

**STATEMENT OF WORK
LEASE AND RENTAL USED VEHICLE
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of this Used Vehicle ITQ is to qualify responsible and responsive Contractors 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 purchases.

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

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QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. Contractor must provide documentation showing two (2) years of experience in selling lease and used vehicles; and
- B. Fifty-one percent (51%) or more of the contractor’s primary business must be vehicle rentals and leasing.

SERVICE CATEGORIES: Contractors will need to pick the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF COMMODITY CATEGORY
25100000-ITQ-183 Lease and Rental Used Vehicles	Used Sedans, Light and Medium Duty Pickup Trucks, SUVs and Crossovers
25100000-ITQ-182- Lease and Rental Used Box Trucks and Cargo Vans	Used Boxed Trucks and Cargo and Passenger Vans

TERM OF CONTRACT: Any contract issued to qualified Contractors, as a result of this ITQ, shall commence on the Contract Effective Date and shall end on February 28, 2021. There are no renewals available.

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REQUEST FOR QUOTES (RFQ) PROCEDURES: The Department of General Services, Bureau of Vehicle Management and the Department of Transportation will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The Department of General Services Bureau of Vehicle Management and the Department of Transportation may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ, such as resumes, certifications, references, etc. The qualified Contractors selected will receive a Purchase Order (PO) and will supply services to meet the specific requirements as indicated in the RFQ.

Agencies will make a best value selection based upon the criteria set forth in the RFQ. Best Value refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency's needs is selected for each individual project.