

**Sacramento City Unified School District
Request for Proposals #24-0921
Fixed Asset Valuation**

NOTICE TO BIDDERS

The Sacramento City Unified School District (“District”) is requesting proposals from qualified firms to complete an onsite inventory for 58 site locations of approximately 2,026 specific discoverable Fixed Assets.

The Request for Proposal (“RFP”), which includes instructions for its completion, is enclosed for your consideration. Respondents to this RFP must mail or deliver one (1) unbound original, two (2) bound copies and a PDF version on a flash drive of requested materials and Fee Proposal to:

**Sacramento City Unified School District
Attn: Purchasing Services
5735 47th Avenue
Sacramento, CA. 95824
RE: RFP #24-0921**

ALL RESPONSES ARE DUE SEPTEMBER 1st by 2:00:00 P.M.

Oral, telegraphic, facsimile, telephone or email RFP Packets will not be accepted. RFP Packets received after this date and time will not be accepted and returned unopened. The District reserves the right to waive any informalities or irregularities in the RFP Packets. The District also reserves the right to reject any and all RFP Packets and to negotiate contract terms with one or more Respondents.

Addenda

The District may modify the RFP, any of the submittal dates, or any of its contents or attachments, prior to the date fixed for submission of proposal by issuance of addendum to all parties who have been furnished the RFP for bidding purposes. Addenda will be number consecutively.

The respondent shall acknowledge receipt of an amendment in its proposal.

The successful bidder will be required to certify that it either meets the Disabled Veterans Business Enterprise (“DVBE”) goal of three percent (3%) participation or made a good faith effort to solicit DVBE participation if it is awarded the contract.

If you have any questions regarding this RFP, please email Robert Aldama, Purchasing Manager at Robert-aldama@scusd.edu

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INTRODUCTION

The Sacramento City Unified School District (“District”) is a California public school district serving approximately 47,000 students on 75 campuses, spanning 70 square miles. The purpose of this Request for Proposal (RFP) is to identify and ensure appropriate accounting of all Title I fixed assets located at 58 District site locations. The District intends to select one contractor through this RFP process that are believed to be able to provide the best value to the District.

SCOPE OF WORK TO BE PERFORMED

1. Complete a room by room inspection at each listed site in inventory (**Attachment A**) to locate/find the subject listed specific assets, barcode tag the untagged assets and inventory readily available subject 2,026 specific assets listed as provided by the District. Items included are furniture, equipment, computers/laptops, and peripheral devices.
2. Provide the District inventory report listing all inventorial items by site name, building/room, bar code number, description, physical condition of fixed asset (very good, good, fair, poor) and serial number in excel and pdf format.
3. Provide the District inventory report listing unaccounted for items by site in pdf format.
4. Provide the District inventory report listing inaccessible items by site in pdf format.

Experienced consultant familiar with fixed asset inventories, appraisals, and management systems.

Recent experience (last five years) completing similar work

Excellent communication skills, including but not limited to report preparation and information depiction through maps, charts and graphs.

The contractor must be available to start work by October 1, 2023 and complete work by November 3, 2023.

The District requires the consultant to designate one individual as the project manager. The project manager will be the point of contact for all communications including reporting and invoices for this project and will be responsible for oversight of all work activities.

It will be the responsibility of the consultant to conduct and complete the contacts and appointments to conduct the appropriate inventory schedule.

It shall be the consultant’s goal to efficiently capture the information needed and to minimize student /teaching interruption.

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DISTRICT RESPONSIBILITIES

- List of locations and addresses of each site that assets are located as District property
- List of specific fixed assets at each site locations to be accounted for
- Master keys for all locations and sites to be used during the inventory
(To be checked out by Consultant at SCUSD Facilities located at 425 1st Ave. Sacramento, CA. 95818)
- Personnel contact list with names and phone number for each site.
- Evacuation maps of each site to be inventoried. Used for checking off rooms as they are inventoried
- Barcode tags to be used for inventory
- District-Campus wide wireless access and passwords

SCOPE OF REQUIREMENTS

It is anticipated that the Scope of Requirements for this Contract will include but not be limited to the following:

1. Pupil Safety

The successful Contractor is required to comply with California Education Code 45125.1. Any employee who interacts with pupils, outside of the immediate supervision, and control of the pupil's parent, guardian or school employee, request a Dept. of Justice (DOJ) fingerprint check, receive the DOJ report and certify to the District that no such employees have been convicted of a felony as defined in 45122.1 prior to commencement of services. Each Respondent shall complete and submit with Proposal, the **Fingerprinting Certification** attached to the RFQP on **Attachment D**.

2. Insurance

The Contractor shall maintain at all times it performs any portion of the services, the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance	

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TECHNICAL REQUIREMENTS

Provide a brief summary of your firm's history, its capabilities and its recent experience (last five years). Also, describe your demonstrated experience with similar projects and qualification including professional Licenses and certifications.

