

INVITATION FOR BID # 26-04

COUNTY OF MONTGOMERY, VIRGINIA
PURCHASING DEPARTMENT
755 ROANOKE STREET, SUITE 2C
CHRISTIANSBURG, VA 24073-3179

DATE		BID OPENING DATE AND HOUR	SEALED BID
July 28, 2025		August 7, 2025	YES

ADDRESS ALL INQUIRES AND
CORRESPONDENCE TO:
Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179
Jessica Albert
Telephone Number: (540) 382-5784
Fax Number: (540) 382-5783
e-mail address:
mcpurchasing@montgomerycountyva.gov

SPECIAL INSTRUCTIONS

1. **Sealed Bid** responses should be returned in an envelope with the bid number and opening date indicated on the outside of the envelope. Sealed Bid responses may also be submitted electronically via eVA per Special Terms and Conditions of this Invitation for Bid.
2. Responses must be submitted on this form and the attachment provided.
4. Responses should be signed below.
5. Responses will be received in the Montgomery County Purchasing Department, at the address listed above, until the bid opening date and hour or, if specified, the bid return date and hour shown above.
6. Written questions may be submitted to mcpurchasing@montgomerycountyva.gov until 5:00 pm on July 31, 2025.
7. Contact the Purchasing Department for bid award information.
8. DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED BY MONTGOMERY COUNTY IN THE BODY OF THE BID.
9. Attachments A & B are incorporated by reference into this invitation for bid and any resulting contract.

COMMODITY: Ford F350 or approved equivalent

Line Item	Description	Quantity	Unit	Unit Price	Extended Price
1.	2025 or newer Ford F350 4x4 Super Cab, or approved equivalent. See Scope of Work for specification details. Invoice and titling paperwork shall be to: Montgomery County Board of Supervisors.	1	ea.	Use Attachment B to provide pricing	Use Attachment B to provide pricing

IN ACCORDANCE WITH THIS INVITATION FOR BID AND SUBJECT OF ALL TERMS AND CONDITIONS IMPOSED HERIN AND IN ATTACHMENTS, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE ITEM(S) FOR THE PRICES OFFERED.

FULL LEGAL NAME (PRINT)		FEDERAL TAXPAYER NUMBER (ID#)	DELIVERY DATE
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	TERMS NET 30
CONTACT NAME/TITLE (PRINT)		SIGNATURE (INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE NUMBER	FAX NUMBER

I. PURPOSE

The intent and purpose of this Invitation for sealed Bids from qualified sources is to establish pricing in order for Montgomery County to issue purchase order to a qualified dealer to provide the specified vehicle herein to the County.

II. SCOPE OF WORK

The contractor shall provide and deliver vehicle to the County as stated in the Scope of Work.

A. GENERAL REQUIREMENTS

- a. All vehicles bid shall be new and unused
- b. Pricing for vehicle shall include delivery to Montgomery County Garage in Christiansburg, Virginia.
- c. Bid shall include manufacturer's product literature for vehicle quoted to include model, specifications, options, features, warranty, etc.
- d. Owner's manuals shall be included with all vehicles
- e. In stock vehicles for immediate delivery are preferred. Vehicles with extended lead time may be considered.

B. VEHICLE SPECIFICATIONS

1. LINE ITEM 1 – Ford F-350 4x4 Super Cab. Regular cab may be accepted, but only if availability is significantly sooner than super cab delivery. The County reserves the right to make the decision on this that is in the best interest of the County.

- a. 2025 or newer Ford F350 or approved equivalent
- b. 4x4
- c. 7.3l gas or approved equivalent
- d. LT 275/70/18 tires or approved equivalent
- e. Exterior Color: White
- f. Interior Color: Gray is preferred. Other colors may be considered
- g. Air Conditioning and heat
- h. AMFM/MP3/hands free cell phone use capability
- i. Equipped with spare tire, wheel, and jack
- j. Factory Warranty
- k. 3.73 Locking axle
- l. Snow plow prep
- m. Upfitter switches
- n. Platform Running Boards
- o. 11800 # GVWR Package

III. BID CLARIFICATION

- a. It is the responsibility of the bidder to request clarification concerning questions pertaining to the scope of work, specifications, terms and conditions, and definitions contained within prior to submitting a bid. Questions should be submitted by email to mcpurchasing@montgomerycountyva.gov prior to 5:00 pm on July 31st 2025

IV. ATTACHMENTS

Attachment A – Terms and Conditions

Attachment B – Pricing Table

ATTACHMENT A TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS:

IFB General Terms and Conditions can be found by clicking on the link below:

<https://montgomerycountyva.gov/1/departments-services/purchasing>

SPECIAL TERMS AND CONDITIONS:

1. **AWARD OF CONTRACT:** Award will be made to the lowest responsive and responsible Bidder. Evaluation will be based on the Unit Price. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. Delivery time may be considered as a factor of award. Montgomery County reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.

2. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

3. **BID ACCEPTANCE PERIOD:** Any bid received in response to this solicitation shall be valid for (30) days. At the end of the (30) days the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

4. **ELECTRONIC BIDS:** In lieu of paper submission, Bidders may choose to submit required electronic copies through the eVA Electronic Submission process by the date and time identified herein. In order to submit an electronic bid, the bidder **must be properly registered with eVA**. Registration may be accomplished through this site: <https://eva.virginia.gov/register-now.html>. It is strongly encouraged that registration be completed well in advance of the submission deadline to avoid any delays in the process. Montgomery County, VA will not be able to assist bidders with their submissions. Bidders must contact eVA with any questions or needs for assistance with submission. Upon successful submission, the bidder should receive confirmation of the submission through eVA. The County will not confirm receipt of the bid. For a tutorial on how to view and respond to a solicitation, visit: <https://www.youtube.com/watch?v=KSxcAkOekW0>. Montgomery County is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes, but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions. It is the sole responsibility of the Bidder to ensure the bid is submitted on time.

5. **NEGOTIATION WITH THE LOWEST BIDDER:** Unless all bids are cancelled or rejected, Montgomery County reserves the right granted by Section 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to Montgomery County whenever such low bid exceeds Montgomery County's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by Montgomery County for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the

bid price and the Scope of Work/Specifications to be performed. Montgomery County shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that Montgomery County wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by Montgomery County and the lowest responsive, responsible bidder.

6. **EXTRA CHARGES NOT ALLOWED:** The bid price shall be all inclusive and delivered to Montgomery County ready for Montgomery County use, and shall include all applicable freight and delivery; extra charges will not be allowed.

7. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Montgomery County by any other clause of this solicitation. A copy of this warranty must be furnished with the bid.

Attachment B
Pricing Table

Attachment B is to be completed and submitted by the Bidder as part of a complete Bid. Bidder shall identify all costs associated with providing the goods/services as specified in this document and should submit firm fixed pricing for each item below. Bidders may include quotes, worksheets, or other information with their bid, but the official pricing must be included in the pricing table provided.

Line Item	Description	Qty.	Unit	Unit Price	In stock Yes or No	Estimated Delivery Date
1	2025 or newer Ford F-350 Super Cab per specifications, or approved equivalent	1	ea.	\$		

Bidders shall include below any exceptions to the bid specifications/requirements and/or any items excluded from the bid price

Exceptions and/or exclusions: