



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

DATE:	November 21, 2024
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Commercial Driver License Training (CDL)
CONTRACT NUMBER:	2747A
COMMODITY CODE:	961.82
CONTRACT PERIOD:	December 1, 2024 through November 30, 2025
RENEWAL OPTIONS:	4 Additional One-year Period through 2029
USER DEPARTMENT:	County
Contact Name:	See Below
Phone Number:	See Below
Email Address:	See Below
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Shippers Choice of Virginia, Inc.
Address:	130 Lubrano Drive, Suite 316
City, State:	Annapolis, MD 21401
Contact Name:	Charlie Longo
Phone Number:	410-266-5685
Email address:	Charlie@shipperschoice.com
ORACLE SUPPLIER NUMBER:	25733
BUSINESS CATEGORY:	Non-SWaM
PAYMENT TERMS:	Net 30
DELIVERY:	As Needed and Requested
FOB:	Destination
BUYER: Name:	Leisel Collins, CPPB, VCO, VCA
Title:	Purchasing Manager
Phone:	804-501-5687
Email:	COL119@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.

USER DEPARTMENT CONTACTS

Department	Contact Name	Phone Number	Email Address
Public Works	Jeff Sadler	804-727-8287	Sad02@henrico.gov
	Cc: Terrell Hughes	804-501-4390	Hug121@henrico.gov
Public Utilities	Ricky Blunt	804-727-8761	Blu20@henrico.gov
	Cc: Bentley Chan	804-501-4280	Cha70@henrico.gov
CAM	Larry Maready	804-727-8630	Mar126@henrico.gov
	Cc: Jamie Massey	804-501-5271	Mas08@henrico.gov

PRICE SCHEDULE – CONTRACT NO. 2747A

Pricing with the use of County provided vehicle(s), classroom, and training yard:

Item No.	Description	Price Per Student
1.	Class A CDL Training	\$1,800.00/per student
2.	Class B CDL Training	\$1,800.00/per student
3.	Refresher Training	\$500.00 for each 40-hour week/per student
4.	Learners Permit Training	\$300/ per student

Pricing using Shippers' Choice provided vehicle(s), classroom, and training yard in Chester Virginia:

Item No.	Description	Price Per Student
1.	Class A CDL Training	\$2,800.00/per student
2.	Class B CDL Training	\$2,800.00/per student
3.	Refresher Training	\$500.00 for each 40-hour week/per student
4.	Learners Permit Training	\$300/ per student



COMMONWEALTH OF VIRGINIA

County of Henrico

Non-Professional Services Contract

Contract No. 2747A

This Non-Professional Services Contract (this “Contract”) entered into this 4th day of November 2024, by Shippers' Choice of Virginia, Inc. (the “Contractor”) and the County of Henrico, Virginia (the “County”).

WHEREAS the County has awarded the Contractor this Contract pursuant to Request for Proposals No. 24-2747-9LOC (the “Request for Proposals”), for Commercial Drivers’ License (CDL) Training.

WITNESSETH that the Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the County as set forth in the Contract Documents.

COMPENSATION: The compensation the County will pay to the Contractor under this Contract is in Appendix A.


CONTRACT TERM: The Contract term shall be for a period of one year beginning December 1, 2024 and ending November 30, 2025. The County may renew the Contract for up to 4 additional one-year terms giving 30 days’ written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the “Contract Documents”) which shall control in the following descending order:

1. This Non-Professional Services Contract between the County and Contractor.
2. The General Contract Terms and Conditions are included in the Request for Proposals.
3. Contractor’s Best and Final Offer dated October 21, 2024 (Exhibit A).
4. Contractor’s Original Proposal dated September 27, 2024 (Exhibit B).
5. The Scope of Services included in the Request for Proposals.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

Shippers’ Choice of Virginia, Inc.
1401 W. Hundred Road
Chester, VA 23836


Charles Longo (Nov 6, 2024 14:13 EST)

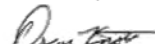
Signature

Charles Longo
President

11/06/2024

Date

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



Signature

Oscar Knott, CPP, CPPO, NIGP-CPP, VCO
Purchasing Director

11/07/2024

Date

 **APPROVED AS TO FORM**

Assistant County Attorney

11/05/2024

Date

Appendix A

Pricing with the use of County provided vehicle(s), classroom, and training yard:

Item No.	Description	Price Per Student
1.	Class A CDL Training	\$1,800.00/per student
2.	Class B CDL Training	\$1,800.00/per student
3.	Refresher Training	\$500.00 for each 40-hour week/per student
4.	Learners Permit Training	\$300/ per student

Pricing using Shippers' Choice provided vehicle(s), classroom, and training yard in Chester Virginia:

Item No.	Description	Price Per Student
1.	Class A CDL Training	\$2,800.00/per student
2.	Class B CDL Training	\$2,800.00/per student
3.	Refresher Training	\$500.00 for each 40-hour week/per student
4.	Learners Permit Training	\$300/ per student

Collins, Leisel

From: charlie@shipperschoice.com
Sent: Monday, October 21, 2024 3:05 PM
To: Collins, Leisel
Subject: RE: RFP24-2747-9LOC BAFO Letter to Shippers' Choice of Virginia, Inc
Attachments: Henrico Letter.pdf; Stenneth Stevens Resume.pdf; Michael Patrick Resume.pdf; Chester Schedule of Classes 2025 - Final.pdf

Good Afternoon,

Please see attached response to your letter from October 21, 2024.

Thank you and have a great week!

Charlie Longo, Jr.
President
Shippers' Choice of Virginia, Inc.
147 Old Solomons Island Road, Ste. 306.
Annapolis MD 21401
410.266.5685 (o)
410.266.5736 (f)

From: Collins, Leisel <col119@henrico.gov>
Sent: Monday, October 21, 2024 8:44 AM
To: charlie@shipperschoice.com
Subject: RFP24-2747-9LOC BAFO Letter to Shippers' Choice of Virginia, Inc

Good Morning,

Please see the attached document for your review and feedback.

