

# ***Winslow Township School District***

40 Cooper Folly Road, Atco, NJ 08004  
(856) 767-2850 x7510

---

Tyra McCoy-Boyle  
***Business Administrator/Board Secretary***

## **Addendum No. 1 to Q2026-01 – Computerized Maintenance Management System (CMMS) for Winslow Township Board of Education**

This addendum is issued to provide clarification and address vendor questions related to the Computerized Maintenance Management System (CMMS) Quote 2026-01. The information provided below is to be considered part of the original Request for Quote (Q2026-01). All vendors must acknowledge this addendum in their submission.

**Question 1:** The approximate total number of maintenance staff across all schools.

**Answer 1:** 15

**Question 2:** The approximate number of maintenance technicians or skilled tradespeople across all schools.

**Answer 2:** 15

**Question 3:** How many power, maintenance tech, and work request users do you anticipate needing?

**Answer 3:** Maintenance Techs-15

Power – It is unclear who would fall under this definition.

Work Request User-30-50

**Question 4:** The RFQ states submittal of the quotation proposal form and additional documents as listed in General Conditions section 12 are required without any changes. I do not see any request for documentation on the scope of work/requirements. May we submit additional documentation for the purpose of outlining the how the software meets those requirements?

**Answer 4:** You are welcome to submit any additional documentation relevant to the software and its alignment with the requirements.

**Question 5:** The Vendor Questionnaire Certification has a section for references for work in New Jersey; is there an option to submit references for schools outside of New Jersey?

**Answer 5:** We prefer references from work completed in New Jersey, ideally from school districts or businesses of a similar size. However, you may submit any relevant references for our review.



# ***Winslow Township School District***

40 Cooper Folly Road, Atco, NJ 08004  
(856) 767-2850 x7510

---

Tyra McCoy-Boyle  
***Business Administrator/Board Secretary***

**Question 6:** For System Requirements Section C, line item 3 Integration & Technical Requirements, it states seamless integration with Building suite request interface. What is the expectation of the results of that integration? Does the CMMS need to handle room reservations? Or based on work orders and PM in the system, reach out to another system to request room access/reservation in that system?

**Answer 6:** We currently do not have a system and therefore no integration with a prior system is needed.

**Question 7:** Does the Township want a hosted solution by MASS group or on prem (but still cloud based) on their own server? If on prem, does the Township own a SQL Server license for the database?

**Answer 7:** No

**Question 8:** Has the Township reviewed CMMS systems and/or had demonstrations? If so, what systems?

**Answer 8:** No

**Question 9:** What is the reason(s) for implementing a new CMMS system?

**Answer 9:** District needs a CMMS system.

**Question 10: Integration:** the RFQ requires "seamless integration with the preventative maintenance module, inventory management, building suite request interface, and asset management system". Can you please confirm, is this requirement indicating that the different modules within the new CMMS should interact seamlessly, or is it indicating that the system needs to be integrated with other existing applications?

**Answer 10:** This means that the modules within the new CMMS should interact seamlessly.

**Question 11: Integration:** besides the integrations listed above, does the Board require any other integrations with other 3rd-party systems?

**Answer 11:** No, no other integration is needed at this time.

**Question 12: Hardware:** is the Board considering, or interested in considering, any hardware such as RFID asset tags, GPS asset tags, or tag/barcode readers, to automate the tracking of assets?

**Answer 12:** Only requirements needed is what is stated in the RFQ



# ***Winslow Township School District***

40 Cooper Folly Road, Atco, NJ 08004  
(856) 767-2850 x7510

---

Tyra McCoy-Boyle  
***Business Administrator/Board Secretary***

**Question 13: Assets:** Can the District provide a breakdown of the types of assets expected to be managed in the CMMS (e.g., HVAC systems, custodial equipment, IT equipment, vehicles, safety equipment, etc.)?

**Answer 13:** Yes, we have the following assets and Systems:

**Types of assets include:**

Roof systems with exhaust hood, HVAC systems such as air handling units, boilers in all buildings (including boiler pumps); chillers in two buildings; split units; air compressors; unit heaters and cabinet unit heaters; water heaters (including domestic water heaters); heating and ventilations units and systems; DHW-Pumps, PTAC units, window AC units and AC condensers units.

Kitchen exhaust systems and hoods, Instant water heater, dishwashers, walk-in freezer and refrigerators, grease traps and add on booster systems.

Sprinkler and fire suppression systems, fire alarm systems, fire extinguishers generators in 4 buildings and safety equipment such as eye wash stations, lab exhaust system

**Question 14: Assets:** Approximately how many total assets are currently tracked in SchoolDude, and should all of these be migrated to the new CMMS?

**Answer 14:** We have over 2000 assets. Assets that are mentioned above should be tracked in the new CMMS system. These assets are not currently tracked in any system.

**Question 15: Work Orders:** Can the Board provide the average annual number of work orders generated across all schools?

**Answer 15:** On average we generate 350 work order per month across all buildings.

**Question 16: Work Orders:** Will all Work Orders and Maintenance Requests be submitted by licensed district users (staff with credentials), or does the District require an external/public-facing portal where non-users (e.g., teachers, staff, or community members) can submit requests without a CMMS license?

**Answer 16:** Each building will have at least 2 users submitting request through the system. We will have at least 15 maintenance technicians accessing the system.



# ***Winslow Township School District***

40 Cooper Folly Road, Atco, NJ 08004  
(856) 767-2850 x7510

---

Tyra McCoy-Boyle  
***Business Administrator/Board Secretary***

**Question 17: Preventative Maintenance:** Approximately how many preventive maintenance (PM) schedules are currently active, and at what frequency (e.g., monthly, quarterly, annually)?

