



**NEW CASTLE COUNTY**  
**Purchasing Division**  
**87 Read's Way**  
**New Castle, DE 19720**  
**(302) 395-5250**

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**FIXED ASSET PHYSICAL INVENTORY**  
**NEW CASTLE COUNTY GOVERNMENT**

**BID #15SA-304**

New Castle County is seeking priced proposals for a Fixed Asset Physical Inventory.

Interested parties are asked to submit priced proposals, in writing, with one (1) original and three (3) copies, to New Castle County Purchasing Division, 87 Read's Way, New Castle, DE 19720, by **2:00 p.m. Wednesday, April 23, 2014** so stating their interests and qualifications.

**NOTE: Bidders are responsible for obtaining the bid specifications and all addenda from the New Castle County Purchasing website at [www2.nccde.org/purchasing](http://www2.nccde.org/purchasing).**

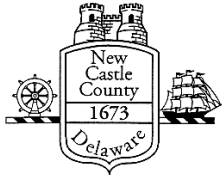
Questions about the project should be directed in writing by **noon Wednesday, April 16, 2014**, to Andria Smith, Purchasing, by e-mail at [asmith@nccde.org](mailto:asmith@nccde.org).

**INSTRUCTIONS FOR PROPOSAL**

Sealed proposal envelopes shall carry a clear notation in the lower left quadrant, **“Fixed Asset Physical Inventory, Bid #15SA-304.”**

FAX proposals **cannot** be accepted.

Pursuant to New Castle County Code and Delaware State Law, no contract will be awarded to any vendor unless, before or in conjunction with the actual award of the contract to such vendor, has submitted proof satisfactory to the County, or to the awarding agency, or the designated representative of the County or the awarding agency, as the case may be, that it and each and every subcontractor named by it in its bid, if any, will at the time it submits such proof have valid and effective licenses required by the State and the County, and the political subdivisions, if any, in which the project is located, and the United States government, in order for each of them (i) to do business therein; (ii) to comply with all tax laws thereof; and (iii) to perform the labor and/or supply the material involved in the performance of the contract.



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Awards, if any, will be made in conjunction with the Delaware Code, Subchapter 2, Chapter 69, Title 29, and the New Castle County Code.

Minority and Women-owned Business Enterprises (MWBE) will be afforded full opportunity to submit proposals, and will not be subject to discrimination on the basis of race, color, nation origin, sex, religion, age, disability, or sexual orientation in the consideration of this award.

**Mailing address:** New Castle County Purchasing Division  
New Castle County Government Center  
87 Read's Way  
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**GENERAL**

New Castle County is seeking proposals to conduct a physical inventory of the County's fixed assets.

**I. BACKGROUND**

New Castle County ("the County") is located in the northernmost portion of the State, and is bordered on the east for 40 miles by the Delaware River, on the north by Pennsylvania, on the west by Maryland and on the south by Kent County, Delaware. The County comprises a land area of approximately 437 square miles. The City of Wilmington, the County seat, is the largest incorporated city in the State.

**II. SCOPE OF WORK**

**1. Overview**

New Castle County's fixed assets are defined as tangible property of significant value from which benefit will accrue to the County over a period beyond one year. Fixed assets are not intentionally acquired with the purpose of resale and are not readily convertible into cash. The County records fixed assets in the following two (2) basic groups:

1. Capitalized Assets: Fixed assets that meet the requirements of the capitalization threshold of \$5,000 are considered Capitalized Assets. This capitalization threshold is applied to individual fixed assets rather than to groups/sets of fixed assets (e.g. chairs, desks, etc.). Capitalized Assets are depreciated over their estimated useful lives.

*Note: All fixed assets purchased with any Capital Project Funds are capitalized regardless of cost.*

Construction in Progress (CIP) is a category that captures expenditures of incomplete capital projects until converted into a capital asset(s).



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2. (a) Inventoried Assets – ‘Standard’: Fixed assets that have a value less than the capitalization threshold of \$5,000, but greater than or equal to \$1,500 are considered standard inventoried assets. Standard inventoried assets are expensed at the time of purchase and consequently are not subject to depreciation, yet these assets will be recorded in Performance Asset Management (PAM) system for purposes of control and accountability.

(b) Inventoried Assets – ‘Specialized’: Fixed assets that fall below the minimum threshold of \$1,500, yet are deemed a significant component for County operations, are considered specialized inventoried assets. Specialized inventoried assets are expensed at the time of purchase and consequently are not subject to depreciation, yet these assets will be recorded in PAM for purposes of control and accountability. Desktop and laptop computers are the County's ‘specialized’ inventoried assets.