Thank you,

Leisel O. Collins, CPPB, VCO, VCA
Purchasing Manager
Department of Finance, Purchasing
804-501-5687





October 21, 2024

Leisel O. Collins
Purchasing Manager
Department of Finance, Purchasing
8600 Staples Mill Road
Henrico, Virginia 23273

Dear Leisel Collins,

In response to the letter dated October 21, 2024 and questions provided, please accept the following information and answers:

1. Shippers' Choice will provide additional training for any employee that is not successful in passing the CDL licensing test. The training schedule will be coordinated through the county point of contact and be scheduled on the individual need and availability. Should there be a current training class in session, we will fold that student into the current session where appropriate. If there is no current session, we will invite the employee to come to our facility in Chester. We will provide remedial training on the sections of the test that the employee was unsuccessful at no additional cost and the employee will be scheduled for training until they are successful in passing the CDL licensing test.
2. Please see the attached resumes for the two lead instructors.
3. Please see the 2025 tentative class scheduled for training at our facility.
4. Our "best and final" price was included in our RFP. At this time, there is no update to our pricing.

Thank you,

A handwritten signature in black ink, appearing to read "Charlie Longo".

Charles R. Longo, Jr.
President
Phone: 1.800.874.7131
Fax: 410.266.5736
Email: charlie@shipperschoice.com

147 Old Solomons Island Road, Ste 306 Annapolis Maryland 21401
Toll Free 1-800-874-7131

Dedicated CDL instructor with over 20 years of driving experience seeking to inspire and educate students in a supportive environment. Committed to fostering a positive learning atmosphere that encourages growth and confidence, while equipping future drivers with the essential skills for safe and successful careers in the trucking industry.

CONTACT

5313 Sandy Ridge Ct.
Chesterfield, VA 23832
ssstevens@gmail.com
804-234-6925

EDUCATION

- Certified CDL Driver with Class A and four endorsements (X, T, P, TWIC) – 10 years
- Associate of Arts in Education CFBC (Overseas accredited associates' program)

SKILLS

- Extensive knowledge of state and federal trucking regulations.
- Strong communication and interpersonal skills
- Ability to train and develop upcoming drivers
- Excellent problem-solving skills and adaptability

Stenneth G. Stevens

LICENCE INSTRUCTOR, SHIPPERS CHOICE OF VIRGINIA,

Dedicated and experienced CDL driver with over 20 years of driving experience across 48 states. Proven track record as an instructor with a strong ability to train and mentor students. Recognized as the lead instructor for Henrico and Chesterfield County.

EXPERIENCE

Instructor
Shippers Choice of Virginia
Chester, VA
March 2023– Present
- Train and mentor students for CDL licensing.
- Lead instructor for Henrico and Chesterfield Counties.

Owner Operator
Lyfe Workz LLC
Chesterfield, VA
March 2021 – March 2023 (2 years)
- Managed operations as an owner-operator.
- Ensured timely deliveries and maintained customer satisfaction.

CDL Driver
Schneider Inc.
Chesterfield, VA
January 2017 – March 2021 (4 years)
- Operated various freight types including doubles, tankers, and intermodal.
- Collaborated with major clients such as Walmart, Family Dollar, Target, Dollar Tree, and Harley Davidson.

Contact

www.linkedin.com/in/michael-r-patrick (LinkedIn)

Top Skills

Project Planning

Software Documentation

Technical Writing

Certifications

Certified CDL Examiner for Third Party Testing

Railway Motorcar Operator (Hi-rail truck and motorcar)

Commercial Vehicle Driving Instructor

CPR & AED

Michael Patrick

Holder of CDL-A license; Hospitality Industry Computer Technology Specialist, Transportation Systems, Photographer
Newport News, Virginia, United States

Summary

Information Technologies

Computer Systems

Specialties: Technical writing, training and documentation

Project planning

Photography

Transportation and Driving

Experience

Shippers Choice Of Virginia

3 years 9 months

Examiner

July 2022 - Present (2 years 4 months)

Newport News, Virginia, United States

DMV Certified Third-party Examiner.

Administer the standard CDL examination to license applicants for CDL class A and B trucks according to specific DMV standards.

Includes a pre-trip truck inspection, three backing maneuvers and a road test.

Lead Instructor

January 2022 - Present (2 years 10 months)

Newport News, Virginia, United States

<https://www.shipperschoice.com/>

Instructor / Acting Lead Instructor / Lead Instructor

February 2021 - December 2021 (11 months)

Newport News, Virginia, United States

Instructing adult students about driving of tractor trailer trucks for purpose of their obtaining a Commercial Drivers License (CDL) per Va DMV standards.

This is a 160 hour course with additional practice time prior to a DMV test.

Campus locations include Newport News and Suffolk, VA

Includes:

Classroom Instruction; Driving range; Pre-trip inspection; 10-speed shifting; Evaluations; Road Instruction.

Classes include class-A (tractor trailers); Class A w/Pintile hitch (dump truck with tag-along trailer); Class B (single truck)

Off campus locations of City of Newport News Operations and Waterworks Depts; City of Lynchburg VA; City of Norfolk, VA; County of Henrico, VA.

Cascades Condominium Homeowners Association of Kiln Creek Board of Directors

January 1995 - Present (29 years 10 months)

Newport News, VA

Elected member of 66-unit condominium association Board of Directors.

Held multiple positions including Treasurer, Secretary, Vice President and President.

Current Position: President

Works with 'Community Group / Associa' property management company to handle daily operational and management tasks for the condominium corporation.

Finances: Budgeting, expense scheduling; maintaining reserve funds

Maintenance: Scheduled and emergency maintenance; safety repairs and requirements

Operations: Contracting for services; set course of action as needed; property inspections

Diplomatic: Maintain positive relations with homeowners and renters over regulation issues

Safety: Maintain safety and security observations of community and interact with Fire/Police/EMS as needed.

Communication: Handle quarterly board meetings; Annual meeting for owners; other meetings as needed.

Michael Patrick Photography

Photographer -

January 1976 - Present (48 years 10 months)

Newport News, VA

Nationally Published Photographer; Railroad, Fire Apparatus and other subjects.

David's Tire and Towing

Tow Truck Operator

December 2021 - January 2022 (2 months)

Newport News, Virginia, United States

Tow Truck Operator

Skimino Enterprises

Professional Driver

June 2018 - December 2021 (3 years 7 months)

Williamsburg VA

Driver/Operator of rollback and wrecker trucks: Freightliner, International, Hino, Dodge, Ford.

Local and multi-state tow destinations.

Roadside Service Towing, Crash Recovery, Winchouts, Industrial Equipment Transfer, Motorcycle Moves.

Specialty moves: Industrial equipment, Street sweeper, Forklifts, BBQ/Smoker, Car body, Trailers.

