



**DEPARTMENT OF FINANCE**

**PROCUREMENT SERVICES**

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**ADDENDUM # 1**

**For RFP # 5543**

**TO: All Bidders**

**FROM: Procurement Services**

**DATE: August 4, 2020**

**SUBJECT: Questions and Answers**

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**Question 1:**

On page 31 of the pricing form, the HST is calculated on the total of line 12, which would be the Monthly service fees only. Is this intentional, or should we calculate HST on the total cost of the year which would be line 13?

**Answer 1:**

You are correct, it should be line 13. We will have to send out an addendum.

**Remove and replace page 31 of the RFP with the attached Revised Pricing Worksheet.**

**Question 2:**

In the requirements on page 40 and 46 it was stated that Driver/Vehicle Scorecards and Driver ID would be needed for the light duty vehicles respectively. This does impact the cost of the hardware, I just wanted to clarify if some sort of Driver ID is required and if this is only to be applied to the light duty vehicles or all vehicles in the pricing or not included for now in the pricing? Would there be a preference of using RFID ( existing ID cards), BLE, or mobile devices for authentication of the drivers?

**Answer 2:**

We would require that our staff members would be able to assign and revise drive/crew identification for all light and heavy fleet on an as needed basis for live viewing and reporting.

**Question 3:**

Would you expect the drivers to be assigned to the vehicles on the system manually through the web-portal? Or, are you expecting our hardware to automatically know what driver is sitting in the seat? If it's the second case, some sort of additional hardware would be needed in the form of an RFID card reader, or mobile application that the user would use to login or their phone is automatically recognized. How, do you envision this happening and for which vehicles? The RFP only mentioned the light duty vehicles with this requirement but would you like this for the Plows as well?

**Answer 3:**

We're only expecting to be able to manually assign crew/driver to vehicles through the web-portal and this will be a requirement for all light and heavy fleet. We're not looking to know when the driver is physically in the seat.

**END OF ADDENDUM.**