



Augusta County, Virginia

Request for Quotes

Date: May 25, 2022

Project Title: Mobile Office- Shenandoah Valley Animal Services Center
Project No. : 35010-22-02

Project Location: Shenandoah Valley Animal Services Center
1001 Mt. Torrey Road
Lyndhurst, VA 22952

Questions or Pre-Quote Meeting: Candy Hensley, Project Manager
Call: 540-245-5610
Email: chensley@co.augusta.va.us

Quote Deadline: June 8, 2022 at 10:00 A.M (EST)
Please deliver to:
Elana Sorrell, Senior Purchasing Assistant
County of Augusta
18 Government Center Lane
Verona, VA 24482
esorrell@co.augusta.va.us
Fax: 540-245-5741

GENERAL: The County of Augusta is seeking to lease a mobile office. The mobile office will be located on the south side of the existing Shenandoah Valley Animal Services Center and adjacent to the existing Byler storage building.

REQUIREMENTS:

The vendor shall furnish all labor, supervision, equipment, tools, parts and materials, as necessary to locate the mobile office ready for use.

SCOPE OF WORK:

1. Lease term will be 12 months. Lease should contain a termination clause if there is a need to terminate earlier. The lease shall also include an extension clause. The lease shall be submitted with the quote.
2. Any insurance requirements from the County shall be submitted with the quote.
3. Mobile office is to be 20 feet X 8 feet with one lockable door and windows.
4. HVAC is to be included with the mobile office.
5. The mobile office shall be a ground level unit.
6. The mobile office is to include 2 desks and 2 swivel chairs.
7. The mobile office must have room for a standard filing cabinet to be provided by the County.
8. The mobile office height minimum height must be 7 feet.
9. The mobile office must have a breaker panel box and ready for electrical hook-up.
10. Walls and roof must be insulated with a minimum of R-13.
11. Walls and ceiling may be paneled or pre-finished.
12. Carpet flooring is preferred, but not required.

Request For Quote Preparation and Submission Requirements

- A. Bids must be submitted before due date and time at the location listed on page 1. Late bids will not be accepted.
- B. Each bid must give the complete legal name and full business address of the bidder. Erasures or other changes in a bid must be explained or noted over the signature of the bidder. Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the proposal, or irregularities of any kind, may be rejected by the County as being incomplete or non-responsive. The RFQ number should be clearly noted on the outside of the envelope or box. No responsibility will be attached to any County agent for the premature opening of a bid not properly addressed and identified. Failure to submit all information requested may result in the purchasing agent requiring prompt submission of missing information. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- C. As used in this RFQ, the terms "must," "shall," "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFQ, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an offeror to satisfy a "must" or "shall" requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offerors' proposal.
- D. Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the RFQ shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- E. The County reserves the right to reject any and all bids and to waive any informality of technical defects if, in its judgement, the best interest of the County will be served as specified in Virginia Code § 2.2-4319.