



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  
600 Fifth Street, NW, Washington, DC 20001-2651

**AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT**

1. AMENDMENT/MODIFICATION Amendment 001		2. EFFECTIVE DATE December 31, 2014	
3. ISSUED BY PURCHASING SECTION Sherry A. Caison Department of Procurement <a href="mailto:scaison@wmata.com">scaison@wmata.com</a> 202-962-1344		4. ADMINISTERED BY (If other than block 3)	
5. CONTRACTOR NAME AND ADDRESS  <small>(Street, city, county, state, and Zip Code)</small>		6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO. <u>FQ15107</u> DATE _____ (See block 7)  <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ (See block 9)	
7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS <input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods; (a) By signing and returning <u>1</u> copies of this amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
8. ACCOUNTING AND APPROPRIATION DATA (If required)			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (1) <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order. (b) <input type="checkbox"/> The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 10. (c) <input type="checkbox"/> This Supplemental Agreement is entered into pursuant to authority of _____ It modifies the above numbered contract as set forth in block 10.			
10. DESCRIPTION OF AMENDMENT/MODIFICATION A. Solicitation due date for FQ15107 has been extended from January 7, 2015 to January 21, 2015 at 2:00 PM B. Submittal date for questions has been extended from December 26, 2014 to January 9, 2015 by 12:00 PM C. Change to Section 6. Billing and Payment to include New Vendor e-Invoice Processing System (See attached) D. Changes made to Acknowledgment of Amendments to add if required to requested documents E. Questions/ Answers submitted (See attached) F. Unless otherwise stated, all other terms and conditions remain unchanged G. A copy of this amendment must be signed and returned with your bid. <small>Except as provided herein, all terms and conditions of the document referenced in block 6, as heretofore changed, remain unchanged and in full force and effect.</small>			
11. <input checked="" type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN <u>1</u> COPIES TO ISSUING OFFICE.		<input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT	
12. NAME OF CONTRACTOR/OFFICE  BY _____ <small>(Signature of person authorized to sign)</small>		15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  BY <u>William R. Walters</u> <small>(Signature of Contracting Officer)</small>	
13. NAME AND TITLE OF SIGNER (Type or print)	14. DATE SIGNED	16. NAME OF CONTRACTING OFFICER (Type or print)  William R. Walters	17. DATE SIGNED  31 Dec 2014

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY**  
**SUPPLY AND SERVICE CONTRACT** **IFB FQ15107 – MAXIMO MOBILE SOFTWARE**

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

**SOLICITATION, OFFER AND AWARD**

<b>CONTRACT NO.</b>  FQ15107	<b>SOLICITATION NO.</b> IFB FQ15107/SAC  <input checked="" type="checkbox"/> <b>ADVERTISED</b> <input type="checkbox"/> <b>NEGOTIATED</b>	<b>DATE ISSUED</b>  11/18/14	<b>ADDRESS OFFER TO OFFICE OF PROCUREMENT</b> Office of Procurement  600 Fifth Street NW  Washington, DC 20001
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**SOLICITATION**

Sealed offer in original and TWO (2) copies for furnishing the supplies or services in the schedules will be received at Authority until 2:00 P.M. local time 1/21/2015  
 (Hour) (Date)

If this is an advertised solicitation, offers will be publicly opened at that time.

All offers are subject to the following:

1. The Solicitation Instructions which are attached.
2. The General Provisions, which are attached.
3. The Schedule included herein and/or attached hereto.
4. Such other provisions, representations, certifications, and specifications, as are attached or incorporated herein by reference.

**Bidder's Phone Number** \_\_\_\_\_

**Bidder's Fax Number** \_\_\_\_\_

**SCHEDULE**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Interloc Mobile Informer User Licenses	200	EA	\$	\$
2	Annual Support	200	EA	\$	\$
(See continuation of schedule on page 22)					

**DUN & BRADSTREET ID NUMBER:** \_\_\_\_\_

**OFFEROR**

<b>Name and Address</b> (Street, city, county, state, and zip code)  <input type="checkbox"/> Check if remittance is different from above — enter such address in Schedule	<b>Name and Title of Person Authorized to Sign Offer (Print or Type)</b>  <hr/> <b>Signature</b> <span style="float:right"><b>Offer Date</b></span>
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**AWARD (To be completed by The Authority)**

