



**Proposal**

**2021**

**Proposal for Fleet Management  
and Maintenance Services  
RFP# 2022-006**

**Cost Proposal Part II**

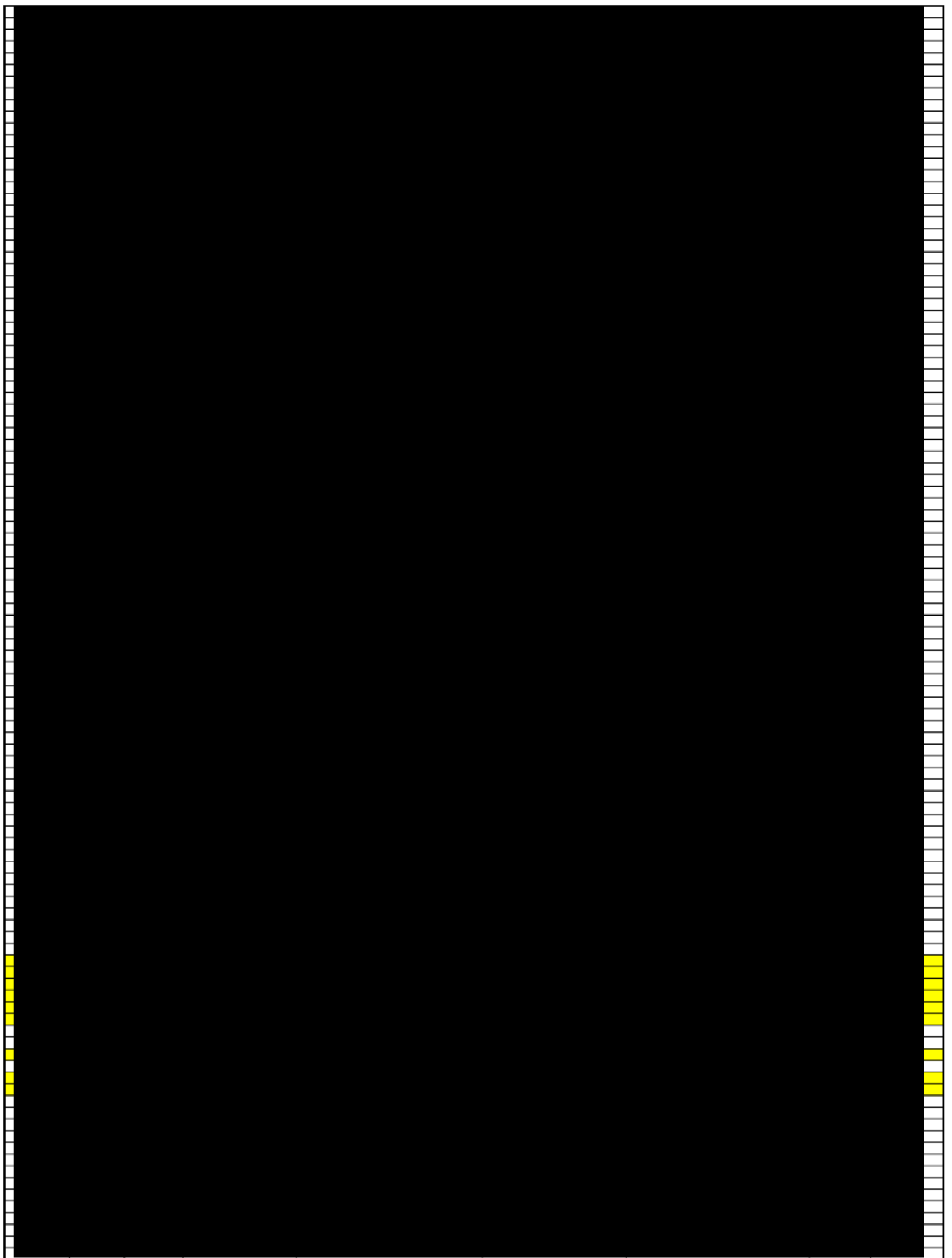
**ORIGINAL**



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9300 Harris Corners Parkway  
Suite 350  
Charlotte, NC 28269  
Aubrey Felton  
Executive Vice President  
PH: (704) 597-2262  
[www.vectorfleet.com](http://www.vectorfleet.com)  
10/18/2021*

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[REDACTED]

