

Industrial Development Authority of Brunswick County, Virginia

Informal Request for Quotations

Seven Cellular Service

RFQ Number: BCIDA-2026-09292026

Issue Date: 9-29-2026

Quotation Deadline: 10-9-2026 at 12:00pm

Nondiscrimination statement: The Industrial Development Authority of Brunswick County, Virginia does not discriminate against faith-based organizations.

1. Purpose

The Industrial Development Authority of Brunswick County, Virginia (“IDA”) is requesting written quotations from qualified cellular-service providers and authorized resellers for:

- Seven new smartphones.
- Seven cellular voice and data lines.
- Activation, number porting, account setup, and related services.
- Ongoing business-account support.

The IDA prefers to make one award covering both the devices and cellular service. Vendors unable to provide both components shall clearly identify the portion they propose to provide.

2. Procurement authority

This informal solicitation is issued pursuant to the IDA’s Small Purchase Policy and § 2.2-4303(G) of the Code of Virginia. It is not a formal Request for Proposals or Invitation for Bids.

For purposes of determining the applicable purchasing and approval requirements, the aggregate value shall include:

- Cost of all seven phones.
- Activation and setup charges.
- Required accessories.
- Monthly service charges for all seven lines over the entire initial term.
- Mandatory administrative, regulatory, and other fees.
- Any other amount the IDA will be contractually obligated to pay.

If the aggregate contract value is \$15,000 or more, the award will be subject to prior approval by the IDA Board of Directors.

3. Procurement schedule

Activity	Date
RFQ issued	9-29-2026
Deadline for vendor questions	10-05-2026
IDA responses to questions	10-06-2026
Quotation deadline	10-09-2026
Anticipated Board consideration	TBD
Anticipated service commencement	TBD

The IDA may revise this schedule by providing the same written notice to all vendors solicited.

4. Contact and submission information

All communications shall be directed to:

Jeff Reed, Executive Director

Industrial Development Authority of Brunswick County, Virginia
116 West Hicks Street
Lawrenceville, Virginia 23868
Telephone: 434-848-0248
Email: jreed@bcida.org

Vendors shall not contact individual IDA Board members regarding this procurement.

Quotations must be received by **NOON on 10-09-2026** and emailed in PDF format to:

Email: [EMAIL ADDRESS]

Subject: Quotation—Mobile Phones and Cellular Service—RFQ BCIDA-2026-09292026

The IDA is not conducting a public quotation opening.

5. Device requirements

The IDA seeks seven identical smartphones. Each device must be new, currently supported by the manufacturer, and obtained through an authorized distribution channel.

Used, refurbished, demonstration, open-box, previously registered, or discontinued equipment will not be accepted.

Minimum device specifications

Component	Minimum requirement
Quantity	Seven identical smartphones
Model status	Current production model released within the preceding 18 months
Network	5G and 4G LTE compatible
Operating system	Current manufacturer-supported mobile operating system
Storage	Minimum 128 GB
Display	Minimum 6.1-inch touchscreen
Cameras	Minimum 12-megapixel rear camera and suitable front-facing camera
Security	Passcode, biometric authentication, encryption, and remote-wipe capability
Connectivity	Wi-Fi 6 or better and Bluetooth 5.3 or better
SIM	eSIM capability; physical SIM capability preferred
Charging	USB-C charging
Durability	Minimum IP67 water- and dust-resistance rating; IP68 preferred
Battery	Capable of a full business day of ordinary use
Updates	Minimum four additional years of manufacturer security updates
Warranty	Minimum one-year manufacturer warranty
Accessories	Compatible charging cable and wall charger for each device
Condition	New and in original manufacturer packaging

The vendor shall identify the manufacturer, exact model, storage capacity, color availability, operating system, and anticipated remaining support period.

Brand references, if any, indicate the general type, quality, and functionality desired. Equivalent devices will be considered unless the IDA documents an operational need for a specific platform.

