

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: TS-025-14

This contract entered into this 1<sup>st</sup> day of November 2013 by Motive Power, Inc. dba Club Car hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From November 1, 2013 through October 31, 2015.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request for Proposal (RFP) number 0029924 dated August 26, 2013, the proposal submitted by the Contractor dated September 3, 2013, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor Motive Power Inc.  
By: Charles C Brooke  
(Signature)  
Charles C Brooke Pm  
Name and Title

Virginia Tech  
By: \_\_\_\_\_

W. Thomas Kaloupek  
Director of Procurement



Request for Proposal # 0029924

for

Vehicle Maintenance and Repair Services

August 26, 2013

RFP # 0029924  
GENERAL INFORMATION FORM

1. **QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: W. Thomas Kaloupek, Phone: (540) 231-6221, e-mail: kals@vt.edu.
2. **DUE DATE:** Sealed Proposals will be received until **Wednesday, September 18<sup>th</sup> at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.
3. **ADDRESS:** Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department, (0333), North End Center, 300 Turner Street, Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.
4. **TYPE OF BUSINESS:** (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: \_\_\_\_\_. For certification assistance, please visit: <http://www.dmbc.state.va.us/swamcert.html>.

**Large**

**Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

**Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

**Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

5. **COMPANY INFORMATION/SIGNATURE:** In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

<b>FULL LEGAL NAME (PRINT)</b> <small>(Company name as it appears with your Federal Taxpayer Number)</small>		<b>FEDERAL TAXPAYER NUMBER (ID#)</b>	
<b>BUSINESS NAME/DBA NAME/TA NAME</b> <small>(If different than the Full Legal Name)</small>		<b>FEDERAL TAXPAYER NUMBER</b> <small>(If different than ID# above)</small>	
<b>BILLING NAME</b> <small>(If company name as it appears on your invoice)</small>		<b>FEDERAL TAXPAYER NUMBER</b> <small>(If different than ID# above)</small>	
<b>PURCHASE ORDER ADDRESS</b>		<b>PAYMENT ADDRESS</b>	
<b>CONTACT NAME/TITLE (PRINT)</b>		<b>SIGNATURE (IN INK)</b>	<b>DATE</b>
<b>E-MAIL ADDRESS</b>	<b>TELEPHONE NUMBER</b>	<b>TOLL FREE TELEPHONE NUMBER</b>	<b>FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS</b>

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish one or more contracts through competitive negotiations for vehicle maintenance and repair services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. CONTRACT PERIOD:

The term of this contract is for two year(s), or as negotiated. There will be an option for two-year renewals, or as negotiated.

III. BACKGROUND:

Virginia Tech has a fleet of approximately 200 vehicles that are primarily trucks (vans, pickup and one-tons) that are assigned to internal departments. There is also an inventory of approximately 40 gas golf carts and utility vehicles.

The intended outcome of this solicitation is to have the services of several independent contractors to provide routine maintenance and repair services on an as-needed basis to our vehicles. Services are envisioned to include the full range of maintenance service. This would include state inspections, fluid changes of all kinds, tire rotation and replacement, brake service, battery replacement, and tune-ups. We envision making the contract sufficiently flexible to allow for any maintenance and repair services that may be required.

This is not envisioned to be an exclusive contract. Rather, we envision contracting with several repair and maintenance facilities and allowing for our departments to select which facility to use. We hope that this will allow for the development of a productive relationship that provides reliable, fast and high-quality service.

The terms of this contract, including rates and discounts, shall apply only to official, state-licensed Virginia Tech vehicles. Contract terms and conditions shall not apply to any privately-owned vehicles. Further, all state owned vehicles are exempt from sales tax.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/register/vendorreg.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov), or call 866-289-7367 or 804-371-2525.

V. STATEMENT OF NEEDS AND SCOPE OF SERVICES

The independent contractors selected are expected to be experienced in the vehicle maintenance and repair business and have a facility that is located within a 20 mile driving distance from the Virginia Tech campus.

