

RFP6724 ASSET INVENTORY & APPRAISAL SERVICES  
INQUIRIES & RESPONSES

- 1.) The RFP says the contractor shall provide a “Smart Barcode” label that will hold all of the asset information. It will also have to apply a “new bar code scan tag” to the asset. We would like to clarify that the district expects the following:
  - a. During the onsite physical inventory the contractor shall place a unique 1D asset tag (barcode) on each item being inventoried and collect all of the pertinent information associated with that asset. **Yes**
  - b. At the completion of the project the contractor would then deliver a complete set of “smart labels”. The smart labels are actually 2D barcode labels with all of the information about the asset imbedded into the printed code. This would allow subsequent inventories to scan an asset and view all of the data collected onsite and with subsequent research such as valuation and useful life data. **The labels would be applied to the asset including textbooks.**
  - c. The contractor would not be responsible for the application of these labels to the corresponding assets. **The contractor is responsible for the application of the labels.**
- 2.) If the district would like these “smart labels” applied during the inventory process instead of how we outlined above, how would they anticipate printing the tags onsite and being able to include the current appraised value and remaining useful life fields since it will be the appraisal staff performing research to calculate those values using the completed inventory data. **Depending upon the capabilities of the selected contractor the District would determine the pertinent information that would be recorded on the labels.**
- 3.) Our question relates to Alternate #2 Non-Consumable Assets including textbooks. For these assets is the district expecting each textbook to be individually tagged with a unique barcode label or is the District looking for an inventory report outlining the textbooks by location including pertinent information (Building, Title, ISBN, Author, etc...) and a current quantity on hand as well as the required valuation/appraisal data. **We are asking for each textbook to be tagged, along with the reporting information as detailed in the RFP. However, the District would review other methods, i.e. reporting only for this alternate, simply note if you are providing a summary report of the inventory or the summary report with tagging on your Form of Proposal.**
- 4.) Does the district have an electronic file of current fixed assets that they can share? (excel) **Yes.**
- 5.) How many assets are currently on file? **Total book valuation is ~393M. The District can provide total numbers currently on file but is really looking for the third party to do an independent count so that comparisons and adjustments can be made.**
- 6.) Does the district want musical instruments inventoried and tagged? **Yes**
- 7.) Is the district flexible on the work schedule? **To an extent. We want work to start on 6/15 and be completed by end of July at the very latest for schools that don't have construction. Preferably 7/15. For the schools with construction the inventory would need to be done immediately after construction and before school commenced.**

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- 8.) We understand the district would prefer work hours after 4 pm but would it be open to an earlier schedule that would not disturb classrooms? **If the count is performed at 6/15 the building will be essentially vacant.**
- 9.) Does the district have an approximate count on the number of textbooks? **157,730**
- 10.) Would it be possible to define what Nutrition assets consist of? **Nutrition assets are those items used in the production and distribution of food to our lunchroom sites. They vary from automated mixers, slicers, dishwasher systems to delivery equipment.**
- 11.) How many estimated assets are in scope of the inventory? **Please see information below**
- 12.) How many assets are currently listed across the multiple systems in use by the district? **Please see information below**
- 13.) Can we get a copy of the current asset listing(s) in use by the district? **Please see information below**
- 14.) If not, can we get a break down of estimated assets, by building? **Answered # 13**
- 15.) When does the district need the inventory/appraisal completed? **We want work to start on 6/15 and be completed by end of July at the very latest for schools that don't have construction. Preferably 7/15. For the schools with construction the inventory would need to be done immediately after construction and before school commenced.**

