



South Orange County Community College District

RFQ&P No. 4630-2022: Comprehensive Fixed Asset Inventory Reconciliation Services

Addendum No. One (1)

February 2, 2022

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Note:

All documents remain unchanged except section or parts added to, revised, deleted and/or clarified by this Addendum.

1. The responses to the Requests for Information received are shown below:

Q1: We would like to quote on the "Optional Products and Services" section of the RFQ&P only. Would you accept our response for your consideration? Several public agencies within Orange County and several large school districts already use our system and we can provide all items mentioned for a successful implementation.

A1: Yes, that would be acceptable.

Q2: Can you provide the facility square footage where the physical inventory will take place?

A2: The physical inventory of all items on the "SOCCCD Fixed Asset Inventory as of 01.21.22_RFQP 4630-2022" will take place throughout various rooms and buildings District-wide at Irvine Valley College, Saddleback College, and the Advanced Technology Park. The "SOCCCD Listing of all Buildings and Corresponding Square Footages" shows all of the buildings in the District and their corresponding square footage. Both documents are available via the link below:

<https://drive.google.com/drive/folders/1x8hZ461J8AD-hsGCYboTLthKz50GU8r5?usp=sharing>

Q3: Would designated South Orange County Community College District personnel like to have log in visibility and dashboard access to see the physical inventory progress, raw data, statistics, and forecast for completion in real time during the physical inventory process?

A3: It is not necessary to see the status of the physical inventory process in real-time. However, if this service is an add-on, then please propose the cost for the add-on services on the Fee and Rate Proposal form.

Q4: When was the last physical inventory completed?

A4: Unknown.

Q5: What firm performed the last physical inventory or was it done internally?

A5: N/A. See A4.

Q6: Can we get a copy of the entire fixed asset listing of the in scope assets (2,925)?

A6: The "SOCCCD Fixed Asset Inventory as of 01.21.22_RFQP 4630-2022" is available via the link below:

<https://drive.google.com/drive/folders/1x8hZ461J8AD-hsGCYboTLthKz50GU8r5?usp=sharing>

Q7: Do you have current supply of barcode tags?

A7: Yes, however the District may elect to utilize barcodes provided by the awarded firm.

Q8: Do you have any special tagging sequence that needs to be followed?

A8: The tagging sequence will be finalized with the awarded firm.

Q9: Are your assets currently reported in the County system?

A9: Fixed assets are currently tracked and managed in the District's ERP system (Workday).

Q10: Do you need us to format the data in manner to export into Workday?

A10: CSV/ Excel files will suffice. The required data for the files is listed in the scope of services section of the RFQ&P.