Respondent Questions – Fixed Asset Inventory – RFP #2023-0928

TCSS Answers in Blue

Respondent #1

A. Approximately how many fixed assets will need to be inventoried across the (23) building locations in Troup County that reach the $5,000 asset threshold?
- TCSS currently has approximately 2,356 assets on the books that will be included in the inventory.
- **Please note that the intent of the project is to identify all assets over $5,000, so this number is only an estimate.**

Respondent #2

A. Is the district looking to inventory strictly assets with a purchase price greater than or equal to $5,000 (commonly referred to as capital assets)? Or, is the district looking to inventory those assets plus additional standard K-12 technology assets with a lower purchase price but considered critical such as chromebooks, document cameras, laptops, desktops, etc?
- Technology has asset tracking in place for chromebooks and components. We are looking at capital assets over $5K. The line you're referring to is mainly there to indicate there may need to be some coordination with Technology, especially for any technology assets of over $5,000. However, you are welcome to provide information on technology asset services for future reference.

Respondent #3

A. Will athletic field equipment and/or stadium equipment be included in the inventory?
- Yes
B. Is Janitorial equipment owned by the district or leased?
- Owned
C. Is maintenance equipment (such as lawn mowers) owned by the district or leased?
- Owned
D. What percentage of the assets in the district are currently tagged with barcodes and entered into the existing tracking software?
- Unknown
E. *"Inventory services will take place after school hours as scheduled for school sites; and during normal business hours for offices and departments where students are not typically present."*
What hours will inventory be allowed to continue until? (i.e. 8pm, 10pm, etc.) Will building access be granted during the weekend?
- After hours times and weekend work for each location will be arranged ahead of time with the successful vendor (see also response to next question).

F. Will portions of school sites that do not typically have students be accessible during the school day (i.e. IT closets, etc?)

- There will be no access to schools during the school day. School hours are complete at all locations by 3:30.

G. *"Vendor will work with TCSS Technology department to establish an initial technology inventory, to be reconciled yearly moving forward."*
Is this indicating that only technology >$5,000 will be included in the inventory or is this referring to all technology (i.e. smartboards, one-to-one chromebooks, desktop computers, etc.)? If scope includes technology less than $5,000, what categories or types of technology equipment will be included in the inventory?

- Only items greater than $5,000 will be inventoried.

H. If student devices (chromebooks) are included in the inventory, how will access to these devices be arranged outside of school hours?

- Chromebooks are not included in the inventory.

I. *"Vendor will remove current tags and affix a new tag on each item on the Asset List provided by TCSS "*
Do old tags need to be physically removed or can they be covered by the new tag?

- Applying tags next to existing tags will be considered, as opposed to removing old tags.

J. Is the new tag intended to have the same Asset ID as the old tag or are all assets in the district being assigned a new Asset ID number?

- A new asset numbering system will be created for all assets included in the inventory.

Respondent #4

Scope of Project

A. In terms of renewal services for 5 years beyond FY 2023, what will be the scope of the services? Are you looking to have the same comprehensive on-site physical inventory & reconciliation; or will it be more of a back-office updating service based on asset changes provided to vendor at the end of each year? Please clarify the needs in subsequent years.

- We plan to have a comprehensive physical inventory every other year, with updates and reconciliation in the off year.

B. Bullet 1 alludes to controlling equipment – is this project limited to just equipment items $5,000 or more; or are other non-equipment items to be included in scope if they are over $5,000?

- Only equipment greater than $5,000 will be included in the inventory.

C. Do you anticipate any assets to be not easily accessible (e.g., A/V equipment mounted to walls or ceilings; or servers in racks; etc.)? If so, please let us know the volume of assets anticipated to be hard to reach.

- While it is possible that some assets may not be easily accessible, the details are unknown at this time.

D. Bullet 2 of Scope section alludes to establishing an initial technology inventory to be reconciled annually – is this a separate initiative targeting just technology assets whether under or over $5,000? We assume you would want to reconcile all assets annually – not just technology assets– correct?

- Only Technology assets over $5,000 will be included in the inventory, and all assets will be reconciled annually.

E. Perhaps you could provide more clarity overall on the asset types to be included. Or, could you provide a download of all asset records for the bidders to evaluate?

- The successful bidder will be given a list of assets for reference, but one of the objectives of the inventory will be to create a new, comprehensive list of assets.

F. For Bullet 3, we assume that all data will be provided in Excel format – correct?

- Yes

G. Bullet 4 – for purposes of submitting a proposal (i.e., not after the award), can you please provide square footages for all the sites listed; and/or estimated asset counts in scope for each site or in total?

