**STATEMENT OF WORK**

1. **Scope:** This contract is intended to provide New Replacement MRO (Maintenance-Repair-Operational) type Automotive Parts and Supplies on an as needed basis to State of Kansas Agencies
2. **Deliveries:** Some agencies and locations within the State, such as KDOT Shops, KHP Shops, University Shops, etc., may require delivery two or three times a day and this service must be available to the State at no extra cost. Standard deliveries must be made no later than two (2) hours after the order is placed. If the agency requests a rush delivery it should be delivered 15 to 30 minutes after the order is placed.
3. **Web Based Service:** A web based catalog and web based ordering is preferred.
4. **O.E.M. Parts:** The State of Kansas will continue to purchase original equipment replacement parts for certain applications where O.E.M. parts are the only repair parts available or where the vehicle warranty or vehicle owner calls for O.E.M. parts.
5. **Stockouts and Special Orders:** Orders shall be filled from supplier’s stock. In the event an item is out-of-stock and cannot be supplied within two (2) hours, the State Agency at its discretion may purchase from the nearest source available.

On occasion, the contractor may be required to “special order” parts for unique requirements or to fit older vehicles. Bidders are to indicate if an additional percentage mark-up is to be associated with such orders. Extra freight charges for special orders will not be allowed.

1. **Substitutions:** At the discretion of the agency, substitutions are to be permitted with parts of greater or equal quality than the product lines bid. In such cases, the price charged shall not exceed the price of the part listed in the contract.
2. **Stock Management:** The State of Kansas is committed to REDUCING its on-hand stock quantities. Some Agencies will purchase and stock at their location small quantities of fast-moving repair parts. As a part of this agreement, the contractor must allow the return (for full credit) of items no longer needed by State Agencies, which have been purchased and stocked by the Agency (including current inventory). The contractor’s assistance in reviewing stock levels with certain Agencies and periodically taking items back into dealer stock, allowing full credit, will be a part of this contract. Some agencies will want the ability to place some parts and supplies on consignment. This would be used on a limited basis but must be allowed by the vendor.
3. **Returns/Core Credits:** The State of Kansas retains the right to return unused parts up to 60 days after purchase by providing the part and original invoice information to the contractor’s representative.

It is understood that remanufactured auto parts are sold “exchange”. The contractor shall mark all invoices and parts packages in such a way as to identify parts which will require the return of a “core”.

A pick-up ticket must be issued for all cores as well as the actual pick-up ticket at the next delivery opportunity.

1. **Billing:** Vendors shall provide individual billings for each sale of parts. The vendor shall also provide a monthly statement which summarizes monthly purchases. Some State Agencies may wish to provide a list of names of authorized employees who may order from this contract. Payment may be made via “Agency Purchase Order” or via the State’s Business Procurement Card.
2. **Price Lists and Catalogs:** The vendor will be required to supply as many catalogs and price sheets as the agency’s request at no charge. In addition to catalogs the vendor must provide a full look-up service to find the parts vs. the state identifying the catalog or part number.
3. **Warranty:** Lifetime warranty must be offered on those parts for which this coverage is standard in the local trade area. All other parts shall be guaranteed for a minimum of 90 days when properly installed. Vendor shall provide exchange replacements AT NO COST for parts failing within the lifetime or 90 day terms, Lifetime items will be warranted, regardless of whether this contract is still in force.
4. **Commodities:** The following general categories of AUTO PARTS AND SUPPLIES may to be included as a part of this contract **Vendor** (s) will be allowed to introduce new price lists as they are issued by the manufacturer.

**GROUP #1: GENERAL SHOP SUPPLIES:** This group includes consumable items required to run an auto shop and miscellaneous small parts needed to service vehicles. The list of items are intended as a guide and not a comprehensive listing.

