



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

DATE:	November 15, 2022
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Sterling OEM Truck Parts - Heavy Duty
CONTRACT NUMBER:	1926A
COMMODITY CODE:	060.74
CONTRACT PERIOD:	December 1, 2022 through November 30, 2023
RENEWAL OPTIONS:	1 renewals remaining through November 30, 2024
USER DEPARTMENT:	Central Automotive Maintenance
Contact Name:	Mike Arrighi
Phone Number:	804-425-9883 Fax; 804-768-0019
Email Address:	rbrooks@exceltg.com
HENRICO COOPERATIVE TERMS INCLUDED:	N/A
SUPPLIER: Name:	Excel Truck Group
Address:	901 West Hundred Road
City, State:	Chester, VA
Contact Name:	Ryan Brooks
Phone Number:	804-425-9883 Fax: 804-768-0019
Email address:	rbrooks@exceltg.com
ORACLE SUPPLIER NUMBER:	10973
BUSINESS CATEGORY:	Non-Swam
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and requested
FOB:	County of Henrico
BUYER: Name:	Justin M. Herbaugh, VCO, VCA
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. 1926A**

Manufacturer	Sterling Heavy Duty Trucks
Percent Discount off Current Manufacturer's Suggested Retail Price List	30%

Installation of Sterling OEM parts may be requested at your facility by Central Automotive Maintenance. Installation labor charges include shop supplies and any miscellaneous expendable material charges.

Installation Labor Charge per Hour:           \$148.00

Restocking Charge:                               20%

**A.    DELIVERY:**

1.     All parts and supplies shall be delivered to the following locations during the following business hours.  
  
          Central Automotive Maintenance – West, 8:00am – 4:30pm  
          10301 Woodman Road  
          Glen Allen, VA 23060  
  
          Central Automotive Maintenance – East, 8:00am – 3:30pm  
          440 Dabbs House Road  
          Henrico, VA 23223
2.     The Supplier must maintain stock to ensure immediate and adequate delivery of requested automotive accessories, parts and supplies. For the replenishment of County stock: 48 hours for delivery is acceptable. For the emergency repair of non-operational equipment, the County may request two (2) hours for delivery of parts.
3.     In the event the Supplier fails to meet the response times, the County of Henrico reserves the right to secure the services required from another source using the small purchase procedure. Repeated failure to comply with the response time listed may result in termination of the contract.

**B.    SPECIFICATIONS:**

**All parts furnished under this contract shall meet or exceed OEM specifications. No exceptions. Rebuilt parts will not be accepted. The County will only accept bids from Franchised Sterling Truck Dealerships.**

**C. MAINTENANCE:**

Installation of Sterling OEM parts may be requested at your facility by Central Automotive Maintenance. Please indicate per hour, installation labor charges on the bid form. Labor charges shall include shop supplies and any miscellaneous expendable material charges. Failure to include labor charges on the bid form may result in your bid being declared non-responsive.

**D. PRICING:**

1. Bidders shall provide discounts offered from Manufacturer's Suggested Retail Price List for each authorized franchised line item.
2. Bidder shall submit with their bid the applicable current Manufacturer's Suggestion Retail Price List. Failure to do so may result in your bid being declared non-responsive.
3. Upon award, the Supplier shall submit (2) copies of the current Manufacturer's Suggested Retail Price List or provide access to the Manufacturer's Suggested Retail Price.
4. The Supplier shall provide all revisions of the Manufacturer's Suggested Retail Price List to Central Automotive Maintenance semi-annually during the contract period.

**E. INVOICING & PAYMENT:**

Payment shall require the submittal of a monthly, itemized invoice to be mailed to Central Automotive Maintenance, 10301 Woodman Road, Glen Allen, VA 23060 which shall include, but not be limited to the following information. This information may be provided as attachment(s) to the invoice.

1. Purchase Order Number must appear on all invoices.
2. List of supplied materials, part numbers, number of parts, discount off Manufacturer's retail price list, price, and total cost of materials purchased.
3. Unauthorized invoice charges will not be accepted. Any invoice submitted for payment with questionable charges will be returned to the Supplier for review and resubmitted with an explanation as to the reason for the unauthorized invoice charges.

**E. WARRANTY:**

The Supplier warrants that all parts provided shall be consistent with the Manufacturer's specifications and will be free from defects. Goods which are not as warranted may be returned at the Bidder's expense within thirty (30) days after delivery, for either credit or replacement, without an additional charge to the County.



COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

Contract No. 1926A

CONTRACT

This contract ("Contract"), made this 29th day of October, 2019 between the County of Henrico, hereinafter called the "County" and

Virginia Truck Center d/b/a Excel Truck Group

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 Sterling OEM Genuine Parts, when needed and requested by the County of Henrico in accordance with: (i) Invitation for Bid #19-1926-9JMH dated October 1, 2019, including the general terms, conditions and requirements therein; (ii) Contractor's Bid dated October 24, 2019; and the Price Schedule included as Appendix A (collectively, the "Contract Documents"). The term of this Contract shall be from November 1, 2019 through October 31, 2020 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: Virginia Truck Center  
d/b/a Excel Truck Group  
ADDRESS 901 West Hundred Road  
Chester, VA 23836

County of Henrico, Virginia  
P.O. Box 90775  
Henrico, VA 23273-0775

BY [Signature]  
TITLE Parts MGR

BY [Signature]  
Cecelia H. Stowe, CPPO, C.P.M.  
Purchasing Director

DATE 11/12/19

DATE 11-13-19