ACCEPTANCE AND AWARD ARE HEREBY MADE FOR THE FOLLOWING ITEM(S):

ITEM NO.	QUANTITY	UNIT	UNIT PRICE

The total amount of this award is \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Contracting Officer (Print of Type)

\_\_\_\_\_  
WASHINGTON METROPOLITAN TRANSIT AUTHORITY

\_\_\_\_\_  
AWARD DATE



Dear Vendor:

The Washington Metropolitan Area Transit Authority (WMATA) is proud to announce a new partnership with Databank IMX to process all vendor invoices using a centralized e-invoice processing system. Effective **January 1, 2015**, all vendor invoices must be submitted as instructed below in order to facilitate the payment process.

**Instructions to submit invoices:**

In order to streamline the processing of invoices and facilitation of timely and accurate payments, the following submittal of invoice instructions must be followed: Failure to follow these instructions will lead to the delay in payment or non-payment.

WMATA will accept the submittal of invoices in one of the following methods:

**Email:** Invoices can be submitted through email: [apinvoice@wmata.com](mailto:apinvoice@wmata.com). Please submit one invoice and supporting documentation per PDF attachment. You may submit more than one PDF attachment per email.

**Fax:** Invoices can be submitted via Fax # **1-866-534-9063**. Please submit one invoice and any/all supporting documentation for this invoice per fax.

**Regular Mail:** Note: *This is a new PO Box address for WMATA that is only for the purpose of vendor invoices. Please do not send correspondence to this address, and please update your records accordingly.*

WMATA – Accounts Payable  
P.O. Box 1910  
Beltsville, MD 20704-1910

**Invoice Requirements:**

Each invoice should contain the following information. Failure to comply may result in processing delays or return of the invoice.

- ✓ **Vendor Name** clearly written and visible; must not only be part of a logo
- ✓ A unique **invoice number** for each shipment or service. *Do not include punctuation or special characters or reuse any invoice number within 24 months.*
- ✓ **Invoice Date**
- ✓ **Payment Terms**
- ✓ Total Invoice amount
- ✓ Remit To address/information must be clearly written and visible on each invoice
- ✓ Purchase Order Number: Purchase Order should be included on every invoice submitted. Below must be in accordance with WMATA awarded PO

**Washington  
Metropolitan Area  
Transit Authority**

800 F th Street, N.W.  
Washington D.C. 20001  
202.962-1234

By Metrorail  
Judiciary Square-Red Line  
Gallery Place-Chrisian  
Red, Green and  
Yellow Lines

A District of Columbia  
Maryland and Virginia  
Transit Partnership

- Freight Terms – “Ship To” address
  - Description on each item being invoiced. *Each invoice must itemize products, materials, supplies, parts, equipment, labor (i.e. installation or services) and list the related cost per item. Technical descriptions and/or model or part numbers (alone) are not sufficient descriptions.*
  - Quantity by line item.
  - Unit Item Cost.
  - Extended Cost by item
  - Total freight/handling costs only when previously approved on WMATA awarded PO.
- ✓ Contact Name and Email Address need to be on each invoice submitted otherwise will be rejected.

All supporting documentation for an invoice must be sent with the invoice at the time of invoicing. All service providers/contractors are required to include **APPROVED** supporting documentation for the services and labor performed (i.e. – time sheets including sub-contract/DBE details). Supporting documents must comply with contract terms and conditions. There will be a delay in payment or non-payment if an invoice is received without proper supporting documents when required.

**New Features:**


In the interest of enhancing WMATA’s Accounts Payable functions with our valued vendors, an automated notification feature was implemented. A series of notifications will allow you to see the status of your invoice throughout the approval process.

- Notification 1: You will receive notice upon successful submission of your invoice that it was received. You will be given specific information in that email that will identify who to contact if you have additional questions.
- Notification 2: You will receive notice that your invoice has been processed and is in the payment process.
- Notification 3: You will receive notice that your invoice has been approved for payment.
- Notification 4: You will only receive this notice if your invoice has been rejected. In this case you will be given specific information on who to contact to resolve any issues with the submittal of the invoice and details as to why it was rejected.

