



# KANSAS CITY KANSAS PUBLIC SCHOOLS / USD 500

PURCHASING OFFICE | 2010 N. 59<sup>TH</sup> STREET | ROOM 370  
KANSAS CITY, KS 66104 WEB SITE: [WWW.KCKPS.ORG/PURCHASING](http://WWW.KCKPS.ORG/PURCHASING)

## REQUEST FOR PROPOSALS

### ASSET INVENTORY & APPRAISAL

**RFP No: 16-013**

**ISSUE DATE: April 1, 2016**

Kansas City Kansas, Public Schools will receive sealed proposals at the Purchasing Office, 2010 N. 59<sup>th</sup> Street, Room 370, Kansas City, KS 66104 until **2:00 PM., April 21, 2016**, at which time proposals received will be publicly opened and read, all in accordance with bid instructions, specifications and/or terms and conditions attached hereto or as shown below.

**Contact/Technical Contact:**

Wayne C. Correll, Purchasing Manager | (913) 279-2270 | email: [wayne.correll@kckps.org](mailto:wayne.correll@kckps.org)

**PROPOSAL INSTRUCTIONS:**

FAXED BIDS WILL NOT BE ACCEPTED / EMAILED BIDS WILL NOT BE ACCEPTED.

**Per attached specifications listed in this request for proposals.**

- Pricing shall be FOB Kansas City, KS (freight, fuel, transportation expenses included).
- Award will be to ONE contractor.
- The District reserves the right to reject any or all proposals, to waive any informalities, irregularities or technical defects in proposals, and unless otherwise specified by the District to accept any item or groups of items in the proposal, as may be in the best interest of the District.
- The District reserves the right to not award a line item where budgetary limitations will not permit an expenditure.
- Time (days, weeks, etc.) required for delivery is a significant consideration with respect to this award process. The time required for delivery must be indicated in the space provided or your proposal may be found non-responsive and may not be considered.
- Responses may not be considered if a service charge, minimum dollar or minimum quantity order is applied.
- The outcome of this solicitation will be posted on the Kansas City Kansas Public Schools Purchasing site: [www.kckps.org/purchasing](http://www.kckps.org/purchasing) under Awards Section and will include a bid tabulation/summary.
- Respondents shall acknowledge all addenda for this bid and include the form acknowledgements with their bid.

See Attachment B for Additional Terms & Conditions

## I. INTRODUCTION

Kansas City Kansas Public Schools ("District") is currently soliciting proposals for Asset Inventory and Appraisal services. The purpose of this solicitation is to produce a clear and concise report detailing the District's assets and their corresponding values in accordance with general accepted accounting principles for insurance and compliance requirements.

**Pre-Bid Conference: April 12, 2016 @ 10:00 AM**  
2010 N. 59<sup>th</sup> Street, 3<sup>rd</sup> Floor Conservatory  
Kansas City, KS 66104  
Attendance is Not Mandatory

## II. BACKGROUND

The Kansas City Kansas Public Schools (District) is located in Kansas City, Kansas, and employees approximately 3,500 teachers and staff. The District has sixty-one sites which include K-12 education, special education, operations and administration offices. It educates approximately 23,500 students annually. In 2014, the District acquired a new accounting software, and the District inventory must be updated in its entirety for upload to the new accounting system. The District is seeking a contractor who will perform a complete review, valuation, and inventory of all assets as defined in the Scope of Work.

## III. GENERAL TERMS AND CONDITIONS

### A. General

- 1) Bidders shall make all investigations necessary to thoroughly inform themselves regarding the delivery of services, materials and equipment as required by the solicitation. No claim of ignorance by the Bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying from the requirements of the District or the compensation to the Bidder.
- 2) The terms and conditions of the Request for Proposal, the resulting contract(s) or activities based upon this Request for Proposal shall be construed in accordance with the laws of Wyandotte County, Kansas. Wherever differences exist between Federal and State statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of the District.
- 3) Bidders are required to state exactly what they intend to furnish to the District in response to this solicitation and must indicate any variances to the terms, conditions, and specifications of this Bid; no matter how slight. If variations are not stated in the Bidder's Proposal, it shall be construed that the Bidder's Proposal fully complies with all conditions identified in this bid.
- 4) Bidders are advised that the District endorses the participation and utilization of local contractors in its purchasing effort.

### B. Clarification and Modifications

- 1) Where there appears to be variances or conflicts between the General Terms and Conditions and the Scope of Work outlined in this Bid solicitation, the Scope of Work shall prevail.

- 2) The apparent silence or omissions within this Bid solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the generally accepted commercial practices are to prevail and that only workmanship of first quality are to be used.
- 3.) If any Bidder contemplating submitting a Proposal under this solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written request for clarification to the District's Purchasing Agent at [wayne.correll@kckps.org](mailto:wayne.correll@kckps.org).
- 4.) The Purchasing Agent for the District will work with the authorized agent of the District to respond to all inquiries and will render an official interpretation of the question in writing. The District shall not be responsible for verbal interpretations offered by employees of the District who are not agents of the District's Purchasing Department.
- 5.) The District shall issue a written addendum for changes, which impact the technical submission of Proposals or scheduling of the solicitation, are required. A copy of the addenda will be posted online at our website: <http://www.kckps.org/index.php/request-for-proposal>. The Bidder shall certify its acknowledgement of the addendum by signing the addendum and returning it with their proposal. In the event of a conflict with the solicitation documents, addenda shall govern to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

#### **C. Pricing**

- 1) If the Bidder is awarded a contract under this Bid solicitation, the prices proposed by the Bidder shall remain fixed and firm during the term of the solicitation review and any subsequent contract; provided, however, that the bidder may offer incentive discounts from this fixed price to the District at any time during the contractual term.
- 2) Bidders will neither include Federal, State nor applicable local excise or sales taxes in bid prices, as the District is exempt from payment of such taxes. An exemption certificate will be provided where applicable upon request.
- 3) The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations offering a Bid Proposal for the same items, or with the District. The Bidder also certifies their proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

#### **D. Bid Preparation and Submission**

- 1) This document is a Request for Proposal. It differs from a Request for Bid in that the District is seeking a solution as described herein, not a bid meeting firm specifications for the lowest price. Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, and availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how will a proposer's approach, meets the desired requirements and needs of the District.
- 2) The Proposal must be typed or legibly printed in ink, on the Form of Proposal supplied. The authorized agent of the Bidder must initial all corrections made by the Bidder in ink.
- 3) Bid Proposals must contain the signature of an authorized agent of the Bidder. If the Bidder's authorized agent fails to sign the Bid Proposal, it shall be considered a non-responsive offer and shall not be considered.

