



**Purchasing Services**  
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## **ADDENDUM NO. 1**

**Date:** August 24, 2023  
**Issued by:** Sacramento City Unified School District  
**Project:** RFP #24-0921 Fixed Asset Valuation

This addenda shall supersede the original Information, attachments, and specifications regarding RFP No. **24-0921** where it adds to, deletes from, clarifies or otherwise modifies them. All other conditions and any previous addenda shall remain unchanged.

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### **AD1.01 Responses to Questions**

**Question 1.** Are the 2,026 fixed assets a total for all 58 sites or are there 2,026 assets per site?

**Response:** 2,026 is the combined total of specific fixed assets for this project.

**Question 2.** Does the District want the assets to be added into their current system and then/also generate reports from the system? If so, what system does the District anticipate using?

**Response:** The Consultant shall provide the District an inventory of specified fixed assets in excel and pdf format as stated in the Scope of Work of the RFP.

**Question 3.** The RFP states an Addendum will be issued by 8/29 and responses are due 9/1. Is the District willing to extend the deadline so that vendors can incorporate the information released into our responses?

**Response:** The District will post responses to questions addenda as quickly as possible to mitigate circumstances prior the deadline to submit. The District does not anticipate the due date being extended.

**Question 4.** Can a list of assets to be inventoried be made available before submitting the RFP?

**Response:** Please see attached list of specified fixed assets to this addendum. Site info and descriptions only. Serial numbers and asset ID tag numbers will be made available upon award.

**Question 5.** Will the assets to be inventoried be located, perhaps by a Title I Facilitator at the District, and set out in each room, or one central location, at the start of the project or will the vendor need to actually search each room to find these assets based on the provided list, and then inventoried.

**Response:** As stated in The Scope of Work...Complete a "room by room" inspection at each site listed in **Attachment A** of the RFP to locate/find the specific fixed assets.

**Question 6.** Does the District already have the barcodes available for these assets or will these need to be purchased?

**Response:** The District already has the barcode stickers for the project.

## **AD1.01 Responses to Questions – Cont.**

**Question 7.** What are the hours that each school will be available to the inventory team each day?

**Response:** Monday – Friday, 7:30 am – 4:30 pm.

**Question 8.** What is the capitalization threshold for the items being inventoried?

**Response:** \$500.00

**Question 9.** Is the District requiring a valuation of the 2,000+ assets listed?

**Response:** As stated in the Scope of Work...Provide inventory report listing all inventoried items by site name, building/room, bar code number, description, **physical condition (very good, fair, poor)** and serial number...

**Question 10.** Regarding the project timeline, is the District flexible to start at a later date?

**Response:** The District is on a strict reporting timeline and the completion date must remain firm.

**Question 11.** When was the last physical inventory conducted? Was the work performed internally or by a vendor?

**Response:** An inventory of all District fixed assets was conducted in 2022 by an outside vendor.

**Question 12.** Will expected site information be provided with the list of 2,026 assets to be identified?

**Response:** Yes, see **District Responsibilities** in RFP for details.

**Question 13.** Will expected Room information be provided with the list of 2,026 assets to be identified?

**Response:** No. Room numbers are not known for the specific fixed assets.

**Question 14.** What are the normal working hours that the Consultant will have access to the sites?

**Response:** Normal working hours for this project will be Monday – Friday, 7:30 am – 4:30 pm.

**Question 15.** Will access be available on the weekends?

**Response:** No.

**Question 16.** Will multiple sets of keys be available for checkout so that multiple people may have keys to access rooms at the same time?

**Response:** Yes, two (2) or three (3) sets may be checked out for each campus location.

**Question 17.** Should sales tax and Use Tax fees be included as a line item on the fee proposal?

**Response:** The fee proposal shall include **all** costs associated with the services to be provided.

**Question 18.** As our packet will need to be in the mail prior August 29<sup>th</sup> to ensure timely delivery, is it possible to receive answers to these questions and questions posed by others at an earlier date in case it influences our response?

**Response:** See response to question #3 of this addendum.

**Question 19.** Can you please provide the most recent listing of the 2,026 Title I assets and the last location and all other recorded information for these assets?

**Response:** See response to question #4 of this addendum.

**AD1.01 Responses to Questions – Cont.**

**Question 20.** Are the specified Assets located across all 56 locations in Attachment A, or just specific locations/campuses (and/or specific rooms)?

**Response:** See response to question #1.

**Question 21.** Will the inventory include entering every room at each campus to find and locate these assets?

**Response:** Yes, potentially until the specified fixed assets are located.

**Question 22.** The RFP indicates the district will provide a list of locations and addresses for the assets, and will that list include the room in which the asset is/was last located.

**Response:** No. The room numbers for specified assets are not known.

**Question 23.** Do the 2,026 Title I assets have a visibility unique (different) tag style from other tagged fixed assets.

**Response:** No.

**Question 24.** Does the district use barcodes tags for all its fixed assets (if so, at what dollar threshold)?

**Response:** Yes. The fixed asset threshold to be barcoded is \$500 and above.

**Question 25.** What is the total number of fixed asset across the district? (This is relevant to determine how many items the vendor will have to sift through to find the specific 2,026)

**Response:** There are over 68,000 fixed assets District-wide, including many categories which are not involved for this inventory. The specific assets for this project will only include 58 of the 80+ District locations.

**Question 26.** Are all of the 2,026 serialized items? Will each have a serial number? If not, how many are non-serialized items?

**Response:** 95% of items will have serial numbers identified. Approx. (10) furniture items specified will not have serial numbers.

**Question 27.** The RFP indicates the vendor will be adding a tag if the item is not already tagged, yet how will the vendor know if that is the specified item if not serialized? Will a chaperone be available to answer questions?

**Response:** For items that a serial number is not identified, nor has an asset ID barcode tag, that item will be listed on the unaccounted report the Consultant will provide the District.

**Question 28.** Has the District completed this type of item specific inventory before? If so, how many hours were required?

**Response:** No, the District has not had the specific fixed assets inventoried before.

**Question 29.** Can you please provide a sample image of the current barcode labels being utilized for Title I assets and also for other fixed assets.

**Response:** The barcodes are the same for all District fixed assets. See sample attached.

**AD1.01 Responses to Questions – Cont.**

**Question 30.** Can on-site work be performed after hours to include Saturdays?

**Response:** See response to question #15.

**Question 31.** Will the District consider a complete inventory of all fixed assets, which would include the smaller subset of Title I assets?

**Response:** No.

**END OF ADDENDUM NO.1**

**Acknowledgement of this Addendum will be required at time of bid.**



















































































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