6. Device pricing alternatives

The vendor shall provide pricing under each available arrangement.

Alternative A—Outright purchase

Provide the price for purchasing all seven devices outright without installment obligations.

Alternative B—Installment purchase

Provide the following:

- Full retail price of each device.
- Required down payment.

- Monthly device installment.
- Number of installments.
- Total installment cost.
- Ownership status at the end of the term.
- Remaining balance owed if service is terminated early.

Alternative C—Promotional or service-credit arrangement

If device discounts are provided through monthly bill credits, disclose:

- Full retail price.
- Immediate discount.
- Total promotional credits.
- Monthly credit amount.
- Number of months credits will be provided.
- Service plan required to receive the credits.
- Amount owed if a line is cancelled or transferred.
- Whether credits stop following early termination.
- Any trade-in requirements.

Promotional credits shall not be presented as an immediate device-price reduction unless the entire discount is applied when the devices are purchased.

7. Cellular-service requirements

The quotation shall include service for seven corporate-liable lines.

Service	Minimum requirement
Domestic voice	Unlimited nationwide calling
Domestic text	Unlimited nationwide text and multimedia messaging
Smartphone data	Unlimited 5G and 4G LTE data
Priority data	Disclose any priority-data allowance and when deprioritization may occur
Mobile hotspot	Minimum 30 GB per line per month at high speed
Overage charges	No domestic voice, text, or smartphone-data overage charges
Domestic roaming	Included
Wi-Fi calling	Included
Voicemail	Included, with visual voicemail when supported
Spam protection	Network-provided spam and fraudulent-call protection
Number porting	Included at no additional charge when requested
Account portal	Online portal for billing, usage, line management, and device administration
Billing	One consolidated monthly invoice with charges itemized by line

Service	Minimum requirement
Support	Dedicated business or government account support
Lost devices	Ability to suspend service promptly for a lost or stolen device
Line changes	Ability to add, remove, suspend, or transfer lines, with applicable charges disclosed

“Unlimited” service must not be described in a misleading manner. The vendor shall disclose all throttling, deprioritization, hotspot, video-quality, roaming, and acceptable-use limitations.

8. Coverage requirements

Reliable coverage in Brunswick County and throughout Virginia is a material requirement.

The vendor shall provide information regarding voice and data coverage in:

- Lawrenceville.
- Alberta.
- Brodnax.
- Other portions of Brunswick County.
- Along U.S. Route 58.
- Along Interstate 85.
- Richmond, Roanoke, and other areas of Virginia where IDA personnel may conduct business.

The quotation shall include:

1. A link to the provider’s current coverage map.
2. Identification of any known material coverage limitations in Brunswick County.
3. Information about indoor coverage and Wi-Fi calling.
4. Available options for addressing inadequate coverage at the IDA office.
5. Any trial period or service-satisfaction guarantee.

The IDA may consider documented network coverage and reliability when determining whether a quotation meets its operational requirements.

9. Contract-term alternatives

The vendor shall provide separate pricing for each available arrangement:

- Month-to-month service.
- Twelve-month initial term.
- Twenty-four-month initial term.
- Thirty-six-month initial term.

For each term, disclose:

- Monthly charge per line.
- Total monthly charge for all seven lines.
- Total cost over the full term.
- Price-guarantee period.
- Early-termination charges.
- Device balances due upon termination.
- Renewal provisions.
- Whether the agreement automatically renews.
- Notice required to prevent renewal.
- Conditions under which rates may increase.
- Charges for adding or removing a line.

The IDA prefers pricing that remains fixed throughout the initial term, except for changes in government-imposed taxes or regulatory fees.

The agreement shall not automatically renew for another fixed term without affirmative written authorization from the IDA. Month-to-month continuation following the initial term may be proposed.

