



## ADDENDUM NO. 1 REQUEST FOR PROPOSALS 2023-034

### KITSAP COUNTY

**TO:** All Respondents

**FROM:** Glen McNeill. Purchasing Supervisor

**CLOSING DATE:** [09/01/2023] [UNCHANGED]

**REF NO.:** [2023-034 KITSAP COUNTY SHERIFF'S OFFICE TOWING SERVICES]

**DATE:** 08/18/2023

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In response to questions received, the following information is provided to assist in responding to the above referenced Request for Proposals (RFP):

Pertaining to **Kitsap County Request for Proposal 2023-034** (Kitsap County Sheriff's Office Towing Services):

Question 1. *Attachment A (Offer and Acknowledgement Form), page 1:* toward the bottom it requests "Name and Address of Resident Agent". Please clarify meaning of Resident Agent, and/or whether this should refer to Registered Agent instead of Resident Agent.

Answer 1. This should read "registered" not "resident" agent.

Question 2. *Scope of Work, Section 2, Definitions, page 2, line 2.21:* in multiple places in this item the RFP refers to the moving of "mobile homes". There is a significant difference between motor homes (also known as recreational vehicles) and mobile homes (a form of semi-permanent housing not designed for travel). The scope of Kitsap County towing contracts in the past have included motor homes, but not mobile homes. Please clarify if the transport and towing of *motor* homes is in fact what was intended here.

Answer 2. All references to "mobile homes" should be amended to read "Motor homes".

Question 3. *Instructions, page 7, item 24, Firm Pricing:* states that the prices will be firm for the entire contract period unless the solicitation specifically states otherwise.

And, *Scope of Work, page 4, item 5.1* indicates that rate increases may be modified on an annual basis in conjunction with WSP rates. Can we assume then that Scope of Work item 5.1 applies directly to the Firm Pricing statement (item 24 of Instructions) and that the rates can in fact be modified on an annual basis in conjunction with WSP rates?

Answer 3. Yes, the rates can be increased consistent with the WSP rates.

Question 4. *Attachment C (Cost Proposal Form), Section A, County Vehicle Tow Rates, Storage Rate:* RFP requests Storage Rate (per day), but the column on the right indicates an hourly rate. Please clarify whether we should quote a *daily* rate, or an *hourly* rate based on a 24-hour day.

Answer 4. Please provide the daily rate and strike “hourly”.

Question 5. *Attachment C (Cost Proposal Form), Section A, Private Citizen Vehicle Tow Rates, Storage Rate:* Same question as above regarding daily/hourly

Answer 5. Please provide the daily rate and strike “hourly”.

Question 6. *Attachment C (Cost Proposal Form), Section A, County Vehicle Tow Rates, Hourly Rate:* may we add "for an extra man" to this rate definition and quote accordingly, or would you prefer that in the line below under Other?

Answer 6. Please provide the rate in both places.

Question 7. *Attachment C (Cost Proposal Form), Section A, Private Citizen Vehicle Tow Rates, Hourly Rate:* may we add "for an extra man" to this rate definition and quote accordingly, as we have used the existing Other lines for other items?

Answer 7. Please provide the rate in both places.

Question 8. *Attachment C (Cost Proposal Form):* Electric vehicle (EV) manufacturers and the US Department of Transportation National Highway Traffic Safety Administration clearly state that for an EV with significant damage, a 50-foot radius is required for safe storage and fire protection for the EV and surrounding vehicles and structures. The requisite 50-foot radius represents an area significantly larger than that for storing a traditional vehicle, which translates to a direct increase in storage costs. WSP has not addressed this variable in its rate structure. How will Kitsap County address this in regard to this increased storage expense?

Answer 8. The County declines to answer.

Question 9. *Attachment D, Contractor Reference Form, page 1:* Please clarify what is meant by the following:

- o "Go Live Date" (including how that is different from the start of the Contract Period?)
- o "Modules/Functionality Installed"

Answer 9. See Amended Attachment D.

Question 10. *Instructions, page 5, line 10, Submission:* this indicates the outside of the sealed envelope should include offeror's name and address, solicitation name and number, and submittal. Please clarify what is meant by including "submittal" on the outside of the envelope.

Answer 10. You write the word submittal on the outside of the envelope.

Question 11. *Scope of Work, Section 12, Informational Handout, item 12.1:* Should this informational handout be submitted with our proposal?

Answer 11. You may submit the handout, but it is not a requirement.

Question 12. *Scope of Work, pages 3-12, Sections 3-15:* These sections each lead with COMPLY: Yes/No check boxes. Is this for Kitsap County's internal use only, or is this something we need to mark Yes/No on and submit with our response to the RFP?

Answer 12. You need to answer them and submit your answers to the County with your proposal.

The following is the amended **Attachment D** to be returned with your responses.

**AMENDED  
ATTACHMENT D  
CONTRACTOR REFERENCE FORM**

OFFEROR'S NAME: \_\_\_\_\_

OFFERORS: Provide at least three (3) references that can verify the offeror's experience and ability to provide the goods and services identified in the solicitation.

Agency Name:	Contract Period:
Contact Person ( <i>Name and Title</i> ):	
Complete Primary Address:	
Telephone Number:	E-mail Address:
Other Comments:	

Agency Name:	Contract Period:
Contact Person ( <i>Name and Title</i> ):	
Complete Primary Address:	
Telephone Number:	E-mail Address:
Other Comments:	

Agency Name:	Contract Period:
Contact Person ( <i>Name and Title</i> ):	
Complete Primary Address:	
Telephone Number:	E-mail Address:
Other Comments:	

**REFERENCE CHECK RELEASE STATEMENT**

By signing below, Offeror provides authorization to the County to contact the references provided and any other entities to which the Offeror is providing the same or similar service to obtain information about the offeror for purposes of the solicitation.

Offeror's Signature (*Authorized Representative*): \_\_\_\_\_

Print Name and Title of Signer: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_

END OF ADDENDUM NO. 1