Total VEUs

1154.00

## APPENDIX D COST PROPOSAL FORMS

### TARGET COST PROPOSAL

		Vendor: <b>Vector Fleet Management</b>			
		Year One	Year Two	Year Three	3 Yr Total
Wages and Salaries	Management and Administrative	\$ 75,715	\$ 77,608	\$ 79,548	\$ 232,870
	Mechanics	\$ 140,613	\$ 144,129	\$ 147,732	\$ 432,473
	Parts Personnel	\$ -	\$ -	\$ -	\$ -
	Other Personnel	\$ -	\$ -	\$ -	\$ -
	<b>Subtotal</b>	\$ 216,328	\$ 221,736	\$ 227,280	\$ 665,344
Fringe Benefits	Management and Administrative	\$ 32,449	\$ 33,260	\$ 34,092	\$ 99,802
	Mechanics	\$ 60,263	\$ 61,769	\$ 63,314	\$ 185,346
	Parts Personnel	\$ -	\$ -	\$ -	\$ -
	Other Personnel	\$ -	\$ -	\$ -	\$ -
	<b>Subtotal</b>	\$ 92,712	\$ 95,030	\$ 97,406	\$ 285,147
Parts & Supplies		\$ 242,000	\$ 248,050	\$ 254,251	\$ 744,301
Subcontractor Services		\$ 40,000	\$ 41,000	\$ 42,025	\$ 123,025
Overhead		\$ 78,055	\$ 80,006	\$ 82,007	\$ 240,068
Corp. & Admin. Fees		\$ 54,251	\$ 55,607	\$ 56,997	\$ 166,856
<b>Total Target Cost</b>		<b>\$ 723,345.92</b>	<b>\$ 741,429.56</b>	<b>\$ 759,965.30</b>	<b>\$ 2,224,740.78</b>

#### Notes:

1. Provide detail for each cost element on a separate page, as required.
2. Explain changes from year-to-year on a separate page, as required.
3. Provide number or personnel in each staffing category for wages, salaries and fringe benefits

Management and Administrative	2
Mechanics	25
Parts Personnel	
Other Personnel	

### NON TARGET COST PROPOSAL

Total Target Cost for Year 1	\$723,346	
Number of mechanics (does not have to be a whole number)	25	
Expected annual direct labor hours per mechanic (for example, 1500)	1750	
Total labor hours	4375	calculation
% of business activity expected to be associated with shop labor (i.e. not parts, fuel, or subcontractors)	45%	
Annual associated cost (% x target budget)	\$325,506	calculation
Regular time labor rate	\$74.40	calculation
% of business activity expected to be associated with parts management	25%	
Annual associated cost (% x target budget)	\$180,836	calculation
Estimated annual parts cost (based on target budget, VEUs and contractor experience)	\$242,000	
Estimated markup on parts	10.0%	calculation
% of business activity expected to be associated with management of subcontracted services	12%	
Annual associated cost (% x target budget)	\$86,802	calculation
Estimated annual cost of subcontractor services (based on target budget, VEUs and contractor experience)	\$68,000	
Estimated markup on subcontracted services	5%	calculation
% of business activity expected to be associated with fuel management services	3%	
Annual associated cost (% x target budget)	\$18,084	calculation
Estimated annual fuel cost (based on County's 2022 budget)	\$1,727,197	
Estimated markup on fuel services	1.0%	calculation
% of business activity expected to be associated with fleet management services	15%	
Annual associated cost (% x target budget)	\$108,502	calculation
Total VEUs (from Fleet List tab)	1154.00	
Estimated annual fleet management fee per VEU	\$94.02	calculation
	100%	calculation (check of %s)

Regular Time Labor Rate: VFM used the County included formulas, however we propose a Regular Labor Rate of \$49/hour to be used for any Non-Target labor cost to County.

Estimated mark-up on Fuel Services: VFM used the County included calculations, however we propose NO mark-up to County for Fuel Services.

### TRANSITION COST PROPOSAL

Item Description	Staff training/payroll prior to contract start	\$10,500.00
	Safety materials	\$2,000.00
	Corporate travel for shop set-up/training	\$4,750.00
<b>Total</b>		<b>\$17,250.00</b>
<b>Vector Proposal for Vehicle Equivalent Unit Cost, per RFP Section XIII Mii</b>		<b>\$626.82</b>

**1. Provide detail for each cost element on a separate page, as required.**

**Wages and Salaries**

The Wages and Salaries Amount specified on the Bid Cost Breakdown includes all management, clerks and technician labor. Labor costs includes all wages, salaries and payroll taxes for all labor classifications provided.

**Fringe Benefits**

Fringe benefits are our included cost to provide health care, 401k savings, insurance and other ancillary benefits to each employee. We have provided a breakdown of our fringe benefits on following pages.

