

ATTACHMENT 1 TO BULLETIN NUMBER 13
PART 1 – QUESTIONS AND ANSWERS
LOS ANGELES COUNTY SHERIFF’S DEPARTMENT

REQUEST FOR PROPOSALS (RFP) NO. 475-SH
AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES

QUESTION NUMBER	RFP LANGUAGE (IF PROVIDED)	POTENTIAL PROPOSER’S QUESTION	ANSWER
1.	Statement of Work (SOW) 6.1.1 At a minimum, Contractor shall receive vehicles for maintenance/repair work, and provide both on-site and telephonic customer service, continuously from 6:00 A.M. through 11:00 P.M. at the Eastern Avenue repair location and as listed in Appendix B (SOW Exhibits), Exhibit 3A (Minimum Staffing Levels per Repair Location) for all other repair locations, Monday through Friday, every scheduled County workday.	Requirement specifies hours of operation for Eastern and Central Jail locations that we believe are different from what current contractor provides. Is this a change from previous requirements and can it be adjusted according to actual scheduling needs?	RFP 475-SH is for a new contract and has different requirements than the current contract. This contract requires a second shift at the Eastern Avenue Location. Only upon approval of County Project Manager or designee can work shift hours be adjusted at any location.
2.	Appendix C (Sample Contract) 9.1.2.1; Unless the Contractor has demonstrated to the County’s satisfaction either that the Contractor is not an “Employer” as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its employees no less than the applicable hourly living wage rate, as set forth in Exhibit K (Living Wage Rate Annual Adjustment), for the employees’ services provided to the County, including, without limitation, "Travel Time" as defined below sub-paragraph 9.1.2.5 under the Contract:	Does the Department intend to normalize any advantage an offeror that is eligible for an exemption from the Living Wage may have? If not, an offeror with such an exemption has an unfair advantage.	No Applications for Exemption to the Living Wage Program were received by County. As a result, all Proposers shall be subject to the Living Wage Program.

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3.		Will the County take the necessary steps to provide additional space to perform maintenance on the fleet should the workload increase to the point additional space is needed?	No. The County provides a fixed space and no increase in area is expected.
4.		Will the County cap the assessment of total monthly liquidated damages?	No.
5.		Would it be possible to get a copy of the Living Wage Program Staffing Plan in EXCEL format?	No EXCEL format is available. County will provide document in WORD format in a subsequent E-mail.
6.		What is the collection and delivery method for vehicles?	Vehicles can be dropped off or picked up by units, outside vendors, etc., depending on the status of the vehicle.
7.		Are inmates of the local detention centers used in any way across the fleet operation? If they are, how are they used and how many are used? Are they paid?	No. inmate workers are not used for any automotive fleet management and maintenance services contract requirements.
8.		What work is generally done at smaller maintenance sites?	All repairs are performed at all Repair Locations with the exception of major repairs/replacements, those repairs/replacements are done at the Eastern Avenue or Pitchess Detention Center Locations.
10.		How is waste oil disposed of across the sites?	Refer to sub-paragraphs 3.1.2.11 and 3.6 (Hazardous and Non-Hazardous Materials, Handling) of Appendix A (SOW).
11.		Is vehicle maintenance downtime measured?	Yes. It is reported in the daily Vehicle Out-of-Service Report. Refer to Paragraph 7.0 (Reporting Requirements) of Appendix A (SOW)
12.		Is the fleet installed with Telematics?	The Department’s Fleet is not currently installed with Telematics.

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13.		Are we able to see a full list of the fleet with assigned asset locations?	Refer to the Vehicle Inventory that was provided to you June 8, 2018.
14.		Would you be willing to reduce your overall fleet size?	No.
15.		Do you currently lease any assets on the fleet? If so, what proportion of the fleet is leased and for what reason are they leased?	No.
16.		How do you determine residual value for your vehicles?	Refer to sub-paragraph 4.19 (Replace-Versus-Repair Recommendations) of Appendix A (SOW)
17.		How is the workspace at the main workshop shared with the wider County maintenance operation? Are resources/ staff ever shared?	Los Angeles County’s Internal Services Division, Sheriff’s Department and Fire Department share the 1104 N. Eastern Avenue facility. Each is assigned a separate workspace area. Resources/staff are never shared.
18.		What other County department vehicles are likely to be added to the scope throughout the contract?	No other County departments are currently being considered.
19.		You mentioned in the RFP that additional cars might be added to the fleet. Do you have any ideas what vehicles they might be?	No. Additional vehicles may be from, but not limited to, a Department unit, adding new Department units, or a new type of vehicle.
20.		How does the relationship between the County Board of Supervisors, Sheriff’s Department and fleet project manager work? How would we fit in as a supplier?	The County Board of Supervisors (Board) is the ultimate decision making body and makes the final decision to award, or not award, a contract. Once the Board approves the contract the selected vendor will be a County Contractor to provide automotive fleet management and repair services for the Department. Thereafter, your fleet project