Fixed assets are recorded (as of 02/26/2014) in the following six categories and construction in progress with the number of assets associated with each category: Buildings (438), Equipment (13,515), Infrastructure (160), Land (465), Building Improvements (123), Improvements Other than Buildings (837), and CIP (17). These fixed assets are located in (but are not limited to) 500 locations which are composed of two hundred fifty-eight (258) County parks, fifty-seven (57) County buildings, one-hundred seventy (170) pump stations, four (4) treatment plants, approximately one thousand eight hundred (1,800) miles of sanitary sewer, and one (1) airport.

All financial and classification data for capitalized and inventoried assets is recorded and maintained on the County's fixed asset system, Tier Performance Asset Management (PAM). To properly identify, manage, and control fixed assets, fixed asset bar-code tags, composed of an eight digit number, are applied to capitalized and inventoried assets. Due to their physical nature, certain fixed assets such as (but not limited to) land, animals, submersible equipment, and buildings are not tagged; however, the fixed asset tag with the applicable information is in a file and/or binder for control purposes. These tags are an important instrument due to their unique, identifiable number that can be traced in PAM, which contains pertinent information about the lifecycle of the fixed asset, as well as their function to expedite the inventory process.



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**2. Scope of Work to be Performed**

New Castle County is seeking proposals to: (1) conduct a physical inventory of the County's current (a) capital assets (threshold \$5,000), (b) inventoried assets (threshold \$1,500), and (c) specialized assets (i.e., desktop and laptop computers), and (2) generate a full complement of reports (paper and electronic media) that reflect the results of the inventory of the County's fixed assets.

Pre-inventory meeting(s) will be held to discuss the approach and method of work to be performed, including any County requirements needed.

The physical inventory will be conducted at all County locations identifying the fixed assets at each location and sublocation. Any fixed assets (capitalized and inventory) found without a bar code tag shall be identified and all information (i.e., description, make, model, serial number, appraised value) about the fixed asset accumulated for input into PAM by the County.

The fixed assets to be inventoried are tagged with a bar code asset tag in a uniform and consistent manner, in order to facilitate scanning. The data that is to be provided should be submitted in a computerized format with fields and field lengths formatted to conform to the County's fixed asset system (PAM).

Upon completion of the County's fixed asset physical inventory, the Proposer will perform a reconciliation statement to the County's record of fixed asset inventory in PAM to assure that consistency and reasonableness have been met. A post inventory meeting will be held to discuss results and findings.

The Proposer must be prepared to conduct this inventory in consideration of the number of locations and the mass quantity of the assets involved.

A complete list of data codes and their descriptions as they apply to the fixed assets can be furnished for the benefit of prospective proposers.



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**Timetable**

The proposed time frame for this project's completion is four (4) weeks, with the complement of reports due 10 business days after inventory completion. The timeframe is tentatively scheduled from late April 2014, to May 2014 with the complement of reports due June 2014.

**III. COST PROPOSAL**

**1. Total All-Inclusive Maximum Price**

The bid should contain all pricing information relative to performing the work as described in this RFP. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The County will not be responsible for expenses incurred in preparing and submitting the technical proposal or the bid. Such costs should not be included in the proposal.

**IV. VENDOR QUALIFICATIONS**

The Proposer *must* demonstrate that it has experience in the services required in **Section II, Scope of Work**.

The following elements *must* be included in each proposal:

- A. Description of company
- B. Experience and reputation
- C. Expertise and educational credentials in specialized fields or disciplines
- D. Capacity to perform the services and to meet requirements of the project, i.e., adequacy of personnel, financial responsibility, and credit worthiness
- E. Location of company
- F. Record of performance or demonstrated ability to handle similar projects (references)
- G. Familiarity with government entities, its requirements, systems, and problems, and knowledge of governmental accounting



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- H. Distribution of work among firms; economic considerations may be included, but the purpose shall be to broaden the base from which selections are to be made
- I. Price

**V. INSURANCE**

**Workers' Compensation & Employer's Liability Insurance**

Vendor shall purchase and keep in force and effect workers' compensation insurance that will provide the applicable statutory benefits for all of the Vendor's employees who may or do suffer covered injuries or diseases while involved in the performance of their work for the Vendor; and, even if permitted to do so by statute, Vendor shall not reject any workers' compensation insurance option that, in the absence of such a rejection, would be applicable to any of the said employees. The policy providing the workers' compensation insurance shall include: (1) broad form all-states coverage; (2) an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.

Vendor shall purchase, and keep in force and effect, Employers' Liability insurance with maximum limits for each employee of \$1,000,000 for each bodily injury by accident, or occupational disease, and \$1,000,000 aggregate maximum limits for all bodily injuries by accidents and occupational diseases within the coverage period, regardless of the number of employees who may sustain bodily injuries by accident or occupational disease.

