

Transit Services/Vehicle Mechanic Services

IFB #3160006397

**Amendment 1**

Pre-Bid Meeting Agenda, Questions and Answers

Bid Submission Deadline: March 1, 2024, 9:00 am CST

Ellisville State School (ESS) through this Amendment 1 adds to the original IFB #3160006397 for Transit Services/Vehicle Mechanic Services to include the Pre-Bid Conference Summary with Questions and answers.

Pre-Bid Meeting Agenda

Ellisville State School

Project Name: Transit Services/Vehicle Mechanic Services

February 20, 2024, 9:00 am CST

- A. INTRODUCTIONS – Heather  
An introduction of Ellisville State School and ESS staff, Heather Rozar-Abney, Procurement Officer; Otis Parker, Maintenance Director; Lindsay Welch, HR Generalist
- B. SIGN-IN SHEET – Heather  
Bidders were advised to sign in to the conference as if their company was not on the attendance log, their bid would not be accepted, as the Conference was Mandatory.
- C. PROJECT DESCRIPTION and PURPOSE – Heather  
Background and purpose of the project was described to the attending bidders.
- D. DELIVERY METHOD - Heather  
Deliver method of bids and required documents were read aloud to the attending bidders.
- E. QUESTIONS DURING BID – Heather  
Bidders were informed that questions were to be submitted at this Bid-Conference.
- F. BID ADDENDUM – Heather  
Bidders were informed that an acknowledgement of each corresponding addendum to the bid would be required for their bid to be accepted.
- G. BID OPENING – Heather  
The deadline for bid submission was explained. Attending bidders were informed of the bid opening date and time.
- H. COMPLETION TIME & PROJECT SCHEDULE – Heather  
Attending bidders were informed of the projected start date of the contract and duration.
- I. REQUIRED BID SUBMITTALS – Heather  
Requirements of bid submittals and required documentation was provided to the attending

bidders.

J. INSURANCE – Heather

Attending bidders were advised of the insurance requirements should they be awarded the contract.

K. SCOPE OF WORK – Otis

The scope of work as stated in the IFB was present to the attending bidders.

L. QUESTIONS – Otis Questions and answers are as listed below.

M. SITE TOUR (optional) – Otis

The attendees were offered to tour the workshop and all attended. Otis Parker, Heather Rozar-Abney, and the attendees walked to the workshop where Otis described how the Scope of Service will be carried out here.

All information provided during the Pre-Bid Conference was taken directly from the Transit Services/Vehicle Mechanic Services IFB # 3160006397, a copy provided to each bidder by mail, on the MS Contract Procurement Portal, the ESS website and in the Legal section of the Laurel Leader Call newspaper.

Questions and Answers for Mandatory Pre-Bid Conference  
February 20, 2024, 9:00 AM CST, Ellisville State School, Maintenance Conference Room

Question #	Section #	Page #	Question	Answer
1			What is your average fleet turnover?	This is a newer fleet with the exception of busses. There is not frequent turnover as our year models range from 1997-2022.
2	4.1.2; Attachment H	4; 35-38	Will ESS provide tools necessary to provide diagnostic services (e.g., check engine light, etc.)?	No, the Contractor is responsible for providing reasonable diagnostic tools for their workmen.
3			Does ESS utilize or have plans to utilize electric vehicles?	ESS does not currently have any electric or hybrid vehicles in its fleet and does not have plans to introduce them currently.
4			If a worker is sick, what is the procedure for reporting his absence?	The workmen will contact the Contractor, and the Contractor will contact the Director of Maintenance. The worker does not call in sick to ESS directly.

5			How many vehicles are currently in ESS's fleet?	ESS currently has 144 active vehicles.
6	6.2	6	Does the Contractor provide certifications to the Agency? Is this done per technician?	Yes. The Contractor is responsible for ensuring each workman's certification and providing proof of certification to the Agency.
7			Will the workmen be responsible for operating forklifts? Do they need to be forklift certified?	No and No.
8	Attachment H	36	Will the Contractor be responsible for providing their own service vehicles?	No, workmen will be allowed to use ESS service vehicles. The Contractor will be responsible for providing additional insurance. This topic will be amended and clarified in Amendment 2.
9	Attachment H	36	Will the workmen be responsible for any computer work during the contract? Does the contractor need to provide laptops?	Yes and Yes.
10			Does ESS currently have any large vehicles?	Yes. The Agency currently has bucket trucks, dump trucks, cargo trucks, mini buses, and school busses in their fleet.
11	4.3.1, Attachment H	5, 36, 38	Who is responsible for managing worker's timesheets? Will the timesheets be regularly audited?	The Contractor is responsible for managing their workers' timesheets. Each workman is responsible for signing in and out each day worked. The hours on the invoiced timesheets must match the sign-in log as the Agency pays based on the documentation listed on the sign-in log. Tasks are generally completed by what's on a work ticket, and no extra justification is necessary for reasonable time spend on each ticket. ESS reserves the right to audit worker's time as necessary.
12	Attachment H	36	Will the Contractor be responsible for providing	Generally, if ESS staff is off for a Holiday, the Contractor's workers are too. However, at

			workers during State Holidays?	least one worker will need to be on-call.
--	--	--	-----------------------------------	--

Please acknowledge receipt of this amendment and all others by signing this form and returning it, along with your original bid, by Friday, March 1, 2024 at 4:00 PM CST. This acknowledgement should be enclosed in your bid packet following the submission instructions located in Section 8 of the Invitation for Bids. Failure to submit this acknowledgement may result in rejection of your bid.

Acknowledged by (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company and Title: \_\_\_\_\_

Date: \_\_\_\_\_