Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 11-JUL-12
BID NUMBER: 7457870
TITLE: HEAVY EQUIPMENT MAINTENANCE & REPAIR - MPA 91

BLANKET START : 01-SEP-12
BLANKET END : 31-JUL-14
BID CLOSING DATE AND TIME:28-AUG-2012 10:30:00

BUYER: Hill, Lisa
PHONE #: 401-574-8118

BILL TO
MASTER PRICE AGREEMENT
SEE BELOW
RELEASE AGAINST, RI MPA
US

SHIP TO
MASTER PRICE AGREEMENT
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US

Requistion Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	9/1/12 - 6/30/13 FRONT END LOADER PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	26.00	Each		
2	9/1/12 - 6/30/13 MOWING TRACTOR - PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	46.00	Each		
3	9/1/12 - 6/30/13 BACKHOE PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	18.00	Each		
4	9/1/12 - 6/30/13 SKID STEER LOADER PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	12.00	Each		
5	9/1/12 - 6/30/13 BOBCAT EXCAVATOR PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	2.00	Each		
7	9/1/12 - 6/30/13 HOURLY SHOP RATE*	550.00	Hour		
8	9/1/12 - 6/30/13 HOURLY ROAD RATE*	1,400.00	Hour		
9	9/1/12 - 6/30/13 HOURLY OVERTIME SHOP RATE*	90.00	Hour		
10	9/1/12 - 6/30/13 HOURLY OVERTIME ROAD RATE* Line Note to Bidders: VENDOR TO SPECIFY THEIR NORMAL BUSINESS HOURS: _____ VENDOR TO SPECIFY HOURS THAT OVERTIME RATE APPLIES:_____ _____ PICK/UP DELIVERY FEES (TO AND FROM STATE FACILITY) WHEN REQUESTED, VENDOR WILL PROVIDE PICK UP/DELIVERY SERVICES - THE FOLLOWING RATE WILL APPLY-(RATE WILL APPLY FOR PICK-UP/DELIVERY FROM ANY POINT IN RHODE ISLAND, EXCEPT BLOCK ISLAND)	180.00	Hour		
11	9/1/12-6/30/13 FLAT RATE FOR PICK-UP/DELIVERY Line Note to Bidders: FOR PICK-UP/DELIVERY, VENDOR	125.00	Each		

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	MUST INDICATE IF THEYOWN THE EQUIPMENT PROPOSED FOR PICK-UP/DELIVERY: YES_____ NO_____ IF YES, SPECIFY MAKE/MODEL OF TRUCK TRAILER:_____ **NOTE** DURING TRANSPORT, VENDOR ASSUMES FULL RESPONSIBILITY AND LIABILTIY INCLUDING BODIILY INJURY AND/OR PROPERTY DAMAGE. VENDOR TO PRICE THE FOLLOWING FLUIDS:				
12	9/1/12-6/30/13 BRAKE FLUID-PINT	46.00	Pint		
13	9/1/12-6/30/13 HYDRAULIC FLUID-GALLON	825.00	Gallon		
14	9/1/12-6/30/13 MOTOR OIL -QUART (PER MANUFACTURER'S SPECIFICATIONS)	360.00	Quart		
15	9/1/12-6/30/13 80W90 TRANSMISSION - PINT	275.00	Each		
16	9/1/12-6/30/13 20W30 MULTIWEIGHT TRANSMISSION-PINT	275.00	Pint		
17	9/1/12-6/30/13 POWER STEERING FLUID -QUART	23.00	Quart		
18	9/1/12-6/30/13 ANTIFREEZE-GALLON	135.00	Gallon		
19	9/1/12-6/30/13 WINDSHIELD WASHER FLUID -GALLON	23.00	Gallon		
20	7/1/13 - 6/30/14 FRONT END LOADER PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	28.00	Each		
21	7/1/13 - 6/30/14 MOWING TRACTOR PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	50.00	Each		