Absorbent, General Purpose & High Absorbent

Automotive Air Tools and Accessories

Brake Fluid

Cables, Battery and Ignition

Chamois

Clearance Lights, Reflectors, Fog Lamps

Flashers & Fuses

Grease Guns & Fittings

Hose, Heater and Fuel

Hose Clamps

Ice Scrapers

Jacks, Hydraulic

Lamps, Miniature & Sealed Beam

Lights, Combination stop-tail-turn

Signal Turn, Amber Warning

Mirror Heads

Radiator Additive

Radiator Sealer

Seat Cushions

Starting Fluid, Diesel

Terminals, Connectors and Shrink Wrap for Electrical Wire

Tools, hand, mechanic’s grade

Diesel Fuel Additive

Tire Valves, Gauges, Cores, etc.

Warning Kits, Triangle

Wiper Blades

Wire, Electrical and Cable

Whisk Brooms

Trouble Lights

Spot Lights

**GROUP #2: FILTERS:** This group is to include a full line of air, oil, transmission, and fuel filters for gasoline and diesel applications. Includes cabin air filters where applicable. Transmission filters will include pan gasket and o-rings, if applicable.

**GROUP #3: BRAKE SYSTEM PARTS (Including brake fluid):** This group shall include the suppliers current catalog(s) for new or relined premium quality, NON-ASBESTOS brake linings (disc pads and brake shoes), hydraulic parts (repair kits/replacement wheel and caliper cylinders, slave cylinders, master cylinders, etc.), brake lines (both steel and braided) and brass fittings, brake drums and disc brake rotors, and miscellaneous brake system hardware such as springs, adjusters, retainers, cables, etc.

Acceptable brands include WAGNER, EIS, UNITED and AC DELCO.

**GROUP #4: NEW AUTOMOTIVE PARTS:** This group shall include the suppliers current lines of new units including starters, alternators, power brake and brake booster units, clutch disc and pressure plate assemblies, carburetors, distributors, master cylinders, water pumps, power steering pumps, fuel pumps, air conditioning compressors, etc.

Such parts shall be warranted as Lifetime or for a minimum of 90 days from date of installation as documented by the Agency. Bidder to identify Lifetime warranted items.

Parts will be sold exchange. The State Agency will supply complete cores to the supplier within 60 days of installation of rebuilt units.

Acceptable brands include BLUE-CHIP, PARR, RAYLOC and AC DELCO.

**GROUP #5: REMANUFACTURED AUTOMOTIVE PARTS:** This group shall include the suppliers current lines of remanufactured units including starters, alternators, power brake and brake booster units, clutch disc and pressure plate assemblies, carburetors, distributors, master cylinders, water pumps, power steering pumps, fuel pumps, air conditioning compressors, etc.

Such parts shall be warranted as Lifetime or for a minimum of 90 days from date of installation as documented by the Agency. Bidder to identify Lifetime warranted items.

Parts will be sold exchange. The State Agency will supply complete cores to the supplier within 60 days of installation of rebuilt units.

Acceptable brands include BLUE-CHIP, PARR, RAYLOC and AC DELCO.

**GROUP #6: REBUILT AUTOMOTIVE PARTS:** This group shall include the suppliers current lines of rebuilt units including starters, alternators, power brake and brake booster units, clutch disc and pressure plate assemblies, carburetors, distributors, master cylinders, water pumps, power steering pumps, fuel pumps, air conditioning compressors, etc.

Such parts shall be warranted as Lifetime or for a minimum of 90 days from date of installation as documented by the Agency. Bidder to identify Lifetime warranted items.

Parts will be sold exchange. The State Agency will supply complete cores to the supplier within 60 days of installation of rebuilt units.

Acceptable brands include BLUE-CHIP, PARR, RAYLOC and AC DELCO.

**GROUP #7: IGNITION/ELECTRICAL PARTS (Including spark plugs, battery cables, bulbs, fuses, and flashers):** This group shall also include the supplier’s current lines of O.E.M. quality ignition wires, distributor parts (cap, rotor, etc.), relays, solenoids, regulators, sending units for oil and temperature gauges, switches, etc.