- 4) Bidders are requested to submit a signed original, as well as one hard and one electronic copy. In addition to other requirements of this RFP, the proposal shall contain a cover letter and a completed Form of Proposal
- 5) Unit prices shall be provided by the Bidder on their proposal. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 6) The Bidder must include all information and supplemental documentation required in conjunction with this Bid. If the Bidder fails to supply any required information or documents, its Proposal shall be considered non-responsive and shall not be considered
- 7) The accuracy of the Bid Proposal is the sole responsibility of the Bidder. Bidder will not be allowed to make changes to their Proposal after the date and time of the Bid opening due to error by the Bidder.
- 8) Information packages should not contain promotional or display materials unless specifically required in The System Requirements section. Informational packages must address the requirements as explained to aid the evaluation. All questions posed by the Request for Proposal must be answered clearly and concisely.
- 9) This solicitation does not commit the District to pay any cost incurred by the Bidder or any other party in preparation and / or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is the District obligated to procure or contract for such services.
- 10) The District reserves the right to waive any and all informalities in information packages if such waiver does not substantially change the offer or provide a competitive advantage to any bidder.
- 11) To facilitate the evaluation of Bidder's proposal, Bidder is to number all pages of its proposal and provide tabs as indicated below.
  - a. Tab # 1 Cover Letter:  
Introduction and general information
  - b. Tab # 2 Experiences:  
Detail the experience your firm has with other public entities with the same complexities as those present with the District, include the resumes of the project lead and team members. (Complete the form below and provide supporting information here)
  - c. Tab # 3 References:  
Provide references of the last three asset reviews conducted by your firm for other public entities. (Complete the form below and provide supporting information here)
  - d. Tab # 4 Services:  
The completed section from The Scope of Work
  - e. Tab # 5 Exceptions/Alternatives:  
Detail any exception with this request
  - f. Tab # 6 Form of Proposal:  
Complete and sign the Form of Proposal

**E. Conflicts of Interest**

- 1) It shall be understood and agreed that Bid Proposals submitted are offered independently of any other proposals.
- 2) In the event that an independent contractor or firm in conjunction with the District developed this RFP, neither this contractor, nor its principals or subsidiaries, shall be allowed to submit a proposal for this solicitation.

- 3) In the event that this proposal request requires consulting services which may ultimately lead to the purchase of other goods or services in the future, neither the selected consultant, nor its principals or subsidiaries, will be allowed to participate in the acquisition of these specific goods and services in the future

**F. Modifications or Withdrawals of Bid Proposal**

- 1) Bids may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the Bid opening. Each modification submitted to the District's Purchasing Office must have the Bidder's name and return address and the applicable proposal number and title of the bid clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the District's Purchasing Department will be considered the valid modification. All requests for bid modifications must be signed by a duly authorized agent of the submitting company.
- 2) Bids may be withdrawn prior to the time and date set for the Bid openings. Such requests must be made in writing on company letterhead and signed by a duly authorized agent of the submitting company.

**G. Evaluation of Bid Proposal**

- 1) The District reserves the right to reject any and/or all bid proposals or parts thereof, to waive informalities or irregularities in the information packages, and to enter into such contract or contracts as shall be deemed in the best interests of the District.
- 2) The District reserves the right to reject proposals or parts thereof for the following reasons:
  - a. The Bidder misstates or conceals any material fact in their Proposal.
  - b. The Bidder's Proposal does not strictly conform to the law or requirements of the RFP.
  - c. The Bid Proposal does not include documents including, but not limited to, certificates, licenses, information or specification sheets, bonds, and/or samples, which are required for submission with the Bid Proposal in conjunction with the General Terms and Condition or The System Requirements.
  - d. The Bid has not been properly executed by signature of an authorized representative of the Bidder.
- 3) A proposal may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the District upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the District.
- 4) A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has failed to perform faithfully any previous contract with the District, state or federal governmental agency for a minimum period of one (1) year after the previous contract was terminated for cause.
- 5) A proposal may be rejected if the Bidder is currently under suspension or debarment by any local, state or federal government, and if the Bidder cannot so certify, then it shall submit along with the proposal a written explanation of why it cannot make such certification.
- 6) A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has pending litigation against the District on the date and time that the bid opens.
- 7) The award will be made to the bidder that best meets the needs of the District based upon the evaluation criteria. The District is not required to award the lowest cost proposal.
- 8) The District reserves the right to:
  - a. Reject any and all Bid Proposals submitted by prospective Bidders.

- b. Re-advertise this solicitation
- c. Postpone or cancel the Bid process for this solicitation
- d. Determine the criteria and process whereby proposals are evaluated and awarded.

#### **H. Selection Process**

- 1) The following criteria may be used to assist in selecting the successful contractor:
  - a. Completeness: Each response will be reviewed prior to the selection process for completeness and adherence to format.
  - b. Evaluation Process: The District will rely on its staff to formally evaluate each complete proposal. The evaluation process will objectively grade the proposal on their merit and responsiveness.
  - c. Evaluation Criteria: The District will develop and employ a grading scale when evaluating proposals based on experience and familiarity with public entities, the ability of the bidder's services to meet the District's demands, approach, references from past customers, and cost.
- 2) The District reserves the right to select the successful contractor based upon the original response along with whatever other evaluation methodology the District chooses to pursue.
- 3) Preliminary evaluations will be performed by the District's Purchasing and Business departments to determine if all the mandatory requirements have been met. Failure to meet the mandatory requirements may result in the proposal being rejected.
- 4) Oral and site visits maybe required to clarify proposals. The District will make every attempt to work with the selected contractors to schedule a date and time for each presentation agreeable to the contractor(s). Failure to accept the District's invitation for a presentation may be grounds to reject the contractor's proposal.

#### **I. Award of Contract**

- 1) Contract: The Board of Directors for the District shall award a contract to the successful Bidder. The General Terms and Conditions, The Scope of Work, the Bidder's Proposal, written letters, addenda and the Purchase Order are collectively an integral part of the contract between the District and the successful Bidder.
- 2) The District may award this RFP for the base requirement plus any alternate that it deems is in the best interest of the District.
- 3) Insurance Requirements: Successful bidder shall submit to the District certificates of insurance, prior to beginning work under this contract and no later than ten (10) days after award of the contract.

All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Kansas, and acceptable to the District, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the District. The certificates of insurance shall list the Kansas City Kansas Public Schools as the additional insured for the specified project as outlined in this RFP.

Successful bidder must provide evidence of insurance coverage for professional liability insurance to cover all of the areas for which they are submitting a proposal. This professional liability shall be written on claims made form with a retroactive date no later than the date of their proposed

contract with the Kansas City Kansas Public Schools. The coverage shall be written with limits set forth in the General Terms and Conditions attached hereto.

- 4) Indemnification: The successful bidder shall assume the entire responsibility and liability for any and all damages to the extent caused by the negligent or willful unauthorized disclosure of any confidential information on the part of the Successful bidder, its subcontractors, agents or employees under or in connection with this contract.

**5) Award Requirements**

- a. Successful Bidders shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract including but not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex or be subjected to discrimination under any contractual award administered by the District.
- b. The Bidder shall not assign, transfer, convey, sublet or otherwise dispose of this contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation without prior written consent of the District.
- c. All employees of the Bidder shall be considered to be, at all times, employees of the Bidder under its sole direction and not an employee or agent of the District. The Successful bidder shall supply competent and physically capable employees in a number that is consistent with the bid requirements. Where required, employees shall be licensed and accredited. The District may require the Successful bidder to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on District property is not in the best interest of the District. In accordance with the District's policy regarding the use of tobacco and alcohol products and/or illegal drugs, no employee of the Successful bidder shall be permitted to use these substances when performing work on District property. The Successful bidder shall certify that all employees employed in support of this contract who have direct contact with students, which is defined to mean being in the presence of students during regular school hours or during school-sponsored activities, have not been convicted of (i) a felony; (ii) any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or (iii) a crime of moral turpitude.
- d. The bidder will be responsible for the cost of all the equipment, accessories, labor, materials and / or services necessary to perform the service as detailed in the Scope of Work.
- e. Award of this contract will be based on an item-by-item basis, group basis, or an aggregate basis; whichever method is most beneficial to the District. The method of award will be determined after bid proposals have been received and opened by the District and shall be primarily determined on the basis of the selection criteria detailed earlier.
- f. The names of all subcontractors known, or contemplated, shall be listed. The District may approve all subcontracts.

