



The Center for Health Care Services

SUBJECT: Request for Proposal (RFP) for a Fleet Lease **RFP 2024-008**, Scheduled to Open: **May 16, 2024** Date of Issue: **April 15, 2024**

FROM: Adam Velez
Sr. Director, Contracting and Procurement

DATE: April 30, 2024

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I – TO THE ABOVE REFERENCED REQUEST FOR PROPOSAL

EDIT: RFP 2024-008 Fleet Lease, Section 004 – Scope of Services, #9, Maintaining Warranty and Repair Services, paragraph 1, page 6, is hereby amended to read, *“It is the CENTER’S desire that the CONTRACTOR shall offer a maintenance package to cover the cost of certain maintenance tasks to include:*

- a) All scheduled preventative maintenance, including all necessary fluids when a component is being serviced;*
- b) All factory installed suspension components;*
- c) All factory installed powertrain components;*
- d) All factory installed electrical and electrical components;*
- e) All factory installed AC/Heat components;*
- f) All defective factory installed interior components;*
- g) Roadside Assistance for mechanical failure;*
- h) Roadside Assistance for spare tire swaps; and*
- i) COVID disinfecting fees.”*

DELETE AND REPLACE: RFP 2024-008 Fleet Lease, RFP Attachment B, Price Schedule, page 23 is hereby deleted and replaced in its entirety.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 010, RESTRICTIONS ON
COMMUNICATION:**

Question 1: On page 6, item 9, Maintaining Warranty and Repair Services, it states the CONTRACTOR will perform all manufacturer-required maintenance, and under item 10, it states Maintenance – Routine Maintenance provided by Lessee. Do we include maintenance?

Response: Please refer to RFP Section 004 – Scope of Services, #9, and RFP Attachment B, Price Schedule.

Question 2: Can you forward the specifications/dimensions for the XL Cargo Van? The transit connect is no longer available.

Response: The Center does not utilize XL cargo vans. The Center has two (2) mini cargo vans, and two (2) hi-top twelve (12) passenger vans.

Question 3: Can you forward the specifications for the wheelchair vans?

Response: The Center has two (2) wheelchair mini vans that have rear entry for 2 w/c's and 3 passenger seats and two (2) hi-top wheelchair vans with rear lift and space for two (2) wheelchairs and three (3) passengers.

Question 4: When can payments be expected?

Response: Current invoicing process is that invoices are submitted to Center on the first of the month, reviewed for accuracy, submitted by CHCS designated point of contact for processing, and paid as a Net 30.

Question 5: Page 4, #4, Regarding Recall Work – is it correct that the vendor will be completing all recall work, when necessary?

Response: Yes

Question 6: Page 6, #9, Maintaining Warranty and Repair Services – seems to conflict with Page 6, #10 Maintenance. Can you clarify the responsible parties for the different service types?

Response: Please refer to RFP Section 004 – Scope of Services, #9, page 6.

Question 7: Regarding RFP Section 004 – Scope of Services, #4, page 4, last sentence, “As CENTER deems necessary, it may request maintenance services to be included on selected leased vehicles.” What vehicles does the Lessee want us to quote Maintenance?

Response: Please refer to RFP Attachment B – Price Schedule.

Question 8: What is the Voyager wheelchair van configuration?

Response: Please refer to the response to Question 3.

Question 9: What is the Full Size wheelchair van configuration?

Response: Please refer to the response to Question 3.

Question 10: Are all sedans to be Hybrids?

Response: No.

Question 11: Regarding RFP Section 005 – Assurances, #7, page 8 that states, “Proposer accepts the CENTER’S right to alter timetables for procurement as set forth in this RFP,” please define what timetables you are referring to?

Response: Please refer to RFP Section 013 – Schedule of Events.

Question 12: Regarding RFP Attachment A, Part One – General Information #8 that states, “Does the Respondent agree to provide a \$50,000 Fidelity Bond per person for all persons providing services to CENTER under any fleet leasing, servicing and/or management agreement that may result from their response to the solicitation in the event of a contract award,” can we supply the Bond from our Insurance Company?

Response: Yes.

Question 13: Does the model of minivan matter?

Response: No, as long as the seating is configured for seven (7) persons.

Question 14: Who is the current vendor?

Response Enterprise Fleet Management, Inc.

All other RFP conditions remain unchanged.

RFP documents may be downloaded from <http://www.chcsbc.org/contracting-opportunities/>