



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

DATE:	December 15, 2022
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Allison Transmission Service & Repair
CONTRACT NUMBER:	1771A
COMMODITY CODE:	928.85
CONTRACT PERIOD:	January 1, 2023 through December 31, 2023
RENEWAL OPTIONS:	NONE
USER DEPARTMENT:	Central Automotive Maintenance
Contact Name:	Mike Arrighi
Phone Number:	804-727-8645
Email Address:	arr@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	YES
SUPPLIER: Name:	Western Branch Diesel, LLC
Address:	10194 Kings Acres Road
City, State:	Ashland, VA 23005
Contact Name:	Matthew Campbell
Phone Number:	804-550-2816 Ex.45131 / Fax: 804-550-2677 Emergency: 804-550-2816
Email address:	mcampbell@wb diesel.com / 804-201-1417 pamalitano@johntowers.com
ORACLE SUPPLIER NUMBER:	11170
BUSINESS CATEGORY:	Small Business
PAYMENT TERMS:	Net 30
DELIVERY:	As requested
FOB:	County of Henrico
BUYER: Name:	Justin M. Herbaugh, VCA, VCO
Title:	Procurement Analyst II
Phone:	804-501-5680
Email:	Her034@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

**PRICE SCHEDULE — CONTRACT NO. 1771A**

**Pricing Information:**

**14.286% Discount off MSRP for parts**

**Labor Rate: \$128.75/hr.**

**Delivery:**

**It shall be the responsibility of the County of Henrico to deliver to the vehicle requiring repair to the Successful Bidder. The Successful Bidder's repair facility shall be located within 30 miles from the County's Central Automotive Maintenance Facility located at 10301 Woodman Road, Glen Allen, VA 23060. Mileage will be verified using <https://www.google.com/maps>. The Successful Bidder will notify the Automotive Equipment Maintenance Supervisor within one business day upon completion of repairs, that the vehicle is repaired, inspected, road tested if necessary, and ready for pickup.**

**Technicians and Certification:**

**The Successful Bidder shall have the repair work performed by technicians who are fully qualified to work on Allison Transmissions. The Successful Bidder shall be able to verify that all service technicians have sufficient training to work on the type of repairs required by this contract. Training certificates and/or documentation shall be provided to the County upon request.**

**Estimates:**

**The Successful Bidder shall diagnose the vehicle for repairs and provide a written cost estimate to Central Automotive Maintenance within two (2) working days after taking possession of the vehicle. The written cost estimate shall include the minimum:**

- a. The cause of failure
- b. Correction or repairs needed
- c. Estimated labor hours and cost
- d. Description (including part numbers) and cost of parts
- e. Total cost to complete repair services
- f. Total amount of time to complete repairs
- g. The Vehicle Identification Number (VIN) and description of vehicle

**Repairs:**

**All transmissions and related components shall be repaired on site; on site is considered the physical address of the repair facility documented on Page 26 of the IFB, No Exceptions.**

**After receipt of approval to proceed with repairs from Central Automotive Maintenance, the Successful Bidder shall complete the repairs within the timeframe specified in the estimate. If more time is required to complete the necessary repairs, the Successful Bidder shall request an extension in writing (e.g. email) that includes the reason for the extension and the date repairs will be completed.**

**The Successful Bidder shall submit a new cost estimate if the cost of the necessary repairs increases from the original cost estimate due to hidden damage. The new cost estimate shall list the additional repairs and costs and shall be submitted to Central Automotive Maintenance for written (e.g. email) approval prior to performing the additional repairs.**

**Invoicing:**

Payment shall require the submittal of an itemized invoice to be mailed to Central Automotive Maintenance, 10301 Woodman Road, Glen Allen, VA 23060. The invoice shall reference the following at a minimum:

- a. Purchase Order Number
- b. Itemized list of repairs made
- c. List of all parts and corresponding part numbers
- d. MSRP for each part, discount offered for each part and total cost of each part
- e. Number of labor hours and total labor cost
- f. The vehicle identification number (VIN, County Vehicle Number)

To identify OEM parts ordered from the manufacture's parts depot, individual packing slips shall be attached to each invoice and reference the Purchase Order number. The invoice shall be reconciled against the individual packing slips.

**Manufacturer's published List Price:**

The bidder will include with the bid form a copy of the latest Manufacturer's Published List Price, an electronic link or online address is acceptable. Any changes to this list during the contract period must be furnished to Central Automotive Maintenance and the Division of Purchasing.

**Warranty:**

The Successful Bidder warrants that all parts, materials and repairs are free from manufacturer defects in workmanship for a minimum of two (2) years from the date of invoice. The Successful Bidder further warrants that parts installed under this Contract will not void any existing vehicle, equipment or manufacturer's warranty.



COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

Contract No. 1771A

CONTRACT

This contract ("Contract"), made this fourth day of December, 2018 between the County of Henrico, hereinafter called the "County" and

WESTERN BRANCH DIESEL, INC.

and his, its or their successors, executors, administrators, and assigns, hereinafter called the "Contractor;"

WITNESSETH: That, for the consideration mentioned below, the Contractor promises to do all the work and furnish all the materials, equipment and labor necessary to carry out this Contract in the manner and to the full extent set forth in the Contract Documents (hereinafter defined) to the satisfaction of the County. At all times, the County shall have the right to inspect the Contractor's work performed under this Contract. All terms and conditions, specifications, general and special provisions, plans, drawings, and all documents referred to below are hereby made part of this Contract as completely as if incorporated herein.

It is agreed that the services to be done under this Contract are to furnish all tools, labor, equipment and supervision necessary to provide Allison Transmission Repairs when needed and requested by the County of Henrico in accordance with: (i) Invitation for Bid #18-1771-10EAR dated November 9, 2018, including the general terms, conditions and requirements therein; (ii) Contractor's Bid dated November 26, 2018; and the Price Schedule included as Appendix A (collectively, the "Contract Documents"). The term of this Contract shall be from January 1, 2019 through December 31, 2019 and may be renewed for up to four additional one-year periods in the County's sole discretion. Pricing shall be in accordance with the Price Schedule included as Appendix A.

In consideration of the foregoing, which consideration is acknowledged by the parties to be sufficient and complete for all of the work within the scope of this Contract, the County agrees to pay the Contractor for all items of work performed and/or materials furnished at the unit prices or lump prices under the conditions set forth in the Contract Documents.

FIRM: Western Branch Diesel, Inc.  
ADDRESS 10194 Kings Acres Road  
Ashland, VA 23005  
BY David W Carter  
TITLE Service Manager  
DATE 12/05/2018

County of Henrico, Virginia  
P.O. Box 90775  
Henrico, VA 23273-0775  
BY Cecelia H. Stowe  
Cecelia H. Stowe, CPPO, C.P.M.  
Purchasing Director  
DATE 12-5-18