



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

DATE:	August 1, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Surplus Vehicle and Equipment Auction Sales & Services
CONTRACT NUMBER:	2820A
COMMODITY CODE:	962.09
CONTRACT PERIOD:	August 1, 2025 through July 31, 2026
RENEWAL OPTIONS:	Three (4) one-year renewals
USER DEPARTMENT:	Department of General Services
Contact Name:	Larry Maready
Phone Number:	804-727-8630
Email Address:	mar126@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Motleys Auctions, Inc.
Address:	3600 Deepwater Terminal Road, Suite 102
City, State:	Richmond, VA 23234
Contact Name:	Mark Motley
Phone Number:	804-232-3300
Email address:	mmotley@motleys.com
ORACLE SUPPLIER NUMBER:	822558
BUSINESS CATEGORY:	Small
PAYMENT TERMS:	Payment made via ACH
DELIVERY:	N/A
FOB:	Destination
BUYER: Name:	Jianchong Luo
Title:	Purchasing Manager
Phone:	804-501-5688
Email:	Luo001@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. 2820A

Item	Description	Price per Vehicle
Transportation (Hauling) Services		
1	Transportation Fee – Cars, Light Trucks, Cargo Vans, Passenger Vans	\$ 35 drivable/\$75 local tows
2	Transportation Fee – Medium and Heavy-Duty Trucks, Cargo and Equipment Trailers	\$200
3	Transportation Fee – Off-Road Equipment	\$350
4	Transportation Fee – School Buses, Fire Apparatus	\$200
De-Identification (Removal) Fee		
5	Decal Removal Fee – Cars, Light Trucks, Vans, SUV	\$95
6	Decal Removal Fee – Medium and Heavy-Duty Trucks	\$95
7	Decal Removal Fee – Police Vehicles	\$200
8	Decal Removal Fee – Off-Road Equipment	\$95
Miscellaneous Fee(s)		
	Battery Installation Fee	\$10
	Vehicle Reconditioning	\$ 35 wash & vac/\$ 85 full detail
	Cleaning Fee for Heavy Equipment	Per quote basis subject to approval
	Storage Fee	\$0

Commission Rates:

- a. Gross Commission Rate: 5.75%
 - b. Commission fee for specialty equipment including surplus cafeteria equipment, woodworking materials, athletic equipment, etc.: per quote basis.
- Repair quotes will be provided and are subject to approval.
 - 3% annual escalator.
 - Fuel costs will be reviewed at annual renewal.
 - Pre- and post-sale spreadsheets will continue to be used in a format approved by County of Henrico.
 - Payments will be made via ACH.
 - Surplus vehicle and equipment inventory including seized vehicles will be moved to 3600 Deepwater Terminal Road as requested by the County of Henrico.
 - Motleys will disclose that County of Henrico school buses cannot be used once decommissioned for student transport in the Commonwealth of Virginia. Each purchaser of a County of Henrico school bus will be required to sign an acknowledgement. The acknowledgement form will be submitted with settlement to the County of Henrico.