



Truman State University
 Sarah Jones, Purchasing Buyer
 100 East Normal Avenue
 McClain Hall 106
 Kirksville, MO 63501
 Phone: (660) 785-4159
 Email: sjones@truman.edu

REQUEST FOR BID (RFB) – MARCH 4, 2026
PROJECT 2026-11 FLEET VEHICLE MAINTENANCE AND REPAIR

SUBMITTAL DEADLINE 2:00pm Central Time Thursday, March 26, 2026	SUBMIT One (1) Electronic copy via thumb drive or email to sjones@truman.edu
DELIVERY BY MAIL Truman State University Attention: Sarah Jones, Purchasing Buyer 100 East Normal Avenue, McClain Hall 106 Kirksville, MO 63501	DELIVERY BY HAND Truman State University Purchasing Department McClain Hall Room 106 (corner of Franklin and Normal)

Truman State University (Truman) is requesting bids from qualified contractors to perform maintenance and repairs to fleet vehicles. Bids are to be delivered to the Purchasing Department at Truman by 2:00 PM CT, March 26, 2026, at which time the names of those contractors submitting proposals will be read aloud. No other public disclosure will be made until after a contract award.

RFB documents are available at <https://www.truman.edu/businessoffice/purchasing/open-bids/>. A notification of intent to respond to this RFB is located immediately below. This page should be submitted to notify Truman of your interest in this project and your plan to submit a bid. This form is also required if you wish to receive answers to questions regarding the RFB and any addenda. Addenda's will be issued if there are changes to this RFB.

INTENT TO RESPOND STATEMENT

___ YES our organization plans to submit a quote in response to this solicitation.

NO RESPONSE STATEMENT

___ NO our organization is not submitting a quote for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> Do not offer this commodity or equivalent | <input type="checkbox"/> Insufficient time to respond |
| <input type="checkbox"/> Schedule would not permit us to perform | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> The purchase is too small | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> The purchase is too large | <input type="checkbox"/> Other reasons |

Name of Organization: _____

Contact Name: _____

Contact Address: _____

Contact Phone Number: _____

Contact Email Address: _____

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PART I – OVERVIEW

Founded in 1867, Truman is Missouri’s selective public liberal arts and sciences university. Truman primarily serves full-time undergraduate degree seeking students in a residential environment. Truman offers numerous bachelors, masters, and minor degrees in addition to certificate programs. Truman is accredited by the North Central Association of Colleges and Schools and The Higher Learning Commission. Truman has been recognized as the number one Midwest regional public university in U.S. News & World Report’s "Best Colleges" publication for more than twenty consecutive years. In addition to being recognized as scholars, Truman students and alumni are known as contributors to their communities, creative problem solvers and goal-oriented professionals. More information about Truman is available at www.truman.edu.

PART II – SPECIFICATIONS AND REQUIREMENTS

Truman State University seeks a qualified contractor to perform maintenance and repairs to the approximately fifty fleet vehicles, including cars, mini-vans, full-size vans, and light-duty trucks on an as needed basis. This RFB contains specific information that must be addressed in the contractor’s response. This RFB, and any subsequent addenda, constitute the specifications and requirements for this project. Any communications regarding specifications and requirements should be directed to Truman’s Purchasing Buyer referenced on the first page of this RFB, and it is the contractor’s responsibility to ensure any request for information is received by Truman’s Purchasing Buyer.

Unless specifically stated in the RFB, the following specifications constitute the minimum requirements for this project. The contractor may suggest additions or enhancements to the following requirements. Additions or enhancements, along with their associated costs, should be clearly delineated in the contractor’s response.

