



Date April 21, 2016
Title Contract Operated Parts Store & Related Inventory Services RFP#5820
Question/Answers

ADDENDUM I

Q1: On page 5 under "Contract Specifications" in paragraph 2 it says that "Proposers are not invited to submit modifications or amendments to the Contract; however, GCS will give proposers an opportunity to revise and resubmit proposals if GCS decides to make material changes to the contract." Is this saying that if we request any changes, our bid will not be considered?

A1: GCS will not accept any modifications to the current contract specifications as they are stated within the RFP. The specifications were established to promote a consistent response from each proposer. If GCS decides to make changes to the contract specifications due to amendments or corrections, GCS will allow proposers to revise and resubmit proposals based on the changes authorized by GCS.

Q2: On page 23, # 9 - Affirmative Action. We are not an Affirmative Action company, but we are an Equal Opportunity Employer. Will this suffice or does the awarded vendor have to be an Affirmative Action company?

A2: Yes, being an Affirmative Action company will suffice.

Q3: On page 24, #19 - Transaction Fee. Is the transaction fee negotiable?

A3: E-procurement will not be used by the vendor for parts; the vendor will use their own method of purchasing materials etc.

Q4: On page 34, L - Satellite Sites. Is says the provider will be solely responsible for the lease or mortgage. Is this saying we are responsible for making the mortgage payments on the Counties satellite locations?

A4: Satellite Sites is referencing property owned and operated by the vendor, not a GCS owned facility. For example: The vendor chooses to move stock to various locations throughout the County for distribution or storage purposes. GCS will not have any responsibility for these sites, but expects the sites to be maintained in a professional manner.

Q5: How many employees are currently running the parts store and are they available to be hired by the winning contractor? Can this equipment be a commercial grade device as long as the warranty obligations can be met?

A5: Four employees are assigned to work in our parts supply area, two of which have retired. The remaining two; Parts Foreman and Cost Clerk remain and will be assigned to new duties within GCS if the contract is awarded to a bidder. Current employees could be

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hired by the contractor if they choose to apply for positions within the contractors company.

Q6: Are the current employees union employees?

A6: No

Q7: Can you specify the required number of employees and their functions (i.e. managers, parts people, any other required positions)?

A7: The RFP/Proposed Contract does not require specific staffing requirements in terms of positions or the number of employees hired to operate the parts store by the contractor. The RFP/Proposed Contract does require: "Provider will provide the staffing and management to run an efficient and effective parts store at the GCS Moen Transportation Center located at 131 Franklin Blvd., Greensboro, North Carolina (the "Parts Store"). Provider will provide staffing at the Parts Store between the hours of 6:00 a.m. and 10:30 p.m., Eastern Time, Monday through Friday, on all days listed on **Exhibit 1-GCS Employee Calendar** attached hereto."

Q8: What is the current value of your inventory?

A8: Approximate current value of the parts inventory is \$972,000.

Q9: Will there be a site visit or bid meeting to review the RFP with the county?

A9: Prospective bidders may contact Jeff Harris, Director of Transportation via email, harrisj@gcsnc.com, to request a site visit of the current parts room located at 131 Franklin Blvd.

Q10: Is there an average inventory value available for the satellite locations?

A10: In the RFP/Contract, Satellite Sites is referencing property owned and operated by the vendor, not a GCS owned facility. There is referencing to the bus parking sites also referred to as satellite bus parking sites or satellite sites. The two should not be confused as the same. The vendor has the option of operating satellite parts stores/sites away from the main facility at 131 Franklin Blvd.

School buses are parked at satellite bus parking sites, whereas GCS operates 20 service trucks for onsite repairs at these parking sites. The inventory on the service trucks has already been deducted from the inventory at the main facility and will not be included as part of the contract servicing inventory upon inception. Future inventory on the service trucks will be inventory purchased from the vendor by GCS.

Q11: What is the average inventory value for mobile repair trucks?

A11: The inventory on the service trucks has been deducted from the inventory at the main facility and will not be included as part of the contract servicing inventory upon inception.

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Future inventory on the service trucks will be inventory purchased from the vendor by GCS. The estimated inventory value per service truck is \$5,000 to \$8,000.

Q12: Page 31: What is the current value of the “Routine Parts” inventory?

A12: Inventory is replenished as established stock levels dictate. Therefore, inventory is not tracked as items that are not sold only as total stock purchased and total stock used. Approximate value of inventory in stock at all times - \$900,000. This value includes items that could be considered obsolete.

Q13: Does the contract include facilitating procurement and purchasing of tires?

A13: The contract will not include the procurement of tires for any vehicle.

Q14: Page 35 section 8-a: “Compensation of parts” what does this term mean? /clarification also of “Surcharge”

A14: Correction in Bold to RFP/Contract: Compensation for Parts. During the Term, GCS will compensate Provider for parts provided to GCS in accordance with this Agreement as follows: the cost for such part/supply (as determined in accordance with **Section 2C (not 7C)**) plus a surcharge of ___%. GCS will only compensate/pay the Provider for parts issued in accordance with the contract at the rate of the Provider’s actual cost for the part, plus the percentage mark-up (surcharge) as stated on Proposal Form 1 – Compensation.

Q15: Page 35 section 8-c: Is the county to never incur freight charges, even when “express” delivery is required?

A15: Cost associated with all operations should be included on Proposal Form 1 – Compensation, to include all freight, shipping, or delivery costs that will be invoiced to GCS on a monthly basis.

Q16: Page 31-E: What are the “Draw Down” specifics, are we buying this inventory and selling back to the county or simply managing the inventory and handing over the counter? What is the value of this inventory?

