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Date: August 15, 2017

ADDENDUM NO. 1

RFP NO.: 2017-08 - MUNICIPAL FLEET MAINTENANCE SERVICES

RFP OPENING: AUGUST 30, 2017 AT 3:00 P.M.

THE PROVISIONS OF THIS ADDENDUM SHALL TAKE PRECEDENCE OVER ALL OTHER CONTRACT DOCUMENTS WHENEVER THEY CONFLICT.

1. QUESTION: Page 10, paragraph II.D.3. The paragraph states "Technical proposals will address each of the following eight (8) chapters as illustrated below:" but lists seven (7) chapters. Please clarify

ANSWER: 7 chapters are listed in the proposal. As stated on page 10/chapter 2 *"Any exceptions will be noted in Chapter 8 of Contractor's technical proposal, as identified below."*

2. QUESTION: Page 24, paragraph IV.1. Should the Contractor treat repairs to vehicles operating beyond the replacement cycle as non-target?

ANSWER: No. As stated on p 24-25 *"The above life spans are based on general guidelines. It should be noted by all parties that the City has no official fleet replacement policy, and that the above general guidelines are subject to change."*

3. QUESTION: Page 26, paragraphs IV.J and IV.Q. Should the variation percentages in both paragraphs be identical?

ANSWER: This will be 10% for both the fleet count is only officially adjusted by additions to the fleet not fleet replacement.

4. QUESTION: Page 30, paragraph V.E. Please provide the Contractor's Mobile Fueling responsibilities.

ANSWER: There may be emergency instances, such major fires, where long-term operations require mobile fueling.

5. QUESTION: Page 32, paragraph VII.A.2.b. Should the Contractor include training and certification costs in their price?

ANSWER: Any training should be included in the Contractor's target price.

6. QUESTION: Page 32, paragraph VII.A.2.b. Due to course and test scheduling constraints, will the City allow the Contractor 24 months to achieve the stated ASE and EVT certifications?

ANSWER: 80% must be complete within 12 months 100% must be complete within 18 months

7. QUESTION: Page 46, paragraph VII.D.8.d. What is the correct dollar threshold for major repairs?

ANSWER: Per page 61 at any one point in time, the limit established as being the total cost of repairs authorized on a piece of equipment is eighty percent (80%) of the current depreciated value of a piece of equipment.

8. QUESTION: Page 47, paragraph VII.D.8.e and f. Please clarify the major and minor repair thresholds stated in paragraphs e and f.

ANSWER: The first \$1750 of any minor repair shall be included in the target price.

9. QUESTION: Page 47, paragraph VII.D.8.j. Because of the highly corrosive operating environment for City vehicles, we request the City provide a detailed Corrosion Control scope specification. Also, please specify if corrosion control is target or non-target.

ANSWER: Corrosion is handled by the Contractor at the target price.

10. QUESTION: Page 68, paragraph VIII.F.6. Please clarify the requirement for "Emergency Instructions." Is this the same as an Emergency Action Plan?

ANSWER: Yes.

11. QUESTION: Please provide a copy of the SEIU collective bargaining agreement which covers the Maintenance Technician III, Welder, Auto Body Specialist, Parts Specialist, and Inventory Control Specialist classifications? If so, will the City share the agreement with all offerors?

ANSWER: No, the City does not have a copy of the SEIU collective bargaining agreement which covers the Maintenance Technician III, Welder, Auto Body Specialist, Parts Specialist, and Inventory Control Specialist classifications.

12. QUESTION: Please provide what each CLASS code stands for?

ANSWER: Class codes are the current Contractor's software labeling method for fleet vehicles.

13. QUESTION: Please provide the actual Department names for the Department numbers?

ANSWER: See master list provided with RFP. Departments are listed in the left hand corners above their corresponding fleet numbers.

14. QUESTION: Please provide the Make, Model and Serial Numbers for the 30 units in CLASS A42GZH with N/A listed in the Make, Model and Serial Number fields?

ANSWER: These are confidential, undercover vice vehicles for which information cannot be disclosed. The RFP discusses sample makes and models.

15. QUESTION: Please provide details on the Police units as to whether they are Marked, Unmarked, hot-seated or take home?

ANSWER: The majority of the police vehicle are marked; at this point in time, we cannot divulge which are unmarked, hot-seated or take home due to confidentiality/safety issues.

