



NOTICE TO RESPONDENTS
ADDENDUM No. 2

SEPTEMBER 15, 2021

REQUEST FOR PROPOSALS RFP-096-21-KM

NEW MUNICIPAL VEHICLES, CARS, VANS, SUV's & LIGHT TRUCKS

1. This addendum consists of six (6) pages and incorporates changes and/or clarifications to the above referenced RFP released on August 23, 2021, only in the manner and to the extent stated herein and shall become part of the resulting contract.

2. This addendum includes the following:

CORRECTIONS/CLARIFICATIONS

1. **Vendors must disregard the previous Exhibits 1 & 2 in their entirety and replace with the attached revised Exhibits 1 & 2.**

2. **Section 2.3.1 has been revised and should be replaced with the following:**

2.3.1 METHOD, RATE, VEHICLE LIST/PRICING RESPONSE ("EXHIBIT 1")

a. METHOD (Page 1). Vendors **MUST** identify and provide a breakdown of their formula used to determine the cost of their vehicles by using a cost-based pricing method.

b. RATE (PAGE1). If the Vendor intends to provide service, the hourly service rate **MUST** be identified in this section.

c. VEHICLE LIST/PRICING (PAGE 2). Vendors **MUST** list their current year base make and model vehicles by manufacturer under Column A. The MSRP (Manufacturer's Suggested Retail Price) **MUST** be identified under column B along with their percentage over cost under Column C. The Vendor **MUST** also identify the percentage discount or the additional percentage to be charged for aftermarket accessories under Column D.

d. PARTS (PAGE 3). Vendors should provide their percentage off MSRP for parts.

3. **Section 2.3.2 is revised and should be replaced with the following:**

A breakdown of the criteria and how the City intends to score is identified on Exhibit 2.

4. TAB 2 – EXPERIENCE/PAST PERFORMANCE is revised and should be replaced with the following:

Vendors MUST demonstrate their ability to provide the required specifications and deliver municipal government vocational vehicles, bodies, parts, and service in a timely manner. Preference will be given to those who have provided vehicles and service to government entities for more than five (5) years. Please provide the following information and/or documentation:

- a. An organizational chart of the business showing roles and responsibilities of personnel is requested.
- b. List all current government or other competitive bid contracts in place.
- c. Provide the number of years in business.
- d. Provide copy of dealer's license.
- e. Describe and explain any litigation, major disputes, contract defaults, and/or and liens in the last ten years.

5. TAB 4 – Product Line/Equipment has been revised and should be replaced with the following:

TAB 4 - PRODUCT LINE/EQUIPMENT

- a. The Vendor **MUST** provide a breakdown of the vehicles they can offer by make and model on Exhibit 1, Page 2 under Column A.

QUESTIONS/RESPONSES

Question 1: Page 2 of the RFP states that pricing must be good for 120 days. This is not possible; pricing is to be valid for the indicated model year and subject to order cutoff dates as directed by each manufacturer.

Response 1: Pricing valid through the timeframe specified on the Vendor's quote.

Question 2: TAB 1 - EXECUTIVE SUMMARY/GENERAL INFORMATION (2-page limit)

Move item **m.** to TAB 2, this pertains to past performance.

m. Describe and explain any litigation, major disputes, contract defaults, and/or liens in the last ten years.

Response 2: The City of Tallahassee agrees. This item (along with item k will be moved to TAB 2 – EXPERIENCE/PAST PERFORMANCE via addendum.

Question 3: TAB 2 – EXPERIENCE/PAST PERFORMANCE (6-page limit)

Recommend revisions in **blue**

Vendors must demonstrate their ability to provide the required specifications and deliver municipal government vocational vehicles, bodies, parts, and service in a timely manner. **Only Vendors and their authorized representative(s)** who have **concurrently** provided vehicles and service to government entities for more than five (5) years **will be considered**. Vendors must provide this information on References page per Attachment 1. An organizational chart of the business showing roles and responsibilities of personnel is requested. Please list all current government or other competitive bid contracts in place.

Response 3: The recommendations above are not accepted.

Question 4: 2.5.1.2 Scoring Criteria Table:

Per conversation during pre-bid meeting remove Tab 3 from scoring and evaluate separately from the cost proposal. In addition, which is further explained in a subsequent question, remove item 3 from Exhibit 2.

Response 4: Item No. 003 - Parts is a part of the proposal scoring. If the Vendor intends to provide parts, the percentage discount off the MSRP should be provided. These percentages must be provided and listed on Page 3 of Exhibit 1.

Question 5: Exhibit 2 Question 1:

What is the formula used in the total column for each item? Total = points x factor?

Response 5: Yes, the formula used is Total = Points x Factor.

Question 6: Exhibit 2 Question 2:

Item 003 Parts, what if the respondent does not wish to offer parts which is not the desired feature of this bid.