**6) Payment**

- a. To be eligible for payment, all labor, equipment and materials covered under Successful bidder's invoice must be completed and accepted by the District. The District agrees to make payments under this contract within thirty (30) days after receipt of a correct invoice for such

payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment. Any amounts due the District under the terms of this or any other agreement may be applied against Successful bidder's invoices with documentation for the basis of the adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between the District and Successful bidder regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any product or service or the accuracy or correctness of any invoice.

- b. Successful bidder shall submit to the District all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the products and services required under this contract. Invoices shall not include any costs other than those identified in the executed District purchase order awarding this contract or any subsequent change orders issued by the Purchasing Department. All shipping costs are the Bidder's responsibility, except to the extent such charges are identified in the executed District purchase order or change orders. Successful Bidders invoices shall provide at a minimum: Type and description of the product or service, delivered and accepted; Quantity delivered Charge for each item Extended total (unit costs x quantity) This RFP number and / or the KCKPS Purchase Order number
- c. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of proposals. All other payment terms shall be net thirty (30) calendar days or greater.
- d. Special Educational or Promotional Discounts: Successful bidder shall extend any special educational or promotional sale prices or discounts immediately to the District during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

#### **J. Termination or Cancellation**

- 1) In order to protect the vested interests, the District, and to ensure the efficient utilization of dollars, successful bidders shall comply with all contractual obligations contained in the General Terms and Conditions, Special Conditions and The Scope of Work. With respect to these obligations, the District will report any non-compliance issues to the successful Bidder for corrective action. Continued non-compliance by the successful Bidder shall be the District's justification for placing the Bidder's contract on probation status or termination.
- 2) In the event that the successful Bidder defaults on its contract or the contract is terminated for cause due to performance, the District reserves the right to re-procure the materials or services from the next lowest Bidder or from other sources during the remaining term of the terminated/defaulted contract.
- 3) In the case of termination, costs shall be prorated to the date of termination and the parties shall execute a settlement agreement to specify the terms. Failure to agree on a settlement is subject to arbitration.
- 4) With the mutual agreement of both the contractor and the District, upon receipt and acceptance of not less than thirty (30) days written notice, the contract may be terminated on an agreed date before the end of the contract without penalties to either party.
- 5) Either party may terminate the contract because of the failure of the other party to carry out the provisions of the contract. In such case, the party terminating the contract shall give thirty (30) days written notice of the breach and said breach remains uncured after the notice period.



- 6) In the event the filing of a Petition in Bankruptcy by or against the successful bidder, the District shall have the right to terminate the contract by providing fifteen (15) days prior written notice of its intentions to terminate.
- 7) If funds anticipated for these services do not become available for any reason, the District shall have the right to terminate the contract without penalty by giving not less than ten (10) days written notice documenting the lack of funding.

**K. Severability**

If for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.

**L. Disclosure of Information Content.**

The District may treat all information submitted by a Bidder as public information unless the Bidder properly requests that specific parts of the Bid be treated as confidential at the time of submitting the Bid. The District will make public records available as required to comply with the public records laws. Any request for confidential treatment of specific information must be included in a transmittal letter with the RFP. Pricing information cannot be considered confidential information. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the Bidder to respond to any inquiries by the District concerning the confidential status of the materials. Any Bid submitted which contains specific confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Failure to properly identify specific confidential information shall relieve District personnel from any responsibility if confidential information is viewed by the public, a competitor, or is in any way accidentally released. Identification of the entire Bid as confidential may be deemed non-responsive and disqualify the Bidder.

**N. Disposition of Information Packages.**

All Bids become the property of the District and shall not be returned to the Bidder at the conclusion of the selection process; the contents of all Bids will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Kansas Statute.

**O. Audit or Examination of Contract.**

Bidder agrees that any authorized auditor, the Office of Auditor of State and where federal funds are involved, the Comptroller of the United States or a representative of the United States Government, shall have access to and a right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the bidder relating to the orders, invoices, or payment of this contract.

**P. Copyrights.**

By submitting a Bid, the Bidder agrees that the District may copy the Bid for purposes of facilitating the evaluation of the Bid or to respond to requests for public records. The Bidder consents to such copying by submitting a Bid and warrants that such copying will not violate the rights of any third party. The District shall have the right to use ideas or adaptations of ideas that are presented in the Bids.

## IV. Scope of Work

### BASE BID

#### Cover Letter: (Tab # 1)

Include a brief introductory letter introducing your company

#### Experience: (Tab # 2)

Complete the Contractor Information form and provide supporting documentation

#### References: (Tab # 3)

Complete the Contractor Information form and provide supporting documentation

#### Service: (Tab # 4)

Your response must address the requirements, as well as explain your approach to completing the project in detail

### Project Overview

The District is seeking a complete inventory and valuation of its assets in accordance with generally accepted accounting principles (GAAP) for the purpose of insurance evaluation and compliance with GASB-34.

### Asset Tagging

Bidder will scan existing property tags and verify/update descriptive data pertaining to each asset. If Bidder identifies an item that meets the project scope and does not have a property tag affixed, Bidder will apply a property tag to the item collect descriptive data pertaining to the asset.

Tags will be placed in standardized locations that allow for ease of future rescans, but not interfere with proper operation of equipment. It must be noted that tag placement is not always possible for every item (i.e. blade servers, ceiling mounted projectors, etc.). The following describes Consultant typical tag placement protocol:

- Tag all items, where tag placement is possible, without interfering with operation.
- If an identification tab is present on equipment (i.e. IT servers), Consultant will place property tag on the identification tab.

If tag placement is not possible due to situations beyond our control (i.e. item is out of physical reach, a tag may interfere with equipment operation, or the item is not conducive for a tag to be applied), Consultant will inventory the item without an actual property tag being placed on the item. A system generated asset number is assigned to the item and all descriptive data pertaining to the item is collected.

### Data Capture (for tagged items)

The following data will be captured for each inventoried item:

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

- Serial number (if available)
- Federal Fund (i.e. Title I, Perkins, etc.) if available

**Note:** Consultant will make every attempt to capture the serial number for each serialized item however, Consultant personnel will not risk interfering with component operation.

No components will be unplugged, removed from racks, etc., in order to gain access to the serial number.

### **Included Assets (Tagged)**

The inventory should include items exceeding an estimated original cost of \$1,000 (threshold) in the following asset classes:

- Information Technology
- Audio Visual Equipment
- Furniture and Fixtures
- Health & Fitness/Athletic Equipment
- Industrial Arts (Shop) Equipment
- Science Lab Equipment
- Kitchen Equipment
- Office Equipment
- Maintenance Equipment
- Musical Instruments (school-owned)

### **Controlled Items (Tagged)**

“Controlled or moveable” assets will also be inventoried and individually tagged. Controlled Assets are defined as serialized items that cost less than the inventory threshold, but are typically inventoried.

