

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES

Auto and Truck Body Repairs to State-owned Vehicles

INDIVIDUAL JOB DETERMINATION

Agencies shall solicit estimates from three (3) contractors for any repairs to be made. Final determination by agency will be based on the following:

- (1) Total labor cost;
- (2) Cost of replacement parts;
- (3) Total cost of refinishing;
- (4) Time period to complete repairs must be stated on estimate.
- (5) Ability of the contractor to make repairs, based upon special requirements of the repairs, such as but not limited to; frame straightening, large bays for trucks, spray booths, etc.

ESTIMATES

- Estimates must be provided in **electronic format only**. Client Agency will provide appropriate target e-mail address to the Contractor.
- For all instances where a vehicle is totaled, the Contractor must provide a current value of the vehicle alongside of the estimated cost of the repair.
- There must be no changes to quoted labor rates from the contract when pricing a repair job.

TIME FRAME REQUIRED TO COMPLETE JOB

Contractors are cautioned to place a reasonable time estimate on the written estimate to complete repairs. In the event that the time estimate will be exceeded based upon parts availability or circumstances beyond the contractor's control, it is the contractor's responsibility to inform the State Agency of the delay.

In the event that a contractor delays in making repairs to State vehicles, because more lucrative work is received, the State reserves the right to have the repairs made by another contractor and assess the original contractor the difference in cost incurred by utilizing another contractor.

PICK UP AND DELIVERY OF VEHICLES

Contractor is responsible for the pick up and delivery of vehicles to State Agencies, unless instructed otherwise. Agencies may assist the vendor in the pick up and delivery of a vehicle if the Agency needs the vehicle back into service as rapidly as possible.

SUBCONTRACTING

In the event a contractor does not have the ability to straighten a frame, the contractor must clearly state on their estimate the name of the subcontractor that they will utilize to perform this repair. The State reserves the right to inspect a subcontractor's facility, and further reserves the right to or not to utilize a contractor who subcontracts work.