



ADDENDUM # 1
RFP # 20190087

Addendum Date: 6-13-2019

RFP Name: Fleet Vehicle / Equipment Maintenance and Management Services

Questions and Answers

Please make the following changes/modifications to the subject RFP:

Below you will find the questions submitted by potential proposers and we have provided answers to all questions submitted prior to the specified deadline.

NOTE: The RFP opening date has not changed.

Instructions to Proposer:

Each proposer must acknowledge receipt of any addenda on the Proposer's Questionnaire Sheet to have his/her bid or proposal to be accepted.

1. **QUESTION:** Section 10.9 Preventative Maintenance. Would the awarded contractor have the opportunity to correct any maintenance deficiencies on non-target basis?
ANSWER: Non-target is not a term in the RFP. In accordance with Section 10.9, The City reserves the right to prioritize the work as it determines is in its best interest. Preventive Maintenance should be targeted at times mutually agreed upon by the Contractor and the City.
2. **QUESTION:** First section in Schedule A. States "FIXED CONTRACT ANNUAL AMOUNT" supposed to include the works "PARTS & LABOR"?
ANSWER: In accordance with Sub-Section 8.2.1, The Fixed Contract Amount indicated on the Cost Proposal for each annual term includes all labor, parts and supplies for preventive maintenance and normal wear and tear repairs as determined by the City. Labor costs shall include all wages, salaries, fringe benefits, payroll taxes for all labor classifications provided.
3. **QUESTION:** RFP specifies the proposal to not exceed 1.5MB that seems very low. Is there another alternative to increase this or to send 2 files?
ANSWER: The 1.5MB is an average size of most the responses we receive. However, this is not the limit for DemandStar. The City does not want to receive large presentations that include marketing material, we want to ensure we are getting only the documents necessary to fulfill the requirements of the proposal subject matter. All proposers must submit the responses as one PDF file.
4. **QUESTION:** Is the current contractor required to have 100% contract value performance bond?
ANSWER: Yes. All proposers are required to provide a performance bond at 100% of the contract value upon award.
5. **QUESTION:** Reference: Page 8 of 81, Proposal Submission. Is it acceptable to submit forms and other documents in PDF format?
ANSWER: Yes. All proposal submissions must be submitted in one pdf file and uploaded to DemandStar.

6. **QUESTION:** Reference: Page 22 of 81, Scope of Work Para. 10.6, Facilities. In this section it states that "All equipment added during the term of the contract ... will become property of the City." Based on this, is it safe to assume that the current contractor does not own any shop equipment? If this assumption is not correct, please provide a list of equipment that is provided by the current contractor.

ANSWER: The current Contractor owns most of the specialty equipment; Integrated Diagnostic System (Ford IDS), Tire Pressure Monitoring System (TPMS), Robin Air A/C machine, Interstate charging system tester, and ... please see the list below.

| DESCRIPTION |
|-----------------------------------|
| ROBIN AIR A/C MACHINE |
| JPRO Diagnostic laptop |
| OTC TPMS Tool |
| INTERSTATE CHARGING SYSTEM TESTER |
| UV BLUE LAMP |
| O/P PRESSURE TESTER KIT |
| BALL JOINT CLAMP |
| BLOCK TESTER |
| 16LB MAGNETIC PICK UP |
| A/C FLUSH KIT |
| HOLE SAW KIT |
| TORQUE STICK SET |
| REAR AXLE BRG PULLER SET |
| BROKEN SPARK PLUG REMOVER |
| TRANS QUICK DISCON KIT |
| FORD TRANS COOLER LINE DISCON KIT |
| BALL JOINT PRESS KIT |
| COMPRESSION TEST KIT |
| COOLANT LEAK TEST KIT |
| HD RIVET GUN |
| BASIC PULLER SET |
| CRIMPING TOOL |
| SLIDE HAMMER PULLER |
| FAN CLUTCH SERV KIT |
| PORT A CUT KIT |
| HD PIPE WRENCH |
| MASTER AC SNIFFER |
| FAN CLUTCH TOOL 6.0/6.4 D |

| |
|-----------------------------------|
| FAN CLUTCH TOOL 6.0/6.4 D |
| FAN CLUTCH TOOL 6.0/6.4 D |
| MATCO COOLANT PRESSURE TEST KIT |
| FORD 4.0 CAM TOOL KIT |
| FUEL INJECTOR CLEANER/ADAPTER KIT |
| 3/4 475 LB TORQUE STICK |
| 3/4 350 LB TORQUE STICK |
| DECAL REMOVER / WHEEL ERASER |
| DIESEL TUNE UP KIT |
| HD IMPACT SOCKET SET |
| 1/2 TORQUE WRENCH |
| HD TORQUE WRENCH |

7. **QUESTION:** Reference: Page 24 of 81, Scope of Work Para. 10.8 Fleet Management and Information Systems, Telematics. What telematics are currently in-place?