16. QUESTION: Are 07356, 07359, 07769, 09248, 09276 bucket trucks? If not, what are they?

ANSWER: 07351, 07356, 07359, 07769, 09215, 09276 are bucket trucks.

17. QUESTION: What type of truck is 07500 and 07509 (Freightliner 108SD), what is mounted on the back?

ANSWER: 07500 is a sewer jet vac; 07509 is a sewer jetter.

18. QUESTION: What type of truck is 07338 (International 4300), is it a refuse truck, if so, front, rear or side operation?

ANSWER: 07338 is the appliance lift truck.

19. QUESTION: What type of truck is 07327 (Mack LEU613), is it a refuse truck, if so, front, rear or side operation?

ANSWER: 07327 is a refuse truck, rear load.

20. QUESTION: What type of truck is 09122 (Ford F550), is it a refuse truck, if so, front, rear or side operation?

ANSWER: 09122 is a refuse truck, side dump with vac.

21. QUESTION: What type of truck is 05395 (Ford F550), is it used for firefighting, what is mounted on the back?

ANSWER: 05395 is the bomb truck.

22. QUESTION: II. GENERAL INFORMATION – Provide the Target dollar values for each of the last three (3) years?

ANSWER: 2014: \$2,033,738.00; 2015: \$2,086,278.00; 2016: \$2,126,278.00

23. QUESTION: II. GENERAL INFORMATION – Provide the Non-Target dollar values for each of the last three (3) years?

ANSWER: 2014: \$220,052.78; 2015: 220, 068.07; 2016: \$216,182.27

24. QUESTION: III. GENERAL CONDITIONS, F. CONTRACTOR COMPLIANCE – What is the cost of Business Tax License?

ANSWER: A City of Allentown Business License costs \$35.00. Please contact the Bureau of Revenue and Audit at 610-437-7506 with any questions on obtaining a Business License.

25. QUESTION: IV. SPECIAL PROVISIONS, D. CHANGEOVER PERIOD – If the start date in January 01, 2018, will the potential new Provider be given access to the office space, located in the facility, 60 days before the start date?

ANSWER: Space will be afforded to the new provider.

26. QUESTION: IV. SPECIAL PROVISIONS, G. COSTING METHODOLOGY – States the City proposes at a minimum to split savings with the Contractor on a 50% City/50% Contractor basis. What has been the split values for each of the last three (3) years?

ANSWER: There has been no split.

27. QUESTION: V. INTRODUCTION, A. BACKGROUND – The paragraph states the City operates 597 units but the fleet list provided only shows 563 units, which count is correct?

ANSWER: 597 is a typographical error, actual fleet count is 563

28. QUESTION: VII. SCOPE OF WORK, A. STATEMENT OF WORK, 2. PERSONNEL – Please provide a listing of all personnel, their current certifications and wages?

ANSWER: This information cannot be provided, as the personnel are not City of Allentown employees.

29. QUESTION: VII. SCOPE OF WORK, A. STATEMENT OF WORK, 3. EMPLOYEE TRAINING. B. Special Training – What is the historical annual cost for training that was not provided for by the Manufacturers?

ANSWER: Training is the Contractor's responsibility for their employees.

30. QUESTION: VII. SCOPE OF WORK, A. STATEMENT OF WORK, 7. HOURS OF OPERATIONS, C. Priority Vehicles – Exhibit 8 does not show which units are "Essential", can this be provided?

ANSWER: Normally, Fire, Police, and EMS are considered "essential"; however, depending on the time of the year, this will vary (i.e. snow emergency equipment during the winter months).

31. QUESTION: VII. SCOPE OF WORK, B. CITY FURNISHED ITEMS AND SERVICES, 4. MATERIALS, A. Supplies – Please further explain which type of Special Purpose Vehicle parts are purchased through the City? Are these City-owned or can you provide a listing of these parts in inventory?

ANSWER: At this point in time, all material & supplies are purchased by the Contractor.

32. QUESTION: VII. SCOPE OF WORK, B. CITY FURNISHED ITEMS AND SERVICES, 4. MATERIALS, D. Oil, Petroleum, Lubrication Products – Please provide more details on which units use specialty oils?

ANSWER: Due to extensive oil testing, the current contractor has been authorized to use the list of oils attached to the RFP. Hi-temp hydraulic oils are required in almost all the hydraulic systems.

33. QUESTION: VII. SCOPE OF WORK, B. CITY FURNISHED ITEMS AND SERVICES, 5. SERVICES, B. Telephone – Please provide the historical annual cost for using the existing telephone lines?

