

Opportunity Enterprises (OE) and Porter County Aging and Community Services, Inc. (PCACS)

RFP 16-08: Fleet Maintenance

Pre-Proposal Conference

February 10, 2016

ATTENDEES

Mark Fisher	Opportunity Enterprises (OE), Chief Financial Officer
Bruce Lindner	Porter County Aging and Community Services (PCACS), Executive Director
Kathleen Honl	Northwestern Indiana Regional Planning Commission (NIRPC), Accounting and Procurement Coordinator
Allen Hammond	Northwestern Indiana Regional Planning Commission (NIRPC), Compliance Manager
Dave Mullins	Dave's Automotive
Michael Steinhilber	Ernie's Shell Services
Roger Galvan	Currie Motors
Brian Tarpo	Currie Motors
Don Hadley	Lake Shore Ford
Margot Sabato	South Lake County Community Services

QUESTIONS AND ANSWERS

Q1: What are the vehicles? I see they range from 2006 to new vehicles.

A1: They are all E450 cutaways. All have gas engines.

Q2: What kind of services are going to be required?

A2: Review the RFP scope of work, pages 16-25. The federal regulations mandate that you follow manufacturer's specifications on each vehicle.

Q3: Can we get a vendor list for DBE vendors?

A3: This list can be found at the Indiana Department of Transportation website. There are over 2,100 vendors on this list. There are no commercial tire repair services or 24 hour roadside service vendors for the state of Indiana. There are two companies, Global Industrial Supply, Inc. and Worldwide Filters, LLC., that are listed for supplies. They are not located in this district but they will ship to you if you order from them. It is highly recommended that use of DBE vendors is documented in your proposal.

Q4: Is using a DBE vendor an evaluation criteria?

A4: No. Your proposal will not be scored or evaluated based on whether or not you are using a DBE vendor.

Q5: Do you tell us when the vehicles need to be maintained?

A5: *Reply from Bruce Lindner from PCACS:* We have the maintenance scheduled early. You will have a weekly schedule of what the mileage is on the vehicles and what vehicles we expect to be serviced that week. You will also see what vehicles are getting close. You will have a couple of weeks before you see that the next one is due. The lift maintenance is done on a 4 week, 3 month, and annual rotation so you can see when those come up ahead of time as well. *Mark Fisher from OE:* Ours is similar. Our drivers are given a schedule. They know when to come in and you will also have this from us.

Q6: As far as lift maintenance, do we have to be certified by Braun?

A6: Yes, you would be required to be certified and Braun does that. You must be certified for the millennium lifts.

Q7: Who owns the vehicles?

A7: NIRPC is the owner of the vehicles and they are leased to the PCACS and OE. The agencies are responsible for all maintenance on the vehicles.

Q8: What is the possibility of adding different types of vehicles to the fleet in the future?

A8: It is always a possibility that an agency may decide to purchase a mobility van, alternative energy fueled vehicle, or larger bus but, as of now, PCACS and OE have all gas engine, body on chassis, 12-22 passenger vehicles.

Q9: As far as ASE certifications, what certification do you require? Is it for one area or do you have to have all the certifications for all areas? What is the actual requirement?

A9: All mechanics that work on the vehicles need to have ASC certification. If you have the certification itself, you have met the federal regulations.

Q10: Who is doing repair on something like the body itself that is under warranty, not the chassis. Who is responsible for repairing this?

A10: OE and PCACS are required to have a policy in place for warranty work. The warranty for a body problem, for instance, would go through the manufacturer. You would work with the manufacturer to decide how and who corrects the problem.

Q11: For the roadside portion of this, do you want us to change tires on the side of the road or just battery jump or tow it in? Where do you keep the spare tires?

A11: *Bruce Lindner from PCACS:* If the vehicle is not repairable on the road, it is towed and we put a replacement vehicle out. That is why we have a backup fleet. I would not expect you to repair a tire on the road. We take off the spare tire and they are kept with the provider. The roadside

assistance details will be negotiated between the agencies and the contractor. *Mark Fisher from OE:* We have the spares as well. If there is the need to tow a bus, we will have another to replace it.

A12: What are the hours of service?

Q12: *Bruce Lindner from PCACS:* Our hours of service are from 6:00am to 6:00pm. That's when we would expect service. Monday through Friday. *Mark Fisher from OE:* Approximately 7:00am to 5:00pm.

Q13: All questions should be in writing, correct?

A13: All questions must be in writing to satisfy the FTA fair and open competition regulations. You can email questions to the OE or PCACS contacts as per the RFP or you can send them to khonl@nirpc.org.

Q14: Is the billing going through NIRPC or the agencies?

A14: The billing goes through the agencies.