



DATE: SEPTEMBER 23, 2019  
SUBJECT: LETTER OF CLARIFICATION No. 1  
RE: RFP NO. 2020-01 FIXED ASSET AUDIT AND MANAGEMENT SOLUTION  
OWNER: CITY OF EDINBURG  
TO: ALL PROSPECTIVE PROPOSERS:

**THIS LETTER OF CLARIFICATION IS ISSUED FOR THE FOLLOWING REASON:**

The following questions and City of Edinburg responses are hereby incorporated and made part of the Request for Proposal:

1. Can you provide sample of fixed asset file?  
**A: Yes, upon award.**
2. Are assets currently tagged?  
**A: Yes, with some exceptions**
3. Can you provide a list of buildings with approximate square foot that need to be inventoried?  
**A: Yes, upon award. Square footage may be missing.**
4. Do you have an approximate number of assets that need to be inventoried?  
**A: Yes, approximately 3,600 assets**
5. What is the threshold for assets to be inventoried? Assets greater than \$500, \$1,000, \$5,000?  
**A: Assets are inventoried at \$5,000.00 and up**
6. Are vehicles to be inventoried? If so, do you have approximate number?  
**A: Approximately 567 (this includes vehicles and trailers)**
7. For assets not reconciled does the vendor need to provide historical cost?  
**A: No**
8. Is replacement cost needed for all assets?  
**A: No**
9. What is the approximate total number of assets to be inventoried?  
**A: Same as #4**
10. Can you provide a listing of these assets?  
**A: Yes, upon award.**
11. What is the current threshold value of an asset in order for the asset to be inventoried for the City (\$1,000, \$5,000, etc.)?  
**A: Same as question #5**
12. Approximately how many different buildings/locations will need to be visited in order to complete the inventory?  
**A: Same as question #3**
13. Are you able to provide a building list/listing of locations where assets are currently located?

**A: Yes**

14. Can you please provide a listing of all buildings in which the inventory will be conducted to include the address and estimated square footage of each?

**A: Same as question #3**

15. What is the dollar threshold of asset to be included in the inventory? In other words, assets with an original purchase cost of \$xxx.xx or great will be included (often \$500 or greater)?

**A: Same as #5**

16. What is the number of assets currently tracked in your accounting system?

**A: Same as #4**

17. Can you provide your most recent asset data or listing of assets currently tracked?

**A: Same as question #10**

18. Are there other "sensitive items" regardless of cost that are to be included? If so please provide details – such as - computers, laptops, tablets, printers, AV equipment, etc.

**A: No**

19. Are low-cost, high-volume items to be "group-counted?"

**A: No low-cost items to be inventoried**

20. Are barcode tags currently affixed to assets? If so, what percentage are estimated to have tags?

**A: Yes, with the exception of the last 2 years and normal tearing of tags**

21. When was the last physical inventory performed and who performed the inventory?

**A: Approximately 3 to 5 year ago, by City Employees**

22. Can on-site work be performed after hours to include Saturdays?

**A: To be discussed upon award negotiations.**

23. What is the estimated number of vehicles and will vehicles be physically counted/inspected/tagged or will we be working from a list? ...or will the vendor be tagging titles?

**A: See #6. Physically tagged by vendor, with City's employees assistance**

24. What is the estimated number of vehicles to be included in the inventory? Will vehicles be physically counted/inspected/tagged or will we be working from a list? ...or will the vendor be tagging titles?

**A: See 6 and 23. A list will be provided**

25. Will the on-site physical inventory only include moveable equipment (defined as machinery, equipment, and vehicles)?

**A: No**

a. ...Or will the inventory also include Historical Cost Research for land, land/building improvements, buildings, & infrastructure?

**A: Same as #7**

b. If land, improvements, buildings (LIB) & infrastructure are to be included:

**A: Yes**

i. Will all cost/documentation be provided for LIB and are the deeds to the land readily available in person or online?

**A: Yes**

ii. Or will the City require on-site data collection of land, improvements, and buildings? If so, please provide a listing of all sites, including parks and sports complexes, etc.

**A: Yes, a list of sites will be provided upon award.**

iii. If infrastructure is to be included, can the City provide a current listing?

**A: Yes, upon award.**

iv. Does the City have a building insurance appraisal from within the past 2 years?

A: Yes

WHEN ISSUED, LETTER(S) OF CLARIFICATIONS SHALL AUTOMATICALLY BECOME A PART OF THE BID DOCUMENTS AND SHALL SUPERSEDE ANY PREVIOUS SPECIFICATIONS AND/OR PROVISIONS MADE. IT IS THE RESPONSIBILITY OF THE PROPOSERS TO ENSURE THAT THEY HAVE OBTAINED ANY SUCH PREVIOUS LETTERS ASSOCIATED WITH THIS SOLICITATION.

IF YOU HAVE ANY QUESTIONS REGARDING FURTHER CLARIFICATIONS FOR THIS SOLICITATION, PLEASE CONTACT ME AT [lfuentes@cityofedinburg.com](mailto:lfuentes@cityofedinburg.com) OR (956) 388-1895 EXT. 8972.

SINCERELY,



Lorena Fuentes  
Purchasing Agent  
Finance Department