The following are corrections and answers to questions from participants at the Mandatory Pre-Bid Meeting held on Tuesday, March 8, 2011, and revises the specified sections of the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and returning it along with your Technical Proposal.

**CORRECTION:**

1. In Section 7: Requirements for Technical Offers, 7.1, Work Plan/Maintenance Schedule, Item B - **DELETE** the entire paragraph, “A separate detailed preventative maintenance (PM) schedule for each of the buses (provided in Appendix E) shall also be included in this section. However, the cost of the different levels of the PM service shall be included in the Bid Price only”.

2. In **Appendix B**, Bid Price, **DELETE** the entire “Bid Price Form” and **REPLACE** with the attached “Revised Bid Price Form”.

3. In **Appendix E**, Section III, Item A: Repair Facility Requirements, **DELETE** the entire first sentence “The repair facility must hold a current valid State of Maryland Vehicle Repair License” and **REPLACE** it with “The proposer must indicate if their facility has a State of Maryland Vehicle Inspection Certification Station License.”

**QUESTIONS AND ANSWERS:**

1. **QUESTION:** Please provide the usage history for each vehicle for the past 3 years, with mileage, and engine hours (if available), by month, if available or by year.
   
   **ANSWER:** The detailed information on the history of each vehicle will be provided to the successful contractor.

2. **QUESTION:** If certain buses are only used on certain routes or at certain times, please identify those buses and routes and times.
   
   **ANSWER:** UMBC will provide the route schedules to the successful contractor in order to coordinate maintenance services for the fleet.
3. QUESTION: Will UMBC permit 2 separate bids, or consider making an award for two contracts--one for repair services, and a separate contract for preventative maintenance services, parts and labor? Preventative maintenance and inspection services can be performed on site and off hours so that UMBC does not have to take buses out of service for PMI. Separating PMI from repairs builds in a check and balance system that improves the product quality from both repair and PMI vendors; quality PMI services can dramatically lower repair costs. Providing on-site PMI services would reduce the number of times and number of hours the buses would be off the property.

ANSWER: No. UMBC is seeking a single contractor to provide both preventative and repair services to the bus fleet.

4. QUESTION: Please provide the Run Schedules and route distances for the buses for the prior year(s) if available. This will permit the proposer to understand the number of buses required to be in service at any given time, and identify peaks and valleys.

ANSWER: The detailed information available on the Run Schedules and route distances will be provided to the successful contractor.

5. QUESTION: Please provide specific Preventative Maintenance and Inspection criteria for both PM (A) and PM (B). Different manufacturers have different requirements for their vehicles, engines, etc. Are there particular requirements that UMBC have, or are the proposers to make recommendations on a per-vehicle basis? If vendors propose different PM & I schedules, how will UMBC evaluate/weight these? The State of Maryland, the Federal Highway Administration (FHWA) and the Commercial Vehicle Safety Alliance (CVSA) publish minimum standards. These are contained in COMAR Title 23, 11.22.03 (buses), FHWA 393, and 396, and CVSA Out of Service (OOS) criteria. Do you require the services delivered to meet or exceed these Regulatory Inspection standards? Do you require the proposer’s mechanics/inspectors to be trained and qualified in these regulations?

ANSWER: The Preventative Maintenance component has been revised per the “Corrections” section above. The contractor must follow all codes and regulations as required to be compliant with any and all Federal and State of Maryland guidelines for bus maintenance and repair.
6. QUESTION: Please identify which vehicles or components are covered under warranty and what the terms of the warranty are, if any.

   ANSWER: The vehicle warranty information will be provided to the successful contractor.

7. QUESTION: Will the successful contractor be responsible for managing or performing warranty repairs. If so, how will the contractor be remunerated?

   ANSWER: Yes, the contractor will be responsible for managing or performing warranty repairs on items for which they have issued warranties.

8. QUESTION: What were the 2008, 2009 and 2010 repairs and preventative maintenance expenditures (not including tires and fuel) by vehicle or by detail item if available for the 10 vehicles listed in Appendix E?

