

# *Invitation for Bid*

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**Bid Proposal Package  
for  
Ambulance Auto Parts and Supplies  
Solicitation Number: 21-01**

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**January 29, 2021**

Richmond Ambulance Authority  
Invitation for Bid  
(Solicitation Number: 21-01)

**ANNOUNCEMENT**

Solicitation Number: 21-01  
Title: Ambulance Auto Parts and Supplies  
Date: January 29, 2021  
Receipt Date: March 1, 2021  
Receipt Location: 2400 Hermitage Road, Richmond, VA 23220, Executive Offices  
Pre-Proposal Conference: No

**OFFICIAL ANNOUNCEMENT OF INVITATION FOR BID**

The Richmond Ambulance Authority (hereinafter referred to as the “Authority” or “RAA”) hereby invites bids from qualified interested parties (hereinafter referred to as “Bidders”) for the award of an exclusive agreement for the provision of ambulance auto parts and supplies, pursuant to the terms and conditions set forth in or referred to in the Invitation For Bid (IFB).

The award shall be made at the sole discretion of the Authority to the Bidder or Bidders that best provides evidence of lowest price and displays responsibility to fully meet the requirements set forth by the Authority. Evidence of qualifications and responsibility shall be furnished by the Bidder as described in this IFB and will be reviewed by the Authority. The award shall not be made until the Authority has completed its investigation and verification of the Bidder’s qualifications.

The Authority reserves the right to reject any proposals and also reserves the right to decline award to any or all Bidders. RAA may award the contract to multiple bidders. The submission of a bid does not by implication or expression commit the Authority to enter into an agreement. No agreement shall occur until a resolution formally approving such agreement has been enacted by the Authority and a written agreement has been executed.

SEALED BIDS, subject to the terms and conditions stated, herein, WILL BE RECEIVED in the Executive Offices of the Richmond Ambulance Authority, 2400 Hermitage Road, Richmond VA, 23220, in a package clearly marked “Ambulance Auto Parts and Supplies Bid - Attention Shawn Wray, Compliance Manager,” on or before **March 1, 2021, by 3:00pm, ET.**

**RICHMOND AMBULANCE AUTHORITY**

Richard H. Decker III  
Chief Executive Officer  
804-254-1180

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Attachment A-Vehicle Make and Model Numbers

Attachment B- Vehicle Parts and Supplies Pricing List

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**1. Overview**

**1.1 Background**

In 1991 the Richmond, Virginia City Council and the City Manager implemented an Emergency Medical Services (EMS) system that emphasized patient care and ensured superior response time and clinical performance to the City's residents. With the approval of the General Assembly, the Richmond Ambulance Authority (RAA) was created by City ordinance as a governmental entity and governed by a Board of Directors appointed by City Council. Since that time, the Richmond Ambulance Authority has become an internationally recognized, high performance leader and innovator in EMS.

The Richmond Ambulance Authority provides EMS coverage to approximately 62 square miles serving a daytime population of over 800,000 and a nighttime population of over 230,000 people. It also provides non-emergency service to the Richmond area.

Per capita, RAA is one of the busiest EMS systems in the nation, with emergency response times that are among the fastest in the nation. With over 50,000 calls per year, RAA ambulances are on the scene of life threatening emergencies in less than eight minutes and 59 seconds in more than 90% of all responses. For these reasons, it is critical that our vehicles remain in top quality condition.

Diverse services are offered by RAA. In addition to Advanced Life Support and Basic Life Support Services, RAA provides a Paramedic Bike Team, LifeSaver Ambulance Membership Plan and other community service orientated programs.

**1.2 Purpose**

As a recognized leader in the EMS industry, Richmond Ambulance Authority requires that vehicles are always operating at the highest capacity. To maintain the highest operating potential, the Authority must have access to quality parts delivered in a timely manner.

The Authority is seeking bids for a vendor to supply ambulance auto parts and supplies. The complete scope of the required services will be further described in section 2.4 Specifications.

The intent of this Invitation for Bid (IFB) is to solicit bids and to set forth terms and conditions whereby the Authority will purchase parts and supplies from the Bidder described herein.

The successful Bidder shall be available for pick-up or delivery services to the Authority within a timely manner.

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## **2. Scope of Work**

### **2.1 Introduction**

RAA is responsible for the repair and maintenance of its vehicles. In order to do so, RAA must obtain, quality cost effective parts from a vendor. The goal of the Authority is to acquire quality original equipment manufactured parts (OEM) or comparable when requested by our vehicle service department. All acquired parts should be based on current Motorcraft/Ford or comparable OEM part pricing.

### **2.2 Contract Terms**

The contract will be awarded for three (3) years, commencing from the date of award with two (2) one (1) year extensions for a total of five (5) years. If delays in the bid process result in an adjustment of the anticipated contract effective date, the bidder agrees to accept a contract for the full term.

### **2.3 Payment for Services**

All invoices must detail part name, number, manufacturer, list price, discounted price, and purchase order number. The Vendor must submit supporting documentation on a weekly basis on cost vs. charged pricing for all deliveries/pick-ups made.

The Vendor shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in its deliverables and other services.