Desired capabilities:

Towing Service  
Shuttle Service

Vehicle pickup and drop off service.  
Discounted pricing on labor and parts  
Offer a wide range of maintenance and repair services

Required capabilities:

Estimates. When requested, provide a detailed estimate for the cost of service/repair and the time for completion. Labor estimates shall be based upon a standard reference publication generally recognized for use by the repair and maintenance industry. Examples include CCC Pathways, Mitchell's, or Motor Collision repair manuals. The estimate shall state the reference publication used.

Parts. All replacement parts shall be certified to meet Original Equipment Manufacturer (OEM) specifications. Non-OEM parts may be authorized for use and must be certified by the Certified Auto Parts Association (CAPA).

Security: The contractor will be liable for the security and safekeeping of the university vehicles in its custody. Some vehicles are stocked with an extensive inventory of tools, instruments and parts. We need to understand how you will safeguard these items.

Have a fully trained and certified staff of mechanics.

VI. PROPOSAL PREPARATION AND SUBMISSION:

A. General Requirements

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. **One original and four copies** of each proposal must be submitted to:

Virginia Tech  
Procurement Department (0333)  
300 Turner Street, North End Center  
Blacksburg, VA 24061

**Reference the Opening Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.**

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:
  - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
  - b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
  - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated

as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
  - e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

#### B. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. The completed and signed Offeror data sheet contained at the first page of this document.
2. Experience and resources:  
Describe your experience in providing vehicle maintenance and repair. List the number of full-time and part-time certified mechanics on staff and the daily capacity of your facility. How many miles from the center of campus is the facility? State your ability to perform the list of desired and required services for vehicles and golf carts. Is your firm limited, in any way, in providing the full range of service and repairs envisioned?
3. References:  
Provide three commercial references; including full contact information.
4. Price:  
Complete and return Attachment (C) with your proposal.
5. Small, Women-owned and Minority-owned Business (SWAM) Utilization:  
If your business can not be classified as SWAM, describe your plan for utilizing SWAM subcontractors if awarded a contract. Describe your ability to provide reporting on SWAM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWAM, but has not been certified by the Virginia Department of Minority Business Enterprise (DMBE), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWAM certification, visit the DMBE website at [www.dmbv.virginia.gov](http://www.dmbv.virginia.gov).

VII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Demonstrated experience and resources. Location.	40
3. Cost of services	40
4. References	10
5. SWAM Utilization	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price. Negotiations shall then be conducted with the selected offerors. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offerors which, in its opinion, have made the best proposal, and shall award the contract to those offerors. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment B for sample contract form.

VIII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Virginia Polytechnic Institute and State University  
Accounts Payable (0312)  
300 Turner Street, North End Center,  
Blacksburg, VA 24061

IX. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Purchasing website: <http://www.procurement.vt.edu/Department/WellsOne.html> or contact the person in Purchasing identified in the RFP.

X. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html/docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XI. CONTRACT ADMINISTRATION:

- A. Greg Pratt, Assistant Director of Procurement for Facilities Support, at Virginia Tech or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.

- B. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

XII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XIII. ATTACHMENTS:

Attachment A - Terms and Conditions  
Attachment B - Standard Contract Form  
Attachment C - Pricing Form



## ATTACHMENT A

### TERMS AND CONDITIONS

#### **RFP General Terms and Conditions**

[http://www.procurement.vt.edu/html/docs/terms/GTC\\_RFP\\_06142013.pdf](http://www.procurement.vt.edu/html/docs/terms/GTC_RFP_06142013.pdf)

#### **Special Terms and Conditions**

1. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
2. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
3. **INSURANCE:**

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

**INSURANCE COVERAGES AND LIMITS REQUIRED:**

  - A. Worker's Compensation - Statutory requirements and benefits.
  - B. Employers Liability - \$100,000.00
  - C. General Liability - \$500,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
  - D. Automobile Liability - \$500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
4. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
5. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

