



**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 19-11260-C**  
**FOR**  
**Fleet Management Software & Implementation Services**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "A"**  
11/13/2018

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals/bids must be received no later than 2:00 pm, on December 11, 2018.** All responses must be in a sealed envelope and have "Fleet Management Software & Implementation Services" and **Specification No. 19-11260-C** clearly marked on the **outer most mailing envelope.**

**Mail or Hand Deliver To:**  
City of Berkeley  
Finance Department/General Services Division  
2180 Milvia Street, 3rd Floor  
Berkeley, CA 94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Shari Hamilton  
General Services Manager

**Addendum “A”**

Questions and Answers for Specification No. **19-11260-C**  
PROJECT NAME **Fleet Management Software & Implementation Services**

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 19-11260-C, PROJECT NAME Fleet Management Software & Implementation Services**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

- 1. Q. What is the estimated cost of the Fleet Management Software and Implementation Services project? Has the Department allocated funding for the Fleet Management Systems yet? If so, through which source (budget, CIP, state/federal grant etc.)?  
1. A. Please provide your best proposal. Funding as deemed necessary will be provided in the current fiscal year as well as in the fiscal year 2020.
  
- 2. Q. Which other systems will have to integrate or interface with the Fleet Management Systems?  
2. A. Please refer to the Attachment 6, INTERFACES, of the RFP.
  
- 3. Q. Which operating platform does the Department currently use? / Is desired for the Fleet Management Systems?  
3. A. The operating platform city wide that is used is Windows.
  
- 4. Q. What is the number of users anticipated for the Fleet Management Systems?  
4. A. See page 12 of the RFP.
  
- 5. Q. Who is the technical contact and/or project manager for the Fleet Management Software and Implementation Services?  
5. A. Barry Jennings of IT, email is [bjennings@cityofberkeley.info](mailto:bjennings@cityofberkeley.info) is technical contact.
  
- 6. Q. Does the Department anticipate any professional or consulting services may be needed to accomplish this effort? (i.e. project planning/oversight, PM, QA, IV&V, staff augmentation, implementation services etc.)?  
6. A. Yes, please provide the project plan with a detailed timeline.
  
- 7. Q. Can you provide the full Enterprise Modules Needs Assessment provided by ThirdWave? What other modules does the City intend on procuring in the near future?  
7. A. Please refer to 19-11260-C Attachment 3\_Rapid Workflow Maps.pdf
  
- 8. Q. What is the total number of vehicles in the fleet?  
8. A. 733
  
- 9. Q. Can you provide a breakdown of the vehicle types (i.e. light/medium duty, heavy duty, trailers, lawn mowers, etc.)

9. A.

<b>Vehicle Type</b>	<b># of Assets</b>
Passenger Vehicles	191
Light/Medium Duty Truck & Vans	153

Heavy Duty	104
Trailer	55
Lawn & Mower	73
Off Road	13
Construction/ Sewer Equipment	73
Stationary GenSets	18
Motorcycles	11
Marine	2
Fuel Only	40

10. Q. When will the city select the GPS vendor?  
10. A. This is to be decided. Please check [the web site](#) for updates.
11. Q. When will the city select the Inventory vendor?  
11. A. This has not been decided. Please check [the web site](#) for updates.
12. Q. The Vendor Statement Form lists demo dates as Dec 7 and 8, 2018 but the RFP itself indicates week of Feb 18. Can you confirm the correct dates?  
12. A. Demo dates of the week of February 18 on page 7 are correct. December dates on page 45 are incorrect. Please cross out the December dates on page 45 and write in the February 18-22 times you are available to give a demo.
13. Q. ATTACHMENT 18, Commercial General and Automobile Liability Endorsement (page 61) Can submission of this form be delayed and become due upon award and execution of the subsequent contract? It would be premature to add the City to a Vendor's insurance policy if it ultimately is not awarded the project. Instead, is it sufficient for bidders to submit generic certificates of insurance with their proposals to confirm that they maintain the requisite coverage with the understanding that, upon award, the successful Vendor will request the additional insured designation and provide proof of it upon contract execution?  
13. A. Yes, Insurance forms can be submitted upon award and execution of the subsequent contract
14. Q. Article V, Section 11.1 Vendor Comments to City Agreements (page 34), directs Vendors to take exception to certain terms and conditions in the standard City Agreement, however there was no City Agreement included with the RFP. Could the City please release its sample agreement for review?  
14. A. The Sample [Professional Services Contract Sample](#) is on the same page as the RFP Page: <https://www.cityofberkeley.info/rfp/>
15. Q. How many vehicles will be using the fleet management software and what type of vehicles are they?  
15. A. Software supports the management of our vehicle & equipment Inventory. Refer to answer provided for question #8 and question #9.
16. Q. How many parts are in the parts inventory  
a) Does this need to be calculated for minimum reorder?  
b) Tie to work orders?  
c) What specifically does tool tracking functionality need?  
d) Location and hours used?