### **2.4 Specifications**

The ideal vendor would be able to provide quality parts and supplies in a timely manner as needed by the Authority. The Bidder should be able to adapt to the changes of the vehicle industry, as well as the Authority. The Bidder shall meet, and preferably exceed, the following minimum specifications:

- Be able to supply vehicle parts and supplies for 39 ambulances, 10 support vehicles and 3 trailers;
- Provide parts based on a current Motorcraft/Ford pricing or original equipment manufactured parts (OEM) comparable quality pricing;
- Provide OEM or comparable OEM quality when requested;
- Be available for delivery of parts or pick up;
- Be capable of providing an afterhours availability pick up window

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- Deliver parts same day or next day;
- Provide information regarding the warranty of the parts;
- Provide professional quality, timely deliveries, with technical accuracy of supplies and parts;
- Have a facility located within the Richmond City limits or adjacent counties (i.e., Chesterfield or Henrico).

Please see the attachments for ambulance and vehicle information. It is imperative that anyone bidding on this solicitation be able to provide parts and supplies for the attached makes and models.

## **2.5 Other considerations**

Below are categories/listings of parts that are needed on a regular basis. Please be advised this list is not exhaustive and can change based on the needs of the Authority:

### **Additive and Auto Care Products:**

Polishes, degreasers, radiator flush, sealing compounds, tire repair kits.

### **Brake Parts:**

Shoes, drums, pads, rotors, springs, calipers, wheel cylinders, bearings, and seals.

### **Chassis, Steering and Suspension Parts:**

Shocks, ball joints, springs, tie rods, axle bearings, and seals.

### **Cooling System:**

Radiators, thermostats, belts/hoses, water pumps, heaters, air conditioners and air conditioning components.

### **Drive Line Components:**

Drive shafts, u-joints, axle parts, differential parts.

### **Electrical System Accessories:**

Alternators, distributors, generators, regulators, starters, radios, fuses, cable, terminals, flashers, switches.

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**Engines:**

Diesel and Gasoline (new and rebuilt), engine parts (internal), rebuilding components.

**Exhaust Systems:**

Exhaust pipes, mufflers, tailpipes, catalytic converters, clamps.

**Fuel Systems and Emission:**

Carburetors, fuel pumps, fuel injection parts.

**Ignition Systems:**

Rotors, spark plugs and ignition wire sets, coils and coil packs.

**Light Bulbs:**

Turn signal, headlight, strobes, LED (light emitting diode) assemblies.

**Paint:**

Cans and aerosols.

**Specialized Automotive Accessories:**

Mirrors, gauges, alarms, horns.

**Transmissions:**

Full Standard, automatic, and related parts.

**Windshield Wiper Arms, Blades**

**Dealer Parts**

**2.6 Other Requirements**

The Bidder must provide original equipment manufactured parts (OEM) or comparable OEM quality parts as requested by the Authority.

The accessibility of the parts and supplies are critical to the Authority; therefore, the Bidder must have a facility located within the city limits or adjacent counties. The Bidder must be available for pick- up or delivery Monday – Saturday. There shall be no individual charges for deliveries or fuel surcharges. Pick- up of supplies should be available during normal

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business hours and have an extended time after 5:00pm ET. Parts shall be available the same day or the next business day. Should an extension be needed, the vendor must notify the Authority within 24 hours of placement of the original order. Should the part not be available in a reasonable time relevant to the business needs, the Authority will purchase the part outside of the contract.

If a part is found, with another vendor, at a significant price reduction than it is offered under the contract, the Authority will ask the vendor to price match for the item. If the vendor cannot match the pricing, the Authority will purchase the item outside of the contract. The Authority will also make purchases outside of the contract on emergency basis.

A listing of vehicle parts and supplies has been included in the IFB. All bidders are to base their pricing on the provided listing. The sample listing is for grading use only and is not intended as a complete list of parts needed by the Authority. Attachment A is a listing of the each vehicles make and model for the bidder's reference.

RAA reserves the right to award the contract to multiple bidders.

RAA reserves the right to use pre-negotiated national parts contracts in conjunction with the awarded bidder or bidders.

### 3. Bid Preparation Instructions

#### 3.1 Bid Format

Bidders must submit four (4) paper copies (one clearly marked "Original") of the proposal and one (1) electronic copy on a USB flash drive (clearly marked with Bidder's name, "Ambulance Vehicle Parts and Supplies", and submission date by **March 1, 2021, by 3:00pm ET**). The bid shall be organized in the following format and informational sequence:

- 1. Business Organization:** State your full name and address or the full name and address of your organization and identify your parent company if you are a subsidiary. Indicate whether you operate as a partnership, corporation, Limited Liability Company (LLC), an individual, or a Small, Woman, and Minority (SWAM) business.
- 2. Program Concept and Solution:** Define in detail your understanding of the requirements presented in the Scope of Work of this IFB. Describe your plan for meeting the needs of this IFB, and any additional information you deem necessary to evaluate your proposal.
- 3. Prior Experience:** Provide proof of a successful working relationship with other clients. Bidder shall provide a minimum of three (3) references of companies whereby the Bidder has provided similar services. State the businesses' name, contact name, phone number, e-mail address, website address, and a brief description of the service provided.



