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Scott County, Virginia

Scott County, Virginia  
Board of Supervisors  
Public Works Department  
Invitation to Bid  
Vehicle Financing

Issued: Wednesday July 21, 2021  
Scott County Board of Supervisors  
190 Beech St., Suite 201  
Gate City, VA 24251  
(276)386-6521  
FAX (276)386-9198

## **SCOTT COUNTY, VIRGINIA - INVITATION TO BID – VEHICLE FINANCING**

The County of Scott, Virginia (“County”) is seeking sealed bids from interested and qualified financial institutions for vehicle financing on a new packer truck.

### **Background of Importance to this Request**

1. The Scott County Board of Supervisors has approved in their FY2021-2022 budget the finance to purchase one new packer truck that will accommodate the operations of our Public Works Department services.
2. County seeks bids for financing this new packer truck for a term of five (5) years (60) months for comparison.
3. Financing should require the following payment options: monthly payments, bi-annual payments due December and June, or annual payments due in January.
4. County issues checks for monthly payments on the first Wednesday of each month, which should be included as a consideration in your bid.

### **Proposed Project**

1. The vehicle selected for purchase is as follows: New Unused 2020 Peterbilt 520/New Way Packer Truck per attached specifications submitted by William Collins, Martins Peterbilt of Eastern KY, 174 Old Whitley Road, London, KY 40741, PO Box 98, London, KY 40743. Business phone: 606-878-6410, toll free: 800-255-2746, fax: 606-878-2800 or email [williamcollins@martinspeterbilt.com](mailto:williamcollins@martinspeterbilt.com)
2. Total price \$236,567.00
3. Vehicle is in stock.  
VIN number: 7459  
Specific details upon request.

### **All Bids must address the following:**

1. Financing information for five-year term.
2. Method of acceptable payment.
3. All costs, fees, and charges associated with the financing package.
4. Procedure for transferring payment from the financial institution to the dealership holding the vehicle.

### **Evaluation and Award of Contract**

Procurement will be in conformance with Virginia Public Procurement Act (Va. Code Sections 2.2-4300 et. seq.) and Scott County Public Procurement Ordinance. Contract document will contain provisions prohibiting discrimination, prohibiting employment of illegal alien workers, and requiring a drug free workplace so as to comply with the foregoing legislation and will be subject to approval by the County Attorney as to legal form. The County reserves the right to reject all proposals and to waive any informalities or irregularities in any proposal.

### **Criteria to be used in both the evaluation and the selection:**

1. Qualifications and experience of the Bidder - 25%
2. Final cost for financing the vehicle with the Bidder – 75%

Should the total financing package not meet expectations, the County reserves the right to engage in individual discussions with two or more Bidders deemed fully qualified, responsible and suitable based upon their initial responses/bids.

Should the County determine in writing that in its sole discretion that only one bid is clearly more fully qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Bidder.

### **Bid Preparation and Submission Requirements**

1. All Bidders must submit a complete response to this ITB.
2. One (1) original and two (2) copies of each bid must be submitted in a sealed envelope to:

Amy Vicars, Purchasing Administrator  
Scott County Board of Supervisors  
190 Beech Street, Suite 201  
Gate City, VA 24251

3. Label the outside of the **sealed** envelope: **ITB – Vehicle Financing**
4. **All bids are due by 3:00 p.m. local time on Monday, August 2, 2021 to be opened and read aloud. Bid opening will be held in the Scott County Board Room, 190 Beech Street, Suite 201, Gate City, VA 24251. Please note if you plan to deliver your bid, our office hours are Monday-Friday 8:00 to 12:00; 1:00-4:30.**
5. The Bidder shall make no other distribution of the bid.
6. Bid must include an appropriate cover letter signed by an authorized representative of the Bidder.
7. Bid must be a complete and concise description of the Bidder's bid for financing said vehicle.

## REQUIRED CONTRACT PROVISIONS

**Contractor's Authorization to Transact Business:** Please see the attached form titled "Proof of Authority to Transact Business in Virginia."

**Discrimination Prohibited; Participation of Small, Women-, Minority- and Service Disabled Veteran-Owned Business:** (*Code of Virginia § 2.2-4310*) In the solicitation or awarding of contracts, the County of Scott shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment.

The County welcomes and encourages the participation of small businesses and businesses owned by women, minorities, and service disabled veterans in procurement transactions made by the County

**Employment Discrimination:** (*Code of Virginia § 2.2-4311*) This provision only applies to contracts valued in excess of \$10,000.

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except 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.

b. 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.

c. 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.

**Drug-Free Workplace:** (*Code of Virginia § 2.2-4312*) This provision only applies to contracts valued in excess of \$10,000.

During the performance of this 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.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**Faith-Based Organizations:** (*Code of Virginia* § 2.2-4343.1) Scott County does not discriminate against faith-based organizations.

**Illegal Aliens:** (*Code of Virginia* § 2.2-4311.1) The Contractor agrees that he or she does not, and shall not during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**Indemnification:** The Contractor shall hold harmless and indemnify Scott County and its officers, officials, employees and agents against any and all injury, loss or damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions. The County will not agree to indemnify the offeror or bidder.

**Proprietary Information:** § 2.2-4342(F) of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 of the *Code of Virginia* (1950), as amended, shall not be subject to the *Virginia Freedom of Information Act* (§ 2.2-3700 et seq. of the *Code of Virginia* (1950), as amended); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." If the exemption from disclosure provided by § 2.2-4342(F) of the *Code of Virginia* is not properly invoked, then the proposals will be subject to disclosure pursuant to applicable law.

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

The attention of each offeror or bidder is directed to § 2.2-4311.2 of the *Code of Virginia*, which requires an offeror or bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, to include in its proposal or bid the Identification Number issued to such offeror or bidder by the Virginia State Corporation Commission (SCC). Furthermore, any offeror or bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, shall include in its proposal or bid a statement describing why the offeror or bidder is not required to be so authorized. Failure to provide the required information may result in the rejection of the proposal or bid. If the proposal or bid is accepted by the County, the undersigned agrees that the requirements of the *Code of Virginia* § 2.2-4311.2 have been met. Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is \_\_\_\_\_.

B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is \_\_\_\_\_.

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such offeror/bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheets if you need more space to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9): \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(typed or printed)

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH PROPOSAL OR BID - REQUIRED**