



**DATE: February 5, 2019**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Fixed Asset Inventory Services  
**JJC PROJECT NO.:** R18018

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. **FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.**

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**Questions Received:**

1. For the inventory of assets with a value of less than \$2,500, is there a minimum dollar threshold?

***\$500 along with a valuation and count of furniture by type per room***

2. How many assets are to be inventoried less than \$2,500 original cost?

***Unknown***

3. Are all assets (capital and non-capital) currently tagged?

***Generally only capital assets are tagged. Non-capital computers are tagged by IT.***

4. Are values of the buildings to be provided for insurance purposes?

***No***

5. Please provide a listing of buildings at all locations with square footage

***See attached pdf file***

6. Per the Section A, #7 of the Scope of Work, the College is interested in a software recommendation. Can the College provide a count of the users who would be utilizing the software?

***This would probably depend on the new process that we would adopt as a result of this recommendation. Number of users expected to be between 5-15.***

7. If the College determines that a fixed asset software solution is a part of the award, will an interface to any other software solution be necessary? If so, what is the other system(s), what is the purpose of the interface, and will this be a 1 way or 2 way interface? Also, does the College desire a flat file exchange or a more advanced API utilizing web services, and upon what frequency will the interface need to run; i.e. nightly, weekly, etc.?

***Not looking for an interface with our current software.***

8. Will Insurable Replacement Cost Values need to be provided for all Capital and Non-Capital Assets, or just the Capital Assets?

***Both***

9. Will there be availability/access to inventory certain campus areas either before or after normal business hours?

***Yes***

10. How many total items/what items are to be part of the Non-Capital Fixed Asset Inventory? I'm assuming that the IT Equipment listing and the Absolute Active Device Report released initially with the RFP will be part of the Non-Capital Fixed Assets, but will there be additional assets, i.e. equipment, furniture, etc. that will need to be part of this Non-Capital inventory? If so, could you please provide a listing of these assets or an approximate count of these additional assets?

***See answer to question #1.***

11. Will floor plans be available for all space to be inventoried?

***Yes***

12. Will it be acceptable to use JJC's Professional Services template as the foundation for the contract, if we are awarded this bid?

***Yes***

13. It mentions on page #3 under the Overview section the objectives for completing the fixed asset inventory/audit - #1 being financial reporting and audit compliance. When was the last comprehensive inventory performed? Was this done internally or by an outside vendor? If an outside vendor, who?

***Outside vendor, but it was 15 – 20 years ago. Don't know who the vendor was.***

14. On page #13 under Scope of Services section bullet point 3. Database O. Old Asset Number – is the asset number on “most” capital asset items (\$2,500 >) in the field? A best guess % of items that would contain these asset numbers?

***Yes, expect 80%.***

15. On page #14 under Requested Services section bullet point 5. Bar/code asset tags – will all items including non-capital control items be receiving a new barcode tag? If so would the College like to have a different tag color to distinguish capital from non-capital/control item inventories?

***Yes, new barcode tags on all assets. Either different color or numbering sequence between the capital and non-capital assets.***

16. Are all items that were “pinged” in the absolute active device report College owned and subject to the inventory?

***Yes***

17. Are there any leased items (i.e. copiers etc.) that would also need to be inventoried and tagged?

***None***

18. Does the college have an approved budget for the inventory audit/valuation/reconciliation and reporting services or would this be requested after vendor bids are received?

***Approved Budget***

19. What is the year end for the college?

***June 30th***

20. When was the last appraisal done, who was the incumbent and were there any issues with their work?

***See answer to question #13.***

21. What firms attended the optional Pre-Proposal Meeting?

***Duff & Phelps***

***OHC Advisors***

***RCI***

***ProBar***

***SC-B Consulting***

22. Can we get a list of all the locations with addresses and square footages of the individual buildings there? (please include the items referenced as “multiple satellite locations”)

***Same as question #5.***

23. I see in the inventory list that you provided that you include some buildings and land improvements in the database. To confirm, this inventory is for equipment only inside the various buildings?

***Yes, equipment only.***

24. Three part question, In Scope of Work, item A4, it discusses reconciling the IT database for PC's. Do you want PC's tagged? If so please identify specifically what IT equipment we need to tag since the list you provided has laptops, computers, switches, routers, etc.? If you want us to tag laptops, how are we going to get access to those?

***Yes, intent is to re-tag all IT equipment. Open to recommendations for tagging laptops.***

25. The RFP requests assets under \$2500 be picked up and discusses student desks, musical instruments, tools, etc. Is there a minimum threshold of what we will be inventorying? Some of these items will be under \$50?

***See answer to question #1.***

26. On page 14, #2, you list a room by room survey, then list common equipment by dept., then desks. Can you please clarify. The way I read this is any tagged item will be by room, equipment for a certain department, i.e., science will be done by area/dept. and desks and furniture will be counted and done on a per school basis and not be tagged?

***See answer to question #1.***

27. On your equipment listing it says we will be picking up vehicles. Will all the vehicles be at one location so we don't have to hunt them down?

