



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

DATE:	October 1, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Repair Services and Parts for Automobiles, SUVs, Cargo and Passenger Vans, and Light/Medium Duty Trucks
CONTRACT NUMBER:	2420A
COMMODITY CODE:	060.71
CONTRACT PERIOD:	October 10, 2025 through October 9, 2026
RENEWAL OPTIONS:	One (1) Remaining, Through October 9, 2027
USER DEPARTMENT:	General Services, Central Automotive Maintenance
Contact Name:	Larry Maready
Phone Number:	804-727-8630
Email Address:	Mar126@henrico.gov
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Bill Talley Ford, Inc.
Address:	6280 Mechanicsville Turnpike
City, State:	Mechanicsville, VA 23111
Contact Name:	Chris Smith
Phone Number:	804-746-2000
Email address:	csmith@billtalleyford.com
ORACLE SUPPLIER NUMBER:	2029
BUSINESS CATEGORY:	Small Business
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and requested
FOB:	Destination
BUYER: Name:	Justin M. Herbaugh, VCO, VCA
Title:	Procurement Analyst III
Phone:	804-501-5680
Email:	Her034@henrico.gov

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. 2420A

LOT	Manufacturer	Discount off MSRP Parts	Regular Shop Labor Rate for Certified Mechanic
1	Ford Motor Company	20%	\$100.00 / hour

### C. Cooperative Procurement.

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder(s), other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder(s) agrees. The Successful Bidder(s) shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder(s) and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder(s) may conduct such notification.

### D. Specifications.

1. The Successful Bidder(s) shall be a firm regularly engaged in the sale of genuine OEM vehicles, parts, accessories, and supplies as listed within the Invitation for Bid, as well as a full-service repair facility for all Automobiles, SUVs, Vans, and Light/Medium trucks sold and serviced by the Successful Bidder(s).
2. Parts supplied and services rendered by the Successful Bidder(s) shall be OEM quality products that comply with all applicable laws, ordinances, rules, and regulations.
3. The Successful Bidder(s) must be located within **thirty-five (35) miles** of Henrico County Central Automotive Maintenance – West, 10301 Woodman Road, Glen Allen, VA 23060 as determined by Google Maps, to accommodate County personnel in transporting equipment for repair.
4. The Successful Bidder(s) operating under this contract agree to comply with all Federal, State, and local statutes including but not limited to the United States Occupational Safety and Health Standards (“OSHA”), Virginia Occupational Safety and Health (“VOSH”), and United States Environmental Protection Agency (“EPA”), and Virginia Department of Environment Quality (“DEQ”) regulations. The Successful Bidder(s) shall bear the cost of all fines and legal expenses for not complying with the applicable federal, state and local laws, ordinances, and regulations.
5. It is the County’s expectation that the Successful Bidder(s) perform all working under this contract with the Successful Bidder’s own workforce and equipment. No portion of the contract shall be subcontracted without prior approval by the County (Section II., CC.).

6. The Successful Bidder(s) shall provide a point of contact(s) for receiving orders from the County. A Central Automotive Maintenance (“CAM”) representative will contact the Successful Bidder(s) by e-mail, fax, or telephone to place an order for parts. The request will include the vehicle description, part number (if known), part description, and delivery requirements.

E. General Requirements.

1. Parts and Accessories for Automobiles, SUVs, Vans and Light/Medium Trucks.
  - a. All parts furnished under this contract shall be OEM authorized parts. **No exceptions. No used, damaged, imperfect, or reconditioned parts will be accepted.**
  - b. All shipping and delivery costs must be included in the price of product. **No additional fees will be accepted. Any Special-Order parts, that include expedited shipping charges, must be approved in advance by CAM authorized personnel.**
  - c. Bidders shall submit with their bid the applicable current Manufacturer’s Suggested Retail Price (MSRP) List. If current MSRP Lists are not provided with the bid, it is the County’s right to request a copy upon review of the submitted bid. Failure to provide the requested MSRP price list may result in the bid being declared non-responsive.
  - d. The Successful Bidder(s) shall warrant that all parts supplied under this contract will not void existing vehicle/equipment or manufacturer’s warranties.
  - e. The Successful Bidder(s) shall deliver all orders for parts in their entirety unless arrangements for partial shipments are made in advance. The Successful Bidder(s) must provide, with each delivery, an invoice showing the description of each item, quantity, and unit price.
2. Certified Repairs to County-Owned Automobiles, SUVs, Vans, and Light/Medium Trucks.
  - a. The Successful Bidder(s) shall be an authorized dealer of the above-referenced equipment and related parts, and all mechanics must be factory trained on the equipment that is being repaired. A copy of mechanics’ certifications may be requested upon receipt and evaluation of submitted bids.
  - b. Bidders shall include a letter of authorization or certification from the manufacturer allowing distribution of OEM parts and performing proprietary work on applicable vehicles. All technicians performing work on County vehicles shall be qualified for the work intended and have the appropriate ASE or Manufacturer certifications.
  - c. All professional mechanical services shall be performed by the Successful Bidder(s) in a manner which maintains the integrity of the original design and operation of the County’s vehicles. Professional workmanship necessary for complex automotive repair work, including but not limited to: replacement of timing belts, water pumps, exhaust systems, or repairing the electrical system, engine, drive train, clutch, fuel system, suspension, transmission, or recharging the air conditioning system.

