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**Amendment #1 to Small Procurement Invitation for Bids (SPIFB)
NO. 050B9400002
Department of Budget & Management
Pilot Vehicle Rental Service Program
June 21, 2019**

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below. New language has been double underlined and marked in bold (ex. **new language**), and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. AMEND SPIFB Section 2.4.3 as follows:

2.4.3 Vehicle Pick-up and Return Hours

Contractor shall provide Vehicle pick-up and return hours every day including weekends and **excluding** holidays **as observed by the State in accordance with** <https://dbm.maryland.gov/employees/Pages/StateHolidays2019.aspx> as follows: 7:00 AM-6:00 PM Local Time.

2. AMEND SPIFB Section 2.4.5 as follows:

2.4.5 After Hours Vehicle ~~Pick-up and Return~~ by State Personnel

On occasion, it may be necessary for State Personnel to ~~pick-up or~~ return a Vehicle to the Contractor's facility outside of the pick-up and return hours specified in 2.4.3. The Contractor shall provide after-hours ~~pick-up and~~ return of Vehicles and other accommodations such as a key drop box.

3. AMEND SPIFB Section 2.4.6 as follows:

2.4.6 Reservation Guarantee

Contractor shall guarantee the rental Vehicle reservation and ensure that the rental Vehicle is available at the time and date detailed in the Reservation Request. If for any reason the

requested Vehicle is unavailable, the Contractor shall provide a substitute Vehicle at least equivalent in capacity to the one requested. ~~Regardless of the Vehicle substituted, the Contractor must invoice for a Vehicle rental that was not provided in accordance with the Reservation Request at half the rate as provided on the Contractor's Bid Form for the Vehicle requested in Reservation Request.~~

4. AMEND SPIFB Section 2.4.7 as follows:

2.4.7 Fuel

Fuel levels in all rental Vehicles at pick-up shall register 3/4 tank full or higher. State Personnel shall ~~not be responsible for~~ **have the option of not** refilling the Vehicle's tank upon the return of the Vehicle to Contractor. ~~The cost of fuel shall be included in the Contractor's rates on the Bid Form.~~ **For Vehicle Rentals where the fuel is not refilled upon return by State Personnel, the Contractor shall refuel the tank at the then-current Maryland per gallon rate from the Automobile Association of America (AAA) and invoice accordingly.**

5. AMEND SPIFB Section 2.4.8 as follows:

2.4.8 Volume Discounts

Contractor shall offer volume discounts as provided on the Bid Form. Discounts will not factor into the Bid Price. When each volume discount tier is met, the percent discount off the DVR will be applied to all Vehicles rented **within that tier threshold in that month** ~~within each tier during the remainder of the month.~~ **For example, if the Contractor's Tier 1 discount is 3 percent and the State rents 60 vehicles, the Contractor's Tier 1 discount will apply to 10 vehicles that month (the 51st through 60th rentals). Vehicle rentals that start in one month and end in the next will be counted in the month in which the rental is returned.**

6. AMEND SPIFB Section 2.4.9 as follows:

2.4.9 Reports

Contractor shall provide to the Contract Monitor monthly reports that track Vehicle usage and spend data including Vehicle type, rental duration, pick-up and return time, **starting and ending mileage**, State Personnel renters, the Agency Fleet Coordinator, and the using Agency **for each Vehicle Rental**. The Contract Monitor may request other reports as needed. Contractor shall provide reports as requested and at no additional cost.

7. AMEND SPIFB Section 2.5.1 as follows:

2.5.1 Disability Accommodations

The Contractor shall provide upon request Vehicles that are accessible for passengers with disabilities, specifically Vehicles that provide **storage for** passenger wheelchairs ~~access and that are passenger mobility enabled.~~

8. AMEND SPIFB Section 2.5.2 as follows:

2.5.2 Insurance Protection

~~**This section is inapplicable to this SPIFB.** In addition to the minimum level insurance required by the State (see SPIFB Section 3.3), rental rates on the Bid Form shall include:~~

- ~~A. Loss damage waiver protection that relieves the State of financial responsibility if the vehicle is lost, damaged or stolen; and~~
- ~~B. Supplemental liability insurance in a combined single limit amount per occurrence of not less than \$1,000,000 per accident for bodily injury, death, or property damage to third parties arising out of the use or operation of the rental Vehicle.~~

Issued and authorized by

<signed>
Gregory Dennis
Procurement Officer