**Answer 17:** We currently do not have any active schedules. The actual asset/system determines the frequency needed, this can be monthly-fire extinguishers, quarterly-unit ventilators, bi-annually- kitchen hood systems, annually- certain roof system.

**Question 18: User Access:** Can you please estimate how many total users will require access to the system? How many users will access the system at any one time?

**Answer 18:** A good estimate of user requiring access is approximately 70. All should be able to access the system at any time. Users will be given access based on role.

**Question 19: User Access:** Can you provide a breakdown of user types (e.g., maintenance technicians, administrators, requestors, building staff) and approximate counts for each group?

**Answer 19:** Administrators- Two (2) administrators have all privileges, can add/edit users, approve work orders, assign work order, etc.  
Technicians- Fifteen (15) can access and complete work order, add information, manage work order, etc.  
Requestors- Thirty (30) to Fifty (50) requestors can request work order and view its status.

**Question 20: Submission:** please confirm - are vendors permitted to submit proposals electronically, to the 2 emails listed for questions? Section **D. Timeline** only shows the physical address, while the Quotation Proposal form states that quotes can be e-mailed.

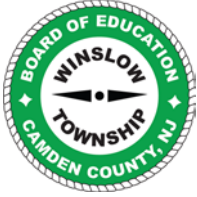
**Answer 20:** Electronic submissions to the emails listed on page 6 is acceptable.

**Question 21: Submission:** if we're submitting our proposal electronically, would you like all of the forms combined with the proposal narrative into one PDF file, or would you prefer separate attachments for each form?

**Answer 21:** One PDF File.

**Question 22: Submission:** does the Board have specific requirements for the narrative proposal, besides the outline provided on page 3?

**Answer 22:** No.



# ***Winslow Township School District***

40 Cooper Folly Road, Atco, NJ 08004  
(856) 767-2850 x7510

---

Tyra McCoy-Boyle  
***Business Administrator/Board Secretary***

**Question 23: Submission:** if vendors are submitting proposals electronically, do you need 3 copies, or will a single PDF suffice?

**Answer 23:** A single PDF will suffice.

**Question 24: Reporting:** the RFQ requires the ability to "Generate customized reports on work history, performance costs, and schedules". Can you please clarify, are you looking for a tool that will allow you to build and customize your own reports into the future, or are you simply looking for a system that provides these 3 listed reports out of the box?

**Answer 24:** We are looking for a system that can generate reports including customized reports on work history, performance costs and schedules with export and dashboard capabilities.

**Question 25:** What us the total gross sq. ft. of The District?

**Answer 25:** Total sq. ft. of the District is approximately 843,000 sq. ft.

**Question 26:** How many total users will be accessing the system?

**Answer 26:** Approximately 70 users.

**Question 27:** Do you have a breakdown of roles and # of users/role??

**Answer 27:** Maintenance Technicians: 15 users  
Work Request Users: 30 to 50 users (variable)  
Administrators: 2 users

**Question 28:** Is the solution expected to be hosted by the vendor or on District facilities?

**Answer 28:** The solution is expected to be hosted by the vendor.

**Question 29:** What is meant by integration with vendor and employee databases? What platform are these on?

**Answer 29:** No integration with vendor or employee databases is required at this time.  
The District does not currently have existing platforms in place for such databases.

**Question 30:** Is there a desire to view room and equipment data on CAD drawings?

**Answer 30:** There is no requirement to view room or equipment data on CAD Drawings at this time.



# ***Winslow Township School District***

40 Cooper Folly Road, Atco, NJ 08004  
(856) 767-2850 x7510

---

Tyra McCoy-Boyle  
***Business Administrator/Board Secretary***

**Question 31:** If yes, does the district have current, accurate cad drawings of all buildings?

**Answer 31:** N/A

**Question 32:** Are those drawings poly-lined?

**Answer 32:** N/A

**Question 33:** How many staff members will be using the system to Create requests?

**Answer 33:** Approximately 30 to 50 staff members will be using the system to create requests.

**Question 34:** How many maintenance staff and supervisors will be using the system?

**Answer 34:** The system will be used by approximately 15 maintenance technicians and 2 supervisors/aka administrators.

**Question 35:** Please define "Building Suite" interface.

**Answer 35:** "Building Suite" refers to the centralized digital portal that the District will use to access and manage all aspects of building maintenance. We are asking the vendor to provide an interface that enhances efficiency, streamline communication, and improve overall user satisfaction.

**Question 36:** Please define Winslow Township School District's existing computer and network infrastructure.

**Answer 36:** For the purpose of this Request for Quote (RFQ), Winslow Township School District does not currently have an existing computer and network infrastructure.

**Question 37:** Will the district entertain a SaaS implementation?

**Answer 37:** Yes, the District can entertain a SaaS implementation, provided it meets all the requirements outlined in the Request for Quote (RFQ).

**Question 38:** Is the district looking for a Mobile solution to work with the CMMS?

**Answer 38:** Yes, the District is seeking a solution that includes mobile capability, allowing users to securely access the CMMS from any location.



# ***Winslow Township School District***

40 Cooper Folly Road, Atco, NJ 08004  
(856) 767-2850 x7510

---

Tyra McCoy-Boyle  
***Business Administrator/Board Secretary***

**Question 39:** Is an integration with the Districts HR and ERP system anticipated?

**Answer 39:** No, integration with the District's HR and ERP systems is not anticipated at this time.

## **Acknowledged of Addendum**

All respondents must acknowledge receipt of this addendum by signing below and including a copy with their submitted quote.

by:

Vendor Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

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

Tyra McCoy-Boyle  
Business Administrator/Board Secretary

***EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYEE***  
***September 22, 2025***