Controlled assets include the following asset classes:

#### **Information Technology**

- Desktop (PC's)
- Laptops
- Tablets (iPads)
- Monitors
- Laser Printers
- Supporting Network Hardware
- Wireless Tablets (airliners)

#### **Audio Visual Equipment**

- LCD Projectors
- Televisions
- DVD Players
- Smart Boards

#### **Furniture and Fixtures**

- File Cabinets & Lateral Files

- Executive Desks
- Executive Chairs
- Credenzas
- Executive Conference Tables
- Library Shelving and Tables

#### **Kitchen Equipment**

- Refrigerators
- Ovens
- Ice Machines
- Milk Coolers
- Hot Cabinets

#### **Office Equipment**

- Fax Machines
- Scanners
- Telephone Equipment

#### **(OPTIONAL) Included Assets (Not Tagged)**

Consultant will inventory 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)

#### **Excluded Assets**

Assets excluded (out of scope) include:

- Books
- Hand tools
- Assets stored in boxes or packaging
- Non-VoIP Telephony equipment
- Building mechanical
- Land and buildings
- Licensed vehicles
- Software
- Wireless access points
- External hard drives
- Personal hubs, routers, and switches
- PDA's, Blackberry's, and cell phones

The District's policy requires a periodic inventory of all assets to ensure the proper tracking and reporting is being performed. The result of this inventory will be an entirely new inventory. The bidder's proposal should include all the mandatory information listed above as well a detailed narrative or outline regarding their approach to satisfy the District's requirements. This information should include a timeline with milestone events with their

corresponding dates of initiation and completion. The District plans to start the project on **June 1, 2016** and **conclude on July 31, 2016**.

Definition: The District defines a capital asset to be: Tangible in nature, with a useful life of greater than one reporting period (one year), unit costs exceed \$500.00 (including freight and installation)

Service: (Tab # 4)

District Responsibilities: The District will be responsible for providing layouts of each site to be used as a guide by the selected contractor. The District will also provide a project leader who would be the point of contact with the selected contractor to schedule site visits and arrange for onsite District representation, the project leader would also conduct spot audits of the selected contractors work and report any discrepancies to the contractor for correction.

Technical Requirements (Base - Capital Assets): The selected contractor would perform a complete and detailed inventory and appraisal of all District assets (\$500.00 value and above meeting the requirements listed above) at all sixty-one (61) locations as detailed in Exhibit A. Visits will primarily take place during the months of June and July 2016 on mutually agreed upon dates and times to minimize interruption of student instruction, preferably after 4:00 p.m. weekdays and on weekends. District staff will be available for assistance in entering rooms and locating assets. The contractor would affix a new bar code scan tag to all assets. (Note: The contractor will be responsible to provide a "smart barcode" label that would hold all of the asset's information in a single label). Those items which already have an old bar scanned label will also be recorded with a new bar code tag number. The contractor would then record the asset by new tag number, old tag number, description, make, model, serial number, site location, room number, classification, current appraised value of the asset and the remaining useful life in an electronic format acceptable to the District that can be reconciled with the District's information. The final reconciliation and reports must comply with GAAP reporting requirements, as well GASB 34. The report should contain a narrative describing the methodology utilized during the course of the inventory. All reports should be prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) and carry the seal of the American Society of Appraisers. The District expects the reports to be available within thirty days (30) of the completion of the inventory.

Technical Requirements (Alternate #1 Non-Consumable Assets): The District is interested in gathering cost information if it chooses to include non-consumable assets as listed in the above definitions of terms. Using the base requirements, the contractor will be asked to provide cost information for all non-consumable assets in addition to the capital assets. The requirements, reporting and reconciliation for this classification of assets will be handled in the same manner as those mention above in the "Base" requirements.

Technical Requirements (Alternate #2 Non-Consumable Assets including text books): We would like to consider adding text books to the list of Non-Consumable Assets. The District is interested in gathering cost information if it chooses to include non-consumable assets as listed in the above definitions of terms along with text books. Using the base requirements, the contractor will be asked to provide cost information for all non-consumable assets including text books in addition to the capital assets. The

requirements, reporting and reconciliation for this classification of assets will be handled in the same manner as those mention above in the "Base" requirements.

Service: (Tab # 4)

Technical Requirements (Alternate #3 Periodic Inventory Events): The District is also interested in gathering cost information to conduct inventory reviews and appraisal on a periodic basis. In the event the District chooses to have such service provided, the District is requesting pricing information for a follow up inventory within two (2) years of the initial event. The requirements, reporting and reconciliation for this classification of assets for the follow up inventory will be handled in the same manner as those mention above in the "Base" requirements.

Deliverables: At the conclusion of the inventory the selected contractor will deliver to the District a complete, concise and reconciled listing of all assets meeting the "Base" requirements, as well as, the optional alternate if accepted. This listing will be in an electronic format acceptable to the District's Business department, and in accordance with GAAP reporting requirements, as well GASB 34. All reports should be prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) and carry the seal of the American Society of Appraisers. The District expects the reports to be available within thirty days (30) of the completion of the inventory.

District Remodeling: Contractors should be aware that several sites are currently under or will be going under construction. The District will work with the selected contractor to mitigate any issues which may arise, as assets may be delivered to other sites during the construction phase.

## **ALTERNATE BID**

**Digital Video Recording.** Contractor will provide in its bid, as a separate line item, the cost of a video recording of the entirety of every room and common area of each building inventoried and the contents therein. This video will by graphic, narration, signage or other means, identify date, the building inventoried, room number/common area, then proceed with a walk-through of the room or area, capturing all contents on video in not less than 720p quality. Contractor will explain its process for performing this service.

Resulting video recordings will be Indexed by location, and provided to the District on a USB flash drive.

## Exhibit A – Locations

### Locations

Inventories will be performed at the following locations:

| LOCATIONS - SQUARE FOOTAGE  |       |                             |                  |         |
|-----------------------------|-------|-----------------------------|------------------|---------|
| FACILITY                    | BUILT | ADDRESS/ZIP                 | CLASSROOMS       | SQ. FT. |
| <b>HIGH SCHOOLS</b>         |       |                             |                  |         |
| Harmon                      | 1973  | 2400 Steele Rd., 66106      | 44               | 193,500 |
| Schlagle                    | 1973  | 2214 N. 59th St., 66104     | 53               | 198,500 |
| Sumner                      | 1939  | 1610 North 8th, 66101       | 47               | 139,982 |
| Washington                  | 1931  | 7340 Leavenworth Rd., 66109 | 56               | 214,700 |
| Wyandotte                   | 1936  | 2501 Minnesota Ave., 66102  | 90               | 296,000 |
| <b>TOTAL HIGH SCHOOLS</b>   |       |                             | <b>1,042,682</b> |         |
| <b>MIDDLE SCHOOLS</b>       |       |                             |                  |         |
| Argentine                   | 1930  | 2123 Ruby, 66106            | 44               | 136,900 |
| Arrowhead                   | 1961  | 1715 N. 82nd St., 66112     | 36               | 73,700  |
| Central                     | 1915  | 925 Ivandale, 66101         | 44               | 118,500 |
| Coronado                    | 1960  | 1735 N. 64th Terr., 66102   | 36               | 77,350  |
| Eisenhower                  | 1973  | 2901 N. 72nd St., 66109     | 46               | 123,800 |
| Northwest                   | 1923  | 2400 N. 18th , 66104        | 40               | 117,900 |
| Rosedale                    | 1927  | 3600 Springfield, 66103     | 48               | 130,800 |
| West                        | 1955  | 2600 N. 44th St., 66104     | 35               | 90,200  |
| <b>TOTAL MIDDLE SCHOOLS</b> |       |                             | <b>869,150</b>   |         |
| <b>ELEMENTARY</b>           |       |                             |                  |         |
| Banneker                    | 1972  | 2026 N. 4th St. 66101       | 30               | 52,900  |
| Bethel                      | 1956  | 7850 Yecker, 66109          | 16               | 21,500  |
| Caruthers                   | 1962  | 1100 Waverly, 66104         | 27               | 59,200  |
| Central Elementary          | 1927  | 813 Barnett Ave., 66101     |                  | 16,875  |
| Claude Huyck                | 1965  | 1530 N. 83rd St., 66112     | 16               | 23,000  |
| Douglass                    | 1963  | 1310 N. 9th, 66101          | 22               | 37,000  |
| Emerson                     | 1959  | 1429 S. 29th St., 66106     | 17               | 24,600  |
| Eugene Ware                 | 1949  | 4820 Oakland, 66102         | 19               | 27,375  |
| Francis Willard             | 1956  | 3400 Orville, 66102         | 30               | 25,900  |
| Frank Rushton - existing    | 1955  | 2605 W. 43rd Ave., 66103    | 22               | 36,150  |
| Frank Rushton - New         | 2016  | 26XX W. 43rd Ave., 66103    | 24               | 63,015  |
| Grant                       | 1956  | 1510 N. 4th St., 66101      | 18               | 32,175  |
| Hazel Grove                 | 2013  | 2401 N. 67th St., 66104     | 33               | 70,368  |
| John Fiske                  | 1983  | 625 S. Valley, 66105        | 17               | 34,496  |
| John F. Kennedy             | 1965  | 2600 N. 72nd St., 66109     | 20               | 45,700  |
| Lindbergh                   | 1950  | 641 N. 57th St., 66102      | 15               | 31,479  |
| Mark Twain                  | 2013  | 2300 Minnesota Ave., 66102  | 22               | 45,920  |
| McKinley                    | 2014  | 1301 Armstrong, 66102       | 20               | 42,035  |
| ME Pearson                  | 1975  | 310 N. 11th St., 66102      | 37               | 63,000  |
| New Chelsea                 | 2000  | 2500 Wood, 66104            | 31               | 56,413  |
| New Stanley                 | 1923  | 3604 Metropolitan, 66106    | 23               | 20,600  |

| LOCATIONS - SQUARE FOOTAGE         |       |                                       |            |                  |
|------------------------------------|-------|---------------------------------------|------------|------------------|
| FACILITY                           | BUILT | ADDRESS/ZIP                           | CLASSROOMS | SQ. FT.          |
| Noble Prentis                      | 1949  | 2337 S. 14th., 66103                  | 15         | 22,065           |
| Parker                             | 1939  | 3334 Haskell, 66104                   | 12         | 30,192           |
| Quindaro                           | 1974  | 2800 Farrow, 66104                    | 28         | 55,500           |
| Silver City                        | 1970  | 2515 Lawrence Ave., 66106             | 25         | 25,000           |
| Stony Point North                  | 1958  | 8200 Elizabeth, 66112                 | 27         | 36,700           |
| Stony Point South                  | 1974  | 150 S. 78th St., 66111                | 22         | 44,000           |
| TA Edison                          | 1954  | 1000 Locust, 66103                    | 29         | 44,460           |
| Welborn North                      | 1960  | 5200 Leavenworth Rd., 66104           | 35         | 26,800           |
| Welborn South                      | 1914  | 5200 Leavenworth Rd., 66104           |            | 27,000           |
| White Church                       | 1924  | 2226 N. 85th St., 66109               | 16         | 26,450           |
| Whittier                           | 1991  | 295 S. 10th St., 66102                | 32         | 71,514           |
| WA White                           | 1959  | 2600 N. 43rd Terr., 66104             | 14         | 25,850           |
| <b>TOTAL ELEMENTARY</b>            |       |                                       |            | <b>1,265,232</b> |
| <b>PRESCHOOLS</b>                  |       |                                       |            |                  |
| Earl Watson                        | 1956  | 6611 Waverly, 66104                   | 8          | 11,796           |
| KCKECC                             | 2010  | 1708 N. 55th St., 66102               | 23         | 37,210           |
| Morse                              | 1959  | 912 S. Baltimore, 66105               | 9          | 14,400           |
| NCO Preschool                      | 1987  | 2212 N. 59th St., 66104               | 7          | 7,800            |
| <b>TOTAL PRE SCHOOLS</b>           |       |                                       |            | <b>71,206</b>    |
| <b>ALTERNATIVE SCHOOLS</b>         |       |                                       |            |                  |
| Bridges/Wyandot                    | 1959  | 3101 N. 10th St., 66104               |            | 26,935           |
| Fairfax                            | 1971  | 3016 N. 9th St., 66104                |            | 21,250           |
| <b>TOTAL ALTERNATIVE SCHOOLS</b>   |       |                                       |            | <b>48,185</b>    |
| <b>LIBRARIES</b>                   |       |                                       |            |                  |
| Library - Main                     | 1965  | 625 Minnesota Ave., 66101             |            | 81,500           |
| Library - West                     | 1985  | 1737 N. 82nd St., 66112               |            | 60,087           |
| Library - South                    | 2012  | 3104 Strong Ave., 66106               |            | 20,596           |
| Library - Lake                     | 2000  | 4051 W. Drive, WYCO Lake Drive, 66112 |            | 7,500            |
| Library - Carnegie                 | 1917  | 2800 Metropolitan Ave., 66106         |            | 7,356            |
| <b>TOTAL LIBRARIES</b>             |       |                                       |            | <b>177,039</b>   |
| <b>ADMINISTRATIVE</b>              |       |                                       |            |                  |
| Art Lawrence Stadium               | 1973  | 22nd & Lawrence St., 66106            |            | 5,896            |
| Central Office                     | 2010  | 2010 N. 59th St., 66104               |            | 95,233           |
| IARC                               | 1939  | 1620 S. 21st., 66106                  |            | 26,718           |
| NCO                                | 1970  | 2220 N. 59th St., 66104               |            | 131,011          |
| Nutritional Services               | 1973  | 2212 N. 18th St., 66104               |            | 13,350           |
| Schlagle Stadium                   | 2015  |                                       |            | 11,050           |
| Shop Office (Old)                  | 1910  | 313 N. 10th St., 66102                |            | 15,350           |
| Storeroom                          | 1973  | 2116 N. 18th St., 66104               |            | 21,900           |
| Transportation                     | 1969  | 6126 Parallel Pkwy., 66104            |            | 9,090            |
| Transportation South               | 2015  |                                       |            | 1,800            |
| <b>TOTAL ADMINISTRATIVE</b>        |       |                                       |            | <b>331,398</b>   |
| <b>TOTAL SQ. FT. ALL LOCATIONS</b> |       |                                       |            | <b>3,804,892</b> |