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22	7/1/13 - 6/30/14 BACKHOE PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	20.00	Each		
23	7/1/13 - 6/30/14 SKID STEER LOADER PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	14.00	Each		
24	7/1/13 - 6/30/14 BOBCAT EXCAVATOR PM SERVICE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	2.00	Each		
25	7/1/13 - 6/30/14 HOURLY SHOP RATE*	600.00	Each		
26	7/1/13 - 6/30/14 HOURLY ROAD RATE*	1,600.00	Hour		
27	7/1/13 - 6/30/14 HOURLY OVERTIME SHOP RATE*	100.00	Hour		
28	7/1/13 - 6/30/14 HOURLY OVERTIME ROAD RATE* Line Note to Bidders: VENDOR TO SPECIFY THEIR NORMAL BUSINESS HOURS: _____ VENDOR TO SPECIFY HOURS THAT OVERTIME RATE APPLIES:_____ _____ PICK/UP DELIVERY FEES (TO AND FROM STATE FACILITY) WHEN REQUESTED, VENDOR WILL PROVIDE PICK UP/DELIVERY SERVICES - THE FOLLOWING RATE WILL APPLY-(RATE WILL APPLY FOR PICK-UP/DELIVERY FROM ANY POINT IN RHODE ISLAND, EXCEPT BLOCK ISLAND)	200.00	Hour		
29	7/1/13-6/30/14 FLAT RATE FOR PICK-UP/DELIVERY	150.00	Each		
30	7/1/13-6/30/14 BRAKE FLUID-PINT	50.00	Pint		
31	7/1/13-6/30/14 HYDRAULIC FLUID -GAL	900.00	Gallon		

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Line	Description	Quantity	Unit	Unit Price	Total
32	7/1/13-6/30/14 MOTOR OIL-PER MANUFACTURER'S SPECIFICATIONS - QUART	400.00	Quart		
33	7/1/13-6/30/14 80W90 TRANSMISSION FLUID -PINT	300.00	Pint		
34	7/1/13-6/30/14 20W30 MULTIWEIGHT TRANSMISSION FLUID - PINT	300.00	Pint		
35	7/1/13-6/30/14 POWER STEERING FLUID-QUART	25.00	Quart		
36	7/1/13-6/30/14 ANTIFREEZE-GALLON	150.00	Gallon		
37	7/1/13-6/30/14 WINDSHIELD WASHER FLUID -GALLON	36.00	Gallon		
38	7/1/14-7/31/14 PM SERVICE FOR FRONT END LOADER, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	24.00	Each		
39	7/1/14-7/31/14 PM SERVICE FOR MOWING TRACTOR, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	4.00	Each		
40	7/1/14-7/31/14 PM SERVICE FOR BACKHOE, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	2.00	Each		
41	7/1/14-7/31/14 PM SERVICE FOR SKID STEER LOADER, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	2.00	Each		
42	7/1/14-7/31/14 PM SERVICE FOR BOBCAT EXCAVATOR, AS DESCRIBED IN ATTACHED BID SPECIFICATIONS	1.00	Each		
43	7/1/14-7/31/14 HOURLY SHOP RATE	50.00	Hour		
44	7/1/14-7/31/14 HOURLY ROAD RATE	200.00	Hour		
46	7/1/14-7/31/14 HOURLY OVERTIME SHOP RATE	10.00	Hour		

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Line	Description	Quantity	Unit	Unit Price	Total
47	7/1/14-7/31/14 HOURLY OVERTIME ROAD RATE Line Note to Bidders: VENDOR TO SPECIFY THEIR NORMAL BUSINESS HOURS: _____ VENDOR TO SPECIFY HOURS THAT OVERTIME RATE APPLIES:_____ _____ PICK/UP DELIVERY FEES (TO AND FROM STATE FACILITY) WHEN REQUESTED, VENDOR WILL PROVIDE PICK UP/DELIVERY SERVICES - THE FOLLOWING RATE WILL APPLY-(RATE WILL APPLY FOR PICK-UP/DELIVERY FROM ANY POINT IN RHODE ISLAND, EXCEPT BLOCK ISLAND)	20.00	Hour		
48	7/1/14-7/31/14 FLAT RATE PICKUP/DELIVERY	10.00	Each		
49	7/1/14-7/31/14 BRAKE FLUID-PINT	4.00	Pint		
50	7/1/14-7/31/14 HYDRAULIC FLUID	75.00	Gallon		
51	7/1/14-7/31/14 MOTOR OIL-PER MANUFACTURER'S SPECIFICATIONS-QUART	25.00	Quart		
52	7/1/14-7/31/14 80W90 TRANSMISSION FLUID-PINT	100.00	Pint		
53	7/1/14-7/31/14 20W30 MULTIWEIGHT TRANSMISSION FLUID	25.00	Pint		
54	7/1/14-7/31/14 POWER STEERING FLUID-QUART	2.00	Quart		
55	7/1/14-7/31/14 ANTIFREEZE-GALLON	15.00	Gallon		
56	7/1/14-7/31/14 WINDSHIELD WASHER FLUID Line Note to Bidders: PARTS/INVENTORY:	2.00	Gallon		

