



**INVITATION FOR BID
IFB# 228-23-15
Exhibit F
SPECIFICATIONS**

Background: GRTC seeks to obtain quotes from a qualified Vendor for the purchase and delivery of Original Equipment Manufacturer (OEM) Gillig Bus Parts or approved equal on an annual as-needed basis. The items will be purchased with federal funds, and the Buy America Certification & Certification and Restriction of Lobbying must be signed and returned with the quote. Along with the other required documents in Exhibit C.

Please email the required documents to brenda.wilson@ridegrtc.com or by mail through delivery or in person to the delivery address listed below.

Delivery Location: 301 E Belt Boulevard, Richmond VA 23224

Scope of Work:

Specifications: Original Equipment Manufacturer (OEM) Gillig Bus Parts or approved equal:

1. GENERAL SCOPE OF WORK

1.1. The GRTC Board of County Commissioners (County) seeks to contract with a qualified Vendor for the purchase and delivery of Original Equipment Manufacturer (OEM) Gillig bus parts on an annual as-needed basis.

2. PRICING & INVOICING

2.1. The Vendor shall provide for a discount off the Manufacturer Suggested Retail Price (MSRP)/published retail price.

2.2. All invoices shall include, at minimum, the following information: Purchase Order number, manufacturer, manufacturer part number, MSRP/published retail price, discount, and the final cost of the item.

2.3. Delivery shall be included for all parts as no costs to the GRTC.

2.4. GRTC reserves the right to conduct an audit at any time during the term of this Agreement to assure that pricing is in compliance with the submitted price list.

3. PRODUCT CATALOGS/PRICE GUIDES

3.1. The Vendor shall, at no cost to GRTC, provide the necessary product catalogs (preferably e-catalogs with on-line access) to identify purchased goods and to verify the MSRP/published retail price of such goods.

4. ESTIMATED ANNUAL EXPENDITURE

4.1. The estimated annual expenditure for Gillig bus parts is Reflected in the attached spreadsheet on page 4 of this document. However, no minimum amount is guaranteed. The attachment reflects usage for 2023.

5. WARRANTY

5.1. The Vendor shall provide full factory warranty on all products furnished, against defects in

materials and/or workmanship. The warranty shall start on the date of delivery and acceptance by GRTC.

6. PRODUCT DELIVERY

6.1. The Vendor shall deliver, or arrange for delivery, of all parts procured by GRTC under this Agreement. Parts shall be delivered F.O.B. destination; packaging, shipping, handling, fuel surcharges and delivery included, with inside delivery. Quantities of orders may vary from order to order.

6.2. The delivery location shall be the following:

- GRTC Headquarters: 301 E Belt Boulevard, Richmond VA 23224
- GRTC will accept deliveries Monday through Friday from 8:00 A.M. to 4:30 P.M. Eastern Standard Time.

6.3. The Vendor shall adhere to the following specifications for delivery of parts to GRTC under this Agreement:

- a. All parts shall be delivered within five (5) business days after receipt of order.
- b. Should the Vendor not be able to deliver an order at the time specified, or within a reasonable period of time, thereafter, as determined by GRTC at time of notification of delay, or should the Vendor fail to make timely replacement of rejected items when so requested, GRTC may purchase items of comparable quality in the open market to replace the rejected or undelivered items. The Vendor shall reimburse GRTC for all costs above the contract price when purchases are made in the open market.
- c. All backorders shall be shipped upon availability. Shipping of any individual backorder shall not be delayed in order to ship item with a group or other items.
- d. No payment shall be made for materials ordered without proper purchase order authorization. Payment cannot be made until materials, goods, or services have been received and accepted by GRTC in the quality and quantity ordered.

7. RETURN OF PARTS/EXCHANGES

7.1. Returns due to the Vendor's error in providing accurate items shall be at the Vendor's expense.

7.2. The Vendor shall replace all defective parts without a restocking fee to the County.

7.3. All parts returned for credit shall be credited to the order they were originally purchased on. At no time will cash refunds be made. At no time will one part be exchanged for another, without a credit memo and a new invoice being issued containing a notation of the applicable order number.

8. REPLACEMENT PARTS

8.1. Genuine OEM Gillig parts are defined in connection with the vehicle's manufacturer, meaning the manufacturer that designed and manufactured the parts, then distributed by authorized divisions, subsidiaries or dealerships.

8.2. The Vendor shall use new OEM Gillig parts unless prior approval is granted by the County for used or authorized factory remanufactured parts. New parts shall be the most updated and of the best quality with the highest grade of workmanship, and in the original packaging. The Vendor shall be authorized by Gillig to sell such parts.

9. ACCEPTANCE

9.1. The items delivered under this Agreement shall remain the property of the Vendor until physical inspection and acceptance by the County. In the event the material supplied to GRTC are found to be defective or do not conform to specifications, the County reserves the right to cancel the

order upon written notice to the Vendor and return such products to the Vendor at the Vendor's expense.

End of Scope of Work and Specifications Section