



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Solicitation

NUMBER
FLT13997

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 FLEET MANAGEMENT OFFICE  
 2101 WASHINGTON STREET, EAST  
 BUILDING 17  
 CHARLESTON, WV  
 25305 304-558-0086

DATE PRINTED
05/09/2013

BID OPENING DATE: 05/15/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	EA		929-17		
MAINTENANCE AND REPAIR MANAGEMENT						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: FLT13997

Addendum Number: 1

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

To reissue specifications in their entirety  
To provide answers to the technical questions

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A. and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

**RFQ FLT13997**  
**Technical Questions and Answers – May 8, 2013**

1. Can the State provide a complete inventory breakout of its vehicles by cars, light trucks, Med/Hvy and Equipment?

Answer: Yes. FMO will provide a completed list to the successful vendor.

2. 4.1.2.4-- what exactly does the State require here? Matching up vehicles versus NHTSA safety data, recall info, etc...? In addition, is it required to go to the driver level or just to the supervisor?

Answer: The state requires a forum (web based) that would house and make available safety information from the NHTSA and or internal vendor data that can track maintenance trends on certain makes and models of vehicles. For example: a 2010 F150 can expect a front end job around 80,000 miles; A 2012 Jeep has a recall out for electrical problems; A 2012 a Volvo was the safest vehicle to drive.

This data is required to go to the Agency Fleet Coordinator.

3. 4.1.2.20-- does this mean that CGI and Agile Assets have software that the State wants us to provide our maintenance data to?

Answer: Yes

4. 4.1.2.17-- is this point to point logging or business and/or personal for specific time periods?

Answer: The State wants the vendor to have a mechanism for drivers to report personal, business, commuting and total monthly mileage. This requirement has now been changed to Optional Services. See Answers to Question 8 of this document.

5. 4.1.2.18-- does this service include paying for the tickets.

Answer: No. This requirement has now been changed to Optional Services. See Answers to Question 8 of this document.

4.1.2.14—what does the State require here? Notification of a completed repair?

Answer: The vendor must notify the agencies coordinator of approximate repair time and when repairs are completed.

6. Paragraph # 23 Taxes(page 11)-- what if a vehicle is repaired outside the State of WV. Normally taxes are owed then

Answer: The T&C's is Purchasing's standard language. Please direct question to Krista Ferrell

7. The price sheet as presented asks for a lump sum cost for all services noted in the specifications except for those in Section 4.1.7. This would include fringe benefit (4.1.2.16), trip log reporting (4.1.2.17), and violations and toll management (4.1.2.18), and data integration (4.1.2.20). These services would normally be priced independently as they are not related. Would the awarded bidder be guaranteed that all services would be put in place if they propose one bundled rate?

Answer: No. Changes to Mandatory Specifications 4.1.2.16, 4.1.2.17 and 4.1.2.18 are:

**MANDATORY SPECIFICATION NOW READS:**

- 4.1.2.16 Vendor must implement a fringe program that meets Internal Revenue Service substantiation requirements as required by the Internal Revenue Service (IRS) Publication 15-B, Employer's Tax Guide to Fringe Benefits, published under U.S. Code Title 26.

**CHANGED TO READ OPTIONAL SERVICES:**

- 4.1.7.8 Vendor shall implement a fringe program that meets Internal Revenue Service substantiation requirements as required by the Internal Revenue Service (IRS) Publication 15-B, Employer's Tax Guide to Fringe Benefits, published under U.S. Code Title 26.

**MANDATORY SPECIFICATION NOW READS:**

- 4.1.2.17 Vendor must provide trip logging and calculation functionality for official use, personal use, employee-owned vehicle mileage reimbursement, and rental car use.

**CHANGED TO READ OPTIONAL SERVICES:**

- 4.1.7.9 Vendor shall provide trip logging and calculation functionality for official use, personal use, employee-owned vehicle mileage reimbursement, and rental car use.

**MANDATORY SPECIFICATION NOW READS:**

- 4.1.2.18 Vendor must implement a browser client-server toll, citation, and violation reporting application which is integrated with maintenance, repair service, and garage management applications.

**CHANGED TO READ OPTIONAL SERVICES:**

- 4.1.7.10 Vendor shall implement a browser client-server toll, citation, and violation reporting application which is integrated with maintenance, repair service, and garage management applications.

**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of State of West Virginia - Fleet Management Office (FMO) to establish a contract for obtaining maintenance and repair management services for vehicles leased, owned, operated, maintained, managed or administered by the State of West Virginia - FMO. This solicitation serves as notice, pursuant to West Virginia Code §5A-3-10b, of the commodity or service being sought and is to be considered the opportunity for vendors to indicate their interest in bidding on such commodity or service.
  