ANSWER: The City is not currently using telematics.

8. **QUESTION:** Reference: Page 24 of 82, Scope of Work Para. 10.9, Preventive Maintenance Program, Fleet Assessment. Are repairs associated with correcting deficient vehicles as part of the fleet assessment considered non-target?

ANSWER: Non-target is not a term in the RFP. In accordance with Sub-Section 8.2.1, The Fixed Contract Amount indicated on the Cost Proposal for each annual term includes all labor, parts and supplies for preventive maintenance and normal wear and tear repairs as determined by the City. Labor costs shall include all wages, salaries, fringe benefits, payroll taxes for all labor classifications provided.

9. **QUESTION:** Reference: Page 25 of 81, Scope of Work Para. 10.10, Repairs, Road Calls. How many road calls and towing events occurred per year for the last three years?

ANSWER: Please see the history of road calls and towing as outlined in the chart below.

| Year | Road call | Tow |
|------|-----------|-----|
| 2019 | 125 | 78 |
| 2018 | 300 | 171 |
| 2017 | 310 | 213 |

10. **QUESTION:** Reference: Page 25 of 81, Scope of Work Para. 10.10, Repairs, Road Calls. Are tows as a result of an accident considered non-target?

ANSWER: Non-target is not a term in the RFP. In accordance with Sub-Section 8.2.5, The Non-Contract Labor Rate for Repairs including parts and supplies for Non-Contract work is defined as repairs caused by user abuse, mis-use, accident damage, act of God or vandalism as determined by the City.

11. **QUESTION:** Reference: Page 27 of 81, Scope of Work Para. 10.11, Vehicular Services, Fuel. What fuel system is used by the City?

ANSWER: Currently, the City is using WEX / Wright Express.

12. **QUESTION:** Reference: Page 28 of 81, Scope of Work Para. 10.12, Parts, Inventory. What is the value of the current parts inventory that the new contractor would be required to purchase?

ANSWER: The current value of inventory fluctuates between \$60,000.00 to \$70,000.00. On average the required inventory would be approximately \$65,000.00.

13. **QUESTION:** Reference: Page 8 of 81, Proposal Submission and Page 17 of 81, Para. 8.9.4, Organization. The submittal requirements on page 8 and page 17 of the proposal somewhat differ. Please clarify which requirement is correct?

ANSWER: Page 17 explains the organization, or structure of the proposal. In addition to this each proposer must be sure to include items as listed which would be as follows; W-9, current certificate of insurance, RFP Reply Sheet / Questionnaire and forms (certification, completed reference forms, E-Verify, Drug-Free Workplace, Contractor Code of Ethics, Contractor Verification, Non-Collusion Affidavit, Checklist and Cost Proposal (Schedule A).

14. **QUESTION:** Reference: Page 8 of 81, Proposal Submission. Since we are required to submit our response with one document which includes forms that need to be notarized, questionnaires from current customers that will need to be scanned in, can we submit the entire proposal as a PDF file?

ANSWER: Yes, the entire proposal submission should be uploaded as one pdf file.

15. **QUESTION:** What is the current contract year Target rate, including parts, labor, overhead, administrative fee, and management fee?

ANSWER: Amendment #9 for E-Bid #20040059 for Contract Term 10/1/18 – 9/30/19 BUDGET AMOUNTS are as follows: PARTS \$930,996.84, LABOR \$789,723.78, OVERHEAD EXPENSE \$88,405.50, ADMINISTRATIVE EXPENSE \$81,613.26, MANAGEMENT EXPENSE \$65,291.22 and NON-CONTRACT LABOR RATE \$26/HOUR.

16. **QUESTION:** In reference to requirements: *Consideration of new replacement vehicles on annual contract Vehicle Replacement Analysis* – What expertise and tools are you requiring for replacement analysis? Is predictive analytics important in consideration?

ANSWER: The RFP does not indicate the level of expertise or tools required for replacement analysis, but this information should be provided by Proposers. Predictive analytics may be considered by the Evaluators.