**Parts and Supplies**

Our annual fixed Target cost includes all repair parts and materials (excluding applicable sales taxes), bulk fluids (excluding fuel), lubricants, batteries, freight charges on parts, unserviceable cores, and warranty credits.

**Subcontractor Services**

Subcontracted service costs are the cost for both parts and labor performed by outside subcontractors for such repairs as engine/ transmission rebuilding, radiator repair, or glass repairs, etc. which are not considered capital improvement or directed work.

**Overhead**

These costs include miscellaneous direct expenses that are incurred in the normal day-to-day operation of the maintenance facility and in the administration of the contract. Expenses included, but not limited to; • Safety/environmental supplies • Training certifications • Garage Insurance • Waste disposal • Uniforms and cleaning • Bonding Costs • Equipment maintenance • Postage and office supplies • Employee drug testing and background checks • Employee recruitment • Janitorial Services • Office Supplies

**Corporate Administration and Fee's**

This cost includes our corporate support staff and departmental cost, as well as our fee for managing this contract.

**Transition Cost**

Cost to transform a largely idle fleet maintenance shop into an active, productive and safe fleet maintenance center.

**2. Explain changes from year-to-year on a separate page, as required.**

Vector Fleet Management took the average percentage of increase/decrease of CPIU for last 24 months. We used these historical averages as an adjustment for years 2 and 3.



### 3. VFM Benefits

<p align="center"><b>August 1, 2020 – July 31, 2021</b> <b>Benefits Summary Sheet – Non-Exempt Employee's</b></p> <p><u><b>Vacation</b></u> – Employees will earn paid leave on an accrual basis. For each payroll period worked, hours will be accrued based on years of service.</p> <p><u><b>Holidays</b></u> – Seven (7) paid holidays per year for full-time employees.</p> <p><u><b>Group Insurance</b></u> – Group insurance benefits are eligible for full time employees only. Effective date of coverage for company insurance benefits are the (1<sup>st</sup>) day of the month after your hire date.</p> <p><u><b>Life and AD&amp;D Insurance</b></u> – Company paid life insurance is base salary up to a maximum of \$100,000. AD&amp;D is double indemnity of base salary.</p> <p><u><b>Increased and Dependent Life Insurance</b></u> – Voluntary after tax deduction for employee increased life insurance benefits and dependent life insurance. Your contribution is dependent upon how much life insurance you select as well as your age.</p> <p><u><b>Short Term Disability</b></u> – Voluntary after tax deduction for the weekly benefit amount of 60% of your gross weekly earnings up to \$1,000, whichever is less. 24 weeks maximum.</p> <p><u><b>Medical Insurance</b></u> – Two medical plans offered through UMR.</p> <p><u><b>Pharmacy</b></u> - OptumRx</p> <p><u><b>High Deductible Health Plan with Health Savings Account (HSA) Option</b></u> - \$3,000 / 10% after deductible. Preventative Services are covered 100%. Certain preventative medications on OptumRx's Preventative Prescription Drug List are at no cost. All other covered medical services and prescription medications are subject to the plan year deductible. Once the plan year deductible has been satisfied, there are copayments for office visits \$35, specialist visits \$70, urgent care visits \$75, and emergency room visits are 10% after deductible. The plan will cover 90% for covered services and prescription medications are covered at 100% after the deductible is met.</p> <p><u><b>Health Savings Account (HSA) Contributions</b></u> – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.</p> <p><u><b>Copay Plan with Flexible Spending Account (FSA) Option</b></u> - \$2,500 / 20% after deductible. Preventative Services are covered 100%. Primary office visits \$20 copay, specialist visits \$75 copay (8 visits limit), urgent care visits \$40 copay, and emergency room visits 20% after deductible. The plan will cover 80% for covered services after the deductible is met. Prescription coverage for Retail Copays Tier 1 \$10, Tier 2 \$40, and Tier 3 \$80. Specialty Copays \$200.</p> <p><u><b>Flexible Spending Account (FSA) Contributions</b></u> – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.</p> <p><u><b>Dental Insurance</b></u> – This plan is through MetLife, the dental plan gives you freedom of choice of a dentist and includes coverage of routine check-ups as well as major dental procedures and limited coverage for orthodontia.</p> <p><u><b>Vision Insurance</b></u> – This plan is through MetLife. In-network, benefits covered in full after applicable co-pay. This includes yearly comprehensive exam, eyeglasses or contact lenses in lieu of eyeglasses. Co pays for in-network services are; exam – \$10, materials - \$25.</p> <p><u><b>401(k) Retirement Savings Plan</b></u> – After six (6) months of full time service you are automatically enrolled in the 401(k) Plan at a deferral rate of 4% earnings, <u>unless you decline enrollment. Plus you will receive a company match of 50% on the first 5% you save.</u></p> <p><u><b>*Fee Reimbursement</b></u> – The Company will reimburse ASE testing fees for certifications in a related field; and CDL fees, including required physical if the Vector site requires a CDL.</p>	<p align="center"><b>August 1, 2020 – July 31, 2021</b> <b>Benefits Summary Sheet – Non-Exempt Employee's</b></p> <p><u><b>*Employee Referral Compensation</b></u> – The Company will pay \$500 after referred full time employee completes 90 days of service with the Company.</p> <p><u><b>*Uniform Service</b></u> – Company furnished uniform service.</p> <p><u><b>*Technicians Only</b></u></p> <p>The above is only a summary of the benefits offered. The plan documents provide the details of each benefit.</p>
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## VFM Benefits Cont'd

