

ATTACHMENT F - Revised FINANCIAL PROPOSAL INSTRUCTIONS & FORMS

MAINTENANCE AND REPAIR SERVICES FOR STATE- OWNED VEHICLES

1. The Prices Per Month and Per Incident are the actual direct prices the State will pay for services and shall be recorded in dollars and cents on the Financial Proposal Forms F-1 & F-2 (Column A).

2. The Prices Per Month and Per Incident entered on the Financial Proposal Forms F-1 and F-2 are to be fully-loaded prices that include all costs/expenses associated with the provision of services as required by this RFP. The Proposed rates shall include, but are not limited to: Labor, Profit/Overhead, General Operating and all other expenses except as expressly excluded in the RFP specifications. No other amounts will be directly paid to the Contractor including, by way of example only, taxes, fees or surcharges.

3. The “Five Year Total Estimated Price Proposed” specified on the Financial Proposal Summary Form F-4 will be used for comparison among offerors and will be the Financial “Basis of Award”.

The “Five Year Total Estimated Price Proposed” specified on the Financial Proposal Form F-4 is based on model quantities for the Estimated Number of Vehicles or Frequency and will be used solely for price evaluation, comparison and selection for recommendation for award. The quantities indicated for Estimated Number of Vehicles or Frequency are not a guarantee of any minimum or maximum amounts under this contract and may change at any time during the term of the contract. Upon commencement of the Contract, the actual amount to be directly paid to the Contractor shall be calculated using the Firm Fixed Unit Prices (Price Per Month and Per Incident) specified on the Financial Proposal Forms F-1 & F-2 and the actual number and categories of Vehicles for which the Contractor provides services or service occurrences.

4. New Form F-3, requires each offeror to disclose Supplemental Revenue that will be realized if it is awarded the contract that results from this RFP. On Form F-3, each Offeror must fill in the actual Supplemental Revenue percentage and, if appropriate, the percentage of the Supplemental Revenue that it will “Share” (return) to the State. If an Offeror will not obtain any Supplemental Revenue if it is awarded the contract that will result from this RFP, “NA”, “None” or “0” should be entered in each blank on this Form.

For any entry other than “NA”, “None” or “0” for the Supplemental Revenue Factor %, deduct the Share percentage from the Supplemental Revenue percentage

and enter the resulting Adjusted Supplemental Revenue percentage under each area of the Price Sheet F-3. Multiply the estimated dollar activity level by the Adjusted Supplemental Revenue percentage. Add F3-A, F3-B, F3-C and F3-D to get the F-3 Total. (If Supplemental Revenue is indicated on Form F-3 the audit procedures as described in RFP Section 2.6.10 will apply.)

5. On Form F-4 add the totals from Forms F-1, F-2 and F-3 (the F-3 total will be “0” if no Supplemental Revenue is listed on the Form F-3) to get the F-4 total which will be the Basis for Financial Comparison.