

DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO

March 27, 2019

ADDENDUM NO. 2

FOR

CAR SHARING GROUP (A) REBID

Specification No. 172876B

This document contains:

- I. Revisions to the Specification.**
- II. Questions Submitted for Clarification of the Specification.**
- III. Addendum Receipt Acknowledgement**

For which Bids are scheduled to be received no later than 11:00 a.m., Central Time on April 25, 2019 (pursuant to Addendum 2, advertised March 27, 2019), in the Department of Procurement Services, Bid & Bond Room 103 City Hall.

Required for use by:
CITY OF CHICAGO
(Department of Fleet and Facility Management)



This Addendum is distributed by:

CITY OF CHICAGO
Department of Procurement Services

Bidder must acknowledge receipt of this Addendum No. 2 on the Bid Execution Page and should complete and return the attached Acknowledgment by email to

william.dotson@cityofchicago.org

Attn: William L. Dotson, Procurement Specialist
(312) 744-4924

The information contained in this Addendum No. 2 is incorporated by reference into the original Specification issued on January 23, 2019.

RAHM I. EMANUEL
MAYOR

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER

March 27, 2019

ADDENDUM NO. 2

FOR

CAR SHARING GROUP (A) REBID

Specification No. 172876B

For which bids are due in the Department of Procurement Services, Bid & Bond Room, Room 103, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602, at 11:00 a.m., Central Time, April 25, 2019 (pursuant to Addendum 2).

The following questions/answers will be incorporated in the above-referenced Specification. All other provisions and requirements as originally set forth remain in full force and are binding.

BIDDER SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM NO. 2 ON THE BID EXECUTION PAGE (ARTICLE 11) SUBMITTED WITH YOUR BID. FAILURE TO ACKNOWLEDGE MAY RESULT IN BID REJECTION.

Section I: Revisions to the Specification

Revision # 1. Notice of Bid Postponement

CURRENT BID/PROPOSAL OPENING DATE:

April 3, 2019, 11:00 a.m. Central Time

NEW BID/PROPOSAL OPENING DATE:

April 25, 2019, 11:00 a.m. Central Time

Revision #2. Article 5, SCOPE OF WORK AND DETAILED SPECIFICATIONS, Section 5.7.1. Vehicle Usage Reporting (Group 'A'), the first sentence in paragraph number one (1) is hereby deleted and replace with the following:

The Contractor must provide the Commissioner of Fleet and Facility Management (or an authorized representative) with a quarterly schedule of vehicle usage.

Revision #3. Article 5, SCOPE OF WORK AND DETAILED SPECIFICATIONS, Section 5.7.3. Educational/Promotional Seminars (Group 'A'), is hereby deleted in its entirety and replaced with the following:

The Contractor must provide to participating City of Chicago Departments, educational seminars to promote the importance and convenience of car sharing and pooling, as well as the benefits of operating low emission vehicles. Seminars must be conducted semi-annually, or upon the request of the Commissioner of the Department Fleet and Facility Management or a designated representative. Educational/Promotional seminars will be scheduled in coordination with the Contractor, to be held at mutually agreed upon and predetermined times.

Revision #4. Article 5, SCOPE OF WORK AND DETAILED SPECIFICATIONS, Section 5.8.4. Orientation Session is hereby deleted in its entirety and replaced with the following:

The Contractor must provide an appropriate number of orientation sessions for City of Chicago employees to review the policies and procedures established by Contractor, subject to the City's approval, for the Car Sharing Program. Orientation sessions may be in person at locations requested by the City, and/or available via live webinar. Orientation materials also must be available as requested by the City. At a minimum, these orientation sessions must provide instruction on the below listed aspects of the program:

- a) Reservation System
- b) Accessing the Vehicle
- c) Pick-Up of Vehicle
- d) Return of Vehicle
- e) Fueling the Vehicle
- f) Emergencies and Troubleshooting
- g) Accidents and Damage Reporting
- h) Key Cards

Orientation Sessions will be scheduled in coordination with the Contractor, to be held at mutually agreed upon and predetermined times.

Revision #5. Article 5, SCOPE OF WORK AND DETAILED SPECIFICATIONS, Section 5.8.5.6. Bid Line #6 Penalties, the following Bullet Points Second, Third, Fifth, Sixth, and Eighth are hereby deleted in their entirety and replaced with the following:

· (Second Bullet Point) Additional miles driven over the 180 miles of driving allotted per reservation — shall not exceed \$0.55 per mile.

