



## **Computerized Maintenance Management System (CMMS) Procurement**

**RFP # 23-29**

### **ADDENDUM No. 1**

**April 28, 2023**

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of three (3) pages including this cover sheet.

Please contact me at 847-866-2971 or [johngonzalez@cityofevanston.org](mailto:johngonzalez@cityofevanston.org) with any further questions or comments.

Sincerely,

John Gonzalez  
Purchasing Specialist

# Computerized Maintenance Management System (CMMS) Procurement

RFP # 23-29

## ADDENDUM No. 1

April 28, 2023

This addendum forms a part of RFP #23-29 and modifies these documents. This addendum consists of the following:

### Correction:

Replace “page 22” in bullet point three (3) under B. Qualifications and Experience of Firm on page 14 with “page 28”

- ~~• List the projects described above in the Firm Experience Summary Table included on **page 22** to this RFP.~~
- List the projects described above in the Firm Experience Summary Table included on **page 28** to this RFP.

### Questions:

1. **Question:** Where is the firm experience summary table on page 22? I am assuming this is page 28, correct? I believe page 22 does not have a table.

**Response:** This was an error that slipped through the reviewing process, for quick reference:

- Cost Summary Table - page 23
- Fee Breakdown Table - page 24
- Firm Experience Table - page 28
- Project Team Experience Table - page 29

2. **Question:** Is the “Fee Breakdown Table” the same as the page 24 “Team Qualification and Experience table”?

**Response:** Fee Breakdown Table vs Project Team Experience Table:

Fee Breakdown Table: Shows how much time/money each proposed team member is dedicating to each of the project's tasks. In addition to providing a total cost (which is what the Cost Summary Table on page 23 is), the City is requesting to see how the budgeted labor hours and costs are included in overall pricing. Filling out this table is necessary.

Project Team Experience Table: Please explain how you provided a client with the services listed in the horizontal rows. To clarify, do you have a client where you have provided implementation services, handled both horizontal and vertical assets, and integrations with

other software? If so, please explain the processes for each category. Also, please include who was the project manager and any technical experts associated with the project. If any of the proposed individuals for this project have been associated with any of the projects you are referencing, that would be preferred.

3. **Question:** After completing the “cost summary table” on Page 23 and keeping in mind we won’t subcontract anyone, do we still need to break down and complete the “Fee Breakdown table” on page 24? As the budgeted labor costs are included in our overall pricing (licensing, one-time implementation, Training & data conversion costs)

**Response:** Please refer to the answer to question #2 to see why this is a requirement. If you are not using a subcontractor, then the bottom portion of this table can be left blank.

4. **Question:** If we only submit proposal #2, we wanted to ensure we don't need to complete proposal #1, correct?

**Response:** Yes, submitting for Proposal #1 in this case would not be necessary.

5. **Question:** To confirm, we are looking at 155 + 25 CMMS users total that would need access to the CMMS solution for proposal 2 (Vertical assets), correct?

**Response:** The number of vertical assets users would be 100.

6. **Question:** Where should we enter the costs associated with the data import? Should this be included on Page 23?

**Response:** Assuming you mean the data import of VUEWorks and Cityworks into your software, there are sections named Data Migration from VUEWorks and Data Migration from Cityworks in the Cost Summary Table on page 23 for this information to be entered. Please feel free to break down data exporting and importing costs in that section. You may also include this cost in the System Setup Services section on page 48 as a part of the answer to Question #1.

**Note: Acknowledgment of this Addendum is required in the Submittal.**