



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Questions & Answers

Issued: February 10, 2014

RFP #14-001-28 - Fleet Maintenance Services – Light Duty Vehicles
RFP #14-001-29 - Fleet Maintenance Services – Heavy Duty Vehicles
RFP #14-001-30 - Fleet Maintenance Services – Fire Apparatus
(Shelby County Public Works)

TO ALL PROSPECTIVE BIDDERS:

The following questions/comments were submitted by potential vendors. Our answers are listed in *red* below:

1. Although the price schedule is mentioned on Page 14, paragraph 7 a, Compensation and Invoicing, there does not appear to be a price sheet on which to record and submit our proposed pricing for each of the Special Requirements SR1, SR2, and SR3. Exhibit A does not have a price schedule although it is mentioned on page 14, paragraph 7a as well. Can you provide a price schedule form that can be used to record and submit our price proposal?

The prospective Vendor may use their format for the submission of pricing required by the RFP

2. The RFP stipulates that you must:

Apply and qualify for a vendor number through the Purchasing Department and an Equal Opportunity Compliance (EOC) certification number through our EOC Administration Office prior to submitting your response.

The link provided within the RFP to apply for an EOC certification number says this process must be started 45 days prior to the bid opening.

Since the bid opening is 29 days from today, how can a potential bidder meet the 45 day RFP standard prior to submitting their bids? Can this section be amended to say that if a contractor is awarded the business, the contractor must secure an EOC certification

number and a Vendor number prior to the contract start date? If this is not possible, can the due date of the RFP submission be extended to accommodate the 45 day EOC process?

Once the vendor has submitted the applications to obtain a vendor number and EOC number per the instructions in the RFP, the vendor may contact the Buyer of this project, Debra Louis, at Debra.Louis@shelbycountyttn.gov to assist in expediting the process. If the vendor has not received their vendor number and EOC number prior to submission of their proposal, state on the proposal response sheet, "applied for" on the number lines.

3. Is there a current contractor managing your fleet services or does the County self-perform these services currently?

The County self performs the fleet services.

4. Performance and Bid Bond – Are there any bonding requirements?

The RFP does not require a Performance or Bid Bond

5. Is there a Locally Owned Business percentage goal for this procurement? If yes, does the contractor need to subcontract this % of a contractor's proposed annual contract value to a Locally Owned Business?

The County encourages the use of Local Owned Small businesses. This contract does not have a percentage goal

6. Fleet counts – Please confirm the total fleet count for all three RFP's is 678 units. This is significantly less than the total count noted in light and Heavy Duty RFP's.

Based on recount of the listing, with the deletion of the 7 assets listed in answer to question 32 below, there is a total of 675 in the current inventory. An additional 21 tractors are added in response to question 31 below to the list for a total of 695 assets. This listing will change during the course of the contract. The list may vary with the increase or decrease in the inventory by up to 30 light Duty vehicles. The contract will include the requirement for the contractor to service this increase or decrease with no change in cost or performance

7. Internet – will internet access and cabling be provided in the facility at no charge?

Yes

8. Shop Tools – can the County provide a list of all shop tools for the contractor's use?

*4 – twin post 10,000 lb lifts
1 - twin post 12,000 lb lift
4 – post drive on lift – 30,000 lb*

Trolley/Gantry overhead system with 5 chain hoists
Air compressor system
Refrigerant Recovery machine
Light and heavy duty tire changing machines
Light Duty Wheel Balance machine
MIG Welder- Stationary
2 oxygen/acetylene torch units

9. New Vehicle Preparation – will the County provide all the items listed for installation in paragraph 8.a. (Computers, radios, decals, etc.)?

Yes

10. Heavy Bid Transition Period – RFP states 4 months in paragraph 9.d. but at the bottom of the PM Sheets it shows 6 months? Please clarify if the Heavy Duty Transition period is 4 or 6 months?

The PM Sheet is correct, the transition period is six (6) months.

11. Please confirm there are two types of Transitions. 1. Contractors overall transition plan and a PM transition plan that notes all equipment will have a PM completed within the required amount of months from the contract start date?

There will be one transition period, see answer to question 10 above.

12. Heavy Duty Exhibit A - GR4 & GR5 – text is unreadable. Can you provide revised Heavy Duty Exhibit A?

GR4	Field Service Truck: 1. Detail the type and nature of the Field Service Truck Program provided. 2. Detail mobile lubrication services for on-site heavy construction equipment, etc.	20
------------	---	-----------

GR5	Terms: Include a statement that terms will be net 30 days from the date of the monthly billing statement.	5
------------	---	----------

13. Please confirm that we do not need to provide actual names and resumes for our on-site personnel and that a summary of experience, ability and skills will suffice.

A summary of experience will suffice along with a full staffing plan.

