\)](#)
- [Vehicle Dealer Webinar \(PDF\)](#)

 [Vehicle Mini-Bid Results](#) | [Accessibility](#) | [Disclaimer](#) | [Freedom of Information Law](#) | [Privacy](#)

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Governor, State of New York

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Commissioner, Office of General Services

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Image 3: Finding Buyer Information

This page is for contract users to understand the process, get training resources, and access important forms. You can access this page at: www.vehicles.nyspro.ogs.ny.gov/content/vehicle-buyer-information.

New York State  Vehicle Marketplace

Info for Authorized Buyers Info for Vehicle Dealers

Vehicle Buyer Information

Welcome to the New York State Vehicle Marketplace. Driven by New York State Procurement, a division of the Office of General Services, this online portal is the one-stop shop for State government vehicle buying, where authorized users can post mini-bids for vehicles under [Award Number 22898](#). This approach means there are more vehicles available from more contractors giving you more options at the best price available.

Understanding the Process

The buying process through the Vehicle Marketplace is easy.

1. Identify your vehicle needs and develop specifications for your request. The request may be for either specific vehicles or for any vehicles that meet the specifications provided.
2. Obtain all necessary internal approvals, and if you are not already an authorized user of NYSPRO centralized contracts, complete the [eligibility application](#) to receive your authorized user number.
3. Complete [Form A: Mini-Bid Request \(xlsx\)](#) and submit the request with your vehicle specifications to nyspro.vehiclemarketplace@ogs.ny.gov. NYSPRO will post the request and collect responses from dealers on contract.
4. After the mini-bid closing date, NYSPRO will email you all responses that were received. Evaluate the responses, make your award determination, and communicate your decision to all the dealers on contract who responded (templates are provided below).
5. If the mini-bid is awarded, coordinate payment and delivery with the dealer on contract.
6. Make sure to provide your report of contract use to NYSPRO by completing [Form C](#).

Helpful Resources

- [Award 22898 Contract Summary Page](#)
- [Form A: Submit a Mini-Bid Request \(xlsx\)](#)
- [Form C: Report of Use \(xlsx\)](#)
- [Authorized Buyer How-to Guide \(PDF\)](#)
- Mini-Bid Response Notification Templates: [tentative award](#), [non-award](#), and [award not made](#) (docx)

 [Vehicle Mini-Bid Results](#) | [Accessibility](#) | [Disclaimer](#) | [Freedom of Information Law](#) | [Privacy](#)

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Image 4: Form A

Contract users complete Form A: Mini-Bid Request to submit their vehicle request for posting. You can access this page at: www.vehicles.nyspro.ogs.ny.gov/sites/default/files/22898_Mini-Bid_FormA_VehicleRequest_2014-12-02.xlsx.

Group 40451, Award 22898, Light Duty Vehicles

Form A: Mini-Bid Request

This form is to be used by Authorized Users to request Light Duty Vehicles. A Light Duty Vehicle is defined as a mobile machine that is primarily used to transport passengers and cargo (e.g., cars, vans, SUVs, pickup trucks), with a GVWR less than or equal to 10,000 pounds, (i.e., Class 1 through Class 2 Vehicles, as designated by the U.S. Department of Transportation). Once you identify your vehicle purchase need and secure authorized approvals, complete the form to submit your vehicle request. A separate form must be filled out for each type of vehicle, and for vehicles with different specifications. Upon receipt, NYSPRO will review your request for completeness, assign a Mini-Bid number, and post information included on the form to the Vehicle Marketplace for Contractors to submit responses. NYSPRO will contact you if we need additional information. For assistance in completing this form, please contact the Vehicle Marketplace team at NYSPRO.VehicleMarketPlace@ogs.ny.gov.

Save this blank Excel worksheet to your computer, and then enter the required information in Parts A through D. Complete all fields highlighted in yellow. The Authorized User is responsible for reviewing the completed Form A: Mini-Bid Request prior to submittal and ensuring that all necessary fields have been populated correctly. The completed Form A: Mini-Bid Request should use the following naming convention for the file name: 22898-FormA-Albany County (i.e., Award#-FormA-Authorized User Entity). Do not submit completed worksheets in PDF, JPG or any type of file format other than Excel.