· (Third Bullet Point) Low Fuel: \$30, chargeable only when vehicle is returned with less than ¼ tank of fuel, but not chargeable when the vehicle was picked up with less than ¼ tank of fuel.

· (Fifth Bullet Point) Lost Fuel Card or Parking Pass: \$50, chargeable when lost or taken by the City driver, but not chargeable when returned to the vehicle without delaying or preventing another customer's reserved use of the vehicle.

· (Sixth Bullet Point) Cleaning Service: Actual cleaning charge, not to exceed \$200, chargeable only when vehicle is returned with noticeable soiling, but not chargeable when the vehicle was picked up with reported soiling.

· (Eighth Bullet Point) Parking tickets, moving violations and toll violations should be forwarded to the City for processing. A processing fee not to exceed \$10 (in addition to the ticketed fine) may be applied.

Revision #6. Article 7, INSURANCE REQUIREMENTS, Section 7.2.

Additional Requirements, Paragraph Three is hereby **deleted** in its entirety and replaced with the following:

The insurance must provide for thirty (30) days prior written notice to be given to the City in the event coverage is substantially changed, canceled, or non-renewed.

Section II: Questions Submitted for Clarification of the Specification

ARTICLE 5. SCOPE OF WORK AND DETAILED SPECIFICATIONS

Question 1. 5.7.1 Will the City accept quarterly schedule of vehicle usage in place of monthly?

Answer: Yes. Refer to Revision #2 in this Addendum.

Question 2. 5.7.3. Will all educational seminars be scheduled in coordination with the Contractor, to be held at mutually agreed-upon and pre-determined times?

Answer: Yes. Refer to Revision #3 in this Addendum.

Question 3. 5.8.4: Will all orientation seminars be scheduled in coordination with the Contractor, to be held at mutually agreed-upon and pre-determined times?

Answer: Yes. Refer to Revision #4 in this Addendum.

Question 4a. 5.8.5.1: In the case that the contractor selected is the current operator, does the City commit to enroll an additional one hundred members in the first 30 days of the contract?

Answer: No.

Question 4b. 5.8.5.1: In the case that the contractor selected is the current operator, does the City commit to purchasing a renewal and annual membership for any existing city staff users?

Answer: No.

Question 5. Parking Tickets: Since the processing of tickets is an automated process managed externally, will the City accept proposals that include a standard \$10 fee (in addition to the ticketed fee) for all violations?

Answer: Yes. Refer to Revision #5 (Eighth Bullet Point) in this Addendum.

Question 6. Insurance deductible: Adjusted to reflect a maximum of \$1000/incident.

Answer: No Change to the bid specification.

Question 7. 7.1.6: Article 7: Insurance Requirements. The requirement for Property Insurance should be struck

Answer: No. Does not state requirement to provide Property coverage. This is a basic statement of Contractor responsibility for their own personal property related to the Contract.

Question 8. 7.2: Modify requirement to be 30 days' prior written notice.

Answer: Yes. Refer to Revision #6 in this Addendum.

Question 9. In assessing bid packages, will the City of Chicago take into consideration the qualification of car-sharing operators as measured by years of service in the Chicago area, or the number of members current served by existing operations?

Answer: Refer to Section 5.2. Basis of Award in the specification.

Question 10. Will the City of Chicago consider extending the Bid Due date?

Answer: Yes. Refer to Section I, Revision #1 in this Addendum. Bid Opening Date is postponed to April 25, 2019, 11:00 a.m., Central Time, Bid & Bond Room, City Hall, Room 103,121 N. LaSalle Street, Chicago, IL 60602.

Question 11. What is the City of Chicago's course of action if no bidders are deemed responsive?

Answer: Any or all bids may be rejected by the City if bidder(s) determined to be non-responsive or not responsible vendors.

Question 12. Will the City of Chicago include a provision to add the cost of replacing any lost parking passes, at cost?

Answer: Yes. Refer to Revision #5 (Fifth Bullet Point) in this Addendum. See Section 5.8.5.6. and Bid Line #6: Penalties on the Proposal Page.

March 27, 2019
ADDENDUM NO. 2
FOR
CAR SHARING GROUP (A) REBID
Specification No. 172876B

Required by:



CITY OF CHICAGO
Department of Fleet & Facility Management

Consisting of Sections I through III including this Acknowledgment.

SECTION III. ADDENDUM RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Addendum No. 2 to the Specification named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

Signature of Authorized Individual

Title

Name of Authorized Individual (Type or Print)

Company Name

Business Telephone Number

Complete and Return this Acknowledgment by email to:
william.dotson@cityofchicago.org
Attn: William L. Dotson, Procurement Specialist