Dispatching trucks for motor-clubs and customers

Sales ticket entry and revenue auditing

Office reception and telephone

Impound yard customer service

SeaWorld Parks & Entertainment

Information Technology Specialist

March 1987 - February 2017 (30 years)

Williamsburg, VA

Busch Gardens Williamsburg Theme Park and Water Country USA Water Park

All facets of Information Technology work in a theme park/hospitality operation. Specialties include training and point-of-sale operations with an emphasis on high quality service to the customers. Assisted customers in interaction with public facing systems.

Coordinated and participated in park-wide system installations and upgrades/ refreshes for: Register systems for Admissions, Culinary and Merchandise; Timeclocks system; Desktop computer systems; Server systems; Infrastructure

Trained new hire technicians in all facets of IT operations and company policies

Trained and assisted all levels of company staff in effective computer use when necessary

Maintained and serviced computer systems and hardware as needed

Additional temporary positions included

- Railroad Operations (Steam Locomotive Fireman, Train Conductor)
- Traffic Director in customer parking
- Tram Spieler (Insure guests are riding safely and make announcements)
- Event Reception (employee events)
- Event Security and Admissions (ID check, crowd control, safety and direction)
- Entertainment Safety and Security (theater safety and guest traffic control)
- Cash Control/Vault (till bag preparations)

This company was formerly a subsidiary of Anheuser-Busch Companies, known as Anheuser-Busch Adventure Parks, Anheuser-Busch Theme Parks, Worlds of Discovery and Busch Entertainment Corporation. The Williamsburg location also includes the Water Country USA water park and the International Housing Village.

Fire and EMS Virginia

Columnist and Photographer

January 1990 - January 2015 (25 years 1 month)

Virginia

Write semi-monthly column concerning Peninsula fire apparatus news and scale model fire apparatus news.

Formerly titled "Virginia Fire News Magazine"

Columnist since Charter Issue, Volume 1 Issue 1.

Intermodal Engineering, LLC.

Traffic Count Technician

January 2007 - January 2009 (2 years 1 month)

Virginia Beach VA

Provide traffic counts to contracted agencies and clients including interactive counts (count box) and stationary count devices (roadway tubes) across Virginia. Required safe actions around high speed heavy vehicular traffic areas.

(worked on an as-needed basis as a substitute)

City of Newport News

Adult Education Instructor

February 1987 - March 1988 (1 year 2 months)

Newport News, VA

Design, prepare and present a "Introduction to Personal Computers" class in the Adult Education department covering business applications.

City of Newport News

Computer Lab Aide (School System)

December 1984 - June 1986 (1 year 7 months)

Newport News, VA

Maintain a computer lab at a city high school and assist students with the computer learning process.

Classes included Computer Concepts, Programming in BASIC, Computer Aided Accounting and Business Applications.

Education

Wreckmaster

Level 2/3, Towing and Recovery · (January 2022 - January 2022)

Virginia Division of Motor Vehicles

Certification, Examiner · (2022 - 2022)

Penn State Extension

Certificate, Spotted Lanternfly Permit Training · (2019 - 2019)

Newport News Citizens Fire Academy

Fire department studies · (2018 - 2018)

Virginia Department of Transportation

Certificate, National Traffic Incident Management Responder Training
Course · (2018 - 2018)

Chester Schedule of Classes 2025

<u>Class A & Class B</u>					
<u>Fulltime</u>			<u>Part-time</u>		
01/13/25	-	02/07/25	12/07/24	-	02/16/25
02/10/25	-	03/07/25	01/04/25	-	03/09/25
03/10/25	-	04/04/25	02/15/25	-	04/27/25
04/07/25	-	05/02/25	03/15/25	-	05/25/25
05/05/25	-	06/02/25	05/03/25	-	07/13/25
06/02/25	-	06/27/25	05/31/25	-	08/10/25
07/07/25	-	08/01/25	07/19/25	-	09/21/25
08/04/25	-	08/29/25	08/16/25	-	10/19/25
09/01/25	-	09/26/25	09/27/25	-	11/30/25
09/29/25	-	10/24/25	10/25/25	-	01/04/26
10/27/25	-	11/21/25	12/06/25	-	02/15/26
11/24/25	-	12/30/25	01/10/26	-	03/22/26
01/05/26	-	01/30/26			

Vacation Weeks:

06/28 -7/4 Summer Break

12/20 - 12/26 Christmas Vacation

Holidays-No Classes

April 19 & 20 Easter

May 26 -- Memorial Day

Sept 1 -- Labor Day

November 28 & 29 -- Thanksgiving

Dec 31 & Jan 1 -- New years



COMMONWEALTH OF VIRGINIA

County of Henrico

DEPARTMENT OF FINANCE
Purchasing Division

October 21, 2024

Charles Longo
Shippers' Choice of Virginia, Inc.
1401 W. Hundred Road
Chester, VA 23836
charlie@shipperschoice.com

RE: RFP #24-2747-9LOC - Commercial Drivers' License (CDL) Training for County of Henrico,
Virginia

Dear Mr. Longo:

This letter is to inform you that your firm has been selected to enter into negotiations for the referenced solicitation.

To begin this process, please submit your firm's response to the following:

1. Provide clarification on your process for students who fail the CDL test on their first, second, and third attempt? What type of assistance will your firm provide the students?
2. Provide resumes for the training instructors who will be dedicated to the County.
3. Provide your 2025 tentative class scheduled for training at your facility. The County will use this when it's necessary for a student to attend classes at your facility.
4. Provide your "Best and Final" pricing for the project. If pricing remains the same, state that in your response.

Please provide your firm's response to the above items by 4:30 pm on Tuesday, October 22, 2024 via email to me (COL119@henrico.gov).

If you have any questions, please email Porsche and copy me.

Sincerely,

Leisel Collins

Leisel Collins, CPPB, VCO, VCA
Purchasing Manager



September 27, 2024

Leisel Collins
County of Henrico
Department of Finance
Purchasing Division
8600 Staples Mill Road
Henrico, Virginia 23228

RE: RFP # 24-2747-9LOC

Dear Leisel Collins,

Please find the enclosed submittal for RFP # 24-2747-9LOC; Commercial Drivers' License (CDL) Training.

Should you need any further information or if you have questions, please feel free to contact me.

Thank you,

A handwritten signature in black ink, appearing to read "Charlie Longo, Jr.".