   ANSWER: The detailed information for the history of bus maintenance and repairs conducted in the past is not available at this time.

9. QUESTION: Per Section 7.1, Item b, the proposers are to provide a separate detailed preventative maintenance (PM) schedule for each of the buses listed in Appendix E in their Technical Proposal. However, Sections 2A and 2B (Preventative Maintenance Services, Parts and Labor) of the Bid Price Sheet has a set number of services at 55 each for PM(A) and PM(C) for a total of 110. Will UMBC consider providing the appropriate usage information and engine and component information and direct that vendors should develop the schedule as requested and provide the pricing for these services and products to be supplied per that schedule? There are many differences between the types of vehicles and usage of the vehicles. This will result in different PM-A and PM-C requirements by vehicle and therefore costs per vehicle. Depending on usage, an average cost/price may be very disadvantageous to both UMBC and the proposer. For example, the oil quantities, filter differences (types/sizes, etc.), number of inspection components, amount of time to perform services, usage (actual number of services required, etc.). You ask proposers to provide a maintenance schedule but have a set number of PM services for pricing on the Bid Price Sheet.

   ANSWER: This requirement has been removed. Please see the “Corrections” Section above.
10. QUESTION: Please clarify the MBE requirements and expectations as requested in Section 6: Minority Business Enterprise of the bid documents.

   ANSWER: UMBC has a goal of 25% minority participation in all of our contracts. Where possible, we ask contractors to indicate if they are able to include the 25% (more or less) goal through work and therefore the contract dollars though a firm classified as a Minority Business as designated by the guidelines and registered through the State of Maryland Department of Transportation. The MBE may be a subcontractor of the proposer. All proposers are to complete and return the *MDOT Certified MBE Utilization and Fair Solicitation Affidavit Form* (found in Appendix A) with the Technical Proposal, indicating the anticipated level of MBE participation, if any. The goal can be higher or lower. If the proposer does not anticipate having an MBE goal on this contract, a waiver can be requested by checking the appropriate box on the form.

   UMBC will request the proposer that is awarded the contract to complete and return the two (2) additional forms identified in Appendix C and other documentation required by the Procurement Officer.

11. QUESTION: Please provide a copy of the sign-in sheet from the mandatory Pre-Proposal meeting held on Tuesday, March 8, 2011.

   ANSWER: The sign-in from the Pre-Proposal meeting is attached.

Enclosures: Revised Bid Price Form

Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM #1 DATED 03/18/11

(This Addendum and enclosure were posted on eBid Board on 3/18/11)
BID NO.: BC-20662-P
BID PRICE DUE DATE: TUESDAY, MARCH 29, 2011 AT 2:00 P.M.
BID FOR: UMBC TRANSIT BUS MAINTENANCE AND REPAIR
OFFEROR: ____________________________________________

Federal Identification Number/Social Security Number: ________________________________

**REVISED BID PRICE FORM**

DATE ______________

Ms. Delores R. Pertee
Procurement Services
University of Maryland, Baltimore County (UMBC)
1000 Hilltop Circle, Administration Building, Room 301
Baltimore, MD 21250

Dear Ms. Pertee:

The undersigned hereby submits the Bid Price as set forth in Multi-Step Bid # BC-20662-P dated 03/01/11 and the following subsequent addenda:

Addendum _____ dated ______
Addendum _____ dated ______
Addendum _____ dated ______
Addendum _____ dated ______
Addendum _____ dated ______

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to provide the services as described in this bid and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this Multi-step Bid including any issued addenda.

