



Finance Office - Procurement Management

Addendum #2	Equipment Rentals and Related Products and Services RFP #269-2018-047
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To: All Prospective Service Providers
 Date: June 7, 2018
 Subject: **Addendum #2 for RFP #269-2018-047
 Equipment Rentals and Related Products and Services**

Please note the specification changes/modifications below for the RFP.

Item #	Page #	Section #	Specification(s)	Modification(s), Questions & Answers
1	N/A	N/A	Additional questions	The deadline to submit any additional questions is 5:00 pm EST on Wednesday, June 13th . Any questions received after that date will not be acknowledged or answered.
2	47	N/A	National Staffing Plan	Modification: This page has been replaced to include the updated National Staffing Plan key personnel table with correct column headers, roles, and descriptions of roles.(attached) This page must be completed and submitted with your Proposal response along with all required information in Section 7.
3	29	4.13	Delivery	Modification: Section 4.13 Delivery has been revised to read as follows: Company will be responsible for the delivery, setup and pickup of all equipment to the City or Participating Public Agencies. Timely delivery is important to the City and Participating Public Agencies. The Proposal must include the Company's capabilities to deliver as needed, any delivery fees, and their willingness to work with each PPA to assure their individual requirements are met.

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4	Entire RFP	Entire RFP	Participating Public Agency	<p>Company Question: The term “Participating Agency” (PPA) is used throughout the language. Does that mean participation for all states, local governments, school districts, and higher education institutions in the USA optional?</p> <p>Answer: There are over 90,000 public agencies in the USA that could elect to utilize this contract. The decision to utilize this cooperative contract through U.S. Communities is the individual public agency choice. Please also refer to Section 1.4.3.</p>
5	3	1.4.3	Participating Public Agencies	<p>Company Question: Section 1.4.3 states there are over 55,000 participating agencies using the U.S. Communities. Have all of them signed a Master Intergovernmental Cooperative Purchasing Agreement stating they will use the resulting Equipment Rental Contract?</p> <p>Answer: All Participating Public Agencies have signed a Master Intergovernmental Cooperative Purchasing Agreement that allows them to utilize any or all contracts available through U.S. Communities but does not commit them to use the resulting Equipment Rental Contract. Please also refer to question and answer #4 above.</p>
6	3	1.4.3	Participating Public Agencies	<p>Company Question: What part does U.S. Communities play in helping the contract reach its estimated annual potential and how does that happen?</p> <p>Answer: Please refer to Section 1.4.5 Marketing Support.</p>
7	17	2.6.6	Charlotte Business INclusion Program	<p>Company Question: The equipment rental industry is capital intense with multiple layers of liability making it exceptionally difficult to incorporate sub-contractors. Can you share an example of a successfully executed MWSBE program for rental of equipment and highlight the value it brings to the City of Charlotte.</p> <p>Answer: The City is committed to promoting opportunities for maximum participation of certified MWSBEs for City funded contracts. Proposers should look at opportunities to identify and utilize MWSBE vendors for the City of Charlotte usage by considering any and all possibilities, including, but</p>

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				not limited to: any product offerings, company landscaping, catering, janitorial services, or delivery services for your Charlotte facility (if applicable). Please visit the Charlotte Business Inclusion Program website at the address included in Section 2.6.6 or contact their office at 704-432-3303 for additional guidance in obtaining this goal.
8	N/A	N/A	Question	<p>Company Question: Will the recent acquisition of U.S. Communities by Omina Partners have any bearing on the status of this RFP, or its award?</p> <p>Answer: No.</p>
9	122	Pricing Sheet	National Market Basket	<p>Supplier Question: There are multiple classes of equipment within each of our product categories. Does the discount need to match, or can it just be similar?</p> <p>Answer: The discounts on the National Market Basket list of products should match the discounts provided for Products by Category (tab one). If your company has additional categories, or multiple discounts per category, please add additional lines or sheets as necessary to accurately provide your discount structure.</p>
10	27 and Attachment 1	4.4.4; 4.4.5 and Attachment 1	Lease & Purchase Options	<p>Company Question: Are we required to submit an offer for Lease & Purchase options?</p> <p>Answer: No, these are optional.</p>
11	27	4.4.5	Purchase of Equipment	<p>Company Question: We do sell used equipment but pricing is dependent upon age, condition, hours, etc. so we do not have a published retail, or list price. Are we still required to submit some form of list?</p> <p>Answer: If you include the Purchase option in your proposal response, please provide an explanation of how you would calculate the purchase price.</p>
12	30	5	Proposal Content and Format	<p>Company Question: Are the two original RFP submissions to be double sided as it states copies in the RFP?</p> <p>Answer: Double-sided proposals are preferred. However, single sided proposals will be accepted.</p>