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Services”** means to provide maintenance and management services for approximately 7811 vehicles.
  
  - 2.2 **“Pricing Page”** means the pages upon which Vendor should list its proposed price for the Contract Services. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A.
  
  - 2.3 **“RFQ”** means the official request for quotation published by the Purchasing Division and identified as FTL13997.
  
  - 2.4 **“Vehicle”** means any and all motor vehicles leased, owned and/or maintained by the State of West Virginia.
  
  - 2.5 **“Vendor” or “Vendors”** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. FMO BACKGROUND INFORMATION:** The following is a summary of the current Fleet Management department:

3.1. The State of West Virginia has an automated fleet program for the management of maintenance and repairs of vehicles which are rented, leased, owned, operated, maintained, managed or administered (WV Code §5A-3-48 through 5A-3-53) by the Fleet Management Office (FMO).

The FMO is required by statute to provide comprehensive fleet services which include both mission essential and mission enhancing processes, functions, tasks, and activities to all state agencies.

3.2. The State's vehicles, some of which may have multiple drivers (shared-use) are located throughout the state and driven or operated both within the state and nationwide.

3.3. The vehicles or equipment units described in the RFQ are generally: state-owned, leased, or rented sedans, trucks, vans, sport utility vehicles (passenger vehicles); and state-owned, leased or rented cargo, all-terrain, marine, public health, safety, emergency management vehicles, and ancillary equipment (specialty vehicles and equipment). The following information typifies the fleet:

Total # of Vehicles under 10,000 GVW	7,811
Average Months-In-Service - Vehicle	39
Average Months-In-Service - Equipment	Various
Vehicles four years old and have 100,000 miles	261
Unresolved manufacturer recalls	145
Vehicles centrally managed by FMO	10,771
Vehicles driven less than 18,000 miles annually	1,511
Alternative fuel capable vehicles purchased annually by the state	280

3.4. The Fleet Management Office manages the workflow processes for the purchase, lease, rental (short-term lease), utilization, maintenance, repair, and storage for approximately ten thousand seven hundred seventy-one (10,771) new passenger or specialty vehicles annually. The West Virginia fleet vehicle replacement policy requires retention of at least four (4) years and odometer reading of one-hundred thousand (100,000) miles at the time of disposal.



3.5. The State has several disparate fleet and/or garage management systems maintained by several state agencies, e.g., Department of Administration, Division of Highways, West Virginia State Police, Higher Education Policy Commission, etc. These same systems include differing programming languages such as Oracle, System Query Language (SQL), and Microsoft System Data Operating System (MS DOS). The State intends to consolidate the management and integration of these systems into one unified operating systems consistent with the data requirements of the State's recently awarded Enterprise Readiness Program (ERP) provided by CGI and Agile Assets.

3.6. Vehicles may be driven nationally, but should not be driven outside the contiguous United States.

#### 4. MANDATORY REQUIREMENTS:

**4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

##### 4.1.1 Maintenance and Repair Services Program General Requirements

4.1.1.1 Vendor must furnish maintenance and repair services program for each vehicle in the fleet.

4.1.1.2 Vendor must deal directly with any maintenance and repair service provider concerning the cost and need for any repair. The pre-approval level for repairs will be provided to the successful vendor.

4.1.1.3 Vendor must furnish a maintenance packet for each vehicle that includes program explanations of emergency repairs, towing and services available. Vendor will be provided a list of current vehicles for which the vendor will supply a maintenance packet within ten working days. Vendor will supply a maintenance packet within five working days for new vehicles or for replacement packets.

4.1.1.4 Vendor must allow the purchase of tires in emergency situations only. As a general rule, tires will be obtained outside of this contract.

**4.1.1.5** Vendor must capture vehicle odometer reading at the time service is provided for reporting purposes from the service provider as defined in Section 4.1.3 of this document.

#### **4.1.2 Data Management**

**4.1.2.1** All data and reports must be available to be exported into Microsoft Excel 2010.

**4.1.2.2** Vendor must implement data analytical service management using integrated, browser client-server applications for the following core fleet processes:

**4.1.2.2.1** Fleet utilization management

**4.1.2.2.2** Vehicle specifications

**4.1.2.2.3** Maintenance management

**4.1.2.2.4** Fleet cycling (replacement management)

**4.1.2.2.5** Total cost of ownership analytics

**4.1.2.2.6** Cost management and cost containment

**4.1.2.2.7** Industry best practice modeling

**4.1.2.2.8** Mechanism to record and track internal garage maintenance activity

**4.1.2.3** Vendor must implement narrative and graphical performance reviews for the FMO (consolidated) and state spending units (by spending unit billing code), no less than annually to demonstrate achieved cost savings based upon agreed metrics for the state and spending units as well as identifying other service areas with the potential to achieve increased cost savings or cost containment for the state and spending units.

