

PART I

STATEMENT OF WORK

1. Purpose: The purpose of this Used Vehicles Invitation to Qualify (“ITQ”) is to qualify responsible and responsive Lease and Rental Used Vehicle Suppliers to sell Used Rental and Lease Sedans, Light Duty and Medium Duty Pickup Trucks, Cargo and Passenger Vans, and Box Trucks to the Commonwealth of Pennsylvania (“Agencies”) when it is financially advantageous in lieu of new vehicle contract purchases. 51% or more of the supplier’s primary business must be vehicle rentals and leasing.

This ITQ will result in a contract that is the first step in a two-step procurement process. Only those Lease and Rental Suppliers that respond to this ITQ and that the Department of General Services (“Department”) determines to be qualified (“Qualified Suppliers”) will be eligible to participate in the second step.

The second step involves the issuance of a request for quotes (“RFQ”) to the qualified suppliers. Through this two-step process; The Bureau of Vehicle Management, in accordance with the Department of General Services’ policy, will solicit pricing from qualified suppliers for agencies specific needed used vehicles. Agencies that order their own vehicles will order in accordance with their specific Department’s policy. The qualified suppliers selected through the RFQ process (“Selected Suppliers”) will receive a purchase order and will supply used vehicles to meet the specific requirements indicated in the RFQ.

2. Issuing Office: This ITQ is issued by the Commonwealth of Pennsylvania, Department of General Services, Bureau of Procurement. The issuing office is the sole point of contact in the Department for this ITQ. Please refer all inquiries to:

Alfonzo J. Robinson, Commodity Specialist
Department of General Services
Bureau of Procurement, 6th Floor
555 Walnut Street
Harrisburg, PA, 17101-1914
Telephone: (717) 346-8181
Facsimile: (717) 783-6241
E-mail: arobinson@pa.gov

3. Scope of Work: For purposes of this contract, previous rental and lease vehicles, is defined as the following.

Lease and Rental Used Vehicles:

- Sedans.
- Light and Medium Duty Pickup Trucks
- SUV’s and Crossovers
- Cargo and Passenger Vans
- Box Trucks

4. Award Notification: Awarded supplier shall be issued a contract pursuant to this ITQ. Agency's contact person shall issue the awarded supplier a copy of an executed purchase order, which will serve as the notice to proceed. **Each approved purchase order shall be deemed to incorporate the terms and conditions set forth in this contract,** in addition to vehicle specific requirements identified on the request for quote.

5. Applicable Law: This Contract shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The Supplier consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. The Supplier agrees that any such court shall have in personam jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.