



PRE-PROPOSAL MEETING NOTES

RFP # 16-08-15 (Turnkey Onsite Parts and Related Items Operation)

April 19, 2016 at 10:00 AM

1. Reviewed the RFP document.
2. Fleet Manager provided an overview of the scope of services.
3. Toured parts operation site.

Vendor Questions

1. How many employees currently staff the onsite parts operation?

Answer: Two during the day, one at night, and one driver.

2. How long has the operation been privatized?

Answer: Approximately nine years.

3. What is the estimated value of the current inventory?

Answer: \$375,000.00

4. Does the City of Roanoke Fleet Management service school buses?

Answer: No.

5. Does Fleet Management require operations during emergency events?

Answer: Yes – see section 6(r) of the RFP.