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 "B"
12/04/2018

Dear Proposer:

Questions received from proposers along with answers and changes to due date are attached.

Included in this Addendum are questions asked in Addendum A, along with **UPDATE**[d] answers.

Proposals due date has changed from December 11, 2018 to December 18, 2018. **Proposals/bids must be received no later than 2:00 pm, on <u>December 18, 2018.</u>** 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 **<u>outer most mailing envelope.</u>**

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 "B"

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

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 19-11260-C**, **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 for by the City in the current fiscal year as well as in the fiscal year 2020.
1. A. **UPDATE:** Please provide your best cost proposal. Funding as deemed necessary will be provided for by the City 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 used citywide is Windows.

4. Q. What is the number of users anticipated for the Fleet Management Systems?
4. A. The number of users is 42, per 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 is technical contact.
5. A. **UPDATE:** The project manager will be identified upon award of contract.

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.
6. A. **UPDATE:** No. Please provide a response to the scope identified in the RFP document.

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.

Vehicle Type	# of Assets
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 is to be 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. Greater than 1000 parts are on-hand.

    a) We'll need minimum on-hand reorder point included in software.

    b) We'll 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, we would like only specific information to be made available to stakeholders. Therefore we'll 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*.

22. A. **UPDATE:** Although vendors with California references are preferred, vendors without California references are not excluded from bidding.

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.

23. A. **UPDATE:** Please submit your response specifically to the requirements for Fleet Management System in your proposal. If you can also support CMMS, note it in your proposal but do not include the response for that system in the Fleet Management response.

24. Q. What is the city's anticipated budget for each the Fleet and CMMS/EAM RFPs?

24. A. Please provide your best proposal. Funding as deemed necessary will be provided for by the City in the current fiscal year as well as in the fiscal year 2020.

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.

28. Q. We noticed that you have a separate CMMS RFP. Would you like one proposal that covers both or two completely separate proposals?

28. A. Two proposals that are separate.

28. A. **UPDATE:** Two proposals that are separate responses.

29. Q. If you do want one proposal for each would we be allowed to bid on the Fleet Management RFP if we missed the pre-proposal meeting?

29. A. If you missed the mandatory pre-proposal meeting, you will <u>not</u> be allowed to bid on this RFP.

30. Q. If we are unable to participate in the fleet management software bid process, would you prefer we provide pricing only for the CMMS/EAM or also show an additional pricing

option in our CMMS/EAM proposal that would include and satisfy all the requirements of the Fleet Management RFP?

30. A. If you did <u>not</u> attend the mandatory bidder's conference, you are <u>not</u> eligible to bid on the Fleet Management RFP.

31. Q. If the vendor chosen for Fleet Management also has CMMS/EAM capabilities, will the City give preference to that vendor?

31. A. The City is looking for the best response for Fleet Management as defined in the RFP.

32. Q. Is it the City's preference to choose the same vendor for Fleet Management and CMMS/EAM?

32. A. The City is looking for the best response for Fleet Management as defined in the RFP.

33. Q. Can you please provide the vendor list for the Fleet Management pre-proposal meeting?

33. A. Attendees were as follows:
   o   Asset Works
   o   Faster Asset Solutions
   o   Time Fields Consulting
   o   Maven
   o   Volteo
   o   Razor Tracking
   o   21 Tech
   o   PSD Software

Except as provided herein all other terms and conditio *__Answer:__* Not necessary. ns remain unchanged.