10. Transition and account setup

The selected vendor shall:

- Establish a corporate-liable business account in the IDA's name.
- Assign a dedicated account representative or support team.
- Activate all seven devices.
- Port existing telephone numbers when requested.
- Coordinate the porting schedule to minimize service interruption.
- Confirm that all telephone numbers remain the property and under the control of the IDA.
- Assist with initial device setup.
- Provide instructions for online account administration.
- Supply an inventory showing each telephone number, device model, serial number, IMEI, and assigned line.
- Provide information necessary for warranty and device-protection claims.

The vendor shall identify any service interruption anticipated during transition.

11. Optional pricing

Optional items shall be priced separately.

Optional item	Quantity	Unit price	Extended price
Protective case	7	\$ _____	\$ _____

Optional item	Quantity	Unit price	Extended price
Tempered-glass screen protector	7	\$ _____	\$ _____
Vehicle charger	7	\$ _____	\$ _____
Device-protection plan	7	\$ _____ monthly	\$ _____ monthly
Mobile-device-management service	7	\$ _____ monthly	\$ _____ monthly
International calling package	7	\$ _____ monthly	\$ _____ monthly
International data package	7	\$ _____ monthly	\$ _____ monthly

The IDA may purchase any, all, or none of the optional items.

12. Required quotation information

Each quotation shall include:

1. Vendor's legal name, address, telephone number, and website.
2. Primary contact and dedicated account representative.
3. Cellular network on which service will operate.
4. Manufacturer and exact model of the proposed phones.
5. Complete device specifications.
6. Device-pricing alternatives.
7. Monthly service price per line and for all seven lines.
8. Total evaluated cost for each proposed contract term.
9. All activation, porting, administrative, regulatory, and other charges.
10. Coverage information.
11. Description of business-account support.
12. Sample customer-service agreement.
13. All early-termination and device-payoff provisions.
14. All rate-adjustment and automatic-renewal provisions.
15. Description of optional device-protection coverage.
16. Exceptions to the RFQ requirements.
17. Virginia State Corporation Commission identification number or explanation of why registration is not required.
18. SWaM certification number, if applicable.
19. Completed and signed Vendor Certification.
20. Confirmation that the quotation will remain valid for at least 60 days.

13. Pricing form

A. Devices and one-time charges

Item	Quantity	Unit price	Extended price
Smartphone—outright purchase price	7	\$ _____	\$ _____
Charging cable and wall adapter	7	\$ _____	\$ _____

Item	Quantity	Unit price	Extended price
Activation charge	7	\$ _____	\$ _____
Number-porting charge	7	\$ _____	\$ _____
Account setup	1	\$ _____	\$ _____
Shipping and delivery	1	\$ _____	\$ _____
Other one-time charges—describe	1	\$ _____	\$ _____
Total one-time cost			\$ _____

B. Monthly service

Service	Quantity	Monthly unit price	Total monthly price
Voice, text, and data plan	7	\$ _____	\$ _____
Device installment, if applicable	7	\$ _____	\$ _____
Device-protection plan, if selected	7	\$ _____	\$ _____
Administrative or regulatory fees	7	\$ _____	\$ _____
Other recurring charges—describe	7	\$ _____	\$ _____
Total monthly charge			\$ _____

C. Total contract value

Contract term	One-time cost	Monthly cost × term	Total evaluated cost
Month-to-month/first 12 months	\$ _____	\$ _____ × 12	\$ _____
12-month term	\$ _____	\$ _____ × 12	\$ _____
24-month term	\$ _____	\$ _____ × 24	\$ _____
36-month term	\$ _____	\$ _____ × 36	\$ _____

Government-imposed taxes and regulatory charges shall be separately identified. The IDA's tax-exempt status shall be applied wherever legally available.

14. Evaluation and selection

Quotations will be evaluated on:

1. Compliance with mandatory device and service requirements.
2. Total evaluated cost over the selected term.
3. Network coverage and reliability.
4. Device quality and remaining manufacturer support.
5. Rate stability and contract flexibility.
6. Business-account support.
7. Transition and number-porting assistance.
8. Vendor responsibility and ability to perform.

