

QUESTIONS PERTAINING TO

RFP 18 – 025

FLEET MAINTENANCE AND MANAGEMENT SERVICES

CITY OF CARROLLTON, TEXAS

1. Ref: Page 26, Police Motorcycle Maintenance Program –
 - a. Which “party” is responsible for getting motorcycle tires mounted/balanced and installed? **Police Staff handle the motorcycles.**
 - b. Will motorcycle tire service be an in-house operation or sublet to a motorcycle shop? **Police Staff handle the motorcycles.**
 - c. Does the City own motorcycle tire mounting/demounting and balance equipment? **The City does not own any equipment.**

2. Ref: Page 35, para 1.1.3, History - Please clarify what information is required regarding Texas Commission on Environmental Quality? **TCEQ requires reports on the amount of fuel used weekly and monthly as well as reports verifying there is no spillage. Readings are to be taken daily.**

3. Ref: Page 37, para 2.1, Target Costs. This paragraph states that the Contractor must use the Target Cost Schedule for presentation of its target cost proposal. - Will the City provide a Target Cost Schedule (Price Sheet) for Contractor’s use in formulating its bid. **Contained in the RFP.**

4. Ref: Page 38, para 2.2, Non-Target Costs - Can the Contractor include its proposed Non Target Service Rates on the same contract response / Schedule sheet? **Yes, you can use the same sheet to record your rates.**

5. Ref: Page 40, para 2.1.1, Current Fleet Inventory - The listing shows 5 vehicles assigned to G4S Integrated Fleet Services. - Are these vehicles included in the VE computations, and maintenance performance standards? **Only include vehicles owned by the City of Carrollton.**

6. Ref: Page 56, para 2.5, Current Shop Installed Shop Equipment - The narrative for this paragraph appears to be incomplete. - Can the City provide a listing of all the shop equipment that is owned by the incumbent contractor? **The City only owns the overhead cranes at Sandy Lake Service Center and the Central Service Center. The incumbent owns all other equipment.**
7. Ref: Page 59, bottom of page, "Federal and State Inspections" - Is the Central Shop equipped to perform and report the Texas Emissions testing? - **The Central Shop is equipped to perform and report emissions testing. The incumbent owns this equipment.**
- If the shop is not equipped, will the City procure the equipment, software and communications system necessary to perform these tests for diesel and gasoline engine equipped vehicles? **No, this equipment will need to be provided by the vendor.**
8. Ref: Page 65, para 4.15, Vehicle Radio and Electronics Installation - Will the Contractor be responsible for transporting vehicles to/from the Police subcontract vendor? Paragraph narrative implies that the Contractor is responsible for scheduling and coordinating the movement of vehicles to/from the subcontract vendor. **Yes, the contractor will be responsible for transporting the vehicles.**
9. Ref: Page 67, para 5.0, Fueling Services - Do Contractor responsibilities include scheduling AST/UST and product line tightness testing and pump dispensing quantity certification testing? **Yes, they include these responsibilities.** - What are the approximate distances of each site from the Central Shop? **5-6 miles.** - Does the Central Shop have a tank leak detection master alarm system? **Yes, the Central Shop has a tank leak detection alarm.**
10. Vehicle Equivalents 5.1 - **This section refers to an appendix 15. Please use the equipment Master list for this section.**
11. Performance Bond- The RFP states that a 100% Performance Bond must be issued for all 4 years. The City may want to consider a cost savings measure and ask for a year by year Performance Bond, will this be acceptable? **No.**
12. Proposal Requirement- May we submit a "thumb drive" instead of a CD? **You must use a CD.**
13. How many Police vehicles are being up-fitted annually? **The City averages 10 a year.**
14. Does either Service Center come with air compressors, or are these the property of the current contractor? **The compressors are property of the current contractor.**
15. What is your current staffing at the Central Service Center located on 2711 Nimitz Drive? (How many Technicians, service writers, parts clerks, etc.)

