



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

Solicitation

NUMBER
6614C033

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CRYSTAL RINK 304-558-2402

RFQ COPY

TYPE NAME/ADDRESS HERE

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DIVISION OF HIGHWAYS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

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DATE PRINTED
05/08/2014

BID OPENING DATE: 05/14/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 03						
THIS ADDENDUM HAS BEEN ISSUED TO MODIFY THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	MN	990-67	OPERATION OF STATEWIDE COURTESY PATROL PROGRAM		
***** THIS IS THE END OF RFQ 6614C033 ***** TOTAL: _____						

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: 6614C033
Addendum Number: 3

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 provide answers to vendor 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

Answers to Vendor Technical Questions

In regards to the RFQ for the Courtesy Patrol, please see below:

Question 1. In regards to the state insuring the vehicle fleet, the insurance follows the vehicle and the state has immunity beyond a certain amount -- I think (?) of which each claim is covered up to \$1 million. If so, is the successful vendor also covered? If not, please explain.

Answer 1. The State is providing insurance coverage for the fleet vehicles only.

Question 2. In regard to the Lease Agreement for the Vehicle Fleet,

2A) the lessee needs more expansion/amplification on the lessor's insurance coverage limits, deductible and guidelines, etc; Although guidance, process and procedure on how to manage/report claims can be coordinated and/or determined after the award of the contract; the successful vendor must have the ability to determine cost & type of excess insurance and/or additional coverage that will need added or included in the vendor's bid request;

2B) will the lessee/vendor have access to the Manufacturer's standard warranty which is 36,000 miles or 3 years (whichever comes first). If not, the cost of not having such warranty will need factored when determining overall program cost.

Answer 2A. The fleet vehicles provided by the State, will be insured through the state's Bureau of Risk and Insurance Management (BRIM). This coverage has been discussed with BRIM, and any vehicle claims for the fleet vehicles will be the responsibility of the Lessor, as stated on Page 3 of 5 of the Lease Agreement, Attachment C, Item Numbers 8 and 9.

Answer 2B. Yes, the vehicle warranty will be available.

Question 3. On page 8 of the bid package, Workers Compensation is NOT checked as being a requirement. Is this an error or oversight?

Answer 3. Yes, Workers Compensation should have been 'checked' as a requirement.

Question 4. Will the successful vendor have input and ability to provide insight on the vehicle fleet specifications? For example, the vendor would strongly recommend for the trucks purchased for the Courtesy Patrol program have the factory installed Bluetooth technology; without this being installed into the vehicle fleet, there will be a cost to the successful vendor to equip the entire fleet with the necessary Bluetooth equipment that is not only necessary for safety purposes but also a legal requirement.

Answer 4. No, the vehicle order has already been processed.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: 6614C033

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. 2

<input type="checkbox"/> Addendum No. 3

<input type="checkbox"/> Addendum No. 4

<input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 6

<input type="checkbox"/> Addendum No. 7

<input type="checkbox"/> Addendum No. 8

<input type="checkbox"/> Addendum No. 9

<input type="checkbox"/> Addendum No. 10 |
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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