

Fixed Asset RFQ Questions

1. Can you provide a spreadsheet listing of your existing inventory?- **The buildings we are asking to inventory have not had an inventory before, thus there is not a spreadsheet to provide.**
2. Can you provide a sample of existing asset tags applied to district asset? - **The tag has the School District name and a numerical ID.**
3. Will 1-to-1 assets assigned to students/teachers (tablets/chromebooks, etc.) be included in the inventory and will they 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? - **No**
 - a. What is the approximate number of these 1-to-1 assets and what percent are in protective cases?
4. What is the estimated number of non 1-to-1 assets? -**unknown**
5. When was the last physical inventory performed and who performed the inventory? -**6 years ago, Asset Services**
6. What are the condition assessment to be provided by the vendor? Good, Poor, Damaged, ...etc.? -**This is not required, perhaps a nice to have.**
7. What services are specially requested to “perform a Building Mechanical and Plant Inventory”? - **The vendor can propose a scope of work for this request based on other types of projects they have completed.**
 - a. What data is the district wishing to capture?
 - b. What are the size and footprint of these facilities?
8. Can you confirm that historical cost research for Land, Improvements, and Buildings is not included in this scope? - **Correct**
9. Can on-site work be performed after hours to include Saturdays? - **A schedule can be worked out with the vendor who is awarded the work.**
10. Will vehicles be physically counted/inspected/tagged or will we be working from a list? ...or will the vendor be tagging titles? -We have a list of vehicles. Will band instruments be provided from a listing of physically counted? - **If they are physically on site.**
11. We want to verify this inventory only applies to the seven buildings identified in the “Background” section of the RFP, not the entire District. - **Correct**

12. Also, the Building Mechanical and Physical Plant Inventory option under “Additional Services”, please verify this is only for the seven listed buildings as well. - **Correct**

13. Have assets at these buildings been tagged (for the most part)? And if so, are the asset tag numbers identified in the current asset list in order to reconcile to the inventory results? - **These assets have not been tagged because an inventory has never been completed at these buildings**

14. Will 1:1 devices be issued to students prior to the inventory? Are these assets to be included in the inventory? **Some buildings will have IT equipment, however, we will not have the ipads inventoried as part of this process.**

15. Do you have an approximate total number of assets at each of your school locations for each threshold value listed in the RFP? Is the full fixed asset inventory available? **Unknown**

16. Is there a fixed asset inventory for the Waukee Community School District, or will we be creating this from scratch? Sample available? - **These assets have not been tagged.**

17. Are most current assets tagged already or will we be tagging a majority of the assets? Percentage of assets already tagged? - **You will be tagging all assets.**

18. What type of valuations are you looking for on each asset? Replacement Cost? Historic Cost? Fair Market Value? - **We would ask for what information is available.**

19. Are depreciation calculations necessary on all assets? - **No**