Fleet Manager
MASTER TECHNICIAN EVT
MASTER TECHNICIAN EVT
Parts Clerk
MASTER TECHNICIAN EVT
FLT Maint/fuel tech.
FLT Maint Tech I
Automotive/Small eng.
Admin Coordinator
Logistics Coordinator
FLT Maint Tech I
FLT Maint Tech I
FLT Maint Tech I

16. Of the total amount of Technicians, how many have an EVT Certification? 3
17. What is the current Non-target labor rate? Regular and Overtime? [Please provide your best offer to for consideration.](#)
18. Section C. – 2.1.1 Current Fleet Inventory – can you provide the serial numbers/VIN’s for the fleet? [Refer to inventory list provided in RFP. Serial # should not be required.](#)
19. Section C. – 2.1.1 Current Fleet Inventory – can you provide which shop the units are assigned to? [Refer to RFP which describes what typically is repaired at each of the two locations.](#)
20. Section C. – 2.1.1 Current Fleet Inventory – are the police vehicles take-home units or hot-seated (used by multiple drivers)? [Primarily multiple drivers use police vehicles but there may be take home units as determined by the department.](#)
21. Section C. – 2.1.1 Current Fleet Inventory – are the following, vehicles or equipment, and what are they?

- 6535 -2011 Kenworth T-3000
- 7050 -2008 International 7700
- 7058 -2013 Kenworth T-470
- 7059 -2013 Kenworth T-470
- 7063 -2017 Peterbuilt Dump Truck
- 7555 -2007 Caterpillar
- 7566 -2014 Lee Boy
- 8135 -2005 Auger
- 8165 -1995 Johnston Cart

9041 -1996 Cart
9254 -2015 Kasel MS
517-203001 –Department Code
517-0FSPOL–Department Code
517-232001 –Department Code
517-233001 –Department Code

22. Section C. – 2.1.1 Current Fleet Inventory – what is mounted on the rear of these units?

5518 -2008 Ford F-550
5525 -2014 Ford F-550
5527 -2017 Ford F-550
6016 -2014 Isuzu NPR
6019 -2016 Navigator Terra-6
6520 -Freightliner FL70
6528 -2006 F700
6015 -2006 F800
6017 -2014 International Durastar 4300
6018 -2014 International Durastar 4300
6529 -2007 International Durastar 4300
6530 -2007 International Durastar 4300
6532 -2007 F800
6533 -2009 International Durastar 4300
6534 -2009 International Durastar 4300
6536 -2013 Kenworth T-300
6537 -2015 Kenworth T-510
7045 -2007 International 7700
7044 -2007 International 7700
7043 -2007 International 7700
7027 -2002 Freightliner FL112
7042 -2005 International 7700
7046 -2008 International 7700
7047 -2008 International 7700
7049 -2008 International 7700
7050 -2008 International 7700
7057 -2012 Kenworth T-470
7058 -2013 Kenworth T-470
7059 -2013 Kenworth T-470
7060 -2015 Kenworth T-470
7062 -2015 Kenworth T-470
8250 -2011 AM General AM4000
8308 -HME 1201 Deluxe

23. Section C. – 2.1.1 Current Fleet Inventory – what type of fire vehicles are the following:
3036 -2003 Ford F350 Ambulance
3056 -2008 Ford F550 Ambulance
3061 -2008 Zodiac Cart
3069 -2012 Dodge 4500 Ambulance
3074 -2012 Dodge 4500 Ambulance
3076 -2014 Dodge 4500 Ambulance
3077 -2014 Dodge 4500 Ambulance
3078 -2014 Dodge 4500 Ambulance
3082 -2015 Dodge 4500 Ambulance
3083 -2015 Dodge 4500 Ambulance
24. What is the current rate, regular and overtime that is currently billed to the City of Addison? This same rate is billed to the City of Carrollton. Please give us your best offer.
25. What is the monthly Admin Fee billed to The City of Addison? There is no Admin Fee. It is a pass through account of actual charges.
26. What is the current Parts and Sublet markup to The City of Addison? There is no markup.
27. What is profit sharing structure between the City of Carrollton and Centerra on The City of Addison monthly billing? (What percentage of the monthly admin fee goes to Carrollton and what percentage goes to Centerra) There is no profit sharing structure or admin fee, just a pass through billing.
28. How many vehicles does The City of Addison have maintained and repaired by the Inter-local Agreement with The City of Carrollton and Centerra? Can you provide the fleet vehicle list? There are 5 Fire Engines and 3 Ambulances.
29. Where are the vehicles for The City of Addison being maintained? City of Carrollton shop(s) or The City of Addison shop(s) or both? City of Carrollton, Location 1, 2711 Nimitz.
30. How much of the hourly rate, charged to The City of Addison does the City of Carrollton receive? This is a pass through billing.
31. Vehicle Fleet List- What is the number of snow plows, sand/salt spreaders? (8) Eight.
32. Vehicle Fleet List- Should snow plows, sand/salt spreaders and plow blades be included in the Target price? Yes.

