

April 28, 2016

QUESTIONS AND ANSWERS

Request for Proposals: RFP # 16-08-15

Description: Turnkey Onsite Parts and Related Items Operation

1. **What is the annual spend on parts for each of the past two fiscal years?**

Answer: 4/1/14 through 3/31/15 - \$1,121,944
4/1/15 through 3/31/15 - \$ 1,251,940

2. **What are the required hours of operation for the parts room?**

Answer: Monday through Thursday – 6:30 am through 11:00 pm
Friday – 6:30 am through 7:00 pm
Emergencies as described in contract documents

3. **Are telephone and internet service provided by the City or are they the responsibility of the awarded vendor?**

Answer: Yes. Subject to negotiation in final contract document.

4. **There are times where a forklift will be required to facilitate offloading parts and materials;**

- a. **Will the vendor have access to utilize a City owned forklift and if so, what are the licensing requirements?**

Answer: Vendor staff will not be authorized to operate City equipment.

- b. **Will the City provide assistance in offloading materials utilizing the city owned forklift?**

Answer: The City provides assistance to the current vendor. Extent of assistance subject to negotiation based on vendor's facilities and business model.

- c. **Is the Vendor responsible for providing their own forklift?**

Answer: Not at present. Subject to negotiation based on vendor's facilities and business model.

5. **Is the existing shelving and furniture in the parts room owned by the City and will it be provided to the new vendor at no cost?**

Answer: Yes, the major storage and office furniture are provided by the City.