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Line	Description	Quantity	Unit	Unit Price	Total
	VENDORS ARE REQUIRED TO IDENTIFY A DISCOUNT FROM CATALOG PRICE FOR PARTS NECESSARY TO PERFORM REPAIRS. A MINIMUM OF 5% DISCOUNT MUST BE OFFERED. KOBELCO _____% JOHN DEERE _____% FORD _____% CASE _____% NEW HOLLAND _____% JCB _____% MUSTANG _____% INTERNATIONAL _____% ASV _____% CATERPILLAR _____% OTHER RELATED EQUIPMENT-PLEASE IDENTIFY _____% ATTACH ADDITIONAL PAGES AND/OR ACTUAL PRICE CATALOGS (IN TRIPLICATE) CURRENTLY PROPOSED.				

Delivery: _____

Terms of Payment: _____

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HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91

STATE OF RHODE ISLAND
DIVISION OF PURCHASES
BID NO. 7457870

The Rhode Island Division of Purchases, on behalf of the State Fleet Operations and Department of Transportation (RIDOT) Maintenance Division is soliciting proposals from qualified firms to provide preventative maintenance and repair services for a fleet of heavy equipment including, but not limited to, front end loaders, mowing tractors, backhoes, skid steer loaders, bobcat excavators, etc. which are owned primarily by RIDOT. There is currently approximately 73 pieces of equipment that will require service on a regular basis. Other state agencies will be included as needed.

CONTRACT PERIOD:

Initial term of the contract is 24 months, with an option to renew for an additional twelve month period.

INSURANCE:

In accordance with General Conditions of Purchase (ITEM 31), an insurance certificate for Workers' Compensation, Public Liability, Property Damage Insurance Auto Insurance, etc. must be submitted by the successful bidder (s) to the Division of Purchases prior to award. Annual renewal certificates must be submitted. Failure to do so may be grounds for cancellation of the award.

PUBLIC OPENING:

1. Offers received in response to this request will be opened and bidder's name read publicly at the date and time specified.
2. Depending on the number of responses, the State may elect not to read prices.

BID REQUIREMENTS:

All bids must be accompanied by the three-page bidder certification cover form, completed Request for Quote (downloaded from www.purchasing.ri.gov), BID SUMMARY. Failure to provide these documents may result in disqualification of offer.

Offerers may submit any additional descriptive information regarding their ability to provide the services requested.

CONTRACT AWARD:

The State will make every effort to award within sixty (60) days of the date indicated for opening to offerers who are determined to represent the lowest overall cost to the State on the basis of their responsiveness to the requirements of this Request and the State's satisfaction with demonstrated performance. The State reserves the right to make multiple awards for any individual requirement and/or to make award(s) for preventive maintenance which are exclusively separate from award(s) for repairs.

EVALUATION OF OFFERS:

The evaluation of offers will be based on a comparative determination of the extent to which each offerer's submission meets the goals, intent, and requirements set forth herein.

Criteria to be considered are:

1. Bidder's qualifications for the services offered. Preference will be afforded to firms with demonstrated fleet experience.
2. Bidder's capacity to minimize equipment downtime (availability of in-stock or readily available parts, priority of State's work orders, etc.
3. Cost
4. Where applicable, State's previous level of satisfaction with individual bidders on the quality, quantity, documentation and cost of their completed work orders for the State; completeness and reliability of services rendered (frequency of necessary rework, corrective follow-up, product replacement; effective approach to resolution of problems).

The State reserves the right to conduct a pre-award survey of site facilities of any offerer and/or to conduct interviews with offerers to obtain additional or supplementary information to assist in the evaluation of offers, or to verify information provided in response to the bid.

LOGISTICS:

Location assignments attached to this bid document are current at the time of this solicitation and may change during the term of this contract.
Preventive maintenance inspections at DOT facilities may generally be performed during normal weekday business hours (7:00 a.m. to 3:00 p.m.), with prior coordination with the Maintenance Division Superintendent.

