



CITY OF SAN ANGELO
PURCHASING DIVISION
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4220 or 657-4219

ADDENDUM 1

Date: March 26, 2014

RFP No: VM-04-14// Fleet Parts Management and Supply

Location: San Angelo, Texas

Submission Deadline: April 9, 2014, 2:00 PM Local Time

The following clarifications, changes, additions, and/or deletions are hereby made to the specifications and contract documents from questions relating to this RFP:

Corrections:

1. Section 12.B – Second Paragraph: Replace “Chief of the Fire Department” with “Vehicle Maintenance Superintendent”.

Change paragraph to read: “If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Vehicle Maintenance Superintendent shall have at his discretion, at any point in the contraction process, to suspend consideration of the proposal.”

2. Section 13 – Tab 7 – Sample Contract

The City requests all respondents to submit a sample contract with their proposal if your company has a currently standard contract. This item, If submitted, add “Tab 7 - Sample Contract” to the proposal submittal and include the sample contract and any associated documents.

Questions/Answers:

1. **This RFP is due April 9, 2014 at 2 pm. Will there be a bid opening at that time?**

Yes. The proposals will be physically opened at 2 pm. Only the names of those submitting responses will be read aloud. All other information will be considered confidential until the contract is awarded. All proposals received after 2 pm will not be considered.

2. **Will the current Vehicle Maintenance Facility located at 1727 Saint Ann Street will be the only facility?**

Yes.

3. **Are there any unmanned or satellite service locations?**

No

4. **Will there be a need for a parts vehicle to be supplied by the vendor for parts deliveries or pickup?**

Respondents should evaluate the need for a vehicle and include such vehicle in their proposals if appropriate. Employees of the vendor will have no access to City-owned vehicles. Currently, the City makes about 1 trip each day on average to pick up parts, depending on necessity. Parts will be brought to field mechanics by City personnel.

5. Of the \$110,000 city inventory, is any of it obsolete? How much is viable inventory?

- a. Vendors may have differing opinions of how to classify inventory as obsolete. See "12 Month Inventory Report" for usage of City inventory over the past 12 months.
- b. Bidders are welcome to schedule a time to come and evaluate what we have in stock.

6. If the operation does not work (contract is canceled), will the City be buying back our original inventory and the extra stocked by the contractor?

The City will evaluate the inventory the contractor places in stock and will determine the amount of inventory that will be purchased upon cancellation of the contract.

7. What are the regular hours of operation?

Our regular hours are 7-4 pm Monday-Friday. Our technicians alternate lunch hours for a continuous shop operation. The parts operation will need to be available without interruption for the entire work day. The parts operation must be available for emergency situations.

8. Where should bidders include costing descriptions in their submittal?

Include all proposed expenses and parts costing into "Tab 3 – Project Approach"

9. Will the parts contractor be expected to sell tires and oil as well?

Yes. We do have 2 bulk engine oil tanks and dispenser systems that are currently not City owned. Proposals should indicate use of City-supplied tanks and dispensers or if the vendor shall supplies these items. The City is in discussion with the owner of these containers to evaluate purchase of the bulk tank systems. Also, other oil and hydraulic fluids are dispensed from drums and are City owned. We have a tire rack in the parts room as well. Vendors shall provide a full list of equipment, offices, and rooms to be supplied by the City upon commencement of services.

10. What was the current spend last year in parts and supplies?

The City spends, on average, \$800,000 - \$1 million annually. This consists of repair parts, shop supplies, up-fitting accessories, and specialty equipment.

11. How many tires does the City use?

The City maintains an inventory of tires at an average value of \$8,000 and \$12,000 and in the past 12 months has completed 518 jobs that required at least one tire to be replaced.

12. Does the City currently perform oil sampling?

Yes

13. Does the City perform any hydraulic hose repairs or replacements?

Yes, hydraulic hoses are either replaced with new hoses or outsourced to have a new hose built. The City currently does not own any equipment to repair or rebuild hydraulic hoses.

14. Will bidders receive any notifications for addendums?

An email notification will be sent if an email address was provided on the sign-in sheet at the mandatory pre-bid meeting. All addendums will be posted on the City's website. Respondents are responsible for checking the website or calling Purchasing for addendums prior to submitting a proposal.

15. Can bidders get a layout of the parts room? Square footage?

All bidders are invited to tour the current parts room. There has been some remodeling of the parts room within the past few weeks. The parts room is approximately 2400 square feet downstairs with similar space upstairs. Bidders are encouraged to verify exact dimensions in person.

16. Will the shelving be available for the contractors to use?

Yes, the shelves downstairs have been replaced this year.

17. What is the contract term?

Refer to Section 8 on page 5 titled "Term of Contract".

18. Does the City have mounted tires and are they inventoried?

Tires that are currently mounted and waiting to be installed have already been billed to the receiving department. Currently, only Police Patrol tires are done this way.

19. How are the attic items managed? Are they in inventory or on a general ledger?

Nothing in the attic is inventoried or listed on a general ledger. The upstairs portion of the parts room is currently being used mainly for storage of Police Patrol vehicle items such as take-out seats, radio parts, and new non-inventoried up-fit equipment.

20. Are the bolts in the shop in inventory?

The bolts in bolt bins in the shop are currently not inventoried. The City will include bolts, washers, and nuts in the required items to be stocked by the contractor.