**4.1.2.4** Vendor must capture, integrate, and provide National Highway Transportation Safety Administration safety data and vehicle recall information to driver and spending unit fleet coordinator using a browser client-server application.

**4.1.2.5** Vendor must implement a payment mechanism for preventive maintenance such as coupon, virtual coupon, limited value service card,

or browser client-server application that does not require pre-authorization by a driver prior to use.

**4.1.2.6** Vendor must implement preventative maintenance management to establish parameters including time, calendar, odometer, power take off, or operating hours.

**4.1.2.7** Vendor must implement a browser client-service preventive maintenance application that is driver-centric and can produce maintenance reminders using email or SMS and notify spending unit fleet coordinators when established thresholds are pending or have been exceeded.

**4.1.2.8** Vendor must implement a browser client-server maintenance management and repair application for light-duty vehicles that provides real-time, line item visibility of maintenance and repair outcomes (invoices, work orders, or work requests), including narrative comments (if applicable) which contain documented savings in reduced labor rate charges, reduced parts charges, reduced core charges, and any warranty recovery savings. Metrics will be agreed upon with the successful vendor.

**4.1.2.9** Vendor must implement repair service management based on established thresholds including time, calendar, odometer, power take off, operating hours, estimated cost.

**4.1.2.10** Vendor must implement management of third-party logistics Vendors (3PL) includes:

**4.1.2.10.1** 3PL provides the lowest repair cost to the state based off of The Mechanics Flat Labor Rate Guide or an agreed upon equivalent.

**4.1.2.10.2** 3PL executes real-time odometer entry and accounts receivable processing.

**4.1.2.10.3** 3PL is within reasonable proximity to vehicle location – five (5) miles.

**4.1.2.10.4** 3PL uses Original Equipment Manufacturer (OEM) or equivalent, warrantied parts during vehicle warranty period. Post OEM warranty coverage

period, the 3PL uses OEM or equivalent after-market parts whichever is most cost-effective.

**4.1.2.10.5** 3PL recovery of one hundred (100%) percent of warrantied part's value through part replacement by the 3PL or reimbursement by the part's manufacturer.

**4.1.2.10.6** 3PL payment credit or reimbursement of one hundred (100%) percent of the manufacturer part's warranty value with "Warranty recovery" clearly identified on spending unit invoice or reimbursement check detail if payment is made by check.

**4.1.2.11** Vendor must implement and manage a maintenance management contact center available to drivers and fleet coordinators 24/7/365.

**4.1.2.12** Vendor must implement and manage a 24-hour roadside assistance program with the following core functions:

**4.1.2.12.1** Toll-free assistance line.

**4.1.2.12.2** Emergency towing service.

**4.1.2.12.3** Tire-changing service.

**4.1.2.12.4** Battery jump service.

**4.1.2.12.5** Lockout service.

**4.1.2.13** Vendor must implement a browser client-server application for agency garage management, reporting and tracking.

**4.1.2.14** Vendor must implement email notification to user group (driver and supervisor) and garage supervisor on vehicle status.

**4.1.2.15** Vendor must implement garage management reporting of garage performance externally (3PL sublet) and internally (in-house) (if applicable).

**4.1.2.15.1** Fully-burdened labor rate

**4.1.2.15.2** Parts turn rate

**4.1.2.15.3** Parts inventory

**4.1.2.15.4** Staffing levels

**4.1.2.15.5** Labor hours

4.1.2.15.6 Work requests missing parts

4.1.2.15.7 Work request history

4.1.2.15.8 Controlled authorization savings

4.1.2.16 Vendor must provide, manage, and integrate a browser client-server asset management application with inventory and multi-criteria replacement methodologies, e.g., vehicle age, accrued mileage, life-to-date maintenance costs, predictive maintenance costs by automotive systems, manufacturer, VIN make, and VIN model.

4.1.2.17 Vendor must provide ability to communicate and interface requested information via data feeds to the consolidated ERP Vendor (currently CGI and Agile Assets).

### 4.1.3 Reporting

4.1.3.1 Vendor must distribute standardized reports (ie: maintenance by VIN, by 3PL, by vehicle make/model, by maintenance type, by department, etc.) to designated agencies as determined necessary without additional charges. Additionally, the vendor will develop specialized reports unique to each agency's needs.

