



**Fixed Asset Inventory Services
Request for Proposals
#2113**

Proposals must be submitted by
August 24, 2017
4:00pm

SUBMIT RESPONSE TO
Coast Community College District
Purchasing Department
ATTN: John Eriksen, Director of Purchasing
1370 Adams Ave.
Costa Mesa, CA 92626
purchasing@cccd.edu

Coast Community College District is requesting proposals for services related to a District-wide Fixed Asset Inventory.

Purpose/Scope of Work

The Coast Community College District (hereafter “District” or “CCCD”) is soliciting proposals from Responders to perform a comprehensive physical inventory of all District-owned assets \$1000 and above. The goal of this project is to establish a baseline of all District general fixed assets \$1000 and above and reconcile with existing data in the Ellucian Banner Fixed Asset program. The District estimates that 25,000 items (excludes furniture) will be inventoried across all site locations.

The District reserves the right to retain all of the RFPs and to use any ideas in a RFP regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Responder of the conditions contained in this request for RFPs, unless clearly stated and specifically noted in the proposal submitted and in the contract between the District and the Responder selected.

Proposals may be withdrawn by the proposer prior to the time fixed for the opening of RFPs, but may not be withdrawn for a period of thirty (90) days after the date set for submittal of proposals.

If you are interested in submitting a proposal, please address all of the following:

1. Provide a complete list of services you would offer. This will be the major deciding factor. Please be as comprehensive as possible.
2. Include a list of references of colleges, school districts or city or county agencies for which you presently work. Include the name of the district/city/county, a contact person, a phone number, and the number of years you have provided services for them.
3. Indicate the name(s) of your employees who would serve Coast Community College District if you were awarded the contract.
4. Indicate the name of the owner of your firm and if it is individually owned or if it is part of a larger corporation.

5. Indicate the time it will take to complete the inventory assignment and then the time it will take for the report to be returned to the District.

6. The District is requesting Responder to provide cost proposals for the following:

❖ Inventory of Technology and General Fixed Assets

Please send Proposals to:

**John Eriksen
Director of Purchasing Coast
Community College District
1370 Adams Ave
Costa Mesa, CA 92626**

The district will receive **one printed original and one electronic copy on a flash drive** of the **proposal** from each responder until **4:00 p.m. on August 24, 2017**. Faxed or emailed RFPs will not be accepted. Once received, staff will evaluate the written proposals. A personal interview may be requested. It is anticipated that the district will award a contract in September, 2017. The District reserves the right to reject any and all RFPs for any reason whatsoever. The District may waive informalities or irregularities in RFPs received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other RFPs. The issuance of this RFP and receipt of responses does not commit the District to award a contract. The District expressly reserves the right to postpone response opening for its own convenience, to accept or reject any or all responses (in whole or portions) received to this RFP, to negotiate with more than one Responder concurrently, or to cancel all or part of this RFP. Decisions to award contract(s) as a result of this RFP are final and without appeal.

All **questions** regarding this RFP are due on or before 4:00pm, August 11, 2017. Email to: purchasing@cccd.edu. All responses to questions will be posted on our website at <http://www.cccd.edu/purchasing/Pages/bids.aspx> on August 16, 2017. It is the responsibility of the prospective responder to check the website for updates or addenda. **Any vendor who makes a direct contact with a District or College employee, or Board of Trustee, regarding this RFP will be disqualified from consideration.**

Compliance with Laws

The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules, regulations and codes.

Department and Site Locations

Coast Community College District is located in Orange County, California. The district is requesting inventory for the following sites:

<u>School/Site</u>	<u>Address</u>
CCCD Administration Building	1370 Adams Ave., Costa Mesa, CA 92626
Orange Coast College	2701 Fairview Rd., Costa Mesa, CA 92626
Golden West College	15744 Goldenwest St., Huntington Beach, CA 92647
Coastline College – Garden Grove	12901 Euclid St., Garden Grove, CA 92840
Coastline College – Fountain Valley	11460 Warner Ave., Fountain Valley, CA 92708
Coastline College – Le-Jao	14120 All American Way, Westminster, CA 92683
Coastline College – Newport Learning	1515 Monrovia Ave., Newport Beach, CA 92663

Inventory

1. Inventory Process

- 1.1. The District will provide a copy of all assets currently on file to Responder for inventory and reconciliation. The District is currently using Fixed Asset Management within the Ellucian Banner Financial System for its fixed asset accounting. Responder will provide District with electronic excel files to be uploaded by District into the current inventory system.
- 1.2. Responder will perform all labor to conduct a comprehensive inventory at District site locations. During the inventory process, all of the following information will be captured for each item.