<p align="center"><b>August 1, 2020 – July 31, 2021</b> <b><u>Benefits Summary Sheet – Exempt Employee's</u></b></p> <p><b><u>Vacation</u></b> – Employees will earn paid leave on an accrual basis. For each payroll period worked, hours will be accrued based on years of service.</p> <p><b><u>Holidays</u></b> – Seven (7) paid holidays per year for full-time employees.</p> <p><b><u>Group Insurance</u></b> – Group insurance benefits are eligible for full time employees only. Effective date of coverage for company insurance benefits are the (1<sup>st</sup>) day of the month after your hire date.</p> <p><b><u>Life and AD&amp;D Insurance</u></b> – Company paid life insurance is base salary up to a maximum \$100,000. AD&amp;D is double indemnity of base salary.</p> <p><b><u>Increased and Dependent Life Insurance</u></b> – Voluntary after tax deduction for employee increased life insurance benefits and dependent life insurance. Your contribution is dependent upon how much life insurance you select as well as your age.</p> <p><b><u>Short Term Disability</u></b> – Company paid short term disability. The maximum benefit amount is 70% of your gross weekly earnings up to \$3,000, whichever is less, 24 weeks maximum.</p> <p><b><u>Long Term Disability</u></b> – Company paid long term disability. The long term disability benefit amount is 66.67% of your pre-disability monthly earnings. The maximum monthly benefit is \$7,500.</p> <p><b><u>Medical Insurance</u></b> – Two medical plans offered through UMR.</p> <p><b><u>Pharmacy</u></b> - OptumRx</p> <p><b><u>High Deductible Health Plan with Health Savings Account (HSA) Option</u></b> - \$3,000 / 10% after deductible. Preventative Services are covered 100%. Certain preventative medications on OptumRx's Preventative Prescription Drug List are at no cost. All other covered medical services and prescription medications are subject to the plan year deductible. Once the plan year deductible has been satisfied, there are copayments for office visits \$35, specialist visits \$70, urgent care visits \$75, and emergency room visits are 10% after deductible. The plan will cover 90% for covered services and prescription medications are covered at 100% after the deductible is met.</p> <p><b><u>Health Savings Account (HSA) Contributions</u></b> – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.</p> <p><b><u>Copay Plan with Flexible Spending Account (FSA) Option</u></b> - \$2,500 / 20% after deductible. Preventative Services are covered 100%. Primary office visits \$20 copay, specialist visits \$75 copay (8 visits limit), urgent care visits \$40 copay, and emergency room visits 20% after deductible. The plan will cover 80% for covered services after the deductible is met. Prescription coverage for Retail Copays Tier 1 \$10, Tier 2 \$40, and Tier 3 \$80. Specialty Copays \$200.</p> <p><b><u>Flexible Spending Account (FSA) Contributions</u></b> – Contributions are made on a pre-tax basis through payroll and used to help pay for qualified health care related expenses.</p> <p><b><u>Dental Insurance</u></b> – This plan is through MetLife, the dental plan gives you freedom of choice of a dentist and includes coverage of routine check-ups as well as major dental procedures and limited coverage for orthodontia.</p> <p><b><u>Vision Insurance</u></b> – This plan is through MetLife. In-network, benefits covered in full after applicable co-pay. This includes yearly comprehensive exam, eyeglasses or contact lenses in lieu of eyeglasses. Co pays for in-network services are; exam – \$10, materials – \$25.</p> <p><b><u>401(k) Retirement Savings Plan</u></b> – After six (6) months of full time service you are <u>automatically enrolled</u> in the 401(k) Plan at a deferral rate of 4% earnings, <u>unless you decline enrollment</u>. Plus you will receive a <u>company match of 50% on the first 5% you save</u>. No waiting period for rollovers.</p> <p><b>The above is only a summary of the benefits offered. The plan documents provide the details of each benefit.</b></p>
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**ADDENDUM #1**

