



City of Ridgefield

Addendum No. 1

Solicitation: P20008: Fleet Management Study

This addendum is hereby incorporated into the solicitation documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~strikethrough~~.

All other terms, conditions and specifications remain the same.

Questions and Answers:

1. **Question:** Section 1: Instructions and Contact Information: B: Introduction/Background states that the City currently outsources most of the repair and maintenance services for the fleet. Are repairs and maintenance services outsourced to a single commercial vendor or a network of commercial vendors in the area? Who manages this activity for the City currently?

Answer: The city performs routine maintenance such as oil changes in house. Other maintenance is outsourced to multiple certified repair facilities in our area. The Public Works department manages the activities for Public Works and Community Development vehicles and the police department manages it for the patrol vehicles.

2. **Question:** Section 1: Instructions and Contact Information: C: Scope of Work, Phase 2 – Current Fleet Review states that the consultant shall review what fleet resources would be needed based on current and projected staffing, position classification, equipment and space currently dedicated to fleet maintenance and current fleet costs. Would the City please elaborate on the expected outcome and deliverable for this task.

Answer: The city is attempting to get assistance on what types of vehicles/equipment they need including future projections. Interviews with staff and comparisons to industry standards would be expected. Recommendations on positional needs for vehicle type so we can evaluate cost. i.e. position needs include a pickup to efficiently carry out their daily duties or position may not need a dedicated vehicle. i.e. position requires a vehicle capable of towing heavy equipment.

3. **Question:** Section 2 Proposal Submittal and Evaluation Information: A: Requirements & Procedure states that the maximum number of pages for the proposal is 15. Does this count the General Information Form (required), our proposal cover, cover letter, table of contents and appendix?

Answer: The page limit for the proposal would not include the required General Information Form, but would include any additional pages submitted, such as the proposal cover, cover letter, table of contents and appendix.