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4. **In-House Services and Responsibilities:** Include names, credentials, and description of duties of personnel who will be assigned to this project. Identify key persons by name and title. Describe back-up sources, if needed.
5. **Ordering Process:** Describe the process for which auto parts and supplies are ordered by your business. Please include whether parts are stored in house or ordered. Include how often parts and supplies are ordered and the average time it takes to receive parts. Indicate in detail the back order process.
6. **Delivery/Pick-up Schedule:** Describe in detail the delivery schedule and pick up availability of parts and supplies related to this IFB. Include shop hours and any after hour availability.
7. **Authorized Negotiator:** Include name, address, and the telephone of the person in your organization authorized to negotiate contract terms and render binding decisions on contractual matters.
8. **Cost Proposal:** Fully describe ALL costs to be incurred by the Authority in remunerating Bidder for the supply of vehicle parts and supplies.
9. **Warranty and Manufacturers Information:** Fully describe the warranty process for the supplied part or supply. Also include the return process for all supplies and parts.
10. **Non-Collusion, Non-Conflict of Interest and Anti-Lobbying:**  
Bidders, including their officers, owners, agents, representatives, sub consultants, employees, or parties in interest:
  - a. Shall not in any way collude, conspire, or agree, directly or indirectly, with any person, firm, corporation, or other Bidder or potential Bidder in regard to the amount of their bid or the terms or conditions of their bid.
  - b. Shall not pay, or agree to pay, directly or indirectly any person, firm, corporation, or other bidder or potential Bidder, money or anything of value.
  - c. Shall certify that none of the deciding factors set forth in the invitation for bid or in the subsequent agreement were their idea or the idea of anyone representing their company, unless the suggestion was made at a meeting open to all Bidders, which Bidders had notice.
  - d. Must attest that they had no involvement in the development, preparation, evaluation, or other decision making process for this solicitation, and that should the Bidder receive a contract award in response to their proposal, no agent, representative, consultant, or sub-consultant affiliated with the Bidder, who may have been involved in the development, preparation or evaluation or other decision making process for solicitation, will have any financial interest, direct or indirect, in said contract.
  - e. Must state that there are no other potential or actual conflicts of interest regarding this contract.

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- f. Shall certify that no officer or stockholder of their company is an employee of RAA or is related to any employee or Board member of RAA.
- g. Shall not have undertaken or will not undertake any activities or actions to promote or advertise their proposal to any member of any RAA Board or staff reviewing the bids, except in the course of RAA-sponsored inquiries, briefings, interviews or presentations between the date that the Invitation for Bid was issued and the date of award by RAA Board of Directors.

**11. Non-Exclusion from Medicare and/or Medicaid:** Bidder or any owner, director, employee or agent of Bidder shall not have been excluded from participation in the Medicare Program or any state Medicaid Program. All vendors doing business with the Authority are screened utilizing the Office of Inspector General’s Exclusion List.

**12. Proposal Acceptance Period:** All bids are valid for a period of one hundred (120) calendar days subsequent to the IFB closing date, unless a longer acceptance period is offered in the proposal.

**13. Proprietary Information:** All materials submitted to RAA become public property and are subject to the Freedom of Information Act (FIOA) upon receipt. If a Bidder does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at the time of submittal. The RAA will, to the extent allowed by law, endeavor to protect such information from disclosure.

**3.2 IFB Schedule**

The following schedule is provided for planning purposes. RAA will attempt to adhere to this schedule during the proposal process:

IFB Schedule	
Publish Date	January 29, 2021
Questions Due	February 12, 2021
Bids Due Date	March 1, 2021

**3.3 Inquiries**

Efforts have been made to ensure the IFB provides adequate explanation. However, should Bidders have any questions or require further clarification, they are advised to direct all communication regarding this procurement in writing to the RAA Principal Contact, **Shawn Wray, Compliance Manager**, at [shawn.wray@raaems.org](mailto:shawn.wray@raaems.org).

The submission of questions shall be made no later than **March 1, 2021, by 3:00pm ET**. Answers to substantive questions raised by any Bidder shall be sent in written form to every potential Bidder that RAA was aware of that received a copy of the IFB. Bidders are

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**prohibited** from contacting any member of RAA, its staff, RAA Board of Directors, its counsel, or any member of the City Council of Richmond, Virginia, except as noted above. RAA will not be responsible for any oral instructions given with regard to the completion and submittal of any proposal. Any information obtained by Bidders from any source, other than written communication from the RAA Principal Contact, shall be considered unofficial and quite possibly in error.

### **3.4 Evaluation Process**

Proposals will be evaluated and scored based on responses to this IFB. The evaluation process will be based on the bidder's ability to supply parts and the total costs of parts and supplies.

### **3.5 Response Deadline and Delivery**

Four (4) paper copies (one clearly marked "Original") and one (1) electronic copy on a USB flash drive (clearly marked with Bidder's name, "Ambulance Vehicle Parts and Supply", and date of submission) of the Bidder's proposal must be received at the Richmond Ambulance Authority's executive offices in a sealed package on or before **March 1, 2021 by 3:00pm ET**. Late submissions will not be accepted, will be considered a non-responsive, will not be evaluated and will be returned to the Bidder unopened.

**Proposal packaging must be clearly marked "Ambulance Vehicle Parts and Supplies Attention: Shawn Wray, Compliance Manager."**

Proposals are to be delivered to

Richmond Ambulance Authority  
2400 Hermitage Road  
Richmond, VA 23220

**Facsimile responses will not be accepted. Email responses will not be accepted. Any proposal received after the submission deadline will not be accepted.**

### **3.6 Bid Format and Content**

Clarity of language and appropriate, accessible documentation are essential to the Authority's ability to conduct a thorough evaluation and are the Bidder's responsibility.

