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**ADDENDUM #2**

To: All Proposers  
From: Anna Bumgarner | Director of Purchasing/Contract Administration  
Date: September 30, 2021  
Subject: Fleet Management and Maintenance Services RFP # 2022-006

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**This addendum issued for the purpose of amending the requirements of Fleet Management and Maintenance Services RFP # 2022-006 and is hereby made part of the service request document to the same extent as though it were originally included therein.**

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- Q1. Page 3- Purpose of Solicitation  
A. iii. Question regarding the RFP budget of \$383,000. Confirming that this is the amount that was budgeted for 2022 spend; however, this spend was determined prior to undertaking this initiative. The entire 2022 budget will cover the cost of vehicle maintenance & repair including the cost of management and technicians and any admin required as a result of the requirements documented within the RFP.
- A1. The \$383,000 is the amount in the current FY22 Budget for spend on vehicles. The services requested in this RFP are not currently part of the FY22 Budget. A Budget amendment will need to be done once the amount of this contract is determined.
- Q2. Page 4- Tooling- What existing tooling/equipment will be made available to the contractor to use from existing shop if any?  
A2. Refer to the list provided in the RFP and the video.
- Q3. Page 5 – Contract Period-Commencement of Operations- Is there any flexibility in the time requirement of the 60 days?  
A3. The County prefers that the selected contractor start operations within 60 days. However, firms are free to propose alternatives that are supported by a business case narrative.
- Q4. Page 9- EVT Certification- According to [www.evtcc.org/faq](http://www.evtcc.org/faq), “EVT exams are offered at "Nationwide" test sites only twice a year, in June and October.”, Just a call out that this will require a grace period depending upon start date, is this accurate?  
A4. The County prefers that the selected contractor provide technicians that are EVT certified at the outset of operations. However, firms are free to propose alternatives that are supported by a business case narrative.

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Q5. Page 10- Other Inspections-Crane and Aerial Inspections- Does the County currently have specific inspection criteria and/or possess testing equipment for these inspections?

A5. This requirement can be deleted as the County does not have cranes or aerial devices.

Q6. Page 12- Tire Purchasing-Are there currently any tire purchasing programs in place that the contractor will have to either assume or participate in?

A6. No

Q7. Page 14- New Vehicle Acceptance-Does the County have specific vendors that should be utilized by contractor for installation of radios, computer equipment, etc.?

A7. The County does work with several vendors for radio installation and computer equipment. This process is typically done at the time of purchase for public safety vehicles. The City of Salisbury radio shop typically performs most installations at their facility.

Q8. Page 15- Inclement Weather Support-To what extent of support is expected during the “weather events” and is the support within the scope of maintenance and repair?

A8. The contractor must provide full support for fleet maintenance during weather events. This will be a target service unless support is provided after normal business hours.

Q9. Page 16- Part and Inventory Mgmt. (Procurement)-Are there any existing purchasing programs that contractor will be required to utilize on behalf of the County? Does the County have any parts inventory?

A9. The County does not have any existing purchasing programs or contracts in place. There is no parts inventory.

Q10. Page 17- Title and Registration- What is the average annual quantity of new vehicles during the past (5) years that have required title and registration?

A10. Please refer to the provided vehicle inventory for a list of vehicles by model year.

Q11. Page 27- Daily and Monthly Reports-Are you willing to look at proposals that are not based in a transactional model?

A11. The County is open to reporting alternatives that are supported by a business case narrative.

Q12. General: Vehicle Document-Should vehicles marked as out of service be included in the fleet count?

A12. Yes

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Q13. Fleet List – Can you provide the serial numbers/VINs for each of the units listed in the RFP?

A13. This information is not available.

Q14. Fleet List – What type of body is mounted on the rear of 9435 Freightliner (RCSO)?

A14. It is a storage/utility box. At one time it was used at the airport as a water tank. Box shows Reading Body Works, Inc Model # SPM60-HD132AW Serial 252093

Q15. Fleet List – What type of body is mounted on the rear of trucks belonging to Environmental Management (Landfill/Recycling):

- A15. 222 1990 Peterbilt – Water Tank Truck  
9930 1996 Mack DM6905 – Roll off  
9927 1999 International 4700 – Flat Dump Bed  
735 2002 Freightliner – Road Tractor (water tanker)  
1116 2005 Mack Granite – Dumb Truck  
1213 2012 Mack Granite – Roll Off  
1326 2013 Ford F550 – Service Body Truck  
1327 2013 Ford F650 – Flat Dump Bed  
Not issued 2021 Mack Granite – Roll off

The County does employ one heavy equipment mechanic and plans to keep servicing the Environmental Management heavy equipment in house. Environmental Management would like for tag and title to be handled by the contracted vendor.