ANSWER: 2015: \$7,096.55; 2014: \$6,063.88

34. QUESTION: VII. SCOPE OF WORK, B. CITY FURNISHED ITEMS AND SERVICES, 5. SERVICES, E. Hazardous Waste – Please provide the historical annual cost for cleaning and removal of waste in the oil and water separators?

ANSWER: Contractor's historical annual cost for removal of the waste in the oil and the water separators is approximately \$1,100. This is dependent on the number of solids removed.

35. QUESTION: VII. SCOPE OF WORK, B. CONTRACTOR FURNISHED ITEMS AND SERVICES, M. Shop Vehicles – Are you stating that the Contractor must provide a pickup truck, in addition to the four (4) vehicles that the City provides?

ANSWER: No. Per Sub-Section M: The Contractor is responsible for providing for retrieval of parts, emergency roadside service and towing.

36. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 1. GENERAL – Please provide the historical annual cost for inspecting units of equipment at the factory site?

ANSWER: Any vehicle checks would be considered covered under target costs. The City will incur all reasonable costs associated with travel (i.e. flight, hotel, etc.) if Contractor is required to travel a distance greater than 60 miles from the Garage site. Administrative costs associated with these vehicle checks are considered covered under target costs.

37. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 8. MAJOR REPAIR, C. Glass Replacement – Is the Contractor responsible for glass replacement costs regardless of reason for damage, if so can you provide the historical annual cost?

ANSWER: The Contractor is responsible for the management of all glass replacement. If replacement of glass is due to vehicle accidents, it is considered non-target. Historical annual costs cannot be given.

38. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 8. MAJOR REPAIR, D. Body and Frame Repair (Major) – Does the Contractor assume that they are only responsible for arranging and managing the repair cost and that this repair cost will be paid by the City?

ANSWER: The Contractor is responsible for the management of all Body and Frame Repair. Body & Frame repair due to vehicle accidents will be considered non-target.

39. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 8. MAJOR REPAIR, E. Body Repair (Minor) – Please clarify this section, it states that Minor repairs over \$700 are an add order basis (non-target?) but the first \$1,750 will be in the target price.

ANSWER: The \$700 is stated as an example. The first \$1750 of any minor repair shall be included in the target price.

40. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 8. MAJOR REPAIR, F. Painting and Marking – If the Contractor required to perform other-than-complete vehicle painting, does the City have a paint booth for painting vehicles?

ANSWER: Yes, there is an on-site Paint Booth. This was discussed at the Mandatory Site Visit that was conducted on August 8, 2017 at 9:00 am, is shown on the site map, and is included in fixed asset inventory list.

41. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 8. MAJOR REPAIR, F. Painting and Marking – Will the City provide the City marking materials, if not can you provide the historical annual cost?

ANSWER: All initial striping of emergency vehicles is completed prior to vehicles being put on the fleet, labeling and numbering of non-emergency fleet vehicles is the responsibility of the Contractor (City will provide City Crest). Administration of restriping is covered under target costs.

42. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 8. MAJOR REPAIR, G. Upholstery Repair – Is this a non-target expense, if not can you provide the historical annual cost?

ANSWER: This is a target cost. That detail is not provided. We cannot provide historical costs.

43. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 9. MANDATORY INSPECTIONS AND SERVICES, B Emission Testing – Does the City have the machinery in place to currently perform this task in-house?

ANSWER: No.

44. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 9. MANDATORY INSPECTIONS AND SERVICES, F. Police Cruiser Speedometer Calibration – Is this task currently being performed, if so please provide the historical annual cost?

ANSWER: This is not currently being performed. We cannot provide historical costs.

45. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 10. SHIPMENT, STORAGE, RECEIVING, BUILDUP AND SALVAGING, B. Receiving New Vehicles and Equipment – does the cost of \$ 800 to prepare newly acquired vehicles only the Contractor's labor cost or is the Contractor required to purchase materials also? Please provide the historical quantity of vehicles added per year?

ANSWER: Per p.49 "The Contractor shall be responsible, under the Target Price, for costs up to \$800 to prepare a newly acquired vehicle for use in the fleet. Costs over \$800 will be considered an add-on." Depending on the needs of fleet, this can range from 6-12 units per year. More detailed historical quantity data cannot be provided.

46. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 11. FUELING SERVICES, B. Fueling Equipment Maintenance – Provide the historical annual cost of repairs?

