

**MEMPHIS HOUSING AUTHORITY  
MEMORANDUM FOR RECORD**

Date: August 18, 2017 @ 10 am

**SUBJECT:** Questions submitted at the pre-proposal conference and in writing before the question deadline (August 22, 2017 by 3:00 pm).

**SOLICITATION NO:** AM 17-R-00395; RFP for Vehicle Fleet Management.

This solicitation request proposal from qualified firms to provide fleet management services for the Memphis Housing Authority (MHA). The meeting allowed firms to ask questions and gain clarification from MHA staff about the requirements.

1. What type of partnership is MHA looking to have with the awarded firm?

**Answer:** MHA intentions is to outsource the responsibilities associated with managing its vehicle inventory, maintenance and new purchases.

2. When does MHA intend to know their selection for a contract award?

**Answer:** The evaluation for proposals will be September 8 – 14<sup>th</sup>. The award notice will be sent to offerors September 15<sup>th</sup> and the potential start date for the contract is October 2, 2017.

3. What are the goals for Contracted Services?

**Answer:** To track all vehicle repair cost, maintain a safe fleet of vehicles, purchase replacements and dispose of old vehicles.

4. Do you need anyone to physically be on-site?

**Answer:** No. The expectation is that there will be a central contact for maintenance, repairs or other needs that will be part of the contract to have someone who will manage and document the MHA service needs.

5. Are you looking for someone to control maintenance cost?

**Answer:** The selected vendor will be able to make recommendations for savings in various areas of the contract. For example, the fleet manager should flag vehicles with excessive repairs for replacement. The vendor is expected to make the necessary recommendations to reduce MHA's overall vehicle budget.

Meeting adjourned at 10:19 am.



David Walker  
Manager of Contracts and Purchasing