If you have questions on how to submit an invoice via this new process please contact [wmata\\_invproc@datbankimx.com](mailto:wmata_invproc@datbankimx.com). All other inquiries should be sent to [APinquiries@WMATA.com](mailto:APinquiries@WMATA.com).

Thank you in advance for your cooperation as we move forward with this exciting new business tool.

Sincerely,



Ian Greaves  
Acting Comptroller

**ACKNOWLEDGMENT OF AMENDMENTS**

The undersigned acknowledges receipt of the following amendments to the Solicitation Documents (Give number and date of each):

Amendment Number\_\_\_\_, dated\_\_\_\_\_

Amendment Number\_\_\_\_, dated\_\_\_\_\_

Amendment Number\_\_\_\_, dated\_\_\_\_\_

Amendment Number\_\_\_\_, dated\_\_\_\_\_

Failure to acknowledge receipt of all amendments may cause the bid to be considered not responsive to the solicitation, which would require rejection of the bid.

**DIRECTIONS FOR SUBMITTING BID:**

1. Read and comply with the Solicitation Instructions. This form is to be submitted with the Bid Schedule. Attached certifications and Appendix B (DBE/WBE) data must be completed and returned if required with the bid forms.
2. Representations and Certifications
3. Envelopes containing bids and related required documents must be sealed, marked and addressed as follows:
4. Certificate of Insurance if required.

WASHINGTON METROPOLITAN AREA  
TRANSIT AUTHORITY  
BID UNDER SOLICITATION FQ15107  
OFFICE OF PROCUREMENT  
600 FIFTH STREET  
WASHINGTON, DC 20001

**BIDS SHALL BE TIMELY MAILED OR HAND DELIVERED TO REACH WMATA BEFORE 2:00 P.M. (LOCAL TIME) ON DAY OF BID OPENING/CLOSING. BIDS HAND CARRIED BETWEEN 1:00 P.M. AND 2:00 P.M. SHOULD BE PRESENTED TO THE CONTRACT ADMINISTRATOR.**

Invitation for Bid  
Letter

Required bid  
documents

Can you clarify "Specifications"?

Any information that may include the following information:

- Overall description
  - Product perspective
    - System Interfaces
    - User Interfaces
    - Hardware interfaces
    - Software interfaces
    - Communication Interfaces
    - Memory Constraints
    - Operations
    - Site Adaptation Requirements
  - Product functions
  - User characteristics
  - Constraints, assumptions and dependencies
- Specific requirements
  - External interface requirements
  - Functional requirements
  - Performance requirements
  - Design constraints
    - Standards Compliance
  - Logical database requirement
  - Software System attributes
    - Reliability
    - Availability
    - Security
    - Maintainability
    - Portability
  - Other requirements

Solicitation Offer and Award Form	N/A	Due date on form is 12/10/14. Will you update the form to reflect the current due date of 01/07/15?	The Solicitation Due date has been changed to January 21, 2015
Acknowledgement of Amendment Form	Directions for Submitting Bid – Item #1	Attached certifications and Appendix B (DBE/WBE) data must be completed and returned with bid forms. The Solicitation Instructions, Item 14, states there is no DBE requirement goal for this contract. Does Appendix B need to be completed and submitted as part of the final bid? Or submitted only if the offer is over \$100,000.00?	There is no DBE requirement; therefore the Appendix B is not required to be completed.
Acknowledgement of Amendment Form	Directions for Submitting Bid – Item #4 – Certificate of Insurance	In Special Provisions Section, Item #13, Insurance is not required for this solicitation. Can you clarify if we are, or are not, to submit our certificate of insurance?	Insurance is not required

RFP Section	RFP Sub-Section	Question	Answer
Invitation for Bid Letter	First paragraph	<p>WMATA is seeking bids from qualified firms to provide 200 each Interloc Mobile Informer User Licenses with 12 months of support. The Statement of Work (Item 3.2) states three years Annual Maintenance and support. Are these two separate support contracts?</p> <p>Can you clarify "Bid Form"? Is that the Bid Security (Bid Bond Form)?</p>	<p>Wmata wants 200 licenses which should include 1 year of service then we want an additional 2 years of services.</p>
Invitation for Bid Letter	Required bid documents		<p><i>Answer to this question will be posted with Amendment A002.</i></p>