- d. No repairs or maintenance performed under any resultant contract will be considered complete until reviewed and accepted by a CAM representative. CAM will remain the sole judge of the acceptability of all work performed on County vehicles. Any work deemed not acceptable will be corrected by the Successful Bidder(s) at no cost to the County. All work shall be conducted using only the best commercial and workmanship practices and only OEM parts and materials.
- e. Unless otherwise stated, the County shall be responsible for the round-trip transportation of any vehicles that may require repair services. The Successful Bidder(s) shall have secure and/or gated garage/enclosures to ensure the safekeeping of County property. The Successful Bidder(s) shall be responsible for any damage or losses that occur while on the Successful Bidder's property.
- f. When requested, the Successful Bidder(s) shall submit cost estimates to CAM for review and approval before any work is performed. Written estimates are required for any repairs estimated to exceed \$5,000.00. Estimates for repairs between \$1,000.00 and \$5,000.00 must be submitted via email. Successful Bidder(s) are authorized to proceed with work, estimated to be less than \$1,000.00, immediately upon receipt of the vehicle. Successful Bidder(s) assumes all liability and responsibility for work performed without proper authorizations.
- g. The Successful Bidder(s) shall complete all work within the timeframe indicated in the estimate. Any deviation from the timeframe indicated must be submitted and approved by a CAM representative.
- h. Upon request, the Successful Bidder(s) shall provide all parts removed during repair of the unit to CAM for verification purposes.
- i. The Successful Bidder(s) shall provide a comprehensive repair invoice, that lists all related costs, at the time the vehicle is received by the County. The invoice should show a detailed description of the repair along with details for internal labor, internal parts, and all additional internal or external charges.

F. Delivery Requirements.

1. All parts and supplies shall be delivered to the following locations during the following business hours;  
  
Central Automotive Maintenance – West, 8:00am – 7:30pm.  
10301 Woodman Road  
Glen Allen, VA 23060  
  
Central Automotive Maintenance – East, 8:00am – 3:30pm  
440 Dabbs House Road  
Henrico, VA 23223
2. The Successful Bidder(s) must maintain adequate stock to ensure immediate delivery of requested automotive accessories, parts and supplies. For the replenishment of County stock: 48 hours, or two business days, is acceptable. For the emergency repair of non-operational vehicles, the County may request two (2) hour delivery of parts.

3. In the event the Successful Bidder(s) fails to meet the response times, the County of Henrico reserves the right to secure the accessories, parts, and supplies 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.
4. The County shall not be obligated to purchase or pay for products until they are ordered and received by authorized representatives of the County. The County reserves the right to refuse any product delivered that has not been approved or ordered by an authorized representative.

#### G. Invoicing Requirements.

1. Invoices shall be submitted at the time of receipt for all repairs, parts, or accessories. Invoices shall include, but not be limited to the following information:
  - a. Purchase Order number must appear on all invoices.
  - b. List of supplied labor services or materials, part numbers, quantity of parts, price, and total cost of materials or services purchased.
2. Unauthorized invoice charges will not be accepted. Any invoice submitted for payment with questionable charges will be returned to the Successful Bidder(s) for review and resubmitted with an explanation as to the reason for the unauthorized invoice charges.
3. Monthly statements should be mailed to: County of Henrico - CAM, 10301 Woodman Road, Glen Allen, VA 23060.

#### H. Warranty

1. The Successful Bidder(s) warrants that all accessories, parts, and supplies provided shall be consistent with the Manufacturer's specifications and will be free from defects. All items provided by the Successful Bidder(s) are warranted to be free from defects for thirty (30) days, or in accordance with the Successful Bidder's warranty terms, whichever is greater.
2. The Successful Bidder(s) warrants that all repairs provided shall be free from defects for six (6) months, or in accordance with the Successful Bidder's warranty terms, whichever is greater.