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Governmental Assets 2012

Asset#	Class Description	Orig Cost	Accum Depr	Book Value
32	ATHLETIC EQUIPMENT	225,773.00	150,178.20	75,594.80
29	AUDIOVISUAL EQUIPMENT	234,819.07	136,433.02	98,386.05
212	COMMUNICATIONS EQUIPMENT	2,444,557.83	512,375.42	1,932,182.44
2	COMPUTER SOFTWARE	10,400.00	10,400.00	-
8	BUSINESS MACHINES	68,412.00	48,727.02	19,684.98
107	COMPUTER EQUIPMENT	916,690.08	691,928.04	224,762.04
2	PERSONAL COMPUTERS	13,600.00	13,600.00	-
5	PRINTERS	30,600.00	30,600.00	-
56	MACHINERY & TOOLS	490,462.27	237,780.43	252,681.84
3	FIBER OPTIC CABLING	111,928.40	4,284.37	107,644.03
1	FURNITURE & ACCESSORIES	9,505.23	673.29	8,831.94
227	LAND	4,117,728.20	-	4,117,728.20
247	LAND IMPROVEMENTS	10,044,148.50	6,973,472.87	3,070,675.63
204	BUILDING	260,126,177.74	90,086,219.66	170,039,958.08
68	BUILDING IMPROVEMENT	174,776,969.93	13,458,098.70	161,318,871.23
26	PORTABLE CLASSROOM	1,561,577.98	751,507.80	810,070.18
3	ASSETS HELD FOR SALE	21,270.00	-	21,270.00
90	MACHINERY AND EQUIPMENT	974,153.82	512,269.34	461,884.49
219	VEHICLES-LICENSED	10,737,959.29	7,645,407.05	3,092,552.24
44	VEHICLES-GROUNDS	475,634.02	283,108.58	192,525.44
12	FURNITURE AND FIXTURES	158,589.30	75,232.55	83,356.75
3	COMPUTERS	25,270.92	20,023.18	5,247.74
111	FOOD SERVICE EQUIPMENT	1,315,000.07	191,436.32	1,123,563.77
85	OUTDOOR EQUIPMENT	1,349,209.23	691,432.20	657,777.03
78	OTHER	708,129.65	295,658.89	412,470.76
1,874		470,948,566.53	122,820,846.93	348,127,719.66

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Print Shop Assets FY 2012

asset #	Description	Dept	Location Class	Class Description	Acq Date	Orig Cost	Accum Depr	Book Value
103575	PHOTOCOPIER	2540	314501	731 MACHINERY AND EQUIPMENT	01-Jan-96	13,000.00	13,000.00	0.00
103581	PRESS PRINT	2540	314501	731 MACHINERY AND EQUIPMENT	01-Jan-75	5,000.00	5,000.00	0.00
103586	WRAP SHRINK	2540	314501	731 MACHINERY AND EQUIPMENT	01-Jan-90	6,200.00	6,200.00	0.00
103587	FOLDER PAPER	2540	314501	731 MACHINERY AND EQUIPMENT	01-Jan-75	8,900.00	8,900.00	0.00
103588	STITCHER BOOK	2540	314501	731 MACHINERY AND EQUIPMENT	01-Jan-85	7,300.00	7,300.00	0.00
116116	PRINTING PRESS	2540	314501	731 MACHINERY AND EQUIPMENT	25-Jul-03	138,000.00	82,033.33	55,966.67
116324	KONICA MINOLTA BIZHUB PRO C6500	2540	314501	731 MACHINERY AND EQUIPMENT	23-Oct-07	30,550.00	9,504.46	21,045.54
			<b>731 Total</b>			<b>208,950.00</b>	<b>131,937.79</b>	<b>77,012.21</b>
			<b>Grand Total</b>			<b>208,950.00</b>	<b>131,937.79</b>	<b>77,012.21</b>

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Food Service Assets FY2012

Asset #	Class Description	Orig Cost	Accum Depr	Book Value
1,225	APPLIANCES/FOOD SERVICE EQUIPMENT	4,421,993.48	2,628,407.64	1,793,585.86
6	VEHICLES-LICENSED	180,049.00	129,695.98	50,353.02
60	FOOD SERVICE COMPUTER EQUIPMENT	110,171.68	76,183.59	33,988.09
26	FOOD SERVICE VEHICLES	451,228.49	339,841.09	111,387.40
1,317		5,163,442.65	3,174,128.30	1,989,314.37

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Non Consumable Assets greater than \$1,000	Units	Original Cost
Printers, Computers, Servers, Switches etc	1,250	\$ 2,064,863

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Current Technology Inventory 3/2013

Audio Visual (Document Cameras and Video Projectors) – 3,010

Servers – 60

Scanners – 31

Printers – 1,466

Mobile Carts – 119

Apple Computers – 2,071

Apple IPADS – 4,082

Hewlett Packard Desktops – 8,784

Hewlett Packard Laptops – 12,389

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Home Remodeling Assets and Depreciation FY 2012

Asset #	Description	Dept	Location	Class	Acq Date	Orig Cost	Curr Yr Depr	Accum Depr	Book Value
20203322	4000 SE 24TH COURT LAND	4100	900050	725	02-Jun-05	31482.08	0	0	31482.08
				<b>725 Total</b>		31482.08	0	0	31482.08
				<b>Grand Total</b>		31482.08	0	0	31482.08