

**ADDENDUM #1**

Issued: 4/11/2023  
Date

Project: Fleet Maintenance Services  
RFP/Project No. 2023-03-29  
Owner: City of Portales, 100 West First Street, Portales, NM 88130  
Opening Date: Tuesday, April 25, 2023, 2:00 p.m. (MST)

This addendum is for the purpose of disseminating information from the Pre-Bid conference held on Thursday, April 6, 2023, at 10:00 a.m. (MST).

Included with this addendum are the following:

1. Agenda
2. Sign-In Sheet
3. Minutes with Questions & Answers

CHANGE: The NIGP Codes: 86303-86305 are removed from this solicitation as they are not applicable.

The offeror must acknowledge receipt of all addenda in the Bid transmittal letter. Failure to do so may subject the offeror to disqualification.

All other portions of the invitation to bid (ITB) documents remain unchanged.

  
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Carla Weems, Deputy Clerk/Interim Chief Procurement Officer  
Date 4/11/23

# Pre-Bid Conference Agenda

Project: Fleet Maintenance and Repairs  
Thursday, 4/6/23 at 10:00 AM (MST)  
City Hall – Conference Room  
100 West 1st Street, Portales, NM 88130

## 1. Introductions

## 2. Purpose of the Pre-Bid Conference

- a. The purpose of the pre-bid conference is to answer questions that might have arisen from the distributed Invitation to Bid (ITB) 2023-03-29. Additionally, it is held to ensure that all prospective offerors receive a copy of the ITB. The ITB is available in print, electronic, or fax format and any attendees who need a copy should request one from the Interim Chief Procurement Officer, Carla Weems. All attendees are asked to sign in on the sign in sheet, pick up a copy of the agenda, and any additional materials to be provided.

## 3. Project Description (Pages 9-10 of ITB 2023-03-29)

- a. Clarification of project overview (Page 9)

## 4. Services Required/ Scope of Work Required (Section 1-6 - Pages 9-10 of ITB 2023-03-29)

- a. ASE Certified
- b. Portales Business Registration

## 5. Funding on Project

- a. Funded with Local Funds

## 6. Contract Documents

- a. Sample Contract included in the ITB Packet (Pages 25-27)

## 7. Addenda (Page 14 of ITB 2023-03-29)

## 8. Bid Submittal Procedures (Page 11 of ITB 2023-03-29)

- a. Required Forms
  - i. Bid Form
  - ii. Campaign Disclosure Form
  - iii. Debarment
  - iv. Veteran's Preference
  - v. Non-Collusion Form
  - vi. Related Party Form
  - vii. ASE Certification

## 9. Proposal Opening is scheduled at 100 West 1<sup>st</sup> Street, Portales, NM 88130, City Hall, Conference Room on Tuesday, April 25, 2023, at 2:00 PM (MST)

## 10. Questions

## 11. Site Visit – View Equipment

# PRE-BID CONFERENCE SIGN-IN SHEET

PROJECT: Fleet Maintenance & Repairs

ITB #2023-03-29

Mandatory Pre-Bid Conference Date: Thursday, 4/6/23 @ 10:00 AM (Local Time)

Place/Room: City of Portales/City Hall-Conference Room

100 W. 1<sup>st</sup> Street, Portales, NM 88130

<b>PLEASE PRINT</b>					
Name	Title	Company	Phone	Fax	E-Mail
Carla Weems	Deputy City Clerk / CPO	City of Portales	575-607-7015		cweems@portalesnm.gov
Kevin Seales	Solid Waste & mechanic supervisor	City of Portales	575-760-4874		kseales@portalesnm.gov
Kevin Keith	Purchasing Agent	City of Portales	575- <del>760</del> <sup>607</sup> -7432		kkeith@portalesnm.gov
William Wright	Owner	WRIGHT'S REPAIR SERVICES	575 693 9515		WRIGHTSREPAIRSERVICES@GMAIL.COM
James Perkins	Owner	J&S Automotive	575-471-5179		
Sarah E. Austin	City Manager	City of Portales	575-607-0961		sausth@portalesnm.gov

**Minutes of Pre-Bid Conference held Thursday, 4/6/2023 at 10:00 a.m. (MST) in the Conference Room at City Hall of the City of Portales located at 100 West 1<sup>st</sup> Street**

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**Attendees:**

**Staff**

Sarah Austin, City Manager  
Carla Weems, Deputy Clerk/ Interim Chief Procurement Officer  
Kevin Keith, Purchasing Agent/Grants Coordinator  
Kevin Seales, Solid Waste & Mechanic Supervisor

**Attendees:**

**Others**

William Wright, Wright Repair Services  
James Perkins, J&J Automotive

Item 1 of the Agenda, Introductions:

Carla Weems, Deputy Clerk/Chief Procurement Officer opened the meeting at 10:05 a.m. by asking everyone to sign in, then all present introduced themselves.

Item 2 of the Agenda, Purpose of the Pre-Bid Conference:

Mrs. Weems stated the purpose of the conference is to answer questions that may have arisen from the distributed ITB. To ensure all had received a copy of the ITB and to let them know where a copy could be obtained.

Mrs. Weems mentioned that a draft contract was provided at the end of the ITB and that with the affirmation from Kevin Seales or Sarah Austin that we were wanting to outsource mechanic services. Sarah Austin then began to explain that we have a lot of equipment/heavy equipment needs and do not have a lot of mechanics available and we want to outsource mechanic services. Carla Weems and Sarah Austin mentioned that we do not currently have mechanic services available for 24-hour services and routine maintenance. The work would be done at their facility, and we do have some parts that could be utilized in the city's inventory. Sarah Austin mentioned that we would not be able to keep the inventory on hand, we would provide some parts on hand. Kevin Seales mentioned that a lot of parts would be specialty and require ordering.