We understand that by submitting a Bid we are agreeing to all of the terms and conditions included in the Multi-step Bid documents, and that the Bid/Proposal Affidavit submitted as part of the original technical offer remains in effect.
### REPAIR AND MAINTENANCE SERVICES

<table>
<thead>
<tr>
<th></th>
<th>Estimated Hours</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td><strong>A. Service/Repair Hourly Labor Rate</strong></td>
<td>950 x $_____/hour</td>
<td>$_________</td>
<td></td>
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<tr>
<td><strong>B. Transportation Hourly Rate</strong></td>
<td>60 x $_____/hour</td>
<td>$_________</td>
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<tr>
<td>(pickup &amp; delivery of Vehicles)</td>
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<tr>
<td><strong>C. Parts mark-up over cost</strong></td>
<td>$40,000 x _____%</td>
<td>$_________</td>
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<tr>
<td>Annual estimated cost for</td>
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<tr>
<td><strong>Total Lump Sum Bid for Maintenance and Repair Services</strong></td>
<td>$_________</td>
<td></td>
<td></td>
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</tbody>
</table>

Total Lump Sum bid
Write in words

__________________________________________________________________________________________

2. **ONSITE EMERGENCY REPAIRS $__________ (hourly rate)**

Vehicle pickup and delivery cost included in this amount?  _Yes   _No

The onsite emergency repair costs will not be included as part of the Lump Sum total for this contract but will be used on an as-needed basis.

We understand that the University reserves the right to award a contract for all items, or any parts thereof, or no contract at all based on available funding.
The undersigned hereby certifies that he/she is a duly authorized office of the Offeror and can bind the Offeror to the prices quoted herein.

____________________________________________________
Proposer (Company Name)

____________________________________________________
Authorized Signature

____________________________________________________
Print Name

____________________________________________________
Title

END OF BID PRICE FORM
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1     dated 03/18/11
Addendum No. ____    dated _______
Addendum No. ____    dated _______
Addendum No. ____    dated _______
Addendum No. ____    dated _______
Addendum No. ____    dated _______

As stated in this Addendum, this form must be completed and returned along with the Technical Proposal.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
Title

________________________________________
Date

END OF FORM
# UMBC Transit Bus Maintenance and Repair

**Pre-Proposal Meeting**

**Date:** Tuesday, March 8, 2011  
**Time:** 10:00 a.m.

<table>
<thead>
<tr>
<th>NAME</th>
<th>Dept. Organization/Company</th>
<th>Telephone Number/E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Mueller</td>
<td>Alban Tractor Co Inc</td>
<td>410-926-0288 <a href="mailto:dmueller@albancat.com">dmueller@albancat.com</a></td>
</tr>
<tr>
<td>Mike Giles</td>
<td>Alban Tractor Co.</td>
<td>410-539-4459 <a href="mailto:MGiles@albancat.com">MGiles@albancat.com</a></td>
</tr>
<tr>
<td>Scott Williams</td>
<td>Middleton &amp; Woods Co.</td>
<td>410-752-5585 <a href="mailto:scott.williams@middleton.com">scott.williams@middleton.com</a></td>
</tr>
<tr>
<td>Ken Horley</td>
<td>Efficiency Elect.</td>
<td>410-354-1400</td>
</tr>
<tr>
<td>Rodney Core</td>
<td>Efficiency Enterprise</td>
<td>410-354-1400</td>
</tr>
<tr>
<td>Thomas A. Falcas</td>
<td>Fleetpro Inc</td>
<td>410-247-1310 <a href="mailto:TAF@fletpro.com">TAF@fletpro.com</a></td>
</tr>
<tr>
<td>Victor Imbarrati</td>
<td>Vic's Mobil Tank &amp; Trl Rep</td>
<td>410-355-7525</td>
</tr>
<tr>
<td>Delores Peete</td>
<td>UMBC Procurement</td>
<td>410-455-3915 <a href="mailto:Dpeete@umbc.edu">Dpeete@umbc.edu</a></td>
</tr>
<tr>
<td>Ray Scollner</td>
<td>UMBC Facilities Management</td>
<td>410-215-2000</td>
</tr>
<tr>
<td>Joe Regan</td>
<td>UMBC Transit</td>
<td>410-455-3870</td>
</tr>
<tr>
<td>Andris Wynne</td>
<td>UMBC Transit</td>
<td>410-455-3988</td>
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