Bidders should fully respond to all sections and requests for documentation in the IFB.

Paper copies of the bids should be suitably bound (i.e. all pages must be fastened together), with tabs separating major sections.

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**3.7 Request for Modification**

RAA reserves the right to request that the Bidder modify the proposal to more fully meet the needs of RAA.

**3.8 Request for Additional Information**

The Bidder shall furnish such additional information as RAA may reasonably require. This includes information that indicates financial resources as well as the ability to provide and maintain services.

RAA reserves the right to make investigations of the qualification of the Bidder or any of its agents, as it deems appropriate.

**3.9 Opening**

At a designated time and date, the Chief Executive Officer or his designee will open and list the bids for the record. This is not a public opening. Responses received after 3:00 pm ET March 1, 2021, will be deemed non-responsive and will be returned unopened.

**3.10 General Terms and Conditions**

1. Proposals submitted may be reviewed and evaluated by any person(s) designated by RAA. Proposals that do not comply with the conditions and requirements of this IFB may be rejected as non-compliant. RAA will be the sole determinant of compliance or non-compliance.
2. RAA reserves the right to reject any and all proposals submitted or to negotiate separately with any source in any manner necessary to serve the best interest of the project.
3. RAA will not pay for the information solicited by this IFB. All costs incurred by a Proposer in the preparation of a proposal and demonstrations of the software are the responsibility of the Proposer.
4. Personnel of RAA, or representatives upon consent of the RAA Principal Contact, may contact the Proposer's references as submitted in its proposal to substantiate the Proposer's capabilities and reliability, Proposer performance, and overall service. Proposer is expected to cooperate fully with RAA personnel or its selected representatives to verify Proposer claims.
5. Proposers may be asked to provide audited financial statements.
6. RAA intends to negotiate a contract which would obligate the Proposer to meet any warranties and representations made during the selection process. The final Proposer's offering, as well as this IFB, will be included as an addendum in any contractual arrangement. The contract will adhere to the laws of the Commonwealth of Virginia and the United States of America.
7. The Authority reserves the right to make awards under this IFB to more than one Proposer if the Authority determines that doing so is in the best interests of the Authority. Each contract awarded will include an exhibit specifying the portion of the scope of services awarded to that Proposer.

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8. The Authority advises that all proposals submitted under this IFB will become the property of the Richmond Ambulance Authority and will not be returned.
9. All proposals are valid for a period of one hundred and twenty (120) calendar days subsequent to the IFB closing date unless a longer acceptance period is offered in the proposal.
10. All materials submitted to RAA become public property and are subject to the Freedom of Information Act upon receipt. In accordance with Virginia Code 2.2-4342(F), trade secrets or proprietary information submitted by a Proposer in connection with this procurement transaction are not subject to the Virginia Freedom of Information Act; however, the Proposer must (i) invoke the protections of Virginia Code 2.2-4342 prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.
11. Budgets and price quotations are considered public information in proposals submitted to the Authority. Classifying budgets and price quotations as "proprietary" or "confidential" may render the proposal non-responsive. Classifying aspects of the proposal that are not trade secrets as proprietary may also render the proposal non-responsive.
12. RAA reserves the right to ask Proposers to address requirements that may have been omitted from this IFB. Should additional requirements be identified, they will be submitted to Proposers in writing as an addendum to this document.
13. Employment Discrimination. Pursuant to Virginia Code 2.2-4311, the following applies to any contract resulting from this IFB:
  - a. During the performance of this Contract, the Contractor agrees as follows:
    - i. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - ii. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
    - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - b. The Contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
14. The Proposer hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment. RAA or State auditors shall have full access to and the right to examine any of the Proposer's program material during said period. RAA further reserves the right to review, on demand and without notice, all files of any subcontractor employed

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by the Contractor to provide services or commodities under this Contract where payments by RAA are based on records of time, salaries, materials or actual expenses. In cases where the Proposer maintains multiple offices, records to be audited should be maintained locally or be deliverable to a location in the metro-Richmond area.

