

CITY OF NEWTON, MASSACHUSETTS  
PURCHASING DEPARTMENT  
[purchasing@newtonma.gov](mailto:purchasing@newtonma.gov)  
Fax (617) 796-1227

September 10, 2021

ADDENDUM #2  
REQUEST FOR PROPOSAL #22-13

**RFP Facility Maintenance Management System**

THIS ADDENDUM IS TO: ANSWER THE QUESTION BELOW:

**Q1.** Could you please provide the Inventory Management criteria on page 32, it appears to have been overlooked.

**7. Inventory Management**

The City is looking for a solution that can integrate all critical alarms with our requested work order program. The product must facilitate the following:

**A1.**

- Reduce Inventory shrinkage by 2-3%
- Reduce Dead Inventory by 1%
- Reduce Inventory requirements by 5%
- Manage mechanical and custodial inventory
- Track Inventory transactions including issues, receipts, returns, adjustments and transfers
- Integrate with Maintenance Work Order System to allow inventory to be used to issue work orders
- Integrate with the Preventative System to track inventory items required for Preventative Maintenance Schedules
- Enable transactions for the issue, receipt, transfer, adjustment and return of inventory items to be completed on any handheld internet ready device through integration with Wireless
- Improve internal efficiency and communication by enabling requesters to submit inventory requests online
- Allows audit requirements to be met
- Reduce inventory shrinkage and improve accountability by recording returns to inventory locations and suppliers.
- Provide site-based inventory management to track inventory at any location

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR  
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD  
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read  
Chief Procurement Officer