**ATTACHMENT B**

**Standard Contract form for reference only  
Offerors do not need to fill in this form**

**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

Contract Number: \_\_\_\_\_

This contract entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the \_\_\_\_\_ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From \_\_\_\_\_ through \_\_\_\_\_.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request For Proposal Number \_\_\_\_\_ dated \_\_\_\_\_, together with all written modifications thereof and the proposal submitted by the Contractor dated \_\_\_\_\_ and the Contractor's letter dated \_\_\_\_\_, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor:

Virginia Tech

By: \_\_\_\_\_

By: \_\_\_\_\_

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

## Attachment C

### Complete this form and return it with your proposal.

The following information will be used to make comparison between firms regarding their pricing. A discount off the standard labor rate and off parts is requested. Once established, this discount will remain fixed during the contract period. Labor rates, parts pricing, and the cost of services may change during the contract period at the contractor's election, but the discount will remain fixed. It is expected that the contractor will charge the same standard price for service and the same underlying markup for parts to all customers; including Virginia Tech. If any specials or promotions are being offered, it is expected that they will be fully applied to Virginia Tech official vehicle customers.

#### Part I:

Identify your current hourly labor rate for service: \$ \_\_\_\_\_

Are you willing to offer a percentage discount from this rate? If yes: \_\_\_\_\_ %

Are you willing to offer a percentage discount on parts? If yes: \_\_\_\_\_ %

#### Part II:

Provide a copy of your current public price list for basic services and repairs.

# **Service Proposal**

**Prepared Exclusively for**

**Virginia Tech  
by**

**Motive Power, Inc**

**September 17, 2013**



Motive Power, Inc  
2539 Steelsburg Hwy.  
Cedar Bluff, VA 24609  
(276) 963-2256

## TABLE OF CONTENTS

History

Purchase Quotation

References



play to win

Motive Power, Inc  
2539 Steelsburg Hwy.  
Cedar Bluff, VA 24609  
(276) 963-2256

Motive Power, Inc. has been in the golf cart business for 23 years. We have 1 full time certified mechanic and 3 non certified mechanics working under the supervision of the certified mechanic. Our service facility is located 95 miles from the VT campus. We offer onsite service and repair for normal maintenance and service. Also we have pickup and delivery for anything above routine maintenance. We have a large selection of parts in stock for Club Car carts and we are able to get parts for other manufactures from several suppliers. We are capable of routine maintenance to full overhaul of golf carts.



## Attachment C

### Complete this form and return it with your proposal.

The following information will be used to make comparison between firms regarding their pricing. A discount off the standard labor rate and off parts is requested. Once established, this discount will remain fixed during the contract period. Labor rates, parts pricing, and the cost of services may change during the contract period at the contractor's election, but the discount will remain fixed. It is expected that the contractor will charge the same standard price for service and the same underlying markup for parts to all customers, including Virginia Tech. If any specials or promotions are being offered, it is expected that they will be fully applied to Virginia Tech official vehicle customers.

#### Part I:

Identify your current hourly labor rate for service: \$ 75.00

Are you willing to offer a percentage discount from this rate? If yes: \_\_\_\_\_%

Are you willing to offer a percentage discount on parts? If yes: \_\_\_\_\_%

#### Part II:

Provide a copy of your current public price list for basic services and repairs.



REP # 0029974  
GENERAL INFORMATION FORM

- QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: W. Thomas Kaloupek, Phone: (540) 231-6221, e-mail: [kals@vt.edu](mailto:kals@vt.edu).
- DUE DATE:** Sealed Proposals will be received until **Wednesday, Sept 18<sup>th</sup> at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.
- ADDRESS:** Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department, (0333), North End Center, 300 Turner Street, Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and REP Number in the lower left corner of the return envelope or package.
- TYPE OF BUSINESS:** (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: \_\_\_\_\_. For certification assistance, please visit: <http://www.dmbc.state.va.us/swamecert.html>.


