UC HASTINGS
COLLEGE OF THE LAW
EST. 1878

3.29.2019

RFP #89-0169 Campus-wide Physical Inventory

Addendum 1
Questions and Answers

RFP #89-0169 is hereby amended to incorporate the following questions, answers, and clarifications:

Q1: Can you provide an image of a current property tag?

A1: See image.

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Q2: There are numerous items in the current ledger that are not "physical" items and therefore would be uninventoriable. For example: building improvements, software, database, land, acquisitions, repairs, upgrades, etc. We are assuming these items will not be included in the final report, as they would not have a physical property tag assigned and it would be impossible to identify them.

A2: Correct. The base contract is to count only those items that are tagged (see barcode above) and that are tangible and "scannable." The college will handle "software", and "building improvements," and other non-scannable or intangible items.

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Q3: Out of 6943 items, 4295 do not have asset tag numbers. What would you like us to do with those missing? Of the 2648 that do have asset tags, only 390 have locations (column K in the fixed asset report) making the location variance report straight forward.

A3: The college is primarily concerned with the items on the list that have a "current" Hastings bar code (above). The bulk of these are computers, laptops, printers, and various furniture items, for example. Primary attention will be to the 2600+ items with Hastings barcodes. There are more than those (see the list), but those represent much of the countable population.

The college welcomes innovative ideas in your proposal to address, account for, or analyze the 4295 (non-barcoded) items.

Final tasks will be mutually agreed to with the awarded firm.

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Q4: What is the date and time range to get this done? Will we be working during business hours or after?

A4: The college would like the inventory completed in May 2019 and final report and analysis by mid-June 2019. Actual schedule to be mutually agreed upon.

The college prefers that the onsite work be accomplished during regular business hours. Those are M-F, 8:00 to 5:00, and proposals should be based on that. After hours work *may* be allowed if circumstances dictate it to be necessary. Proposals should be based on business hour access.

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Q5: Will this be a one-time job, or will you be needing inventory throughout the year?

A5: Plan on and base proposals on this being a one-time engagement. As indicated, the last count was completed in 2009. In 2020 there will many departmental moves within the college (to a new building, and between existing buildings.) The college is using this count to both "clean-up" our existing fixed asset list, and to benchmark our assets prior to the multitude of office moves.

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Q6: How would you like your results returned to you? (Excel, CSV, TXT, Etc.)

A6: Excel is preferred. Sortable and filterable. Please list other available reporting options.

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Q7: Can you provide us a list of buildings and room names and or numbers on each building?

A7: Yes. Buildings have been provided in the RFP. A list of room numbers/names will be provided upon Agreement award. We are providing some basic floor maps with this addendum.

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Q8: Can UC Hastings provide floor plans for all buildings?

A8: We are attempting to locate these, and will notify all bidders if available.

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Q9: What is the square footage of all buildings?

A9:

100 McAllister	252,000
198 McAllister	136,000
200 McAllister	186,000
376 Larkin	159,000

Note about square footage:
Firms will not need to scour all the square footage of the building. Many office areas are in concentrated areas. There is also a lot of empty space in the square footage which has nothing to count. For example, 376 Larkin has only two very small offices, yet boasts 159,000 square feet. Another example, at 100 McAllister there is nothing to scan between floors 6 and 21.

Building details.
Some floor maps are provided with the office locations called out.
These are not exact, but are where most items should be found. Not all floors are provided due to availability.

- 100 McAllister: floors 2, 4, 23, and 24. Missing floor 3.
- 198 McAllister: full map included.
- 200 McAllister: floors 1, 2, 3. No library plans. Library is 4th and 5th floors. Lots of open space, furniture, and offices on perimeter.
- 376 Larkin: not provided. Very small space.

The maps are labeled with address (100, 198, or 200) and the floor.

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Q10: In column E of the fixed asset report, will vendor be inventorying all categories (building improvements, buildings, acquisitions, artwork, land, etc.)?

A10: See Q2/A2. The primary targets are existing tangible assets with current barcodes. Building improvements and the like are not required to be counted.

Artwork is different. There is art in all buildings. It is highly unlikely that art pieces are barcoded. Please propose your approach to artwork in your response.

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Q11: Are we adding assets that are not on the fixed asset report?

A11: Generally no. The intent is to locate and scan barcoded items. Art *may* be an exception. Firms will need propose to the college how to count art. There may be pieces that are easily matched to the report, or you may find a piece not readily identifiable. No barcoding is needed as part of this project.

