

**NOTICE TO ALL POTENTIAL RESPONDENTS**

Questions listed below are in direct relation to the following Request for Proposals: **Vehicle and Equipment Parts Management and Supply**. The questions submission deadline for this Request is Tuesday, September 12<sup>th</sup>, 2017.

**VENDOR QUESTIONS & ANSWERS**

**Q. What is the value of the current, vendor owned inventory?**

A. \$60,000 not including the tires.

**Q. What is the value of the current, City owned inventory?**

A. \$129,493.00.

**Q. The RFP mentions an “Affirmative Action Form” on page 24. Does this mean the City is utilizing Federal Funds and the vendor has to be Affirmative Action compliant? Or is it acceptable if the vendor is an Equal Opportunity Employer?**

A. Equal opportunity is acceptable. Form not necessary.

**Q. What is your current vendors staffing schedule?**

A. Summer hours are 7 a.m. to 3p.m., Winter hours are 8 a.m. to 4 p.m.

**Q. How many team members do they have on-site at the City parts room?**

A. We have (1) counter person and (1) parts runner.

**Q. Is your current vendor utilizing a delivery vehicle?**

A. Yes, they supply their own vehicle for the parts runner.

**Q. Can you provide an example of your current vendors “Quality Assurance Program”?**

A. Unfortunately this information is proprietary to our vendor.

**Q. Will you accept other forms of pricing methodology, other than what is on page 32 of the RFP?**

A. Our goal is to make sure we give everyone an honest opportunity and evaluation, therefore we would like all bidders to submit their pricing in the listed format which we are familiar with.

**Q. How much does it cost the City to process a single invoice?**

A. The City requests further clarification on this question, no answer given.

**Q. On page 19, Section C (Service Alternatives and Exceptions) of the RFP, it says the respondent shall submit a proposal without exception. Will a vendor be automatically disqualified if any exceptions are taken?**

A. No

**END OF QUESTIONS**