List a minimum of three (3) references for whom comparable services were provided to in the last five (5) years. Include the name of the firm, name of the contact, telephone number and email address of the contact (if available), brief description of the services provided and your firm's role, and the start and completion date.

QUALITY CONTROL

The firm should describe the structure and policy of the organization that ensure quality control of Engagements including existence of quality control process, existence of designated quality review Partner, supervision of staff and periodic quality control reviews.

FEE PROPOSAL

Respondents shall submit a Fee Proposal. The Fee Proposal shall include all costs associated with the Services to be provided as stated in the RFP, including all travel expenses.

EVALUATION PROCEDURES

Proposals will be evaluated on understanding the scope of work, qualifications of the firm, acceptability of conditions,

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- d. The District's Purchasing Manager shall have (5) days after

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**ATTACHMENT C
SERVICES AGREEMENT**

Date: _____ **Place:** Sacramento, California

Parties: Sacramento City Unified School District, a political subdivision of the State of California, (hereinafter referred to as the "District"); and ***INSERT DATA HERE*** (hereinafter referred to as "Contractor").

Recitals:

A. The District is a public school district in the County of Sacramento, State of California, and has its administrative offices located at the Serna Center, 5735 47th Avenue, Sacramento, CA 95824.

B. The District desires to engage the services of the Contractor and to have said Contractor render services on the terms and conditions provided in this Agreement.

C. The contract is entered into pursuant to a competitive Request for Proposals (RFP) solicitation under District RFP #24-0921.

D. The complete contract includes all contract documents, including the RFP and the attachments thereto, Fingerprinting Certificate, Insurance Policies, Scope of Work, this Agreement and all modifications and amendments thereto, and by this reference are incorporated herein. The contract documents are complementary, and what is called for by any one shall be as binding as if called for by all.

In consideration of the mutual promises contained herein, the parties agree as follows:

ARTICLE 1. SERVICES.

The Contractor hereby agrees to provide to the District the services as described below:

1. Complete a room by room inspection at each listed site in inventory (**Attachment A**) to locate/find the subject listed specific assets, barcode tag the untagged assets and inventory readily available subject 2,026 specific assets listed as provided by the District. Items included are furniture, equipment, computers/laptops, and peripheral devices.
2. Provide the District inventory report listing all inventorial items by site name, building/room, bar code number, description, physical condition of fixed asset (very good, good, fair, poor) and serial number in excel and pdf format.
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ARTICLE 2. TERM.

This Agreement shall commence on the Contractor's receipt of Notice to Proceed by the District.

The Contract is for a period of 90 days from the date of the Notice to Proceed. The Contract shall terminate upon completion of the work.

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The District assumes no

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Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Agreement shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing ~~and~~ **and** ~~087.D~~ **087.D**

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**SACRAMENTO CITY
UNIFIED SCHOOL DISTRICT**

*****INSERT DATA HERE*****

By: _____
Jesse M. Castillo
Interim Chief Business Officer

By: _____
Insert Data Here
Insert Data Here

Date

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ATTACHMENT D

CONTRACTOR CERTIFICATION of COMPLIANCE

Fingerprinting: Education Code section 45125.1 provides that any contractor providing school site administrative or similar services to a school district must certify that employees who may come into contact with pupils have not been convicted of a serious or violent felony as defined by law. Those employees must be fingerprinted and the Department of Justice (DOJ) must report to the Contractor if they have been convicted of such felonies. No person convicted may be assigned to work under the contract. Depending on the totality of circumstances including (1) the length of time the employees will be on school grounds, (2) whether pupils will be in proximity of the site where the employees will be working and (3) whether the contractors will be working alone or with others, the District may determine that the employees will have only limited contact with pupils and neither fingerprinting nor certification is required.

The District has determined that section 45125.1 is applicable to this Agreement, and that the employees assigned to work at a school site under this Agreement will have only limited contact with pupils, provided the following conditions are met at all times:

1. Employees shall not come into contact with pupils or work in the proximity of pupils at any time except under the direct supervision of school district employees.
2. Employees shall use only restroom facilities reserved for District employees and shall not use student restrooms at any time.
3. Contractor will inform all employees who perform work at any school or District site of these conditions and require its employees, as a condition of employment, to adhere to them.
4. Contractor will immediately report to District any apparent violation of these conditions.
5. Contractor shall assume responsibility for enforcement of these conditions at all times during the term of this Agreement.

If, for any reason, the Contractor cannot adhere to the conditions stated above, the Contractor shall immediately so inform the District and shall assign only employees who have been fingerprinted and cleared for employment by the Department of Justice. In that case, the Contractor shall provide to the District the names of all employees assigned to perform work under this Agreement. Compliance with these conditions, or with the fingerprinting requirements, is a condition of this Agreement, and the District reserves the right to suspend or terminate the Agreement at any time for noncompliance.

Authorized Signature of Contractor

Date

Printed Name/Title