33. Can we have a copy from May 2018 of the monthly vehicle allocation spread sheet?
Question is not clear.
34. Section B.- 2.2 Target Cost- What are the city's specified life cycles for each vehicle?
Please refer to the attached "Equipment Replacement Interval Fleet Services City of Carrollton" Chart for mileage guidelines.
35. Section C.- Cost Savings Incentive-What is the current cost savings plan between the city and contractor? To Be Determined in the current RFP with your best offer or recommendation.
36. Section C.- Cost Savings Incentive- How much did the City and contractor share in cost savings incentives for 2017? There were no shared cost savings in 2017.
37. Section C. – 2.1.1 Current Fleet Inventory – there are motorcycles listed on the fleet list but you show a Memorandum of Understanding - Police Motorcycle Maintenance Program in the RFP, should the Proposer bid on maintaining the motorcycles? No, merely tracking asset life and mileage for replacement purposes.
38. Section C. – 2.2 Cost Saving Incentives – what is your current Cost Saving Incentive Program today? There is not currently a cost savings incentive plan in place. Please provide your best offer.
39. Section C. – 2.7 Parts Inventory – what is the current value of inventory at each service center? The City does not maintain a parts inventory; it is managed by the current provider.
40. Section C. – 3.1 Service writing/Customer Service – How many service writers are at each shop locations? One which services both locations.
41. Section C. – 3.3 Preventive Maintenance – can you provide your current PM Service intervals? Please provide your recommended service intervals for the city.
42. Section C. – 3.3.1 Fire Department Units – does the City provide a service truck for the Proposer's use to complete minor adjustments and repairs at fire stations? If yes, can we see the list of all service vehicles provided by the City? The city does not provide any equipment.
43. Section C. – 3.3.1 Fire Department Units-Does the city have an adequate water supply/access to supply water for the annual pump test in-house. Yes.
44. Section C. – 3.3.1 Police Patrol Units- Can we see a copy of the "Quick PM A" service sheet? See Attached PMA sheet.

45. Section C. – 3.3.1 Fire Department Units – do the current technicians have the required EVT Level 1 and EVT Level 3 certifications and can you provide a copy the current certifications held? *As we understand it, there are three technicians with the required EVT certifications. The current provider retains this information.*
46. Section C- 3.3.1 Page 59, sixth paragraph, “use of outside Contractors for certain vehicles” Is current contractor using outside vendors to perform A level service? If yes, on what vehicles and can you list the vendors? *If needed this is on a case-by-case basis. On a rare circumstance, we may use an outside vendor approved by the Fleet Director for a transmission or engine repair.*
47. Section C. – 3.3 Preventive Maintenance – will the generator major repairs be managed by the Proposer and will those repair costs be charged back as non-target? *Yes, they will be managed by the Proposer and will be Non-Target.*
48. Section C. – 3.3 Preventive Maintenance – who is the third party certified aerial ladder inspection company used today? *Texas Diversified Inspections.*
49. Section C. – 3.3 Preventive Maintenance – what is the historical annual expense for the third party certified aerial ladder inspections? *Inspections average \$14,857 per year.*
50. Section C. – 3.4 Routine Repairs – what are the current repair cost thresholds set by the City? *The Fleet Director must approve repairs over \$2,000. State purchasing Guidelines will apply. See the City Website for links.*
51. Can we see a copy for May 2018 of the Monthly vehicle allocation spread sheet? (The spread sheet used to determine the monthly vehicle value.) *Question is not clear.*
52. What determines when a vehicle repair moves from Target to Non-Target? -Is it based on age? If so, please explain. Is it based on current depreciated value of vehicle? If so, please explain. *Please refer to the attached “Equipment Replacement Interval Fleet Services City of Carrollton” Chart.*
53. Police Vehicles- At what point does a repair on a police vehicle become a Non-Target repair? Please explain the calculation. *See Target Cost Definitions as listed in the RFP.*
54. Section C. – 3.4 Routine Repairs – is there currently an oil analysis program in process today? *Yes.*
55. Section C. – 4.1 Field Service/Road Calls – does the City provide a service truck for the Proposer’s use? If yes, how many and what equipment is included on the service vehicles, compressors, etc.? *The City does not provide any equipment.*