Charles R. Longo, Jr.
President
Phone: 1.800.874.7131
Fax: 410.266.5736
Email: charlie@shipperschoice.com

Request for Proposal #24-2747-9LOC
Commercial Driver’s License (CDL) Training

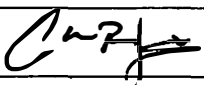
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2. Third Party Tester Certification		
3. Business License		
4. Financial Documentation		

ATTACHMENT A PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal ("RFP") No. 24-2747-9LOC - Commercial Drivers' License (CDL) Training for County of Henrico, Virginia.

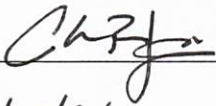
My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME):
Shippers' Choice of Virginia, Inc.
ADDRESS:
1401 W. Hundred Road, Chester Virginia 23836
FEDERAL ID NO: 54-1676996
SIGNATURE: 
NAME OF PERSON SIGNING (PRINT): Charles Longo
TITLE: President
TELEPHONE: 410.266.5685
FAX: 410.266.5736
EMAIL ADDRESS: Charlie@shipperschoice.com
DATE: 9/27/24

ATTACHMENT B BUSINESS CATEGORY CLASSIFICATION FORM

Company Legal Name: Shippers' Choice of Virginia Inc

This form completed by: Signature:  Title: President

Date: 9/27/24

PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- ☐ SMALL BUSINESS
- ☐ WOMEN-OWNED BUSINESS
- ☐ MINORITY-OWNED BUSINESS
- ☐ SERVICE-DISABLED VETERAN
- ☐ EMPLOYMENT SERVICES ORGANIZATION
- ☐ NON-SWaM (Not Small, Women-owned or Minority-owned)

SUPPLIER REGISTRATION – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia's electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? ☒ Yes ☐ No

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.

_____ NUMBER _____ DATE

DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

"Small business" means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

"Women-owned business" means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

"Minority-owned business" means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

"Minority individual" means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

"Service disabled veteran business" means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

"Service disabled veteran" means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

"Employment services organization" means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

ATTACHMENT C
Virginia State Corporation Commission (SCC)
Registration Information

The Offeror:

☒ is a corporation or other business entity with the following SCC identification number:
0403818-8 -OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Bidder's out-of-state location) -OR-

☐ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids: ☐

ATTACHMENT D
PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

NAME OF OFFEROR: Shippers' Choice of Virginia, Inc.

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 Va. Code § 2.2-4342(F) in writing, either before or at the time the data or other materials are submitted. The Offeror must specifically identify the data or materials to be protected including the section(s) of the proposal in which it is contained and the pages numbers, and state the reasons why protection is necessary. A summary of trade secrets and proprietary information submitted shall be submitted on this form. 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. Va. Code § 2.2-4342(F) prohibits an Offeror from classifying an entire proposal, any portion of a proposal that does not contain trade secrets or proprietary information, line item prices, or total proposal prices as proprietary or trade secrets. If, after being given reasonable time, the Offeror refuses to withdraw such classification(s), the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
<i>NONE.</i>		

ATTACHMENT G
PRICING/COST PROPOSAL

Item No.	Description	Price Per Student
1.	Class A CDL Training: 120-hours, 3 weeks of training, minimum of 3 students	\$ 1800.00
2.	Class B CDL Training: 120-hours, 3 weeks of training, minimum of 3 students	\$ 1800.00
3.	Learners Permit Class: 40-hours class, minimum of 3 students	\$ 300.00
4.	8-hour Safety Class, minimum of 3 students	\$ 200.00
5.	4-hour Safety Class, minimum of 3 students	\$ 100.00
6.	CDL Refresher Training, 40 hours	\$ 500.00

2. Statement of Scope

Shippers' Choice of Virginia, Inc. proposes to enter into agreement with the County of Henrico to provide for a complete program of training and testing in the operation of Class A and B Commercial Vehicles including endorsements. The outcome of this program is that county designated employees will obtain a Commercial Driver's License.

3. Default, Termination and Barred Certification

We certify (i) that we have not defaulted on any government contract in the last five years, (ii) that no government has terminated a contract with us for cause in the last five years, and (iii) that neither we nor any of its officers, directors, partners, or owners are currently barred from participating in any procurements by any federal, state, or local government body

4. Offeror Qualifications, Experience, Resumes and Financial Capacities

a. Company Profile

Shippers Choice was founded in 1993 as a CDL driving school to fulfill the demand for a tractor-trailer driver training program that accomplished three things: a.) gave the students the skills they need to obtain an entry level position as Professional Tractor-trailer Driver, b.) prioritized hands-on training over extended periods of classroom work, c.) was affordable to students and as cost efficient as possible. In the last 30 years, we have successfully trained over 30,000 individuals to obtain their CDL licenses.

Shippers' Choice of Virginia, Inc. CDL training programs meet and exceed all state and federal regulations. Currently we have three Department of Motor Vehicles licensed CDL training centers in Virginia. They are in Manassas, Chester, and Newport News. We have Memorandum of Understandings with two community colleges, Piedmont Virginia Community College, and Camp Community College. At each, we are separately licensed by DMV to provide class A and B CDL training. We have a contract with the county of Chesterfield, Virginia to provide class A and B CDL training to county employees and contracts to provide class A and class B training to the cities of Newport News, Norfolk, Lynchburg, Petersburg, Vienna and Leesburg, Virginia employees. We are the current vendor to Henrico County, as well.

We have been approved to train eligible veterans through the Veterans Administration since 2001 and we are the only CDL school to have signed two Memorandum of Understanding's with the Department of Defense to train all eligible in-service military personnel attached to Joint Base Langley-Eustis and those personnel attached to the Fort Lee Army base.

Shippers' Choice of Virginia has been a certified Third-Party Tester for DMV since 2020. We conduct approximately two hundred CDL licensing exams each month. All Examiners are certified by DMV.

Licensure to provide CDL training:

Licensing agency: Virginia Department of Motor Vehicles.

License number: 1501-000480

[Please see the appendix for a copy of license for our Chester training center.](#)

Certification as a DMV Third-Party Tester:

Certifying Agency: Virginia Department of Motor Vehicles.

Certificate number: 6001

[Please see attached certification in the appendix.](#)

b. Staffing

Personnel assigned to this project:

Charles R. Longo, Jr., President

Mr. Longo, Jr., joined the company in 1995 after graduating from Allegheny College in Meadville, PA with a bachelor's degree in economics. Mr. Longo, Jr. is also the owner and managing partner of a sister company, American Credit Company, LLC., which provides financing for our students. He has over 29 years of experience working for the school.