Asset Identification Information

- Asset Tag Number (barcode)
- Asset Category
- Manufacturer

- Model
- Serial Number
- Description
- Quantity (if applicable)
- Inventory date
- Site
- Building
- Room
- When applicable, employee the asset is issued to

1.3. Asset tagging. Responder will scan existing CCCD Assets Tags (“tags”) which are affixed to current items.

- i. If item does not contain a tag, or the current tag has been removed, damaged, or is otherwise unreadable, Responder will affix a new tag on the item.
- ii. District will supply tags to Responder.
- iii. Responder and District will standardize tag placement locations on items.

1.4. Responder will remedy any discrepancy reported by District. For the purpose of this project, a discrepancy is defined as an item incorrectly entered into the asset management software by Responder staff or items that the District reasonably feels that Responder missed at site locations.

2. Asset Management

2.1. District is currently using Banner Ellucian Fixed Asset Management as an asset management and tracking system.

2.2. Reconciling Reports

The District requires each of the following reports in excel file format identical to the initial one provided:

- i. Matches Found: Assets have identical tag numbers and serial numbers.
- ii. Additions: Asset found, but asset does not exist in provided spreadsheet.
- iii. Deletions: Asset exists in Banner, but does not physically exist after additional follow-up with site representative.

2.3. Responder to provide report to the District that details the process used in asset inventory, any unusual finding, and clarifications about the requested worksheets as

described above as well any other information the District may need to update its asset inventory.

Access to Facilities

After award, the District will provide the following:

1. Contact information: site representative, addresses and phone numbers
2. Site Maps
 - District will schedule and coordinate Responder team visits for each school site and District office locations. Inventory services will take place during normal business hours and after hours as scheduled.
 - Responder will provide a single project manager (Responder PM) who will be the primary Responder contact for all services performed under this project as well as the single contact for scheduling of site inventory visits.
 - Responder will ensure classroom and offices were left as they were after the inventory is conducted.

Personnel

An identification badge must be worn at all times. The Responder employee must register with the site contact for each location prior to entering the site.

Proposal Format

Executive Summary (Limit: 2 Pages)

The executive summary should introduce the firm or individual and must be signed by an authorized officer of the firm or organization or by the individual that binds the terms of the response. The executive summary must contain the following:

- Legal name of the firm.
- State whether the firm is local, national, or international.
- Type of firm (individual, corporation, etc.).
- Provide a brief description of your firm, including number of years in business.
- Number of employees.
- Date firm established.
- California Business License Number.
- Tax Identification Number.
- Address, telephone, e-mail address, and fax number of the person and office that will be primarily responsible for providing services for the proposal.
- If submitting as a team, note which team member (company) is the primary if it will be a prime sub-consultant(s) contractual relationship.

References and Expertise (Limit: 3 Pages)

Please provide at least five recent Districts for whom your firm has provided services similar to what is being requested in this RFP. Referenced school districts should be similar in size to Coast Community College District. Please include the following information below:

- " Year(s): i.e. 2014
- Institution/Entity: i.e. XYZ USD
- Contact Person: i.e. Smith, John
- Title: i.e. Chief IT Officer
- Contact Phone Number: i.e. (916) 555-5555
- Dollar Value of Project: i.e. \$15,000.00
- Implementation: i.e. 90 Days
- Detailed project scope sufficient to demonstrate Responder's knowledge and expertise in achieving the required scope of work

Cost Proposal

The District is requesting Responder to provide a detailed cost proposal for the following:

- Inventory of Technology and General Fixed Assets

The cost proposals are to be based on the information provided in the Scope of Work section for each of the identified areas.

Evaluation Criteria

The Coast Community College District reserves the right to select the firm that best meets the needs of the District, based on the criteria set forth herein. The District reserves the right to waive minor irregularities in the RFP and in the proposals submitted in response to the RFP. The District may or may not conduct interviews as part of the selection process.

The selection process for the Responder(s) will include the following evaluation and point assignment/rating criteria:

- Experience – The District will consider and rate the proposer's experience in previously performed asset inventory services and/or technology management experience and support of this nature, size and scope.
- Cost/Pricing – The District will consider and rate all costs submitted by proposal.
- Time – The District will consider and rate the proposer's ability to complete work within the required time frame.
- Responsiveness of the Proposal – The District will consider how clearly the proposal has stated an understanding of the work to be performed.

Oral Presentation/Interview

Responders are advised that award may be made without interviews or further discussion.

The District expressly reserves the right to reject any or all proposals, with or without giving a reason, and to waive any irregularities or informalities in the offers received. In the event of any such rejection, or in the event a Responder's offer is not rejected but does not result in a contract award, the District shall not be liable for any costs incurred by the Responder in connection with the preparation and submittal of the response.

Contract

Contract Type

The contract awarded as a result of this solicitation shall be a fixed price contract for which the offered price will include all labor, material, equipment, services, software, hardware, travel, shipping, and price administrative cost, associated with providing the products and services listed herein and offered by proposer.

Contract Award

It is the intent of the District to award one contract as the result of this RFP, after creating a short list of Responders to provide services. However, the District reserves the right to apportion the requirements of this RFP among multiple Responders if this is determined to be in the District's best interests. No minimum amount of work is guaranteed.

Contract Negotiation

Following completion of the ranking process, the Selection Committee will commence fee negotiations with the top-ranked Responder. The goal of contract negotiation is to agree on a final contract that delivers to the District the services and products required at a fair and reasonable cost. If the District fails to reach an agreement with the top-ranked Responder, a new negotiation will commence with the next highest ranked Responder. If the new negotiation fails, the process is repeated until a contract is negotiated successfully.

Contract Format

It is mutually agreed by and between District and Responder that the District's acceptance of Responder's RFP, and upon approval by the Governing Board of Trustees, shall create a contract between the parties thereto. District and Responder with whom District chooses to contract, if any, shall execute a Contract Signature Page based on this RFP, the response and any written amendments. The Contract will, by default, incorporate all requirements, terms and conditions contained in this RFP. In the event of any conflict between this RFP and the Contract Signature Page, the terms of this RFP will take precedence, unless otherwise specifically stated in a written amendment. District will not enter into any separate Contract or Agreement with Responder except as specifically stated herein.

Terms and Conditions

Compliance with Laws

This contract shall be in accordance with the laws in the State of California. All RFPs shall comply with the current federal, state, local and other laws relative thereto.

Insurance Requirements & Indemnity

At all times during the term of this Agreement, Responder shall maintain on file with the District a certificate of insurance, showing that the policies are in effect in the required amounts. Responder shall promptly file with the District such certificate or certificates. See **Exhibit A**.

The insurance provided by Responder shall be primary to any coverage available to District. The insurance policies (other than Worker's Compensation) shall include provisions for waiver of subrogation.

Responder agrees that if it does not keep insurance in full force and effect. District may either immediately terminate this agreement or, if insurance is available at a reasonable cost, District may take out necessary insurance and pay, at Responder's expense, the premium thereon.

Responder shall indemnify, pay for the defense of, and hold harmless District and its officers and employees of and from any and all liabilities, claims, debts, damages, demands, suits, actions and causes of actions of whatsoever kind, nature or sort which may be incurred by reason of Responder's negligence, recklessness, or willful acts and/or omission in rendering any services hereunder. Responder shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, Workers' Compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning Responder or any employee and shall further indemnify, pay for the defense of, and hold harmless District of and from any such payment or liability arising out of or in any manner connected with Responder's performance under this Agreement.

Attorney Fees

In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

Governing Law and Venue

In the event of litigation, the RFP documents and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Orange County.

RFP Acceptance or Rejection

This RFP does not commit the Coast Community College District to award a contract, to pay

any cost incurred in the preparation of this RFP or to procure contract for services or supplies. The District reserves the right to accept or reject any or all RFPs received in response to this request, to negotiate terms that will be in the best interest of the District, or cancel in whole or in part this RFP. All submitted RFPs and information included therein shall become public records upon delivery to the Coast Community College District. All firms submitting a RFP should note that the execution of any contract would be contingent upon governing Board Approval.

Term/Extension

It is the intent of the District to award a single term contract for the specified services. If this is a multi-term contract and assuming funds are appropriated to support continuation of services for succeeding fiscal periods, the original contract(s) may be renewed annually for a total time of contact not to exceed five (5) consecutive fiscal years; physical inventory being completed every-other year.

Termination of Contracts/Purchase Orders

The Coast Community College District reserves the right to terminate all purchase orders or contracts with due cause by giving a ten (10) calendar day written notice or may terminate without cause by giving a thirty (30) calendar day written notice. Due cause for termination of contract shall include, but not be limited to, failure to provide services required within a reasonable time period, and/or for reasons of unsatisfactory service. Purchase orders or contracts which extend into a subsequent fiscal year will automatically terminate if the Coast Community College District does not appropriate funds for the goods and/or services under the purchase order or contract.

Patents, Etc.

The Responder shall hold the Coast Community College District, its officers, agents, servants, and employees harmless and free from liability of any nature or kind on account of use (by publisher, manufacturer, or author) of any copyrighted or non-copyrighted composition, secret process, patented invention, article or appliance furnished or used under this RFP.

Failure to Fulfill Contract

When any Responder or Responder shall fail to deliver any article or service or shall deliver any article or service which does not conform to the specifications, the District may, at its sole discretion, annul and set aside the contract entered into with said Responder, either in whole or in part, and make and enter into a new contract for the same items in such manner as seems to the Board of Trustees to be to the best advantage of the Coast Community College District. Any failure for furnishing such articles or services by reason of the failure of the Responder, as above stated, shall be a liability against such Responder and his sureties. The Board of Trustees reserves the right to cancel any articles or services which the successful Responder may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Responder provided satisfactory proof is furnished to the Board or Education, if requested.

Contract Exclusive

The provisions of the contract shall in no way prohibit the District from making purchases from another supplier for the same services as herein listed.

Proprietary Information

There can be no portions of the submitted RFP to be treated as proprietary and confidential information even if they are marked as such. Due to the California Public Records Act all information submitted is to be considered open for public review.

Conflict of Interest

The successful Responder shall affirm that, to the best of its knowledge, there exists no actual or potential conflict between family, business, or financial interest of the Responder and services under this Agreement. The successful Responder agrees to advise Owner of any actual or potential conflicts of interest that may develop subsequent to the date of execution of this Agreement.

Contract

It is mutually agreed by and between District and Responder that the District's acceptance of Responder's proposal, and upon approval by the Governing Board, shall create a contract between the parties thereto. District and Responder with whom District chooses to contract, if any, shall execute a Contract Signature Page based on this RFP and the response. The Contract will, by default, incorporate all requirements, terms and conditions contained in this RFP. In the event of any conflict between this RFP and the Contract Signature Page, the terms of this RFP will take precedence, unless otherwise specifically stated in a written amendment. District will not enter into any separate Contract or Agreement with Responder except as specifically stated herein. See **Exhibit B**.

Exhibit A

Insurance Requirements

The Coast Community College District requires all contractors (those who may sell goods at the district and/or deliver goods, and/or provide services) to provide the district with a Certificate of Insurance and additional insured endorsement.

Additional Insured Endorsement: Coast Community College District, its agents, officers, and employees shall be named as an additional insured under this policy and a copy of the additional insured *endorsement* must be sent to the district.

The Certificate of Insurance must specify a 30 day cancellation notice.

The Certificate of Insurance must include the signature of an authorized representative.

The Certificate of Insurance shall provide proof of:

	<u>Minimum Combined Single Limits</u>
• Employer's Liability	\$1,000,000
• Comprehensive General Liability Premises and Operations Contractual Liability Independent Contractors Products/Completed Operations Broad Form Property Damage Personal Injury Broad Form Liability Endorsement Owned Automobiles Nonowned Automobiles Hired Automobiles	\$2,000,000
• Automobile Liability (If not included in General Liability coverage)	\$1,000,000
• Workers' Compensation In accordance with limits established by law	Statutory

Mail Certificate of Insurance and endorsement to:

Coast Community College District
Attn: Risk Services
1370 Adams Ave
Costa Mesa, CA 92626

Exhibit B

Please use this page as your cover sheet:

Legal Company Name: _____

DBA: _____

Local Address: _____

Corporate Address: _____

Tax Identification Number _____

Prime contact for all questions on this RFP: _____

Local Telephone and Cell _____

Authorized Representative: _____

Signature

Name (Print or Type)

Title

Date

Phone

Fax

E-mail address

There can be no portions of the submitted quote to be treated as proprietary and confidential information even if they are marked as such. Due to the California Public Records Act all information submitted is to be considered open for public review.