



CITY OF GROVELAND

INCORPORATED 1922

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RFP 19-IT-004, ERP System Selection

ADDENDUM #1

Subject: Changes to Scope; Questions and Answers

Date: December 26, 2019

ALL SUPPLIERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING BELOW AND
SUBMITTING THIS EXECUTED DOCUMENT WITH THE PROPOSAL.

Suppliers are hereby notified that this Addendum shall become part of the submitted proposal and the subsequent documents, if applicable.

The following items are issued to add to, modify, and clarify the RFP and all associated documents. Proposals shall conform to the additions and revisions listed herein. These items shall have full force and effect as the RFP and all associated documents.

Company Name: _____

Address: _____

Phone Number: _____

Email: _____

Authorized Signature: _____

Printed Authorized Name: _____

Changes to Scope:

Section 1.6, Expected Scope of System Solution is revised to incorporate purchase, setup, implementation, training, knowledge transfer, and any other work of any Supplier module or bifurcated system not previously stated as essential by the City. The City reserves the right to request pricing for any additional Supplier module(s) or bifurcated system(s) that is/are relative to the improvement of City administrative and operational needs.

Questions and Answers:

Question 1: There is no mention of utility billing in the RFP, but there are requirements listed in the "Specifications" spreadsheet.

- a) Can you confirm that utility billing is required?
- b) Could you provide me with the number of active utility accounts?
- c) Regarding payroll, could you please tell me how many employee there are?
- d) Of this number, how many will use the Time & Attendance Solution?

Answer 1:

- a) Yes, utility billing is required. We have utility billing for water, wastewater, reclaimed water and sanitation. Each address account will need to account for handling of multiple meters per account.
- b) There is approximately 12,000 active utility meters for 7,000 customers and we are growing at about 500+ new customers a year.
- c) Approximately 150.
- d) The intent would be to have all use a time & attendance solution either through timeclocks, webpage or other methods for time submission.

Question 2: For Building Permits

- a) How many user will there be for entering permits?
- b) How many users will there be for performing inspections?

Answer 2:

- a) There are currently 4 members who utilize the permit section.
- b) We have an outside company performing the inspections so their number of users can fluctuate based on needs, however, we currently have 4 inspectors regularly.

Question 3: For Code Enforcement

- a) How many users will there be?
- b) Are these the same users that will use Building Permits, or are then unique users?

Answer 3:

- a) We currently have 3 Code Enforcement Officers.
- b) Unique users.

Question 4: For Planning & Zoning

- a) How many users will there be?
- b) Are these the same users that will use Building Permits, or are then unique users?

Answer 4:

- a) There will be 6 users.
- b) Unique users.