ANSWER: We do not have detail of this information.

47. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 11. FUELING SERVICES, E. Assisting Personnel – Is the Proposer required to provide assistance at all five fueling sites?

ANSWER: At times the Contractor will be called upon to assist personnel, who are unfamiliar with the fueling equipment or who are inappropriately dressed, with fueling, adding oil and topping-off fluid reservoirs.

48. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 12. CAR WASHING – Is this a pass-through expense that is charged back to the City as non-target?

ANSWER: No. Per page 50 *“The Contractor will be responsible for coordinating and financing car washing and cleaning activities which are currently being performed by outside car wash Contractors. The selected vendor's site shall be within the City limits of the City of Allentown and approved by the Contract Administrator.”*

49. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 13. ADMINISTRATION, L. Evaluating Used Vehicles – Is this \$800 in parts and labor cost for each year, or a total combined amount over the first three (3) years?

ANSWER: This is a one-time cost, per vehicle, upon inception into the City’s fleet. Once on City fleet, all other costs will be target & non-target per the RFP.

50. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 21. WRECKER/RECOVERY SERVICE – Does the City have a list of approved vendors? What is the historical annual cost of towing?

ANSWER: All towing is handled by the Contractor. We cannot provide historical costs.

51. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 22. TIRE CHAINS – Does the City provide the tire chains?

ANSWER: No. Per page 50 *“The Contractor will be responsible for keeping an adequate supply of chains and spreaders available and be responsible for installing and removing tire chains on vehicles as needed, including responding to broken chain road calls. Chains may be repaired, as needed, if cost effective. This is a target service.”*

52. QUESTION: VII. SCOPE OF WORK, D. SPECIFIC TASKS – VEHICLE MAINTENANCE, 23. WELDING SERVICES – Does the current Contractor have two (2) welders currently?

ANSWER: The current Contract has one (1) official welder.

53. QUESTION: VII. SCOPE OF WORK, G. PERFORMANCE STANDARDS – Is the current Contractor meeting the Performance Standards as listed in the RFP, and please provide the historical results of performance?

ANSWER: The current Contractor is meeting the requirements of their existing contract. Historical results of performance are not available.

54. QUESTION: IX. COST PROPOSAL REQUIREMENTS, D. TRANSITION COST PROPOSAL – Where is the Proposer to include the cost of any transition expense, there is no place to show this cost in Exhibit C6 Target Cost Schedule?

ANSWER: The expenses incurred will need to be documented separately in the Contractor's proposal. A detailed breakdown of the proposed transition costs is required.

56. QUESTION: Technical Proposal Content section on page 10 of the RFP, seven chapters are listed in a bulleted list, but the sentence directly above mentions eight chapters. How many chapters should the technical proposal contain? (p. 10)

ANSWER: 7 chapters are listed in the RFP. As stated on Page 10, Chapter 2 *"Any exceptions will be noted in Chapter 8 of Contractor's technical proposal, as identified below."*

57. QUESTION: The RFP requires that the bid bond be the first item in the submittal. Please confirm that this means that the bid bond will be before the cover letter, TOC, and will not be included in the required forms attachment? (p. 11)

ANSWER: The Bid Bond should be the first item in the original, unbound Proposal packet that is submitted to the City.

58. QUESTION: The RFP is asking for bidders to indicate how they will share the cost difference (between actual and target) with the City. Should this be in a particular place in the proposal? (p. 24)

ANSWER: This should be included under the provided area in Exhibit C6.

59. QUESTION: What is the shared cost savings for the last contract year?

ANSWER: There were no shared cost savings for the last contract year.

60. NOTIFICATION: ATTACHED IS THE MANDATORY SITE VISIT SIGN IN SHEET

Sincerely,



Beth Ann Strohl
Purchasing Agent

Please sign the attached receipt acknowledging the Addendum and return to the City of Allentown for inclusion in the RFP file prior to the opening date and time.

RFP # 2017-08

Meeting Date: 08/02/2017

Place/Room: Municipal Garage

Page 1 of 1

Please sign, date and return via FAX to 610-437-7618 or mail to the City of Allentown, Room 234, 435 Hamilton Street, Allentown, PA 18101 as receipt of this addendum for RFP No. 2017-08- Municipal Fleet Services.

Company Name _____

Address _____

Signature _____

Printed Name _____

Title _____

Phone _____ FAX No. _____

Email _____

Date _____