A. Scope of Work

1. Routine vehicle maintenance and repair services on an as needed basis:
 - a. Oil change, filter replacement with fluid check every 5,000 miles
 - b. Chassis lubrication service with fluid check
 - c. Transmission fluid and filter change service
 - d. Light bulb or electric fuse replacement
 - e. Wiper blade replacement
 - f. Coolant flushes and refills
 - g. Air conditioning system maintenance
 - h. New and replacement tires (comparison to State of Missouri contract pricing as outlined in Exhibit A)
 - i. Tire rotation and alignments
 - j. Towing
 - k. Vehicle mechanical repairs

B. Non-Routine Repairs

1. The contractor will provide Truman with a fixed hourly labor rate for service not classified as routine maintenance. The rate on the repair parts will be from the manufacturer’s printed parts price list and will remain fixed until the manufacturer provides an updated printed parts list.
2. Any repair not considered routine maintenance as listed above and estimated over \$500.00 will require a written estimate and pre-approval by Truman’s Fleet Manager. Written estimates should be emailed to Truman’s Fleet Manager.

3. All repair estimates must clearly identify the vehicle to be repaired and include the vehicle identification number (VIN). All vehicle repairs estimates must be approved by Truman's Fleet Manager within thirty (30) days of the repair estimate, or a new estimate will be required.
4. In the event any repair requires that a vehicle be kept overnight at the contractor's repair facility, the contractor must secure the vehicle.
5. The contractor will arrange, if needed, towing services for Truman vehicles that may become disabled prior to reaching the contractor's repair facility. All Truman vehicles must be towed to the contractor's facility the same day the contractor is notified. If the contractor does not have towing services, any subcontractor must meet the same requirements.
6. The contractor will provide the required services and will not subcontract or assign the services without the prior written approval of Truman's Fleet Manager.

C. Quality Assurance

1. The contractor will identify an employee who will have the authority to resolve any disputed service issues.
2. All of the contractor's repair technicians and mechanics working on Truman's vehicles will be supervised by ASE certified technicians. Contractor(s) will provide evidence of such certification as part of their response in Exhibit D.
3. The contractor's repair facility must be an official vehicle inspection site as designated by the State of Missouri.
4. All contractor supplied services and parts will be compliant with the terms of the vehicle's manufacturer's standards.
5. The contractor will utilize quality brand replacement parts that are approved by the vehicle manufacturer. Rebuilt replacement parts will not be accepted without the prior approval of Truman's Fleet Manager.
6. When making written service estimates, the contractor will use the published industry standards found in the All-Data OEM Manual as its guide to estimate the maximum service time for a specific repair. Repairs requiring labor hours greater than the service time allowed in the All-Data OEM Manual must have prior written approval Truman's Fleet Manager before work is performed.
7. If the contractor offers the public any special or promotional pricing that is lower than its bid price(s) to Truman, the contractor must provide the lower price to Truman as well.
8. The contractor must describe its invoice and repair reporting process and describe how the maintenance and repair information will be communicated to Truman.

D. Other Project Requirements:

1. The contractor will provide a written report after each service of the work performed. The report will consist of all fluid checks, brake check, tire check, belts and hoses, filters, wiper blades and battery check. Contractor must complete the checklist and detail all services performed and all costs associated with the service to include parts. The contractor must also note any conditions observed that will require additional work and will submit an estimate for repairs based on the rates for parts, labor, and any diagnostics offered in this bid.
2. Contractor will provide a "reminder" applique for the inside of the vehicle windshield to remind the user of the next maintenance check. This reminder for the next service will not exceed 5,000 miles.
3. Routine maintenance as listed above on the traveling fleet vehicles must be scheduled and completed within 72 hours. If parts are available at the contractor's facility, the contractor must provide Truman's law enforcement vehicles with same day service.
4. Truman reserves the right to utilize other sources, should the contractor be unable to provide the required services.

E. Warranty

1. If a standard part of labor warranty exists, the contractor will supply a minimum warranty of 3,000 miles or 90 calendar days on all labor and parts service.

F. Insurance

1. The awarded primary contractor, and any subcontractors, will maintain the following insurance policies:
 - a. Comprehensive General Liability: Coverage (including products/completed operations liability insurance and broad form comprehensive general liability endorsement or its equivalent) will have minimum limits of \$1,000,000 per occurrence and \$2,000,000 in aggregate.
 - b. Worker's compensation insurance as prescribed by the laws of the State of Missouri.
 - c. The awarded primary contractor, and any subcontractors, will provide Truman with certificates of insurance for all required policies within ten (10) days of award notification naming Truman State University as an additional insured party. Such certificates will provide that Truman be given at least 30 days prior written notice of any cancellation, intention to not renew, or material changes in these policies. Failure to provide, and continue in force, the insurance coverages required above will be deemed a material breach of the contractual agreement resulting in immediate termination of the contractual agreement. Presence of insurance coverage does not relieve

the contractor of responsibilities or obligations assumed by the contractual agreement for which the contractor may be liable.