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Q12: Does UC Hastings want all IT assets inventoried regardless of price?

A12: If it is on the list, and has a barcode, it should be scanned and the location noted.

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Q13: Are these products scannable?

A13: Yes.

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Q14: Do all the products have the code #?

A14: Most should have a barcode. It is likely the firm will find items, such as a computer monitor, that does not have a barcode, when typically it would. In that case, the firm may move on to the next item.

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Q15: What kind of reports will you require?

A15: The end result would be a list of what is scanned and the location, with a comparison to the original list of assets. The college desires to understand what we say we have, what a count says we actually have, and where are those items.

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Q16: Can you please provide a listing of the current assets?

A16: See Fixed asset report posted to website. We will provide a fresh report to the firm.

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Q17: Will vehicles be included in this inventory and if so, how many? Will vehicles by physically counted/inspected or will we be working from a list?

A17: The college has one vehicle at the garage – a utility cart vehicle.

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Q18: What is the dollar threshold of assets currently tracked and tagged?

A18: Currently, we tag and depreciate assets valued at $2,500 or more. We also tag "walkable" assets that are valued at less than $2,500 (computers, for example).

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Q19: Page 3 of the RFP indicates the project is to scan existing tags (& document location) and does not include application of barcodes. So, if an items appears to meet the same category & threshold, but is not tagged, are we to ignore the item (and not include it in the data collection)?

A19: Our primary concern is counting (scanning) tagged assets, and verifying or adding the location of those assets to our system. Firms may propose to do just that, or include things you do that might differentiate you from other bidders. For example, if two proposals are close in price, but one firm proposes to also notate untagged assets that the college typically tags, then that would be a value-added differentiating factor to college in its review of responses.

X_____
Bidder acknowledgement of Addendum 1
SIGN AND RETURN WITH YOUR RFP RESPONSE

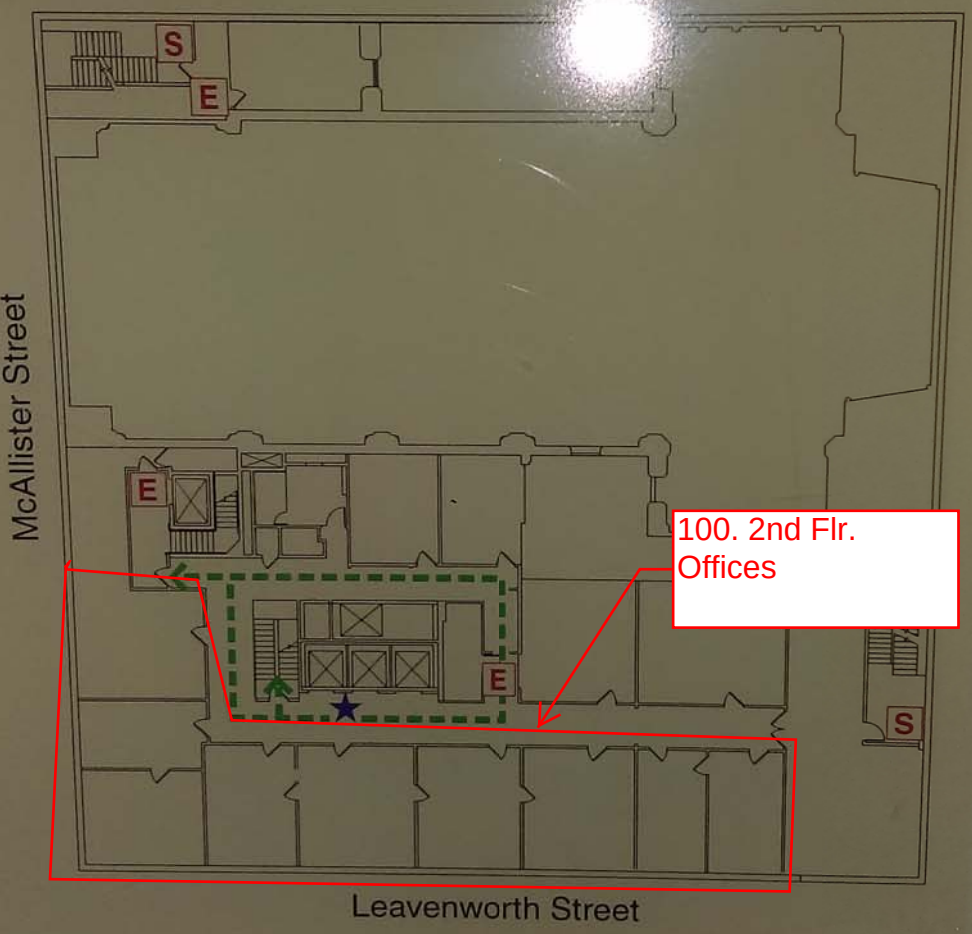
_____ _____
Name of authorized signer Date

