



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING

Statewide Contract Notification

Statewide Used Motor Vehicles – Qualified Vendor’s List CC241662001-005

Issuance Date: July 1, 2024

Revised Date: June 2, 2025

CONTRACT PERIOD/RENEWAL OPTIONS	
Current Contract Period:	July 1, 2025 through June 30, 2026
Original Contract Period:	July 1, 2024 through June 30, 2025
Available Renewal Period Options:	0
Potential Final Expiration Date:	June 30, 2026

ALL PURCHASES MADE UNDER THESE CONTRACTS MUST BE FOR PUBLIC (STATE AGENCY) USE ONLY. PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

A state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the Judicial and Legislative branches of the State of Missouri.

BUYER CONTACT INFORMATION	
Name:	Danielle Gesch
Email:	danielle.gesch@oa.mo.gov
Phone Number:	(573) 751-3331

ORGANIZATION

Statewide Contract History
Contract Information
Instructions and Information
Appendix A – Satisfactory Survey

Attachment 1 – Used Motor Vehicles Price Quote Request Form
Attachment 2 – Used Motor Vehicles Price Quote Request Form Award Record
Attachment 3 – Domestic Products Procurement Act

STATEWIDE CONTRACT HISTORY

The following table summarizes actions related to this Notification of Statewide Contract:

ACTION ISSUE DATE	SUMMARY OF CHANGES
11/6/2025	Updated buyer information.
6/2/2025	Renew Contracts CC241662001, CC241662002, CC241662004, and CC241662005 for period of July 1, 2025 through June 30, 2026.
9/4/2024	Updated buyer information.
7/1/2024	Initial issuance of contracts CC241662001-005.

CONTRACT INFORMATION

CC241662001			
MissouriBUYS SYSTEM ID: MB00198000			
Contractor Name: Computerized Auto Search			
Contractor Address: 1326 Emanuel Cleaver II Blvd Kansas City, MO 64110			
Contact Information:		Name: Hosea Haywood Phone Number: 816-210-1109 Fax Number: N/A Email Address: computerizedautosearch@hotmail.com	
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC241662002			
MissouriBUYS SYSTEM ID: MB00185030			
Contractor Name: Corwin Ford Lincoln Republic (CFLR)			
Contractor Address: 1740 U.S. Hwy 60 E Republic, MO 65738			
Contact Information:		Name: Steve Forrester Phone Number: 417-350-5083 Email Address: sforrester@corwinauto.com	
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC241662003			
MissouriBUYS SYSTEM ID: MB00128217			
Contractor Name: Corwin Motors of Springfield LLC			
Contractor Address: 3306 East Kearney Street Springfield, MO 65803			
Contact Information: Name: Steve Forrester Phone Number: 417-350-5083 Email Address: sforrester@corwinauto.com			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC241662004			
MissouriBUYS SYSTEM ID: MB00095149			
Contractor Name: Joe Machens Ford Lincoln			
Contractor Address: 1911 W. Worley P.O. Box 1078 Columbia, MO 65202			
Contact Information: Name: Jason Lane Phone Number: 573-673-2788 Email Address: jlane@machens.com			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

CC241662005

MissouriBUYS SYSTEM ID: MB00111484

Contractor Name: NRoute Enterprises LLC

**Contractor Address: 6102 North 23rd Street
Ozark, MO 65721**

Contact Information: Name: Will Reynolds
Phone Number: 417-731-2900
Fax Number: N/A
Email Address: motorsports@nroutellc.com

MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION

MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No
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Pursuant to paragraph 3.7.1 of the RFP, Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454, RSMo, regarding conflict of interest.

NRoute Enterprises LLC reported a conflict of interest in their RFP response, therefore, NRoute Enterprises LLC can only be awarded a request for quote in the event they are the original low bidder for the request. (i.e. There will be no awarding to NRoute Enterprises LLC in the event the low bidder can't meet the requirements and NRoute Enterprises LLC is the next low bidder.)