PART III –PROPOSAL EVALUATION AND AWARD

A. Preparation of Proposals

1. It will be the contractor's responsibility to ask questions, request changes or clarification, or otherwise advise Truman if any language, specifications or requirements of an RFB appears to be ambiguous, contradictory, and/or arbitrary, or appears to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from contractors regarding specifications, requirements, competitive procurement process, etc. must be directed to Truman, as indicated on the first page of the RFB. All formal inquiries for significant or material clarification or interpretation, or notification to Truman of errors or omissions relating to this RFB document must be submitted in writing and emailed to Sarah Jones, Purchasing Buyer, at sjones@truman.edu. Submission of questions and subsequent responses will be issued as an addendum to all prospective contractors on file. No addenda will be issued later than forty-eight (48) hours prior to the time and date scheduled for the receipt of responses except an addendum postponing or withdrawing the RFB. Every attempt will be made to ensure that the contractor receives an adequate and prompt response. However, to maintain a fair and equitable procurement process, all contractors will be advised, via the issuance of an addendum, of relevant information related to the RFB.
2. Before submitting a proposal, contractors should become thoroughly familiar with all conditions referred to in this document, along with any addendum issued, before the proposal submission date. Failure to do so will be at the contractor's risk. Such an addenda will form a part of the RFB. It will be the contractor's responsibility to ascertain that the proposal includes all addenda issued prior to the submission date.
3. Unless otherwise specifically stated in the RFB, or subsequent addenda, all specifications and requirements constitute minimum requirements.
4. Prices offered will remain valid for thirty (30) days from the proposal opening date unless otherwise indicated.
5. Only Truman's written response(s) pertaining to this RFB, or an addendum, are valid.
6. Truman reserves the right to modify or cancel this RFB. Such action will be noted as an addendum.

B. Submission of Proposal and Award

1. A contractor's submission must (a) include a signed proposal certificate executed by the contractor's duly authorized representative, (b) contain all information required by the RFB, and (c) be delivered to Truman no later than the exact opening time and date specified in the RFB. Contractor's submission will include a current IRS form W-9.
2. A proposal may also be withdrawn or modified by the contractor provided requests are made in writing before the RFB opening date and time. Verbal requests to withdraw or modify a proposal will not be honored.
3. Proposals must be returned to Truman on or before 2:00 PM central time on Thursday, March 26, 2026. Proposals may be emailed, mailed or delivered to the address on the first page of this RFB.
4. The contractor must submit all data required herein for the contractor's proposal to be evaluated and considered for award. Failure to submit such data will be deemed a cause for a proposal's disqualification from award consideration. Responses to this RFB should be submitted in the format specified. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered.
5. Contents of any proposal, attachment, and explanation submitted in response to this RFB, except copyrighted material, will become the property of Truman. All copyrighted material must be clearly marked.
6. If your proposal contains any information you consider to be proprietary, you must place it in a separate envelope or e-mailed file and mark it "Proprietary Information." Truman is the final authority as to the extent of material considered proprietary or confidential. Pricing information cannot be considered proprietary.
7. Truman reserves the right to reject any proposal, or to accept any proposal, or to withhold the award and to waive or decline to waive irregularities in any proposal when Truman determines it is in its best interest to do so.
8. Truman reserves the right to consider historical information and facts, whether gained from the contractor's proposal response, question and answer conferences, references, or any other source, in the evaluation process. Truman reserves the right to take such steps as it deems necessary to determine the ability of a contractor to perform, and each contractor will furnish Truman such information and data for this purpose as it may request. Truman reserves the right to reject any proposal where an investigation, or consideration of the information submitted by such contractor, does not satisfy Truman that the contractor is qualified to properly carry out the terms of these specifications. It is the contractor's sole responsibility to submit information related to the evaluation categories, and Truman is under no obligation to solicit such information if it is not included with the contractor's response. Failure of the contractor to submit such information may cause an adverse impact to the evaluation of the contractor's proposal. Pursuant to Section 610.021 RSMo, proposals will not be available for public review until after a contractual agreement is executed or all proposals are rejected. Truman will notify RFB respondents of the contractor selected to provide these goods or services. Any award protest must be received within ten (10) days after the date of notification of award in accordance with the statute.