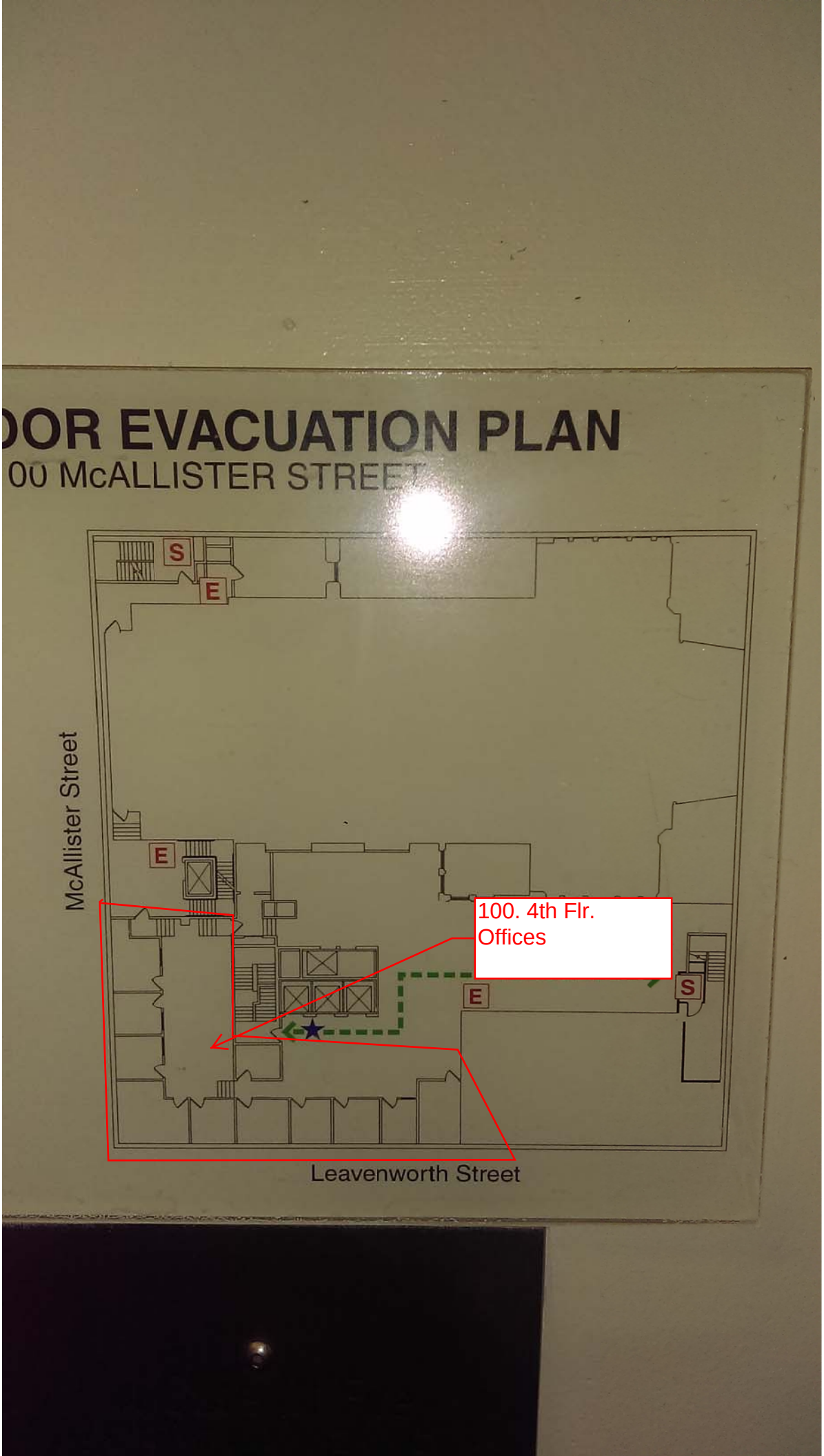
Sincerely,

Darryl Sweet, CPSM, C.P.M.
Director of Business Services
UC Hastings Law
purchasing@uchastings.edu

OR EVACUATION PLAN

0 McALLISTER STREET

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100. 4th Flr.
Offices
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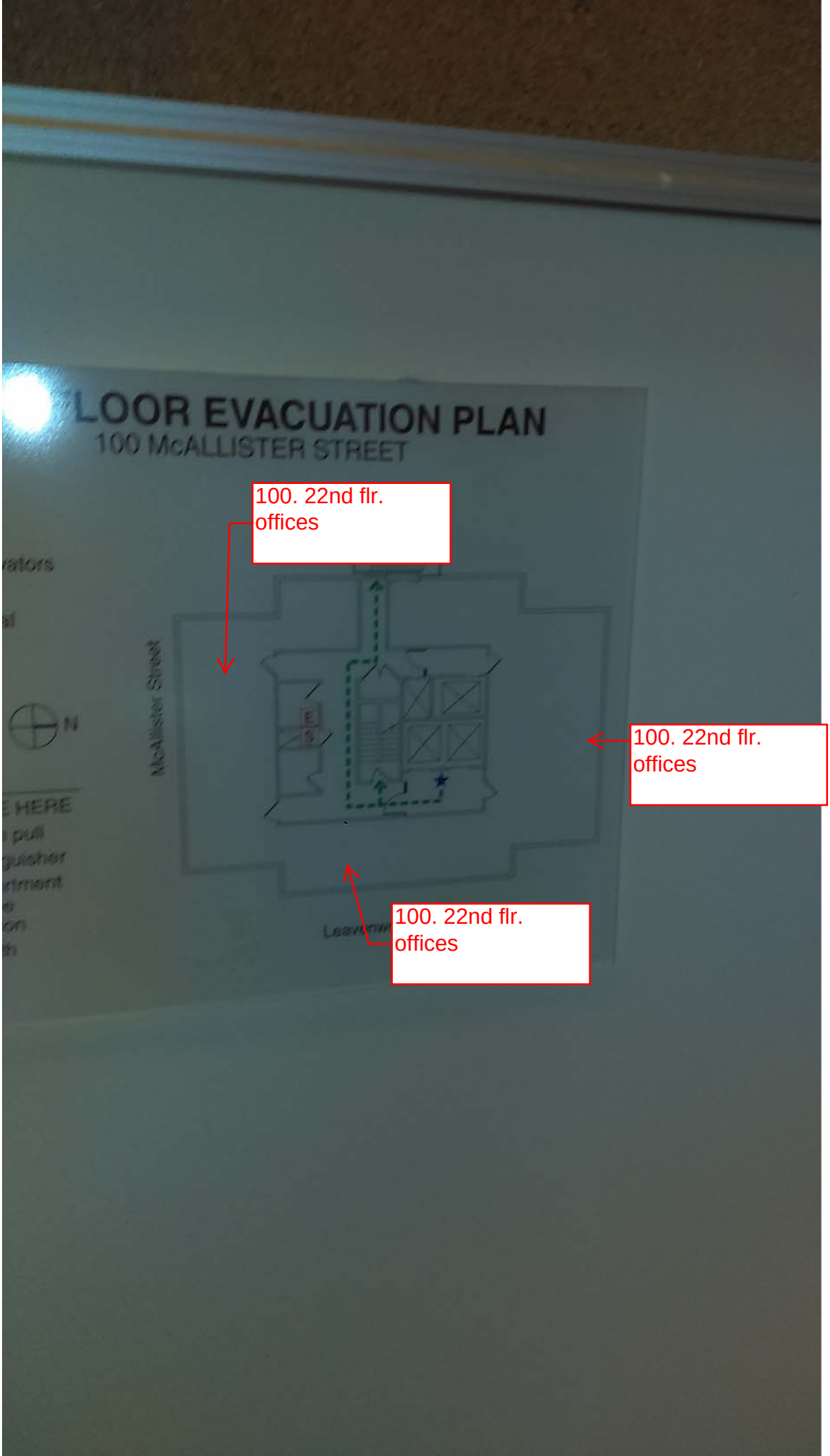
S
Leavenworth Street