## ATTACHMENT B – USD 500 STANDARD TERMS AND CONDITIONS

1. SCOPE: The following terms and conditions shall prevail unless otherwise modified by U.S.D. 500 within this bid document. U.S.D. 500 reserves the right to reject any bid which takes exception to these terms and conditions.
2. DEFINITIONS AS USED HEREIN:
  - a. The term "bid request" means a solicitation of a formal sealed bid.
  - b. The term "bid" means the price offered by the bidder.
  - c. The term "bidder" means the offeror or Contractor.
  - d. The term "U.S.D. 500" means Unified School District No. 500.
  - e. The term "Board of Education" or "BOE" means the governing body of Unified School District No.500
3. COMPLETING BID: Bids must be submitted ONLY on the form provided in this bid document. All information must be legible. Any and all corrections and /or erasures must be initialed. Each bid sheet must be signed by the authorized bidder and required information must be provided.
4. CONFIDENTIALITY OF BID INFORMATION: Each bid must be sealed and submitted in or under cover of the enclosed envelope to provide confidentiality of the bid information prior to the bid opening. Supporting documents and/or descriptive literature may be submitted with the bid or in a separate envelope marked "Literature for Bid (Number)." Do NOT indicate bid prices on literature. All bids and supporting bid documents become public information after the bid opening and are available for inspection by the general public in accordance with the Kansas Open Records Act.
5. ACCURACY OF BID: Each bid is publicly opened and is made part of the public record of U.S.D. 500. Therefore, it is necessary that any and all information presented is accurate and/or will be that by which the bidder will complete the contract. If there is a discrepancy between the unit price and extended total, the unit price will prevail.
6. SUBMISSION OF BID: Bids are to be sealed and submitted to the Purchasing Department Office, 2010 North 59<sup>th</sup> Street, Room 370, Kansas City, Kansas, 66104, prior to the date and time indicated on the cover sheet.
7. ADDENDA: All changes in connection with this bid will be issued by the Purchasing Office in the form of a written addendum. Signed acknowledgement of receipt of each addendum must be submitted with the bid.
8. LATE BIDS AND MODIFICATION OR WITHDRAWALS: Bids received after the deadline designated in this bid document shall not be considered and shall be returned unopened.
9. BIDS BINDING: All bids submitted shall be binding upon the bidder if accepted by U.S.D. 500 within sixty (60) calendar days after the bid opening.
10. EQUIVALENT BIDS: When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent bids must be accompanied by descriptive literature and/ or samples may be required and shall be supplied at no charge to the District.
11. NEW MATERIALS, SUPPLIES AND EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, of recent manufacture, first class in every respect, and suitable for their intended purpose. All equipment shall be assembled and fully serviced, ready for operation when delivered.
12. WARRANTY: Supplies or services furnished as a result of this bid shall be covered by the most favorable commercial warranties, expressed or implied, that the bidder and/or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights afforded to U.S.D. 500 by any other clause of this bid reserves the right to request from bidders a separate manufacturer certification of all statements made in the Proposal.
13. METHOD OF AWARD AND NOTIFICATION: Bids will be analyzed and the award made to the lowest and best, responsive and responsible bidder(s) whose bid conforms to the specifications and whose bid is considered to be the best value in the opinion of U.S.D. 500.
14. U.S.D. 500 reserves the right to reject any or all bids and any part of a bid: to waive informalities, technical defects, and minor irregularities in bids received: and to award the bid on an item by item basis by specified groups of items or to consider bids submitted on an "all or nothing "basis if the bid is clearly designed as such or when it is determined to be in the best interest of U.S.D. 500.
15. The signed bid shall be considered an offer on the part of the bidder: such offer shall be deemed accepted upon the issuance by U.S.D. 500 of a Purchase Order or other contractual document.
16. DELIVERY TERMS: All deliveries shall be F.O.B. Destination and all freight charges shall be included in the bid price.
17. DAMAGED AND/OR LATE SHIPMENTS: U.S.D 500 has no obligation to accept damaged shipments and reserves the right to return at the Contractor's expense damaged merchandise even though the damage was not apparent or discovered until after receipt of the items. The Contractor is responsible to notify U.S.D. 500 Purchasing Office of any late or delayed shipments. U.S.D. 500 reserves the right to cancel all or any part of an order if the shipment is not made as promised.
18. CREDIT TERMS: Bidder shall indicate all discounts for full and/or prompt payment. Discounts shall be considered as a cost factor in the determination of award, except discounts offered for payment within less than ten (10) calendar days. Discounts offered shall be computed from date of receipt of correct invoice or receipt and acceptance of products, whichever is later.

19. SELLER'S INVOICE: Invoices shall be prepared and submitted in duplicate to address shown on the Purchase Order. Invoices shall contain the following information: Purchase Order number, contract number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price and extended totals.
20. TAX EXEMPT: U.S.D. 500 is exempt from Federal, State and local taxes by KS-FZLEKBLQ. Sites of all transactions under the order(s) that shall be derived from this bid request shall be deemed to have been accomplished within the State of Kansas.
21. SAFETY: All practices, materials, supplies and equipment shall comply with the federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
22. DISCLAIMER OR LIABILITY: U.S.D. 500 will not hold harmless or indemnify any bidder for any liability whatsoever.
23. TERMINATION RIGHTS: KCKPS shall have the right to terminate/cancel the Agreement for its convenience and without penalty upon thirty (30) days prior written notice to the contractor.
24. HOLD HARMLESS: The contractor agrees to protect, defend, indemnify and hold the Board of Education, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

**NO MUTUAL INDEMNIFICATION:**

K.S.A.72-8201a: Contracts; indemnification or hold harmless provisions, void.

(a) It is the public policy of the state of Kansas that all contracts entered into by the board of education of a District, or any officers or employees thereof acting on behalf of the board, provide that the District and board of education shall be responsible solely for the District's or board's actions or failure to act under a contract.

(b) The board of education of a District or any officers or employees thereof acting on behalf of the board shall not have the authority to enter into a contract under which the District or board agrees to, or is required to, indemnify or hold harmless against damages, injury or death resulting from the actions or failure to act on the part of any party to a contract other than the board or district.

(c) The provisions of any contract entered into in violation of this section shall be contrary to the public policy of the state of Kansas and shall be void and unenforceable.

25. INSURANCE: Upon receipt of award, Contractor shall provide Certificate of Insurance as required within three (3) days after notification issued by the Purchasing Department.

A. The following general insurance requirements apply to any and all work under this contract by all Contractors and subcontractors of any tier.