Michael Marcotte, Executive Director

Mr. Marcotte has over 22 years of experience in the trucking industry as an Owner-operator as well as a company driver. He has been with Shippers' Choice since 2016 and started out as an instructor. He is currently a Licensed Instructor and a Certified CDL Examiner. He is also a veteran and served in the US Navy for 11 years.

Instructional Staff:

The instructional staff of Shippers' Choice have on average 4 years of experience teaching CDL. Every instructor has at the very minimum had at least three years of recent professional driving experience as well. Each has earned an instructor license from the Department of Motor Vehicles. In addition, we have put each Instructor

through a very intensive Instructor Training Course. This ensures that the instructors can deliver the course materials effectively in clear, concise terms and that the instructors are familiar with the teaching techniques designed to safely train a student behind the wheel.

Examiners:

The DMV certified Examiners who work for the school have each held a CDL license for a minimum of 3 years. Most are licensed as instructors as well. Each examiner has completed and passed the mandatory Examiner Certification course provided by DMV and received a letter of Certification from DMV to be an examiner.

c. Subcontracting

We will not be utilizing any subcontractors.

d. Training

Program Objective:

The chief objective of the Commercial Driver Training Program offered by Shippers' Choice of Virginia, Inc. is to provide qualified individuals with the knowledge and skills needed to obtain a commercial driver's license and qualify for a job entry level position in the transportation industry. Shippers' Choice instructs its students in the practical operation of Class A and B vehicles. Students are taught the Federal Motor Carrier Safety Regulations and state regulations as they apply to the operation of commercial vehicles. Upon graduation, our students must be able to safely operate a commercial vehicle, have a working knowledge of the equipment, and be able to pass state administered licensing tests. In addition, students must be able to successfully complete the required written examination and road test administered as described by the Federal Motor Carrier Safety Regulations.

As a secondary objective, students develop the self-confidence needed to establish and maintain a successful career. This is accomplished through thorough testing and evaluation of each student.

To most of our perspective students, having a decent job with a good income means not only a higher standard of living, but also an increased feeling of self-respect. Shippers' Choice of Virginia, Inc., through its training program, provides an educational vehicle that individuals may use to achieve a more productive and successful future and achieve their employment goals in an economical way.

It is also our mission to assist employers with their demand for CDL drivers in our service area while at the same time assisting our students in developing the skills necessary to meet the need of potential employers in the business and government communities.

Educational Objectives:

Upon successful completion of the training program students will:

1. Have a thorough knowledge of the Federal and State Regulations
2. Complete Driver's Daily Logs - Hours of Service Regulations
3. Read and understand maps
4. Recognize hazardous situations
5. Perform a pre-trip inspection on a commercial vehicle
6. Couple and uncouple a combination unit (if required)
7. Back down a 100-foot alley
8. Forward Offset
9. Reverse Offset
10. Upshift (if required)
11. Downshift (if required)
12. Double-Clutch (if required)
13. Stop the vehicle by other means than braking
14. Proper lane centering
15. Proper placement of flares and reflective triangle for all road situations
16. Driver's responsibility in case of accident
17. Accident responsibilities
18. Safely operate the vehicle in high density, low density, and expressway driving
19. Proper stopping distances
20. Successfully pass federal and state required road and written examinations that result in the individual obtaining a Class "A" or "B" CDL.

Course Description:

Classroom Training -Theoretical Applications of Commercial Driving

Course introduction and objectives. State regulations and the written examination guidelines are covered. Control Systems/Dashboard, Pre and post trip Inspection, Basic Control, Shifting and Operating Transmissions, Backing & Docking, Coupling & Un-coupling, Visual Search, Communication, Distractive Driving, Speed Management, Space Management, Night operation, Extreme Driving conditions, Hazard perception, Skid Control and Recovery, Railway Crossings, Malfunctions, Roadside Inspections, Maintenance, Cargo Handling, Environmental Compliance Issues, Hours of Service, Fatigue and Wellness, Post-Crash Procedures, External Communications, Whistleblower/Coercion, Trip Planning, Drugs and Alcohol, Medical requirements, Human trafficking, CSA, Special rigs, Border Crossing, Basic Business Practices. Students learn to identify and predict potentially dangerous driving situations. Licensing/permitting procedures for interstate hauling are also included.

Field - Range Training

This portion of the course is designed to introduce the student to the basic control and driving maneuvers to learn the skills required to pass the Commercial Driver's License Basic Control Skill Test. It also includes practical instruction in coupling and un-coupling trailers, use of hazard warning devices, lighting systems, numerous backing techniques, and the Commercial Driver's License pre-trip inspection procedures.

Road - On-The-Road Driving

This portion of the Course provides the opportunity to develop the skills necessary for the safe operation of a Class "A" or "B" Vehicle in the real-world public road environment. Positive, professional, and safe approaches are emphasized. Training is provided on rural, interstate, and city highways.

Sample Curriculum

Shippers' Choice has provided sample class A curriculum below in this proposal; however, we are willing to work with the county to modify our curriculums to better suit the needs of the county and its employees where applicable.

DAY 1	TIME	SUBJECT	LOCATION
AM	4 HR Video: None	Orientation Chap 1: Orientation	Classroom
PM	4 HR Video: None	Chap 27: Coercion Pre-trip Orientation	Classroom/Trucks

DAY 2	TIME	SUBJECT	LOCATION
AM	4 HR Video: 11.5 min	Logbooks Chap 23: HOS	Classroom
PM	4 HR Video: None	Chap 32: CSA	Classroom

DAY 3	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR Video: 12.5 min	Pre-trip Chap 5: Shifting Chap 4: Basic Control Chap 6: Backing	Trucks Classroom
PM	4 HR	Backing/Shift	Field/Trucks

DAY 4	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR Video: 14 min Video: 4 min	Pre-trip Chap 2: Dashboard Chap 3: Pre/Post Inspections Chap 7: Coupling /Uncoupling	Trucks Classroom
PM	4 HR	Backing/Shift	Field/Trucks

DAY 5	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR Video: 11.5 min Video: 9.5 min	Pre-trip Chap 8: Visual search Chap 9: Comm Chap 11: Speed Chap 12: Space	Trucks Classroom
PM	4 HR	Backing/Shift	Field/Trucks

DAY 6	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR Video: 12 min	Pre-trip Chap 25: Post- crash/ Chap 26: Communications	Trucks Classroom

