



**DEPARTMENT OF PURCHASING & CONTRACT
COMPLIANCE**

**Winner 2000- 2007 Achievement of Excellence in
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Jerome Noble, Director



September 12, 2007

**RE: 07RFP57484K-DJ
Asset Management System Audit**

Dear Proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced request for proposall (RFP).

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Donna Jenkins

Donna Jenkins
Assistant Purchasing Agent

**07RFP57484K-DJ, Asset Management System Audit
Addendum No. 2
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

1. Are the last internal and external audits performed for the General Services Department available for review and use in drafting our proposal?

There are no external or internal audits of the Department.

2. Have any recent purchasing studies been conducted for the General Services Department? If so, are they available for review and use in drafting our proposal?

No.

3. Are there any audits that have been performed for the General Services Department's asset management system available for review and use in drafting our proposal?

None have previously been performed.

4. Has Fulton County established a budget for this project? If so, how much has been allocated?

No.

5. Sections 9-3 and 9-5 read: *Submit one (1) Original Proposal and _____ () **complete** copies of the Original Proposal including all required documents.* Please confirm the number of copies required for the Technical and Cost Proposals.

5 copies each of the Technical and Cost Proposals (ref. Section 3.1.2 Number of Copies, page 3-2).

6. Are we eligible for the local preference points if our company has a license to conduct business in Fulton County (and we can provide such evidence with our proposal), but we do not have a physical location in the County?

Yes, your business has to be physically located within the geographic boundaries of Fulton County (ref. Section 3.4 Technical Proposal Format, section 7 Location of Firm, page 3-5).

7. Is an organization chart available for the General Services Dept with any other staff involved with Asset Management Section?

This information will be provided to the proposer that is awarded the contract.

8. When was the last comprehensive physical inventory?

Due to the large number of items tracked and the small number of staff available, conducting a comprehensive physical inventory is an ongoing exercise.

9. The RFP information refers to perpetual inventory & tracking. What is the frequency of test counts vs. recorded asset values? How are variances resolved and recorded?

Currently, tests are not performed.

10. Are the existing asset written policies & procedures available & accessible by electronic data file after the vendor is selected?

No. PDF only,

11. How frequently are General Service Dept asset data records compared or reconciled to the Accounting Dept? Are there separate databases or an integrated database?

Data records are not reconciled with Finance.

12. Is the 2006 current CAFR available? The 2005 CAFR is on the website. If the 2006 CAFR is not available is an asset summary report used for the CAFR available?

Our focus is establishing accountability with the various departments, not financial reporting.

13. What is an estimated level of annual asset turnover?

Uncertain at this time.

14. Will the selected vendor team communicate both with General Service Dept Staff and Accounting Dept staff?

Communicating with the accounting staff would *probably* be limited to procedures to ensure that items that are capitalized are properly identified and tracked.

15. What estimated asset value/volume for infrastructure assets like sewer, treatment plants, other?

Unknown by us and not applicable for this exercise.

16. Does the RFP work scope include jointly owned assets by Fulton County and other authorities (Grady Hospital, Fulton County stadium) in the current asset database? If so, to are all the jointly owned assets included or certain categories, like bldg improvements, etc?

Only items owned by Fulton County. Buildings and infrastructure are not a part of asset management's responsibility

17. Are asset for incorporated Sandy Springs & Milton & South Fulton a part of the Fulton County asset database records or not?

No.

18. What's the estimated value/volume of mobile assets/inventory (fleet vehicles, IT equipment etc)?

Value is unknown. There are approximately 100,000 active (items in service) records, of we assume a large portions has been displaced, but the records do not reflect the displacement.

19. What is the estimated value/volume of intangible assets and donated assets?

Not known.

20. What is the estimated value/volume for leased assets in the current asset base?

Currently, we are not aware of any leased assets in the data.

21. Are there separate IT Dept Staff that work with the General Services Dept & Asset Management team?

No.

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30335 by the RFP due date and time **Monday, September 17, 2007, 11:00 A.M.**

This is to acknowledge receipt of Addendum No.2, _____ day of _____, 2007.

Legal Name of Bidder

Signature of Authorized Representative

Title