

ADDENDUM #1

**ITB#: 269-2006060
Automotive Parts and Accessories
Proposals Due: Tuesday, May 2, 2006
12:00 Noon**

Date: April 19, 2006

To: All Prospective Bidders

Please note the following specification changes for the above referenced ITB.

1. Any additional questions must be submitted to Karen Ruppe by **4:00 PM on Friday, April 21, 2006**. Questions received after this date will not be answered.
2. **Revise** Section 1.1 Category 3 to read as follows:
Batteries and Spent Battery Core Removal/Disposal.
3. **Revise** Section 1.9.5 Products (B) to read as follows:
 - B. Provide a description of all services to be provided your company, including, but not limited to trade-in and/or disposal of spent battery and/or radiator cores (if applicable) and any other customer service center activities such as links to shippers, and shipment tracking, return item process, and any other services you may offer.

Exception Taken by AutoZone on Revision from Addendum #1, Section 1.9.5 Products (B)

Explanation for Exception:

AZ will be able to provide battery and radiator core pickup in this section for Hot Shot now and in the future (future being defined as when the AZ Web solution is put into place and the Non- Hot Shot locations are being serviced by our DCs.) AZ will not be able to provide Battery and Radiator Core service as drafted for the Non-Hot Shot serviced locations until the Web solution is in place.

4. **Add:** Section 3.17 as follows:
 - 3.17 City of Charlotte/Mecklenburg County Delivery Requirements:** All orders placed by 12:00 noon must be delivered within four hours to the location indicated at the time order is placed. Orders placed after 12:00 noon must be delivered within 24 hours.

Exception Taken by AutoZone on 3.17 City of Charlotte/Mecklenburg County Delivery Requirements

Explanation for Exception:

For orders received for normally stocked AutoZone merchandise that must be sourced from our Hub or VDP network, we will not make the 4 hour commitment.

Refer to section 1.9.3, section E for a full explanation of our Hub and VDP service model.

5. **ADD:** Section 3.18 as follows:

3.18 Spent Battery Cores: The Service Provider shall be responsible for the pick up and disposal of spent battery cores and hold harmless the City/County at no additional cost.

Exception Taken by AutoZone on Revision from Addendum #1, Section 3.18

Explanation for Exception:

AZ will be able to provide battery and radiator core pickup in this section for Hot Shot now and in the future (future being defined as when the AZ Web solution is put into place and the Non- Hot Shot locations are being serviced by our DCs.) AZ will not be able to provide Battery and Radiator Core service as drafted for the Non-Hot shot serviced locations until the Web solution is in place.

6. All questions and answers presented at the pre-proposal held on April 17, 2006 are included on the following pages of this Addendum #1.

In order to constitute a complete bid response, you must acknowledge receipt of this addendum on the appropriate form of the bid response package.

We hope that you will respond to this ITB. We appreciate your interest in doing business with the City of Charlotte and look forward to receiving your proposal.

Sincerely,

Karen P. Ruppe C.P.M.; CLGPO
Procurement Team Leader
cc: File

ITB #269-2006060
Automotive Parts and Accessories
Questions from Pre-bid meeting on December 2, 2005

1. Is this a mandatory pre-bid and if a vendor isn't here they will be disqualified?
Answer: This pre-bid is stated as mandatory. However, the City of Charlotte will accept bids submitted by companies that did not attend the pre-bid due to the NC State Statutes and the court's view of open competition.
2. May we have examples of Policy and Procedures from various agencies so we can see different types of Purchasing Policies?
Answer: The best way to obtain various P&P manuals is on the US Communities website at: www.uscommunities.org or visit individual city, county or school websites. The City of Charlotte does not have other public agencies manuals at their disposal.
3. Is there any product listing or look up requirements for any dependent items that may cross categorical lines?
Answer: If your web site can automatically cross reference additional parts needed then please include this in your proposal. It is not a requirement, but an option that would be of benefit to the end users. We expect the vehicle technicians to know what parts they need.
4. Will tires, body panels, or any other non-traditional auto parts be expected to be a part of this product offering?
Answer: No, these categories are not required. However, if your company can provide these then please include them in your response. Some agencies may find this of benefit. Please keep in mind that we want your proposal response to be as comprehensive as possible. The RFP states minimum requirements, but we definitely want to see everything you have to offer.
5. Section 1.2 Objectives: may we have a complete listing of the equipment that the City of Charlotte will be supporting with this bid? We would like to contain, but not be limited to, the year of manufacture, the make, the model, the mileage and any other pieces of descriptive information that would assist us in determining application data.
Answer: A list of rolling stock by category is included as Attachment 1 to this Addendum. An itemized list has been requested from Equipment Management and will be provided as an addendum as soon as Procurement Services receives it.
6. Section 1.7 Supplier Commitments: if we were to win the bid, could we decline doing business with an US Communities member for a reason that makes doing business with that US Communities member detrimental to our operating profit?
Answer: The successful vendor is expected to sell to any public agency that desires to participate in the program unless that entity is not credit worthy. If the vendor encounters a problem such as credit worthiness or others, they should advise US Communities of the problem.
7. Section 1.8 Supplier Qualifications: if for any reason that our primary web services become unavailable, what is an acceptable backup communication plan?
Answer: Any suitable means of communications for the participating agency and the vendor is acceptable. Phone, fax, or e-mail orders are fine.
8. Section 1.9.2 Company: will you please provide us with a list of credit references?
Answer: A government agency does not typically provide credit references. Budgets are approved and all expenditures is appropriated so getting paid shouldn't be a problem.