Price will be the primary factor among vendors meeting the IDA's operational requirements. The IDA may select a quotation other than the lowest-priced submission when documented coverage, reliability, contract terms, or other operational considerations demonstrate that another quotation provides better value.

Any such determination will be documented in the procurement file.

15. Approval and award

Issuance of this RFQ does not obligate the IDA to make an award.

If the aggregate value is between \$5,000 and \$14,999, the Executive Director will obtain the concurrence of the Chair or Vice-Chair before award and report the purchase at the next Board meeting.

If the aggregate value is \$15,000 or more, the proposed award will be presented to the full Board of Directors for approval before execution of an agreement or issuance of a purchase order.

No vendor shall activate service, port numbers, ship devices, or incur charges without written authorization from the IDA.

16. General terms

1. The IDA may reject any or all quotations, request clarification, waive minor informalities, or cancel this solicitation.
2. Quoted prices shall remain valid for at least 60 days.
3. Vendors are responsible for all quotation-preparation costs.
4. Material assumptions or exceptions must be stated in writing.
5. The IDA will not be bound by undisclosed online terms, click-through terms, or subsequently provided conditions.
6. Vendor terms requiring the IDA to indemnify the vendor, waive sovereign or governmental protections, submit to another state's law, litigate outside Virginia, or participate in binding arbitration will not apply unless specifically approved in writing and legally authorized.
7. The agreement shall be governed by Virginia law and provide for jurisdiction in Virginia courts.
8. No contract will automatically renew for another fixed term without affirmative written authorization.
9. Telephone numbers assigned to the account shall remain portable and under the IDA's control.
10. The vendor shall not place a lien or restriction on an IDA telephone number because of a device balance or service dispute.
11. The vendor shall provide at least 60 days' written notice of any proposed rate increase not caused by government-imposed charges.

12. Payment will be made following receipt of a correct invoice in accordance with applicable prompt-payment requirements.
13. The resulting agreement is subject to funding appropriated and lawfully available to the IDA.
14. Telecommunications contract provisions that conflict with Virginia law will not be enforceable. [Virginia Code § 2.2-4311.3](#)

17. Public records

Quotations and procurement records may be subject to public inspection.

A vendor seeking protection for trade secrets or proprietary information must invoke that protection before or upon submission, identify the specific information to be protected, and explain why protection is necessary.

A vendor may not designate its entire quotation, line-item prices, or total price as proprietary.

18. Statutory contract requirements

The resulting contract shall incorporate all applicable provisions of the Virginia Public Procurement Act, including:

- Authorization to transact business in Virginia.
- Prohibition against knowingly employing unauthorized aliens.
- Employment nondiscrimination requirements for contracts exceeding \$10,000.
- Drug-free-workplace requirements for contracts exceeding \$10,000.
- Prohibition against forced or indentured child labor for contracts exceeding \$10,000.
- Applicable subcontractor payment and interest provisions.
- Nondiscrimination against faith-based organizations.
- Participation and outreach requirements for certified Virginia businesses.

19. Vendor certification

Legal business name: _____

Business address: _____

Primary contact: _____

Telephone: _____

Email: _____

Cellular network: _____

Virginia SCC identification number: _____

If SCC registration is not required, explain:

SWaM certification number, if applicable: _____

By signing below, the vendor certifies that:

- The quotation is accurate and complete.
- All mandatory, recurring, and potential charges have been disclosed.
- The proposed devices are new and obtained through authorized channels.
- The vendor has disclosed all throttling, deprioritization, and hotspot limitations.
- The vendor has disclosed all installment balances, promotional credits, early-termination charges, and automatic-renewal provisions.
- The quotation was developed independently and without collusion.
- The vendor is authorized to submit the quotation.
- The vendor will comply with the RFQ, its accepted quotation, and applicable Virginia law.

Authorized representative: _____

Title: _____

Signature: _____

Date: _____