C. Proposal Opening.

1. Proposal openings are public at the opening date and time specified on the RFB document. Only the names of the respondents will be read at the opening. No other public disclosure will be made until after a contract award.
2. It is the contractor's responsibility to deliver the proposal to Truman by the opening date and time.
3. Proposals not received by Truman by the opening date and time will be late. Regardless of the degree of lateness or the reason, including causes beyond the contractor's control, late proposals will not be opened.

D. Evaluation / Award

1. Any clerical error, apparent on its face, may be corrected by Truman before the contractual agreement award. Upon discovering an apparent clerical error, Truman will contact the contractor and request written clarification of the intended proposal. The correction will be made in the notice of award. Examples of apparent clerical errors are: (a) a misplacement of a decimal point and/or (b) an obvious mistake in designation of unit.
2. Awards may be made to the contractor whose quote complies with the requirements of the RFB as outlined in **Part II**, and is the lowest and the best proposal considering:
 - a. Contractor qualifications and experience successfully completing similar work outlined in this RFB (submit as Exhibit D: Contractor Qualifications).
 - b. A detailed price quote of all products and services proposed in response to this RFB including, but not limited to itemized pricing, products to be used, and applicable warranty(s) (submit as Exhibit E: Contractor Prices for Products and Services).
 - c. All other evaluation criteria specified in the RFB and any subsequent negotiations.
3. In the event all respondents fail to meet the same mandatory requirement in the RFB, Truman reserves the right, at its sole discretion, to waive that requirement for all proposals and to proceed with the evaluation.
4. Any award of a contractual agreement will be made by written notification from Truman to the contractor.
5. Truman reserves the right to waive any minor irregularity or technicality found in any individual proposal.
6. Negotiations may be conducted with those contractors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there will be no disclosure of any information submitted by competing contractors. Any award of a contractual agreement will be made by written notification from Truman to the contractor.
7. Truman reserves the right to request written clarification of any portion of a contractor's response to verify intent. However, contractors are cautioned that their response may be accepted without further clarification.
8. Missouri Preference: Proposals are being sought from Missouri and out-of-state companies. As a public institution, Truman must follow State of Missouri laws and regulations regarding the procurement of services. Section 34.073 RSMo states that Missouri state government agencies will give preference to contractors, corporations, or individuals doing business as Missouri contractors, corporations, or individuals, or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri contractors or products versus the economic impact of services or products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations. Contractors must provide the following information as it relates to this RFP:
 - a. A description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.
 - b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
 - c. A description of the contractor's economic presence with the State of Missouri (e.g., type of facilities: sales office; sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
 - d. If any products and/or services offered under this RFP are being manufactured or performed at sites outside the continental United States, the contractor must disclose such fact and provide details with their proposal.
9. Supplier Diversity: The State of Missouri is committed to fostering supplier diversity in state contracting. If a respondent is a certified:
 - a. Minority Owned Business Enterprise (MBE) under § 37.020(3) RSMo,
 - b. Women Owned Business Enterprise (WBE) under § 37.020(6) RSMo,
 - c. Service-Disabled Veteran Owned Business Enterprise (SDVBE) under § 34.074 RSMo, or
 - d. Veteran Owned Business Enterprise (VBE),

The contractor may outline its qualifications in its response. Other respondents are encouraged to engage certified MBEs, WBEs, SDVBEs and VBEs in the performance of services for Truman, and proposals may include a diversity participation plan (maximum 2 pages) detailing: (1) proposed certified M/WBE/SDVBE/VBE contractors, their roles,

and estimated contract value percentage; (2) evidence of outreach to certified contractors; and (3) strategies for meaningful involvement. However, the absence of such documentation will not disqualify a response. Truman may monitor a contractor's compliance in meeting diversity participation levels committed to in the awarded proposal. Truman serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services will comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to non-discrimination in employment (e.g. Title VII and ADEA), employment of persons with disabilities (ADA, 29 U.S.C. § 706 and Executive Order 11758) and certain veterans (38 U.S.C. § 4212), and contracting with small disadvantaged business concerns (Pub. L. No. 95-507, codified at 15 U.S.C. §§ 631 *et seq.*). Contract clauses required by the government in such circumstances are incorporated herein by reference.