9. May we have a list of all ordering entities with contact name, phone and complete address of the City of Charlotte locations?
Answer: Yes, the list is included as Attachment 2 to this Addendum #1. The list is subject to change.
10. What is the expected delivery time to the City of Charlotte locations?
Answer: Multiple deliveries daily may be required. All parts will be delivered FOB Destination to the address stated at the time of order placement. All in stock parts ordered by 12:00 noon, shall be delivered the same day or within four (4) hours. On occasion, parts may be picked up at the will call counter by an authorized City of Charlotte employee. The authorized employee must sign for all delivered parts at time of delivery. Please include delivery times for stock items and backorder policy with your proposal response.
11. What are the hours for acceptable delivery for the City of Charlotte locations?
Answer: Currently, deliveries are accepted between 7:30 a.m. and 5:00 p.m. Please keep in mind that this contract may be utilized by thousands of public agencies that work extended hours and require deliveries at different times than Charlotte.
12. Section 1.9.6 Administration: is there a concern for using a different platform for ordering vs. billing?
Answer: Not as long as the reporting is accurate and timely.
13. How do we verify that a Participating Agency is a USC member?
Answer: The successful vendor will have password access to the US Communities website that allows them to view all registered agencies. Any public agency can participate by simply registering on-line at no cost to the agency.
14. What product information is required?
Answer: If you're referring to the vendor's website, it should include, at a minimum, the product name, brand name, **net cost**, and part number.
15. What basic functionality is required for the parts look up (e.g. will search be required or is a standard parts look up with year, make, model and engine sufficient)?
Answer: The website should be as user friendly as possible with options for finding the necessary part. The ability to search by category, part name, year, make and model would be very beneficial. Think about it from the standpoint of how the average end user searches at the kiosks in your stores.
16. Section 4.11 Insurance: who is the contractor referred to in this section?
Answer: Contractor and Service Provider are used interchangeably. They both mean the successful vendor who is awarded the contract.
17. Attachment A, Exhibit V- Quarterly Fees & Reporting. What affiliation does Wells Fargo have with US Communities?
Answer: Wells Fargo is a Trustee to US Communities responsible for receiving and distributing all fees.
18. Attachment C - Pricing: there seems to be two pages missing. The last page received was "7 of 9."
Answer: the page numbers are incorrect and there should be 7 total pages to Attachment C.

ADDENDUM #1 – ATTACHMENT 1
ITB #269-2006060
Automotive Parts and Accessories

The City of Charlotte's fleet by major Category

Cars – Normal Use	414
Cars – Severe Use	656
Fire Apparatus	91
Light Vehicles	835
Medium Vehicles	172
Heavy Vehicles	95
Sanitation Vehicles	130
Sewer Vehicles	21
Off-Road Equipment	271
Total Rolling Stock	2,685
Trailers	169
Small Engine Equipment	1,652
Total Active Equipment	4,394

ADDENDUM #1 – ATTACHMENT 2
ITB #269-2006060
Automotive Parts and Accessories

City of Charlotte Equipment Management Facilities and Locations

Facility Locations and Hours of Operations

Facility	Address	Operation Hours*	Primary #'s
Administration and Analysis	829 Louise Avenue	7:00 a.m. – 5:00 p.m. Monday – Friday	(704) 336-3029
Louise Avenue Shop	829 Louise Avenue	6:00 a.m. – 10:30 p.m. Monday – Friday	(704) 336-3050
Sweden Road Shop	4600 Sweden Road	6:00 a.m. – 10:30 p.m. Monday – Friday	(704) 432-6484
Seigle Avenue Shop	932 Seigle Avenue	6:00 a.m. – 10:30 p.m. Monday – Friday	(704) 336-2722
Tuckaseegee Road Shop	701 Tuckaseegee Road	7:00 a.m. – 3:30 p.m. Monday – Friday	(704) 336-6059
Orr Road Shop	6001 General Commerce Drive	2:00 p.m. – 10:30 p.m. Tuesdays & Thursdays	(704) 336-xxxx
Surplus Property	3301 Rotary Drive	7:30 a.m. – 4:00 p.m. Monday – Friday	(704) 509-5044

List of Contacts

Position	Name	Work Telephone Number	After Hours Contact Number
Fleet Manager	Vacant	(704) 336-2719	(980) 722-7722
Asst. Fleet Manager	Rudy Peyton	(704) 336-2719	
Operations Manager	Karen King	(704) 336-5775	(980) 722-7724
Louise Avenue Shop Manager	Richard Laird	(704) 336-5773	(980) 721-4671
Sweden Road Shop Manager	Tim Hoekzema	(704) 432-6484	(980) 722-7725
Seigle Avenue Shop Manager (Acting)	Roddy Langley	(704) 336-4961	(980) 731-4676
Tuckaseegee Road Team Leader	Jerry Alexander	(704) 336-6059	(980) 721-5524
Specification Development	Wayne Davis	(704) 336-2742	N/A
Tags and Titles	Sandy McLean	(704) 336-3036	N/A
FASTER - Special Reports	Marcus Stewart	(704) 336-2931	(980) 721-4665
Business Manager	Barry Humphries	(704) 336-4513	(980) 722-7723
Surplus Property Manager	Norma Kerns	(704) 509-5044	(980) 722-7726