Supplier Information Sheet

Contract Description	Administrative Vehicles		
Statewide Contract Number	99999-001-SPD0000218-0001		
Supplier ID Number	0000011786		
Supplier Name	Smyrna-F LLC dba Wade Ford		
Effective Date	June 16, 2025	**Expiration Date**	June 15, 2027
Number of Suppliers Awarded	15	**Contract Type:**	**Mandatory**

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<table>
<tr><th colspan="3">Supplier and Contract Information</th></tr>
<tr><th colspan="3">Supplier Name & Address</th></tr>
<tr><td colspan="3">Smyrna-F LLC dba Wade Ford
3860 South Cobb Dr.
Smyrna, GA 30080</td></tr>
<tr><th>Supplier Website:</th><td colspan="2">CLICK HERE</td></tr>
<tr><th>Contract Administrator</th><th>Alternate Supplier Contact</th><th>Alternate Supplier Contact</th></tr>
<tr><td>Ron Morgan
ronmorgan@lithia.com
770-874-1426</td><td>Mike Westbrook
MichaelWestbrook@lithia.com
714-720-3164</td><td>Scott Troxell
ScottTroxell@lithia.com
510-685-6598</td></tr>
<tr><th colspan="3">Contract Details</th></tr>
<tr><th>Remittance Address</th><td colspan="2">3860 South Cobb Dr
Smyrna, GA 30080
ATTN: Ron Morgan</td></tr>
<tr><th>Pricing Structure</th><td colspan="2">New Vehicles: % off MSRP
New Vehicle Add-Ons: % off MSRP
Used Vehicles: Black Book Value or Less</td></tr>
<tr><th>Delivery Days</th><td colspan="2">The supplier is responsible for communicating with an authorized user about the production window, delivery to the dealer lot from the manufacturer, and delivery dates to the customer.</td></tr>
<tr><th>Payment Terms</th><td colspan="2">Net 30</td></tr>
<tr><th>Authorized Users</th><td colspan="2">State and Local Government</td></tr>
<tr><th>Acceptable Payment Method(s)</th><td colspan="2">Purchase Orders</td></tr>
</table>

General Contract Information

The Administrative Vehicles Statewide Contract provides Authorized Users considerable flexibility in purchasing administrative vehicles and related options, equipment, and accessories by establishing a robust selection of **multiple line items of vehicles offering multiple brands and makes/models per manufacturer**. The ordering process is an "a la carte menu" style that allows Authorized Users to build the vehicle they want by the addition of preferred options. The contract provide the options of purchasing **new vehicles from the Dealer's inventory** (on the Dealer's lot) and purchasing **certified pre-owned vehicles** (on the Dealer's lot).

CLICK HERE to access the **Notice of Award** document to see the awarded categories and the awarded suppliers.

The Vehicle Availability Matrix contains the current base pricing for the statewide fleet contracts. Please make sure that you are on the tab specifically for the vehicle(s) that you are looking to purchase.

You can find the most up to date version of the Vehicle Availability Matrix on the DOAS website at this link (https://doas.ga.gov/state-purchasing/statewide-contracts). Just scroll down to the section that looks like this image below and it is hyperlinked at the end of the paragraph.

Report of Vehicle Availability Under Statewide Contracts

Attached is a comprehensive overview of our Statewide Contracts for Administrative Vehicles, Police Pursuit Vehicles, and Truck Chassis and Truck Bodies with pricing as well as the Anticipated 2024 Order Entry Availability Date (Begin) and the Anticipated 2024 Order Window Close Dates. For any questions regarding Administrative Vehicles, Police Pursuit Vehicles, Georgia School Buses, Truck Chassis and Truck Bodies, or the AMIGI contracts, please contact Emily Harris at emily.harris@doas.ga.gov.

Vehicle Availability Report Under the Statewide Contract.

Ordering Instructions

1. **Initial Contact**:
   Call or email Ron Morgan at 404-637-3924 or RonMorgan@lithia.com. Ron will then follow up with an email to the guest confirming their request in writing.

2. **Ford Approved Vehicle Specifications**:
   We will send the guest a Ford Approved Vehicle Specifications form. Guests will be asked to highlight their desired features and return the form to the email address above.

3. **Inventory Check & Order Request**:
   We will check our inventory for available stock. If the desired vehicle is not in our physical inventory, we will submit an order request.

4. **Price Quotes**:
   Formal price quotes will be sent within 48 hours (two business days) of receiving the guest's request.
   - If the unit is **in stock,** the quote will reflect its availability.
   - If the unit needs **to be ordered,** we will provide a quote based on the order.

5. **Team Notification**:
   Once the guest confirms their decision to purchase an in-stock unit, we will notify the entire team.

6. **Purchase Order**:
   A Purchase Order (PO) is required to guarantee availability and to place orders with Ford.
   - The PO must include:
     - Correct title information
     - Municipality name and address
     - Delivery details and overnight address for paperwork (if needed)

7. **Order Processing**:
   - For units that need to be ordered, once the PO is received, we will place the order and provide the guest with the order number and the Ford build date ETA.
   - For in-stock units, once the PO is received, we will pull the keys, inspect the vehicle, send it for detailing, and verify the pick-up or delivery details.

Where to Find Additional Contract Documents

All additional contract documents may be found under the "Attachments" dropdown when viewing the contract in TGM, including, but not limited to:

- Pricing (current)
- Original Contract/Terms and Conditions
- Program Requirements Document (PRD)
- Attachment A (original solicitation document)
- Cost Workbook (from solicitation bid, for evaluation purposes)
- Mandatory Questions
- Mandatory Scored Questions
- Certificate of Insurance
- E-Verify Affidavit
- Addendums
- Renewals/Extensions/Amendments
- Notice of Intent to Award (NOIA)
- Notice of Award (NOA)

Figure 1: May vary by contract

Attachments

Display Order	Attachment
1	Supplier Information Sheet
2	Pricing
3	Original Contract
4	Contract Terms & Conditions
5	Attachment A
6	Mandatory Questions
7	Certificate of Insurance
8	E-Verify
9	Addendum 1
10	Addendum 2

Amendments / Renewals / Extensions

Base Term: 06/16/2025 – 06/15/2027

Renewal 1:

Renewal 2:

Renewal 3:

Renewal 4:

Renewal 5:

NIGP Codes

07104	Automobiles
07180	SUV Type Vehicles, Including Carryalls
07190	Vans, Cargo
07192	Vans, Passenger, Regular and Handicapped Equipped
07201	Class 1 Trucks (6,000 lb. GVWR or less)
07202	Class 2 Trucks (6,001 – 10,000 lb. GVWR)

DOAS CONTACT INFORMATION

DOAS Contract Manager

View **Contract Summary** Page in **Team Georgia Marketplace ("TGM")** to see the current contract manager and contact information.

- Please CC contract.management@doas.ga.gov on **all communications** to the contract manager, in case that the contract manager is unavailable to respond.

Procurement Help Desk

Telephone: 404-657-6000
Email: procurementhelp@doas.ga.gov