



COMMONWEALTH OF VIRGINIA
County of Henrico

DEPARTMENT OF FINANCE
Purchasing Division

Addendum No. 1

Date: May 7, 2025
Invitation for Bid: 25-2837-4JMH – Genuine OEM Repairs and Parts for BMW Motorrad Authorities Police Motorcycles
Receipt Date/Time: (CHANGED) May 14, 2025 at 2:30pm
Opening Date/Time: (CHANGED) May 14, 2025 at 2:30pm
Subject: Bid Receipt and Opening Extension, Revised Bid Form and Bid Form - Scenario

Ladies/Gentlemen,

The following changes, corrections, deletions, clarifications, and/or additions constitute Addendum No. 1:

- 1. Bid Receipt and Opening Date Extension:** the Time and Date for receipt and opening of bid submissions in eVA is extended to May 14, 2025 at 2:30pm.
- 2. Attached REVISED Bid Form shall replace the Bid Form, page 24, of original IFB.**

All other specifications and General Terms and Conditions shall remain the same.

Bidders must take due notice and be governed accordingly. Acknowledgement of the receipt of this addendum shall be made on your Bid Form. If your bid has already been delivered, please revise your uploaded eVA Procurement Portal submission to include this signed addendum.

Failure to acknowledge this addendum may result in your bid being declared non-responsive.

Sincerely,

Justin Herbaugh
Justin M. Herbaugh, VCA, VCO
Procurement Analyst II
Her034@henrico.us

ACKNOWLEDGEMENT:

Signature: _____
Print Name: _____
Company: _____
Date: _____

BID FORM

County of Henrico
Department of Finance
Purchasing Division
8600 Staples Mill Road
P. O. Box 90775
Henrico, Virginia 23273-0775

I/We hereby propose to furnish all tools, labor and equipment necessary to provide Genuine OEM Repairs and Parts for BMW police motorcycles in accordance with the enclosed general terms, conditions and specifications contained in **IFB No. 25-2837-4JMH**. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

The Parts Percent Discount, if any, will be from the current Manufacturer's Suggested Retail Price ("MSRP") List. **The percent discount bid shall include FOB Destination, inside delivery and all handling charges.**

BIDDERS MUST ENTER A PARTS PERCENT DISCOUNT OFF MSRP, REGULAR SHOP LABOR RATE, AND FIELD SERVICE LABOR RATE TO BE CONSIDERED RESPONSIVE. ZERO (0) IS AN ACCEPTABLE ENTRY FOR THE PARTS PERCENT DISCOUNT IF NO MSRP DISCOUNT IS OFFERED.

LOT	Manufacturer & Category	Discount off MSRP Parts	Regular Shop Labor Rate for Certified Mechanic	Field Service Labor Rate for Certified Mechanic
1	BMW Motorrad Authorities Motorcycles	%	\$_____ / hour	\$_____ / hour

BID FORM – SCENARIO

This scenario should be taken as an example and is **not** a guaranteed amount of work. Services shall be requested as needed by the County of Henrico Central Automotive Maintenance Division. **Quantities and yearly spend are listed as an estimate for comparison only; actual requested services could be more or less during the contract period.**

THE SAME RATES FROM THE "BID FORM" ABOVE SHOULD BE USED ON THE "BID FORM – SCENARIO". DIFFERENT RATES MAY CAUSE YOUR BID TO BE DEEMED NON-RESPONSIVE.

$$\text{FORMULA: } (A - (A \times B)) + (C \times D) = E$$

A	B	C	D	E
1. BMW Motorrad Authorities Motorcycles				
Estimated Spend on Parts	% Discount off MSRP	Estimated Regular Labor Hours	Regular Shop Labor Rate	Total Extended Price
\$10,000.00	%	100	\$	\$