INSTRUCTIONS AND INFORMATION

1. **MANDATORY USE:** The contractor shall provide used vehicles on an as needed, if needed basis. The State of Missouri does not guarantee any usage of the contract whatsoever. However, any state agency needing to purchase a used vehicle shall be required to use the contract unless an exemption is granted by the Division of Purchasing. In addition, the contractor shall agree and understand that the contract shall not be construed as an exclusive arrangement and if it is in the best interest of the State of Missouri and approved by the Division of Purchasing, a state agency may obtain alternate used vehicles elsewhere.

2. **DEFINITIONS:**
 - a. **OA Fleet Management** – Office of Administration – Fleet Management, the pre-approval authority for all state agencies (except where special delegation exists). Any anticipated vehicle purchases must be pre-approved by OA Fleet Management prior to attempting to make a purchase.
 - b. **Qualified Vendor's List (QVL)** – (contractors listed on CC241662001 through CC241662005), an established supply channel for acquiring used motor vehicles for various state agencies located throughout the state of Missouri.
 - c. **State Agency** – defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the public Universities and the Judicial and Legislative branches of the State of Missouri.
 - d. **Used Motor Vehicles Price Quote Request Form (PQF)** – Attachment 1, utilized for requesting price quotes from the awarded contractors.
 - e. **Used Motor Vehicle Price Quote Request Form Award Record** – Attachment 2, used to record the evaluation of the price quotes received from the awarded contractors.

3. **Vehicle Categories Included Within this Contract:**

Motor Vehicle Categories
Passenger Vehicles (25101503)
Light Duty Trucks (25101507)
Medium Duty Trucks (25181602)
Work Vans (25101505)
Cargo Vans (25101505)
Patrol Vehicles (25101702)

4. **Awarded Categories by Contractor:**

Contract Number	Passenger Cars	Light Duty Trucks	Medium Duty Trucks	Work Vans	Cargo Vans	Patrol Vehicles
CC241662001 – Computerized Auto Search	X	X	X	X	X	X
CC241662002 – Corwin Ford Lincoln Republic	X	X	X	X	X	X
CC241662003 – Corwin Motors of Springfield LLC	X	X	X	X	X	X
CC241662004 – Joe Machens Ford Lincoln	X	X	X	X	X	X
CC241662005 – NRoute Enterprises LLC	X	X	X	X	X	X

5. **Email distribution lists by category to utilize when issuing your Price Quote Forms to the contractors:**

Motor Vehicle Categories	Email Distribution
All categories have the same distribution list at this time	computerizedautosearch@hotmail.com Sforrester@corwinauto.com Jlane@machens.com motorsports@nroutelc.com

(Note: the email is the same for both Corwin contracts.)

6. **PRICE QUOTE FORM (PQF) Requirements (see section 2.4 of the Scope of Work for additional details)** – The state agency will contact all QVL contractor(s) via email (which includes a pre-filled out attachment 1, PQF) who were awarded the requested used motor vehicle category(ies) to obtain firm, fixed price quotes. All applicable fields to the agency should be filled out prior to sending the request to the contractors. In addition, the quote request will include the specifications required and the quantity of used vehicles required. The state agency’s quote request will also indicate if the state agency desires or requires any additional options or features (upgrades) to be included with the used motor vehicle in addition to the base used model vehicle defined.

NOTE: 1) If additional options and features are already installed on the used vehicle then the QVL contractor shall price the used vehicle as one total dollar amount for the used motor vehicle that includes the already installed options and features. 2) If the PQF requests or requires options and features that are not currently installed on the used vehicle proposed by the QVL contractor, then the QVL contractor must price those items separately to ensure the used vehicle proposed meets the requirements identified in the PQF.

The state agency should also use the following language in their PQF in order to evaluate the used vehicles offered appropriately:

Required Supporting Documentation: The QVL contractor should provide proof of the following with their PQF response. In the event the contractor does not provide the required documentation with their response, the contractor must provide it within the timeframe stated by the requesting agency.

- 1) *Multi-Point Inspection – must include date of inspection and mileage of the vehicle;*
- 2) *Odometer Reading - In the event the odometer has been replaced on the used vehicle, the vehicle must have the required sticker as proof of replacement on the vehicle;*
- 3) *Carfax Report – should include any maintenance services or recall repairs performed on the quoted vehicle;*
- 4) *Certified Pre-Owned – contractor must indicate if the vehicle quoted is Certified Pre-Owned and should provide supporting documentation if applicable;*
- 5) *As-Is – In the event a contractor is selling a vehicle “As-Is” the vendor must document that in the PQF or provide documentation indicating such.*
- 6) *Applicable Warranty*

Agencies are also required to provide a blank Attachment 3, Domestic Product Procurement Act (Buy American) Preference with the PQF form to all contractors at the time of issuing a PQF form. Contractors must fill out Attachment 3 and return it with their PQF response in order to be considered for the award of the purchase order.

