



MANATEE COUNTY FLORIDA

September 9, 2013

TO: All Interested Quoters

SUBJECT: **ADDENDUM #1– RFQ #13-2079GE – Landscape Equipment and Small Engine Repair**

This information is issued to modify, and/or clarify the request for quotation document.


The HOURLY RATE section of the MINIMUM TECHNICAL SPECIFICATIONS has been revised as to the billable time allowed. Billable time will end when the equipment repair is finished, not when the equipment leaves the Vendor's site for delivery to the County. The revised page of the RFQ is attached here and must replace the original.

Questions and Answers:

- Q1. Pg#6 under Prices & Term: The bid states, "There shall be no extra charges for travel time, fuel surcharges or any other costs not specified and listed on the Quote Price Form". We currently charge a trip charge to a location.
- A1. The County will allow a Trip Charge for equipment service done on County property. A revised Quote Price Form is included with this addendum and must replace the original form for submittal.
- Q2. Pg#8 Materials and Parts: Under our manufacturer's warranty program, any parts that are replaced under warranty must be retained by the distributor performing the work for 120 days. If the manufacturer we represent wants a warranty part returned for evaluation, we need to be able to ship it back. We will need to retain those parts for the time frame required by the O.E.M. After such time, we can provide the parts to you should you wish to retain.
- A2. As an exception to the specification, in cases of warranty repair it is acceptable for the Vendor to retain those parts to return to the manufacturer. For all other repairs, the requirement remains in effect.
- Q3. Pg#8 Pick Up and Delivery: There was no mention of a pick-up and delivery fee in the event that a piece of equipment would need to be brought into the shop. We charge a round trip fee per each piece of equipment that must be returned to the shop for repairs that cannot be done in the field. Where would we add this service line on the bid proposal? If a unit is under warranty and needs to come to our facility to have a warranty repair performed, there would not be a pick-up and delivery charge as the unit is under the manufacturer's warranty.

- A3. The County will allow a Pickup or Delivery Charge for equipment taken to the Vendor's site for service. A revised Quote Price Form is included with this addendum and must replace the original form for submittal.
- Q4. Pg#8 Invoicing: Our current invoices to Manatee County for Service work rendered do not have the stated information. Can this information be supplied in a separate report? Who is to provide the release number? Is a release number required on each repair?
- A4. The County does need to have the information required under this section in order for us to maintain our service records and make payment quickly. It is acceptable for the vendor to hand write this information on the original invoice as a last resort. The County will provide the vendor a release order for each service call.
- Q5. Is it only zero-turn mowers and hand-held equipment, or does it also consist of large turf mowers and bat wing style equipment?
- A5. This specification includes all types of mowers (large and small), hand-held equipment, and other small equipment with internal combustion engines such as pressure washers. This is one reason it is essential that Vendors list the brands and types of equipment you repair on the Quote Price Form.

The RFQ submittal deadline date and time remains unchanged.


George Earnest CPPB
Purchasing, Buyer

September 9, 2013
Date

REVISED MINIMUM TECHNICAL SPECIFICATIONS

SERVICE RESPONSE REQUIREMENTS

The Vendor shall respond and begin work for repair services within 24 hours of a request. These services shall be conducted within normal business hours; Monday thru Friday between 8:00 AM and 5:00 PM.

Repairs shall be diligently carried out to completion and the satisfaction of the County. Repair technicians shall not be removed from County projects for other obligations the Vendor may have without prior notification to the County and the County's approval.

HOURLY RATE

The billable time shall begin when repairs have begun on the equipment not when the equipment arrives at the Vendor's site. Billable time ends when the equipment has been repaired, no matter how long the equipment is held by the Vendor. The County will not pay for equipment storage or travel time. The County reserves the right to review time charges that do not comply with this requirement.

MATERIALS AND PARTS

Unless otherwise specified the Vendor will supply materials and repair parts. Vendor shall use only OEM parts for repairs or replacement. The County requires that all used/replaced parts be returned to the County. The County reserves the right to allow the Vendor to return to suppliers used parts or components for core-charge credits, but only with the prior approval of the County. Costs for materials, supplies, and repair parts shall be separately itemized on the work ticket and priced at the markup percentage rate as quoted in the Quote Price Form.

PICK UP AND DELIVERY

Within 24 hours of a service request, the Vendor shall pick up the equipment to be serviced from any County site. Unless otherwise noted to the Vendor, the equipment will be returned to the same County site when work is completed. The County reserves the right to drop off equipment for repair and also pick the same up when completed or require the Vendor to deliver the equipment to a County site as directed.

SERVICE REQUIREMENTS

For warranty purposes the County requires that some equipment be repaired by factory authorized service providers only. Vendors shall list on the Quote Price Form all manufacturers that the vendor is authorized to provide warranty repairs. Vendors shall provide the County with an estimate of cost before repairs begin. No repair shall be invoiced or paid for without the County's approval of the repair estimate. At the time of delivery of the repaired equipment, the equipment shall be demonstrated by the vendor to be fully operational in the presence of an appropriate County representative. That representative will then sign off on the delivery ticket that the equipment operates properly and the time of the delivery.

INVOICING

All invoices shall have the blanket purchase order number, release order number and equipment asset number. Invoices shall also include the date/time of pickup and date/time of delivery along with the itemization of shop hours incurred and parts and materials (with the allowed markup over cost) used for the repair.

END OF MINIMUM TECHNICAL SPECIFICATIONS

REVISED QUOTE PRICE FORM, ADDENDUM 1

"RFQ # 12-2079GE – LANDSCAPE EQUIPMENT AND SMALL ENGINE REPAIR

SUBMITTAL DEADLINE: SEPTEMBER 13, 2013 AT 3:00 PM TO

EMAIL: george.earnest@mymanatee.org OR VIA FAX TO (941) 749-3034

We propose to provide the following services as specified per the following pricing:

ITEM	DESCRIPTION	U/M	UNIT PRICE	QUANTITY MULTIPLIER	EXTENDED PRICE
1	Shop rate	Hours	\$	100 X =	\$
2	Trip charge for service on County property	EACH	\$	10 X =	\$
3	Pickup or Delivery charge for service at Vendor's site	EACH	\$	10 X =	\$
4	Percent markup for parts/materials	%	X \$100 =		\$
TOTAL QUOTE PRICE (sum of items 1 thru 4 extended prices)			\$		
LIST ALL MANUFACTURERS FOR WHICH YOU ARE A FACTORY AUTHORIZED SERVICE PROVIDER.					

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

(Print Name & Title of Signer)

COMPANY ADDRESS: _____

EMAIL: _____

TEL. NO.: _____ FAX NO.: _____ DATE: _____

The following shall be completed, signed and submitted with this Quotation Form:

- Supplier's Questionnaire & References..... Pages 10-11
- Public Contracting & Environmental Crimes Attachment "A"
- Insurance Requirements Compliance Submittal Attachment "C"