4.1.3.2 Vendor must provide a quarterly report to FMO detailing savings recovered by efforts of the Vendor.

4.1.3.3 Vendor must ensure that all reports are mathematically correct. Rounding of individual costs is not acceptable.

4.1.3.4 Vendor must provide on-line computer access (viewing only) to vehicle maintenance and/or repair expense information. Estimated number of view-only users is approximately 100.

4.1.3.5 Vendor must provide a reporting tool for in-house maintenance and repair facilities to report maintenance and repair issues for record keeping purposes.

4.1.3.6 Vendor must furnish recall notification and other warranty / service information received from any source.

**4.1.3.7** Vendor must create and maintain all maintenance and repair records for each vehicle and screen all maintenance and repair requests. The FMO requires that the vendor keep automated maintenance and repair records for as long as the vehicle is enrolled in the vendor's maintenance and repair program. The vendor must also keep records and supporting documentation that may be need to satisfy any and all manufacturer's claims or other disputed maintenance and repair issues. Records shall be surrendered to the State upon the end of each vehicle's life and upon contract termination.

**4.1.3.8** Vendor must provide documentation showing a reduction in the percentage of non-exempted vehicles being driven less than 1,100 miles monthly.

#### **4.1.4 Management / Administration**

**4.1.4.1** Vendor must send a minimum of one key person as identified by FMO at no additional cost to visit designed agency representatives upon request. No more than four (4) half day visits will be required during contract period.

**4.1.4.2** The successful vendor must provide FMO with a list of principal service personnel. List shall include contact names, phone numbers, and email addresses.

**4.1.4.3** Vendor must participate, at FMO's request, at seminars to educate drivers/Fleet customers on program requirements in West Virginia at no additional cost to the state. FMO will notify vendor of request a minimum of two weeks prior to engagement. A maximum of two (2) seminars will be required yearly. Vendor must provide training as required for full understanding and utilization of reports and analysis of operating costs and cost trends at no additional cost to the agency.

**4.1.4.4** Vendor must provide capability for FMO and designee to interact online with vendor for ordering, inquiry, information, updating and reporting purposes. The estimated number of interactive users is approximately ten (10).

**4.1.4.5** The vendor must provide information concerning changes in industry practices, policies, regulations, and/or other related information to FMO. For example: periodic publications for review by the FMO concerning 1) suggestions for prompt and effective maintenance; and, 2): national fleet information from manufacturers, consultants, etc.

**4.1.4.6** Vendor must allow FMO to periodically visit the vendor to verify / review the program in operation.

**4.1.4.7** Vendor must provide a number, list of names and locations of maintenance and repair service providers in West Virginia, Virginia, Kentucky, Ohio, Maryland, and Pennsylvania. This list should be provided with the bid.

**4.1.4.8** Vendor must have a toll-free line which includes ASE Certified Technicians, 365 days a year, 7 days a week, 24 hours a day to monitor all maintenance and repair requests. If applicable, nights and weekends may be reserved for limited emergency services and handled by the vendor's subcontractor. The primary vendor, however, retains all contractual responsibilities.

#### **4.1.5 Invoicing**

**4.1.5.1** Vendor must have the ability to invoice individual agencies as designated by the FMO or accept P-card payment. Agency must designate payment on agency release order. The vendor will pay directly to maintenance and repair service providers all charges, except any assessed taxes, made by drivers and invoice the designated agency on a monthly basis.

**4.1.5.2** Vendor must ensure that any assessed taxes are not passed along to the FMO or its designated agency for payment.

**4.1.5.3** Vendor must reimburse the State of West Virginia for all discounts, rebates, and warranty recovery.

4.1.5.4 Vendor must monitor warranty repairs and seek automobile manufacturer reimbursement. These charges are not to be passed along to the FMO or its designee

**4.1.6 Qualifications and Experience**

4.1.6.1 Vendor must provide three jobs of similar size and scope to demonstrate recent experience providing and implementing fleet management programs and services for governmental entities.

**4.1.7 Optional Services**

4.1.7.1 Vendor should provide a means for identifying vehicles as “Official State Vehicles” offering a toll-free telephone number for concerned citizens to report situations. Such reports will be forwarded to the Fleet Management Office and/or designee

4.1.7.2 Vendor should provide a Driver’s Safety Education Program by 1) supplying driver safety handbooks to all new and existing drivers or 2) conducting driver safety education classes and/or instructional media. Vendors may use electronic media to fulfill this requirement.

4.1.7.3 Vendor should implement a browser client-server application for agency garage management and parts inventory management.

4.1.7.4 Vendor should provide a browser client-server VIN decoder application to the FMO. The information should at a minimum define: make, model, year.

