



City of San Antonio

ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposal, Fleet Budget Forecasting Tool (RFCSP 6100009679, 2017-113), Scheduled to Open: December 15, 2017; Date of Issue: November 17, 2017

FROM: Paul J. Calapa, Procurement Administrator

DATE: December 12, 2017

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL

A. THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS

1. The RFCSP Submission Deadline is hereby extended to January 10, 2018 at 2:00p.m. Central Time (CT).
2. **ADD: Sign-In Sheet for the Pre-Submittal Conference dated, Thursday, November 30, 2017. Posted as a separate document.**
3. **ADD: Small Business Economic-Development Advocacy (SBEDA) Program Presentation. Posted as a separate document.**

A handwritten signature in blue ink, appearing to be 'P. Calapa', written over a horizontal line.

Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division



City of San Antonio

ADDENDUM II

SUBJECT: Request for Competitive Sealed Proposal, Fleet Budget Forecasting Tool (RFCSP 6100009679, 2017-113), Scheduled to Open: January 10, 2018; Date of Issue: November 17, 2017

FROM: Paul J. Calapa, Procurement Administrator

DATE: January 5, 2018

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL

A. THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS

The RFCSP Submission Deadline is hereby extended to January 22, 2018 at 2:00p.m. Central Time (CT).

B. QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATIONS:

Question 1: "There was mention of not being able to load up anything in current system. Are you looking to interface FASTER? Would a batch interface be acceptable or something more automated?"

Response: Either, batch interface or something more automated, is acceptable.

Question 2: "It is understood that integrations may occur between FASTER (fleet management system) and SAP (asset management and fiscal system), what is the frequency that payments should be uploaded into system?"

Response: Preferably the solution should be in real time, or at the end of the each month.

Question 3: "Are you looking for develop long range plan to calculate surcharge, revenue salvage, maintain to cap payment, fund balance – looking for reports in exact layout?"

Response: Yes, see Exhibit A Replacement Fund 20 Year Forecast.

Question 4: "Should procurement also be included in this solution?"

Response: No, please refer the scope of work on page 3 of 47 of the RFCSP.

Question 5: "Will there be input values in this solution?"

Response: Yes, there needs to be the ability for manual edits that should include, but will not be limited to the following:

- Defer replacement based on available budget;
- Make edits to equipment replacement cycles; and
- Update replacement costs based on known market trends.

Question 6: "Current charge back rate? Additional fees, something additional fees based on equipment type?"

Response: See Exhibit A Replacement Fund 20 Year Forecast.

Question 7: "Units include fire? Include aviation? Common fleet equipment?"

Response: Fleet includes Admin/Light Vehicles, Carts, Fire/EMS Vehicles & Apparatus, Light Equipment/Trailers, Medium/Heavy Duty Vehicles & Equipment, Police/law enforcement vehicles, Solid Waste loaders, brush, grapplers, & roll-off, and water craft.

Question 8: "Should replacement projections include vehicle attachments/accessories?"

Response: Yes, system should be able to include capitalized accessories added to vehicles.

Question 9: "Other than equipment, what other values need to be tracked for payment?"

Response: Please see Section 5.0 of Attachment F Requirements Traceability Matrix.

Question 10: "Should there be the option to add additional vehicles to the fleet?"

Response: Yes, an option to add and remove vehicles from the fleet is needed.

Question 11: "Can the City make Attachment F, Requirements Matrix, available in an enterable format?"

Response: No further sample will be provided, please refer to Attachment F Requirements Traceability Matrix.

Question 12: "Is the City looking for a Fleet Maintenance System as well?"

Response: The City will continue to use FASTER and SAP.

Question 13: "What other payments will be developed in addition to long range repayments, lease, depreciation, projected salvage revenue?"

Response: Please see Section 5.3 of Attachment F Requirements Traceability Matrix.

Question 14: "Our company does not provide copies of our insurance policies. Could you please clarify whether this is acceptable? (RFCSP Exhibit 1, Provision E, page 16)?"

Response: The Office of Risk Management can accept the Certificate of Insurance with the proper limits and all required endorsements. We do not need to see their policies or any private information, but must have the verbiage in the contract in case a court order comes through

asking for it. The Office of Risk Management will be ok with the Certification and all required endorsements.

Question 15: "Our insurance provider will provide an endorsement for notice of cancellation only; however, we are willing to provide the additional required notice for suspension, non-renewal, or nonpayment of premium. Is this acceptable? (RFSCP Exhibit 1, Provision F, page 17)?"

Response: This is acceptable to the Office of Risk Management.

Question 16: "What budgeting solution are you currently using both city wide and at the Department of Buildings?"

Response: City currently utilizes SAP as the budget solution.

Question 17: "What do you use for your current ERP?"

Response: Capital Asset Replacement Cost Analysis Program (CARCAP).

Question 18: "How many users there would be?"

Response: Ten at a minimum.

Question 19: "What has been budgeted?"

Response: The City has budgeted funds for this project.



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Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division

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City of San Antonio

ADDENDUM III

SUBJECT: Request for Competitive Sealed Proposal, Fleet Budget Forecasting Tool (RFCSP 610009679, 2017-113), Scheduled to Open: January 22, 2018; Date of Issue: November 17, 2017

FROM: Paul J. Calapa, Procurement Administrator

DATE: January 18, 2018

THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL

A. THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS

The RFCSP Submission Deadline is hereby extended to January 26, 2018 at 2:00p.m. Central Time (CT).