7. **PRICE QUOTE FORM EVALUATION (see section 2.5 of the Scope of Work for additional details)** – Since multiple contracts exist, the state agency shall evaluate and record the total cost provided in each contractor’s PQF response utilizing attachment 2, Evaluation Form, to determine the lowest-priced contractor. Agencies will need to process the steps outlined in section 2.5 of the Scope of Work. The state agency shall determine the lowest-priced contractor by determining each contractor’s total cost for the requested used vehicle based upon the specifications, anticipated options required, quantity(ies) and the prices quoted on the PQF form. In the event the lowest-priced contractor is unable to provide the required used vehicle due to unavailability, the state agency shall contact the next lowest-priced contractor as determined by processing the steps in section 2.5 of the Scope of Work. If additional contracts exist, and the first two lowest-priced contractors were unable to provide the used vehicles, the state agency shall continue to use the same criteria for selecting a contractor until the needs of the state agency are met. All pricing shall include all shipping, and freight charges ***FOB Destination, Freight Prepaid and Allowed***. The State of Missouri shall not make additional payments or pay add-on charges for freight or shipping.

State agencies shall make every attempt to process an award of a PQF within forty-eight (48) hours of the PQF deadline date. Any delays in the forty-eight (48) hour timeframe must be communicated to the QVL contractors that submitted a response to a PQF. QVL contractors shall not face consequences for selling a used vehicle off the lot to another customer in the event an award has not been made within the forty-eight (48) hour timeframe and failure of the agency to communicate a delay occurs.

The PQF shall be awarded to the lowest and best QVL contractor defined herein as the specification-compliant QVL contractor who scores the highest number of evaluation points considering:

- a. The specifications and contents included on the Price Quote Form, Evaluation Form, Used Vehicles, including the results of any specified depreciation formulas, test drives, or vehicle inspections;
- b. Cost, including the Missouri Domestic Products Procurement Act preference;

- c. Bonus Preference Points earned for the Organization for the Blind/Sheltered Workshop preference and the Missouri Service-Disabled Veteran Enterprise preference points in the QVL contractor's awarded proposal. (If applicable.)

The state agency will provide all responding QVL contractors of the results of the PQF awarded by providing a copy of the completed Attachment 2.

8. **Purchase Order Requirements** – The state agency must also provide authorization to proceed through issuance of a purchase order or specific written authorization to ship.

Note to State Agencies: Prior to making a used vehicle purchase, the state agency must complete a vehicle pre-approval form and submit it to Kelly Hinkle, OA - Fleet Management. The pre-approval form can be found at the following website address:
<https://oa.mo.gov/general-services/state-fleet-management/vehicle-preapproval-process-and-vehicle-credits>

Once the state agency receives approval from OA - Fleet Management, the agency shall issue its own PGQ (Quick Price Agreement) order in SAMII or a requisition within MissouriBUYS. **State agencies must use the following Line Item/Commodity (UNSPSC) code combinations when issuing their purchase orders (these line items and codes are the same for all contracts):**

Line item 1	25101503	Automobiles or Cars
Line item 2	25101505	Minivans or Vans
Line item 3	25101507	Light Trucks or Sport Utility Vehicles
Line item 4	25101702	Police Vehicles
Line item 5	25181602	Trucks Chassis

Cooperative Procurement Members Note: The Vehicle Pre-Approval Form does not apply to cooperative procurement members – only to State of Missouri agencies.

9. **Delivery** – Delivery for all used vehicles shall be due as indicated by the state agency on the PQF form prior to issuing the PQF. The QVL contractor who was awarded the PQF shall only deliver upon receipt of an authorized purchase order. The QVL contractor must call the state agency 24 hours prior to making an appointment for delivery. Delivery must be made between the hours of 8:00 a.m. and 12:00 Noon or 1:00 p.m. and 4:00 p.m., Monday through Friday, Central Time. Deliveries shall not be made on state holidays.