	Video: 12 min	Chap 30: Medical	
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 7	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR Video: 16 min	Pre-trip Chap 10: Distracted driving/ Chap 24: Fatigue Chap 29: Drugs	Trucks Classroom
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 8	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR Video: 11.5 min Video: 9.5 min	Pre-trip Chap 15: Hazard Perception/ Chap 16: Skid control Chap 19: Roadside inspections	Trucks Classroom
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 9	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR Video: 7 min Video: 3 min	Pre-trip Chap 22: Compliance Chap 28: Trip planning/ Maps Chap 31: Trafficking	Trucks Classroom
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 10	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR Video: 16.5 min Videos: 8.5 mins	Pre-trip Chap 13: Night/ Chap 14: Extreme driving Chap 20: Maint/ Chap 21: Cargo	Trucks Classroom
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 11	TIME	SUBJECT	LOCATION
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AM	1 HR 3 HR Video: 6 min Video: 21 min	Pre-trip Chap 17: Railroad/ Chap 33: Rigs Chap 34: Canada	Trucks Classroom
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 12	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR	Pre-trip As Needed or Make Up Work	Trucks Classroom Range/Road
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 13	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR	Pre-trip As Needed/Evals	Trucks Range/Road
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 14	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR	Pre-trip As Needed/Evals	Trucks Range/Road
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 15	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR	Pre-trip As Needed/Evals	Trucks Range/Road
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 16	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR	Pre-trip As Needed/Test Prep	Trucks Range/Road
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 17	TIME	SUBJECT	LOCATION
AM	1 HR	Pre-trip	Trucks

	3 HR	As Needed/Test Prep	Range/Road
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 18	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR	Pre-trip As Needed/Test Prep	Trucks Range/Road
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 19	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR	Pre-trip As Needed/Test Prep	Trucks Range/Road
PM	4 HR	Road/Backing/Shift	Field/Trucks

DAY 20	TIME	SUBJECT	LOCATION
AM	1 HR 3 HR	Pre-trip As Needed/Course Evals/Test Prep	Trucks Range/Road
PM	4 HR	Road/Backing/Shift	Field/Trucks

e. Financial Stability

Please see appendix #4.

f. References

1. Staci Hopkins – Reynolds
City of Lynchburg
staci.hopkins-reynolds@lynchburgva.gov
434.420.1556
2. Mark McCoy
Chesterfield County
McCoyM@chesterfield.gov
804.586.4338

3. Richard (Rick) Childs
City of Newport News
childsrlj@nnva.gov
757.570.3199

5. Implementation Services

a. Project Approach

Administration

This program is fully administered by Shippers' Choice. We have worked hard to take care of every need of the county. We can manage every detail from online employee registration through the completion of training and CDL licensing testing.

Shippers Choice of Virginia, Inc. shall furnish all instructors, examiners, training materials, curriculums, equipment, scheduling, supervision, travel, and incidentals as necessary including:

1. Class A training for employees who operate combination vehicles.
2. Class B training for employees who operate straight vehicles.
3. Passenger Bus (P) endorsement training for employees who operate straight vehicles.
4. Refresher Training
5. Learner's Permit Training

Training shall be provided by qualified and experienced instructors who have been designated as a DMV licensed Instructors so that once the curriculum has been successfully completed by the county employee, the CDL license training requirements have been completed and the employee may test with one of the school's certified examiners and issued a license.

Classroom training and behind-the-wheel training may be conducted at a designated county facility or at our training facility at 1401 W. Hundred Road in Chester, Virginia. Training will be conducted between Monday and Friday and during the hours of 8:00 a.m. to 4:30 p.m. with a one-hour break period. The use of county vehicles would be appreciated where applicable.

Classroom and behind-the-wheel training curriculum that does not exceed 40 hours per week.

All training materials and instruction shall be in accordance with the current Commonwealth of Virginia, Division of Motor Vehicles requirements as well as the Federal Motor Carrier Safety Administration's ELDT requirements for CDL Class A and Class B.

Student /Instructor & Student/Equipment Ratios

Shippers' Choice maintains a student-to-instructor ratio of approximately 5:1 or less. This is necessary because of the learning curve associated with the new skills the students must learn in and out of the trucks. We also like to maintain a student to vehicle ratio of approximately 4:1 or less, for the same reasons as above.

Registration

Shippers' Choice will provide all the necessary online registration links that are required by us for enrollment. Should the County of Henrico have any forms that they want to have on record they should provide them.

The county would be required to provide us with a student list containing: Complete name, mobile number, and email address.

Schedule of Classes

Full-time Classes are Monday-Friday, 8am to 4:30 pm. Classes start once a month or as needed. Class starting dates will be coordinated with the county's point of contact.

Certificate of Completion

Shippers' Choice will issue its industry recognized Certificate of Completion for students who complete the course.

Program Evaluation

Shippers' Choice performs program and instructor evaluations from each student. The County of Henrico would be encouraged to audit the program as well.

Plan for county employees who do not complete the training and obtain the CDL license

Employees who are incomplete or who need additional training would be scheduled for training time at the convenience of the county and focus on the areas the employee missed or there is a need for proficiency. We would coordinate with the county representative to fold the employee into any current or next training class or schedule that employee at our training facility in Chester.

Shippers' Choice of Virginia, Inc.'s approach has been successful, and we have graduated and licensed over 250 city/county employees for various cities and counties

throughout the Commonwealth over the last 5 years.

We serve the residents of Virginia through two community colleges, two other counties and six cities and three stand-alone training centers. Currently, the licensing rate for this program is 94% of all students completing the program. We do not have many students that have not received their class “A” or “B” Commercial Drivers’ License. We will continue to train any student who has not been successful. This includes taking the complete program over again, cost free, if it is in the best interest of the student and the County. If they do not give up on themselves--we will not give up on them.

b. Project Management

Shippers Choice of Virginia, Inc currently has its president, Charles Longo, as the project manager for all city and county programs. He will manage our complete approach as outlined above with the assistance of the executive director and local training center director.

c. Project Scheduling

Shippers Choice of Virginia, Inc. through its President, would work with the County representative on a schedule of classes and coordinate all aspects of the training and testing. Our current workload would be unaffected as we have staff and instructors designated for our current city/county programs.

6. Pricing / Cost Proposal

We will continue to provide remedial training for any student who has not been successful in obtaining the Learners’ Permit and/or CDL. This includes taking the complete program over again, cost free, if it is in the best interest of the student and the County. If they do not give up on themselves--we will not give up on them.

