

# Central Virginia Community Services

2241 LANGHORNE ROAD \* LYNCHBURG VA 24501 \* (434) 847-8050 \* FAX (434) 847-6099

## Request for Quotes #JG090110

### 4-Door Sedan Leases

#### I. Objective

CVCS expects to lease three (3) vehicles from the successful dealer as a result of this solicitation. **We are interested in sedans and will consider front wheel drive and/or AWD/4WD sedans, including hybrid vehicles. CVCS will choose either all of the same model or a combination of models to best meet our needs.** Awards may be granted to more than one dealer based the following criteria/weights:

1. **Best price**
2. **Preferred specifications/features**
3. **Warranty**
4. **Number of certified mechanics**
5. **Customer support**
6. **Locations of service**
7. **Maintenance programs offered**
8. **Value added services**
9. **Delivery (9/23/10, 9/24/10, & 9/30/10)**
10. **References**
11. **Financial stability**

#### II. Timeline

**A. Quote Issuance Date**  
Monday, September 10, 2010

**B. Question Deadline & Contact Information**  
Questions concerning this RFQ should be directed, in writing by mail or fax, to (434) 455-3431 to the attention of **Jay Goding** or by phone at (434) 455-3416 in the Purchasing Office no later than 4 days prior to the closing date of the quotes. Any revisions to the solicitation will be made by written addendum issued by the Purchasing Office only.

**C. Quote Deadline**  
**Wednesday, September 20, 2010, prior to 3 PM.** Any quote received after that time will not be considered. Postmarks are not taken into consideration. Must be able to deliver vehicles dated **9/23/10, 9/24/10, & 9/30/10.**

**D. Period of Contract**  
SEE FORM A-QUOTE DOCUMENT

#### III. Background

Central Virginia Community Services has facilities in the surrounding area to provide Services for Mental Health, Intellectual Disabilities, Substance Abuse and Prevention. Vehicles are used to provide transportation for CVCS clients and/or for staff use for in-home service visits or business trips.

#### IV. Statement of Need/Specifications

1. **4-Door Sedan, Front Wheel, All Wheel, or 4 Wheel Drive acceptable**
2. **All Standard Equipment**
3. **Minimum 2.0 Liter Gasoline Engine (should be appropriate to vehicle size/type) or Hybrid**
4. **Automatic Transmission**

5. **Fuel Consumption: City (mpg) 20+, Highway (mpg) 30+**
6. **Power Steering**
7. **ABS Brakes**
8. **Power Windows and Door Locks**
9. **Air Conditioning**
10. **All-Season Tires**
11. **Front and Rear Floor Mats**
12. **2 Sets of Keys, prefer Keyless Entry**
13. **Minimum AM/FM Radio w/Digital Clock**
14. **Tinted Glass**
15. **Outside Power Mirrors**
16. **Intermittent Wipers**
17. **Cloth Interior**
18. **Rear audible back-up warning/sensor system**

CVCS reserves the right to inspect the vehicle prior to award and if vehicle is insufficient the RFQ will be terminated.

## V. Reference Documents

Vehicle to be furnished shall conform to all applicable Federal and Motor Vehicle Safety Standards and all equipment shall conform to Title 46.2, Chapter 10, of the Code of Virginia and shall include a valid State Inspection Sticker.

## VI. Quote Preparation and Submission Requirements

### A. General Instructions

1. Quotes should be not be extensive but should convey enough information for the agency to evaluate the ability of your firm to provide the requested services.
2. **Any exceptions to the specifications contained in this quote shall be clearly identified as an exception.** Central Virginia Community Services, in its sole discretion, will determine if the exception is acceptable as being an immaterial change to the requirements.
3. Quotes are to be returned to the Purchasing Office, Central Va. Community Services, 2241 Langhorne Rd, Lynchburg, Virginia 24501.
4. The original Request for quote must be returned with your quote.

### B. Specific Instructions

1. All quotes shall be returned in a **sealed envelope** marked **4-Door Sedan Leases**. Quotes shall be signed by an authorized representative of the offeror. Courier and regular mail packages shall be clearly marked as to the contents. **Quotes may be hand delivered, but they must be in a sealed container.** No faxes.
2. Central Virginia Community Services is a **tax-exempt** agency, as a political subdivision of the Commonwealth of Virginia. Therefore, no personal property taxes shall be charged.
3. **Central Virginia Community Services places public use plates on the vehicles. To that end, the following documents are required after lease signing: DMV Application, Vehicle Title, Power of Attorney (when titled/registered in leasing company's name), and Odometer Statement**
4. Vendors that will be performing services at a CVCS site must be able to present Certificates of Insurance stating a minimum of 1 million dollar General Liability and Workers Compensation in the statutory amount. Such certificates will only be required of the successful firm.

