

**STATE OF MISSISSIPPI**  
**OFFICE OF PURCHASING, TRAVEL AND**  
**FLEET MANAGEMENT**

**S P E C I F I C A T I O N S**  
**FOR**  
**AUTOMOBILES AND PASSENGER VANS**

Specification #3160006010  
Revised Date: 7/5/2023

1. SCOPE

- 1.1 **Scope.** This specification is intended to outline the minimum specifications for current model automobiles and passenger vans purchased by the State of Mississippi.

2. REQUIREMENTS

- 2.1 All vehicles bid under these specifications must conform to the following:

Federal Motor Vehicle Safety Standard (Public Law 89-563).  
Code of Federal Regulation, Title 40, Part 85.

Control of Air Pollution from New Motor Vehicles and  
New Motor Vehicle Engines, Environmental Protection Agency.

- 2.2 Automobiles and passenger vans must have all interior and exterior trim and appointments listed by the manufacturer in printed specifications and literature as standard equipment and all requirements are minimum acceptable. Standard equipment may not be deleted on any model. **Vendors will have 5 business days after electronic receipt of the Standard Equipment Form to confirm that the Standard Equipment Form is correct.** For errors found after 5 business days, the vendor will be held financially responsible. **Failure to return the Standard Equipment Form within 5 business days will be cause for rejection of the preliminary award for those items and will result in the vendor being removed from the bidding process for a five (5) year period.**

- 2.3 **Warranty.** The manufacturer warrants each vehicle to be of good material and workmanship and agrees to promptly replace any part or parts, when the vehicle is returned to the place of business, which by reason of defective material or workmanship shall fail under normal use, free of negligence or accident, for a minimum period of three (3) years or 36,000 miles, whichever comes first, from the date vehicle is put in service. Such replacement must be free of any charge to the owner. In addition, if such failure renders the vehicle incapable of being driven, the vendor will be responsible for having the vehicle transported to his place of business. If such failure takes place outside the dealers service area, the vendor will be responsible for reimbursing the nearest authorized dealer for services rendered under this warranty.

Tires are exempt from this warranty, but must be covered by the tire manufacturer's standard warranty and serviced by the local authorized dealer of the tire manufacturer. Warranty shall start with date placed in service and not date of delivery unless dates shall be the same.

2.4 The State of Mississippi shall expect the manufacturer to have adequate stocks of replacement parts available to service state vehicles and to make delivery within a reasonable time of all normal replacement parts to their dealers who may service state vehicles. The State further expects that warranty service and repairs as well as non warranty service and repairs will be handled without prejudice by local dealerships throughout the United States.

2.5 Options. It shall be a requirement of these specifications that **only the optional equipment listed on the Standard Equipment Form will be made available for purchase.** It shall also be a requirement of these specifications that larger engines may be deleted if they are not standard equipment, and the dealer net cost of each deleted item subtracted from the bid price. **The same provisions shall be in effect for vehicles purchased by governing authorities.**

It shall be the responsibility of the successful bidder to furnish the Bureau of Fleet Management, within **five (5) business days** after the award is made, copies of manufacturer's current, published price lists. These price lists shall include all pricing applicable to the vehicles on which that dealer has received an award.

2.6 All **standard equipment and any optional equipment** requested on these specifications shall be OEM parts and shall be factory installed. Any dealer who in error orders and receives a vehicle that was not manufactured in compliance with these specifications (**State Vehicle Specifications**) will not be permitted to **sell said vehicle as a state contract vehicle.**

2.7 All prices for total unit shall include title fee. State contract awarded vehicle vendors shall title all new state contract vehicle purchases in the name of the State of Mississippi/DFA-Agency number (three digit assigned number, available to the vendor upon request.) Title applications shall reflect the requesting agency's current address as the mailing address on the title.

2.8 **Vehicle Classifications.** **For the purposes of these specifications vehicles will be classified using the most current Fuel Economy Guide as published by the EPA. The Fuel Economy Guide can be found at [www.fueleconomy.gov](http://www.fueleconomy.gov). Current classifications that will be bid are COMPACT CARS, MID-SIZE CARS, LARGE CARS, and PASSENGER VANS, and MINIVANS 2WD**

### 3. COMPACT SPECIFICATIONS

3.1 Classification. Any Compact size automobile classified as Compact in the most current Fuel Economy Guide as published by the EPA.

3.2 Body Style. 4-door sedan

### 3.3 Requirements.

- A. Air Conditioner: Factory installed w/tinted glass
- B. Carpet Floor Covering and (F) and (R) Floor Mats
- C. Cruise Control and Tilt Steering
- D. Engine: 4 cylinders
- E. Transmission: Automatic
- F. Wipers: Intermittent
- G. Power windows and door locks
- H. Anti-lock brakes
- I. Radio: AM/FM
- J. Rearview Video System (Backup Camera)

## 4. **MID-SIZE SPECIFICATIONS**

4.1 Classification. Any Mid-size automobile classified as Mid-size in the most current Fuel Economy Guide as published by the EPA.

4.2 Body Style. 4-door sedan

### 4.3 Requirements.

- A. Air Conditioner: Factory installed w/tinted glass
- B. Carpet Floor Covering and (F) and (R) Floor Mat
- C. Cruise Control and tilt steering
- D. Engine: 4 cylinders or **6 cylinders**
- E. Transmission: Automatic
- F. Wipers: Intermittent
- G. Power windows and door locks
- H. Anti-lock brakes
- I. Radio: AM/FM
- J. Rearview Video System (Backup Camera)

## 5. **LARGE CAR SPECIFICATIONS**

5.1 Classification. Any Large automobile classified as a Large Car in the most current Fuel Economy Guide as published by the EPA.