Option 1: With the use of County provided vehicle(s), classroom, and training yard:

Class A	\$ 1800.00/per student
Class B	\$ 1800.00/per student
Refresher Training.....	\$ 500 for each 40-hour week/per student
Learner’s Permit training	\$ 300.00/per student

Option 2: Using Shippers’ Choice provided vehicle(s), classroom and training yard in Chester, Virginia:

Class A	\$ 2800.00/per student
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Class B	\$ 2800.00/per student
Refresher Training.....	\$ 500 for each 40-hour week/per student
Learner's Permit training	\$ 300.00/per student

7. Exceptions

1. Per DMV regulations, licensed CDL schools who are also Certified as a Third-Party Tester for DMV must provide a minimum course of 160 hours. If the county wants a shorter program, the employees will have to obtain the CDL licensing test directly with a DLQA Officer from the DMV and on DMV's schedule. The exact regulation is highlighted below:

§ 46.2-326.1. Designation of commercial driver's license skills testing examiners.

A. Notwithstanding the provisions of § [46.2-1702](#) and unless the Commissioner identifies grounds that would be cause for cancellation of a certification pursuant to subsection D of § [46.2-341.14:5](#) during the application process, the Department shall certify a licensed Class A driver training school as a third party tester, as defined in § [46.2-341.4](#), to conduct skills tests if, in addition to the requirements listed in subsections B and C of § [46.2-341.14:1](#), the school (i) has a program length of 160 hours or more and (ii) maintains a bond in the amount of \$100,000 to pay for retesting drivers in the event that the third party tester or one or more of its third party examiners, as defined in § [46.2-341.4](#), are involved in fraudulent activities related to conducting knowledge or skills testing for applicants.

2. Current Virginia law does not allow a DMV licensed CDL school to provide School bus driver training. We can and do offer Passenger bus driver training as an alternative.

8. Assumptions

Shippers Choice makes the following assumptions when preparing this proposal:

1. Each student provided by the County is physically capable of driving a commercial vehicle.
2. The student has a minimum of a 9th grade education. (I.e.: reads and writes at a 9th grade level or better.)
3. The student will start the class having passed the CDL learners' permit with all the appropriate endorsements for the class of CDL desired or have successfully taken the learners' permit class with us prior.

4. Minimum number of students per class is three. The maximum number of students per class is fifteen.
5. Refresher training is for employees who already have a CDL and just need to brush up on their skills. If they do not currently hold the CDL license, they would be required to take the entire class. If they are a current CDL holder who needs a refresher class, that student would be included in the next class for an agreed amount of training time. The cost of that service will depend on the amount of training time. See pricing.
6. If the County provides a training facility and practice yard, they will meet all DMV regulations regarding the training of CDL drivers. (We will work with the County to define the requirements and assess the feasibility of the spaces proposed by the County.)

9. Appendix.

1. DMV License
2. Third Party Tester Certification
3. Business License
4. Financial Documentation

Congratulations!

Your license to operate a Driver Training School in Virginia is printed below. This license should be removed from this form and displayed at the place of business.

The expiration date is printed on the face of the license. The Department of Motor Vehicles (DMV) will mail a renewal notice to you. Failure to receive a renewal notice does not relieve you of the obligation to renew.

Please direct all correspondence or requests for information to:

Department of Motor Vehicles
Driver Training Work Center
Post Office Box 27412
Richmond, Virginia 23269-0001

Email: DMVCLU@dmv.virginia.gov
Phone: (804) 367-7050
Telecommunication Device for the Deaf:
(800) 552-7917

Any change of business address must be in writing accompanied with the \$3 processing fee. The notice of change of address must be received by the DMV at least 30 days prior to the move.

For additional information, please refer to Driver Training School, Chapter 17, Title Code 46.2, of the Virginia Code.

Cut to Display Certificate



License Number

1501-000480

Issue Date

July 26, 2024

Expiration Date

April 30, 2026

This is to certify that:

Shippers' Choice of Virginia, Inc
1401 W. Hundred Road
Chester, VA 23836

CLASSROOM AND IN-VEHICLE INSTRUCTION

is hereby licensed to do business as a Class A Driver Training School as provided in § 46.2-1701 of the Virginia Code as amended.

Commonwealth of Virginia
Department of Motor Vehicles

Gerald F. Lackey, Ph. D
DMV Commissioner

DTS 3 (rev. 03/2023)



COMMONWEALTH of VIRGINIA

Department of Motor Vehicles

2300 West Broad Street

February 12, 2020

Richard D. Holcomb
Commissioner

Post Office Box 27412
Richmond, VA 23269-0001

LETTER OF CERTIFICATION

Mr. Charles Longo
Shipper's Choice of Virginia
1151 W. Hundred Road
Chester, VA 23836

Dear Mr. Longo:

We are pleased to acknowledge that your application to be certified as a Class A Driver Training School Third Party has been approved in accordance with §46.2-326.1 of the Virginia Code. The application also reflect that you are the Representative/Contact Person for the Shipper's Choice of VA Third Party Tester Program. You are hereby certified to administer the program for the following class and type(s) of vehicles:

Class A, B, and Endorsements P with Air Brakes
Your Third Party Certification number is 6001

The examiner (s) listed below are certified to administer skills tests in the classes and types of vehicles specified below:

Examiners	Examiner's Code	Date Training Completed	Vehicle Class	Endorsements
Edward J. Henk	600101	12/06/2019	Class A and B With Air Brakes	N/A
Barry W. Braxton	600102	12/06/2019	Class A and B With Air Brakes	P
Larry R. Wallace	600103	12/06/2019	Class A and B With Air Brakes	P
Michael J. Marcotte	600104	12/06/2019	Class A and B With Air Brakes	P
Kevin P. Tuppince	600105	12/06/2019	Class A With Air Brakes	P

CHESTERFIELD COUNTY

Office of the Commissioner of the Revenue

P.O. Box 124

Chesterfield, Virginia 23832-0908

(804) 748-1281 Fax (804) 796-3236

www.chesterfield.gov/comrev cor@chesterfield.gov



Jenefer S. Hughes, MBA,
ACA
Commissioner

SHIPPERS CHOICE OF VA

STE 306

147 OLD SOLOMONS ISLAND RD

ANNAPOLIS MD 21401-3838



Congratulations! You have met all requirements for a Chesterfield County business license. Attached below is your license. Here are some important facts about it:

License document should be conspicuously displayed in your place of business.