Each delivered used vehicle shall be clean, lubricated, serviced and ready for immediate service. This shall include installation of all required options and accessories and removal

of all plastic and signage (e.g. window sticker) from the interior and exterior of the vehicle. The window sticker may be left in the “glove box” or included with other documentation.

Each used vehicle delivered shall include a proper form to apply for Missouri title and license including the Manufacturer’s State of Origin and invoice, an owner’s manual, and warranty. The title and invoice for all alternative fuel vehicles must clearly indicate the vehicle is alternative fuel (flex fuel (FFV) or E-85).

Each used vehicle delivered must also include any applicable warranty paperwork.

Within forty-eight (48) hours of delivery, the state agency shall fully inspect the vehicle’s interior and exterior, including any options required on the vehicle. The state agency must notify the dealer within forty-eight (48) hours of any unacceptability relating to the delivered vehicle. If the state agency fails to notify the dealer of any unacceptability within the forth-eight (48) hour timeframe, the dealer reserves the right to deem the vehicle as acceptable. Agencies are advised to ensure the proper measures are taken as it relates to insuring vehicles beyond the forty-eight (48) hour acceptance timeframe.

10. **Potential Recall or Manufacturer Initiated Customer Service Action/Notification**

Requirement: The contractor shall be responsible for accessing potential recall notices from the National Highway Traffic Safety Administration (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 contractor should, to the best of their ability, complete the necessary action(s) prior to delivery. If the contractor is unable to address the required recall or customer service action(s) prior to delivery, the contractor must inform the state agency of the “open” recall or customer service action upon delivery. The contractor shall then assist the state agency in getting the recall or customer service action(s) completed as quickly as possible.

11. **SCOPE OF WORK** – Due to the large amount of information included in the contract’s Scope of Work, the information is not included in the Statewide Contract Notification. The information is available through the Awarded Bid & Contract Document Search at <https://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search> or through MissouriBUYS at <https://missouribuys.mo.gov/>

12. **CONTRACT MANAGEMENT:**

- a. The state agency should monitor, measure, and manage the contractor’s performance of services and delivery of products according to the contractual requirements. Please
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refer to the Contract Management Guide:

<https://oapurch.state.mo.us/procurementsources.shtm>

- b. In the event your state agency encounters any issues or has any concerns or questions regarding the contract, please contact the Division of Purchasing in writing to the attention of the buyer shown on the front page of this document.
 - c. To assist the Division of Purchasing in monitoring the performance of the contractors and ensuring quality services are provided to state agencies, state agencies are strongly encouraged to submit documentation regarding the contract and contractor performance to the Division of Purchasing to the attention of the buyer listed on the front page of this document.
13. **SATISFACTION SURVEY:** Customer service is a top priority. The Division of Purchasing desires to work with state agencies to identify solutions if there are any contract concerns. State agencies are encouraged to complete the Satisfaction Survey, Appendix A, regarding their experience with the contract. Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.

Appendix A Satisfaction Survey



This satisfaction survey is provided for users to report good and/or poor contractor performance. Any contract user may complete the survey and return it to the buyer identified on page one of this notice.

Users are advised that serious contractor performance issues should be immediately reported to the buyer identified on page one of this notice.

GENERAL CONTRACT INFORMATION	
Contract Number and Contractor Name	Contract Number: Contractor Name:
Does the contract meet the needs of your state agency?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:
How could the contract be improved?	

Please complete the following form to document your agency's experience with the contractor.

PRODUCT RATING	EXPLANATION
Do the products meets the needs of your agency:	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:

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Do the products meet the contract specifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:
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CONTRACTOR PERFORMANCE	EXPLANATION
Did the contractor deliver products in accordance with the delivery timelines in the contract?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:
Describe the responsiveness of the contractor to inquiries.	Please explain:
Has your agency encountered any problems with the contractor? If so, how would you rate their ability to resolve the problem?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:
Were the contractor's employees courteous?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:
Did the contractor handle recall notices effectively?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:

SURVEY COMPLETED BY:
Name:
State Agency:
Email:
Date:

Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.