14. If the contractor uses Faster, will the County pay for all fees, maintenance and update expenses? If the contractor is responsible for the Faster fees, please provide total annual Faster expenses billed to the County in 2013?

The County will pay for all fees, maintenance and updates to Faster.

15. Can you provide us the total fleet maintenance headcount by title, DOH and current salary and/or hourly wage? Please include any employees on short term or long term disability in the headcount. Can you confirm there is no CBA or document that details work rules, incentives, hand tool allowance, etc.

The staffing and cost for the internal proposal will not be available until their proposal is received. All vendors may review the proposal after the selection process is completed.

The current staff does not receive a hand tool allowance. All tools are the responsibility of the mechanics.

16. Can you provide us the amount of straight time and over time hours paid to the technicians for 2012 and 2013? Please note how many technicians you had employed for each of the two years noted.

There are presently nine (9) technicians, reduced from twelve (12) in 2012. Each technician works 40 hours a week. The overtime is minimal, less than \$5,000 a year.

17. What maintenance and repairs activities do you currently outsource?

Body repair, wheel alignment, specialized repairs to heavy equipment, and glass repair.

18. What Fire Apparatus maintenance, repair, testing and certification do your currently outsource?

All Aerial and Ladder Testing is done annually by an outside vendor. All Pump Testing is done annually by the Shelby County Fire Department Training Division "in-house".

19. Does the current Fleet Maintenance Department provide any mobile maintenance services? This question does not pertain to roadside/breakdown calls.

Fleet currently provides oil changing services in the downtown area, twice a week based on appointments only.

20. Does the current on-site parts vendor have access to Faster and do they enter the parts into the work order within the Faster system?

No – Currently Shelby County staff enters information into the Faster System.

21. During the term, if any shop equipment has reached the end of its lifecycle, will the County provide the needed equipment?

Yes

22. Does the contractor have any vehicle washing responsibilities? If yes, please provide details.

No – Vehicle washing will be performed by inmates under the supervision of a County employee.

23. Please confirm that the contractor has no fueling responsibilities?

The RFP does not require the contractor to provide any services related to the fueling of vehicles.

24. Will the County/Current Parts contractor provide all shop supplies, including but not limited to nuts and bolts, rags, brake cleaner, welding supplies, etc?

The County/Current Parts contractor will supply parts only including nuts and bolts. All other disposables are the responsibility of the contractor.

25. Will the County provide a solid waste container and service free of charge to the contractor?

Yes

26. Can you provide us the County's current lifecycle policy by age and/or mileage/hours for each class of equipment?

The County is in the process of establishing a lifecycle policy, which has not been finalized. It is our goal to replace vehicles over 10 years old and over 100,000 miles. We are on a 6 year plan to get to that goal.

27. How many units does the County plan on replacing in 2014? Can you provide us this fleet replacement plan by class of equipment?

The County plan to replace 4 single axle and 2 tandem axle dump trucks, 11 pickup trucks, 5 passenger sedans, 1 box truck, and 3 cargo vans.

28. Please confirm that the maintenance contractor will not be responsible for the supervision of any inmates?

The contractor will not be responsible for supervision of inmate labor.

29. If the County outsources the Fleet Maintenance Department, will the inmates have access to the garage facility?

The inmates will have access to the garage under County employee supervision.

30. Does the County operate a landfill? Are there any units domiciled at the landfill?

Yes

*1 Kubota 4 wheel drive w/15 ft. batwing mower
1 John Deere 4 wheel drive finish mower 72 inch*

31. On the fleet lists provided, there was no grass cutting equipment, but on the site tour we noticed a towed rotary mower behind one of the tractors. Will the contractor be responsible for maintaining the grass cutting attachments and fleet. If yes, can you provide this list?

Yes – See question 34, Tractor Equipment Table of 21 Tractors and Attached Equipment

32. Fleet Questions:

LIGHT VEHICLES – what is unit 070457

Delete from list, will not be part of the contract.

LIGHT VEHICLES – what is on the mounted on the chassis’s of the following units:

000833	1987	Ford	F600	Dump
122081	2012	Ford	F650	Dump.
008596	2009	International	4300	Box Truck
881677	1990	International	4700	Box truck
940228	1994	International	4900	Box Truck.
953052	1996	International	3800 4x2	Box Truck
980035	1999	International	4700 4x2	Box Truck
963415	1997	Isuzu	NPR 150	Box Truck
003359	2001	Isuzu	NQR	Box Truck
003360	2001	Isuzu	NQR	Box Truck

HEAVY VEHICLES – what are the following units:

000256	2000		N/A 32"	Delete from list will not be part of contract
98T001	1998	Autocut	25/2 JEAD	Delete from list will not be part of contract
98T002	1998	Autocut	25-2 JEAD	Delete from list will not be part of contract
000690	2000	Terruba	1985	Delete from the list not a part of the contract
030396	2002	Wacker	890MISCSN	Road Dept. asphalt roller
133701	2013		000000	Delete from list will not be part of contract

HEAVY VEHICLES – what is mounted on the chassis’s of the following units:

030398	2004	Ford	F650	Truck – on deadline
010848	2010	International	4300 4x2	Single axle flatbed dump
070414	2007	International	4300 4x2	Bucket Truck 75 ft. boom
050346	2007	International	4300 4x2	Single axle dump – (10 ton)
050347	2007	International	4300 4x2	Single axle dump – (10 ton)
050348	2007	International	4300 4x2	Single axle dump – (10 ton)
071007	2007	International	4300 4x2	Single axle dump – (10 ton)
406381	2005	International	4300 4x2	Knuckleboom w/dump bed
201851	2003	International	4300 4x2	Single axle flatbed dump
201852	2003	International	4300 4x2	Single axle flatbed dump
201861	2003	International	4300 4x2	Single axle dump – (10 ton)
020369	2003	International	4300 4x2	Single axle – litter – flatbed dump
010776	2002	International	4300 4x2	Single axle dump – (10 ton)
003478	2001	International	4700 4x2	Single axle – scavenger truck w/winch
003474	2001	International	4700 4x2	Single axle dump – (10 ton)
003475	2001	International	4700 4x2	Single axle dump – (10 ton)
003476	2001	International	4700 4x2	Single axle – litter – flatbed dump
991112	2000	International	4700 4x2	Single axle flatbed dump
991113	2000	International	4700 4x2	Single axle flatbed dump
991127	2000	International	4700 4x2	Single axle crew truck w/supply bed
980027	1999	International	4700 4x2	Single axle – litter – flatbed dump
980095	1999	International	4700 4x2	Single axle crew truck w/supply bed
980096	1999	International	4700 4x2	Single axle crew truck w/supply bed
				Single axle w/1,000 gal. herbicide spray tank
960588	1996	International	4700 4x2	
960443	1996	International	4700 4x2	Single axle – scavenger truck w/winch
940724	1995	International	4700 4x2	Single axle dump – (10 ton)
940725	1995	International	4700 4x2	Single axle dump – (10 ton)
940735	1995	International	4700 4x2	Single axle dump – (10 ton)
940727	1995	International	4700 4x2	Single axle crew truck w/supply bed
940730	1995	International	4700 4x2	Single axle flatbed dump
930556	1993	International	4700 4x2	Single axle – litter – flatbed dump
920927	1992	International	4700 4x2	Single axle flatbed dump
910657	1991	International	4700 4x2	Single axle flatbed dump
910988	1991	International	4700 4x2	Single axle – litter – flatbed dump
881839	1990	International	4700 4x2	Single axle flatbed dump
940726	1995	International	4900 4x2	Single axle crew truck w/supply bed
930557	1993	International	4900 4x2	Single axle garbage packer (10 yard)
910738	1991	International	4900 4x2	Knuckleboom w/dump bed
881265	1990	International	4900 4x2	Single axle flatbed dump
940719	1995	International	4900 6x4	Tandem axle dump (25 ton)
940720	1995	International	4900 6x4	Tandem axle dump (25 ton)
940721	1995	International	4900 6x4	Tandem axle dump (25 ton)
940722	1995	International	4900 6x4	Single axle dump – (10 ton)
940723	1995	International	4900 6x4	Single axle dump – (10 ton)
881261	1989	International	4900 6x4	Tandem axle dump (25 ton)
960969	1997	Ford	CF8000	Paint striper truck

970761	1998	Ford	F800	Single axle dump – (10 ton)
970762	1998	Ford	F800	Single axle crew truck w/supply bed
970823	1998	Ford	F800	Single axle crew truck w/supply bed
970824	1998	Ford	F800	Single axle crew truck w/supply bed
963346	1996	Ford	F800	Single axle crew truck w/supply bed
				Destroyed (burned – no longer here) Delete
000608	1981	Ford	F800 OILER	from list will not be part of contract
010774	2002	Freightliner	FL80	Tandem axle dump – (25 ton)
980094	1998	Freightliner	FL80 4x2	Tandem axle dump – (25 ton)
010775	2002	Freightliner	FL80 6x4	Tandem axle dump – (25 ton)
071008	2007	International	7300 4x2 SFA	Asphalt Tack Truck
133321	2014	International	7600 6x4	Tandem axle dump – (25 ton)
507131	2006	International	9900i 6x4	Tandem axel tractor (Lowboy)
405901	2004	Kenworth	T300 6x4	Tandem axle dump – (25 ton)
405902	2004	Kenworth	T300 6x4	Tandem axle dump – (25 ton)
030511	2003	Kenworth	T300 6x4	Tandem axle dump – (25 ton)
030525	2003	Kenworth	T300 6x4	Tandem axle dump – (25 ton)

FIRE APPARATUS

Please detail by unit if they are ladder, pumper, aerial, brush, rescue, etc.

- 110701:** 2011 Ferrara Igniter: This is a Pumper with a Waterous 1500 GPM and a 400 HP Cummins Engine/Allison Transmission
- 122521:** 2012 Ferrara Igniter: This is a Heavy Duty 77 Foot Aerial with a Waterous 1500 GPM and a 450 HP Navistar Engine/Allison Transmission
- 009703:** 2006 Ferrara HME: This is a Rescue Pumper with a Waterous 1500 GPM Pump and a 400 HP Cummins Engine/ Allison Transmission
- 010847:** 2008 Ferrara Igniter: This is a Pumper with a Waterous 1500 GPM Pump and a 400 HP Cummins Engine/ Allison Transmission
- 007459:** 2006 Ferrara Inferno: This is a 107 Foot Aerial with a Hale 1500 GPM Pump and a 550 HP Series 60 Detroit Diesel Engine/Allison Transmission
- 483:** 1985 Pirsch Pumper: This is a Pumper with a Hale 1000 GPM Pump and a Detroit Diesel Engine/ Allison Transmission
- 506971:** 2005 Spartan/Advantage/RVI: This is a Hazardous Materials/Rescue Truck. It does not have a pump but has a 400 HP Cummins Engine/Allison Transmission
- 963315:** 1997 Smeal/Spartan/Gladiator GA40M2141: This is a 75 Foot Aerial with a 1500 GPM Waterous Pump and a Series 60 Detroit Diesel Engine/Allison Transmission
- 970706:** 1997 Smeal/Spartan/Gladiator GA40M2141: This is a 75 Foot Aerial with a 1500 GPM Waterous Pump and a Series 60 Detroit Diesel Engine/Allison Transmission

- 960383: 1996 Smeal/Spartan/Gladiator GA41M2142: This is a Pumper with a Waterous 1500 GPM Pump and a Series 60 Detroit Diesel Engine/Allison Transmission
- 951246: 1995 Smeal/Spartan/Gladiator GA41M2142: This is a Pumper with a Waterous 1500 GPM Pump and a Series 60 Detroit Diesel Engine/Allison Transmission
- 126801: 2004 E-One: This is a Pumper with a Hale 1500 GPM Pump and a 400 HP Cummins Engine/Allison Transmission
- 126802: 2004 E-One: This is a Pumper with a Hale 1500 GPM Pump and a 400 HP Cummins Engine/Allison Transmission

33. Each RFP has a PM turnaround standard time that varies by RFP, but the liquidated damages section has a 1 hour standard noted in each of the three RFP's. In all cases the 1 hour standard in the liquidated damages section is well below the standard in the vehicle turnaround standards section. Can the County revise the standards in the liquidated damages section to match the standards noted in the vehicle turnaround standards section?

The liquidated damages section standard will be revised to match the standards noted in the vehicle turnaround sections.

34. **Tractor Equipment Table of 21 Tractors and Attached Equipment**

ID No.	Year	Make / Model	Attachments
133041	2012	Kubota 4 WD 95 horse power	With towed rotary mower
133042	2012	Kubota 4 WD 95 horse power	With towed rotary mower
970982	1997	John Deere 5300	With attached hydraulic mower & frontend bucket
970786	1997	Ford 5610	With attached hydraulic mower
970787	1997	Ford 3430	With towed rotary mower
0202881	2002	John Deere 5420	With attached hydraulic mower
940611	1993	Ford 5640	With attached hydraulic mower
930793	1993	Ford 6640	With attached hydraulic boom mower
910559	1991	Ford 5900	With attached hydraulic ditcher
950430	1995	John Deere 6300	With attached hydraulic boom mower
0202871	2002	John Deere 5420	With attached hydraulic mower
070413	2007	John Deere 5525	With attached hydraulic mower
000384	1984	Ford 5610	No attachments – located at Corrections
010772	2001	New Holland 5610	With attached hydraulic mower
010773	2001	New Holland 5610	With attached hydraulic mower
070411	2007	John Deere 5525	With attached hydraulic mower
108251	2009	John Deere 5075E	With towed rotary mower
108252	2009	John Deere 5075E	With towed rotary mower
000772	1978	Ford 2600	With towed rotary mower
991348	1999	Kubota M9000 4 WD 95 horse power	With 15 ft. bat wing mower
0305621	2003	John Deere TD1445 4 WD	With 72 inch – deck finish mower