5.2 Body Style. 4-door sedan

### 5.3 Requirements.

- A. Air Conditioner: Factory installed w/tinted glass
- B. Carpet Floor Covering and (F) and (R) Floor Mats
- C. Cruise Control and Tilt Steering

- D. Engine: 4 cylinders, 6 cylinders or 8 cylinders
- E. Transmission: Automatic
- F. Power windows and door locks
- G. Anti-lock brakes
- I. Radio: AM/FM
- J. Rearview Video System (Backup Camera)

## 6. PASSENGER VAN SPECIFICATIONS

6.1 Classification. Passenger vans shall be furnished in the following categories: Mini-Vans and Passenger type Vans as classified in the most current Fuel Economy Guide as published by the EPA.

### 6.2 Requirements

- A. Air Conditioning: Front, factory installed with tinted glass in all windows (mini). Front and rear, factory installed with tinted glass in all windows (passenger)
- B. Bumpers, front and rear
- C. Cooling System: Heavy duty, including H.D. radiator, H.D. fan and factory installed coolant recovery system.
- D. Doors: (a) 2 front, right and left, (b) 2 right side, with glass, to open in opposite directions, or if 2 doors not available, 1 right side sliding; (c) 2 rear, with glass, to open in opposite directions, or 1 full-width rear with glass
- E. Engine: 4 cylinder or V-6 for Mini; 6 or 8 cylinders 12 & 15 passenger vans.
- F. Glass: All-around combination, capable of being opened in a minimum of two locations on each side of van to the rear of the driver compartment
- G. Heater: Front only, factory installed (mini). Front and rear, factory installed (passenger)
- H. Interior Trim Package that shall offer full headliner and inside panel covering for all doors and sidewalls. If other than standard, the trim package furnished must be noted on the Bid Form.
- I. Mirrors: Left hand and right hand swing-away
- J. Power Brakes
- K. Power Steering
- L. Radio: AM/FM
- M. Speed Control and Tilt Steering
- N. Tire: Conventional spare or temporary spare (only if conventional not available)
- O. Transmission: Automatic
- P. Power windows and door locks
- Q. Anti-lock brakes
- R. 7-passenger minimum
- S. Rearview Video System (Backup Camera)

## 7. SAMPLING, INSPECTION, AND TEST

- 7.1 Bid Samples. After bid results are tabulated, the Office of Purchasing, Travel and Fleet Management reserves the right to require samples of selected automobiles for inspection and evaluation. Samples may be demonstrator models with equipment similar, but not necessarily identical to that listed in this specification.
- 7.2 Inspections and Tests. The supplier shall be responsible for the performance of all inspection and test requirements necessary to ensure compliance with requirements for this specification. This action does not preclude subsequent inspection and testing by the State of Mississippi to further determine conformance with specification requirements of quality standards of workmanship, material and construction techniques.

## 8. PREPARATIONS FOR DELIVERY

- 8.1 Pre-Delivery Servicing and Adjustment Prior to acceptance by the State, the dealer shall service and adjust each vehicle for operational use, to include as a minimum, the following:
- A. Focusing of lights
  - B. Tuning of engine
  - C. Adjustment of accessories
  - D. Checking of electrical, braking, suspension systems
  - E. Charging of battery
  - F. Alignment of front end
  - G. Inflation of tires
  - H. Balancing of all wheels, including the spare (if required)
  - I. Complete lubrication of engine, chassis and Operating mechanisms with recommended grades of lubricants for the ambient air temperature at the point of delivery
  - J. Servicing of cooling system with permanent type antifreeze and summer coolant for minus 29C (-20F)
  - K. Warranty papers and owners manual in glove Compartment

**Any cost for above listed services shall be a part of the price bid.**

## 9. NOTES

- 9.1 Vehicles procured under this specification shall not deviate from those originally contracted for without written approval from the Office of Purchasing, Travel and Fleet Management.
- 9.2 This specification shall, until revised or rescinded by the Office of Purchasing, Travel and Fleet Management, apply to each future purchase and contract for the vehicles described herein.
- 9.3 It is the intent of the specifications to obtain a product that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable.

**9.4 No contract with a state agency or political subdivision for the purchase of automobiles may include an arbitration clause.** Arbitration is authorized in the State of Mississippi pursuant to Section 11-15-1, et seq., of the Mississippi Code of 1972, as amended. However, the State and its political subdivisions are not “persons” as defined by Section 11-15-1. Consequently, under Mississippi law, the State and its political subdivisions may only arbitrate in the limited circumstances found in Section 11-15-101.

**9.5 Regulation 8 from the Mississippi Automobile Dealers Association deals with rules and guidelines regarding “Documentary/Service Fees.” The maximum fee that may be charged is \$425. If your dealership elects to charge the State of Mississippi your established “Documentary/Service Fee”, the fee will need to be deducted from the contract price and added back as a line item on the bill of sale. Listed below is an example of how this should work:**

<b>State contract price for vehicle</b>	<b>\$20,425.00</b>
<b>Bill of Sale would show the price as</b>	<b>\$20,000.00</b>
<b>The documentary/service fee would be</b>	<b>\$ 425.00</b>
<b>Bottom Line price of vehicle</b>	<b>\$20,425.00</b>

**It is the responsibility of the prospective bidder to review the entire Request for Bids packet and to notify the Office of Purchasing, Travel and Fleet Management if the Specifications, Instructions, General or Special Conditions are formulated in a manner which would unnecessarily restrict competition. Any protest or question concerning the specifications or bidding procedures must be received by the Office of Purchasing, Travel and Fleet Management not less than 72 hours prior to the time and date set for the bid opening.**