



Addendum No. 1

Issued: Thursday, February 28, 2019

RFP-2019-01

SUMMERLAND GREEN FLEET ACTION PLAN

**Addendum No. 1 consists of:
Questions and Answers**

The RFP documents for this work are revised as noted herein. All such revisions become a part of the work and shall be included in your Proposal. No consideration will be allowed for extras due to the Proponent not being familiar with this Addendum.

1. Reference: Answers to Questions Received:

The following are answers to the questions received:

Q01	Are most/all District fleet vehicles parked in the same location at the end of the business day?
A01	Yes, most are parked at the Works & Utilities yard; however, other major facilities each have several vehicles that are based at their building.
Q02	Are vehicles parked inside or outside?
A02	Outside, except a few of the “desired” scope vehicles such as the fire trucks.
Q03	If some/all vehicles are parked outside, are electrical outlets near the parking places? (i.e. are block heater plugin outlets located near each vehicle?)
A03	For the vast majority, not currently.
Q04	Does the primary parking site(s) have a natural gas connection? (i.e. are the facilities heated with natural gas?)
A04	Yes, the adjacent building has natural gas service.
Q05	How do fleet vehicles obtain fuel now? (i.e., is there an onsite fuelling station(s) or do drivers source fuel from public retail stations, or...)
A05	The District operates an onsite fuelling station.
Q06	What is Summerland’s fleet management structure? More specifically, does the District have a dedicated fleet manager who is responsible for making decisions around maintenance/repairs, capital replacement budgets and etc. for all vehicles and equipment, or do vehicle-user departments manage the vehicles assigned to them? Or, is there a different fleet management structure?
A06	The Manager of Works makes most maintenance and repair decisions, typically based on a condition assessment and also creates the replacement budget. Proposals for



	new equipment come through the Fleet Committee - the Divisions making the proposal submits the request with quotes, maintenance expenses, and useful life information.
Q07	The RFP lists vehicles to be included in the Plan as described as being either “required” or “desired”. Is some/all of the data in Q3 available for both categories?
A07	Yes.
Q08	Are the following data points available for fleet vehicles? (for a one-year period): a) year/make/model b) quantity of fuel used c) repair costs d) maintenance costs e) kilometres-travelled (and/or engine hours operated) f) original purchase price g) assignees (such as departments or business units)
A08	<p>a) Yes</p> <p>b) Yes</p> <p>c) Yes</p> <p>d) Yes</p> <p>e) Yes, this can be extracted and calculated from the cardlock system.</p> <p>f) This is readily available for newer purchases, and may be available via archives for older purchases.</p> <p>g) Only some of the bigger equipment is assigned to a specific department. The smaller trucks and vehicles move through divisions and departments, as required.</p>
Q09	The RFP indicates that project meetings by telephone are acceptable. On P5 of the RFP it is stated that an in-person meeting with District Staff is required. An in-person meeting will incur additional travel costs and as well, a small increase in project-related carbon emissions that could be avoided by the use of video-conferencing. Would video conferencing be acceptable for this meeting or is it as described - in person?
A09	Proponents should indicate the costs for all required items in their response. Modifications to the scope can be discussed with the successful Proponent.
Q10	Are fleet vehicle operating costs - including fuel costs - transferred to the operating budgets of the vehicle’s assignees?
A10	Yes.
Q11	Does Summerland complete fleet maintenance/repairs in-house (such as in the Districts own garage with staff mechanics) or is the work outsourced (or both)?
A11	Both. This is determined after an assessment by our mechanics.

End of Addendum No. 1