Example: Respondent offers a single specific part with a 65% discount. 65% with a factor of 3 would lend to a 195-point total in this bid which is not supposed to award based upon parts and service. **It is suggested that item 3 is removed from exhibit 2 in its entirety.**

VENDOR NAME: _____

SCORING CHART					
ITEM NO.	ITEM DESCRIPTION	FACTOR	PERCENTAGE	POINTS	TOTAL
001	Vehicles and OEM Options	4			
002	After Market Options	3			
003	Parts	3			
	Points Total				
	Average Total Points (divided by 3)				

Response 6: This recommendation is not accepted. Any percentage off the MSRP for parts will be a part of scoring. Please see revised exhibit for the new conversion chart that will determine how many points will be awarded.

Question 7: Page 3. VEHICLE LIST/PRICING. Vendors MUST list their 2022 current year base make and model vehicles and OEM options by manufacturer with **MSRP** (Manufacturer's Suggested Retail Price) along with their percentage over cost. Additionally, the Vendor MUST identify the percentage discount or the additional percentage to be charged for aftermarket accessories as well as the percentage off MSRP for parts.

Page 3 Question: *Please confirm that vendors are **NOT** required to include a column reflecting cost of vehicles and contract sales price, rather only MSRP.*

Response 7: Vendors are not required to include the cost or a contract sales price only the MSRP and their percentage over cost.

Question 8: Page 27 3.3.2 \$100 flat fee. Fee Question: Please confirm if this fee is to be charged in the cost calculation for the City of Tallahassee's vehicles, or if it is only to be added to other governmental entity purchases.

Response 8: This flat fee will only be charged for purchases made by local, states or national governmental agencies, political subdivisions, or other public agencies under the agreement between the City and the awarded Vendor.

Question 9: Page 60 Responsible Vendor Review Form Within the last ten (10) years, in the State of Florida or any State or Federal jurisdiction has the Vendor or any of its **authorized representatives, officers, directors or owner:**

Responsible Vendor Review Form Question 1: Please add the words authorized representatives to the language above, as the person or persons submitting the bid **should also be included in the requirements.**

Response 9: This form is generated by the City of Tallahassee Procurement office and cannot be edited. Vendors are required to provide any and all information related to the question as listed.

Question 10: 1.0 Within the last ten (10) years, in the State of Florida or any State or Federal jurisdiction

has the Vendor or any of its authorized representatives, officers, directors or owner:

Responsible Vendor Review Form Question 2: How will the city validate the responses to 1.1 thru 3.0 and will these validations be published? (**Submitted: Sep 7, 2021 8:55:23 AM EDT**)

Response 10: The City of Tallahassee Procurement office will provide any and all information pertaining to the request information.

Question 11: 1.1 Been, subject to a **revocation**, suspension, disbarment, administrative complaint, sanction, fine, **adverse action**, or disciplinary action relating to any business or professional permit, certification, and/or license?

Responsible Vendor Review Form Question 3:

How will the City handle the submission of bids by vendors who have previously had their contracts with the city revoked, removed, or otherwise dissolved?

Response 11: Vendor must first have attended the Mandatory Pre-Bid Conference to be eligible to have their bid/proposal be considered, and any responses provided by the Vendor will be evaluated and handled by the City of Tallahassee Procurement Services office.

Question 12: Responsible Vendor Review Form Question 4:

How will the City handle submission of bids by authorized representatives whose employment was terminated mid-contract leaving the vendor behind to dissolve their contract.

Response 12: Any responses provided by the Vendor will be evaluated by the City of Tallahassee Procurement Services office.

Question 13

2.3 COST PROPOSAL (BIDSYNC LINE ITEM 1)

The Vendor MUST submit their hourly labor rate, (if applicable), any and all costs associated with maintenance agreements and extended warranties, all vehicle pricing in the proper format along with any and all applicable options and/or percentage of discount they intend to offer in BIDSYNC under Line Item 1.

There are two lines which responses are requested in bid sync. Item 1 requests a unit price and total price.

Bid Sync Question1: Since parts and service are not a requirement for award, is a labor rate required in this field or a generic place holder?

Response 13: If the Vendor intends to provide a technician either on-site or at their dealership, the hourly rate MUST be provided on Page 1 of Exhibit 1.

Question 14: Item #1 requests complete vehicle listing including MSRP pricing.
Item #2 requests complete vehicle listing without any pricing.

Question: Does the bidders response need to include two complete vehicle listings as this seems redundant?

Response 14: No, the Vendor's product line MUST only be listed on Exhibit 1, Page 2 under Column A.

Should you have any questions concerning the above or related matters, please do not hesitate to contact Keith Milton at (850) 891-8289 **or through FRS TDD at 711.**

Veronica McCrackin

Manager for Procurement Services

VM/km

COMPANY NAME

AUTHORIZED SIGNATURE

DATE

END OF ADDENDUM