SERVICES:

1. Preventive Maintenance (PM) Services are defined in the attached checklist and are to be performed at the DOT facility or stockpile location where equipment is assigned.
2. Repair services - minor repairs to be performed at the DOT facility location where equipment is assigned.
3. Parts/Fluids. Parts acceptable for use on fleet cited are limited to new or remanufactured parts; used parts are not acceptable. The State may request to inspect any or all replaced parts at any time prior to acceptance of the completed work order. Therefore vendors must not dispose of any replaced parts until acceptance of the completed work order. Fluids acceptable for use on the fleet cited are limited to manufacturer's recommended or approved equal.

HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91

PREVENTIVE MAINTENANCE INSPECTION AND RELATED SERVICES:

Flat fee preventive maintenance and inspection, and related services will be on a schedule to be coordinated by the Superintendent of Maintenance and performed as follows:

- ❖ Front End Loaders – Every six months, or at intervals of 250 operating hours, whichever is sooner.
- ❖ Tractors and Backhoes – Intervals of 250 operating hours; minimum annually, prior to start of spring operations.
- ❖ Skid Loaders – Intervals of 250 operating hours.

PM and inspections, and related service will be bid on a flat fee lump sum basis inclusive of all labor, materials and overhead as defined in the checklist below.

Inspect the following and indicate the need for replacement or adjust as indicated

- All fluid levels-coolants, transmission, etc.; top off as needed.
- Air intake system-normal cleaning of canister and element included.
- Inspect for leaks; oil, fuel, air, etc.-minor leaks to be repaired.
- Belts-adjust as necessary or indicate recommendation to replace.
- King pins
- Bushings
- Oil change, filter, grease, etc.
- Front and rear axles
- Steering, steering gear and linkages
- Suspension
- Ignition system (including starter and crank speed)
- Electrical System (including battery charge level, cables and terminals)
- Brakes
- Complete hydraulic system

Replace the following (per manufacturer's recommendations):

- Engine oil
- Air filter
- Fuel filter
- Hydraulic oil filters
- Hydraulic oil

Inspect; indicate recommendation to replace as appropriate:

- Wipers
- Hoses, including water and hydraulic
- Lubricate chassis at all lubrication and grease points
- Test drive to ensure equipment and all functions are operating properly and safely. This includes, but is not limited to, the functioning of all lights, brakes, safety interlocks, steering, etc.
- Report in writing all specific inspection findings and operating deficiencies, with itemized estimated replacement and/or repair costs where recommended.

REPAIRS

In instances where repair work, in addition to the flat fee preventive maintenance services, is indicated an itemized labor and parts estimate is to be provided to the DOT Superintendent of Maintenance, or the appropriate Fleet Manager. UNDER NO CIRCUMSTANCES is repair work to be initiated without prior acceptance of the estimate by the State as evidenced by the issuance of a work order authorization number. The State reserves the right to obtain alternate repair estimates from more than one contract vendor any given work order.

Should emergency conditions exist (e.g. adverse weather forecasted), the State reserves the right to authorize repairs at alternate qualified vendors should this be necessary to ensure timely availability of

equipment. Any repair work completed without prior approval is the sole responsibility of the vendor; unauthorized invoices will be returned.

PREVENTIVE MAINTENANCE AND REPAIRS: CONDITIONS AND RESTRICTIONS

It is the State's intent that all work will be conducted at the DOT Facility and Stockpile locations or where the equipment is assigned. Road service or more substantial repairs may necessitate transporting the equipment to the vendor's location. Should circumstances warrant service at the vendor's location, transport will be arranged by the State. The State, only when unable to supply sufficient manpower to arrange transport, will require vendor-supplied pick-up and delivery; vendor will be solely responsible for all liabilities, including bodily injury and property damage during transport. If the vendor subcontracts pick up and delivery, it is the vendor's responsibility to ensure subcontractor has required insurance (See cost proposal).

Each agency will coordinate with successful bidder(s) to establish a target preventive maintenance schedule for each vehicle at its currently assigned location. Some changes in equipment locations from the assignments listed in this bid document will likely occur during the contract period. Successful bidder must establish and maintain a log that shows the preventive maintenance and repair history of each unit by MAKE, MODEL, AND S/IN. FAILURE TO MAINTAIN PROPER EQUIPMENT LOG COULD SUBJECT CONTRACT TO CANCELLATION.

No subcontracting of preventive maintenance and repair services is acceptable without prior approval. Should extraordinary circumstances warrant the acceptance of subcontracted services, a written request fully disclosing these circumstances is to be forwarded to the appropriate Fleet Manager.

