CITY OF SAN ANTONIO

P.O. Box 839966
SAN ANTONIO, TEXAS 78283-3966

ADDENDUM I

SUBJECT: Fleet Staffing Analysis, (RFP 11-035), Scheduled to Open: February 14, 2011; Date of Issue January 31, 2011.

FROM: Denise D. Gallegos, C.P.M., CPPB, Purchasing & Contract Administrator

DATE: February 10, 2011

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

1. **THE PROPOSAL OPENING DATE IS HEREBY EXTENDED TO FRIDAY, FEBRUARY 25, 2011, 2:00 PM LOCAL TIME.**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION IX, RESTRICTIONS ON COMMUNICATION:

Question 1: Could you please clarify the number of full-time fleet services division employees that will be included in this staffing analysis effort? There are different numbers provided. 171 on page 3, 1st bullet; 145 on page 3, Section II, paragraph 2; 118 on page 4, Task 2 Salary Survey; 185 on page 3 of the Division Strategic Plan, "Description of the Department:"

Response: 171 = # of Fleet Division Employees
145 = # of Fleet Technicians and all support staff at all shops (including tire shop and parts personnel)
118 = # of Fleet Technicians and immediate support staff (excluding tire shop and parts personnel)

The staffing analysis will be based on the 145 number of employees, but the salary survey will be based on the 118 number of employees.

Question 2: Will all positions within the Fleet Division be under consideration, including management, fiscal and acquisition personnel?

Response: No, only the positions that are identified in the RFP, reference page 4, Section II. Scope of Services, Task 2.

Question 3: Does the Fleet Service Division utilize and maintain an existing activity based costing model? Will that model and corresponding data be made available to the winning offeror? On page 4 of the RFP, the City mentions and activity based cost audit.

Response: The labor rate model used is proprietary, therefore, cannot be shared. However, the data will be made available to the awarded consultant completing the analysis.

Question 4: Have vehicle equivalency studies been performed recently, past three years, and will the studies and supporting data be made available to offerors?

Response: A preliminary vehicle equivalency unit (VEU) study was done approximately two years ago, but additional components and a more recent analysis may be needed. The preliminary VEU study is not available at this time.

****THIS ADDENDUM SHALL BE SIGNED AND RETURNED WITH THE PROPOSAL PACKAGE****

Denise D. Gallegos, C.P.M., CPPB
Purchasing & Contract Administrator
Purchasing & General Services Department

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

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Signature