15. RAA reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon ninety (90) days written notice to the Proposer. Any contract cancellation notice shall not relieve the Proposer of the obligation to deliver or perform on all outstanding orders issued prior to the effective dates of cancellation. Further, RAA reserves the right to terminate any resulting contract immediately if the Proposer breaches any terms or conditions of such contract or if the Proposer makes a general assignment for the benefit of creditors or voluntarily or involuntarily becomes bankrupt and has not cured such bankruptcy after 90 calendar days. Such right of termination is in addition to and not in lieu of any other remedy that the RAA may have in law or equity.
16. During the period of the Contract, RAA reserves the right to require the proposer to furnish certificates of insurance for the coverage required as indicated.
  - i. Commercial General Liability Insurance with a combined single limit of not less than \$1,000,000 per occurrence.
  - ii. Automobile Liability Insurance with a combined limit of not less than \$1,000,000 per occurrence.
  - iii. Statutory Workers' Compensation and Employers' Liability with the Alternate Employers Endorsement WC 000301. If any employee of the Contractor is not subject to the provisions of the Virginia Worker's Compensation Act, the Contractor shall nevertheless insure payment of the same compensation to such employee as is provided for by the Virginia Worker's Compensation Act.
  - iv. Professional Liability (i.e. Legal Malpractice) Insurance with limits of not less than \$1,000,000 per claim.
17. The Proposer shall indemnify, defend and hold harmless RAA, its officers, agents and employees from and against any and all losses, liabilities, claims, damages and expenses (including court costs and reasonable attorneys' fees) arising from any material default or breach by the Proposer of its obligations specified in this Contract, as well as all claims arising from errors, omissions, negligent acts or intentional acts of the Proposer, its officers, agents and employees.
18. No portion of the work shall be subcontracted without prior written consent of RAA. In the event that the proposer desires to subcontract some part of the work specified herein, the proposer shall furnish the Principal Contact the names, qualifications and experience of their proposed subcontractors. The proposer shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall ensure compliance with all requirements of the contract.
19. All services provided by the proposer pursuant to this agreement shall be performed to the satisfaction of the RAA, and in accord with all applicable federal, state and local law, ordinance, rules and regulations. The proposer shall not receive payment for work found by the RAA to be unsatisfactory, or performed in violation of federal, state or local laws, ordinances, rules or regulations.

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- 20.** Minority Business Participation: RAA is working with City of Richmond to develop its minority and emerging small business communities. RAA encourages the use of minority and emerging small businesses on all RAA contracts to the fullest extent reasonably possible. The City's Office of Minority Business Development is available at 804-646-5947 as a resource in identifying local MBEs and ESBs.
- 21.** Non-Collusion, Non-Conflict of Interest and Anti-Lobbying: Proposers, including their officers, owners, agents, representatives, sub consultants, employees, or parties in interest:
- a. Shall not in any way collude, conspire or agree, directly or indirectly, with any person, firm, corporation, or other Proposer or potential Proposer in regard to the amount of their proposal or the terms or conditions of their proposal.
  - b. Shall not pay, or agree to pay, directly or indirectly any person, firm, corporation, or other Proposer or potential Proposer, any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for fixing the prices in the proposal or the proposal of any other Proposer. Proposers shall not pay money or anything of value in the future for these purposes.
  - c. Shall certify that none of the deciding factors set forth in the request for proposal or in the subsequent agreement were their idea or the idea of anyone representing their company, unless the suggestion was made at a meeting open to all Proposers, which all Proposers had notice of.
  - d. Must attest that they had no involvement in the development, preparation, evaluation, or other decision making process for this solicitation, and that should the Proposer receive a contract award in response to their proposal, no agent, representative, consultant, or sub-consultant affiliated with the Proposer, who may have been involved in the development, preparation or evaluation or other decision making process for this solicitation, will have any financial interest, direct or indirect, in said contract.
  - e. Must state that there are no other potential or actual conflicts of interest regarding this solicitation.
  - f. Shall certify that no officer or stockholder of their company is an employee of RAA or is related to any employee or Board member of RAA.
  - g. Shall not have undertaken or will not undertake any activities or actions to promote or advertise their proposal to any member of any RAA Board or staff reviewing the proposals, except in the course of RAA-sponsored inquiries, briefings, interviews or presentations between the date that the Invitation for Bids was issued and the date of award by RAA Board of Directors.
  - h. The Contractor warrants that it and all of its subcontractors are not and will not during the life of this Contract be in violation of Virginia Code 2.2-4372 which provides as follows:
    - i. No contractor or subcontractor shall demand or receive from any of his suppliers or his subcontractors, as an inducement for the award of a subcontract or order, any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
    - ii. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this section.
    - iii. No person shall demand or receive any payment, loan, subscription, advance, and deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
    - iv. If a subcontractor or supplier makes a kickback or other prohibited payment as described in this section, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the public body and shall

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be recoverable from both the maker and recipient. Recovery from one offending party shall not preclude recovery from other offending parties.

22. Non-Exclusion from Medicare and/or Medicaid: Neither Proposer nor any officer, director, employee, agent, or owner of Proposer shall have been excluded from participation in neither the Medicare Program nor any state Medicaid Program.
23. Contractual Claims. The procedure for the resolution of contractual claims shall be as set forth in Virginia Code 2.2-4363(C).
24. Drug Free Workplace. Pursuant to Virginia Code 2.2-4312 during the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
25. Faith-Based Organizations. Pursuant to Virginia Code 2.2-4343.1(D), the Authority does not discriminate against faith-based organizations.



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**Terms and Signature Sheet:  
IFB Solicitation Number 21-01  
Ambulance Auto Parts and Supplies**

In compliance with this invitation and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or service upon which prices are quoted, at the price quoted, as specified.

I understand that the Ambulance Auto Parts and Supply List (Attachment B) is **not exhaustive** of all parts or supplies that may be required by RAA; however, it illustrates many of the typical parts and supplies that are needed.

