



City of Carlsbad, New Mexico  
RFP # 2016-07  
Addendum 1

2/11/16

**Addendum Notice – Fleet Maintenance Software**

The City of Carlsbad has been asked the following questions regarding RFP 2016-07 and offers the following response in blue text:

Question 1: What is the City current purchasing system? Can the City provide more detail on the purchasing interfaces – what is the Purchasing system? What does the City see as the direction of the interfaces? Assuming deliveries = receipts, what would they want to interface for invoices?

The City of Carlsbad uses the AS400 system which supports all of our accounting activities including Purchasing and Fixed Asset Management.

Question 2: What is the current fleet system in use at the City? Does the City wish to convert historical data and if so, how many years?

The current fleet system is Fleet Controller and it has approx 20 years of data. Conversion of data from Fleet controller to the new data base is one way. Another acceptable way is to run Fleet controller history to a PDF file and link the file to the new database.

Question 3: What is the City's current fueling system?

The City of Carlsbad is currently using Wright Express (WEX) for all of our fuel purchases.

Question 4: Does the City have a budget for this project and if so, can it be shared?

We would prefer not to disclose that information at this time so as not to influence the cost proposal portion of the RFP.

**Matt Fletcher**  
**Purchasing Manager**  
**City of Carlsbad**  
**575-234-7905**

If you have any questions, please feel free to contact me at 575-234-7905 or email me at [msfletcher@cityofcarlsbadnm.com](mailto:msfletcher@cityofcarlsbadnm.com).

Please return a signed copy of this addendum notice with your bid.

X \_\_\_\_\_  
Name of Representative

Date: \_\_\_\_\_