



December 26, 2019

Prospective Bidders

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Re: Addendum #1

**RFP# W2019-115-A  
Wylie Vehicle Preventative Maintenance  
Pre-Bid Meeting 12/18/19**

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**See attached corrected Bid Form B: Additional Services reflecting added additional service for “other services/repairs”**

**Questions:**

**Q1) Are the additional services required?**

*No, the additional services are optional*

**Q2) Are disposal fees one set fee?**

*Preventative Maintenance pricing should include any disposal fees. All other disposal fees can be listed on Bid Form B: Additional Services and/or include attachments with pricing.*

**Q3) Can a vendor submit a price increase to the City if pricing of raw material increases?**

*Price increases can be submitted with proper documentation for review.*

**Q4) How do vendors list the on-site services they provide?**

*Include attachments with the service listings.*

**Q5) What vendor qualifications are needed for repairs?**

*Please review Vendor Qualifications under Section II – Scope of Work of the bid packet.*

**Q6) Can vendors make other repairs not listed under Preventative Maintenance Bid Form?**

*Additional work requires prior approval by Fleet Services Department. See section Additional Work / Normal Repair of the bid packet.*

**Q7) What are the billing requirements?**

*City shall make payment within 30 days.*



Vendors who may have already submitted a bid and feel this addendum may change their bid price may pick up their bid and return it **prior to January 8, 2020 @ 3:00 PM CST**. If picking up the bid is not feasible, any new bid submitted by your firm will supersede one previously submitted.

If you have any questions regarding this addendum, please contact the City of Wylie Purchasing Department, (972) 516-6131. Acknowledge receipt of this addendum by initialing in the appropriate space on the Vendor Acknowledgment Page if you have not previously submitted a bid.

**W2019-115-A  
VENDOR PROPOSAL  
ATTACHMENT B  
BID FORM B: ADDITIONAL SERVICES**

Vendor Name: \_\_\_\_\_

Please indicate if additional services below are offered.

Additional Services	Yes	No
Towing		
Pick-Up		
Delivery		
On-Site		
Records Retention of City Vehicles		
After Hours Service		
Other Services / Repairs*	<b>*As Priced Per Written Quote</b>	
Hours Available for Delivery and Pick-Up	_____	
Number of Vehicle Bays at Shop	_____	
Number of Employees	_____	
Vehicle Pick-Up Trip Cost	\$ _____	
Disposal Fee: Batteries, Tires, Hazardous Waste	\$ _____	

Additional information Vendor would like to include:

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