My signature on the bid certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same material, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorizing to sign this bid for the bidder. If there are any parts of the terms and conditions that the company cannot meet please indicate which ones on an attached page.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Name (type or print) \_\_\_\_\_

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

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Richmond Ambulance Authority

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**Attachment A-Vehicle Make and Model Numbers**

UNIT	YEAR	MAKE	Fuel	4X4	MODEL	VIN #
EV1	2014	Polaris	G	Y	Ranger	4XAHR76A7ET365953
EV2	2014	Polaris	G	Y	Ranger	4XARAA761FT121722
Tarus	2018	FORD	G		TARUS	1FAHP2H86JG102552
Unit 1	2017	FORD	G	Y	EXPLORER	1FM5K8ARXHGE30256
Unit 2	2013	CHEVY	G	Y	TAHOE	GNSK2E07DR227234
61	2016	FORD	G	Y	EXPEDITION	1FMJU1GT6GEF15477
62	2013	CHEVY	G	Y	TAHOE	GNSK2E0XDR227552
63	2016	FORD	G	Y	EXPEDITION	1FMJU1GT5GEF06317
64	2010	FORD	G	Y	EXPEDITION	1FMJU1G57AEB55967
65	2004	FORD	G	Y	EXPEDITION	1FMPU16L94LA72017
67	2016	FORD	G	Y	F-250	1FT7W2B63GED29122
69	2013	FORD	G	Y	F-150	1FTFX1EF9DFB23887
51	2015	FRLNR	D		M2	1FVACWDT7FHGB6777
54	2014	FORD	G		E-350	1FDSS3EL5EDB14949
55	2014	FORD	G		E-350	1FDSS3EL4EDB15090
56	2014	FORD	G		E-350	1FDSS3EL3EDB15095
57	2014	FORD	G		E-350	1FDSS3EL5EDA82715
58	2014	FORD	G		E-350	1FDSS3ELOEDA77955
159	2019	FORD	G		E-450	1FDXE4FS1KDC57319
60	2012	FORD	G		E-450	1FDXE4FS1CDA70437
68	2015	FORD	G		E-450	1FDXE4FS0FDA12470
170	2018	FORD	G		E-450	1FDXE4FS2JDC36607
171	2019	FORD	G		E-450	1FDXE4FS8KDC57320
72	2014	FORD	G		E-450	1FDXE4FS1EDA40440
73	2014	FORD	G		E-450	1FDXE4FS5EDB05323
74	2019	FORD	G		E-450	1FDXE4FS9KDC66415
175	2019	FORD	G		E-450	1FDXE4FS2KDC35989
76	2017	FORD	G		E-450	1FDXE4FS8HDC73218
77	2013	FORD	G		E-450	1FDXE4FS4DDB35024
78	2018	FORD	G		E-450	1FDXE4F58JDC23215
79	2014	FORD	G		E-450	1FDXE4FS5EDA40439
80	2019	FORD	G		E-450	1FDXE4FS1KDC72841
81	2009	INTL	D		International-EHD	1HTMRAAM39H115062
82	2015	FORD	G		E-450	1FDXE4FS0FDA12467
83	2014	FORD	G		E-450	1FDXE4FS7EDB05016
84	2018	FORD	G		E-450	1FDXE4FSXJDC23216
85	2016	FORD	G		E-450	1FDXE4FS2GDC47728
86	2012	FORD	G		E-450	1FDXE4FS2CDB19144
87	2018	FORD	G		E-450	1FDXE4FS1JDC23217
88	2014	FORD	G		E-450	1FDXE4FS9EDB05325
89	2013	FORD	G		E-450	1FDXE4FS8DDB35026
190	2019	FORD	G		E-450	1FDXE4FSXKDC57321
191	2019	FORD	G		E-450	1FDXE4FS0KDC28409
92	2014	FORD	G		E-450	1FDXE4FS1EDB05321
93	2015	FORD	G		E-450	1FDXE4FS8FDA01412
94	2014	FORD	G		E-450	1FDXE4FS7EDA16529
95	2014	FORD	G		E-450	1FDXE4FS5DDB35002
96	2017	FORD	G		E-450	1FDXE4FSXHDC73219
97	2017	FORD	G		TRANSIT	1FDBW2XM9HKB51412
98	2013	FORD	G		E-350	1FDSS3ES8DDB32190
99	2014	FORD	G		E-350	1FDSS3ESXEDA12246
CART 1	2004	PACE	N/A		TRAILER	4FPWB28315G090072
T1	2016	ATLAS	N/A		TRAILER	5HCKC2023GE033984
T2	2016	ATLAS	N/A		TRAILER	5HCKC2025GE033985

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**Attachment B- Vehicle Parts and Supplies Pricing List**

