



CITY OF ALBANY, OREGON
FINANCE DEPARTMENT

CITY FLEET VEHICLE MAINTENANCE RFP, ADDENDUM # 1

March 23, 2021

The purpose of this Addendum is to modify the RFP documents only to the extent indicated herein. All other areas not changed or otherwise modified by other addenda shall remain in full force and effect. This Addendum is hereby made an integral part of the original Project Documents. The Proposer shall sign acknowledging they read and understand that this Addendum includes and incorporates the following changes or provides clarifications to questions submitted by potential Proposers.

The following sections have been revised with additions shown in bold and italicized and deletions shown with strike-through.

1. **Exhibit A – Cost Proposal** has been revised to clarify the section labeled Lube, Oil and Filter Fixed Charge, to be “up to 5 quarts ***‘conventional’*** oil...”
2. **Attachment C – Minimum Routine Inspection** has been revised to create a table to assist the successful proposer to document and submit inspection findings to the respective department after vehicle maintenance.

The form must be provided to the department upon vehicle delivery to the department upon completion of the inspection and vehicle maintenance. This requirement allows City departments to timely track future required vehicle maintenance.

The following questions have been asked. Clarifications are listed below.

1. “Does the scope of the maintenance include manufacture recommendations for timing belt replacements, tune-ups, transmission and radiator service and does the contract include tires and tire service?”

*Answer: See the **Minimum Routine Inspection report**. If these are considered additional services, vendor should list items as recommendations noted on the **Routine Inspection form**. The decision to implement the recommendation is a department decision and in the best interest of the City.*

Tires and tire service is not included in the scope of work. However, the department may add on tire services, if needed, at the time of the routine servicing.

2. “Is there currently a Fleet Contract? If so, who?”

Answer: Albany Roberson Ford currently holds the contract which will expire June 30, 2021.

3. “If we do not bid, or lose the bid, will we not be working on the vehicles we do now?”

Answer: The City reserves the right to use other vendors for vehicle maintenance and service needs for special vehicle services and requirements, or if the vendor is unavailable.

4. “On the Cost Proposal sheet. On the Lube, Oil, and Filter cost. Some of the 5-quart engines will need synthetic lube vs conventional. Ford Diesel engines, 6.0, 6.4, and 6.7 liters, really should have top notch synthetic oils and OEM oil and Fuel filters for best protection. Other trucks take more than 5 quarts, and some take synthetic or conventional. Is it OK to attach more than one Cost Proposal Sheets where we can show some of the different costs?”

Answer: Do not include more than one cost. See revised Exhibit A Cost Proposal. For the Cost Proposal the type of oil quoted for 5 quarts should be “conventional” oil.

5. “Do we have to have a resume for each and every one of our mechanics?”

Answer: No.

6. “Do you have an estimate as to the value of this contract?”

Answer: No. It is not available.

7. “Can you provide the document in a fillable format?”

Answer: I have added the documents in Word format to assist completion.

Contractor’s Signature

Date

Company Name *(Please print)*