- (1) Any and all insurance required by this contract with each and any and all insurance required by this contract shall be maintained during the entire length of this contract, including any extensions thereto, and until all work has been completed to the satisfaction of the Kansas City Kansas Public Schools. Any and all insurance must be on an occurrence basis.
- (2) No Contractor or subcontractor shall commence work under a contract until all insurance requirements contained within the solicitation have been complied with and until evidence of all insurance requirements in each and every contract with each and every subcontractor of any tier and shall require the same to comply with all such requirements.
- (3) The Kansas City Kansas Public Schools shall be covered as an Additional Insured under any and all insurance required by this contract. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies. The title of the awarded contract shall also appear on any and all applicable policies.
- (4) The Kansas City Kansas Public Schools shall be given no less than thirty (30) days' written notice of cancellation. The Kansas City Kansas Public Schools shall be given not less than thirty (30) days' prior written notice of material changes of any insurance required under this contract. The Kansas City Kansas Public Schools shall be given written notice of renewal of coverage not less than thirty (30) days prior to the expiration of any particular policy.
- (5) Each and every agent shall warrant when signing the certificate of insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the contract and that he is licensed by the State of Kansas to conduct insurance business in the State of Kansas and that the companies affording insurance coverage are currently licensed by the State of Kansas and are currently in good standing with the Commissioner of Insurance for the State of Kansas.
- (6) Any and all companies providing insurance required by this contract shall meet the minimum financial security requirements as set forth below. The rating for each company must be indicated on the certificate of insurance.

For all contracts, regardless of risk, companies providing insurance under this contract must have a current:

- (a) Best's Rating not less than A, and
  - (b) Best's Financial Size Category not less than Class VII
- (7) In the event the Contractor neglects, refuses, or fails to provide insurance required by the contract documents, or if such insurance is canceled for any reason, Kansas City Kansas Public Schools shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Contractor or Kansas City Kansas Public Schools shall have the right to cancel the contract.

**B. Worker's Compensation and Employer's Liability Insurance**

The Contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under this contract.

|                                |                           |
|--------------------------------|---------------------------|
| Worker's Compensation.....     | Statutory                 |
| Employer's Liability           |                           |
| Bodily Injury by Accident..... | \$1,000,000 each accident |
| Bodily Injury by Disease.....  | \$1,000,000 each employee |
| Bodily Injury by Disease.....  | \$1,000,000 policy limit  |

**C. Comprehensive General Liability Insurance**

The Contractor shall procure and maintain Comprehensive Insurance in an amount not less than \$1,000,000 for bodily injury and property damage combined single limit. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance:

- (1) Comprehensive Form
- (2) Contractual Insurance
- (3) Personal Injury
- (4) Broad Form Property Damage
- (5) Premises – Operations
- (6) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under this contract. Policy coverage must be on an occurrence basis.

**D. Automobile Liability Insurance**

The Contractor shall procure and maintain Automobile Liability Insurance in an amount not less than \$1,000,000 for bodily injury and property damage combined single limit. The following extensions of coverage shall be provided and indicated on the certificate of insurance.

- (1) Comprehensive Form
- (2) Owned, Hired, Leased and non-owned vehicles

If the Contractor does not own any vehicles in the corporate name, non-owned vehicles coverage shall apply and must be endorsed on either the Contractor's personal automobile policy or the Comprehensive General Liability coverage required under this contract.

**E. Commercial Crime insurance (when applicable)**

The Contractor shall procure and maintain Commercial Crime/Fidelity insurance in an amount not less than \$1,000,000.00, including coverage for theft or loss of KCKPS property.

- 26. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
- 27. ANTI-DISCRIMINATION CLAUSE: No bidder on this request shall in any way, directly or indirectly, discriminate against any person because of age, race, color handicap, sex, national origin, or religious creed.

**ADDENDUM NUMBER 1  
BID NUMBER RFP 16-013**

**ASSET INVENTORY AND ASSESSMENT**

**ISSUED: April 7, 2016**

**PURCHASING DEPARTMENT  
UNIFIED SCHOOL DISTRICT 500  
2010 N. 59<sup>th</sup> STREET, ROOM 370  
KANSAS CITY, KANSAS 66104  
(913) 551-3200**

Note the following changes to the above mentioned bid. This information is to be taken into consideration when responding to the original bid document.

**1. Responses to Bidder Questions:**

|              |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>     | <b>[on] page 4, there is a list of required components, including Tab #2 and Tab #3. In the description for these tabs' requirements, it says to "complete the form below and provide supporting information," but unless I completely missed it (which is definitely possible), I could not find a form for Tab #2 or Tab #3 anywhere in the RFP. Would you mind letting me know what that is referring to?</b> |
| <b>KCKPS</b> | The reference to "complete the form below..." are editing notes and should be disregarded. Section 2 of this addendum will address the issue.                                                                                                                                                                                                                                                                    |
| <b>2</b>     | <b>[on] page 10, it's referred to as a "Contractor Information form." I looked on the purchasing website link for it, but was unable to find it.</b>                                                                                                                                                                                                                                                             |
| <b>KCKPS</b> | The reference to "complete the form below..." are editing notes and should be disregarded. Section 3 of this addendum will address the issue.                                                                                                                                                                                                                                                                    |

**2. Delete and Replace:** Subsection D, 11 of Section III – General Terms and Conditions [Page 4 of 19], is hereby deleted in its entirety, and replaced as follows:

*" 11) To facilitate the evaluation of Bidder's proposal, Bidder is to number all pages of its proposal and provide tabs as indicated below.*

*a. Tab # 1 Cover Letter:*

*Introduction and general information*

*b. Tab # 2 Experiences:*

*Detail the experience your firm has with other public entities with the same complexities as those present with the District, include the resumes of the project lead and team members.*

*c. Tab # 3 References:*

*Provide references of the last three asset reviews conducted by your firm for other public entities.*

*d. Tab # 4 Services:*

*The completed section from The Scope of Work*

*e. Tab # 5 Exceptions/Alternatives:*

*Detail any exception with this request*

f. *Tab # 6 Form of Proposal:  
Complete and sign the Form of Proposal'*

**3. Delete and Replace:** Section IV – Scope of Work (under Base Bid) [Page 10 of 19], is hereby deleted in part, and replaced as follows:

***" Cover Letter: (Tab # 1)***

*Include a brief introductory letter introducing your company*

***Experience: (Tab # 2)***

*Contractor shall demonstrate in writing its experience in performing the services requested, and identify past experience in performing like services for school districts.*

***References: (Tab # 3)***

*Contractor shall provide a list of references (including references in our region, and any school districts) for which like services have been performed. Please contact information, including: name, title, organization, telephone number and email address.*

***Service: (Tab # 4)***

*Your response must address the requirements, as well as explain your approach to completing the project in detail'*

The remainder of Section IV will remain in place and unchanged.

**4. No Other Changes:** No other changes or modification are intended by this Addendum. All other terms and conditions of the solicitation remain in effect.

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
FIRM \_\_\_\_\_

**ADDENDUM NUMBER 2  
 BID NUMBER RFP 16-013**

**ASSET INVENTORY AND ASSESSMENT**

**ISSUED: April 20, 2016**

PURCHASING DEPARTMENT  
 UNIFIED SCHOOL DISTRICT 500  
 2010 N. 59<sup>th</sup> STREET, ROOM 370  
 KANSAS CITY, KANSAS 66104  
 (913) 551-3200

Note the following changes to the above mentioned bid. This information is to be taken into consideration when responding to the original bid document.

