



Roanoke County Request for Quote ("RFQ") Form

Date: 9/1/2021	Bidder:
RFQ No.: 2022-025	Contact:
Department: Purchasing	Email:
Contact: Dawn M. Rago	
Telephone: 540-283-8150	
Email: drago@roanokecountyva.gov	

Quotes shall be sent to the Department Contact via email and received by the due date and time specified below. Failure to submit as specified will result in the quote being deemed non-responsive.

Quote Due Date: September 8, 2021

**Due date shall be no less than five (5) business days from the date a request for quote is sent to the Bidder.

Check the specification / procedure that applies to this request:

Non-Professional Services / Construction Services: Submit quote based on description of service specified below.

Goods /Commodities

Brand Name or Equal: Bidder is not restricted to the specific brand, but if an equal is quoted, sufficient descriptive literature must be submitted with the quote. It is the sole discretion of Roanoke County to determine if a submitted equal is acceptable.

Brand Name: Bidder shall only submit a quote for the exact brand name and model listed.

(*Construction Only) Purchasing Staff Only - Virginia Contractor License Required – Type: _____

Award shall be made by (select one) Total Bid / Lump Sum, Line Item

Delivery Location: 5235 Hollins Rd Roanoke, VA 24019

Required Delivery Time (consecutive calendar days after award): 30 days

Item	Quantity	Description/Scope of Work	Unit	Unit Price	Extended Price	Brand Name
1	1	A heavy duty towing company that can accommodate towing our garbage trucks that are loaded with trash. 2. The garbage truck needs to be emptied at the Transfer Station prior to bringing it to the Fleet Service Center for repairs.	1			

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*If additional space is needed, create an attachment and insert the wording “See Attached” in the Description/SOW box.

General Information:

1. All pricing shall be F.O.B. Destination (inclusive of all delivery, freight, and insurance) and shall include all handling or package charges.
2. The County is generally exempt from federal excise tax and state sales tax. Any applicable tax shall be included in the Bidder’s quote and not as a separate line item.
3. Roanoke County “Purchase Order Terms and Conditions” shall apply to any purchases made pursuant to this RFQ. These Terms and Conditions can be found on the Roanoke County Purchasing Web Page <https://www.roanokecountyva.gov/index.aspx?NID=242>.
4. Submission of any additional terms and conditions by the Bidder may result in the quote being deemed non-responsive.
5. By submitting this quote, the Bidder confirms the quoted prices are valid for ninety (90) consecutive calendar days from the date set for quote receipt.
6. **Insurance:** The Successful Bidder shall maintain insurance to protect itself and the County of Roanoke (including Roanoke County Public Schools) from claims under the Workers’ Compensation Act, and from any other claims for damages for personal injury, including death, and for damages to property which may arise from operations under this contract whether such operations be by itself or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Standard Insurance Specifications which can be found on Roanoke County Purchasing Web Page <https://www.roanokecountyva.gov/index.aspx?NID=242>. Additional insurance, if applicable, shall be specified in the RFQ.

It is the intent of the County to make an award to the lowest responsive and responsible Bidder, provided it does not exceed the funds available. The County may use any resources necessary to determine the responsibility of a Bidder and reserves the right to request additional information to evaluate any quote. The County reserves the right to waive any informality in quotes, to award in part or in whole, to reject any or all quotes, and to cancel this RFQ.

Bidder Information

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the

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Virginia Governmental Frauds Act, The Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County Of Roanoke, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County Of Roanoke, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County Of Roanoke.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this Quote.

Legal Name of Bidder/Company: _____

Name of Person Submitting Bid: _____

Signature: _____ **Date:** _____

Bidder Address: _____

Telephone Number: _____ **Email Address:** _____

(If applicable) VA Contractor License #: _____

Virginia State Corporation Commission ID#: _____

[\(http://www.scc.virginia.gov/\)](http://www.scc.virginia.gov/)