INVOICE AND PAYMENT TERMS

Invoicing for EACH DOT authorized WORK ORDER must be submitted in DUPLICATE (original and one copy) to:

Mr. Richard Dowding
Fleet Management Officer
DOT/Maintenance
360 Lincoln Avenue
Warwick, RI 02888

Invoices not submitted in duplicate will be returned for resubmission.

Faxed invoices are not acceptable.

All other invoices, or orders placed by other State agencies, should be mailed to the appropriate agency ordering the work.

Each invoice must clearly designate the following:

- ✓ Vehicle Make, Model #/S/IN
- ✓ Vehicle registration number
- ✓ State issued Work Order Authorization number
- ✓ Unit cost for all preventive maintenance services completed
- ✓ Itemized charges for repair work labor hours and rates
- ✓ Identification and charges for parts
- ✓ Pick-up/Delivery fee
- ✓ Hours of service (Time and Date IN and OUT)

HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91

Invoices must clearly indicate which category labor rate is for shop, road, or facility and must show number of hours for each operation.

No "Miscellaneous" or "Supplies" charges will be accepted. Any invoices including such shall be returned.

Arrangements for payment will be processed in accordance with established Department of Administration-State Fleet Operations procedures. DOT Maintenance Division will forward invoice and authorization documents to State Fleet once services rendered under each work order have been inspected for quality and completeness and are satisfactorily accepted.

HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91

TECHNICAL PROPOSAL

THIS MUST BE COMPLETED AND SUBMITTED WITH BID

General Information:

Years in Business: _____ Total Number of Employees _____

1. BIDDERS FULL NAME AND ADDRESS _____

_____

_____

2. DESCRIPTION OF MOBILE EQUIPMENT:

Type	Use	How Equipped
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. LOCATION(S) OF SERVICE FACILITY:

Address	# Service Bays	# Service Personnel
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. SERVICE AVAILABILITY (CHECK ALL THAT APPLY)

( ) Weekdays _____am to _____pm
( ) Weekends
( ) After Hours _____am to _____pm
( ) Holidays

(Note: for PM services and minor repairs, AT DOT FACILITIES available service hours are 7:00 a.m. to 3:00 p.m. weekdays.

5. SERVICE CAPACITY

For PM Services and minor repairs AT DOT facilities location:

Number of Vehicles that can be worked on simultaneously i.e. within a single day _____

HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91

For major repairs AT VENDOR's facility location:

Number of vehicles that can be worked on simultaneously, i.e. within a single day _____

WORK LOAD

Specify number of worked orders completed in a typical week (from all sources:

#_____Work Orders Weekly

Specify number of hours/days required to formulate repair estimate:

#_____Hours _____Days

Specify number of hours/days required to complete work order once authorized:
Enter number and circle as appropriate:

#_____Hours _____Days

6. SERVICE RADIUS: _____

7. DIAGNOSTIC AND TEST EQUIPEMENT (Be specific by type and quantity):

_____

_____

_____

8. RHODE ISLAND OFFICIAL INSPECTION STATION:

( ) YES, LICENSE NO._____

( ) NO

9. WARRANTY ON PARTS AND WORKMANSHIP: _____

Note: Unless exception and limitations are specifically noted and agreed to by the State, the State will assume that all warranties are full and unconditional, and cover a period of not less than twelve months from the date of service/installation.

10. All bidders must indicate what procedures are followed regarding disposal of accumulated waste oils, fuels, antifreeze, etc. PLEASE BE SPECIFIC.

_____

_____

HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91

11. All bidders must indicate what procedures are followed during washing/steam cleaning of equipment as it relates to the oils, greases, fuels, etc. that are washed onto to ground. PLEASE BE SPECIFIC.

_____

_____

12. Include with proposal a copy of a sample log page showing preventive maintenance and repair history.

ADDITIONAL INFORMATION:

Additional information which would prove useful in the evaluation process is invited. This may include, but is not limited, to the following:

- Specific skills, certifications and/or licensure held by employees of an offer to perform specialized analysis or repair;
- Method(s) employed to schedule work;
- Method(s) employed to inspect work;
- Method(s) employed to control and procure parts inventory;
- Approximate average of parts inventory
- Listing of major specialized equipment not described elsewhere herein;
- Provisions for rework or corrective work

REQUEST FOR QUOTE #7457870

INSURANCE

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

MULTI-YR

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

DELIVERY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.