Item 3 of the Agenda, Project Description:

Carla Weems noted that there is a project description on page 9 & 10, what is being requested. Sarah Austin also noted that we need everything, but the main needs are located on those pages. Kevin Seales mentioned preventative Maintenance as an easier term. Carla Weems noted heavy equipment as well. It was then noted that on page 10 the scope of work is broken down into 6 areas and asked to circle and indicate which services could be provided and any exceptions.

Item 4 of the Agenda, Services Required/Scope of Work Required:

Mrs. Weems mentioned and questioned if there should be a percentage of ASE Certified technicians. Sarah Austin provided clarification mentioning transit buses need to have ASE certified technicians, as well as Emergency Vehicle Certifications. Mrs. Austin stated that a certified mechanic would have to perform work on transit buses. Mrs. Weems stated that in section B, mechanic services need to have a current Portales Business Registration.

Item 5 of the Agenda, Funding on Project:

Mrs. Weems stated local funds would be used, except for PATS which is federal grant funds.

Item 6 of the Agenda, Contract Documents:

Mrs. Weems mentioned that the draft contract template was included at the back of the ITB packet beginning on page 25. Mrs. Weems stated the contract will be for 4 years with annual renewals. On legal ad it does state we can award multiple vendors for the area they choose to bid on.

Item 7 of the Agenda, Addenda:

Mrs. Weems stated there would be an addenda issued with the minutes from the Pre-Bid. What the addenda would include agenda, sign in sheet, and minutes. Any questions that are asked would be answered verbally but would be non-binding. It was also requested that if there were any questions after the meeting had commenced that they be submitted in writing via email to her or Kevin Keith. The questions would be answered and put on the addenda and therefore be binding.

Item 8 of the Agenda, Bid Submittal Procedures:

Ms. Weems stated on page 11 there are required forms that are needed and are standard. Mrs. Austin clarified to fill everything out and if it does not pertain mark as N/A. Mrs. Weems continued to go through other forms to submit. Page 14 checklist to complete and other documents associated with the ITB. It was also indicated that that any work on PATS vehicle is funded federally. It was then explained to put all the documents in a sealed envelope and drop them off before the deadline at City Hall or they could be mailed as well. It was also mentioned that on page one, a website is provided to send bids on Vendor Registry. It was then explained that if there were any questions they would be responded to on the addenda but would not be answered after April 20, 2023.

Mrs. Austin clarified that that we want multiple vendors to spread the business out. She also stated that she does not expect the awarded vendors to consider the City's Feet Maintenance to be first priority just ASAP on emergency vehicles. Mrs. Austin reiterated to send an email with any additional questions. Mr. Perkins was provided with the location of the email address for Kevin Keith and Carla Weems.

Item 9 of the Agenda, Proposal Opening:

Bids must be in a sealed envelope and dropped off at City Hall or they could be mailed as well by 2:00 p.m. on Tuesday, April 25<sup>th</sup>. Bids can also be submitted online via the website as stated on page 1 of the ITB. It was also explained that if there were any questions they would be responded to via an addendum. No addendum will be sent out after April 20, 2023.

Item 10 of the Agenda, Questions:

Mrs. Weems then asked if there were any additional questions. Mrs. Austin reiterated to send an email with any additional questions.

Item 11 of the Agenda, Site Visit:

A site visit was offered and held at the city shop.

VERBAL QUESTIONS/RESPONSES FROM THE PRE-BID CONFERENCE AND SITE VISIT

Is there a current preventative maintenance program being utilized by the city?

**Answer: No, there is no preventative maintenance program currently being used.**

Would mechanics have to be ASE certified for each category or in general?

**Answer: In general**

If a vendor has a little shop can they provide services as they can be completed?

**Answer: Yes, the vendor will be contacted to perform mechanical services, if unable, the next vendor will be contacted.**

What are the requirements on the insurance policy as indicated on Page 6?

Answer: A standard blanket insurance policy will be addressed in the contract with legal review to ensure proper coverage amounts.

Is the city utilizing a tele-metric tracking system for the city's fleet?

Answer: No, the City of Portales is not currently using a tracking system for its fleet.

What are the city's call hours and what is the procedure for getting the vehicle to the vendor's facility?

Answer: The City's hours of operation are 7am – 5pm, A city vehicle that requires mechanical work will be towed to the vendor's facility and secured.

Would the city shop be available for a vendor to use if needed?

Answer: Yes, the city shop can be utilized for mechanical work.

What is the current fleet size for the City of Portales?

Answer: The City of Portales currently uses 121 city vehicles ranging from cars and pickup trucks.

What are the mileage requirements for preventative maintenance on certain pieces of equipment? (trash truck, fleet vehicles)

Answer: Trash Trucks – every 10,000 miles, Regular Fleet Vehicles – Every 5,000 miles

The ITB states (page 1, Scope of Work) that the contractor will "...acquire the City's current usable parts inventory..."

Answer: Contractor will be able to utilize/install parts on hand to into the City's Fleet Vehicles.

Does the scheduled and unscheduled maintenance, which might be completed at the City of Portales Public Works facility, need to be completed during normal business hours?

Answer: The use of the Public Works facility after normal business hours will need to be discussed with our insurance and legal team to establish coverage and liability details.