PART IV – CONTRACTUAL AGREEMENT

A. General Terms and Conditions

1. By submitting a proposal, the contractor agrees to furnish all products and/or services specified in the RFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
2. The contractual agreement between Truman and the contractor will consist of (1) RFB and any addendums thereto, and (2) the proposal submitted by the contractor in response to this RFB. However, Truman reserves the right to clarify any relationship in writing with the concurrence of the contractor, and such written clarification will govern in case of conflict with the applicable requirements stated in this RFB or the contractor's proposal response. The contractor is cautioned that its proposal will be subject to Truman's acceptance without clarification.
3. The contract will begin on July 1, 2026, and continue through June 30, 2027. Truman reserves the right to renew this contract for four (4) additional one-year periods to run concurrently with the expiration of each one-year term for a total term of five (5) years expiring June 30, 2031. Renewals terms will be in accordance with Truman's fiscal year of July 1 through June 30.
4. A notice of the award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized contractual agreement and/or purchase order.
5. The contractual agreement expresses the complete agreement of the parties and performance will be governed solely by the specifications and requirements contained therein.
Any change, whether by modification and/or supplementation, must be accomplished by a formal addendum signed and approved by and between the duly authorized representatives of the contractor and Truman or by a contractual agreement change order prior to the effective date of such modification. The contractor understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, will be used or construed as an addendum/change order to the contractual agreement.
6. Neither party will be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.
7. The parties to this agreement stipulate that Truman State University and Truman State University Foundation, their departments, agencies, boards and commissions will be indemnified and held harmless by the contractor for the vicarious liability of Truman as a result of entering into this agreement. Each party to this agreement is responsible for their own negligence.
8. The contractor represents itself to be an independent contractor offering such services to the general public and will not represent itself or its employees to be an employee of Truman. The contractor will assume legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc. and agrees to indemnify Truman against all loss; cost (including attorney fees); and damage of any kind related to such matters.

B. Applicable Laws and Regulations

1. The contractual agreement will be construed according to the laws of the State of Missouri. The contractor will comply with all local, state, and federal laws and regulations related to the performance of the agreement.
2. To the extent that a provision of the contractual agreement is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions will be void and unenforceable. The balance of the contractual agreement will remain in force unless terminated by consent of both the contractor and Truman.
3. As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Data obtained through this procurement process must be handled as confidential and may not be shared with other contractors who may want to do business with Truman without Truman's prior written approval. Any future business with Truman will be obtained through a proposal process.
4. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.