The Authorized User is responsible for providing specifications for the vehicles requested. The request may be for either specific vehicles (e.g., 2015 Ford Taurus, Model Code P2H), or for any vehicles that meet the specifications provided (e.g., "AWD sedan, 6 cylinder engine"). Specifications may be submitted to the Vehicle Marketplace team in Excel, Word or PDF format, and will be included with the posting of the Mini-Bid on the Vehicle Marketplace for Contractors to view.

Email the completed worksheet to the Vehicle Marketplace Team at NYSPRO.VehicleMarketPlace@ogs.ny.gov, using the following naming convention for the email subject name: 22898-FormA-Albany County (i.e., Award#-FormA-Authorized User Entity). Submit a separate email, with only one (1) Form A: Vehicle Request, and one (1) vehicle specifications file, included as attachments, for each vehicle request. Do not submit multiple vehicle requests in one email.

Mini-Bid Number	For NYSPRO Use Only
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PART A: AUTHORIZED USER CONTACT INFORMATION

1.0	Authorized User Entity Name [Enter the name of your state agency, municipal government office, or other NYS authorized contract user entity name]	
2.0	Agency Code [for State Agencies only]	
3.0	Authorized User Number [Contact OGS Customer Services at customer.services@ogs.ny.gov for assistance with Authorized User numbers]	
4.0	Primary Contact Name [Designated Contact for Procurement Lobbying, if applicable. See http://ogs.ny.gov/hcp/advisoryCouncil/Entities.htm]	
4.1	Primary Contact Title	
4.2	Primary Contact Email	
4.3	Primary Contact Phone	
5.0	Secondary Contact Name [Designated Contact for Procurement Lobbying, if applicable. See http://ogs.ny.gov/hcp/advisoryCouncil/Entities.htm]	
5.1	Secondary Contact Title	
5.2	Secondary Contact Email	
5.3	Secondary Contact Phone	

PART B: GENERAL QUESTIONS

1.0	Has the Authorized User received the necessary internal approvals for this request? [Authorized Users are advised that it is their responsibility to secure the necessary internal approvals. A Mini-Bid request for NYS Executive Agencies that has not received approval of the applicable business case and received a B-1184 number may be rejected by OGS Fleet Management]	
2.0	Will federal funding be used to pay for part or all of this request?	

Image 5: Mini-Bid Posting

Vehicle dealers on contract view available mini-bid requests that are sortable by bid due date, mini-bid number, delivery county, vehicle type, make, and number of vehicles. You can access this page here:

www.vehicles.nyspro.ogs.ny.gov/vehicle-request-list.

New York State Vehicle Marketplace

Info for Authorized Buyers Info for Vehicle Dealers

List of Current Mini-Bid Vehicle Requests

Sort by Order

[Mini-Bid #15060053: Chevrolet Silverado 1500 Pickup Trucks, Albany County Department of Public Works](#)
Bid Due Date: Friday, June 12, 2015 - 5:00 pm EDT
Vehicle Type: Pickup Truck, Light Duty Make: Chevrolet Quantity: 3 Delivery Location: Albany County

[Mini-Bid #15060052: Jeep Wrangler Sport, City of Tonawanda](#)
Bid Due Date: Friday, June 12, 2015 - 5:00 pm EDT
Vehicle Type: SUV, Small Make: Jeep Quantity: 1 Delivery Location: Erie County

[Mini-Bid #15060051: Jeep Wrangler Sport, City of Tonawanda](#)
Bid Due Date: Friday, June 12, 2015 - 5:00 pm EDT
Vehicle Type: SUV, Small Make: Jeep Quantity: 1 Delivery Location: Erie County

[Mini-Bid #15060050: Ford Fusion S, Oakfield-Alabama Central School District](#)
Bid Due Date: Friday, June 12, 2015 - 5:00 pm EDT
Vehicle Type: Sedan, Midsize Make: Ford Quantity: 1 Delivery Location: Genesee County

[Mini-Bid #15060049: Ford Fusion S, Oakfield-Alabama Central School District](#)
Bid Due Date: Friday, June 12, 2015 - 5:00 pm EDT
Vehicle Type: Sedan, Midsize Make: Ford Quantity: 1 Delivery Location: Genesee County

