



November 1, 2018

## REQUEST FOR PROPOSAL

The Western Virginia EMS Council, Inc. hereinafter referred to as the Council, is inviting proposals from qualified Dealers to provide the Council with two new fleet vehicles listed in the specifications. The selected dealer will be responsible for meeting or exceeding all vehicle specifications listed in the Request for Proposal (RFP).

The Council is a 501(c)(3) non-profit corporation funded by local governments and the Commonwealth of Virginia. As such, it is eligible to purchase using Commonwealth of Virginia eVA contract pricing and is also pre-approved for General Motors Government Bid Assistance.

### Time Schedules:

The following is the Council's tentative schedule for the selection of a dealer:

1. Request For Proposal Posted: November 1, 2018
2. Deadline For Filing RFP: ***No later than 3:00 p.m. on November 15, 2018***
3. Staff Review of Proposals/ November 17, 2018
4. Award of Purchase November 28, 2017

Prior to **3:00 p.m., November 15, 2018** a bid shall be submitted via email to [logan@vaems.org](mailto:logan@vaems.org) or by delivery.

### Via U.S. Mail or Courier Service and Walk-In Delivery:

Western Virginia EMS Council, Inc.  
Attn: Executive Director  
1944 Peters Creek RD NW  
Roanoke, VA 24017

Please clearly identify the package – **COUNCIL FLEET VEHICLE RFP – 2018**

Submittal of bid by fax is not permitted. All questions technical or commercial in nature shall be directed via email to Rob Logan, Executive Director, by email to [logan@vaems.org](mailto:logan@vaems.org) or by calling 540.562.3482. Contact with Council personnel other than those listed above regarding this RFP may be grounds for elimination from the selection process.

Sincerely,

Rob Logan  
Executive Director

**WESTERN VIRGINIA EMS COUNCIL, INC.**  
**REQUEST FOR PROPOSAL**  
**COUNCIL FLEET VEHICLE RFP – 2018**

**PART I: SELECTION CRITERIA**

1. The prospective dealer will be evaluated, based in part on the following criteria:
2. Dealer's ability to provide delivery of the vehicle(s) timely (see Exhibit A).
3. The thoroughness and conformity of proposal package and quality of vehicle(s).
4. Overall cost of the proposal to the Council, and the ability of the proposal to fulfill the Council's needs.
5. Extent of manufacturer and/or dealer warranties.

**PART II: INSTRUCTIONS, CONDITIONS, AND LEGAL REQUIREMENTS**

1. Provide pricing on all requirements as outlined in Exhibit "A". If there are discrepancies between unit prices and extensions, the Council reserves the right to clarify pricing with the affected dealers. Additionally, if a dealer is proposing above basic requirements to provide enhanced capabilities, please state these enhancements in the proposal.
2. Dealer agrees that failure on its part to list all cost components related to the purchase will not be accepted by the Council as an acceptable justification to re-quote the proposal. Dealer acknowledges that the original proposal and costs provided stand. ***However, dealer has the option of withdrawing a proposal at any time until a final contract is executed.***
3. The Council reserves the right to cancel or renegotiate the purchase any time prior to an order being submitted.
4. Delivery schedules shall be part of the consideration. Time of delivery must be stated in definite terms, and must be met. If time varies on specific items proposed, the dealer shall so state the specific schedule to those items in the proposal sheet (Exhibit A). Once a dealer has been selected for award, the Council reserves the right to renegotiate delivery terms based on changing situations.
5. Dealer shall provide one copy of proposal upon submission.
6. The Council has outlined the requirements herein in as much detail as is currently known. Please provide any exceptions, additional information, or suggestions that will aid in the Council's selection process (***attachments are acceptable***).
7. Dealer shall provide within the proposal the price for the most up to date model of the vehicle as outlined in Exhibit "A".
8. The Council reserves the right to negotiate terms and scope of work with the highest ranked firm. If an agreement cannot be negotiated, the Council reserves the right to negotiate with any other dealer.
9. A final contract will be awarded to the most competitively priced and qualified proposal.

***Although price is of prime consideration, it is not the sole determining factor.*** The determination of the most qualified and most competitively priced proposal may involve all or some of the following factors: price, vehicle performance, previous experience and performance; conformity to specifications in Exhibit "A"; delivery schedule; terms of payment; compatibility, as required; other costs; and other objective and accountable factors which are reasonable.

