



October 10, 2016

Re: 16RFQ092916-DRR, Fixed Asset Inventory Software System

Dear Respondent(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 16RFQ092916-DRR, Fixed Asset Inventory Software System.

Except as provided herein, all terms and conditions in the 16RFQ092916-DRR referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

**Donald R. Riley, CPPB
Purchasing Specialist**

**16RFQ092916-DRR, Fixed Asset Inventory Software System
Addendum No. 1
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

The submittal deadline for the proposal listed above has been extended from Thursday, October 13, 2016 at 3:00 P.M. to the date listed below. The new quote opening date is as follows:

Monday, October 17, 2016 at 3:00 P.M. E.S.T.

Attached hereto are responses to questions submitted in reference to the above quotation document.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the quote due date and time **October 17, 2016 before 3:00 P.M. E.S.T.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2016.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions regarding 16RFQ09292016-DRR, Fixed Asset Inventory Software System:

- 1) Please summarize the purpose of the Software application that will interface with Incode. Will the selected software system be used as an Asset Management system (e.g. update asset location, custodian, complete inventory audits, record asset details: serial number, warranty info, model... and run reports on activity)?

Response: The City requires that successful Contractor software must interface have the ability to interface with InCode 10.0 of Tyler Technology. The Fixed Asset Management software must have used an accounting process that seeks to track fixed assets for the purposes of financial accounting, preventive maintenance, and theft deterrence. Organizations face a significant challenge to track the location, quantity, condition, and maintenance and depreciation status of their fixed assets.

- 2) Should the quote include a detailed proposal that reviews system capabilities?

Response: Yes all quotes shall encompass a detail product review of their software capabilities and it must have the ability to interface with InCode 10.0.

- 3) Will the interface between the selected system and Incode be through direct API or simply an export file that gets imported into Incode.

Response: The City is open to both options; however, Contractor must be able to demonstrate their product if it is not a direct interface.

- 4) Approximately how many assets will be managed in the software system?

Response: The City has thousands of assets and does not guarantee or quantify any quantities at this time.

- 5) Approximately how many users will need access to the software system?

Response: The City will need approximately three (3) to six (6) users to have access, license and use of the software.

- 6) We noticed in your current RFQ that the first line item requests a fixed asset inventory but does not outline any specific information on the number of

locations, number of assets, asset types included, et.. Can you please provide some insight on the Cities request?

Response: The City requires that successful Contractor software must interface have the ability to interface with InCode 10.0 of Tyler Technology. The Fixed Asset Management software must have used an accounting process that seeks to track fixed assets for the purposes of financial accounting, preventive maintenance, and theft deterrence. Organizations face a significant challenge to track the location, quantity, condition, and maintenance and depreciation status of their fixed assets. The City also requires a software that will allow the City to categories and catalog all of its inventory.

7) Last week I submitted some questions regarding RFQ 16RFQ092916-DRR, do you know when I can anticipate obtaining clarification? The proposals are due on 10/13, the answers to the questions will help us put together a complete and appropriate proposal. Considering we are only a few days out, would the City of Stockbridge be willing to extend the due date?

Response: The due date has been extended to Monday, October 17, 2016 at 3:00 PM EST. Any quotes received after this due date and time will not be considered.