56. Section C. – 4.4 Waste Management and Disposal – does the City provide the non-hazardous waste bins for the Proposer’s use? [The City provides non-hazardous waste bins.](#)
57. Section C. – 4.7 Extended Warranties – does the City currently have any extended warranties? [It is not the City of Carrollton’s practice to purchase extended warranties on equipment. We do have one piece of equipment with an extended warranty. Unit 7060 has two years left on a 5-year warranty.](#)
58. Section C. – 4.8 Accident Program Administration – will the Proposer be authorized to use the City’s tow vendor for transporting accident units at no cost? [See Section 4.6 page 63 for answer.](#)
59. Section C. – 4.8 Accident Program Administration – can you provide a list of MBE/WBE vendor used for accident repairs, and what is the historical annual expense? [No](#)
60. Section C. – 4.10 Vehicle Decommissioning – is there a dollar limit for performing minor repairs on decommissioned units? [No, will be determined on case-by-case basis.](#)
61. Section C. – 4.13 Routine, Standard Vehicle and Equipment Preparation – does the City provide all decals and special equipment? [The City does not provide decals. Special equipment would be treated as Non-Target.](#)
62. Section C. – 4.16 Fleet Replacement Analysis and Planning – can you provide a copy of your vehicle and equipment replacement guidelines? [Please refer to the attached “Equipment Replacement Interval Fleet Services City of Carrollton” Chart.](#)
63. Section C. – 4.17 Locksmith Services – as the cost of duplication of keys for newer vehicles has increased, is there a historical annual expense for this service? [No.](#)
64. Section C. – 5.3 Maintaining City Fuel Sites and Equipment – Repairs to the fuel sites and fueling equipment ---Which repairs are the contractor’s responsibility, and are these repairs billed as Non-Target? If any, what repairs are billed as Target? [All repairs are the contactors responsibility. See Target Cost Definitions as listed in the RFP.](#)
65. Section C. – 5.3 Maintaining City Fuel Sites and Equipment- Does the City or contractor currently have a 3rd party contractor for repairs to fuel sites and equipment? If yes, who is the contractor? [Stovall Corporation has been used.](#)
66. Section C. – 7.0 Performance Standards, Incentives and Deductions – are the RFP Performance Standards currently in place today and if so, what are penalties that have been assessed on the past 12 months? [Yes, there are Performance Standards in Place. We have averaged 2.1 penalties per month at an average cost of \\$107 per month.](#)

67. Section C. – 7.0 Performance Standards, Incentives and Deductions – what maximum annual incentive is in place today? [To be negotiated on Contract Review.](#)
68. Section C. – 7.0 Performance Standards, Incentives and Deductions – what maximum annual deduction is in place today? [To be negotiated on Contract Review.](#)
69. Section D. – 2.0 Contractor Personnel - 2.2 Selection of Personnel – can you provide the list of qualified, incumbent personnel and their wage rates? [See list of positions provided earlier.](#) [Wage rates are Proprietary to current Provider.](#) [Please use provide your wage rates.](#)
70. Section D-Vehicle Equivalents- To have VE's, will the city provide classes of vehicles to place each vehicle in? [Refer to Master Equipment List for guidance.](#)
71. Section D- There is no place on the Bid Sheet for VE's, will VE's be determined during contract negotiations or do we need to submit VE's with our proposal? If yes, please refer to question above. [VE's to be determined during contract negotiations.](#)
72. Section C --- 5.2 Ordering Fuel and Monitoring City Fuel Sites – What is your average price of fuel, gas and diesel for calendar year 2018? [The City of Carrollton purchases all fuel through an Inter-local agreement with Tarrant County.](#) [Our Average price of fuel last year was \\$2.78 for Diesel and \\$2.85 for Gasoline.](#)
73. Section D. – 5.1 Vehicle Equivalents – can you provide your current Vehicle Equivalents type value and dollar value of each? [TBD at contract negotiations.](#) [The City typically replaces like for like as listed in the current vehicle inventory.](#)
74. Section D. – 5.1 Vehicle Equivalents – can you provide the fleet list with the Equivalent for each unit? [No.](#)
75. Non-Target Expenditures – what was your Non-Target expenditures for each of the last 4 years? [Our Non-Target expenditures averaged \\$403,829 per year.](#)
76. Bid pricing should be held firm for how many days? [Pricing should be held for 120 days.](#)