

Addendum No. 1

Date: **May 15, 2024**

Re: **Maintenance Management Software**

RFP No.: **324-103-5-23**

The following information becomes part and parcel of **Request for Proposal (RFP) #324-103-5-23** effective this date. Firms must acknowledge receipt of this addendum in their solicitation response.

The listed items add to, modify, or otherwise alter the specifications and become part of the solicitation documents. Where a portion of the original specifications are added to, modified, or also altered, the portion not so affected shall remain. Firms may have the right to protest this addendum.

Inquiries/ District Responses

Before the solicitation inquiry deadline, the District received inquiries regarding this solicitation. The District's response to each question follows in **bold** font.

1.) Can the District provide a count on the number of assets they're looking to manage within the software?
30,000 plus assets.

2.) In an effort to follow Federal Government climate change and reduced carbon emission policies would the District consider email submissions of the proposal and waive the requirement for mailed hard copies, thereby reducing paper waste and delivery services emissions?
Proposal responses must be in a sealed envelope, and therefore, hard copies must be mailed.

3.) Please confirm if July 1st 2024 is the project start date or go-live date?
Both, the software must be fully implemented and ready to use by July 1, 2024.

4.) What existing system/process does the District currently use?
Brightly.

5.) What existing software systems will require integration with the new CMMS system?
See District response for Question Number Four (4).

6.) Has the District identified a budget for this initiative, and if so, is it possible to share?
This information is not necessary to complete and submit a proposal response, and therefore, will not be provided.

7.) Would the District be interested in a Facility Scheduling Management module to efficiently schedule resources such as facilities, services and equipment?
No.

8.) What is the current system in place for maintenance management at Greenville Schools?

See District response for Question Number Four (4).

9.) What is the Total Square Footage of the Facilities to be maintained?

12,500,000 plus square footage.

10.) *RFP Page 7: Tax Credit for Subcontracting with Minority Firms:* Does the awardee have to be a South Carolina business to receive the Tax Credit?

Yes, however, this information should be confirmed with a designated Certified Public Accountant. The District shall not interpret the requirements of other public entities on behalf of the proposer.

11.) Please provide additional information regarding the need for KPIs to provide Work Orders per enrollment and PMs per enrollment.

The need for KPI's is work efficiency, work order counts per user, per department, per craft/group.

12.) Does the "Transfer of 20 years Previous CMMS Data" include all Work Orders and PM History? What additional Data would need to be transferred?

Yes, transfer of all existing data is required. No additional data is required.

13.) Training is required from June to the end of July 2024. Is the schedule flexible since a system is yet to be selected or implemented?

No.

14.) *RFP Page 16: Permits, License, and Taxes:* Are you aware of the licenses and/or permits required to work with Greenville County Schools?

It is recommended that interested firms contact the following to learn of any pertinent requirements or licenses:

- **The South Carolina Secretary of State's office (www.scsos.com)**
- **The South Carolina Department of Revenue**
- **South Carolina Department of Labor, Licensing and Regulations (www.LLR@llr.sc.gov)**
- **The City of Greenville, South Carolina**

The District shall not interpret the requirements of other public entities on behalf of the proposer.

15.) Considering the short target for deployment (~2 months), is there a minimum viable solution that can be deployed as phase 1 within the target dates, with a second phase to bring in the remaining deliverables?

- (Example) Phase 1: OOB deployment of a point forward maintenance solution allowing end users the ability to submit corrective requests and tools for technicians to manage fulfillment.
- Phase 2: Import asset data, migration of historical data records, deployment of preventative and scheduled maintenance activities, configure reports and dashboards, and deploy integrations.

No, the software must be fully implemented by July 1, 2024.

16.) Does the District need to deploy the solution across all locations initially or is it feasible to roll-out the solution to "key" locations first?

The District needs to deploy the solution across all locations initially.

17.) Does the District already have the corrective maintenance catalogue defined?

- Are there custom forms defined for each request type? (variable fields per request type)
- What format can it be provided in?

No corrective maintenance catalog defined. Standard Work Order form is required.

18.) Does the District already have the asset inventory catalogued and ready for import?

- How many assets will need preventative maintenance?
- Do you have the associated parts inventory?

Yes; 30,000 plus assets; this information is not necessary to complete and submit a proposal response, and therefore, will not be provided.

19.) Are the PM's schedules already defined and available?

- What format can they be provided in?

Yes, various formats are acceptable.

20.) Will preventive and scheduled maintenance be tied to locations as well as assets?

- Does the District want to see floorplans in the application to better pinpoint issue locations?
- Does the District have floorplans available (AutoCAD/Revit)?
- How many sq. ft. are in scope?

Yes; No, the District does not currently require floorplans in the application; See District response for Question Number Nine (9).

21.) Will the solution workflows be standardized across all locations/teams or will they need to be tailored to each location/team's specific needs?

- How many variations are expected? (example: approval workflows)

Standardized. Standard Work Orders.

22.) Is mapping of the facility required?

See District response for Question Number Twenty (20).

23.) Are you looking for onsite equipment mapping across your facilities?

See District response for Question Number Twenty (20).

24.) What is the total number of work orders expected across the district's facilities?

50,000 plus.

25.) What is the total number of schools, career centers and facilities that would be covered?

100 plus.

26.) What data do you need for the 20 year transfer of data?

All existing work order data history.

27.) What CMMS would we be pulling from for the historical data?

Brightly.

End of Section

All other terms and conditions remain unchanged and in force. Thank you for your interest in the District.

Tonya A. Stroud

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Senior Buyer