

Sarah Jones
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McClain Hall 106
100 E Normal
Kirksville, MO 63501-4221

TO: ALL PROSPECTIVE VENDORS

RE: Addendum No. 1
Routine Vehicle Maintenance & Repairs
Project No. 2026-11

Addendum No. 1 is issued to inform vendors that we have received questions that require a response, and therefore, an addendum. Please refer to the questions and responses provided.

Please confirm that we have the correct email address for your company. This addendum and subsequent addendums will be sent to all firms who have expressed their interest in submitting a proposal.

Vendors are to acknowledge receipt of Addendum No. 1 in their response.

If you have further questions, please contact me at sjones@truman.edu. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Sarah Jones'.

Sarah Jones
Purchasing Buyer

Project No. 2026-11 Routine Vehicle Maintenance and Repairs Addendum 1

1. The oil prices vary per vehicle as vehicles require different amounts of oil and specialty oils etc. When pricing oil changes how do you propose vendors price that so we can provide accurate pricing?
 - a. Based on the fleet list included with the RFP, the initial proposed cost of consumables such as oil should be based on the maximum cost for each vehicle type. Such pricing will remain fixed for the initial year of the contractual agreement. Following the first year of the contractual agreement, the chosen contractor may submit price increases for Truman's consideration. A request for a price increase should include sufficient documentation to support the price increase. The chosen contractor may justify such consumable price increases by illustrating its change in supplier costs or by equating the price adjustment to a commensurate increase in the Consumer Price Index.