4.1.7.5 The vendor should provide an initial report detailing the fleet’s carbon footprint and track the fleet’s carbon footprint yearly.

4.1.7.6 Vendor should integrate and manage the state’s fuel-only credit card program; and provide a browser client-server application to ensure fuel expenditures are appropriate; vehicle performance trends are satisfactory; and Vendor-to-agency monthly billings are accurate.



4.1.7.7 Vendor should provide, manage, and integrate alternative fuels strategic consulting services for alternative fuel vehicle selector list development; and alternative fueling infrastructure planning.

4.1.7.8 Vendor should implement a fringe program that meets Internal Revenue Service substantiation requirements as required by the Internal Revenue Service (IRS) Publication 15-B, Employer's Tax Guide to Fringe Benefits, published under U.S. Code Title 26.

4.1.7.9 Vendor should provide trip logging and calculation functionality for official use, personal use, employee-owned vehicle mileage reimbursement, and rental car use.

4.1.7.10 Vendor should implement a browser client-server toll, citation, and violation reporting application which is integrated with maintenance, repair service, and garage management applications.

## 5. CONTRACT AWARD:

**5.1 Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor should complete the Pricing Page by listing a Unit price for the Mandatory Services and prices for the Optional Services they are capable of providing. Optional Services may be selected at the Agency's discretion during the life of the contract and shall be billed at the prices provided in the attached pricing page. Award shall be based on the total of the Mandatory Services.

Vendor should multiply the Unit Price by the Estimated Quantity to arrive at the Extended Price for each line item requested. Additionally, the vendor should provide a summation of the extended prices for each section as indicated on the Pricing Page. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. An electronic version of the Pricing Page is available to registered vendors by accessing the WV Purchasing Bulletin at <http://www.state.wv.us/admin/purchase/newbul.htm> or by contacting Krista S. Ferrell at [krista.s.ferrell@wv.gov](mailto:krista.s.ferrell@wv.gov).

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

6. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
  
7. **PAYMENT:** Agency shall pay all pass-through monthly maintenance expenses as outlined by FMO using State Agency Bill Codes. FMO will pay for all fixed management expenses associated with the cost of providing mandatory services listed in this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
  
8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
  
9. **VENDOR DEFAULT:**
  - 9.1. The following shall be considered a vendor default under this Contract.
    - 9.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
    - 9.1.2. Failure to comply with other specifications and requirements contained herein.
    - 9.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
    - 9.1.4. Failure to remedy deficient performance upon request.
  - 9.2. The following remedies shall be available to Agency upon default.
    - 9.2.1. Cancellation of the Contract.
    - 9.2.2. Cancellation of one or more release orders issued under this Contract.
    - 9.2.3. Any other remedies available in law or equity.

**10. MISCELLANEOUS:**

**10.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## FLT13997 Pricing Page

Description	Unit Price	Unit of Measure	Estimated Quantity	Extended Price
<b>Mandatory Services</b>				
Vehicle Maintenance Services All inclusive lump sum cost for all Services as defined in the specifications <i>(EXCEPT OPTIONAL SERVICES IN 4.1.7)</i>		Per Vehicle	7,811	\$0.00
	<b>TOTAL BID COST FOR EVALUATION:</b>			<b>\$0.00</b>
<b>Optional Services</b>	<b>Unit Cost</b>	<b>Unit of Measure</b>	<b>Estimated Quantity</b>	<b>Extended Cost</b>
Vehicle Identification Hotline (Section 4.1.7.1)		Per Vehicle	7,811	\$0.00
Driver's Safety Education Program (Section 4.1.7.2)		Per Vehicle	7,811	\$0.00
Agency Garage Management and Parts Inventory (Section 4.1.7.3)		Per Vehicle	5,000	\$0.00
VIN Decoder Application (Section 4.1.7.4)		Per Vehicle	7,811	\$0.00
Carbon Footprint Tracking (Section 4.1.7.5)		Per Vehicle	7,811	\$0.00
Inegration of Fuel Only Credit Card (Section 4.1.7.6)		Per Vehicle	7,811	\$0.00
Integration of Alt. Fuel Strategic Consulting (Section 4.1.7.7)		Per Vehicle	7,811	\$0.00
Fringe Program (Section 4.1.7.8)		Per Vehicle	7,811	\$0.00
Trip Logging (Section 4.1.7.9)		Per Vehicle	7,811	\$0.00
Citation / Violation Reporting (Section 4.1.7.10)		Per Vehicle	7,811	\$0.00
	<b>TOTAL OPTIONAL SERVICES:</b>			<b>\$0.00</b>

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: FLT13997**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012