- The issuance of this Business, Professional, & Occupational License does not relieve the taxpayer/licensee of the responsibility of securing all other necessary licenses, permits, and approvals (including the payment of any additional fees or taxes) that may be required by the county, state, or other lawful authority.
- For questions or concerns call (804) 748-1281, or visit the office from 8:30 a.m. to 5:00 p.m. weekdays. The commissioner reserves the right to revoke any business license issued, upon finding that any Chesterfield County ordinance or other applicable statute has been violated, pursuant to §6-20 of the Chesterfield County Code.

For additional information, visit www.chesterfield.gov/comrev.

Detach along this perforation

Jenefer S. Hughes, MBA, ACA

Commissioner of the Revenue

CHESTERFIELD COUNTY BUSINESS LICENSE

BUSINESS LOCATION: 1401 W HUNDRED RD CHESTER VA 23836-0000

LICENSE NUMBER: 102914

BUSINESS OWNER: SHIPPERS CHOICE OF VA

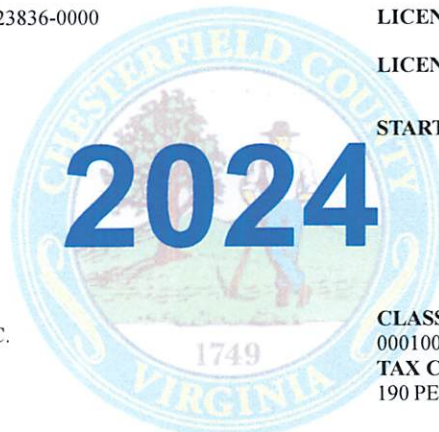
LICENSE PERIOD: 01/01/2024 TO 12/31/2024
Must be renewed by 03/03/2025

START DATE: 08/01/1999

TRADE NAME: SHIPPER'S CHOICE OF VIRGINIA, INC.

ADDRESS: STE 306
147 OLD SOLOMONS ISLAND RD
ANNAPOLIS MD 21401-3838

CLASSIFICATION:
000100 PERSONAL SERVICE - GENERALLY
TAX CODES:
190 PERSONAL/BUSINESS SERVICE



NON-ACCREDITED FACILITY FINANCIAL INFORMATION

Educational Institution Ownership	
ETI Name	Shippers' Choice of Virginia, Inc.
Type of Ownership/Control	Corporation
Name of Ownership/Control	Charles R longo Jr.
Original date of Ownership/Control	October 9, 2011
Does this Ownership/Control have an interest or stake in any other educational institutions?	No
If yes, please provide name(s) of educational institution and address(es)	n/a
<p>Has your educational institution ever been under any type of monitoring, warning, probation, suspension, termination, or a similar action by a governmental agency or non-governmental organization, such as an accrediting body or professional organization? If yes, please describe actions and dates below.</p>	
No	
<p>Has the ownership/control listed above ever been under any type of monitoring, warning, probation, suspension, termination, or a similar action by a governmental agency or non-governmental organization, such as an accrediting body or professional organization, whether at this educational institution or any other educational institution currently open or closed? If yes, please describe actions and dates below.</p>	
No	

NON-ACCREDITED FACILITY FINANCIAL INFORMATION

Financial Systems

Please describe financial systems used to track revenue and expenses. Please note if these systems are electronic or manual, and whether these records are maintained internally or by an external bookkeeper/accountant. If systems are electronic, provide name of system.

Quickbooks – Electronic

Maintained internally

Operating Revenue

Please describe below all sources of revenue (tuition and fees, services rendered, products sold) that support the educational training institute. Please provide revenue amounts per revenue source for last two calendar years.

	Last Calendar Year	Previous Calendar Year
Total number of students with an initial enrollment date during each of the last two calendar years	2228	1708
Total tuition and fees charged to students during each of the last two calendar years	\$4,831,430.65	\$3,591,659.29
Total tuition and fees collected from student during each of the last two calendar years	\$4,752,800.30	\$3,340,896.96
Total revenue from services rendered during each of the last two calendar years	\$275,550.00	\$117,649.09
Total revenue from products sold each of the last two calendar years	\$150.00	\$5.00
Please provide total revenue for each of the last two calendar years	\$6,466,904.80	\$4,819,896.96

Including short description of other revenue sources for each of the last two calendar years:

Examples of other revenue sources: we provide onsite CDL training to area employers, CDL license testing, Refresher training and employee evaluations for specific employers.

NON-ACCREDITED FACILITY FINANCIAL INFORMATION

Operating Expenses

Please describe below all expenses for the last two calendar years.

	Last Calendar Year	Previous Calendar Year
Number of compensated employees for each of the last two calendar years	54	52
Total Salaries and wages (compensation), including fringe benefits for each of the last two calendar years	\$2,653,744.01	\$2,231,596.72
Is the facility leased or owned	Leased	Leased
Total cost per year to lease or own facility for each of the last two calendar years	\$288,426.87	\$251,675.95
Total cost per year for maintenance/upkeep of facility for each of the last two calendar years	\$87,887.99	\$61,720.41
Is equipment leased or owned	Owned	Owned
Total cost per year to lease or own school equipment for each of the last two calendar years	\$525,238.69	\$355,850.91
Total cost per year for maintenance/upkeep of facility for each of the last two calendar years	\$87,887.99	\$61,720.41
Total cost per year for utilities for each of the last two calendar years	\$13,134.13	\$14,071.14
Please provide total expenses for each of the last two calendar years	\$6,123,428.47	\$4,600,244.96

NON-ACCREDITED FACILITY FINANCIAL INFORMATION

Other Factors:

Please list all forms of insurance maintained and limits of coverage.

Commercial General Liability Insurance - \$3,000,000.00

Worker Compensation - \$500,000.00

Auto Insurance - \$1,000,000.00

Please list and describe coverage and amounts for surety bonds.

Performance Bond -- DMV Class A School Bond - \$ 100,000.00

Performance Bond -- DMV Certified Examiner Bond - \$100,000.00

Please list and describe professional associations, membership, industry accreditations, etc.

Licensed by DMV as a Class A Commercial Driving School.

Except for routine tax reporting, has this educational institution provided financial records to any other governmental agency or professional organization within the past five years. If yes, please provide date of submission, description of submission, and any documentation provided by governmental agency or professional organization because of such submission.

No

By signing below, I certify that the information provided is true and correct to the best of my knowledge.

Print Name and Title: Charles Longo President

Signature:

