



REQUEST FOR QUALIFICATIONS / PROPOSAL – DISTRICT-WIDE FIXED ASSET INVENTORY

**Weld Re-8 School District
200 South Fulton Avenue
Fort Lupton, CO 80621**

FIXED ASSET INVENTORY REQUEST FOR QUALIFICATIONS / PROPOSAL

I. PURPOSE OF REQUEST

Weld Re-8 School District is requesting statements of qualification / proposal for an accurate, comprehensive fixed asset inventory of District assets using barcode technology and valuation of District assets to determine replacement cost for insurance reporting purposes. In general, the District is composed of about 350 employees serving approximately 2,500 students. It owns six (6) school sites and three (3) support building with approximately 550K square feet of building space. Substantial inventory changes are expected, including those directly related to construction and renovation projects over the next year. The length of the contract will be project-based, for the length of an initial inventory beginning September 9, 2019, with an option to provide follow-up inventories on an agreed-upon recurring timeframe.

II. SCHEDULE

April 29, 2019	RFQ/P published
May 20, 2019	Questions due
May 24, 2019	Deadline to respond
June 7, 2019	Interviews as necessary
June 24, 2019	Board of Education approves award recommendation
June 25, 2019	Contract awarded
September 9, 2019	Work begins

III. INSTRUCTIONS TO FIXED ASSET INVENTORY CONSULTANTS

All questions should be directed electronically to the business manager, Jessica Holbrook at jholbrook@weld8.org.

1. All proposals must be either emailed, hand delivered or mailed in a sealed envelope/packet to:
Weld Re-8 School District
Attn: Jessica Holbrook
200 South Fulton Ave
Fort Lupton, CO 80621
2. All proposals must be submitted by 4:00 p.m. MST on Friday, May 24, 2019. No late submittals will be accepted.
3. The apparent successful applicant(s) may be asked to participate in a pre-award meeting with the District representatives to discuss and clarify contract requirements as pertains to performance expectations, response time, and other aspects of services, as appropriate.
4. The District reserves the right to accept or reject any or all submittals, and select the Fixed Asset Inventory Consultant that is deemed to be in the District's best interest.
5. The District reserves the right to negotiate with the selected applicant.

IV. SCOPE OF SERVICES

Weld Re-8 School District maintains a threshold for its fixed asset inventory system of \$5,000 for accounting purposes. For tracking, control and accountability, the fixed asset threshold is set at \$500 with the exception of sensitive items, regardless of price (e.g. cameras, portable handheld radios, PDAs, cell phones, VCR/DVD, and musical instruments).

1. Physical Inventory
Weld Re-8 School District desires a physical field inventory for assets in the following asset classes. The inventory sheets will be delivered in electronic spreadsheet format.
 - a. Included Assets (Tagged)
Weld Re-8 School District requires vendor to apply a property tag to items exceeding an estimated original cost of \$500 (threshold) in the following asset classes:
 - Furniture and Fixtures
 - Health & Fitness (physical education) Equipment
 - Athletic Equipment
 - Industrial Arts (shop) Equipment
 - Science Lab Equipment
 - Kitchen Equipment

- Office Equipment
- Maintenance Equipment
- Musical Instruments (school-owned)

b. Controlled Items (Tagged)

“Controlled or moveable” assets will also need to be inventoried and individually tagged. Controlled Assets are defined as those items that cost less than the inventory threshold, but are typically inventoried (i.e. serialized items and those items that tend to “disappear more frequently”). Controlled assets include the following asset classes:

- i. Audio Visual Equipment
 - a. Televisions
 - b. DVD Players
 - c. Epson Boards
- ii. Furniture and Fixtures
 - a. Lateral Files (3 drawer and higher)
 - b. Executive Desks
 - c. Executive Chairs
 - d. Credenzas
 - e. Executive Conference Tables
- iii. Kitchen Equipment
 - a. Refrigerators
 - b. Ovens
 - c. Ice Machines
- iv. Office Equipment
 - a. Fax Machines
 - b. Copiers

c. Included Assets (Not Tagged)

Weld Re-8 School District also requires an inventory count (no tags) of low cost/high volume items that do not meet the cost threshold, by performing a group count of these items per location. Group counts will be performed on items in the following asset classes:

- Student Desks and Chairs
- Various chairs (task chairs, stack chairs, side chairs)

d. Items Not Found

If items on any existing district inventory cannot be found, the vendor shall prepare a list of all such assets and work with the building principals and/or appropriate District personnel to locate the items. The vendor should identify if the asset shows up in another building or department and, if so, update the location information. After working with building principals and/or other personnel to locate the items, any remaining assets that are not found should be

included on a list allowing the district to delete the items from the inventory.

e. Excluded Assets (Not Tagged)

Assets excluded (out of scope) include:

- Books
- Hand tools
- Assets stored in boxes or packaging
- Phone equipment of any kind
- Building mechanical
- Land and buildings
- Licensed vehicles
- Software
- Wireless access points
- External hard drives
- Personal hubs, routers, and switches
- PDAs and cell phones

2. Asset Tagging

Vendor will apply a property tag (provided by vendor) to each item inventoried, as described in the Project Scope, and collect descriptive data pertaining to each item. Paper tags are unacceptable. Tag must also include the additional text, "Property of Weld Re-8 School District".

3. Data Capture

a. Tagged Items

The following data will be captured for each inventoried (tagged) item:

- Asset Number
- Asset Class
- Asset Description
- Facility/Location
- Department (if applicable)
- Manufacturer (if apparent)
- Model or product number (if readily available)
- Serial number (if available)

b. Controlled Items

The following data about each controlled item (untagged) will be captured:

- Asset Description
- Facility/Location
- Room (if applicable)
- Quantity

4. Locations

Inventories will be performed at the following locations:

a. Schools

- | | |
|---|--------------------|
| • Twombly Elementary School
1600 9 th Street
Fort Lupton, CO | 81,122 square feet |
| • Butler Elementary School
411 South McKinley
Fort Lupton, CO | 71,274 sf |
| • Kenneth Homyak PK-8
3927 York Street
Dacono, CO | 47,000 sf |
| • Fort Lupton Middle School
201 South McKinley
Fort Lupton, CO | 126,141 sf |
| • Fort Lupton High School
530 Reynolds Street
Fort Lupton, CO | 141,655 sf |
| • Little Trappers Preschool
200 South Fulton Avenue
Fort Lupton, CO | 10,000 sf |

b. Support Buildings

- District Office 10,000 square feet
200 South Fulton Ave
Fort Lupton, CO
- Support Services & Bus Barn 15,212 sf
616 South Denver Ave
Fort Lupton, CO
- Swimming Pool (Vacant) 13,283 sf
530 Reynolds Street
Fort Lupton, CO
- Other small offices contingent on property purchases

5. Deliverables

Upon completion of the project, Vendor will provide Weld Re-8 School District with the following:

- Inventory data in electronic spreadsheet format
- Fair Market Value and Replacement Cost for each inventoried item.

V. RFQ/P APPLICANT QUALIFICATIONS AND PROPOSAL

In order to select the firm best qualified for the Weld Re-8 School District project, we are asking that the prospective Fixed Asset Consultant have minimum of three (3) years' previous experience performing physical asset inventories for K-12 public schools and respond to the following requests:

1. Describe your **Project Approach** to perform the fixed asset inventory consulting services required in the RFQ/P. Include any unique capabilities or qualities of your firm that would make your approach stand out. Identify any work that may be performed by subcontractors. (Please note that no contract, subcontract, or agreement may be made by the selected applicant with any other party for furnishing any of the product, work, or services herein without the prior written approval of the District.)
2. Provide a copy of your **Quality Control Process** as a reasonable assurance that the inventory count to be performed is materially accurate.
3. Please describe in detail how you plan to determine **Work Time and Security** to protect the district's interests in terms of limiting risks or interruptions to District students, staff, and property.

When the district allows outsiders into the building, the district is exposed to additional risk. If such access is done on an after-hours basis, the risk is generally confined to the protection of district property. If the inventory is done during hours when students are present, there are additional risks to students and staff. The district therefore prefers that most of the work be done when students are not in the buildings and that there are procedures in place to ensure protection of district assets. This could include background checks for employees and check-in and check-out processes with a supervisor whenever the vendor staff enters or exits the facility. The vendor should also indicate when vendor staff will need to work during business hours for assistance from District staff, who would be assigned that work and the safeguards included. You may include a separate price for performing these services during school hours, after school hours, or during the summer or weekends.

4. Provide examples of relevant **Project Experience** for projects in progress or completed by your firm during the last three (3) years. Provide contract value, client contact information, start and completion dates, and scope of work completed.
5. Provide a list of **Key Personnel**, their skill and qualifications, experience on similar projects, capacity to undertake the project, and their availability throughout the duration of the project.

6. **References** should address past performance and success. Include at least three (3) references from school districts that have used your services in the past two (2) years.
7. Provide a **Fee Proposal** for the initial inventory (including a copy of current billing rates). The proposed fee must include contract hourly rates as applicable and detail all direct expense costs for all anticipated services. No increase in costs will be permitted during the term of the contract without a written agreement signed by both of the parties. The district will give preference to proposals that include a not-to-exceed price.
8. Provide a **Sample Insurance Certificate**.

Prior to the commencement of any work, the selected firm will be required to indemnify and hold Weld Re-8 School District and its agents and employees harmless from and against all suits or actions of any kind, including, but not limited to, workers' compensation claims brought against them for or on accounts of any damages or injuries received or sustained by any parties, by or from the acts of the successful firm or its agents or employees. The insurance required shall be procured and maintained by the Firm for the duration of the contract and furnish Weld Re-8 School District copies of certificates of insurance.