Q16. Fleet List – what type of body is mounted on the rear of trucks and vans belonging to Emergency Services, are they ambulances?

- A16. 1418-Taylor Made Ambulance  
1419-Taylor Made Ambulance  
1528-Medix Ambulance  
1529-Medix Ambulance  
1623-Medix Ambulance  
1624-Medix Ambulance  
1717-Medix Ambulance  
1718-Medix Ambulance  
1719-Medix Ambulance  
1817-Medix Ambulance  
1818-Medix Ambulance  
1924-Medix Ambulance  
1925-Medix Ambulance  
2020-Medix Ambulance  
2021-Medix Ambulance

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- Q17. Fleet List – Are 0204 and 0422 belonging to Emergency Services, Hazmat Bodied Trucks?  
A17. 0204-Pierce walk in rescue body  
0422-Pick up body with camper shell
- Q18. Fleet List – are the following units belonging to Transit department, cutaway buses or regular passenger vans?  
A18. 49112-Cutaway  
50292-Cutaway  
37104-Para-Transit Van  
1802-Para-Transit Van  
1904-Cutaway
- Q19. Can the main drive through be used for performing repairs during off-hours (after 5 PM or weekends)?  
A19. The Drive thru can be used with proper authorization. The building locks down after 5PM on M-F operation. Weekends and Holidays are locked down 24 hours.
- Q20. Since the roll-off trucks will not fit in the 2-bay shop area provided, is there any shop area available for use for maintenance of these units at the landfill?  
A20. No, the County does employ one heavy equipment mechanic and plans to keep servicing the Environmental Management heavy equipment in house. Environmental Management would like for tag and title to be handled by the contracted vendor.
- Q21. II. PURPOSE OF SOLICITATION Section b) Overview Of Fleet Operations In The County, #iii---What is the total project budget including staffing, equipment, repairs, maintenance, etc.? Does the \$383K only cover Repair & Maintenance, not staffing, etc?  
A21. See the A1
- Q22. TARGET SERVICES, VIII VEHICLE MAINTENANCE AND REPAIR, 1) Welding and Fabrication---Will the County be providing the welding equipment, or should contractor include the costs in their proposal, as this service is required by the RFP?  
A22. The County will not provide any welding equipment. Firms may elect to outsource these services or include equipment in their transition cost proposal.
- Q23. TARGET SERVICES, VIII VEHICLE MAINTENANCE AND REPAIR, f) Tire Services---Will the County be providing the tire equipment, or should contractor include the costs in their proposal as this service is required by the RFP?  
A23. The County will not provide any tire equipment. Firms may elect to outsource these services or include equipment in their transition cost proposal.

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Q24. Should the contractor plan to provide all diagnostic equipment?

A24. The list of equipment the County will provide is included in the RFP appendix.  
Firms should list any additional equipment in their transition cost proposal.

Q25. Is there a bid or performance bond with this contract?

A25. A bid or performance bond is **not** required.

Q26. Attachment A Fleet List and VEUs- Are designated “out of service” and “spare” vehicle assets of County to be excluded from VEU calculations?

A26. See A12.

Q27. Attachment A Fleet List and VEUs- Could you provide a description of all the vehicle models. For example, Emergency Services has Ford E450 trucks. Are these ambulances or Brush trucks? If ambulances, what body OEM? Etc.

A27. See A14-17.

Q28. May we have a list of all the fleet maintenance vendors attending the pre-bid meeting?

A28. First Vehicle Services, Shenandoah Valley Fleet Maintenance and Management, Transervice, and Vector Fleet Management

Q29. Do patrol vehicles have individual drivers or does Rowan County slip seat?

A29. The majority of the Sheriff vehicles have individual drivers.

Q30. Do we have a separate parts room?

A30. There is not current parts room space. This is a large warehouse so an area could be designated for parts. The office space is large enough to store sufficient parts. When operating repairs to fleet maintenance in the past, it was large enough with shelve racks and office staff. If not large enough, there may be suitable space available, but not secured.

Q31. What is the size of the office space?

A31. 18' X 15.5' = 279 square feet

Q32. Will the breakroom be shared?

A32. Yes, the breakroom will be shared space with our facilities staff. They are out in the field most of the day.

Q33. Is the shop wired for internet?

A33. Yes, the current office space has both wired and Wi-Fi available.

Q34. Would it be possible to get a copy of the shop video to share with my colleagues preparing our proposal?

A34. The video is available at: <https://vimeo.com/611977964/596c422112>