

# Questions & Answers - 1

**Solicitation**

23-670-001 - Asset Inventory, Valuation and Life Cycle Management Services

**Buying Organization**

Poudre School District

No	Question/Answer	Question Date
Q1	<p><b>Question: Insurance Requirements</b></p> <p>The Builder's Risk section states: Builders' Risk/Installation Floater (If required by contract or scope of work) Please confirm if Builder's Risk Insurance is required.</p> <p>The Crime Coverage section states: Crime Coverage (for agreements allowing privileged access to network systems, valuable property or sensitive data)</p> <p>Please confirm if Crime Coverage Insurance is required.</p> <p><b>Answer:</b> Builder's Risk is not necessary. If the service provider's staff is going to have access to valuable district assets, then Crime coverage is appropriate</p>	07/28/2022
Q2	<p><b>Question: Building Size and Locations</b></p> <p>Is the District able to provide a list of the buildings to be included in the scope of work; including names, addresses, gross square feet, and year built?</p> <p><b>Answer:</b> Please see appendix A.</p>	07/28/2022
Q3	<p><b>Question: Asset Data</b></p> <p>Can you provide a spreadsheet listing of your existing inventory?</p> <p><b>Answer:</b> See Attachments.</p>	07/29/2022
Q4	<p><b>Question: 1 to 1 Asset Disposition</b></p> <p>Will 1-to-1 assets assigned to students/teachers (tablets/chromebooks, etc.) 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?</p> <p><b>Answer:</b> 1 to 1 assets will not be available on campus for inventory, a list of these will be provided.</p>	07/29/2022
Q5	<p><b>Question: Asset Data</b></p> <p>What is the approximate number of these 1-to-1 assets and what percent are in protective cases?</p> <p><b>Answer:</b> We have 32,000 1-to-1 assets. Most are likely not in protective cases</p>	07/29/2022
Q6	<p><b>Question: Project Details</b></p> <p>When was the last physical inventory performed and who performed the inventory?</p> <p><b>Answer:</b> Several partial inventories have been completed over time. The last was done in 2015 in preparation for a 2016 Bond measure. PSD Staff completed the inventory. There are concerns with the accuracy of that work.</p>	07/29/2022
Q7	<p><b>Question: District Property</b></p> <p>Can you provide a listing of all district owned buildings/properties to include the address and square footage of each?</p> <p><b>Answer:</b> Please see Appendix A.</p>	07/29/2022

No	Question/Answer	Question Date
Q8	<p><b>Question: Project Details</b> When was the last historical cost research done for Land, Improvements, and Buildings?</p> <p><b>Answer:</b> An estimate of land, improvements and buildings is done at the time of project completion, but we have not revisited this as a district. We have redone this when we make improvements on specific sites.</p>	07/29/2022
Q9	<p><b>Question: Property Details</b> Regarding Historical Cost Research for real property (Land, Land/Building Improvement, Building) 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.).</p> <p><b>Answer:</b> It is accurate at the time of the project. ie: land cost, construction costs are reported at the time of the project.</p>	07/29/2022
Q10	<p><b>Question: Project Details</b> Can on-site work be performed after hours to include Saturdays?</p> <p><b>Answer:</b> Yes. This will be acceptable.</p>	07/29/2022
Q11	<p><b>Question: Project Details</b> Will vehicles be physically counted/inspected/tagged or will we be working from a list? ...or will the vendor be tagging titles?</p> <p><b>Answer:</b> We are looking for recommendations for best practice. Vehicles and titles will be available as needed.</p>	07/29/2022
Q12	<p><b>Question: Project Details</b> Will band instruments be provided from a listing of physically counted?</p> <p><b>Answer:</b> We are looking to inventory all capital assets in the District. We are looking for recommendations on what should be included as part of this effort.</p>	07/29/2022
Q13	<p><b>Question: RFP Closing Date/Deadline</b> Please confirm RFP closing date/deadline, as there are conflicting dates in the RFP document (August 23 vs August 24).</p> <p><b>Answer:</b> Closing is set in BidNet for 2:00pm MT on 8/24/2022.</p>	08/05/2022
Q14	<p><b>Question: RFP Section 2.0 Scope of Work and Requirements</b> Will the district accept a bid for a partial solution for the software for an Asset Management system that supports inventory and deployment of assets?</p> <p><b>Answer:</b> Yes. A partial solution will be considered.</p>	08/05/2022
Q15	<p><b>Question: Total Users</b> What would be the total square footage of the buildings including roof square footage?</p> <p>Are you looking to change your Work Order Management system or just looking to collect the inventory on assets and load it into the existing maintenance management system?</p> <p><b>Answer:</b> Square footage doesn't include roofs. Not looking to change WO system but looking for recommendation to track assets better.</p>	08/08/2022