B. CHANGE: On Addendum II Response to Question 2:

Question 2: "It is understood that integrations may occur between FASTER (fleet management system) and SAP (asset management and fiscal system), what is the frequency that payments should be uploaded into system?"

Response: ~~Preferably the solution should be in real time, or at the end of the each month.~~

Response: A monthly settlement will work.

C. CHANGE: On Addendum II Response to Question 17:

Question 17: "What do you use for your current Enterprise Resource Planning (ERP)?"

Response: ~~Capital Asset Replacement Cost Analysis Program (CARCAP).~~

Response: SAP.

D. CHANGE: In section 008 Proposal Requirements section titled CERTIFICATE OF INTERESTED PARTIES FORM, pg. 9 of 48:

CERTIFICATE OF INTERESTED PARTIES FORM. Respondent shall review information regarding Certificate of Interested Parties Form (Form 1295) provided in RFCSP Attachment I and submit Form 1295 as directed.

Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number shown on the cover page of this solicitation (RFCSP 6100008333). The form is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

~~Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 in front of a notary and submit it with your response to this solicitation.~~

Print and sign your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert "City of San Antonio". Where requested to provide the contract number, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234).

- E. CHANGE:** Attachment I Certificate of Interested Parties (FORM 1295), pg. 46, 47 of 48. ~~The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.~~

~~Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number shown on the cover page of this solicitation (RFCSP 6100008333). The form is available from the Texas Ethics Commission by accessing the following web address:~~

~~https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm~~

~~Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 in front of a notary and submit it with your response to this solicitation.~~

~~The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.~~

~~"Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.~~

~~"Controlling interest" means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.~~

~~"Interested party" means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates~~

~~in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.~~

~~"Intermediary", for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:~~

~~(1) receives compensation from the business entity for the person's participation;~~

~~(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and~~

~~(3) is not an employee of the business entity.~~

Revised Section to: Certificate of Interested Parties (Form 1295)

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Print and sign your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert "City of San Antonio". Where requested to provide the contract number, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234).

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

"Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the "Business entity".)

"Controlling interest" means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

"Interested party" means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

"Intermediary," for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person's participation;

(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

(3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

F. QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATIONS:

Question 1: "On page 6 under Statutory Requirements, it says "Acceptance Criteria (if required)." Could you please clarify whether the acceptance criteria described on page 15 (Section 16) is required?"

Response: As a software/application product, some type of acceptance will be required.

Question 2: "On page 7 under Intellectual Property, it states that the City will notify Respondent of a claim within 15 days. Would the City be willing to reduce that number of days?"

Response: RFCSP material terms and conditions cannot be changed.

Question 3: "Will the addition of supplemental terms be allowed?"

Response: Only to the extent that they do not conflict with terms in the RFCSP

Question 4: "Would the City be willing to add a cure period of at least 30 days in the event of material breach of contract? (Termination-Breach provision, page 11)."

Response: The section already has a provision that states "it may, in City's sole discretion, provide an opportunity for Vendor to cure the default. If City elects to offer an opportunity to cure, City shall provide notice to Vendor specifying the matters in default and the cure period." While it isn't mandatory to do so, the City usually tries to work with vendors to allow an opportunity to cure.

Question 5: "Would the City be willing to increase the requirement for notice of termination without cause to 30 days? (Termination-Notice provision, page 12)."

Response: RFCSP material terms and conditions cannot be changed.

Question 6: "Would the City be willing to make all termination clauses mutual?"

Response: RFCSP material terms and conditions cannot be changed.

Question 7: "Faster has a vehicle scoring system for replacement. Why is that not used as a starting point? Do you want more metrics than what is available in the Faster scoring system?"

Response: We require a 20 year forecast and the current fleet management system does not meet that requirement. We are amenable to utilizing the FASTER vehicle scoring system as long as it meets the requirements outlined in Attachment F.

Question 8: "Do you want to include alternative funding models for vehicle replacement?"

Response: No.

Question 9: "Do you want projected budgets for total vehicle cost; including capital, fuel, maintenance, downtime, vehicle rental and personal mileage reimbursement?"

Response: Capital replacement cost for vehicles and equipment is a requirement. Fuel, maintenance, downtime, and vehicle rental costs are not a requirement. However, we may consider accepting these additional features depending on fiscal impact.

Question 10: "The RFP specified to indicate the replacement components age, M&R costs, and mileage would be used. Would you be open to consider adding fuel cost and downtime cost?"

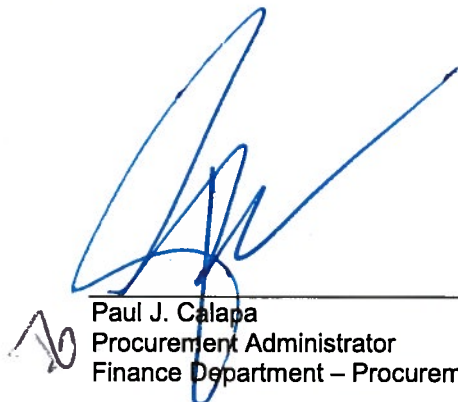
Response: Yes we would consider adding these features. However, we would require the flexibility to run the program with or without the added features.

Question 11: "Is Faster the only automated software interface specifically for the input of vehicle information? Note: If the answer is no, please describe other input interfaces."

Response: Yes.

Question 12: "Is any there any automated software interface outputs? Note: If the answer is yes, please describe other desired outputs interfaces."

Response: No.


Paul J. Calapa
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Finance Department – Procurement Division