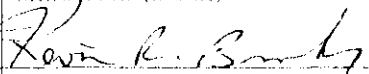
\_\_\_\_\_ **Large**

☒ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

\_\_\_\_\_ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

\_\_\_\_\_ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

- COMPANY INFORMATION/SIGNATURE:** In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (D#)	
Motive Power, Inc.			
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than D# above)	
BILLING NAME (Company name as it appears on your invoice)		FEDERAL TAXPAYER NUMBER (If different than D# above)	
Motive Power, Inc.			
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
2539 Steelburg Hwy Cedar Bluff, VA 24609		Same	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
Kevin Brooks / Sales			9-3-13
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS
motivepowerinc@roadrunner.com	276-963-2256		276-963-7219



play to win

Motive Power, Inc  
2539 Steelsburg Hwy.  
Cedar Bluff, VA 24609  
(276) 963-2256

## References

**The Virginian Golf Club**  
**22512 Club House Ridge**  
**Bristol, VA 24202**  
**Jim Blackmore 276-645-6950**

**The River Course**  
**8400 River Course Dr.**  
**Radford, VA 24141**  
**John Norton 540-633-6732**

**Radford University**  
**501 Stockton St.**  
**Radford VA, 24142**  
**Nathan Mills 540-831-7789**

RFP # 0029924  
GENERAL INFORMATION FORM

1. **QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: W. Thomas Kaloupek. Phone: (540) 231-6221, e-mail: [kals@vt.edu](mailto:kals@vt.edu).
2. **DUE DATE:** Sealed Proposals will be received until **Wednesday, Sept 18<sup>th</sup> at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.
3. **ADDRESS:** Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department, (0333), North End Center, 300 Turner Street, Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.
4. **TYPE OF BUSINESS:** (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: \_\_\_\_\_. For certification assistance, please visit: <http://www.dmbc.state.va.us/swamcert.html>.

       **Large**




**Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

       **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

       **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

5. **COMPANY INFORMATION/SIGNATURE:** In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

<b>FULL LEGAL NAME (PRINT)</b> <small>(Company name as it appears with your Federal Taxpayer Number)</small> <b>Motive Power, Inc.</b>		<b>FEDERAL TAXPAYER NUMBER (ID#)</b> <div style="background-color: black; width: 150px; height: 20px; margin: 5px 0;"></div>	
<b>BUSINESS NAME/DBA NAME/TA NAME</b> <small>(If different than the Full Legal Name)</small>		<b>FEDERAL TAXPAYER NUMBER</b> <small>(If different than ID# above)</small>	
<b>BILLING NAME</b> <small>(Company name as it appears on your invoice)</small> <b>Motive Power, Inc.</b>		<b>FEDERAL TAXPAYER NUMBER</b> <small>(If different than ID# above)</small>	
<b>PURCHASE ORDER ADDRESS</b> <b>2539 Steelburg Hwy Cedar Bluff, VA</b>		<b>PAYMENT ADDRESS</b> <b>Same</b>	
<b>CONTACT NAME/TITLE (PRINT)</b> <b>Kevin Brooks / Sales</b>		<b>SIGNATURE (IN INK)</b> 	<b>DATE</b> <b>9-3-13</b>
<b>E-MAIL ADDRESS</b> <b>motivepowerinc@roadrunner.com</b>	<b>TELEPHONE NUMBER</b> <b>276-963-2256</b>	<b>TOLL FREE TELEPHONE NUMBER</b>	<b>FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS</b> <b>276-963-7219</b>

## Attachment C

**Complete this form and return it with your proposal.**

The following information will be used to make comparison between firms regarding their pricing. A discount off the standard labor rate and off parts is requested. Once established, this discount will remain fixed during the contract period. Labor rates, parts pricing, and the cost of services may change during the contract period at the contractor's election, but the discount will remain fixed. It is expected that the contractor will charge the same standard price for service and the same underlying markup for parts to all customers; including Virginia Tech. If any specials or promotions are being offered, it is expected that they will be fully applied to Virginia Tech official vehicle customers.

### Part I:

Identify your current hourly labor rate for service: \$ 75.00

Are you willing to offer a percentage discount from this rate? If yes: \_\_\_\_\_%

Are you willing to offer a percentage discount on parts? If yes: \_\_\_\_\_%

### Part II:

Provide a copy of your current public price list for basic services and repairs.