



COMMONWEALTH OF VIRGINIA
County of Henrico

**Non-Professional Services Contract
Contract No. 2820A**

This Non-Professional Contract (this “Contract”) entered into this 22nd day of July 2025, by Motleys Auctions, 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. 25-2820-3JL, as modified by Addendum No. 1 (the “Request for Proposals”), for Surplus Vehicle and Equipment Auction Sales and Services.

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 Contractor will pay to the County the proceeds of the sale of surplus vehicles and equipment after deduction of associated fees and commission, as more particularly described in Exhibit A.

CONTRACT TERM: The Contract term shall be for a period of one year beginning August 1, 2025 and ending July 31, 2026. The County may renew the Contract for up to four 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 Contract between the County and Contractor.
2. The General Contract Terms and Conditions included in the Request for Proposals.
3. Contractor’s Best and Final Offer dated July 7, 2025 (Exhibit A).
4. Contractor’s Original Proposal dated April 15, 2025 (Exhibit B).
5. The Scope of Services included in the Request for Proposals.

NO CHILD LABOR: As required by Va. Code § 2.2-4311.4(B), (i) the use of forced or indentured child labor in the performance of the Contract is prohibited, and (ii) the Contractor must include such prohibition in every subcontract or purchase order that exceeds \$10,000, so that the prohibition will be binding upon each subcontractor or vendor.

[Remainder of page intention left blank, signature page to follow]

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

Motleys Auctions, Inc.
3600 Deepwater Terminal Road, Suite 102
Richmond, VA 23234

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

 Mark T Motley (Jul 30, 2025 09:27:38 EDT)

Signature

Mark T Motley

Printed Name and Title

07/30/2025

Date



Signature

Oscar Knott

Purchasing Director

07/30/2025

Date

APPROVED AS TO FORM



Assistant County Attorney



MOTLEYS
INDUSTRIAL

AUCTIONEERS · BROKERS · APPRAISERS

Prepared exclusively for:
County of Henrico

Final Pricing Proposal:
RFP No. 25-2820-3JL



Offeror Proposal:

Motleys Auctions, Inc.
Motleys Industrial Division
3600 Deepwater Terminal Rd. Suite 102
Richmond, VA 23234
Phone: 804-232-3300 Option 3

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)		
9	Battery Installation Fee	\$ 10
10	Vehicle Reconditioning	\$ 35 wash & vac/\$ 85 full detail
11	Cleaning Fee for Heavy Equipment	Per quote basis subject to approval
12	Storage Fee	\$ 0

1. 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

*Note that the above pricing pertains to the County of Henrico contract only and other entities will need to negotiate rates and fees



Our Divisions:

Notes:

- 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.



Our Divisions:



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Commonwealth of Virginia
County of Henrico

Request for Proposal
No. 25-2820-3JL



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