[Mini-Bid #15060048: 2015 Ford Taurus SEs, County of Nassau Public Works](#)
Bid Due Date: Friday, June 12, 2015 - 5:00 pm EDT
Vehicle Type: Sedan, Large Make: Ford Quantity: 2 Delivery Location: Nassau County

[Mini-Bid #15060047: 2015 Ford Taurus SEs, County of Nassau Public Works](#)
Bid Due Date: Friday, June 12, 2015 - 5:00 pm EDT
Vehicle Type: Sedan, Large Make: Ford Quantity: 2 Delivery Location: Nassau County

Image 6: Form B

When vehicle dealers on contract respond to a mini-bid request, there are two forms to choose from: vehicles built to specifications or vehicles off the lot. They complete Form B to respond to mini-bid postings. The built to specifications form is below. Both forms can be found here: www.vehicles.nyspro.ogs.ny.gov/content/vehicle-dealer-information.

Group 40451, Award 22898, Light Duty Vehicles

**Form B: Mini-Bid Response:
Vehicle(s) Built to Specifications**

Form Instructions

A Contractor responding to a Mini-Bid that specifies Vehicle(s) Built to Specifications at the Original Equipment Manufacturer (OEM) factory shall provide the following information in Parts A through D for the Vehicle(s) offered for the Mini-Bid. For assistance in completing and submitting this form, please contact the Vehicle Marketplace Team at NYSPro.VehicleMarketPlace@ogs.ny.gov. For questions about the vehicles requested, please contact the Authorized User Identified on Form A: Vehicle Request.

Save this blank Excel worksheet to your computer, and then enter the required information in Parts A through D. Complete all fields highlighted in yellow. Failure to enter a response in a yellow field may result in rejection of your Mini-Bid response. Contractor is responsible for reviewing the completed price worksheet prior to Mini-Bid response submittal and ensuring that all necessary fields have been populated correctly.

The completed Form B: Mini-Bid response should use the following naming convention for the file name: 22898-14090001-PC12345 (i.e., Award#-Mini-Bid#-Contract#). Do not submit completed worksheets in PDF, JPG or any type of file format other than Excel. Pricing submitted using a format other than this spreadsheet shall be deemed non-responsive and shall be rejected.

Email the completed worksheet to the Vehicle Marketplace Team at NYSPro.VehicleMarketPlace@ogs.ny.gov, using the following naming convention for the email subject name: 22898-14090001-PC12345 (i.e., Award#-Mini-Bid#-Contract#). Submit a separate email, with only one (1) Mini-Bid response worksheet included as an attachment, for each Mini-Bid response. Do not submit multiple Mini-Bid responses in one email. Do not include notes about the Mini-Bid or other information in the body of the email. A section for notes is included on this form.

For all dollar amounts and discount percentages that a Contractor may enter, a Contractor may enter as many decimal places as desired and the formulas included in the Mini-Bid response worksheet will calculate based on the full number entered. However the number displayed in the cells will be rounded to no more than two (2) decimal places (e.g., \$6.246 shall be rounded to \$6.25 and \$7.232 shall be rounded to \$7.23).

Part A: Contractor Information

Q#	Question	Contractor Response
1.0	Mini-Bid Request Number from Form A: Mini-Bid Request (e.g. 14090001)	
2.0	Business Information	
2.1	Full Legal Business Name, including DBA if applicable	
2.1	State Contract Number (e.g. PC12345)	
2.3	Federal Employer Identification Number / FEIN (e.g. 14-1234567)	
2.4	NYS Vendor ID Number (e.g., 1000012345)	
3.0	Primary Contact Information	
3.1	Contact Name	
3.2	Contact Email	
3.3	Contact Phone (1)	
3.4	Contact Phone (2)	
4.0	Secondary Contact Information	
4.1	Contact Name	
4.2	Contact Email	
4.3	Contact Phone (1)	
4.4	Contact Phone (2)	

Part B: Mini-Bid Criteria

Q#	Question	Contractor Response
1.0	Type of vehicle(s) requested by the authorized user on Form A: Mini-Bid Request [Note: If responding to a Mini-Bid for Pre-Existing Inventory Vehicle(s) (i.e., off the lot), use the Pre-Existing Inventory Vehicle(s) Mini-Bid Response Worksheet for the response]	Vehicle(s) built to specifications at the OEM factory

Image 7: Summary of Mini-Bid Responses

Once the mini-bid closes, contract users receive the dealer responses from OGS Procurement Services. Two examples are provided below.