No	Question/Answer	Question Date
Q16	<p><b>Question: Mobile Assets</b> How many mobile assets do you have that needs to be collected. Such as fleet vehicles or anything else that is not contained within a building?</p> <p><b>Answer:</b> See Attachments.</p>	08/08/2022
Q17	<p><b>Question: Asset Inventory</b> How many buildings would need to have assets collected and how far apart are the buildings?</p> <p><b>Answer:</b> Please see appendix A.</p>	08/08/2022
Q18	<p><b>Question: 2.1.5 Recommend a best practice for asset database maintenance, including m</b> 2.1.5 - is the RFP referring to all assets, including laptops or just capital assets for this statement?</p> <p><b>Answer:</b> All assets (including laptops)</p>	08/08/2022
Q19	<p><b>Question: 2)2.5 – comprehensive capital asset listing to include all land, buildings</b> Can an asset list be provided?</p> <p><b>Answer:</b> See Attachments.</p>	08/08/2022
Q20	<p><b>Question: 3)2.5 – data element – Asset Condition</b> for the Condition data element, is the District looking for “good, fair or poor” or a more detailed condition description of each asset?</p> <p><b>Answer:</b> We are looking to the vendor to make a recommendation for and define a condition scale to use for this work.</p>	08/08/2022
Q21	<p><b>Question: 4)2.7 – Obtain information and documentation necessary to identify intangi</b> 4)2.7 – Obtain information and documentation necessary to identify intangible assets and include them on the capital asset listing. -</p> <p>Does the District have a list of intangible assets they want included or an idea of which intangible assets? Would naming rights be included in this valuation?</p> <p><b>Answer:</b> The District holds water rights as current intangibles. We do not have intangibles for naming rights, but might in the near future.</p>	08/08/2022
Q22	<p><b>Question: 5)2.8.4 – Documentation to support the assigned values must be such that i</b> 5)2.8.4 – Documentation to support the assigned values must be such that it can be attached to the applicable capital asset record in the capital asset database. Can an example of this be provided? Or what are some current examples of documentation that are attached in the database?</p> <p><b>Answer:</b> We are looking to the vendor to make a recommendation for and define a condition scale to use for this work.</p>	08/08/2022
Q23	<p><b>Question: General Information</b> Can a current SOV statement of values be provided for review?</p> <p><b>Answer:</b> We are looking to the vendor to make a recommendation for and define an SOV to use for this work.</p>	08/09/2022

No	Question/Answer	Question Date
Q24	<p><b>Question: General Information</b></p> <p>There is a significant amount of cost sitting in Construction in Process (CIP) is the expectation that these costs - \$237M will be put in service and allocated to proper accounting classes by awarded contractor?</p> <p><b>Answer:</b> Construction will be completed and assets counted as deployed to those sites.</p>	08/09/2022
Q25	<p><b>Question: Capitalization Threshold</b></p> <p>We understand your capitalization threshold is \$5,000 for capital assets. Are you requesting an inventory of sensitive assets less than \$5,000? If so, at what dollar threshold do you need an inventory?</p> <p><b>Answer:</b> As stated in 2.3, we are looking for recommendations for the threshold (based on best-practices) for development and monitoring of our capital asset inventory.</p>	08/09/2022
Q26	<p><b>Question: Scope of Work</b></p> <p>Under Scope of Work section 2.4 - is the district looking for a facilities and equipment condition assessment illustrating facility equipment life cycle assessments and budgeting and spending matrix or more of a condition code/classification assessment of assets performed in conjunction with inventories and assignment of CIP costs, assessments of processes and systems etc., to determine prospective budgetary needs?</p> <p><b>Answer:</b> The District is looking for both.</p>	08/09/2022
Q27	<p><b>Question: Appraisal needs</b></p> <p>Does the district need values and appraisal of buildings and land accounts or just M&amp;E?</p> <p><b>Answer:</b> Just M and E.</p>	08/09/2022
Q28	<p><b>Question: Bus Ownership</b></p> <p>Does the district own buses?</p> <p><b>Answer:</b> Yes, the District owns buses.</p>	08/09/2022
Q29	<p><b>Question: Number of assets per location</b></p> <p>Does the district have a breakdown of the approximate number of assets per location?</p> <p><b>Answer:</b> See Appendix A.</p>	08/09/2022
Q30	<p><b>Question: Desired Completion Date</b></p> <p>What is your desired inventory project completion date?</p> <p><b>Answer:</b> February 2023, Earlier if possible.</p>	08/09/2022
Q31	<p><b>Question: Assets in Warehouse</b></p> <p>Will assets in a warehouse be inventoried?</p> <p><b>Answer:</b> No, only deployed assets.</p>	08/09/2022
Q32	<p><b>Question: Building Square Footage</b></p> <p>Please provide square footage of all buildings to be inventoried.</p> <p><b>Answer:</b> Please see appendix A.</p>	08/09/2022

No	Question/Answer	Question Date
Q33	<b>Question: Fingerprinting Requirements</b> Is fingerprinting a requirement for project teams?  <b>Answer:</b> Background checks are required.	08/09/2022
Q34	<b>Question: Inventory Monitors</b> Will Monitors in "Computers – MACS and PCS's" be inventoried?  <b>Answer:</b> Monitors will not be inventoried.	08/09/2022
Q35	<b>Question: Barcoded Assets</b> What percentage of assets are currently barcoded?  <b>Answer:</b> It is likely that almost all are tagged.	08/09/2022