A16: Subsequent to the initial inventory of items performed by the Provider, Contract - section 3C & 3D, Provider will distribute current GCS inventory prior to ordering additional inventory. Therefore, the Provider will manage and distribute the existing inventory originally purchased by GCS prior to contract inception.

Q17: Page 36, Section 9, Term: Please clarify the length of the term of initial contract? We understand the renewal possibilities but the initial time span of the first awarded contract is extremely important.

A17: The initial contract term will be dependent on the final approval by the GCS Board of Education, the actual award date of the contract to a Provider and the agreed upon terms. The anticipated initial contract term is July 1, 2016 through June 30, 2017.

Q18: Page 4, Section Background; Page 29, Parts Store Operation: What are the hours of operation for part's staff that we will be required to provide service for? There are two different times stated and we want to make sure we fully understand your requests.

A18: Provider will staff the Parts Store between the hours of 6:00 a.m. and 10:30 p.m. The background information was provided to establish that GCS staff members work outside of the hours defined as needed.

Q19: How are you currently staffed with parts employees at each time/shift in the time periods of parts operations? a. Manager b. Parts Counter c. Admin

A19: Currently the parts operation is staffed with 2 clerks, 1 specialist and 1 supervisor. The hours of operation for 2 personnel at a time is split between 2 shifts. These shifts are 6 a.m. to 3 p.m. and 8 a.m. to 5 p.m. Parts and supplies that are needed between 5 p.m. and 10:30 p.m., are retrieved by the evening shift maintenance supervisor or dispatcher.

Q20: Page 5, Background: Please state clearly if tires, (new tires and recap tires) are part of this contract?

A20: The contract will not include the procurement of tires for any vehicle.

Q21: Please state clearly if oil and lubricants are going to be part of this contract?

A21: The contract will not include the procurement of bulk fluids such as gasoline or diesel fuel, but will include the procurement of oil, lubricants, grease, cleaners, etc. in sizes ranging from quart to 50 gallon drum quantities.

Q22: Why did oil expenses increase year on year 3.5X when comparing 2013/2014 to 2014/2015?

A22: Often oil is purchased in bulk quantity amounts in quart and gallon size containers. If the purchase is near the end of the fiscal year, the supplies are utilized in the upcoming fiscal year. Approximately 7,500 gallons of motor oil is used annually.

Q23: Page 45, Exhibit 3 - Parts Store Premises: The RFQ/P indicates there is 1000 square feet of secured storage available. Please clarify each unsecured storage area that parts are stored in? Specifically, covered unsecured areas and drop off enclosed storage areas.

A23: GCS has determined that the secured area described as the parts store premises is the optimal area for the Provider to utilize for all parts and supplies. Other storage areas will not be available due to security reasons unless mutually agreed upon in writing.

Q24: Does this include the outside building that was formally a paint booth?

A24: GCS has determined that the building that was formally a paint booth will be dedicated to a GCS vehicle maintenance work area and not offered as a part of the contract for parts storage.



Q25: Is there any parts storage at satellite locations or are parts delivered given to technicians at these sites?

A25: The bus parking locations do not offer parts storage areas, all parts delivered will be delivered to the site technician or a designated GCS staff member.

Q26: Please clarify that successful vendor, if awarded, is responsible for all forklifts and pallet jacks that might be required to operate a facility and will not be allowed to use Guilford County equipment.

A26: Provider will have access to and the right to use all GCS equipment located on the Premises at the commencement of Services as may be mutually agreed to by the Parties in writing, as stated in the contract. Specialized equipment such as forklifts will be accompanied with designated GCS employees to operate upon the coordinated request by the Provider.

Q27: Page 33, Utilities: RFQ/P indicates successful vendor will have access to phone lines. Will we have access to Guilford county computer network system or is successful vendor required to install their own network system?

A27: According to the proposed contract, GCS will provide internet access. It is suggested that the Provider supply their own network system to avoid possible complications with complying with GCS network, software, and computer equipment standards.

Q28: Are you currently utilizing T1 lines at this bus garage facility?

A28: The bus garage facility is equipped with a Fiber based 100Meg WAN circuit.

Q29: Page 5, Background: Current inventory levels; Using data and time period specified in chart on page 5, please clarify inventory in dollar amount that has not sold in last year.

A29: Inventory is replenished as established stock levels dictate. Therefore, inventory is not tracked as items that are not sold only as total stock purchased and total stock used. Approximate value of inventory in stock at all times - \$900,000.

Q30: Can you provide a full list of the vehicles in your fleet including the VINs?

A30: Refer to attached list

Q31: Page 44, Satellite Parking sites, Exhibit 2: What is the number of technicians being served at each of these times that part's services are required?

A31: One or Two Technicians per Site. Where indicated below, the sites with 2 mechanics are shared between two sites. For example, one of the two technicians at Andrews is only responsible for buses at Andrews; the other technician is responsible for buses at Andrews and Southwest.



Q32: How many techs are at each location including each satellite, i.e. (see below)?

Please list technician quantities at each satellite and hours they work.

Andrews:	Techs	2	Hours	_____
Bus Garage:	Techs	21	Hours	_____
Dudley:	Techs	2	Hours	_____
Eastern:	Techs	1	Hours	_____
Grimsley:	Techs	1	Hours	_____
HP Central:	Techs	1	Hours	_____
Northeast:	Techs	1	Hours	_____
Northern:	Techs	1	Hours	_____
Northwest:	Techs	1	Hours	_____
Page:	Techs	2	Hours	_____
Ragsdale:	Techs	2	Hours	_____
Smith:	Techs	1	Hours	_____
Southeast:	Techs	1	Hours	_____
Southern:	Techs	1	Hours	_____
Southwest:	Techs	1	Hours	_____

A32: Hours rotate between every other week 5:30 a.m. to 2:30 p.m. and 8 a.m. to 5 p.m.