17. **QUESTION:** *The Contractor shall assist the City in preparing purchase specifications for additional or replacement vehicles and service equipment as needed. In addition, the Contractor shall assist the City with inspections and assessments of used vehicles and equipment under consideration for purchase or lease. The Contractor shall identify and nominate for the City's purchase, other equipment that will reduce the cost of maintenance and/or improve the quality of vehicular services.*

What utilization and right-typing tools and resources are required? How are you measuring expertise and ability to provide real-time data? Is OEM relationship and integration important?

ANSWER: The RFP does not indicate the level of utilization, right-typing tools or resources required for purchasing vehicles, but this information should be provided by Proposers. Measuring expertise, ability to provide real-time data, OEM relationships and integration may be considered by the Evaluators.

18. **QUESTION:** ***10.8 Fleet Management and Information Systems Software.*** *The Contractor shall use a software information system for tracking inventory and providing the City with monthly reports in Excel format. The Contractor shall enter the existing inventory data of all vehicles and equipment into the software data base and keep it up to date. The system shall include a fleet management program and database. The Contractor shall provide the City Fleet Manager with the software, software license,*

administrative and operational permissions to use the software. The Contractor shall provide the City all support, maintenance and upgrades to utilize the software.

If the most advanced fleet management systems are web and cloud based, fully integrated (fuel, maintenance, telematics, risk management, recall management) solutions that can be downloaded daily, weekly or monthly, is traditional licensing and downloadable software required? (many advanced applications are purely web / cloud application based). Is a mobile application for drivers important?

ANSWER: Traditional licensing and downloadable software is required in accordance with Section 10.8. Mobile applications are not required in the RFP.

19. **QUESTION:** *Telematics. The Contractor shall provide telematic reporting to the City for vehicles equipped with telematic devices for speeding, mileage, hours and fuel usage.*

There are several level of telematics solutions. Is integration important? Will telematics be part of this RFP selection or can it be separate so long as the telematics offering is superior in cost and/or functionality?

ANSWER: The telematics segment speaks to the Proposed Software and Updating Existing Inventory into Proposed Software as delineated in the evaluation criterion list on Page 18 of the RFP Proposal. Telematics integration is not required in accordance with the RFP.

20. **QUESTION:** *When equipment replacement appears to be more cost effective than repair, the Contractor shall present such recommendation in writing to the City.*

What sort of expertise and benchmarking requirements or other tools are required? Preferred?

ANSWER: The RFP does not indicate the level of expertise, benchmarking requirements or other tools required or preferred for replacement analysis, but this information should be provided by Proposers.

21. **QUESTION:** *"When equipment replacement appears to be more cost effective than repair, the Contractor shall present such recommendation in writing to the City."*

Does this included vehicles or only equipment, if vehicles how does the City plan to maximize sale of each unit?

ANSWER: The City currently handles all obsolete or surplus items via public auction as required by the State Statutory and City Ordinance guidelines.

22. **QUESTION:** Where does the City plan to order vehicles from once the City and award winner make recommendations?

ANSWER: Currently, the City orders vehicles off the State of Florida and Florida Sheriff's Department Cooperative Contracts, as this presents the best value based on our budgetary constraints.

23. **QUESTION:** Will you consider an offering more aligned oriented towards a better replacement strategy as opposed to a maintenance oriented if it the most economical solution?

ANSWER: The City encourages all proposers to put together the best strategy based on the scope of work and specifications as outlined in the proposal. Each proposer will be evaluated based on the criterion as outlined on Page 18 of the proposal.

24. **QUESTION:** If the City downsized or replaced 50% of the fleet (as an example) with new vehicles, will you request an appropriate discount in the contract pricing since new vehicles only require preventive maintenance and overall maintenance cost or substantially less? (Certain progressive fleet and OEM models would recommend replacing a substantial amount of your fleet due to age or miles.)

ANSWER: The City encourages all proposers to put together the best strategy based on the scope of work and specifications as outlined in the proposal. Each proposer will be evaluated based on the criterion as outlined on Page 18 of the proposal.

25. **QUESTION:** What considerations will be made to a RFP Based on the lowest Total Cost as opposed to the lowest outsourced facility cost?

ANSWER: As stated in the evaluation criterion on Page 18 of the proposal, the City will evaluate the Cost Proposal as total annual cost to the City. Therefore, we encourage each proposer to put together the best strategy based on the scope of work and specifications as outlined in the proposal.