

9/10/15

## City of Sioux Falls

### Addendum No. 1

### Request 15-0148

## RFP for Web Based Fleet Management Information System

### Answers to Questions received as of September 9, 2015

Question: The RFP indicates: On section 1.10-“The Offeror’s proposal shall include a point-by-point response for each paragraph in this RFP.” Please clarify if this is to be taken literally for each and every paragraph of the RFP, or does this refer to the paragraphs solely in Section III- Requirements?

**Answer: No. The intent of Section 1.10 is to reduce confusion and/or fatigue of the selection committee by keeping each proposal organized and as consistent to the RFP as possible. Literally responding to each and every paragraph in the RFP would not be in either party’s best interest, as many paragraphs simply have no response, but organizing your proposal in order as if reading the RFP and responding to each paragraph (section) in line is highly recommended. Simply responding only to items in section III may cause the proposal to be incomplete as there are other sections that ask for a response. For example, section 1.11 asks offerors to describe experience and qualifications.**

Question: Would it be acceptable to add a section at the end of the response for “Additional Information”? This would be for supportive information that might be too bulky to include in the body of the response.

**Answer: Yes. Please refer to Section 1.10 for proposal format and content.**

Question: On the Sioux Falls Fleet Software Requirements Excel document, tab 2.0 Product Functionality. For selections such as “Add On” its states, “Provide a description and cost in the comments section.” Please identify the comments section that you are expecting the additional comments documented.

**Answer: Additional information should be entered in the same row in column F. If you wish to title the Header of the Column F as “Additional Comments” you may do so.**

Question: Of the 925 vehicles in the City’s fleet:

- a. How many are active parent (primary) assets that are being maintained and tracked in the FMIS that have an original cost of \$5,000 or greater and are not child asset to another piece of equipment.

**Answer: Estimated at 900. This number is constantly changing as new equipment is purchased and old equipment is removed from the Fleet. Please refer to Appendix A for a detailed list of the City’s Fleet Inventory.**

- b. How many are non-standard active asset. Any parent (primary) asset that is actively being maintained in your fleet and has an original purchase price of less than \$5,000 but greater than \$500.

**Answer: Estimated at 25. This number is constantly changing as new equipment is purchased and old equipment is removed from the Fleet. Please refer to Appendix A for a detailed list of the City's Fleet Inventory.**

- c. How many are fuel only assets. These are assets that cost more than \$500 but less than \$5,000 and you are not tracking maintenance on, just fuel quantity and cost.

**Answer: We currently have 400 School District, SAM and County vehicles that we track and bill fuel to, but do not perform any maintenance on them. Other than the obvious vehicles, it is difficult to say how many had a purchase cost between \$500 and \$5000 due to the limited information that they provide us.**

Question: [Vendor 1] does a great job on the imaging and document management portion of the current RFP while we have a very close business partner that is very good on the rest of the RFP. Can we work in conjunction on this RFP to provide the City of Sioux Falls and outstanding solution?

**Answer: Yes. Please refer to Section 1.17 and 1.18 when working with Subcontractors and Joint Ventures**

Sign this form and include with your RFP response.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date