<b>PART</b>	<b>MANUFACTURER</b>	<b>QUANTITY SOLD AS</b>	<b>PRICE FOR EACH</b>
<b>HUB-144 (E-450 REAR HUB)</b>	<b>FORD</b>		
<b>1004 [BULB]</b>			
<b>103306 [RADIATOR V-10]</b>			
<b>103476 [RADIATOR ]</b>			
<b>1131PMF [BATTERY]</b>			
<b>134A [FREON]</b>			
<b>140032 (ACCEL COIL)</b>	<b>ACCEL</b>		
<b>1815 [BULB]</b>			
<b>1878042C92 [FUEL FILTER - INTERNATIONAL]</b>	<b>WIX</b>		
<b>18-B5073 [LEFT FRONT BRAKE CALIPER V10]</b>	<b>WAGNER</b>		
<b>1C3Z-6E078-AA [KIT - GASKET]</b>	<b>FORD</b>		
<b>1G659-11222 [AIR FILTER]</b>	<b>FORD</b>		
<b>1L3Z-13550-BA [LAMP ASY]</b>	<b>FORD</b>		
<b>23671 [LOWER RADIATOR HOSE 5.4]</b>			
<b>295SLSA1 [SIREN MODULE]</b>	<b>WHELEN</b>		
<b>2C2Z-16450-AAA [STEP ASY]</b>	<b>FORD</b>		
<b>2C3Z-6079-C [KIT - GASKET]</b>	<b>FORD</b>		
<b>2L1Z-78632A22-BA [SEAT CUSION PAD]</b>	<b>FORD</b>		
<b>30-126433 [BRAKE ROTOR]</b>	<b>WAGNER</b>		
<b>3157 [TURN SIGNAL/RUNNING LIGHT]</b>			
<b>32782 [FUEL FILTER INTERNATIONAL]</b>	<b>WIX</b>		
<b>34761 [REAR SHOCK E-450]</b>			
<b>3C3Z-4K177-BA [FLANGE - TRANSMISSION PART]</b>	<b>FORD</b>		
<b>3C3Z-6A642-CA [KIT]</b>	<b>FORD</b>		
<b>3C3Z-7H200-AA [GASKET]</b>	<b>FORD</b>		
<b>3L3Z-6564-A [ARM - ASY]</b>	<b>FORD</b>		
<b>3L3Z-8C388-AC [GASKET INTAKE FOR 2010]</b>	<b>FORD</b>		
<b>438 [UTILITY LIGHT]</b>			
<b>46418 [WIX FILTER]</b>	<b>WIX</b>		
<b>4C2Z-9439-AA [INTAKE GASKET FOR V-10]</b>	<b>FORD</b>		
<b>51372MP [OIL FILTER]</b>	<b>WIX</b>		
<b>57502 [OIL FILTER F150 2013]</b>	<b>WIX</b>		

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<b>5C3Z-6010-AA [CYLINDER BLOCK]</b>	<b>FORD</b>		
<b>5W20 [5W20 QT]</b>			
<b>5W30 [OIL QT]</b>			
<b>665MF [BATTERY]</b>			
<b>6U5Z-9278-D [OIL PRESSURE SENSOR V10]</b>	<b>FORD</b>		
<b>708156 [6.5X6 MIRROR HEAD-CONVEX]</b>	<b>VELVAC</b>		
<b>708181 [6.5X10 MIRROR HEAD]</b>	<b>VELVAC</b>		
<b>70A00TAR [700 L.E.D. TURN SIGNAL LIGHT]</b>	<b>WHELEN</b>		
<b>70R02FCR [700 LIN. SUPER-LED]</b>	<b>WHELEN</b>		
<b>75W-140 [REAR GEAR OIL]</b>			
<b>7L1Z-14A626-A [ACTUATOR]</b>	<b>FORD</b>		
<b>7L1Z-17D957-APTMM [COVER]</b>	<b>FORD</b>		
<b>8C2Z-8A080-C [COOLANT TANK ASY V-10 GAS]</b>	<b>FORD</b>		
<b>9C2Z-15632A22-A [PAD]</b>	<b>FORD</b>		
<b>9C2Z-6049-AA [CYLINDER HEAD]</b>	<b>FORD</b>		
<b>9C2Z-6049-BA [CYLINDER HEAD]</b>	<b>FORD</b>		
<b>9C2Z-8200-AA [GRILLE ASS]</b>	<b>FORD</b>		
<b>9C3Z-9E926-C [THROTTLE BODY]</b>	<b>FORD</b>		
<b>AD-1034 [FRONT SHOCK BUSHING]</b>	<b>FORD</b>		
<b>ASH-1154 [FRONT END SHOCK]</b>	<b>FORD</b>		
<b>BC3Z-4635-B [U-JOINT]</b>	<b>FORD</b>		
<b>BHT/W3678002 [RADIATOR CAP]</b>	<b>FORD</b>		
<b>BKCF-6 [BRAKE PIN KIT]</b>	<b>FORD</b>		
<b>BR-1414 [brakes front expedition]</b>	<b>FORD</b>		
<b>BRB-103 [BOOSTER]</b>	<b>FORD</b>		
<b>BRBC7 [CALIPER SUPPORT]</b>	<b>FORD</b>		
<b>BRCF-153 [RIGHT FRONT BRAKE CALIPER V-10]</b>	<b>FORD</b>		
<b>BRCF-207 [REAR BRAKE CALIPER]</b>	<b>FORD</b>		
<b>BRF-1279-A [BRAKE KIT - EXP]</b>	<b>FORD</b>		
<b>BRF-1461 [BRAKE PADS FORD]</b>	<b>FORD</b>		
<b>BRP952 [BRAKE LINE KIT]</b>	<b>FORD</b>		
<b>BRRF-10 [HUB AND ROTOR V-10]</b>	<b>FORD</b>		
<b>BRRF-21 [HUB AND ROTOR]</b>	<b>FORD</b>		
<b>BRRF-293 [FRONT ROTOR ]</b>	<b>FORD</b>		
<b>BRS180 [BRAKE]</b>	<b>FORD</b>		
<b>BRS-93 [HUB SEAL 2008 E-450 &amp; V-10]</b>	<b>FORD</b>		

