

RFQ #081710

Wheelchair Accessible Minivan

I. Objective

Central Virginia Community Services (CVCS) expects to lease one (1) new or used vehicle from the successful dealer as a result of this solicitation. CVCS will choose model and price combination to best meet our needs. Weights will be given based on fuel efficiency and time until delivery.

II. Timeline

A. Bid Issuance Date

Wednesday, August 18, 2010

B. Quote Deadline

Friday, August 27, 2010, no later than 5 PM. Any bid received after that time will not be considered. Postmarks are not taken into consideration. **Must be able to deliver vehicle by no later than Friday, September 10, 2010 by 2:00 p.m. EST.** FOB destination at 2241 Langhorne Road, Lynchburg, VA 24501.

C. Question Deadline & Contact Information

Questions concerning this RFQ should be directed to **Jay Goding (434-455-3416)** or **Adrienne Perkins (434-948-4903)** in the Purchasing Office no later than noon on Tuesday, August 24, 2010. Any revisions to the solicitation will be made only by written addendum issued by the Purchasing Office at CVCS.

D. Period of Contract

Please quote 36 month 45,000 mile lease and/or 60 month 75,000 mile lease with purchase option at lease end. If we do not purchase the vehicle, we will not be accountable for difference between bill of sale and lease end value.

III. Scope of work

Dealer shall furnish and deliver one leased vehicle of the following described items.

- American-made mini-van chassis
- Gasoline Powered Engine
- Automatic Transmission
- 20 gallon fuel tank
- All other standard features for mini-van chassis including, but not limited to air conditioning, power locks, power windows fully adjustable driver's seat
- Power Steering
- Factory Installed AC, front and rear
- Dual Heat
- All-Season Tires
- Vinyl Interior

- ❑ 2 Sets of Keys, keyless entry preferred
- ❑ Dual Airbags
- ❑ Front, Rear, and Cargo Floor Mats
- ❑ AM/FM CD
- ❑ Privacy Glass
- ❑ Outside Mirrors with preference given for power mirrors
- ❑ Intermittent Wipers
- ❑ The electrical system of the vehicle shall be capable of supporting auxiliary systems to be installed after purchase, including a two-way radio and video surveillance system
- ❑ Low-floor modification including heavy-duty underlayment and vinyl slip-resistant flooring
- ❑ Manual driver and passenger doors, manual sliding doors at midsection on both sides of vehicle
- ❑ ADA-compliant folding wheelchair ramp, manually operated, with a minimum weight capacity rating of 750lbs
 - a. Ramp must be located at the curb-side midsection door
 - b. Ramp must be able to rotate out of the doorway
 - c. Vehicle must include ADA-compliant interlock system when ramp is in use
- ❑ A minimum of two wheelchair securement positions outfitted with a complete wheelchair and passenger restraint system of the Q-Strait QRT Deluxe or comparable and approved alternative (retractable)
- ❑ ADA-compliant entry and interior lighting
- ❑ Removable front passenger seat
- ❑ Fixed three-passenger rear bench seat
- ❑ Reverse Sensor Preferred

The vehicle shall carry a full warranty from the manufacturer. The vehicle shall be delivered to CVCS free of defects on all components of the propulsion system, body and chassis, major subsystems, and any aftermarket modifications. Should any defects be found, the dealer will be responsible for the repair or replacement of the defective components. Dealer will provide a maintenance checklist showing that the vehicle has been inspected.

IV. 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.

The dealer shall comply with all applicable Federal, state and local regulations. Local regulations are defined as those below the state level. These shall include, but not be limited to, Federal ADA as well as state and local accessibility, safety and security requirements.

V. Bid Preparation and Submission Requirements

A. General Instructions

1. Bids 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 bid 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. Bids are to be returned to the Purchasing Office, Central Virginia Community Services.

Quotes should be mailed, hand-delivered, or emailed to CVCS:

CVCS

C/O Purchasing Coordinator

2241 Langhorne Road

Lynchburg, VA 24501

jay.goding@cvcsb.org

2. The original Request for Quote must be returned with your bid.

B. Specific Instructions

1. Dealers who wish to be considered shall provide in writing a price quote and spec sheet or other detailed information certifying that the vehicle for lease meets the criteria listed above.
2. **Bids must be received by the submission deadline stated on page 1.** Bids shall be signed by an authorized representative of the offeror. Courier and regular mail packages shall be clearly marked "RFQ #JG081710."
3. 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.
4. **Central Virginia Community Services puts public use plates on the vehicles. To that end, the following documents are required, preferably at lease signing, but within 5 business days of lease signing: DMV Application, Vehicle Title, Power of Attorney (when titled/registered in leasing company's name), and Odometer Statement**
5. 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.

VI. General Terms and Conditions

- A. By signing and submitting a bid, all bidders agree to be bound by the general terms and conditions held by CVCS. These terms and conditions will be made available for review prior to bid submission upon request.

