

January 31, 2020

Notice to Potential Proposers:

**BULLETIN NUMBER 21  
REQUEST FOR PROPOSALS (RFP)  
AUTOMOTIVE FLEET MANAGEMENT AND MAINTENANCE SERVICES  
RFP NUMBER 475-SH**

This Bulletin Number 21 is being issued to notice potential Proposers that Request for Proposals (RFP) Number 475-SH for Automotive Fleet Management and Maintenance Services has been revised to extend the Proposal submittal deadline, to correct the answer to Question number 183 posted in Bulletin 16 and to make some changes to the Statement of Work (SOW).

1. Sub-paragraph 7.3 (RFP Timetable) of the RFP is deleted in its entirety and restated as follows:

**RFP TIMETABLE**

The timetable for the revised RFP is as follows:

Release of RFP .....	March 28, 2018
Request for a Solicitation Requirements Review Due .....	April 12, 2018
Last Day to Confirm Attendance to Mandatory Proposers Conference .....	May 8, 2018
Mandatory Proposers Conference and Site Visit (3 consecutive days) .....	May 15 through May 17, 2018
Application for Exemption to Living Wage Program Due .....	May 31, 2018
Notification of Approval of Exemption to Living Wage .....	August 31, 2018
Written Questions Due by 3:00 p.m. (Pacific Time).....	September 28, 2018
Part 1 Written Questions and Answers Released.....	August 23, 2019
Part 2 Written Questions and Answers Released .....	September 27, 2019
Part 3 Written Questions and Answers Released .....	October 16, 2019
Part 4 Written Questions and Answers Released .....	November 8, 2019
Part 5 Written Questions and Answers Released .....	November 22, 2019
Part 6 Written Questions and Answers Released .....	December 13, 2019
<b>Proposals due by 3:00 p.m. (Pacific Time)..</b> .....	<b>February 27, 2020</b>

2. Question number 183 posted in Bulletin 16, Attachment 1, Part 4 Questions and Answers is deleted in its entirety and restated as follows to correct the answer:

QUESTION NUMBER	RFP LANGUAGE (IF PROVIDED)	POTENTIAL PROPOSER'S QUESTION	ANSWER
183.	SOW 4.18 Car Wash and Detailing Services; 4.18.2, page 81	<p>a. Will the Department provide a "Detail Site" inside the Eastern avenue facility to perform the work and</p> <p>b. can the Department schedule four cars per day?</p>	<p>a. Currently, the vehicles are detailed in the Body Shop at Eastern Avenue.</p> <p>b. Sub-paragraph 4.18.2 (Detailing Services), of Appendix A (SOW) has been revised. Refer to the attached revised SOW.</p>

3. Appendix A (Statement of Work) of the RFP is deleted in its entirety and replaced with the attached Revised Appendix A (Statement of Work) to effectuate the following changes:
1. Table of Contents is deleted in its entirety and restated to list and identify sub-paragraphs by title and page number.
  2. Sub-paragraph 2.3.3.1 is added to sub-paragraph 2.3.3 to clarify Contractor Project Manager's fleet management experience.
  3. Sub-paragraph 2.3.3.2 is added to sub-paragraph 2.3.3 to clarify Contractor Project Manager's fleet management experience.
  4. Sub-paragraph 2.3.7.1 is deleted in its entirety and restated to include all of Contractor's new-hire employees in the eight (8) hours of classroom training which includes a demonstration of performance to ensure that journey-level employees are skilled in their assigned positions and are familiar with safety and work requirements.
  5. Sub-paragraph 2.3.7.13 (a) is deleted in its entirety and restated to clarify required experience for a Collision Estimator.
  6. Sub-paragraph 2.3.7.13 (b) is added to provide the requirements for Contractor employees who perform body and fender repairs on vehicles.
  7. Sub-paragraph 2.3.7.15 (a) is deleted in its entirety and restated to clarify that Contractor shall perform headlight alignment to any vehicle requiring headlamp replacement prior to returning the vehicle to service.