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To: All Proposers  
From: Anna Bumgarner | Director of Purchasing/Contract Administration  
Date: September 15, 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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**Title Page**

**Preproposal Conference: Thursday September 23, 2021**

Time: 1:00PM

Location: 425 Airport Road, Salisbury, NC 28147

Web meeting link: Join Zoom Meeting

[https://rowancountync.zoom.us/j/99450364159?pwd=aG1DS1E4RFozQmN6Q29nTUJ0e\\_ktoQT09](https://rowancountync.zoom.us/j/99450364159?pwd=aG1DS1E4RFozQmN6Q29nTUJ0e_ktoQT09)

Meeting ID: 994 5036 4159

Password: 674263

Phone dial in link: Dial by your location

+1 720 928 9299 US (Denver)

+1 213 338 8477 US (Los Angeles)

+1 602 753 0140 US (Phoenix)

Meeting ID: 994 5036 4159

Password: 674263

following the conference, a tour of the shop will be conducted

**Page 2, Section I**

- 1) **DEADLINE FOR SUBMISSION:** 1 P.M. Thursday, October 21, 2021

**Page 35, Appendix A**

Posted on County website <https://www.rowancountync.gov/675/Purchasing>  
See Attachment A and D

**Page 38, Appendix D**

Posted on County website <https://www.rowancountync.gov/675/Purchasing>  
See Attachment A and D

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**ADDENDUM #2**

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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.

**ADDENDUM #2**  
**Fleet Management and Maintenance Services**  
**RFP # 2022-006**

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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

**ADDENDUM #2**  
**Fleet Management and Maintenance Services**  
**RFP # 2022-006**

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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 employee 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

**ADDENDUM #2**  
**Fleet Management and Maintenance Services**  
**RFP # 2022-006**

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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.



**ADDENDUM #2**  
**Fleet Management and Maintenance Services**  
**RFP # 2022-006**

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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 shelf 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>

**ADDENDUM #3**  
**Fleet Management and Maintenance Services**  
**RFP # 2022-006**

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**ADDENDUM #3**

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To: All Proposers  
From: Anna Bumgarner | Director of Purchasing/Contract Administration  
Date: October 4, 2021  
Subject: Fleet Management and Maintenance Services RFP # 2022-006

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- Q1. In reference to Addendum # 2, Q20 Environmental Management trucks; the answer you provided was that the County does employ one heavy equipment mechanic in house. Does that mean that mechanic will also service the units addressed in Q15? Or will the Contractor maintain these units and should include them in their bid?
- A1. As stated in Q15 of Addendum 2, the county does plan to continue to maintain and service the heavy equipment in the Environmental Management Department. The County would like for the contract to handle the tag and title for the listed equipment.
- Q2. The County would like for the contract to handle the tag and title for the listed equipment in Q15, and do repair work for these trucks, just not the off-road equipment. Correct?
- A2. The contract will only handle tag and title. No other work for the items listed in Addendum 2 A15 will be handled by the contract.
- Q3. Addendum 2 A15, indicates the County will retain a mechanic for Environmental Management and this mechanic maintains the aforementioned 9 vehicles/equipment. Is this employee in a Union? If yes, which Union and is the Union the same as other County employees?
- A3. No, this employee is not part of a Union.

X  10/14/2021

**ADDENDUM #4**  
**Fleet Management and Maintenance Services**  
**RFP # 2022-006**

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**ADDENDUM #4**

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To: All Proposers  
From: Anna Bumgarner | Director of Purchasing/Contract Administration  
Date: October 15, 2021  
Subject: Fleet Management and Maintenance Services RFP # 2022-006

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- Q1. Section VI. c) Cost Adjustment for Changes in Fleet Size. The example provided has an error. It states that:  
"If the size of the County's fleet were then to increase by five (5) vehicles that had a total vehicle equivalent numerical value of 15 during the third month of contract operations, then the contractor could apply for an increase to its Target Budget of \$1,500 per month beginning in month four (4) of contract operations."
- A1. It should be ...an increase to its Target Budget of \$1,250 per month....

X  10/19/21