Mini-Bid #15040039 Response Opening Results

Bidder (#)	Mini-Bid #	Contractor	Contract #	Model Year	Make	Model	Total # of Vehicles	Total NYS Contract Price for Mini-Bid
Bidder (3)	15040039	JOE BASIL CHEVROLET, INC	PC66681	2015	CHEVROLET	SILVERADO	1	\$33,863.98
Bidder (2)	15040039	Emerling Chevrolet Inc.	PC66679	2015	Chevrolet	Silverado 2500 Reg Cab WT	1	\$34,482.00
Bidder (4)	15040039	Van Bortel Chevrolet Inc.	PC66687	2015	Chevrolet	Silverado 2500HD Reg Cab 1WT	1	\$34,693.69
Bidder	15040039	Eagle Auto Mall Sales, Inc.	PC66678	2015	Chevrolet	Silverado 2500HD Regular Cab	1	\$36,760.77

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

No Bid (#)	Mini-Bid #	Contractor	Contract #	Reason for No Bid

Mini-Bid #15030010 Response Opening Results

Bidder (#)	Mini-Bid #	Contractor	Contract #	Model Year	Make	Model	Total # of Vehicles	Total NYS Contract Price for Mini-Bid
Bidder (2)	15030010	Eagle Auto Mall Sales, Inc.	PC66678	2015	Chevrolet	Traverse LTZ	1	\$36,140.45
Bidder (3)	15030010	Van Bortel Ford, Inc	PC66688	2016	Ford	Explorer Limited	1	\$36,689.90
Bidder (4)	15030010	WEBSTER FORD INC DBA HENDERSON FORD	PC66744	2016	FORD	EXPLORER 4WD LIMITED	1	\$37,064.90
Bidder	15030010	BEYER FORD LLC	PC66676	2016	FORD	EXPLORER	1	\$37,080.15

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

No Bid (#)	Mini-Bid #	Contractor	Contract #	Reason for No Bid
No Bid	15030010	Van Bortel Chevrolet Inc.	PC66687	We are not an authorized dealer for the specific vehicle requested.

Image 9: Mini-Bid Opening Results

This is a complete listing of all mini-bid opening results since the launch in November 2014. The newest openings can be found on top and you can click each to get the specifications from the original posting. You can access this page at: www.vehicles.nyspro.ogs.ny.gov/bid-opening-results.



New York State **Vehicle Marketplace**

Info for Authorized Buyers Info for Vehicle Dealers

Vehicle Marketplace Mini-Bid Opening Results

[Mini-Bid #15060040: Ford F-350 Van, Sullivan County BOCES](#)
Bid Opening Date: June 12, 2015
Bid Opening Results: [22898 Mini-Bid Results 15060040 2015-06-12.pdf](#)

[Mini-Bid #15060039: Ford E-350 Van, Sullivan County BOCES](#)
Bid Opening Date: June 12, 2015
Bid Opening Results: [22898 Mini-Bid Results 15060039 2015-06-12.pdf](#)

[Mini-Bid #15060038: Ford Fusions, County of Nassau Public Works](#)
Bid Opening Date: June 12, 2015
Bid Opening Results: [22898 Mini-Bid Results 15060038 6-12-2015.pdf](#)

[Mini-Bid #15060037: Ford Fusions, County of Nassau Public Works](#)
Bid Opening Date: June 12, 2015
Bid Opening Results: [22898 Mini-Bid Results 15060037 6-12-2015.pdf](#)

[Mini-Bid #15060036: Chevrolet Suburban LTs, New York State Office of General Services](#)
Bid Opening Date: June 12, 2015
Bid Opening Results: [22898 Mini-Bid Results 15060036 2015-06-12.pdf](#)

[Mini-Bid #15060035: Chevrolet Suburban LTs, New York State Office of General Services](#)
Bid Opening Date: June 12, 2015
Bid Opening Results: [22898 Mini-Bid Results 15060035 2015-06-12.pdf](#)

[Mini-Bid #15060034: Detective Package Dodge Chargers, New York State Office of General Services](#)
Bid Opening Date: June 12, 2015
Bid Opening Results: [22898 Mini-Bid Results 15060034-2015-06-12.pdf](#)

Image 8: Form C

Contract users complete Form C: Mini-Bid Report of Use for the procurement record. You can access this form here: www.vehicles.nyspro.ogs.ny.gov/sites/default/files/22898_Mini-Bid_FormC_ReportOfUse_2014-12-10.xlsx.