LOOR EVACUATION PLAN
100 McALLISTER STREET
100. 22nd flr. offices
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McAllister Street
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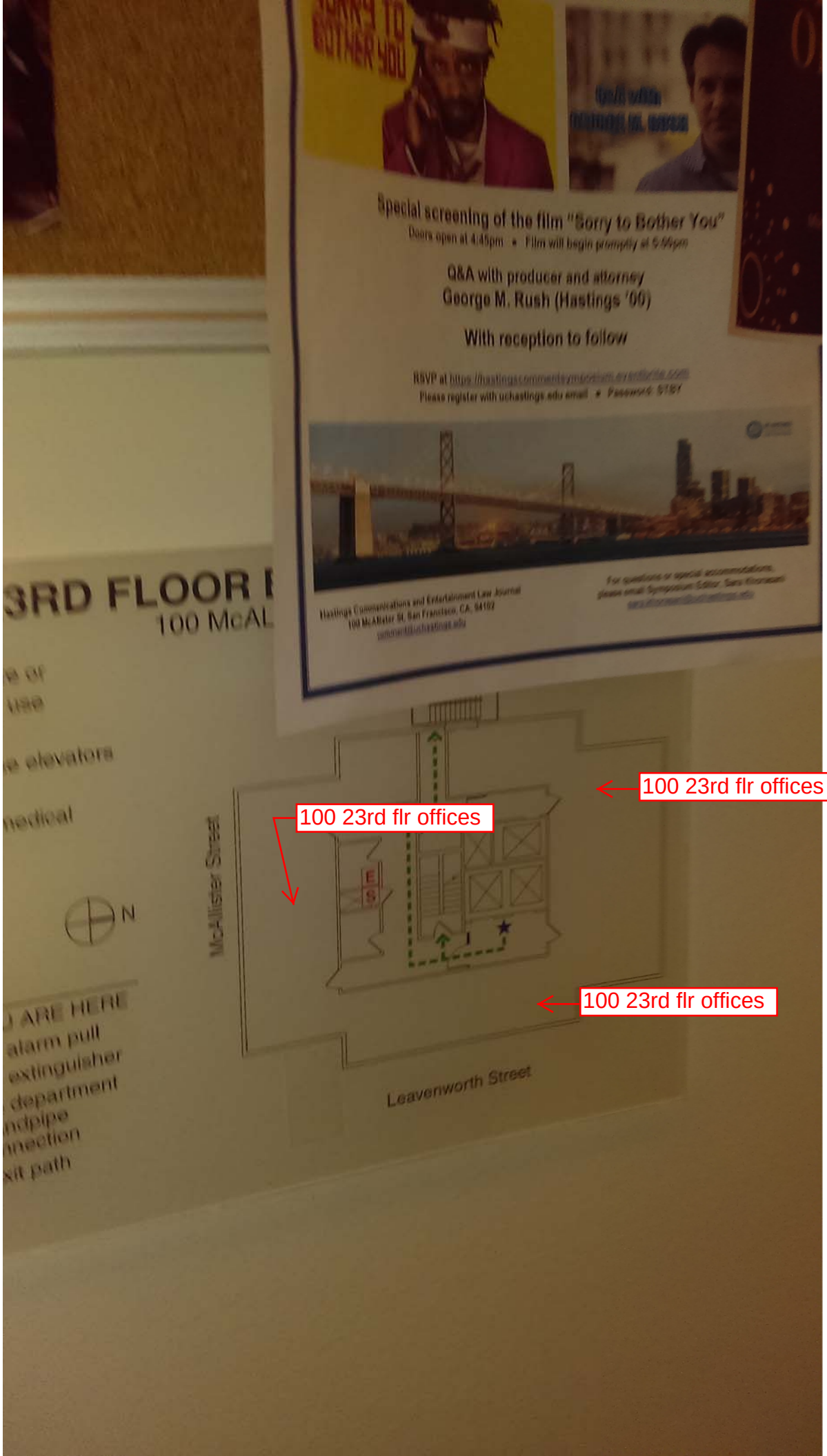
Special screening of the film "Sorry to Bother You"
Doors open at 4:45pm • Film will begin promptly at 5:00pm
