



DARSWEIL L. ROGERS, COMMISSIONER
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EVELYN O. SHAW, COMMISSIONER
D. RALPH HUFF, III, COMMISSIONER
DAVID W. TREGO, CEO/GENERAL MANAGER

FAYETTEVILLE PUBLIC WORKS COMMISSION
955 OLD WILMINGTON RD
P.O. BOX 1089
FAYETTEVILLE, NORTH CAROLINA 28302-1089
TELEPHONE (910) 483-1401
WWW.FAYPWC.COM

October 16, 2020

TO: All Prospective Bidders
FROM: Trent Ensley, Procurement Manager
**SUBJECT: ADDENDUM NO. 1
PWC2021017 – RFP FOR FLEET MANAGEMENT SOFTWARE**

1. The Specifications and Bid Documents are hereby modified or clarified per the attached documents.
2. The foregoing changes or clarifications shall be incorporated in the original Bid Documents and a signed copy of this Addendum No. 1 shall accompany the bid to acknowledge the bidder's receipt and familiarity with the changes and/or clarifications.

TE: tke

Acknowledgement:

Company_____

By_____

Date_____

QUESTIONS AND RESPONSES FOR:

PWC2021017 – RFP FOR FLEET MANAGEMENT SOFTWARE

1. Whether companies from Outside USA can apply for this? (like, from India or Canada) **Yes, while some tasks might be able to be done outside the USA others may not. The vendor should detail specifics in their proposal about the amount of work, and specific tasks that will be done in the USA and elsewhere. In addition, vendors must use and comply with E-Verify.**
 - a. **E-VERIFY Vendor hereby acknowledges that "E-Verify" is the federal E-Verify program operated by the US Department of Homeland Security and other federal agencies which is used to verify the work authorization of newly hired employees pursuant to federal law and in accordance with Article 2, Chapter 64 of the North Carolina General Statutes. Vendor further acknowledges that all employers, as defined by Article 2, Chapter 64 of the North Carolina General Statutes, must use E-Verify and after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a). Vendor hereby pledges, attests and warrants through execution of this Agreement that Vendor complies with the requirements of Article 2, Chapter 64 of the North Carolina General Statutes and further pledges, attests and warrants that any subcontractors currently employed by or subsequently hired by Vendor shall comply with any and all E-Verify requirements. Failure to comply with the above requirements shall be considered a breach of this Agreement.**
2. Whether we need to come over there for meetings? **Due to COVID restrictions, remote work/meetings will be acceptable.**
3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada) **Reference question 1 response.**
4. Can we submit the proposals via email? **We anticipate some proposals will be luminous and will have difficulties being delivered through our firewalls. Electronic submissions are not permitted for this project. Bidders shall provide two (7) hard copies and one (1) flash drive.**
5. Are the motor pool assets (lifts, machine shop, fuel, tire equipment, etc.) managed and maintained separately from all other PWC assets? **Fleet equipment is maintained outside of our maintenance software.**
6. Are repairs done by outside vendors specifically defined? Or are outside repairs only done outside a specific area? **Outsourced repairs are on a case by case**

basis to include alignments, heavy truck tire repairs, glass repairs, and body shop repairs.

7. What is the current Fleet Management software? **Faster Asset Solutions**
8. Are all fleet vehicles assigned to a particular driver or is there a reservation policy? **Vehicles are owned by the departments and operators are assigned by them.**
9. Do you require self-service reservations for vehicles that are not assigned? **Yes, Motor Pool reservations are requested via web calendar**
10. Are all vehicles equipped with GPS tracking and are they owned by PWC? **Yes**
11. Is the mapping services for GPS tracking on premise or by Street Eagle? **Street Eagle via web**
12. Is hazardous waste management part of the scope of your fleet maintenance & operations? **No**
13. For parts inventory, do you have different stockrooms/storerrooms (fixed, mobile)? **Yes, both fixed and mobile**
14. Due to the impact of COVID-19 on business operations and out of concern for the safety of our personnel, we ask the City to consider a modification to the hardcopy mailed submission instructions detailed in Section 4. Specifically, will the City accept electronic submissions? **Reference question 4 response.**
15. Can the City please detail the conversion / migration requirements noted in Section 1, Introduction? What existing data and/or records does the City seek to migrate to their new solution? **All active vehicle maintenance records, parts sales and inventory history for active part numbers, Fuel-Master daily fuel transactions/mileage, vendors, billing information, asset specific data, PM schedules.**