

MARTIN O'MALLEY Governor ANTHONY BROWN Lieutenant Governor T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

## Amendment #4 to Request for Proposals (RFP) Maintenance and Repair Services for State-Owned Vehicles 050B1400025 April 22, 2011

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. <a href="mailto:new\_language">new\_language</a> and language deleted has been marked with a strikeout (ex. <a href="language-langua

- 1. Revise Section 1.2 (Abbreviations and Definitions) on page 7 as follows:
  - p. Preventative Maintenance Vehicle manufacturer's recommended service requirements.
- 2. Revise Section 3.2.1.1 on page 16 by adding a new section 3.2.1.1.1 as follows:
  - 3.2.1.1.1 Provide customized coupons that include each vehicle's identification number, client identification number, vehicle make and model, maintenance mileage intervals up to 200,000 miles, and manufacturer recommended preventative maintenance requirements for each mileage interval. In the event a vehicle's mileage exceeds 200,000 miles, the State may request additional coupons. The specific formatting and content of the coupon must be submitted to the Contract Manager in draft form 30 days prior to contract commencement. The Contract Manager has complete authority to direct the Contractor to make changes in the draft coupon format and content. The Contractor shall make all indicated changes and resubmit the revised draft coupon incorporating all required changes within 10 days of receiving changes. Upon final written approval by the Contract Manager, the Contractor shall implement the printing and distribution of the agreed upon coupon so that all vehicles have the coupon prior to the contract start date.

- 3. Revise Section 3.2.1.2 on the same page by adding a new section 3.2.1.2.1 as follows:
  - 3.2.1.2.1 Provide customized coupons that include each vehicle's identification number, client identification number, vehicle make and model, maintenance mileage intervals up to 200,000 miles, and manufacturer recommended preventative maintenance requirements for each mileage interval. In the event a vehicle's mileage exceeds 200,000 miles, the State may request additional coupons. The specific formatting and content of the coupon must be submitted to the Contract Manager in draft form 30 days prior to contract commencement. The Contract Manager has complete authority to direct the Contractor to make changes in the draft coupon format and content. The Contractor shall make all indicated changes and resubmit the revised draft coupon incorporating all required changes within 10 days of receiving changes. Upon final written approval by the Contract Manager, the Contractor shall implement the printing and distribution of the agreed upon coupon so that all vehicles have the coupon prior to the contract start date.
- 4. Revise Section 3.2 (Scope of Work Requirements) on page 16 as follows:
- 3.2.1.4 Provide a centralized Technical Support Center (TSC) wherein the Contractor shall provide maintenance experts to review and approve all vehicle maintenance and repair services over \$100 and up to \$1,000 without the State agency's approval 24 hours a day, 7 days a week, and 365 days a year. TSC experts shall obtain the requesting agency's written approval for all services estimated to exceed the \$1,000 limit prior to authorizing these services. Some agencies may require agency-specific approval levels lower than \$1000 limit. The contractor shall make this approval adjustment when requested. The Contractor shall provide an 800 number which agencies shall use to contact the TSC. This number shall be available 24 hours a day, 7 days a week, and 365 days a year.
- 5. Revise Section 3.2.2 (Accident Management Program) on page 16 as follows:
- 3.2.2.2 Provide an 800 number which agencies shall use to report accidents. This number shall be available 24 hours a day, 7 days a week, and 365 days a year. This may be the same 800 number identified in 3.2.1.4.

Date Issued: April 22, 2011	By	<signed></signed>	
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		Procurement Office	er