

## ADDENDUM 1

Pre-Proposal Conference for City of Kansas City RFP EV2671 Utility Transportation and Golf Vehicles plus parts and service will take place via Skype.

Tuesday June 25, 2019, 10:00 CST.

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[RFP- Pre-Proposal Conference Agenda 6.24.19.pdf](#)

## ADDEMDUM 2

Section 10, 1.3, Adjusted from \$40 million to \$50 million. "The dollar volume purchased under the Master Agreement is estimated to be approximately \$50 million annually."

## ADDENDUM 3: Q & A

Here is a list of questions that were asked and answered in the 48 hours after the pre-proposal conference. The written questions deadline is July 10, 2019.

**Q1:** Can you please explain the administrative fee? What is the amount? Is it negotiable? Is it tiered? Etc. Thank you!

**A1:** The Admin fee is a set amount charged by OMNIA. The fee is 3%. The details regarding this fee are in section 10.1, exhibit A, under 1.2 Marketing, Sales and Admin Support. Let me know if you have further questions. Thanks.

**Q2:** Within RFP 360, is there an option to upload attachments?

**A2:** Yes, there is. You are able to drag and drop documents into the space provided after questions. You are also able to click on the "paperclip" icon located in the menu bar after each questions as well.

**Q3:** What documents will be required at the time of RFP submission?

**A3:** The E-verify affidavit will need to be submitted at the time you are submitting your RFP through RFP360. Insurance, sec of state etc. will not be required until a company is given an award.

**Q4:** Where do we find 9.1 OMNIA Partners Exhibit A-Response for National Cooperative Contract as stated in section 14 in the Scope of Work section? Is that at typo? Should it read 10.1 instead?

**A4:** You are correct. The section called out 9.1 should read as section 10.1. Sorry for the confusion. Thank you.

**Q5:** Will the MA be updated to include the fee that was mentioned during the call-in?

**A5:** The fee will not be added to the MA. This information is already in the RFP. It is located in Section 10.1 Exhibit A under 1.2, marketing, sales and admin support.

**Q6:** Within RFP 360, is there an option to upload attachments?

**A6:** Yes, there is. You are able to drag and drop documents into the space provided after questions. You are also able to click on the "paperclip" icon located in the menu bar after each questions as well.

## ADDENDUM 4, UPDATED STANDARD CITY CONTRACT

Section 5 has been updated with the current city contract for products and services.

## ADDENDUM 5: Q & A

Here is a list of questions that were received by the July 10, 2019 deadline.

**Q1:** Where are we able to upload information?

**A1:** Question 3 has been added in this section to allow an upload.

**Q2:** Where do you want us to attach our responses to the Scope of Work Section? Question 1 does not allow any attaching. Should we attach in question 2?

**A2:** Question 3 has been added in this section to allow an upload.

**Q3:** Where do you want us to attached our replies for all the items in OMNIA Partners Exhibit A? Question one do not allow any attachments.

**A3:** Question 3 has been added in this section to allow an upload.

**Q4:** CONTRACTOR under current contract with US Communities uses a published weighted average cost for shipping each model to every state in the USA as opposed to being subject to the "spot market" for freight. Given where most vehicles are sold, this has proven to be a very fair way to distribute transportation costs to all uses at a savings over individual shipping costs. We wish to continue to use that price model going forward so users can know and count on transportation costs. We have been asked by dealers to include a local delivery fee as well based on distance from the dealership to help recover costs in addition to a prep fee.

**A4:** The City of Kansas City is not able to address this question at this time. All negotiation items your company would like to submit in this RFP should be listed in your proposal response for each section. All emails sent with specific items or questions prior to the close of the RFP will be listed and answered via an addendum to all active respondents.

**Q5:** CONTRACTOR, the issuance of MSO's are for the purpose of registering titled vehicles. What we are reading suggests that an MSO /MCO is to be issued for all vehicles regardless of VIN type. We recommend and request a revision of the request to only require MSO's for 17-digit VIN labeled vehicles that are able to be registered thru motor vehicles departments. This will avoid unnecessary confusion and cost of producing non-essential documentation.

**A5:** The City of Kansas City is not able to address this question at this time. All negotiation items your company would like to submit in this RFP should be listed in your proposal response for each section. All emails sent with specific items or questions prior to the close of the RFP will be listed and answered via an addendum to all active respondents.

**Q6:** CONTRACTOR The issuance of Overhaul (and some service & repair) manuals should be done only after the receiving party has been factory trained on the vehicle or they absolve the manufacturer of any liability in conjunction with maintenance. Essentially, control module programming if done incorrectly by someone with a manual but no training can potentially put the operator/organization/etc at risk by changing key parameters incorrectly. We are certain that the request for information is valid but want also to set a requirement that the techs are trained to use the information. Further discussion required on this item.”

**A6:** The City of Kansas City is not able to address this question at this time. All negotiation items your company would like to submit in this RFP should be listed in your proposal response for each section. All emails sent with specific items or questions prior to the close of the RFP will be listed and answered via an addendum to all active respondents.

**Q7:** CONTRACTOR The increase of the admin fee from 2% to 3% is concerning and we are requesting a revision to 2%. First, it is a 50% increase in fee. Second, it is 50% more cost than a competitive agreement possible making this contract less competitive. Third, as sales have risen, the admin fee paid by CONTRACTOR has continued to rise. Fourth, the timing of the increase in admin fee in conjunction with acquiring of the agreement by another party looks unsettling.

**A7:** The admin fee is set by OMNIA Partners. The existing contracts for this product/services were issued under U.S. Communities. Any additional concerns regarding this section should be included in your RFP submittal. All emails sent with specific items or questions prior to the close of the RFP will be listed and answered via an addendum to all active respondents.

**Q8: CONTRACTOR** Omnia requirement to attend shows. CONTRACTOR works with dealers all over the USA and we evaluate the cost benefit of each invitation to attend a show. Blanket approval to attend all invitations without a review is not something we can agree to. We do involve our dealers in the decision and attend the shows that fit our user groups whenever possible but retain the final decision to participate. As an example, a mayors show may not fit as well as a public purchasing official or fleet managers show where the use of electric vehicles is more suited to the audience. Shows need to provide value to the attendees and "reasonable assistance" is determined on a case by case basis (see NIGP language).”

**A8:** The City of Kansas City is not able to address this question at this time. All negotiation items your company would like to submit in this RFP should be listed in your proposal response for each section. All emails sent with specific items or questions prior to the close of the RFP will be listed and answered via an addendum to all active respondents.

**Q9: CONTRACTOR** The indemnification language is one sided requiring the vendor not only to indemnify against their actions but also against the cities actions. No insurance company we are aware of will write coverage for that unless they go to every site the contact is being used and rate and price their exposure. This is an impossible task. Essentially, if a vendor signs off on this and does not have the rating from their insurance company, KCMO is at risk because once their insurance company finds out what was done, they can decline coverage completely. What we offer as an alternative is cross indemnification where we each party indemnifies the other against their own actions. Please understand that this is in KCMO's best interest and if often misunderstood by many who see but don't understand what it really means. Thank you.

**A9:** The City of Kansas City is not able to address this question at this time. All negotiation items your company would like to submit in this RFP should be listed in your proposal response for each section. All emails sent with specific items or questions prior to the close of the RFP will be listed and answered via an addendum to all active respondents.

**Q10:** Our legal department is reviewing the agreements and want to know – if we submit proposed changes as part of the proposal or as a question?

**A10:** Please submit proposed changes to the agreement as part of your proposal. Thank you.