Group 40451, Award 22898, Light Duty Vehicles

Form C: Mini-Bid Report of Use

This form is to be used by Authorized Users to provide a record of usage of the Vehicle Marketplace. Please provide NYSPRO with the following information for each Mini-Bid that was conducted for your entity in the Vehicle Marketplace. A separate form must be filled out for each Mini-Bid. For assistance in completing this form, please contact the Vehicle Marketplace team at NYSPRO.VehicleMarketPlace@ogs.ny.gov.

Note: Please maintain a copy of the completed Form C: Mini-Bid Report of Use and related for audit purposes. This form is for NYSPRO records only, and is not intended to include all information that must be included in an Authorized User's complete procurement record. It is the responsibility of the Authorized User to follow established standard procedures of the applicable entity in regards to the procurement record.

Save this blank Excel worksheet to your computer, and then enter the required information in Parts A through C. Complete all fields highlighted in yellow. The Authorized User is responsible for reviewing the completed Form C: Mini-Bid Report of Use prior to submittal and ensuring that all necessary fields have been populated correctly. The completed Form C: Mini-Bid Report of Use should use the following naming convention for the file name: 22898-FormC-14090001-Albany County (i.e., Award#-FormC-Mini-Bid#-Authorized User Entity). Do not submit completed worksheets in PDF, JPG or any type of file format other than Excel.

Email the completed worksheet to the Vehicle Marketplace Team at NYSPRO.VehicleMarketPlace@ogs.ny.gov, using the following naming convention for the email subject name: 22898-FormC-14090001-Albany County (i.e., Award#-FormC-Mini-Bid#-Authorized User Entity). Submit a separate email, with only one (1) Form C: Mini-Bid Report of Use, one (1) Purchase Order, and any supporting documentation included as attachments, for each Mini-Bid. Do not submit multiple Form Cs in one email.

PART A: AUTHORIZED USER CONTACT INFORMATION		
1.0	Authorized User Entity Name [Enter the name of your state agency, municipal government office, or other NYS authorized contractor entity name]	
2.0	Agency Code [for State Agencies only]	
3.0	Authorized User Number [Contact OGS Customer Services at customer.services@ogs.ny.gov for assistance with Authorized User numbers]	
4.0	Primary Contact Name	
4.1	Primary Contact Title	
4.2	Primary Contact Email	
4.3	Primary Contact Phone	
5.0	Secondary Contact Name	
5.1	Secondary Contact Title	
5.2	Secondary Contact Email	
5.3	Secondary Contact Phone	
PART B: MINI-BID INFORMATION		
1.0	Mini-Bid Request Number (e.g., 14090001)	
2.0	Number of Mini-Bid responses received from Contractors [Do not include any "No-Bids"]	
3.0	Number of Mini-Bid responses that were disqualified	
3.1	If Mini-Bid responses were disqualified, enter the reason(s) for disqualification.	
Top three responsive Contractors (ranked from lowest to highest "Total NY \$ Contract Price for Mini-Bid" or "Grand Total NY \$ Price of Vehicles Bid," as applicable) [if the Mini-Bid was for Pre-Existing Inventory, attach a separate sheet to show final bid ranking]		
4.0	Contractor #1: Full Legal Business Name, including DBA if applicable	
4.1	Contractor #1: State Contract Number (e.g., PC12345)	
4.2	Contractor #1: Was this Contractor awarded the Mini-Bid?	
4.3	Contractor #1: If "No" to above question, enter a reason for non-award to this Contractor.	
5.0	Contractor #2: Full Legal Business Name, including DBA if applicable	
5.1	Contractor #2: State Contract Number (e.g., PC12345)	