

MARTIN O'MALLEY Governor ANTHONY BROWN Lieutenant Governor T. ELOISE FOSTER Secretary DAVID C. ROMANS Deputy Secretary

Amendment #2 to Request for Proposals (RFP) Maintenance and Repair Services for State-Owned Vehicles 050B1400025 November 10, 2010

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. <u>new</u> <u>language</u>) and language deleted has been marked with a strikeout (ex. <u>language deleted</u>).

1. Revise Section 1.2 (Abbreviations and Definition) on page 6-7, as follows:

i. Light-duty trucks – trucks with a gross vehicle weight of 10,000 pounds or less.

1. <u>Medium and heavy-duty trucks - trucks with a gross vehicle weight greater than 10,000 pounds.</u>

t. **Subcontractor** – an individual or business firm contracting with the Offeror to perform part or all of the services proposed in Offeror's proposal. This does not include National Account and independent vendors that the Offeror contracts with to perform services under this contract.

2. Revise Key Information Summary Sheet on page iii, as follows:

Closing Date and Time: November 12, 2010 November 23, 2010 at 2:00 PM (Local Time)

3. Revise Section 1.10 (Proposals Due (Closing) Date) on page 8, as follows:

An unbound original and <u>four (4)</u> <u>five</u> bound copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.5, no later than 2:00 PM (local time) on <u>November 23, 2010</u> November 12, 2010 in order to be considered. An electronic version (CD) of the Technical Proposal in MS Word format must be enclosed with the original technical proposal. An electronic version (CD) of the Financial Proposal in MS Excel format must be enclosed with the original financial proposal. Ensure that the CDs are labeled

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with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

The outside package containing the technical and financial proposal must indicate that it contains a response to RFP 050B1400025. The Package must also identify the offeror, and include the name of a contact person and the email address and/or phone number for this person.

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.03.02, proposals received by the Procurement Officer after the due date, <u>November 23, 2010</u> November 12, 2010 at 2:00 PM (local time) will not be considered.

4. Revise Section 3.1 (Purpose and Background), paragraph 5, on page 15, as follows:

The current contractor provides agencies with packets containing maintenance coupons and general information for each agency vehicle, and deals directly with each agency in providing daily service and monthly billing. There are approximately 400 <u>124 separate</u> billing accounts across the various departments and agencies. <u>These 124 billing accounts have a combined total of 400 sub-accounts.</u> The current contractor provides a consolidated monthly report to each agency showing purchases made by vehicle. Expenditures for account maintenance and repair services were over \$8.2 million during FY 2009. National Account vendors provided 17% or \$1.4 million of maintenance work and Non-National Account vendors provided 83% of the repairs or \$6.7 million. Current fleet Maintenance and Repair Policies are provided in Attachment J.

5. Replace Attachment E_Financial Proposal.xls with Attachment E_Financial Proposal - Revised.xls. (See Attached)

Date Issued: November 10, 2010

By <signed> Michael Howard Procurement Officer