Q&A with producer and attorney
George M. Rush (Hastings '00)
With reception to follow
RSVP at https://hastingscommentsymposium.eventbrite.com
Please register with uchastings.edu email • Password: 5151
Hastings Communications and Entertainment Law Journal
100 McAllister St, San Francisco, CA, 94102
3RD FLOOR
100 McAL
elevators
medical
N
ARE HERE
alarm pull
extinguisher
department
ndpipe
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xit path
McAllister Street
Leavenworth Street
100 23rd flr offices
100 23rd flr offices
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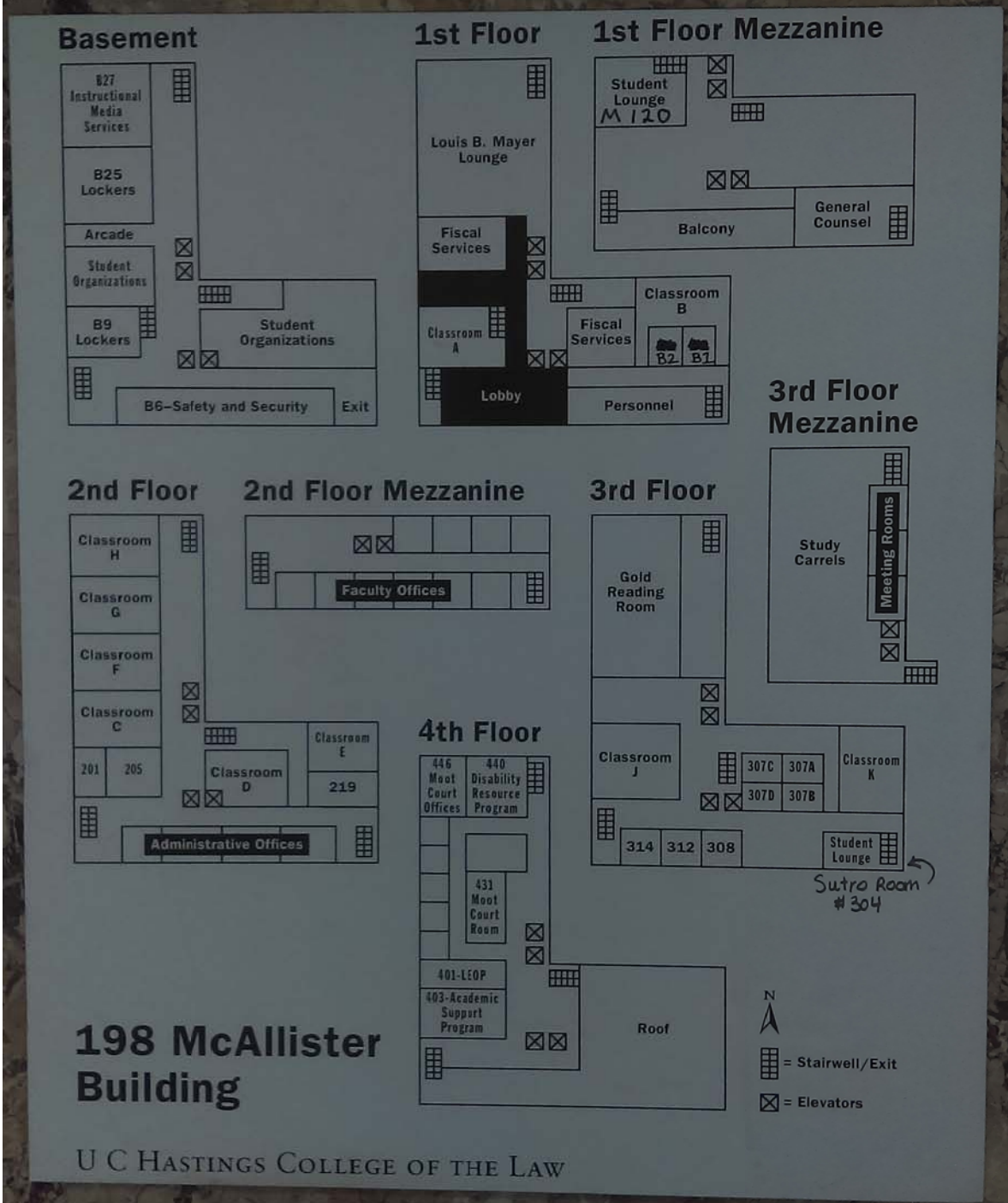
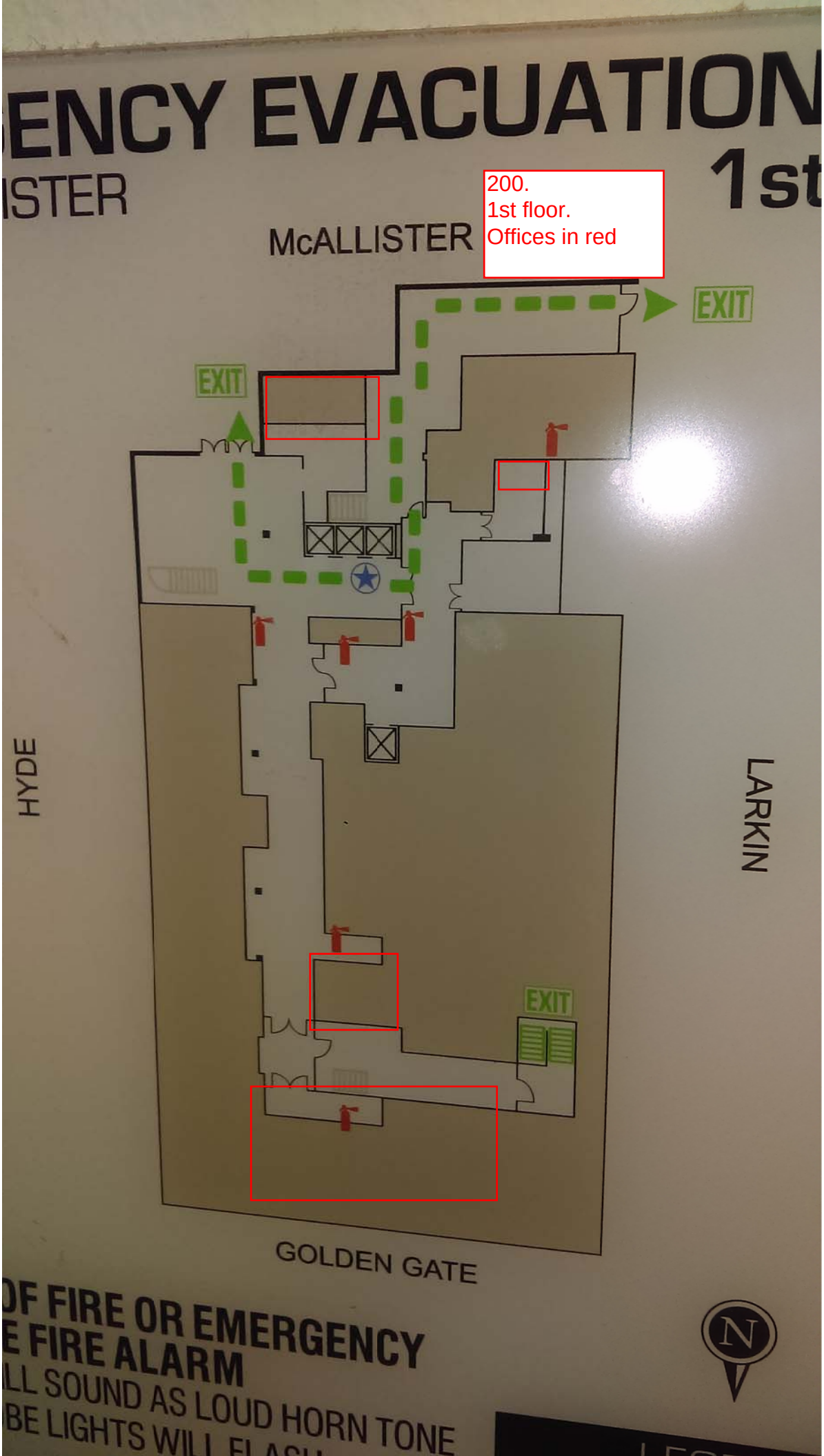
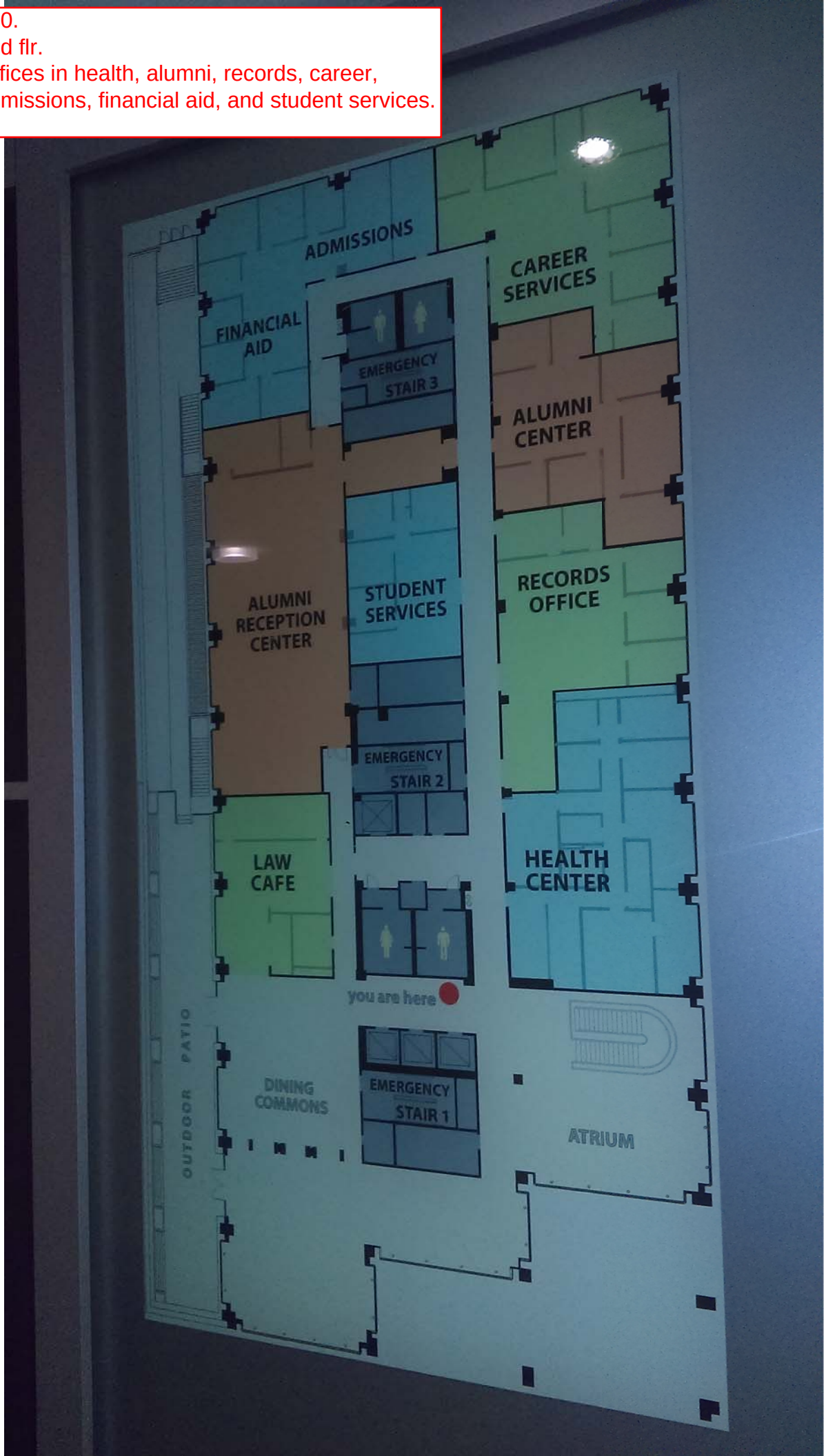