**Automobile and General Liability Insurance**

Vendor shall purchase: (1) motor vehicle liability coverage, for owned, hired and non-owned vehicles, covering any and all claims for bodily injury and property damage that arise out of Vendor's performance of work for New Castle County, (2) comprehensive Commercial General Liability (CGL) insurance with limits of no less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The CGL policy shall be extended by endorsement or otherwise to also include (a) coverage for Contractual Liability assumed by Vendor, with defense provided in addition to and separate from policy limits for indemnities of the named insured, (b) coverage for Independent Contractor Liability providing coverage in connection with such portion of the Services being subcontracted



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prior to any of the Services being subcontracted, in accordance with the terms and conditions of this Agreement, (c) coverage for Broad Form Property Damage Liability, (d) coverage for Personal Injury and Advertisers Liability, (e) products and completed operations.

( ) Professional Liability Insurance (applicable if checked)

Each vendor of professional services for whom this provision is applicable shall provide professional liability insurance with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

All insurance required under this contract except workers' compensation, employers liability, and professional liability (if applicable) shall be provided on a policy(s) that specifically names New Castle County, its officials and employees as additional insureds.

Each policy shall provide an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.

Each policy shall be endorsed to require the insurer to give New Castle County at least thirty (30) days' advance written notice of the insurer's intention to cancel, refuse to renew, or otherwise terminate the policy, suspend or terminate any coverage under the policy, or reduce any policy limits, increase any policy deductibles, or otherwise modify or alter any terms or conditions of the policy or renewal issued by the same insurer.

Each policy shall be written by a carrier licensed by the State of Delaware to do insurance business of the type involved in the State of Delaware, and which has, and maintains for the life of this contract, at least an "A" rating from the A.M. Best Agency with "Stable" outlook.

Any change in this rating or outlook must be related to New Castle County by the Vendor or insurance carrier as soon as possible upon learning of same; and the Vendor shall use due diligence with its insurance broker or carrier to keep track of same.

All insurance required under this contract except workers' compensation, employer's liability and professional liability shall expressly provide that such insurance shall be





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primary insurance; and any similar insurance in the name of Vendor shall be excess and non-contributing.

Deductibles for insurance provided under this contract shall not exceed five percent (5%) of policy limits.

**VI. PERFORMANCE BOND**

The successful firm may be required to post a performance bond in the amount of 100% of the award prior to the final award being made.

**VII. TRADE SECRETS**

Proposal information is subject to the Freedom of Information Act (FOIA). Firms must designate those items that are considered "trade secrets" as defined in the Delaware State Code Title 29, Chapter 100. Otherwise, all information will be provided to the requester.

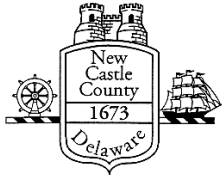
Note: According to New Castle County Code, FOIA responses will be available only after a fully executed contract is completed with the awarded vendor.

**VIII. LOCATION OF FIRM**

New Castle County encourages the use of Delaware labor. Please specify the office location(s) and percentage of the primary and sub-consultant services that will be provided by each office.

**IX. SUPPLIER DIVERSITY**

New Castle County encourages supplier diversity among firms. Please provide information on your firm's efforts to encourage supplier diversity in your workforce and in the selection of sub-contractors.



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**X. TERMS AND CONDITIONS**

**1. Interpretation of Contract Document**

If a Proposer, who is contemplating submitting a proposal, is in doubt to the true meaning of any part of this Request for Proposals or any other contract documents, they may submit, to the Purchasing Agent, a written request for an interpretation hereof. The person submitting the request will be responsible for its prompt delivery. Any clarification or revision in the proposed documents will be made only by an addendum duly issued by the Purchasing Agent. A copy of such addendum will be mailed, delivered or faxed to each person receiving a set of such Request for Proposal documents, and to such other prospective Proposers as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective Proposer to receive written interpretation, prior to the time of receipt of proposal, will not be grounds for withdrawal of the proposal. Proposer will acknowledge receipt of each addendum issued in its cover letter. Oral explanations will not be binding.

**2. Return of Responses**

The County "shall be under no obligation to return any responses or materials submitted by the Proposer, as a result of the Request for Proposal".

**3. Assignment**

The Proposer shall not assign, subcontract, or transfer all or any part of the Proposal in this Agreement, without the prior written consent of the County.

**4. Ownership of Documents**

During the performance of work, all documents to be delivered to the County (including, but not limited to, tracings, drawings, records maintained on magnetic media, estimates, specifications, field notes, investigations and studies, completed or partially completed) shall be the property of the County for use at its sole discretion. The Proposer shall be liable to the County for any loss of, or damage to, any such documents, due to the negligent acts, errors, or omissions of the Proposer, while they are in possession of, or while being worked upon by the Proposer. The



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Proposer shall afford to the County full access, without care, to the work, and to the sites at which the work is being performed, covered by this Agreement. Furthermore, all of the aforementioned documents and records that pertain to the work under this Agreement, which may be produced by subcontractors and/or outside associates or Proposers, shall be property of the County.