10. The Dealer shall defend, indemnify, and hold the Council, its officers, agents, volunteers, and employees harmless from any and all causes of action or claims of damages arising out of or related to the dealer's performance under this contract.
11. The Dealer shall be excused from performance hereunder during the time and to the extent that he/she is prevented from obtaining, delivering, or performing in the customary manner, by acts of God, fire, war, strike, and loss or shortage of transportation facilities. Dealer shall provide the Council satisfactory evidence that non-performance is due to other than fault or negligence on dealer's part. However, the Council may require compensation for any delays determined to be caused by circumstances under the control of the dealer. Standard delivery terms should be 60-90 days of receipt of Purchase Order.
12. Any evidence of agreement or collusion among dealers acting to illegally restrain freedom of competition by agreement to propose a fixed price, or otherwise, will render the proposal of such Dealer's void.

### **PART III: GENERAL INFORMATION**

1. Exhibit "A" shall be signed by an authorized official of the company. By signing this exhibit, the dealer is indicating that he/she has carefully read the RFP, understands, and accepts all conditions stated herein.
2. The Council reserves the right to reject any and all proposals. The Council also reserves the right to select one or more dealers to provide the vehicle(s) as specified.
3. The Council will not reimburse dealers for any costs involved in the preparation and submission of proposals. Furthermore, this RFP does not obligate the Council to accept or contract for any expressed or implied purchases.
4. The Council reserves the right to request any dealer submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process.
5. If an Exhibit "A" requirement cannot be met by a dealer, then the dealer should submit a "No Proposal" response for the item(s) affected. Alternate or equivalent items submitted for no proposal responses may be considered by the Council, unless otherwise specified.
6. All submitted proposals and information included therein or attached thereto shall become property of the Council and may be subject to the Virginia Freedom of Information Act (FOIA).
7. Dealer is requested to provide any exceptions, additional information or suggestions that will aid in the Council's selection process. **The attached Exhibit is a suggested list of requirements. If dealer needs to revise or make additions to the Exhibit, digital or typed alterations are allowed as long as the Council's format is maintained.**

8. Any questions regarding this RFP should be referred to [logan@vaems.org](mailto:logan@vaems.org).

**WESTERN VIRGINIA EMS COUNCIL, INC.  
REQUEST FOR PROPOSAL  
COUNCIL FLEET VEHICLE RFP – 2018**

NUMBER/ITEM	DESCRIPTION	SPECIFICATION INCLUDED (YES/NO)	COMMENTS
1. TYPE	TWO 2019 Mid-Size 4WD or AWD SUV with three-row seating  <b>STATE MAKE AND MODEL IN COMMENTS</b>		
2. COLOR	Exterior – White; Interior – As supplied With standard package.		
3. WEIGHT	Approximately 6,000 lbs. GVWR (please quote vehicle that comes closest to this requirement).		
4. ENGINE	Minimum 3.5L 6 cylinder engine (or submit alternative).		
5. FUEL	Standard gasoline (may include Flex).		
6. STEERING	Power Steering w/ tilt steering wheel.		
7. SAFETY	Minimum: Rear-view camera, rear CTA, blind spot detection, and rear obstacle sensors.		
8. TRANSMISSION	Minimum: Automatic/6		
9. WARRANTY	Basic: Min. 3-year/36,000 Powertrain: Min 5-year/50,000 miles		
10. WHEELBASE	Minimum 105"		
11. TOWING	Factory-installed towing package: Minimum 5,000 lbs. towing capacity. Heavy-duty cooling system, trailer light connection, and hitch.		
12. TIRES	All-season tires, standard wheels. Spare to match.		

13. INTERIOR	Cloth as supplied with standard package. Front bucket seats, standard second row seating, third row fold-down or removable. All-weather floor mats.		
14. WINDOWS & DOORS	Power Windows & Locks. Standard factory tint as supplied with standard package.		
15. AIR-CONDITIONING	Factory installed.		
16. RADIO	Standard AM-FM system and Bluetooth cell phone integration. Android Auto and Apple CarPlay capability preferred.		
17. BUMPERS	Front and rear as supplied with standard package.		

PRICING (each):

Each Vehicle (total)                   \$ \_\_\_\_\_  
 Delivery to Roanoke VA               \$ \_\_\_\_\_  
 Sales Tax                                 exempt

The Council reserves the right to pick up the vehicles, in which case the cost of delivery is waived.

Comments:

Signed:

\_\_\_\_\_ Date \_\_\_\_\_

for (name of dealer) \_\_\_\_\_