

City of Lynchburg  
Procurement Division  
900 Church Street  
Lynchburg, Virginia 24504  
Telephone No.: (434) 455-3970  
Fax No.: (434) 845-0711

**Addendum for Bid**  
**Turnkey Parts Operation – Fleet Services**  
**Parts Procurement & Parts Room Management**  
**2015-976**

---

Date: April 30, 2015  
From: Florence Randolph,  
Purchasing Technician, VCA  
RE: Addendum No. 1

---

This Addendum and all attachments become part of the bidding documents and modify the Request for Proposal document as noted. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject bidder to disqualification.

**Question #1:** Current contractor is providing parts operations? Is your Fleet operations also outsourced along with parts? If so, when is that contract due to end and will the awarded contractor for parts be sharing a space with the Fleet contractor in your facilities?

The current contract is Mancom and our contract with them expires June 30, 2015; the repair side of our operation is not outsourced...city employees manage the Fleet operation and in-house technicians repair the vehicles.

**Question #2:** Identifying the make and models in the Fleet.

Attachment 2 that is part of the RFP breaks down our fleet count of approximately 745 fleet assets. Approximately 620 of these assets are serviced at the main complex at 1650 Memorial Avenue. The overall fleet is a typical municipal fleet with assorted makes and models. The fleet is relatively new with an average age of 76 months which includes fire apparatus. 41% of the fleet is Ford products, 34% GM and 25% all other makes. Basic sedans are represented by all makes and models but primarily Taurus, Malibu, Impala and Avenger. The police sedan is exclusively Taurus interceptor with several Crown Victoria's still in the fleet but going away. SUVs are primarily Tahoe but more Ford Utility are coming into the fleet for police. Vans are Dodge Caravan and GM Savana. Pickups are all makes and models but primarily Ford product. Medium duty trucks are older model GM and Sterling--newer models are Freightliner, International and Hino. Refuse trucks are sideloader version International and Mack with Labrie body with a few older Crane Carriers that are going away. Field equipment such as loaders and backhoes are a mix of John Deere and CAT. Mowing equipment is across-the-board but mainly John Deere and Toro. Fire apparatus is Pierce and ambulances are International with PL custom body.

1. Section I. Submission of Proposals. A. shall be revised to include the following:
  - One original and four copies, for a total of five, shall be submitted.
  - The page limit has been increased from 30 to 50 pages.
  - Remove the reference to Sections 1-6.

2. Section IV. Project Background. Add the following:

The contractor shall state how they propose to manage the parts function at the Waste Management Maintenance Shop including staff (if any) recommended for this location.

Proposal pricing shall cover the two locations now managed by the current contractor, Central Automotive Shop on Memorial Avenue and Waste Management Shop. The City's overall evaluation and scoring to determine the successful contractor will be based on the proposal received for these two locations only. Managing the parts operations for the Fire Equipment Shop and School's corporation are optional services and contractors shall also submit a proposal for each of these locations. Proposals shall be as specific and descriptive as possible to allow the City to properly evaluate them using the same evaluation criteria specified in the proposal. Optional services may be negotiated at a later date, and the City reserves the right to award to multiple contractors if deemed in its best interest.

3. Section VI. Summary of Requirements. D.2. Replace with the following:

"Identified" Products – Identified products are those which are encompassed by the named product categories in this RFP and consists of products for which published price lists exist. Identified products will be provided in accordance with the pricing methodology quoted in the contractor's initial proposal submission which shall be held firm throughout the initial and any ensuing contract periods.

"Unidentified" Products - Unidentified products are all products and supplies not encompassed by the named product categories in this RFP and for which published price lists do not exist. For example, radiator caps are included on the list of Identified Products, but a replacement radiator is not specifically listed and is, therefore, and Unidentified Product by definition. A method for pricing of unidentified products must be described by the contractor in its proposal which shall be held firm throughout the initial and any ensuing contract periods.

4. Section VII. Scope of Services. Target Services. C. Add the following:

Contractor shall determine the level of parts storage at the Waste Management Maintenance Shop that will be needed to meet the parts delivery time standards outlined in this RFP.

5. Section VII. Scope of Services. Target Services. F.5.

Warranty reports shall be monthly, not weekly.

6. Section VII. Scope of Services. Target Services. H.3. Replace with the following:

The City will provide all utilities, telephone service, and telephone devices. The City will invoice the contractor quarterly for long distance charges. The contractor shall exercise prudent judgment at all times to minimize its consumption of utilities while occupying City facilities.

7. Section VII. Scope of Services. Non-Target Services. A. Replace last sentence with the following:

Counter service shall be staffed at all times with a Contractor's employee during normal working hours and during emergency service hours. At no time will counter service be left unstaffed.

8. Section VII. Scope of Services. Non-Target Services.  
Selection of Personnel – Subparagraph. D.4b. – (Revised wording section 4-B only).

Selection of Personnel - 4-b only – Replace with the following:

Contractor shall employ competent employees at all times and shall require them to be neat and clean in their appearance and courteous in demeanor. Contractor assumes exclusively the responsibility for the acts of its employees as they relate to the services provided during the course and scope of their employment;

Contractor shall be knowledgeable of, and abide by in practice, the provisions of the federal Drug Free Work Place Act and the federal Immigration Reform and Control Act and any subsequent state or federal law adopted that pertains to employee hiring practices

9. Section VII. Scope of Services. Non-Target Services. D.8.a. Replace with the following:

Two (2) monthly invoices will be issued for each operation i.e. Central Automotive Shop and Waste Management Maintenance Shop. One invoice will bill the operation for 1/12 the target services fixed fee applicable to that operation. The second invoice will bill the operation for all parts and materials issued for that operation during the month. An additional invoice will be submitted to bill the City for any non-target labor charges incurred during emergency service.

Additional invoices for miscellaneous shop supplies may be submitted no more than twice a month as needed and upon approval of the Shop Supervisor.

- b. Section E. Proposal Preparation and Submission Requirements. Part 2. Cost Proposal.  
Revise as stated below.

The initial contract period will be two (2) years, not three as originally stated.

The contractor shall provide in detail a method to be used to bill the City for each identified part category as shown beginning on Page 30. The methodology proposed shall be held firm throughout the initial and any ensuing contract periods. All prices will be quoted F.O.B. Destination with destination defined as the point of use. The degree of clarity and completeness of this section concerning pricing will be a major element in the City's proposal evaluation process. Cost plus percentage fee will not be accepted.

- c. Section F. Evaluation and Award Criteria. Replace the following:

Replace “Cost/Market Basket Pricing” with “Target Cost/Parts Pricing/Market Basket Pricing”.

- d. Section G. Contract Term. Revise as stated below.

The initial contract period will be two (2) years with three one year option renewals.

### **READ TERMS AND CONDITIONS AND SIGN**

In compliance with the above BID, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_