



TO: ALL PROPOSERS
FROM: CITY OF APPLETON – VALLEY TRANSIT
DATE: NOVEMBER 18, 2025
SUBJECT: ADDENDUM #1

Attached is Addendum #1.

If you intend to submit a proposal for the City of Appleton, Fleet Maintenance Management Software RFP (RFP VT25-005) dated October 30, 2025, **please acknowledge receipt of this Addendum by completing the information below and include this completed signature page within the submittal proposal.**

Vendor Name: _____

Name & Title of Vendor's Authorized Official: _____

Signature: _____

Date: _____

1. Can you please confirm whether the City would accept five references that are not transit-related and include a combination of US, Canadian and Australian organizations rather than all U.S. – based references?

Answer: As stated in the RFP document, references are required to be located in the United States.

2. Does the project have an anticipated Go-Live target date(s)? If a phased approach is preferred is there a tentative go-live schedule based on module?

Answer: The evaluation committee will review the implementation plan and dates of each submitted proposal. The anticipated contract award date would be in February 2026.

3. Has a budget range been identified for the current project – Implementation cost, Annual cost, and number of years? If so, is it possible to share?

Answer: There is no budget range identified for this project. The current product's annual service agreement costs \$11,945.

4. Has the City been in contact with other vendors before the release of this RFP? If so, please list.

Answer: The City has been contacted by various vendors through emails, calls and/or at trade conferences prior to release of this RFP.

5. Do you have a total number of assets that would be tracked in the fleet platform?

Answer: Assets are summarized on page 5 of the RFP document.

6. Do you know the number of employee/users that would need access to the system?

Answer: Roughly 12 staff/employees would need access to the system at varied permission levels.

7. Are any inspections completed by drivers or techs at this time that you would like to have included in the new system?

Answer: Inspections are completed by drivers and mechanics. Proposers can include their system's capabilities within their submittal. If this capability is an optional feature, list any additional cost within the cost proposal form.

8. What is the budget for this project?

Answer: See answer to question #3 above.

9. How many users would need to access the new system? I don't see any information regarding the number of users that would be accessing the system. However, it does mention that the system must allow for a system administrator role to manage user permissions based on user roles such as: Admin, Fleet Manager, Technician, Parts Specialist, and Driver. We offer a cloud-based software that requires named user licenses.

Answer: See answer to question #6 above.

10. I don't see any financials or accounting requirements in the Compliance Matrix Form. Is financial management not included? This is related to the Parts Inventory Management section.

- a. If yes, what are the requirements?
- b. If no, how do inventory financial truncations such as Purchase Orders receiving and Work Order completion, cycle count valuation tie into accounting?

Answer: Parts and supplies are inventoried annually, with cycle counts performed monthly. System needs to have the capability of recording costs of parts and supplies, the ability to reconcile parts and supplies and print valuation/inventory reports. Parts are added to the inventory as they are received and removed when they are applied to a work order within the system. The physical inventory is reconciled against the database. Inventory valuation is manually entered into the City's separate financial system.

11. Regarding the Integrations section. I see TransTrack and FleetWatch as software to be integrated to, any other software integrations to be considered?

Answer: No further integrations at this time.

12. Page 13: Regarding the Proposal Content Requirements section, we are asked to comply with and include the following statement: *The responding organization understands and is willing to comply with all contractual requirements.* Is Valley Transit open to negotiating final contractual terms and conditions with the successful/winning vendor? If not, are we permitted to include exceptions as part of our proposal?

Answer: Federal contract clauses are non-negotiable. List any exceptions to other requirements within your cover letter.

13. Page 16 of the Cost Proposal form: *the cost proposal form and applicable attachments must be included in a separate file (identified as "Cost Proposal").* Could you please clarify which attachments should be included with the Cost Proposal Form?

Answer: The bottom of the Cost Proposal Form indicates that additional information related to the form can be attached, if needed by the proposer.

14. Page 13: Regarding the Proposal Content Requirements section requires: *f. Acknowledgement of Amendments/Addendums (if any)* Should we simply put that in writing in the proposal or is there a required form? I don't see one included in the RFP document.

Answer: All interested parties will receive this addendum (Addendum #1). The first page is the acknowledgement that the vendor received these questions and answers. The submittal should include the signed first page.

15. Page 6 – Integrations. TransTrack: Should maintenance data be pushed near-real-time or batch (daily)? Which TransTrack objects/fields are mandatory for NTD rollups?

Answer: A daily batch is sufficient. Required fields for NTD reporting and internal key performance indicators will be reviewed with the selected vendor.

16. Page 21 – Reporting, Analytics & Notifications. Reporting priorities: Beyond meeting NTD, which dashboards/reports are top priority for go-live (e.g., PM compliance, MTBF, fuel MPG/cost, road-call stats)? Do you need ad-hoc builder extracts for audits?

Answer: The key requirements are included in the RFP. Vendors may propose additional capabilities for consideration within the relevant areas of the proposal content elements.

17. Page 21 – Reporting, Analytics & Notifications. Notifications: Who should receive the daily inventory-usage email, and what columns should it include by default? Any other must-have notifications at launch?

Answer: Daily inventory usage and other notifications will be reviewed in detail with the awarded vendor based on the awarded vendor's product capabilities.

18. Can you describe the key challenges or pain points you are experiencing with your current process?

Answer: The current software is adequate, but it is hosted on a local server. As expected, this environment is challenging for product updates, adding new users, etc. The product is outdated, so new cloud-based software with modern features is required.

19. What are your specific goals around this project and what are you hoping to achieve?

Answer: Our goal is to select a product that meets all requirements listed, ensures continued federal compliance related to maintenance, helps to provide more data-driven decisions for asset management and is easy to use for all staff.

20. Page 3, Public Records section: Do you want us to extract any trade secret/confidential information and submit it in a separate document? Or are you looking for us to provide a copy of the proposal, where we highlight (in yellow) the trade secret/confidential information?

Answer: Information that you deem to be a trade secret must be separated from the remainder of the response to the RFP; duplicated or co-mingled information deemed by you to be confidential may be disclosed. All information deemed by you to be a trade secret needs to be clearly identified, which could include being highlighted in yellow if you chose so if you clearly indicate that the yellow highlighted information is deemed by you to be a trade secret.

21. Page 5, Part B - Scope of Work, Summary section: regarding the compliance matrix's Comments column, are we required to provide comments for each item and if so, are you looking for an explanation of how the vendor fulfills each of those requirements?

Answer: The Comment section is optional and used if any further explanation is required.

22. You discuss "inspection checklists". Can you provide more details about what these checklists are and how they are currently tracked.

Answer: Mechanics currently use a manual process for performing inspections based on a paper form. Inspections are not tracked within the current maintenance software, but initiated based on the PM schedule performed.

23. The RFP discusses tracking tires that are being leased. How are these tires being tracked now?

Answer: Tires are branded with unique IDs when received into inventory. When installed, data concerning tire location, mileage and tread depth by vehicle is entered into work orders by technicians. This enables data for a report that we provide to the tire lease company.

24. Are there any hardware requirements? OBDII? RFID?

Answer: Our current maintenance software system does utilize these features. Please feel free to expound on potential capabilities within your submitted proposal, if this applies.