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<b>CC2Z-3E501-B [STEERING GEAR BOX GASKET KIT]</b>	<b>FORD</b>		
<b>CK80306 [CONTROL ARM W/B]</b>	<b>MOOG</b>		
<b>CK80308 [CONTROL ARM W/B]</b>	<b>MOOG</b>		
<b>CM-5097 [FUEL INJECTOR V 10 GAS]</b>	<b>FORD</b>		
<b>DC2Z-12A650-ABG [PCM MODULE V-10]</b>	<b>FORD</b>		
<b>DC2Z-1564416-AA [SEAT COVER ASY 2013]</b>	<b>FORD</b>		
<b>DC2Z-1564417-AA [SEAT COVER ASY 2013]</b>	<b>FORD</b>		
<b>DC2Z-15644A19-AA [DRIVER SIDE ARM REST COVER]</b>	<b>FORD</b>		
<b>DC2Z-1662900-AA [SEAT COVER ASY 2013]</b>	<b>FORD</b>		
<b>DC2Z-1662901-AA [SEAT COVER ASY 2013]</b>	<b>FORD</b>		
<b>DY-847 [O2 SENSOR DRIVER SIDE V-10]</b>	<b>FORD</b>		
<b>E3-53 [SPARK PLUG]</b>	<b>E3</b>		
<b>EV-281 [PCV VALVE]</b>	<b>FORD</b>		
<b>F3TZ-7L278-A [BUSHING]</b>	<b>FORD</b>		
<b>F4AZ-6701-A [GASKET]</b>	<b>FORD</b>		
<b>F6TZ-7A191-A [TRANSMISSION GASKET]</b>	<b>FORD</b>		
<b>F75Z-8555-AA [TUBE ASY]</b>	<b>FORD</b>		
<b>F7UZ-1563100-AA [SEAT FRAME PASSENGER]</b>	<b>FORD</b>		
<b>F7UZ-17K709-AAA [DRIVER DOOR PANEL COVER V10]</b>	<b>FORD</b>		
<b>F7UZ-17K709-AAB [PASSANGER DOOR PANEL COVER]</b>	<b>FORD</b>		
<b>GL-8859 [FORD ALTERNATOR V10]</b>	<b>FORD</b>		
<b>H50SN12 [FLASHER/SCENELIGHT]</b>	<b>WHELEN</b>		
<b>K80196 [UPPER BALL JOINT]</b>	<b>MOOG</b>		
<b>K80197 [LOWER BALL JOINT]</b>	<b>MOOG</b>		
<b>K8300 [BUSHING KIT]</b>	<b>MOOG</b>		
<b>K8645 [BUSHING KIT]</b>	<b>MOOG</b>		
<b>KCV-248 [TUBE - RIGHT]</b>	<b>FORD</b>		
<b>KM-4590 [TOP RADIATOR HOSE V-10]</b>			
<b>KM-5104 [LOWER HOSE V-10]</b>	<b>MOOG</b>		
<b>MEOE-126 [TIE ROD RIGHT FRONT V10]</b>	<b>MOOG</b>		

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<b>MEOE-166 [TIE ROD LEFT FRONT V10]</b>	<b>MOOG</b>		
<b>MEOE-46 [SHACKEL FOR TIE ROD]</b>	<b>MOOG</b>		
<b>MX934 [BRAKES FRONT]</b>	<b>WAGNER</b>		
<b>PFS-574 [FUEL PUMP E350]</b>	<b>FORD</b>		
<b>PW-423 [WATER PUMP ]</b>	<b>FORD</b>		
<b>PW-494 [PUMP ASY]</b>	<b>FORD</b>		
<b>QC1602 [WAGNER BRAKES - UNIT 69]</b>	<b>WAGNER</b>		
<b>RH-150 [THERMOSTATE HOUSING]</b>	<b>FORD</b>		
<b>RSA02ZCR [LIN3 SUPER LED WARNING]</b>	<b>WHELEN</b>		
<b>SA315P [SIREN SPEAKER]</b>	<b>WHELEN</b>		
<b>SP-509 [SPARK PLUG]</b>	<b>FORD</b>		
<b>STP-278 [POWER STEERING PUMP]</b>	<b>FORD</b>		
<b>SW-6346 [DOOR SWITCH]</b>	<b>FORD</b>		
<b>VC-3-B [ANTIFREEZE FOR UNIT 69]</b>	<b>FORD</b>		
<b>VC-7-D [ANTIFREEZE]</b>	<b>FORD</b>		
<b>WHERSR03ZCR [TIR3 SUPER LED HIGH]</b>	<b>WHELEN</b>		
<b>WLM223 [WINDOW MOTOR DRIVER SIDE 2010]</b>	<b>FORD</b>		
<b>WPT-114 [PIGTAIL CONNECTOR FOR RESISTER]</b>	<b>FORD</b>		
<b>XY-75W140-QL [REAR END OIL]</b>	<b>FORD</b>		
<b>YC2Z-19A566-AA [RESERVOIR]</b>	<b>FORD</b>		
<b>YF-3415 [AC LINE]</b>	<b>FORD</b>		
<b>YH-1479 [MODE SWITCH V-10]</b>	<b>FORD</b>		
<b>YK-211 [AC CORE]</b>	<b>FORD</b>		
<b>SX1328 [DISC PAD SET]</b>	<b>Wagner</b>		
<b>57502 [OIL FILTER F150 2013]</b>	<b>Wix</b>		