**XI. ADDITIONS**

New Castle County may require additional work that is similar in nature, and/or other related services that are not specifically listed. The successful bidder may be given the opportunity to provide a quote. Should New Castle County deem the quote to be non-competitive, New Castle County reserves the right to seek additional proposals.

**XII. LENGTH OF CONTRACT**

Contract is to be effective for one year from date of award. This contract may be extended for a period of up to four (4) years, with mutual agreement between both parties.

**XIII. INDEMNITY**

Vendor shall indemnify, defend and hold harmless New Castle County from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person or persons, including but not limited to agents, employees, or volunteers of vendor, by reason of death or injury to persons, or loss or damage to property, resulting from operations or use of services, products, and/or equipment purchased hereunder, or sustained in or upon the premises of the County.

**XIV. NOTE**

It is the intent of New Castle County that minority-owned businesses shall have the maximum feasible opportunity to participate in the performance of contracts in the capacity of prime vendor.



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**XV. BASIS OF AWARD**

The award will be made to the bidder who, in the County's sole judgment, submits a proposal which best meets the terms, conditions, and required evaluation criteria set forth herein. New Castle County reserves the right to make multiple awards, partial awards, award by types, award by sections, item by item, or lump sum total whichever may be most advantageous to New Castle County.

**XVI. NOTE**

Pursuant to County Code, New Castle County reserves the right to purchase goods, contractual, and professional services from other governments and cooperative purchasing agreements when it is determined by the Office of Administrative Services to be in the best interest of the County.

**XVII. INDEMNITY**

Vendor shall indemnify, defend, and hold harmless New Castle County from and against any and all claims, demands, suits, judgments, costs, and expenses asserted by a person or persons, including, but not limited to, agents, employees, or volunteers of vendor, by reason of death or injury to persons, or loss or damage to property, resulting from operations or use of services, products and/or equipment purchased hereunder, or sustained in or upon the premises of New Castle County.

**XVIII. FUNDING OUT**

The continuation of this contract is contingent upon funding appropriated by County Council.



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**XIX. EVALUATION AND SELECTION PROCESS**

Based on the criteria established pursuant to the *New Castle County Code*, an evaluation committee will be selected to read, screen, and rank in writing all proposals. The New Castle County Chief of Administrative Services, and requesting agency shall have the right to negotiate with individual offerors after their proposals are ranked. The Chief of Administrative Services shall establish procedures and schedules for conducting negotiations. Disclosure of an offeror's price(s) to another and any information derived from competing proposals is prohibited. The Chief of Administrative Services shall issue a written request for best and final offer. The request shall set forth the date, time, and place for the submission of best and final offer.

At any point in the negotiation process, the Chief of Administrative Services and the requesting agency may, at his or her discretion, terminate negotiations with any and all offerors.



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**XX. EVALUATION CRITERIA**

The criteria for this proposal will be as follows:

1. Experience and reputation	0-20
2. Expertise and educational credentials in specialized fields or disciplines	0-20
3. Capacity to perform the services and to meet requirements of the project, i.e., adequacy of personnel, financial responsibility and credit worthiness	0-25
4. Location of office that will provide the services. If the firm will be providing personnel for professional services from more than one office, indicate the estimated percentage of those services provided by each office to be involved with the project	0-10
5. Record of performance or demonstrated ability to handle similar projects {references}	0-10
6. Familiarity with government entities, its requirements, systems, and problems, and knowledge of governmental accounting	0-5
7. Distribution of work among firms – to broaden the base from which selections are made. Firms with no current work (past 12 months) will be afforded the full point value of these criteria. <ul style="list-style-type: none"> <li>• List any active projects with New Castle County</li> <li>• List any completed projects in the past twelve (12) months</li> </ul>	0-5
8. Price	0-5
<b><u>TOTAL</u></b>	<b><u>100</u></b>



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**SIGNATURE PAGE**

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Name of Company

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Address

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Telephone No.

Fax No.

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Signature

Federal Tax I.D. No.

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Printed Name

**Email (REQUIRED)**

Date



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**NEW CASTLE COUNTY, DELAWARE**  
**PROCUREMENT AFFIDAVIT**

**AUTHORIZED REPRESENTATIVE**

**I HEREBY AFFIRM THAT:**

I am the (title) \_\_\_\_\_, and I am duly authorized to represent and bind (business) \_\_\_\_\_ (the "Business"), and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies has been excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for non-procurement suspension and debarment.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name:

Title: \_\_\_\_\_  
(Authorized Representative and Affiant)