



## **Addendum No. 2**

### **Request for Proposal ES-17-01**

#### **VEHICLE WEIGH SCALE SOFTWARE MANAGEMENT SYSTEM**

The addendum is being issued prior to the closing of the Proposal to provide further information, make changes to, or to clarify the Contract Documents and is to be read, interpreted and coordinated with all other parts of the Contract Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. **Proponents shall attach a signed copy of this addendum to their proposal.** This addendum shall form part of the Contract Documents.

**Question:** Please advise how many office/administrative users need access to the system at the same time?

**Answer:** A minimum of 5 office/administrative users may require access to the system at the same time.

**Question:** Please advise how many scales are located at each site. If more than one scale at each location, is each scale operated by its own computer?

**Answer:** There are two scales at the Foothills Landfill and one scale at the Mackenzie Landfill. Each scale is operated by its own computer. Scale models and numbers are outlined in Section 3 "Purpose" of the proposal.

**Question:** "Are you flexible with this timeline? Would you consider a phased in approach with some of the more complex or optional functionality added within a few months?"

**Answer:** As outlined in Section 5 "Consultant Information" of the Proposal, "the successful proponent will demonstrate their ability to meet the requirements of this RFP in a timely manner." Part of the evaluation criteria as outlined in Section 14 "Evaluation of Proposals" includes criteria for Schedule. Proponents are required under Section 10 "Proposal Format" to "provide an implementation schedule with milestones to complete the training and installation of all components including status reports."

**Question:** "Do you expect to receive data from VADIM and have it imported to specific tables or fields in the SMS in real time? Do you expect transactional and site changes to be sent from the SMS to VADIM? Please provide specific requirements of transferring the data.

**Answer:** No the Regional District does not expect to receive data from VADIM and have it imported to specific tables or fields in the SMS in real time. Yes, the transactional and site changes need to be sent from the SMS to VADIM. Requirements for transferring the data should be done in ASCII text file, however as specified in the proposal, the proponent is to explain how they would "Allow complete integration with existing Regional District VADIM Financial Software."

**Question:** "Please define "split load" and if it is expected to be legal for trade."

**Answer:** The Regional District defines a "split load" as a load containing more than one item identified in the list materials in the attached Schedule B. This is expected to be legal for trade.

**Question:** "Please define "swipe card" and can you provide a detailed user case for this requirement.

**Answer:** A swipe card is a form of payment that is available to certain area residents to access a facility 50 times in a calendar year. The swipe card is "read" by a bar code reader at the Facility. The SMS must have the ability to count down the number of uses on each individual swipe card.

**Question:** “Can this plan of conversion be presented when we have the opportunity to “examine the Pacific Scale program and database” then discuss in detail exactly what you need, if selected as the vendor of choice?”

**Answer:** As outlined in Section 4 “Scope of Work and Requirements” the proponent should provide a plan for conversion of up to 20 years of Regional District legacy solid waste data.

**Question:** Reference to: Requirements involving credit limits and interest rates on unpaid balances and anything pertaining to accounts receivable. Do you keep this information in VADIM, so we could download it into the SMS regularly?

**Answer:** Credit limits are kept in the SMS, unpaid balances are kept in VADIM and the Regional District currently does not charge interest rates.

**Question:** Are you expecting to invoice from the SMS, or is there another system to do this?

**Answer:** The Regional District currently invoices from the SMS. Balances and totals are uploaded to VADIM and the Finance Departments issues statements from VADIM.

**Question:** Do you accept payment in the SMS?

**Answer:** As outlined in Section 4 “Requirements of the Weigh Scale Software Management System” section 4.5 Support the following types of transactions:

- a. Point of sale - cash, debit, credit, cheque, Regional District letter of authorization, swipe card
- b. Commercial account, work order or purchase order number
- c. “No Charge” transactions and minimum charge transactions (i.e. flat rate up to 100kg)
- d. Process ticket calculations for different cost rates for loads of greater weight (i.e. \$6 up to 100kg. \$82 per metric tonne when over 100kg).

**Question:** “Who is your credit card service provider?”

**Answer:** This question is not pertinent to the execution of this RFP.

**Question:** Could you please explain, step by step, how you envision the process of swiping and receiving authorization for credit cards to work?

**Answer:** This question is not pertinent to the execution of this RFP.

**Question:** “...(Vanway) utilizes a coin operated gate and is designed for small loads of residential solid waste only.’ Will the use of coins for gate access be integrated into the SMS?”

**Answer:** As outlined in Section 2 “Introduction and Background” of the Proposal, there are 2 main facilities that require new software with the potential to include other facilities like Vanway, in the future that would utilize the SMS.

February 1<sup>st</sup>, 2017

Addendum 2 Received.

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Signature of Tenderer

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Name of Tenderer

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