

REQUEST FOR QUALIFICATIONS (RFQ)

JUNK VEHICLES FOR FIRE AND RESCUE TRAINING

Issued by: Northern Virginia Emergency Response System (NVERS)

I. PURPOSE

The purpose of this RFQ is to prequalify vendors to provide decommissioned junk vehicles to be used as training resources by the City of Alexandria and the Counties of Loudoun, Fairfax, Arlington, and Prince William, Virginia Fire and Rescue agencies (hereinafter referred to as “CCFRAs”) on a task order basis.

II. GENERAL INFORMATION

- **Submission Deadline:** July 31, 2025, by 5:00 PM (ET)
- **Submission Method:** Electronic or USPS mail submissions are acceptable.

Electronic responses must be emailed in PDF or Word format to: gwen.morgan@nvers.org.

USPS Mail responses may be sent to:

NVERS

10332 Main Street #273

Fairfax, VA 22030

- **Contact for RFQ:**
 - Gwendolyn Morgan
Director of Strategic Initiatives
Email: gwen.morgan@nvers.org
Phone: 571-310-9023

III. SCOPE OF WORK

NVERS is seeking multiple contractors from towing and wrecker companies experienced in providing towing services, which possess a tow lot used for storing unclaimed junk vehicles that are no longer roadworthy, and which store a sufficient number of junk vehicles that can be used for training by county Fire and Rescue agencies. Qualified vendors will:

- Provide junk vehicles with all fluids drained (gasoline, diesel, oil, brake fluid, antifreeze, etc.)
- Remove catalytic converters and vehicle batteries
- Remove all trash from vehicle interiors, trunks, and beds prior to delivery
- Deliver and remove vehicles from CCFRA training sites or adjacent holding areas
 - If the contractor requires assistance in the loading and/or unloading of junk vehicles, the Contractor must request CCFRA staff's assistance at least 48 hours prior to the scheduled delivery/pickup date.
- Accommodate orders ranging from 1 to 30 vehicles per task order
- Remove vehicles within 7 business days upon notification by NVERS or CCFRA staff
- Provide documentation of delivery/removal with authorized signatures upon billing

IV. BIDDER MINIMUM QUALIFICATIONS

Bidders must demonstrate they meet the following requirements:

- Minimum two (2) years of experience in providing salvage/towing services
- Possession of a tow lot for vehicle storage
- Capability to fulfill order sizes of up to 30 vehicles, provided ample notice is given to the Contractor, to and from **at least one** of the above-mentioned NOVA localities (see Section I).

Bidders must provide:

- Completed Bid Submission Worksheet (Attachment A)
- IRS W-9 form
- Locality-issued business license
- Certificate of Insurance
- Photo of tow lot
- At least one (1) reference of similar or current work

V. INSURANCE REQUIREMENTS

Contractors must maintain the following insurance coverage:

- **Workers' Compensation:** Statutory; Employer's Liability: \$100,000
- **General Liability:**
 - Per Occurrence: \$1,000,000
 - Personal/Advertising Injury: \$1,000,000
 - General Aggregate: \$2,000,000
 - Products/Completed Operations: \$2,000,000
 - Fire Damage Legal Liability: \$100,000
- **Automobile Liability:** Combined Single Limit: \$1,000,000

NVERS must be endorsed as an additional insured. Contractors must provide a Certificate of Insurance demonstrating compliance with the above insurance requirements.

VI. CONTRACT TERM

The initial contract will run from September 1, 2025, to August 31, 2026. NVERS may renew the contract annually for up to four (4) additional one-year terms. Rate increases must be mutually agreed upon but may not exceed 3% per year.

VII. TASK ORDER PROCESS

All work will be assigned on a task order basis. Task orders will be issued electronically to designated vendor email addresses, and will specify quantity, delivery location, timing, and any other special requirements. The criteria will vary and will be listed in each task order proposal request when issued. There is no guarantee of any minimum or maximum number of task orders. The Contractor must respond to all task orders within two (2) business days, by either confirming acceptance of the task order or indicating their inability to fulfill the task order.

VIII. DELIVERY & PICK-UP

- Vehicles will be delivered to specified CCFRA training sites (concrete extrication pad sites) unless directed otherwise.
- Task orders may be issued during any month of the year for one or more localities.
- Removal must occur within 7 business days after notification.

- Contractors may make multiple trips if necessary.

IX. DELAYS & DELIVERY FAILURES

Time is of the essence. Contractors must inform NVERS and the CCFRA immediately of anticipated delays. NVERS may procure substitute services if delivery/pickup deadlines are not met. Payment will not be made for unfulfilled or non-compliant orders.

X. EVALUATION CRITERIA

Submissions will be scored based on the following weighted criteria:

- Numbers of years of experience performing similar work (20%)
- Operational capacity, including insurance coverage, applicable business license, and tow lot storage capacity (30%)
- Price per vehicle, including preparation and delivery/removal (30%)
- References (20%)

XI. GOVERNING LAW

Any contracts issued subsequent to this RFQ will be governed by the laws of the Commonwealth of Virginia. All judicial actions will be filed within the Commonwealth.

XII. CONFIDENTIALITY

Contractors and their staff may not disclose any proprietary, confidential, or personal information related to NVERS or its partners, except as required by law.

XIII. QUESTIONS

All questions or requests for clarification must be submitted in writing to: gwen.morgan@nvers.org. Any changes to this RFQ as a result of clarification requests will be communicated through a revised RFQ and posted to the NVERS website.

ATTACHMENT A: JUNK VEHICLES USED FOR FIRE AND RESCUE TRAINING

NAME OF FIRM:

ADDRESS:

FEIN:

PRICING INFORMATION:

1. Price per decommissioned vehicle for preparation (removal of all fluids, catalytic converter and battery) \$_____
2. Price per decommissioned vehicle **per mile** for delivery/pick-up: \$_____

CHECKLIST:

Return the following with your bid:

ITEM:	INCLUDED: (X)
1. W-9 Form	_____
2. Certificate of Insurance	_____
3. Business License (proof of authority to transact business in Virginia)	_____
4. Photos of tow lot	_____
5. References (at least one required)	_____
6. Addenda, if any	_____

Person to contact regarding this bid:_____

Title:_____ Phone:_____ Fax:_____

E-mail_____

Name of person authorized to bind the Firm:_____

Signature:_____ Date:_____

By signing and submitting a bid, your firm acknowledges and agrees that it has read and understands the RFQ documents.

References

Bidders shall provide references on this form. At least one reference is required.

1. Firm Name _____

Contact _____

Title _____ E-mail _____

Mailing Address _____

Phone _____ Fax _____

Type of Services Provided: _____

2. Firm Name _____

Contact _____

Title _____ E-mail _____

Mailing Address _____

Phone _____ Fax _____

Type of Services Provided: _____

3. Firm Name _____

Contact _____

Title _____ E-mail _____

Mailing Address _____

Phone _____ Fax _____

Type of Services Provided: _____