

CITY OF GALAX
REQUEST FOR QUOTATION (RFQ) 24-0002

FOR
USED 4WD TRUCK OR SUV

April 15, 2024



NAME OF SOLICITING PUBLIC BODY

CITY OF GALAX
111 EAST GRAYSON STREET
GALAX, VA 24333

QUOTE DUE DATE AND TIME:

Sealed quotes will be received until April 29, 2024 at **2:00 PM** for the Used 4WD Truck or SUV with the specifications described herein. No late submissions will be accepted. Please check for updates prior to submitting a quotation to ensure timely delivery to the City of Galax Municipal Building. It is the responsibility of the Bidder to check for additional updates prior to submission of quotation.

QUOTATIONS SHALL BE MAILED OR HAND DELIVERED TO:

City of Galax
Attention: Derek Spraker
111 East Grayson Street
Galax, VA 24333

QUESTIONS DUE DATE AND TIME:

Questions and Inquiries must be received by the City of Galax by **Thursday, April 25, 2024 at 2:00 PM.**

Questions regarding the desired specifications should be directed to:
Michael Brown, Chief Operator, Galax Water Treatment Plant
mbrown@galaxva.com
(276)236-3831

The City of Galax reserves the right to waive irregularities and to reject any and all quotations.

All updates will be posted on the City of Galax website at www.galaxva.com and www.eva.virginia.gov.

- A. DELIVERY OF COMPLETED UNIT TO 250 FAIR ST, GALAX, VIRGINIA, 24333 AND SHOULD BE NOTATED ON ATTACHMENT A – BID FORM & SPECIFICATIONS.**
- B. THE CITY RESERVES THE RIGHT TO ADD, DELETE, OR ADJUST QUANTITIES AND/OR LINE ITEMS AS DEEMED NECESSARY BY THE CITY.**
- C. THE CITY RESERVES THE RIGHT TO CANCEL OR REJECT THIS REQUEST FOR QUOTE OR REJECT ANY OR ALL QUOTES, TO WAIVE ANY INFORMALITIES IN ANY QUOTE AND TO PURCHASE ANY WHOLE OR PART OF THE ITEMS OR SERVICES LISTED IN THE REQUEST FOR QUOTE.**
- D. SUBMITTAL: ATTACHEMENT A AND ATTACHMENT B: BID FORM & SPECIFICATIONS SHOULD BE SUBMITTED WITH RESPONSE.**
- E. THE CITY WILL REVIEW EACH RESPONSIVE QUOTE AND WILL MAKE AN AWARD TO THE LOWEST RESPONSIVE AND MOST RESPONSIBLE BIDDER.**
- F. AWARD: AWARD INFORMATION MAY BE OBTAINED BY CONTACTING CITY OF GALAX FINANCE OFFICE.**
- G. BIDS ARE TO BE SUBMITTED ON THE TYPE, BRAND, MAKE, AND/OR KIND OF PRODUCT AND/OR SERVICE REQUESTED OR ITS APPROVED SUBSTITUTION, TO BE SOLELY DETERMINED BY THE CITY, UNLESS OTHERWISE SPECIFIED. SHOULD A BID BE FOR A PRODUCT AND/OR SERVICE AS A SUBSTITUTION, THE NAME, MAKE, MODEL AND TYPE OF THAT WHICH IS BEING BID MUST BE CLEARLY STATED. THE BID MUST ALSO BE ACCOMPANIED BY DESCRIPTIVE LITERATURE OF THE PRODUCT OR SERVICE BID TO ALLOW FOR EVALUATION. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN THE BID BEING CONSIDERED NON-RESPONSIVE AND MAY NOT BE CONSIDERED.**
- H. VEHICLE 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.**
- I. DESCRIPTIVE LITERATURE SHALL BE PROVIDED THAT DEMONSTRATES CONFORMANCE WITH CITY SPECIFICATIONS.**