5. The contractor must file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax on a timely basis.
6. In connection with the furnishing of equipment, supplies, and/or services under the contractual agreement, the contractor will comply with all applicable requirements of the Americans with Disabilities Act (ADA).
7. In accordance with the State of Missouri (HB 1729) legislation passed and signed by the Governor of Missouri, public works projects valued \$75,000 or less are not subject to the Prevailing Wage Law. If the project will exceed \$75,000, the contractor agrees to comply with Chapter 290, Revised Statutes of Missouri, which concerns the payment of prevailing wages on public works. The State of Missouri, Division of Labor Standards Annual Wage Order No. 32, Section 001, Adair County, Annual Incremental Wage Increase, effective April 17, 2024, will be part of any contractual agreement. Not less than the prevailing hourly rate of wages determined by the Division will be paid by the contractor. The contractor will forfeit a penalty to the Owner One Hundred Dollars (\$100) per day (or portion of a day) for each worker that is paid less than the prevailing rate for work done under the contractual agreement by the contractor. The contractor will provide Truman with certified payroll records and a prevailing wage affidavit prior to or with an approved invoice for work performed.
8. Anti-Discrimination Against Israel Act Requirements: If the contractor meets the definition of a company as defined in section 34.600, RSMo, and has ten or more employees, the contractor will not engage in a boycott of goods or services from the State of Israel; from companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or from persons or entities doing business in the State of Israel as defined in section 34.600, RSMo:
9. All personnel employed by the contractor will be expected to abide by Truman's requirements that apply to all parties performing services at any facility owned or operated by Truman. These requirements are as follows:
 - a. General Conduct and Harassment Policy: As an educational institution and as an employer, Truman is committed to an environment where all individuals are treated with respect and dignity. Truman requires relationships including contracted relationships, to be free of bias, prejudice, and harassment.
 - b. Drug and Alcohol Policy: Truman prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. Violators may be subject to disciplinary action up to and including contract termination. Alcohol may not be consumed in public areas, and no employee or vendor personnel will report to work while under the influence of alcohol, marijuana, or illicit drugs. Smoking, including tobacco, marijuana, and e-cigarettes, is not allowed on Truman's campus.
 - c. Safety and Security Policies: Truman maintains a zero tolerance for any type of workplace violence. Vendors are prohibited from making threats, threatening conduct or any acts of aggression or violence. The use or possession of firearms or any other weapon is prohibited. Vendors will not enter private areas such as offices or dormitory floors without the presence of an authorized Truman employee.

C. Conflict of Interest

1. Truman's officials and employees, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
2. Contractors agree they presently have no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner with the performance of the services hereunder. Contractors further agree that no person having any known interest will be employed, directly or indirectly, in the contractual agreement.
3. Contractors will not provide any pre-requisites, favors, or gifts to Truman employees intended to curry favor with specific people or which incur expenses to be borne by Truman. Contractors will not attempt to gain appreciation from any group of employees other than providing the highest quality products and services possible.

D. Remedies and Rights

1. No provision in the contractual agreement will be construed as a waiver by Truman of any existing or future right and/or remedy available by law in the event of any claim by Truman of the contractor's default or breach of the contractual agreement.
2. The contractor agrees and understands that the contractual agreement will constitute an assignment by the contractor to Truman of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contractual agreement with Truman.

E. Cancellation

1. In the event of material breach of contractual obligations by the contractor, Truman may cancel the contractual agreement. At its sole discretion, Truman may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The cure must be completed within ten working days from notification.

2. If the contractor fails to cure the breach, or if circumstances demand immediate action, Truman will issue a notice of cancellation terminating the contractual agreement immediately.
3. If Truman cancels the contractual agreement for breach, Truman reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contractual agreement from other sources and upon such terms and in such manner as Truman deems appropriate and charge the contractor for any costs incurred.

F. Invoicing and Payment

1. Invoice(s) will include a detailed description of the products and/or services provided. All invoices must clearly indicate the specific vehicle with VIN number. Truman prefers invoices be delivered by email to procurement@truman.edu.
2. Truman does not pay state or federal taxes unless otherwise required under law or regulation.
3. Each order received must be accompanied by an itemized invoice showing the purchase order number, item description, quantity, unit, current price, and signed by the person picking up and/or accepting the order. The discount must then be applied to arrive at net cost.
4. The contractor should submit a monthly statement with a copy of the original invoice to Truman's Accounts Payable Department.
5. Truman assumes no obligation for equipment and/or services provided in excess of the quantity ordered. Any unauthorized quantity is subject to Truman's rejection and will be returned at the contractor's expense.

PART V - TRUMAN PREPARED EXHIBITS:

Exhibit A: Fleet Vehicle List

	License	Type	Description	Vehicle Identification
1	NA7H4Y	Car	2025 Toyota Camry Hybrid	4T1DAACK7SU594708
2	TSU0017	Car	2020 Chevy Malibu	1G1ZC5ST1LF111007
3	TSU0051	Car	2020 Chevy Malibu	1G1ZC5ST8LF111022
4	TSU0008	Car	2020 Ford Police Interceptor SUB	1FM5K8AB1LGC52538
5	TSU0035	Truck	2023 Chevy Silverado 4wd crew	1GCUDAED7PZ331705
6	TSU0060	Car	2019 Chevy Impala	2G11X5S3XK9158299
7	TSU0064	Car	2025 Chevy Malibu	1G1ZB5ST6SF123316
8	TSU0065	Car	2015 Ford Fusion S	3FA6P0G71FR215524
9	TSU0022	Car	2018 Nissan Altima	1N4AL3AP5JC262756
10	TSU0027	Car	2018 Nissan Altima	1N4AL3APXJC262333
11	TSU0012	Car	2018 Nissan Altima	1N4AL3AP3JC252890
12	TSU0055	Car	2018 Nissan Altima	1N4AL3AP3JC256549
13	TSU0066	Car	2018 Nissan Altima	1N4AL3AP2JC256672
14	TSU0049	Car	2025 Chevy Malibu	1G1ZB5ST4SF122133
15	TSU0009	MINI	2019 Dodge Grand Caravan	2C4RDGBG6KR637997
16	TSU0067	MINI	2018 Dodge Grand Caravan	2C4RDGBG9JR262699
17	TSU0016	MINI	2013 Dodge Grand Caravan	2C4RDGBG1DR765549
18	TSU0040	MINI	2019 Dodge Grand Caravan	2C4RDGBGXKR704567
19	TSU0046	MINI	2014 Dodge Grand Caravan	2C4RDGBG9ER246122
20	TSU0056	MINI	2013 Dodge Grand Caravan	2C4RDGBG5DR765540
21	TSU0068	MINI	2025 Chrysler Pacifica	2C4RC1BG2SR609565
22	TSU0005	MINI	2024 Chrysler Pacifica	2C4RC1BG7RR198173
23	TSU0029	Van	2013 Ford Extended Wagon XL	1FBSS3BL2DDB29761
24	TSU0050	Van	2013 Ford Extended Wagon XL	1FBSS3BL4DDB29762
25	TSU0010	Van	2019 Chevy Express 12-pax	1GAWGEFP2K1372288
26	TSU0001	Van	2018 Chevy Express 12-pax	1GAWGEFP1J1332749
27	TSU0014	Van	2018 Chevy Express 12-pax	1GAWGEFP2J1332677
28	TSU0053	Van	2015 Chevy Express Van 15-pax	1GAZGZFF3F1284285
29	TSU0054	Van	2015 Chevy Express Van 15-pax	1GAZGZFF7F1285519
30	TSU0025	Truck	2016 Ford 350XL 4x4 Crew-cab	1FT8W3DT9GEA23359
31	TSU0048	Truck	2026 Ford Pickup	1FTBF2BA8TEC10653
32	TSU0042	Truck	2004 Chev. 1/2 Ton Silverado	1GCEC14V24Z334086
33	TSU0004	Truck	2008 Ford F-150 1/2 ton/EX.6250	1FTPF12V98KE70832
34	TSU0006	Van	2006 Chevy Express Van	1GAHG35U661100336
35	TSU0013	Van	2015 Dodge Caravan	2C4RDGBG9FR615059
36	TSU0019	Truck	2019 Ford F250 4x4 Reg Cab	1FTBF2B62KEC08102
37	TSU0026	Truck	2017 Dodge Ram 2600	3C6TR4HT0HG580650
38	TSU0033	Truck	2016 Chevy Colorado X-cab L-Bed	1GCHSBEA7G1353933
39	TSU0036	Van	2006 Dodge Grand Caravan	1D4GP24E46B673210
40	TSU0038	Van	2010 Ford Extended Wagon XL	1FBSS3BL2ADA65006
41	TSU0039	Van	2010 Ford Extended Wagon XL	1FBSS3BL4ADA65007
42	TSU0037	Van	2006 Dodge Grand Caravan	1D4GP24E66B673211
43	TSU0041	Car	2015 Jeep Cherokee	1C4PJMCS5FW541650
44	TSU0043	Truck	2019 Ford F250 4x2 Reg Cab	1FTBF2A67KEF20076
45	TSU0047	Truck	1999 Chevrolet Pickup	1GBL7H1BXXJ107749
46	TSU0057	Van	2014 Dodge Grand Caravan	2C4RDGBG0ER246123
47	TSU0062	Van	2007 Ford E-350 Van	1FBSS31L57DB25564
48	TSU0063	Truck	2013 Ford F150 1/2 ton 2WD	1FTNF1CF1DKF54474