Minimum insurance coverage shall include the following:

- a. **Workers' Compensation Insurance (Statutory Provisions)**
 - \$100,000 per accident
 - \$100,000 disease each employee
 - \$500,000 accident disease policy limit
- b. **Professional Liability Insurance**
 - \$1,000,000 each occurrence
- c. **Commercial General Liability**
 - \$2,000,000 general aggregate
 - \$2,000,000 products – completed operations aggregate
 - \$1,000,000 each occurrence
 - \$1,000,000 personal injury
- d. **Automobile Liability Insurance**
 - \$1,000,000 combined single limit per person/accident/property damage including any Owner, hired, and non-owned autos

9. State whether you have been involved in any **Litigation** during the last five years, and if so, describe any such litigation.

Further, all awards made by the District will consider whether the applicant meets the following additional factors to be considered: that the applicant has

1. available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
2. a satisfactory record of performance;
3. a satisfactory record of integrity;
4. the legal ability to contract with the District at the time of selection; and
5. supplied all necessary information in connection with the RFQ/P concerning responsibility, including but not limited to any licenses, permits, or organization papers required.

Vendors attempting to sell software will not be considered.

Please note, all information submitted in response to this RFQ/P is public and will be available to interested parties after an award is made by Weld Re-8 School District. The applicant should not include as a part of the response to the RFQ/P any information which the applicant believes to be a trade secret or otherwise privileged or confidential. If the applicant wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. The District does not warrant or agree to, but will endeavor to, keep that information confidential. Applicant acknowledges that information in the possession of the District may be subject to the provisions of the Colorado Open Records Act.

VI. RFQ/P SUBMITTAL EVALUATION CRITERIA

RFQ/P submittals will be evaluated according to the following criteria and points:

<u>Criteria</u>	<u>Points</u>
1. Project Approach	25 points
2. Quality Control Process	25 points
3. Project Experience	10 points
4. Key Personnel	10 points
5. References	10 points
6. Fee Proposal	10 points
7. Litigation	10 points
<u>Total points possible</u>	<u>100 points</u>

VII. LEGAL REQUIREMENTS

1. Verification of Information

Applicants are hereby notified that Weld Re-8 School District will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy, and completeness of such information. As the District deems necessary and appropriate in its sole discretion, the District reserves the right to make any inquiries or other follow up required to verify the information provided. The District reserves the right to select any or reject any and all submissions in its best interest.

2. Disclosure of Information

All submissions and other materials provided or produced pursuant to this RFQ/P may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to Weld Re-8 School District, appropriately identify materials, which are not subject to disclosure. In the event of a request by the District for disclosure of such information, the District shall advise the Applicant of such request to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished to the District.

3. Conflict of Interest

By submitting a proposal, the applicant represents and warrants that no director or employee of the District is in any manner interested directly or indirectly in the proposal or contract which may result from the proposal or in any of the expected profits which might arise therefrom; further, that no attempt has been made to influence or gain favorable advantage by communicating directly or indirectly with any official of the Weld Re-8 School District. It is understood that any action taken which might tend to degrade the integrity of the competitive proposal process will be considered as grounds for disqualification or a breach of this contract.

4. Discrimination in Employment

In connection with the performance of work on this project, the selected firm agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the selected firm further agrees to insert the foregoing provision in all subcontracts hereunder.

5. Applicable Laws

This selection process and the performance of any selected shall be subject to, governed by, and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as the same may be amended from time to time.

6. Cost of Developing Qualifications

Any costs associated with developing qualifications, or preparing for and attending an interview, are the sole responsibility of the respondents. The District assumes no liability for any costs incurred throughout the entire selection process.

7. Qualification Ownership

All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the District and will not be returned to the applicant.

8. Addenda

As Weld Re-8 School District may require, addenda may be issued to supplement this RFQ/P. All Applicants who submit their intent and are in receipt of the RFQ/P are considered registered. The list of registered participants will be used to issue all communications regarding this RFQ/P, including formal addenda and date changes.

9. Contract

The successful firm will be required to enter into a written contract with the District in a form acceptable to the District.

10. Personnel

All contractor employees must have successfully passed nationwide criminal background checks, drug testing, and national sex offender registry searches.

11. Employment Eligibility

In accordance with CRS 8-17.5-101 &102, contractor certifies at the time of this certification that the contractor:

- a. does not knowingly employ or contract with an illegal alien who will perform work under the public contract for services,
- b. will participate in the E-Verify program or the Department Program in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services, and
- c. will otherwise comply with provisions and procedures identified in CRS 8-17.5-101 &102.

VIII. QUESTIONS AND COMMUNICATION

All questions must be submitted through email to jholbrook@weld8.org. The deadline for submitting questions is 11:00 a.m. MST on Monday, May 20, 2019. A one-time response to the questions will be provided to all registered RFQ/P holders no later than Wednesday, May 22, 2019.

Thank you for your time and effort in responding to this RFQ/P.