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13	30	5	Proposal Content and Format	<p>Company Question: To confirm, a copy of the RFP is not to be submitted with the response, only the submission components?</p> <p>Answer: A copy of the RFP does not need to be submitted with your proposal response. However, your responses should clearly identify the RFP requirement by RFP section number and title that you are responding to.</p>
14	25	4.2.1	Product Standards and Service Level Requirements	<p>Company Question: Should the equipment not perform due to user misuse, it is requested that the Participating Public Agency is responsible for any replacement equipment needed along with repairs. In addition should the equipment not perform due to a defect that wasn't noted at the time of receipt, it is requested that responsibility be placed upon the City. Will the City agree to these modifications?</p> <p>Answer: Section 4.2.1 clearly states "Routing repairs not caused by misuse of the equipment shall be provided at no additional cost to the PPA." Section 4.2.2 addresses the need for the Company to provide information regarding current conditions and any visual, pre-existing damage to the equipment at the time the PPA takes possession. Section 4.2.3 requires proposals to include a sample of any service agreement or contract that the Company will require the PPA to sign that includes any and all charges that will be assessed at time of rental. The City of Charlotte does <u>not</u> agree to be responsible for replacement or repairs of other PPA's rental equipment. This will be the responsibility of the PPA. Per Section 1.4.3, the City of Charlotte is acting as "contracting Agent" for the PPA and shall not be held liable for any costs, damages, expenses, fees, liabilities, etc. incurred by any other Participating Public Agency.</p>
15	N/A	Exhibit A, Item 27	Sample City Contract Liquidated Damages	<p>Company Question: The liquidated damages clause is undefined and without limitations, and subject to interpretation. It is requested that this item be removed from the contract.</p>

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				<p>Answer: Please refer to Section 2.6.12 Exceptions to the RFP. Any exceptions to the terms and conditions of the City of Charlotte will be negotiated at time of contract award.</p>
16	N/A	Exhibit A, Item 33	Sample City Contract Indemnification	<p>Company Question: Please see the indemnification language from our Master Rental Agreement.</p> <p>Answer: Please refer to Section 2.6.12 Exceptions to the RFP. Any exceptions to the terms and conditions of the City of Charlotte will be negotiated at time of contract award.</p>
17	N/A	Exhibit A, Item 34	Sample City Contract Insurance	<p>Company Question: Automobile Liability is referenced as needed to be provided by the supplier. It should be noted that the City must provide this coverage by following the language for the rental agreement for refuse trucks.</p> <p>Answer: Please refer to Section 2.6.12 Exceptions to the RFP. Any exceptions to the terms and conditions of the City of Charlotte will be negotiated at time of contract award.</p>
18	N/A	N/A	Value of Contract	<p>Company Question: What is the current contract value?</p> <p>Answer: Please refer to Section 1.4.4.</p>
19	N/A	N/A	Value of Contract	<p>Company Question: Will the City exclusively use the resulting contract?</p> <p>Answer: Not exclusively but as the primary source for Rental Equipment.</p>
20	45	Question 7	Cooperatives	<p>Company Question: Is this referring to government cooperatives?</p> <p>Answer: Yes</p>
21	N/A	21	Pre-Proposal Conference	<p>A copy of the sign-in sheet from the Pre-Proposal Conference held on June 6, 2018 is attached.</p>

In order to constitute a complete proposal response you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form 2 in Section 6 of the subject RFP in your Proposal.

Any Company not acknowledging receipt of an issued addendum may not be considered.

In the event additional changes or clarifications to this RFP are warranted, all Service Providers are responsible for monitoring www.ips.state.nc.us or the City of Charlotte website at: <http://charlottenc.gov/DoingBusiness/Pages/ContractOpportunities.aspx> for additional addenda.

We appreciate your interest in doing business with the City of Charlotte and look forward to receiving a Proposal from your company.

Sincerely,

Karen Ewing
Deputy Chief Procurement Officer

cc: Alexis Turner, U.S. Communities
RFP File

\$ _____ .00 in year one
 \$ _____ .00 in year two
 \$ _____ .00 in year three

National Staffing Plan

1. Please identify the key personnel who will lead and support the implementation period of the contract outlined in Section One, New Supplier Implementation Checklist, along with the amount of time to be devoted to implementation.
2. Identify the key personnel who are to be engaged in this contract throughout the term of the contract, including each of the roles described below:

<u>Role</u>	<u>Description of Role</u>	<u>Person Responsible and Title</u>	<u>Time Commitment (%)</u>
Executive Sponsor	Responsible for the corporate commitment. Works with Supplier Manager.		
National Account Manager	Responsible for sales efforts and training of sales people across the country. Works daily with Program Managers and Supplier Manager.		
Lead Referral Manager	Responsible for distributing leads generated through the USC website.		
Marketing Lead	Responsible for all marketing efforts. Works with USC marketing regularly.		
IT Lead	Responsible for building USC landing page for supplier.		
Reporting Lead	Responsible for providing monthly reports to USC.		

3. Provide an organizational chart of your company.
4. Submit a bio for each of the below personnel:
 - a. The person your company proposes to serve as the National Accounts Manager;
 - b. Each person that will have primary responsibility for U.S. Communities account management; and

CITY OF CHARLOTTE
 Finance - Procurement Management

Pre-Proposal Conference RFP# 269-2018-047 Date: June 6, 2018 Time: 1:00 pm

Equipment Rentals and Related Products and Services

Company Name	Representative Name	Phone Number	E-Mail Address
U.S. Communities	Alexis Turner	2146292056	aturner@uscommunities.org.
SUNBELT RENTALS	MATT ROFFE	943-339-0560	math.roffe@sunbeltrentals.com
Herc Rentals	Frank Calderaro	201-681-2952	Franks.Calderaro@HercRentals.com
Subalt Rentals	Natalia Welsh	via phone	
Subalt Rentals	Dan Newby	via phone	
Subalt Rentals	Mike Delano	via phone	
CAROLINA CAT	Brian Holcomb	via phone	
Carolina CAT	Loy Baldwin	704-308-4836	Baldwin@CarolinaCat.com
By Truck Rentals	Eric Marth	via phone	
City of Charlotte	Karen Ewing	704 336-2992	Kewing@charlotten.c.gov