



**County Commission of Jefferson County
Maintenance Department
128 Industrial Blvd.
Kearneysville, WV 25430
304-728-3355 • 304-728-3376 (f)**

**REQUEST FOR PROPOSALS
JEFFERSON COUNTY MAINTENANCE DEPARTMENT
FLEET VEHICLE PURCHASE**

The Jefferson County Maintenance Department is soliciting for bid proposals for the purchase of four (4) county fleet vehicles. (See attached Vehicle Specifications and Proposal Cover Sheet for a listing of vehicles needed) Dealers may submit proposals for all four (4) vehicles or any combination of one or more of the proposed vehicles. Due to the variations in the vehicles needed, the Maintenance Department may purchase the vehicles from more than one dealer. Jefferson County reserves the right to award the bid in part, in whole, in combination or to reject any and all bids in whole or in part.

Proposals should include the following:

- Vehicle Specifications and Proposal Cover Sheet
- Dealer Information (Name, address, phone, fax, email, etc.)
- Full listing of specifications and equipment package of proposed vehicle(s)
- Estimated timeframe for delivery
- Proposed price of vehicle(s) (Delivery or preparation fees should be included in the total cost, if applicable. Jefferson County is tax exempt, do not include sales tax. 55-6000333)

The proposals should be hand delivered or mailed to:

Jefferson County Maintenance Department
Attn: Laura Kuhn, Maintenance Director
128 Industrial Blvd.
Kearneysville, WV 25430

The proposals should be submitted in a sealed envelope and clearly marked “**2021 Fleet Vehicles**”. Please attach the Vehicle Specifications and Proposal Cover Sheet to the front of your proposal. The proposals must be received by Friday, July 9, 2021, by 11:00 a.m. The proposals will be opened in the Jefferson County Maintenance Department immediately thereafter.

Please submit any questions by email to Laura Kuhn, Maintenance Director at LKuhn@jeffersoncountywv.org

FLEET VEHICLE PURCHASE
VEHICLE SPECIFICATIONS AND PROPOSAL COVER SHEET
(This cover sheet must be placed on the top of your proposal)

Quantity Needed	Vehicle Type	Minimum Specifications Required
One (1)	Heavy Duty Pickup Truck (Ford F250 or similar vehicle)	<ul style="list-style-type: none"> • 4WD • Tow Package • Snow Plow Prep • All Standard Equipment • White Exterior Paint
One (1)	Compact SUV (Ford Escape or similar vehicle)	<ul style="list-style-type: none"> • AWD • All Standard Equipment • White Exterior Paint
Two (2)	Midsize SUV's (Ford Explorer or similar vehicle)	<ul style="list-style-type: none"> • 4WD • All Standard Equipment • White Exterior Paint

Please Complete the following:

Dealer Name:	
Contact Person:	
Phone Number:	
Email Address:	

Vehicle Type	Year, Make & Model of Proposed Vehicle	Total Lump Sum Price
Pickup Truck		\$
Compact SUV		\$
Midsize SUV		\$
Midsize SUV		\$