- Square footage list is provided as an addendum to the RFP (RFP#2023-0928 – Addendum #1)

H. Bullet 5 - do you anticipate a scenario where Quantity is greater than 1 - if quantity were greater than 1 would you not want an individual tag on each item and a separate record created?

- Scenario is a possibility, which we can discuss during project rollout.

I. Bullet 6 –
   a) are you anticipating needing anything heavier duty than a Mylar tag (paper tag with plastic coating)? What do you want header of tag to be? e.g., "Property of TCSS"

- This is a possibility, which can be discussed during project rollout.
   b) Would TCSS consider applying new tags either over or next to existing tags? Best practice is to keep old tags affixed for reconciliation back-up if needed. Also, removing tags can add considerable time per asset (i.e., increased cost).

- Applying tags next to existing tags will be considered, as opposed to removing old tags.
   c) Just to be sure, are you requiring new tags for each asset inventoried or just the assets that are not on the asset list?

- We are requiring new tags for all assets, whether or not they are included on the current asset list.
   d) What percentage of assets in the field does TCSS anticipate having an existing tag?

- Unknown
   e) What percentage of assets in the field does TCSS estimate to be matched to an existing asset record by tag or serial number?

- Unknown

J. Access to Facilities: Bullet 3 - we assume that we will be able have input on coordinating the schedule based on our estimated time per site / number of field personnel assigned; and that the field work will be completed over consecutive days (i.e., no gap days where we would have to leave and come back). Is this correct assumption?

- This would be an ideal scenario, and we are open to discussion.

K. Proposal Content & Format
    a) For D.2. - is it satisfactory to provide a comprehensive list of engagements but limit the number contact names/numbers?
    - Please fulfill the requirements of the RFP as specified to the best of your ability.
    b) For E.3. - we can provide a timeline of project milestones, but the RFP indicates "conducting the fixed asset inventory prior to April 30th". Please clarify the earliest that vendor could start and the latest day that final reports are due. Given proposal submission timeline, is it safe to assume that vendor would likely target a start date just after Christmas/New Year's vacation break?
    - We anticipate the start of the project on or after January 3, 2023, and for the project to conclude by April 28, 2023 (April 30 is a Sunday).

Respondent #5

A. Will any "sensitive items"/assets costing less than $5,000 be included in the inventory such as technology assets cited on bullet point #2 on page 6?
    - Only assets costing more than $5,000 will be included in the inventory.
    a) If so, please specify details about the type of sensitive assets are included? N/A
    b) If technology assets will be included, will that also include 1-to-1 assets assigned to students/teachers (tablets/chromebooks, etc.)? And if so, will they be available on campus during the inventory for tagging/scanning and do any special arrangement need to be made to include these assets? …or will be including this data from your list/IT list? N/A
    c) What is the approximate number of these 1-to-1 assets and what percent are in protective cases? N/A

B. What is the roughly estimated number of assets expected to be included in the inventory?
    - TCSS currently has approximately 2,356 assets on the books that will be included in the inventory.
    - **Please note that the intent of the project is to identify all assets over $5,000, so this number is only an estimate.**

C. Does the school already apply barcode labels to assets, and if so, what is the estimated percentage that already have a barcode label?
    - Past tags are barcoded; however, one of the goals of this project is to replace all prior inventory labeling for assets over $5,000.
    a) If labels are used, can you please provide a sample image of the current barcode labels being utilized?
    - Label design will be part of the project rollout.

D. When was the last physical inventory performed and who performed the inventory?
    - Partial inventories are done periodically by various members of the TCSS staff. The primary goal of this project is to initiate and continue comprehensive Fixed Asset inventories moving forward.

E. Will the project include historical cost research Land, Improvements, and Buildings?
    - Will discuss with successful vendor.
    a) If so can you please describe how detailed is the information available about the cost and acquisition of your real property (buildings, parcels of land, construction in progress, etc.)
    - N/A

F. Can on-site work be performed after hours to include Saturdays?
- After hours times and weekend work for each location will be arranged ahead of time with the successful vendor.

G. Will vehicles be physically counted/inspected/tagged or will we be working from a list? …or will the vendor be tagging titles?
- Will discuss with successful vendor.

H. Will band instruments be provided from a listing of physically counted?
- Only equipment over $5,000 will be included in the audit.

I. The instructions for submission on page 3 for section 2 indicates to submit 5 copies of the "Bid Form," …and is that referencing the "Financial Response Form" on page 14 of the bid packet or something else?
- Yes, that does reference the "Financial Response Form".