



State of Rhode Island
Department of Administration / Division of Purchases
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ADDENDUM #1

RFP # 7548986

TITLE: FEASIBILITY ASSESSMENT FOR RIDOT FLEET MAINTENANCE ACTIVITIES

SUBMISSION DEADLINE: 10/2/14 – 11:30 A.M.

This addendum is issued to answer and clarify questions which have been received relative to this solicitation.

The Rhode Island Department of Transportation (RIDOT) existing fleet is under the direct administration of the RIDOT with support and oversight by the State Office of Fleet Operations who authorizes work orders for repairs and maintenance of all state vehicles. In conjunction with that effort, the State Office of Fleet Operations maintains a data base by vehicle/registration which details all the expenses associated with each State owned vehicle.

The successful vendor will be required to authenticate the current database for all registered and unregistered vehicles/equipment. As identified in the RFP, the RIDOT utilizes both insourcing and outsourcing efforts for the maintenance of all vehicles. The outsourcing component is achieved using the State's Master Price Agreement (available on the RI Division of Purchases' website at www.purchasing.ri.gov). It is expected that the successful vendor will review all aspects of the fleet management and operation including, but not limited to, organizational structure, staffing levels, facilities and equipment and business practices further identified below, and make recommendations based on the findings:

1. Obtain fleet inventory size (composition, age, utilization, etc.)
2. Analyze historical fleet maintenance and repair data
3. Identify those services which should be performed in house, and those that should be outsourced.
4. Determine requirements for in-house performed services (labor hours, asset category parts, routine services, etc.)
5. Review current personnel and job descriptions; determine optimum staffing levels
6. Review organizational structure, and make recommendations

7. Determine and define all physical location requirements (work space, supply area, parts, tools, etc)
8. Determine, define and make recommendations on major shop requirements (lifts, fluid dispensing systems, etc.)
9. Examine and assess the adequacy of existing facilities to accommodate any recommended changes.
10. If additional sites are required to perform all insourcing, identify the requirements
11. Review and assess the current fleet management business policies and practices relative to this requirement and State policies.
12. Review and recommend any software requirements for fleet management.
13. If additional resources and services are recommended, provide a preliminary estimate of funding required to accomplish said recommendations (facilities, personnel, software, equipment, training, etc.)
14. Evaluate, and identify cost benefits of recommended practices.

The successful vendor must provide 3-5 references which document the firm's prior experience with similar projects.

The Minority Business Enterprise Goal is 10% on this project. The successful vendor will be directed to the Minority Business Enterprise Office to assist in meeting the goal.

Lisa Hill
Chief Buyer