Basement
B27 Instructional Media Services
B25 Lockers
Arcade
Student Organizations
B9 Lockers
Student Organizations
B6–Safety and Security
Exit
1st Floor
Louis B. Mayer Lounge
Fiscal Services
Classroom A
Fiscal Services
Classroom B
B2
B1
Lobby
Personnel
1st Floor Mezzanine
Student Lounge
M120
Balcony
General Counsel
3rd Floor Mezzanine
Study Carrels
Meeting Rooms
2nd Floor
Classroom H
Classroom G
Classroom F
Classroom C
201
205
Classroom D
Classroom E
219
Administrative Offices
2nd Floor Mezzanine
Faculty Offices
3rd Floor
Gold Reading Room
Classroom J
307C
307A
307D
307B
Classroom K
314
312
308
Student Lounge
Sutro Room #304
4th Floor
446 Moot Court Offices
440 Disability Resource Program
431 Moot Court Room
401-LEOP
403-Academic Support Program
Roof
N
= Stairwell/Exit
= Elevators
198 McAllister Building
U C Hastings College of the Law


ENCY EVACUATION
1st
ISTER
McALLISTER
200.
1st floor.
Offices in red
EXIT
EXIT
EXIT
HYDE
LARKIN
GOLDEN GATE
OF FIRE OR EMERGENCY
E FIRE ALARM
LL SOUND AS LOUD HORN TONE
BE LIGHTS WILL FLASH
N

200.
2nd flr.
Offices in health, alumni, records, career, admissions, financial aid, and student services.



200.
3rd flr.
Most concentrated offices.
Numbered.