How to Use This Contract

Motor Vehicles (25100000-19-1)

Contractor information, pricing, and contract documents are located on the contract webpage at https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/motor_vehicles.

State Agencies

- The State of Florida’s online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract:
  - Please contact the contractor(s) directly to request a quote; contractor contact information is accessible from the contract webpage. The contractor must provide a quote using the approved Price Quote Form within two business days; the requested representative model, OEM options, identified aftermarket options, and non-identified aftermarket options must be itemized on the form.
  - Create a requisition/purchase order in MFMP Buyer; for additional information, visit https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/requisitions_purchase_orders. Attach the Price Quote Form and a completed Request for Acquisition of Motor Vehicle(s) and Mobile Equipment (MP6301) to the purchase order; if OEM options are included, attach a copy of the MSRP list(s) for the requested options.
  - CATALOG TYPE: None - Create a requisition and click the ‘Create Non-Catalog Item’ button. In the ‘Supplier’ field, use the appropriate contractor’s FEIN, as provided on the contract webpage; in the ‘State Contract ID’ field, select the contract number shown above from the drop-down menu.
  - COMMODITY CODE: 25101503, 25101505, 25101507, 25101702, 25101904, 25101905, 25101918, or select the most appropriate eight-digit commodity code under 25101600; the current list of commodity codes activated in MFMP is located at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes.
  - METHOD OF PROCUREMENT: A - State term contract without RFQ
  - The contractor must acknowledge receipt of the purchase order using the approved Acknowledgement of Order Form within five business days; the form must include the estimated delivery date and manufacturer’s order confirmation (if applicable).
• Please use the appropriate contractor’s FEIN, as provided on the contract webpage, when making payments in the Florida Accounting Information Resource (FLAIR); also, please use the appropriate contractor’s FEIN when recording purchasing card (PCard) payments in FLAIR.

Eligible Users

• Eligible users, as defined by Rule 60A-1.001, Florida Administrative Code, may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.

Frequently Asked Questions

• Can I purchase from a vendor outside of this contract if they offer better pricing?
  o In accordance with section 287.056, Florida Statutes, state agencies are required to purchase commodities and contractual services from state term contracts procured by the Department of Management Services.
• What should I do if I have an issue with the contractor?
  o If you are unable to resolve an issue with a contractor, you may contact the contract manager listed on the contract webpages to explore additional options. These options include: complete a vendor performance survey online to document the issue, work with the contract manager to elevate the issue with the contractor representatives, or submit a vendor complaint that requires a formal response from the contractor.

Contact Information

• If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.
• If you have any questions or require assistance specific to MFMP (e.g. system access, purchase orders, catalogs, etc.), please visit the Division of State Purchasing’s MFMP webpage located at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace.
• If you have any questions or require assistance specific to the Request for Acquisition of Motor Vehicle(s) and Mobile Equipment (MP6301), please contact the Department of Management Services’ Fleet Management Help Desk at 850-488-4929 or fleethelpdesk@dms.myflorida.com.