Acceptable brands include STANDARD, BLUE STREAK, ECHLIN and AC DELCO.

**GROUP #8: CARBURETOR, FUEL INJECTOR AND FUEL SYSTEM PARTS (Including filters, fuel line hose, diesel fuel additive, and starting fluid):** This group shall include the supplier’s current lines of O.E.M. approved carburetor overhaul kits, choke thermostats, choke pulloffs/breaks, floats, new fuel pumps, throttle position sensors, miscellaneous hardware, carburetor cleaner (both aerosol and bulk quantity), etc.

Acceptable brands include TOMCO, HOLLEY, HYGRADE, ECHLIN and AC DELCO.

**GROUP #9: ENGINE REBUILD PARTS:** This group shall include the suppliers current lines of engine overhaul parts including piston rings, rod bearings, main bearings, camshaft bearings, pistons, connecting rods, pushrods, lifters, valves, rocker arms, timing chain and gears, oil pumps, and a complete line of related gaskets and gasket kits.

Acceptable brands include PERFECT CIRCLE, SEALED POWER, and NAPA (PERFECT CIRCLE).

**GROUP #10: AUTOMOTIVE BELTS AND HOSES, AND COOLING SYSTEM PARTS (Including additives and heater hose):** This group shall include the suppliers current lines of V and serpentine belts for all applications, radiator hoses for all applications, thermostats, thermostatic valves, heater cores, heater/AC controls, fan clutches, etc.

Acceptable brands include GATES, DAYCO, NAPA (GATES) and AC DELCO.

**GROUP #11: AUTOMOTIVE PAINT, THINNERS AND REDUCERS, BODY FILLER, ABRASIVES, AND MISCELLANEOUS AUTOBODY SUPPLIES:** This group shall include the supplier’s current lines of autobody repair and refinishing products suitable for a commercial body shop. Paint prices will include tinting to paint code formula. Vendor must provide training from factory representatives for this Group.

Acceptable brands include DUPONT, DITZLER, MARTIN SENOUR, PPG and LESONAL.

**GROUP #12: DRIVE LINE PARTS AND AUTOMATIC TRANSMISSION OVERHAUL KITS (Including filter kits):** This group shall include the suppliers current lines of O.E.M. automatic transmission rebuild kits and other repair/overhaul parts such as seals, universal joints, torque converters, etc., for which the supplier has a source.

Acceptable brands include ATP and NAPA (ATP), NATIONAL and AC DELCO.

**GROUP #13: CHEMICALS, ADDITIVES, CLEANERS, ETC:** This group shall include the supplier’s current lines of automotive cleaners, additives, and adhesives; including aerosol penetrants, carburetor cleaner, electrical cleaner, fuel line dryer, car waxes, upholstery cleaner, adhesives (gasket, weatherstrip, etc.), hand cleaner, etc.

Acceptable brands include BERRYMAN-GUMOUT, PERMATEX and MACS.

**GROUP #14: EXHAUST SYSTEM PARTS:** This group shall include the supplier’s current lines of exhaust pipes, mufflers, resonators, tailpipes, and associated clamps, hangers, gaskets and related parts.

Acceptable brands include WALKER and NAPA (WALKER).

**GROUP #15: FRONT END AND SUSPENSION PARTS (Including shock absorbers):** This group shall include the suppliers current O.E.M. replacement lines of repair parts including ball joints, tie rod ends, drag links, idler arms, bushings, king pins, struts and related parts.

Acceptable brands include MOOG and NAPA (PERFECT CIRCLE).

**GROUP #16: VEHICLE BATTERIES:** This group shall include the supplier’s current lines of vehicle batteries.

**GROUP #17: MECHANICS HAND TOOLS:** This group shall include the supplier’s current lines of sockets and wrenches, etc.

**GROUP #18: Diagnostic Equipment**