- e) Tie to work orders?
16. A. There are greater than 1000 parts are on-hand.
- a) ***The City will*** need minimum on-hand reorder point included in software.
  - b) ***The City will*** need ability to Add/Charge stock inventory as well as invoiced purchases from vendors to our work orders. Section should reflect Part Name, Part number, quantity; price, and markup. Additionally, the City would like only specific information to be made available to stakeholders. Therefore the City will need the ability to omit information deemed unnecessary. (Ex: Markup added to pricing, but not listed on printable document).
  - c) Not necessary.
  - d) Not unnecessary.
  - e) Not necessary.
17. Q. Whether companies from outside USA can apply for this? (like from India or Canada)
17. A. The company must have a presence in the USA and possess a thorough understanding of Fleet Management Systems.
18. Q. Whether we need to come over there for meetings?
18. A. Detailed analysis is expected to be on-site. Regular project status meetings can be over the phone or online meetings such as Skype, WebEx, etc.
19. Q. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
19. A. Please see response to Question #18.
20. Q. Can we submit the proposals via email?
20. A. Follow the proposal submission guidelines on Page 1 of the RFP.
21. Q. How many assets do you have that meet the following definitions?
- a) Active parent assets that are being maintained and tracked in the software. Which are defined as originally valued at \$5000 or greater and active. These assets are the parent piece of equipment and not a child asset. A child asset is any asset, regardless of cost, that is either permanently or temporarily attached to another piece of equipment. Examples of child assets are; radios, generators, plows, light bars and so on– Your Count?
  - b) Active parent asset (do not include child assets in this count either) originally valued at less than \$5000 and more than \$500– Your Count? .
  - c) Fuel Only Assets - These are separate vehicles from those counted above where only fuel data is tracked in the software. - Your Count?
21. A. a). Approximately 619 Assets.  
 b). Approximately 74 Assets.  
 c). 40
22. Q. I was going through the above mentioned RFP that we are interested in bidding for, and one of the qualification requirements include having at least 3 references in California. If we do not have any references in California, does this disqualify us? We have references in the US, just not California.
22. A. Please respond to this request as you are best able. Enhanced consideration may be awarded to firms providing references as requested exhibiting completed needs assessments and RFP developments for similar Fleet Management Systems. Proposals will be scored in adherence to

*Section IV, Selection Criteria.*

23. Q. Is the city receptive to a solution that may simultaneously fulfill the needs of both this CMMS/EAM RFP and the open fleet management RFP?
23. A. Yes, provided the system includes all the functionality requirements set forth in the RFP.
24. Q. What is the city's anticipated budget for each the Fleet and CMMS/EAM RFPs?
24. A. See answer to question #1
25. Q. Does the city currently utilize a Telematics/GPS/AVL provider? If so, can it be share which one?
25. A. See response to Question #10.
26. Q. To what extent will permit request/management processes be incorporated into the future system?
26. A. There are no plans for the Fleet Management System and the Permitting System to overlap at this time.
27. Q. Is there a preference for the future system to be built on top of a GIS platform such as Esri?
27. A. City currently uses ArcGIS from Esri.

Except as provided herein all other terms and conditions remain unchanged.