Exhibit B: State of Missouri Tire Contracts

1. Contract CC242511003
Manufacturer: Goodyear
<https://archive.oa.mo.gov/purch/cgi/display.cgi?contnum=CC242511003>
2. Contract CC24251105
Manufacturer: Bridgestone
<https://archive.oa.mo.gov/purch/cgi/display.cgi?contnum=CC242511005>

The weblinks reference the Office of Administration for the State of Missouri website. These State of Missouri contracts expire June 30, 2027. Please contact Truman's Purchasing Department after the aforementioned state contracts expire.

PART VI - CONTRACTOR PREPARED EXHIBITS:

Exhibit C: Contractor Proposal Certificate

The contractor certifies it is authorized to obligate the represented contractor and further agrees with all terms, conditions, and requirements of Truman’s request for proposal (RFB). The contractor further certifies the responses and resulting proposal to Truman’s RFB are true and accurate.

In submitting a response to Truman’s RFB, the contractor understands that Truman retains the right to reject any and all proposals and to waive irregularities and informalities therein, and to award the contractual agreement in the best interests of Truman. It is also understood that proposals may not be withdrawn for a period of 60 days after the date and time set for the receipt of proposals. The contractor hereby affirms:

- (1) That I am the contractor (if the contractor is an individual), a partner in the contractor (if the contractor is a partnership), or an officer or employee of the contractor having authority to sign on its behalf (if the contractor is a corporation);
- (2) That the proposal has been arrived at by the contractor independently, and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other contractor of materials, supplies, equipment or services described in the RFB designed to limit independent competition.
- (3) That the contents of the proposal have not been communicated by the contractor or its employees or agents to any person, not an employee or agent of the contractor or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal; and
- (4) That the contractor has fully informed itself regarding the accuracy of the statements made in their/its response.
- (5) The contractor is registered with and maintains good standing with the Secretary of State of Missouri, as may be required by law or regulation.
- (6) The undersigned certifies that the contractor (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify Truman of any change in this status should one occur, until such time as an award has been made under this procurement action.

In compliance with this RFB document, Project Number 2026-11 Fleet Vehicle Maintenance and Repair and after carefully reviewing all the terms, conditions, and requirements contained therein, the undersigned agrees to furnish such goods and services in accordance with the RFB specifications.

Print Name

Title

Contractor Name / Company

Federal Tax ID No.

Address

Telephone Number

Email

Website

Authorized Signature: _____

Date: _____

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Exhibit D: Contractor Qualifications

Explain contractor qualifications and experience successfully completing similar work as outlined in this RFB.

Exhibit E: Contractor Prices for Products and Services

Routine maintenance on passenger cars and mini vans:

	Description	Price
1	Oil Change, filter replacement with fluid check	
2	Chassis Lube services with fluid check	
3	Transmission fluid and filter change service	
4	Bulb and fuse replacement	
5	Wiper Blade replacement	
6	Coolant flushes and refills	
7	Air Conditioning system check-up	

Routine maintenance on full-size vans and light-duty trucks:

	Description	Price
1	Oil Change, filter replacement with fluid check	
2	Chassis Lube services with fluid check	
3	Transmission fluid and filter change service	
4	Bulb and fuse replacement	
6	Coolant flushes and refills	
7	Air Conditioning system check-up	

Non-routine repair services for all vehicles:

	Description	Price
1	Safety Inspection (if required)	
2	Towing (if contractor does not offer towing, specify subcontractor)	
3	Non-Routine Mechanical Repairs (Provide Hourly Rate)	\$ _____/hour
4	Provide discount rate on repairs parts for non-routine repairs. Discounted from vendor printed parts price list	_____ % disc
5	New Tires (compare to State of Missouri tire contracts)	
6	Tire Disposal	
7	Tire Rotations	