8. Sub-paragraph 2.3.11.1 is deleted in its entirety and restated to change the language from *is encouraged* to *shall*.
9. Sub-paragraph 2.3.11.2 is deleted in its entirety and restated to change the language from *is encouraged* to *shall* and to replace the word *possess* to *obtain*.
10. Sub-paragraph 3.4.3.8 is deleted in its entirety and restated to allow Department to reimburse Contractor through FFS/Direct Purchase if there is a rental charge for temporary replacements of County tools.
11. Sub-paragraph 3.8.3 (Warranty Work, In-House – OEM Authorization) is deleted in its entirety and restated to allow Department to seek authorization from some of the OEM's for Contractor to perform **all** warranty work on County premises.
12. Sub-paragraph 3.8.3.1 is deleted in its entirety and restated to provide some of the OEM required guidelines for all approved warranty work and instruct Contractor to prepare and submit warranty invoices to OEM's for Department.
13. Sub-paragraph 3.8.3.2 is deleted in its entirety and restated to allow Department to pay Contractor any agreed-upon percentage of the OEM warranty payments or adjustments that Department receives.
14. Sub-paragraph 3.11.1 (Labor Time Standards, Mechanical Repairs) is deleted in its entirety and restated to allow for hard copy or electronic copy of the Motor Labor Guide (MLG) manual.
15. Sub-paragraph 4.18.1 (Car Wash Services) is deleted in its entirety and restated to revise the number of car wash services to up to ten (10) vehicles per business day under the Fixed-Price portion of the Contract.
16. Sub-paragraph 4.18.1.2 is deleted in its entirety and restated to provide additional detail on interior car wash services instructions.
17. Sub-paragraph 4.18.1.3 is deleted in its entirety and restated to provide requirements for cleaning vehicle glass surfaces, tires and wheels.
18. Sub-paragraph 4.18.1.4 is deleted in its entirety and restated to revise the minimum number of car wash services to up to ten (10) vehicles per business day; any car wash services in excess of the minimum ten (10) vehicles per business day shall be invoiced as FFS at the regular Body Repair/Painting hourly rates.

19. Sub-paragraph 4.18.2 (Detailing Services) is deleted in its entirety and restated to revise the number of detailing services to up to ten (10) per business day under the Fixed-Price portion of the Contract.
20. Sub-paragraph 4.18.2.1 is deleted in its entirety and restated to provide instructions on exterior vehicle detailing services.
21. Sub-paragraph 4.18.2.4 is deleted in its entirety and restated to provide instructions for cleaning glass surfaces on vehicles.
22. Sub-paragraph 4.18.2.7 is deleted in its entirety and restated to revise the minimum number of fleet detailing services to up to ten (10) vehicles per business day; any fleet detailing services in excess of the minimum ten (10) vehicles per business day shall be invoiced as FFS at the regular Body Repair/Painting hourly rates.
23. Paragraph 4.19 (Replace-Versus-Repair Recommendations), sub-paragraph 4.19.6 is deleted in its entirety and restated to clarify that the County Project Manager or designee has the sole discretion to replace, repair, or reassign a vehicle to FFS billing category.
24. Sub-paragraph 4.34.9.10.1 is deleted in its entirety and restated to require Contractor to wash vehicles completed in the body shop before the vehicles are returned to service.
25. Sub-paragraph 4.34.12.3 is deleted in its entirety and restated to correct a typo in the referenced sub-paragraph number.
26. Sub-paragraph 5.4.7.1.1 is added to sub-paragraph 5.4.7 (Initial Fleet Reconfiguration and Reassignment) to allow Contractor to review and report all Fixed-Price vehicles that require remedial work that include Overdue regular maintenance; Open Repair Orders, and Deferred work. The remedial work repairs will be paid as FFS as approved by County Project Manager or designee.

You may access this Bulletin Number 21 of RFP 475-SH in the electronic (PDF) format via the Department's website at: <http://shq.lasdnews.net/shq/contracts/info.html>.

All other Terms and Conditions of the RFP will remain in effect.

Should you have any questions, please contact Contract Analyst Cynthia Lopez at [ctlopez@lasd.org](mailto:ctlopez@lasd.org).