



**MONTGOMERY COLLEGE – OFFICE OF PROCUREMENT
CAPITAL ASSETS INVENTORY VERIFICATION SERVICES**

RFP NO.: E423-003

RFP CLOSING DATE AND TIME: JUNE 6, 2023 @ 3:00 PM

ADDENDUM #1

ISSUED: MAY 25, 2023

THE PURPOSE OF THIS ADDENDUM IS TO PROVIDE ANSWERS TO REQUESTS FOR CLARIFICATION TO THE RFP DOCUMENT.

Item 1-1 Question: On Page 4, Section 1.18 the Contract Term is for 1 year with up to 4 additional one-year terms for a total of 5 years. Is year 1 a full inventory of ALL approximately 5,800 assets and subsequent years a 50% inventory or is year 1 a 50% inventory (approximately 2,900 assets)?

Answer: Yes. Year 1 and subsequent years will require verification of only 50% of the assets.

Item 1-2 Question: On Page 9, Section 2.1 Background states, “Last inventory verification was performed in 2018.” Was the inventory performed internally by the College staff or by an outside firm? If an outside firm who?

Answer: Last inventory verification was performed by Strategy and Management Services (SAMS), an outside firm.

Item 1-3 Question: On Page 10, Section 2.2.2 Scope of Services states, “The awarded Contractor will only be verifying assets per the list, any tagging or reconciliation will be done by the College.” Will the selected contractor be expected to perform follow-up reconciliation services with department contacts on assets not located during initial inventories?

Answer: The College will conduct reconciliation and will follow up internally with user departments.

Item 1-4 Question: On Page 10, Section 2.2.2.2 Legacy Items. Are Legacy items included in the approximate total count of assets to be inventoried (5,800)? If not, how approximately how many additional items?

Answer: Legacy items are included in the approximate total count of assets to be inventoried.

Item 1-5 Question: On Page 10, Section 2.2.2.3 Grant Items (Non-IT equipment). Are Grant items included in the approximate total count of assets to be inventoried (5,800)? If not, how approximately how many additional items?

Answer: Grant items are included in the approximate total count of assets to be inventoried.

Patrick Johnson

Patrick Johnson, MBA, CPPB
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the Technical Proposal submission. Failure to return this Acknowledgment of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.

Company Name

Authorized Signature

Date

Printed/Typed Signature