## VII. General Terms and Conditions

- A. Offerors who submit a quote in response to this RFQ may be required to give an oral presentation of their quote to the agency. This will provide an opportunity for the offeror to clarify or elaborate on the quote. The agency will schedule

the time and location of these presentations. Oral presentations are an option of the agency and may not be conducted. Therefore, quotes should be complete.

- B. No member of the governing body, officer, or employee of Central Virginia Community Services during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- C. The agency reserves the right to accept any quote or to reject any or all quotes.
- D. Central Virginia Community Services may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the agency all such information and data for this purpose as may be requested. The agency reserves the right to inspect offeror's physical plant prior to award to satisfy questions regarding the offeror's capabilities. The agency further reserves the right to reject any offer if the evidence submitted by, or investigations of, such offeror fails to satisfy the agency that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- E. All quotes submitted under the IFB will become the property of the Central Virginia Community Services Board and will not be returned. In accordance with the Virginia Public Procurement Act: "Trade secrets or proprietary information submitted by an offeror contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary."
- F. The Central Virginia Community Services Board will not be responsible for any expenses incurred by a potential offeror in preparing and submitting a quote.
- G. Quotes received after the date and time stated will not be considered. It is the responsibility of the offeror to see that his quote is received in the Purchasing Office by the specified time and date. Date of postmark is not considered. Telephone, telegraph and facsimile quotes are not acceptable.
- H. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- I. By submitting a Quote, the Offeror covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- J. Payment shall be made upon 30 days receipt of accurate and complete monthly statements.
- K. By signature on this solicitation, offeror certifies that it does not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- L. By written notice to the Contractor, Community Services may from time to time make changes, within the general scope of the Contract, in the services provided by the Contractor. The Contractor shall promptly comply with the notice and shall perform services in conformity to the notice. If any such change causes an increase or decrease in the Contractor's cost of performance, an equitable adjustment in the payment rate shall be negotiated and the contract modified accordingly by written supplemental agreement.
- M. The Contractor shall adhere to the rules and regulations proclaimed by the Purchasing Agency regarding the confidentiality of client related information during and after the term of the contract.
- O. Failure to submit a Quote on the form provided for that purpose shall be a cause for rejection of the Quote. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the Quote; however, CVCS reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a Quote as nonresponsive.
- P. CVCS reserves the right to conduct any inspection it may assume advisable to assure supplies and services conform to the specifications.

- Q. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than thirty (30) days.
- R. In case of failure to deliver services in accordance with the contract terms and conditions, CVCS, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs.
- S. A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Executive Director of CVCS.
- T. By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their Quote, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- U. The agency reserves the right to cancel any subsequent contract at any time the agency, in its sole discretion, deems it to be in the agency's best interest to do so by giving the contractor 30 days written notice. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver or perform on all outstanding orders issued prior to the effective date of cancellation.
- V. By submitting their quote, all offerers certify to the Central Virginia Community Services Board that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, Section 11-51 of the Virginia Public Procurement Act, and the Lynchburg Procurement Ordinance.
1. During the performance of this contract, the contractor agrees as follows:
    - b. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - c. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
    - d. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- W. By submitting their quote, all offerors certify to the Central Virginia Community Services Board that: During the performance of the contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- X. CVCS reserves the right to award a contract to a offeror based on "best value" (as defined in the Virginia Public Procurement Act, July 2009), which means the overall combination of quality, price, and various elements of required services that in total are optimal relative to the needs of CVCS.

FORM A – QUOTE DOCUMENT

QUOTES MUST BE SUBMITTED ON THIS FORM. YOU MAY INCLUDE ADDITIONAL INFO WITH YOUR QUOTE IF DESIRED.

Vehicle Being Quoted: \_\_\_\_\_

Monthly Lease Payment: \_\_\_\_\_  
36 month, 45k lease

We occasionally place less than 30, 000 miles on a sedan in 3 years. Do you offer a more cost effective lease option? What do you propose and at what payment?

\_\_\_\_\_  
\_\_\_\_\_

"Other" Additional Charges or Fees: \_\_\_\_\_ For: \_\_\_\_\_

Best Delivery Date: \_\_\_\_\_  
(FOB DESTINATION)

Price Guaranteed For: \_\_\_\_\_ Days

IN COMPLIANCE WITH THIS REQUEST FOR QUOTE AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED QUOTE OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION.

Company Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Signature in Ink

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Print Name: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_