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			manager will work directly with the Department.
21.		Are we able to obtain a list of the approved supply chain for the services, e.g. Towing agents, Tire suppliers etc.	On August 22, 2018, a list of current Contractor’s sub-contractors was provided.
22.		What functionality exists to allow 3 rd parties to be invoiced for the supply of services such a labor, plant materials? On what basis can an invoice be triggered to be sent and how is reconciliation against billing and payments managed and reconciled? Please provide details of SAP integration available for this functionality and any customers who are using such functionality.	The Contractor pays all 3 rd party invoices directly.
23.		What are the contract requirements on health and safety?	Refer to the following sections: Health and safety are outlined in sub-paragraphs 2.3.8 (Employee Safety Program), 2.3.12 (Injury and Illness Prevention Program) and 3.6 (Hazardous and Non-Hazardous Materials, Handling), of Appendix A (SOW) and as otherwise specified throughout the RFP.
24.		Are Statutory Inspections completed for the workshop equipment assets?	Refer to sub-paragraph 3.4.5 (Repair Locations/Tools and Equipment, Monthly Inspections) of Appendix A (SOW)
25.		Who maintains the records for certification and calibration of	The Contractor.

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		tools and equipment at your sites?	
26.		Can you please provide the statistics for the certification and calibration dates for currency?	All equipment is maintained and certified per the manufacturer’s specifications.
27.	SOW 4.3.13; Contractor Notification and Scheduling for PM Service Contractor shall notify vehicle users and/or designated contacts of required PM maintenance. Contractor shall schedule the service and perform all required PM services, inspections, and repairs in a timely manner.	Contractor does not have visibility to vehicle users’ identities or contact information. How does the Department propose to provide and update the information to the Contractor?	Department will provide a list of designated contacts needed for the purpose of PM scheduling.
28.	SOW 4.11.6 – <u>Completed PM/Repairs</u>	<p>a. The activities and time frames mandated in section 4.11.6 are labor intensive and required multiple administrative personnel to complete. County facilities cannot accommodate additional administrative staff at its current locations. Will the county provide additional space to house the staff needed to perform administrative tasks?</p> <p>b. If the County cannot or will not provide additional space, will it authorize off-site housing of administrative personnel?</p> <p>c. Will the County pay for offsite accommodations for admin staff if the county is unable to provide facilities for these required staff members to work?</p>	a. b. c. No

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29.		Would you be willing to accept an alternative bid? An alternative to the Statement of Work?	All proposers are required to submit a proposal in response to RFP-475-SH as written. However if you have any exceptions, please refer to and comply with subparagraph 7.9.11 (Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/or Exceptions to) of the RFP.
30.	SOW 2.0 Staffing, 2.1 Staffing Levels and Schedules, General)	If a provider has service facilities in the area they can utilize for Body Work, Up-Fitting, General Repair, etc. will the staff at their current outside facilities be considered as part of the Required Minimum Staffing?	No. Any expansion outside of the current Department facilities would be in addition to the Required Minimum Staffing.
31.	SOW 3.1 Startup and Transition	What is the expected contract start-up-date?	Date is unknown; however, it will be after the Board approves the resultant contract.
32.	SOW 3.1 Startup and Transition, 3.1.2 STP Requirements, Task-subsection 3.12.6	Will those personnel that are transitioning from the current fleet maintenance provider be required to have Background and Security Investigations documentation submitted again?	Yes.
33.	SOW 3.2 Work Start Date, Contractor Obligations, 3.2.4 Tools and Equipment, Initial	Can you provide a list of County-furnished tools and equipment by repair location?	A copy of the Master Inventory All Stations as of 6/27/18 was provided on August 22, 2018.
34.	SOW 4.3 Preventive Maintenance (PM) Program, 4.3.10 Marine Vessels (Boats) PMs-	What is the current rate of pay for boat technicians?	Refer to the staffing information that was provided on August 22, 2018.
35.	SOW 5.9 Contractor’s Information Technology Staff Duties – subsection 5.9.1	What are the current rates of pay for each of the IT Staff positions?	Refer to the staffing information that was provided on August 22, 2018.

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36.	SOW 5.8 Other Information Systems/Services – subsections 5.8.7 and 5.8.8	<p>a. What telecommunication/ data lines are required for ShopFax and Alldata and who is the current provider and cost?</p> <p>b. Can you provide the estimated annual expense for the telephone/data communication lines for ShopFax and the ALLDATA internet service?</p>	<p>a. Hardlines are through Verizon.</p> <p>b. Refer to the Annual Report, a copy of which was provided on August 22, 2018</p>
37.	SOW 7.4 Quarterly Report	Can you provide an example of the report?	This report was provided to Vendors on August 22, 2018
38.	SOW 7.5 Annual Report	Can you provide an example of the report?	This report was provided to Vendors on August 22, 2018
39.	RFP The County requires certain activities to occur “immediately” in its work requirements and contract terms. As a practical matter, immediate action or reaction is not generally feasible. For example, the immediate repair of inoperable tools; repairs require varying degrees of effort and time to complete. Certain processes cannot occur instantaneously; for example: “Contractor shall provide an updated personnel roster to County Project Manager or designee immediately as information changes.”	Will the County agree to delete all references to “immediate” and/or “immediately” in its RFP terms and conditions, and its sample contract as the words represent an indefinite measure of time and is open to inconsistent and disparate interpretations in the performance of the contract?	If you have any exceptions, please refer to and comply with subparagraph 7.9.11 (Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/or Exceptions to) of the RFP.