***Vehicles are stationed at one of our campuses, with a majority at main campus.***

28. The timeline of June 30, 2019 is that fieldwork and reports or just fieldwork? When do you need to have reports by?

***Budgeted funding ends on June 30, 2019.***

29. Do you have a listing of everything that was inventoried in the past such as furniture and other equipment?

***Don't have the previous inventory.***

**End of Addendum #1**



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**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reedus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

**Joliet Junior College, District #525**

Loc #	Bldg #	Address				Occupancy	Asset Number	Sq Ft	YC	Const	# Stories	Sprinkler	Smoke	Fire	Roof
		Street	City	St	Zip										
1	1	1215 Houbolt Road	Joliet	IL	60431	Bldg A - Campus Center	2012015	130,474	2011	JM	3	Y	Y	Y	2011
1	2	1215 Houbolt Road	Joliet	IL	60431	Bldg B - Vet/Tech	2000108	16,888	2000	JM	1	Y	Y	Y	1998
1	3	1215 Houbolt Road	Joliet	IL	60431	Bldg C - Automotive	91000020	91,735	1972	JM	2	N	Y	Y	2010
1	4	1215 Houbolt Road	Joliet	IL	60431	Bldg D - Career Services	91000019	16,927	1972	JM	2	N	Y	Y	
1	5	1215 Houbolt Road	Joliet	IL	60431	Bldg E - Natural Science	91000018	85,635	1972	JM	2	Y	Y	Y	2012
1	6	1215 Houbolt Road	Joliet	IL	60431	Bldg F - Planetarium	91000017	10,269	1972	JM	2	N	Y	Y	2012
1	7	1215 Houbolt Road	Joliet	IL	60431	Bldg G	91000016	38,513	1972		2	N	Y	Y	
1	8	1215 Houbolt Road	Joliet	IL	60431	Bldg H - Bridge	91000015	19,377	1974	JM	1	N	Y	Y	2007
1	9	1215 Houbolt Road	Joliet	IL	60431	Bldg J - Music/Prof Learning	91000014	160,258	1974		5	N	Y	Y	
1	10	1215 Houbolt Road	Joliet	IL	60431	Bldg K - Fine Arts	91000027	46,175	1980	JM	3	Y	Y	Y	2000
1	11	1215 Houbolt Road	Joliet	IL	60431	Bldg L - Facility	2012001	42,498	2011		2	Y	Y	Y	2010
1	12	1215 Houbolt Road	Joliet	IL	60431	Bldg S - Ag/Hort	91000022	30,103	1972	JM	2	N	Y	Y	2015
1	13	1215 Houbolt Road	Joliet	IL	60431	Bldg T - Bus/Tech	98999	94,214	1996	TU/Precast	2	Y	Y	Y	2013
1	14	1215 Houbolt Road	Joliet	IL	60431	Bldg U - Health Prof	2013001	124,671	2013	JM	3	Y	Y	Y	2013
1	23	1215 Houbolt Road	Joliet	IL	60431	Event Center	2017002	85,223	2017	TU/Precast	2	Y	Y	Y	2017
1	15	1215 Houbolt Road	Joliet	IL	60431	Boiler House	91000010	4,809	1972		1	N	Y	Y	2000
1	16	1215 Houbolt Road	Joliet	IL	60431	Greenhouse	9400002	11,798	2009	JM	1	Y	Y	Y	2010
1	17	1215 Houbolt Road	Joliet	IL	60431	Maint Barn	91000026	4,384	1941		2	N	N	N	2017
1	18	1215 Houbolt Road	Joliet	IL	60431	Salt Sheds (2)	2005132	1,969		JM	1	N	N	N	
1	19	1215 Houbolt Road	Joliet	IL	60431	School House	2002998	1,132	1920		1	N	N	N	
1	20	1215 Houbolt Road	Joliet	IL	60431	BB Press Box	34387	537	2017	JM	2	N	N	N	2017
1	21	1215 Houbolt Road	Joliet	IL	60431	SB Press Box	2014041	180	2013		1	N	N	N	2013
1	22	1215 Houbolt Road	Joliet	IL	60431	Property in the Open		0	-	-	-	-	-	-	-
2	1	1125 W Romeo Rd	Romeoville	IL	60446	Romeoville Campus	9200998	36,025	1993		1	Y	Y	Y	2014
2	3	1125 W Romeo Rd	Romeoville	IL	60446	Romeoville Addition	2017003	50,028	2017	Frame/MNC	2	Y	Y	Y	2017
2	2	1125 W Romeo Rd	Romeoville	IL	60446	Romeoville Storage	9400003	1,460	1994	JM	1	N	Y	N	2017
3	1	214 N Ottawa Street	Joliet	IL	60432	City Center Campus	2006002-60% 2006003-40%	32,912	1969	JM	5	N	Y	Y	2015
3	2	214 N Ottawa Street	Joliet	IL	60432	Parking Lot		17,424	-	-	-	-	-	-	-
4	1	725 School St	Morris	IL	60450	Morris Educ Center		6,000		JM	1	N	Y	Y	
5	1	17840 Laraway Rd	Joliet	IL	60433	Weitendorf AG Center	2008010	32,832	2007		1	Y	Y	Y	2007
5	2	17840 Laraway Rd	Joliet	IL	60433	Weitendorf Storage	2013002	4,800	2012	JM	1	N	N	N	2012
6	1	235 N. Chicago St.	Joliet	IL	60432	New City Center	2017001	98,000	2017	JM	6	Y	Y	Y	2017
6	2	255 N. Chicago St.	Joliet	IL	60432	Parking Lot		25,200	-	-	-	-	-	-	-
6	3	255 N. Chicago St.	Joliet	IL	60432	Alley		2,475	-	-	-	-	-	-	-
		251 N. Chicago St	Joliet	IL	60432	Chicken & Spice									2018
		Various	Various	IL		Signs									
Totals								\$ 1,324,925							