**1. Responses to Bidder Questions:**

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>     | <b>In terms of the timeframe from June 1 – July 31, you are expecting the final results and report 30 days after that – correct? In other words, we would have a solid two-month window to be on site doing field work but not have everything wrapped up until later – correct?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>KCKPS</b> | Correct. All site work is to be completed in the window of time between June 1, 2016 and July 31, 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>2</b>     | <b>Do you have a “guestimate” on the number of musical instruments? Rough ballpark number or breakdown of items?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>KCKPS</b> | There are approximately XXXX musical instruments in the District. All are marked by sticker or engraved with a number (no barcode).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>3</b>     | <b>Do you have a “guestimate” on number of laptops that may not be on site during the inventory phase – i.e. at staff or student homes? Also, would you be able to supply all of the email addresses so that we can query these individuals to provide information on these laptops to aggregate into the inventory?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>KCKPS</b> | <b>Teachers and staff:</b><br>All returning teachers and administrators will retain their laptops over the Summer. Non-returning teachers and staff should have turned their laptops in to their building administrator on or before their last work day. Total out will be approximately 1,700.<br><br><b>Students:</b><br>All high school students who were issued laptops will be returning them prior to the last day of school, usually about two weeks before they leave for the Summer. The only exceptions would be Summer Academy and Sumner Academy students working on their IB credits. Approximate total number out would be 250.<br><br>Yes, we can provide teacher and staff email addresses. We can also provide a list of students in both academies, as soon as these students have been selected. |
| <b>4</b>     | <b>I would like clarification on Tab #6 “Form of Proposal”. Where is this located?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>KCKPS</b> | The form of proposal will be left to you. Pricing should be provided by bidders in the form of a quotation, and written proposals addressing each of the requirements of the solicitation should be submitted with the quote. Any company, service or product                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | literature should be included in the submittal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5            | [w]here should we place our pricing? Should we create a Tab #7 for Fees and Rates?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>KCKPS</b> | See KCKPS response to Question 4 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6            | The District's capitalization level on page 11 of the RFP states 1,000 dollars, page 13 of the RFP states \$500, what is your capitalization threshold?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>KCKPS</b> | The District's Capitalization Threshold is \$1,000. See correction in Section 3 of this Addendum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7            | <p><b>Is there an existing database of fixed assets?</b></p> <ul style="list-style-type: none"> <li>• <b>How many assets does it contain?</b> <ul style="list-style-type: none"> <li>○ <b>Does it contain "Controlled or Moveable" items or just \$1,000 and over. Is the pricing &amp; depreciating of these assets what is outlined in "Alternate #1 Non-Consumable Assets"?</b></li> </ul> </li> <li>• <b>When was the last time this was updated with a physical inspection (in-house, 3rd party vendor)?</b></li> <li>• <b>What is the expectation of items that match the exiting database using the "old barcode" vs. those that need to be added anew (80%-20%)?</b></li> </ul>                                                                                                                                                                  |
| <b>KCKPS</b> | <ul style="list-style-type: none"> <li>• Yes.</li> <li>• There are 2 databases. KCKPS Inventory Management System and an Excel spreadsheet. Combined, both data bases contain approximately 50,000 items. The items in these databases contain both Controlled and Moveable items. No pricing and depreciation is identified in these databases.</li> <li>• The last complete districtwide asset inventory was done by District staff in approximately 2008. No data or listing from that inventory is available due to a system data loss.</li> <li>• The District requests that when an old barcode is encountered, that contractor will note that barcode number, enter a brief description including: Make, Model, Serial Number (when applicable) and estimated value. Contractor will not place a new barcode where one already exists.</li> </ul> |
| 8            | <b>Deliverables – Is the District looking for 3 separate reports of what was found/not found/ and added to inventory or a report of all active assets with the appropriate cost based on actual (matched to existing) and/or estimate (newly found assets).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>KCKPS</b> | This inventory will be turnkey, to an extent. The successful contractor will perform an asset inventory of all contents of District buildings at the identified capitalization thresholds, marking qualifying items that are found to be unmarked, estimating the item's value, and other information. Where a qualifying item is found to already be marked with a District asset barcode, the contractor will note the number, description, make/model, and serial number (if available) of the item, as well as a valuation of the item. At the close of the project, there will be a single report of all inventoried items (sorted by building and room) which will include items that marked and items discovered that had been previously marked by the District.                                                                                 |
| 9            | <b>Alternate 2 Non-Consumable Assets – Will the district be providing a list of textbooks with approximate dates or is the vendor supposed to collect this information physically?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>KCKPS</b> | Textbooks will not be included in this inventory.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 10           | <b>Digital Video Recording – Would the District consider using photo files instead of videos?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>KCKPS</b> | The District will consider an alternate proposal that replaces video with still photography. Your proposal should lay out your process and the benefit of still                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

2. **Delete and Replace:** Section identified as Excluded Assets (Page 12 of 19) is hereby deleted in its entirety and replaced as follows:

**“Excluded Assets**

Assets excluded (out of scope) include:

- Assets below Capitalization Threshold of \$1,000
- Personal Property of Employees or Others
- Assets in or at locations that are considered to be not easily accessible
- Vehicles
- Leased copier fleet
- Consumable Supplies
- Historical Items (Plaques, Statues, Monuments, etc....)
- Books
- Hand tools
- Assets stored in boxes or packaging
- Non-VoIP Telephony equipment
- Building mechanical
- Land and buildings
- Licensed vehicles
- Software
- Wireless access points
- External hard drives
- Personal hubs, routers, and switches
- PDA's, Blackberry's, and cell phones”

3. **Delete and Replace:** First full paragraph Page 13 of 19 is hereby deleted in its entirety, and replaced as follows:

“Definition: The District defines a capital asset to be: Tangible in nature, with a useful life of greater than one reporting period (one year), unit costs exceed \$1,000.00 (including freight and installation).”

4. **Delete and Replace:** The section marked Technical Requirements (Base- Capital Assets) Page 13 of 19 is hereby deleted in its entirety and replaced as follows:

“Technical Requirements (Base - Capital Assets): The selected contractor would perform a complete and detailed inventory and appraisal of all District assets (\$1,000 value and above meeting the requirements listed above) at all sixty-one (61) locations as detailed in Exhibit A. Visits will primarily take place between June 1, 2016 and July 31, 2016, Monday – Friday during the hours of 8:00 AM to 3:00PM. District staff will be available for assistance in entering rooms and locating assets. The contractor would affix a new bar code scan tag to all qualifying assets that are unmarked. Those items which already have an old bar scanned label will be noted in the inventory database identifying existing inventory number, make, model, serial number (when applicable). The final reconciliation and reports must comply with GAAP reporting requirements, as well GASB 34. The report should contain a narrative describing the methodology utilized during the course of the inventory. All reports should be prepared in accordance



with the Uniform Standards of Professional Appraisal Practice (USPAP) and carry the seal of the American Society of Appraisers. The District expects the reports to be available within thirty days (30) of the completion of the inventory.”

- 5. **Clarification:** The District will provide a standard list of classroom furniture/equipment that will be completed by the Contractor, noting counts of non-qualifying items (ex. student desks, chairs, tables, etc.).
- 6. **Change to Bid Schedule:** The due date for bids to be received under this solicitation is hereby extended to **April 28, 2016 at 3:00 PM.**
- 7. **No Other Changes:** No other changes or modification are intended by this Addendum. All other terms and conditions of the solicitation remain in effect.

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
FIRM \_\_\_\_\_