



Beaufort County School District

Addendum 2

Solicitation Number: 23-020
Date Printed: June 6, 2023
Date Issued: June 6, 2023
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB
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Request for Proposal (RFP)

DESCRIPTION: **Total Asset Management Solution**

SUBMIT OFFER BY (Opening Date & Time): June 20, 2023, at 4:00 PM EST

QUESTIONS MUST BE RECEIVED BY: **June 5, 2023**

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed; Six (6) Signed Copies and One (1) Redacted Version on USB**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:

Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after June 12, 2023. The award, this solicitation, and any amendments will be posted at the following web address:

<https://www.beaufortschools.net/community/working-with-the-district/finance>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business): 	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (Check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

Beaufort County School District – Questions for RFP# 23-020 - Total Asset Management Solution

1. In consideration of environmental sensitivity and sustainable practices, will the District consider accepting an emailed submission and waiving the requirement for a mailed hard copy/usb submission? – Sealed bids must be delivered to the District Office physical address listed on the front page of the RFP.
2. How many bookable spaces do you have? Note: if you can divide a space in half that would count as three spaces. (Half A, Half B, and the entire space.) Up to 10, Up to 50, Up to 150? Up to 350? Up to 750? More?
Up to 350. Facilities use policy allows for rental of all common spaces (parking lots, cafeteria, media center, gymnasium, auditorium, performing arts center, athletic facilities to include football, baseball, softball, tennis and practice fields)
3. How many cash registers for POS are required, if required?
Not applicable to this RFP.
4. What is the Districts GIS software? What version of the software are you using?
Cartograph Invision FM that was customized for BCSD and is ESRI based.
5. Can the submission date be extended by a week or two? Because it's a physical document delivery, there isn't much time between submitting questions and needing to send out the proposal for guaranteed physical delivery by the current date.

Due to multiple requests, the solicitation will be extended for a period of 1 week with a new due date of June 20, 2023 @ 4:00 PM EST.
6. Has the District received any demos of asset management systems in preparation for this RFP? If so, which systems were demo' d?
This question was addressed in Addendum 1.
7. What is the main motivation for the district implementing a Total Asset Management Solution?
To increase automation and streamline processes for efficiency.
8. What are the top few (3-7) strategic objectives the District wishes to attain with implementation of this system?
The scope of work in section 3.0 highlights the needs and objectives of BCSD. Efficiency and automation are a priority to achieving our objectives with this solution.
9. Our solution accommodates unlimited users as specified in the requirements; however it can be useful to know the approximate number of each type of user to better gauge implementation and training effort. Approximately how many of each of the following types of users does the District expect to have at go live:

- a. Admin Users
- b. Service Technicians
- c. Service Managers
- d. Maintenance Work Requestors
- e. Room Reservation Requestors
- f. Inventory Managers
- g. Accounting/Finance Users
- h. Executive/Reporting Users
- i. Space Planner/Managers

This question was addressed in Addendum 1.

10. Does the District perform maintenance internally or via third-parties or a mix of both? If it is a mix, approximately what percentage of work orders are addressed internally?

Work Orders are addressed by BCSD's contracted maintenance company ABM.

11. Are the Districts assets currently tagged and/or bar-coded?

Most are.

12. Does the district currently have floorplans for its facilities drawn in AutoCad (or other software)? If so, are the rooms in the drawings poly-lined currently?

Floorplan data currently is in a geodatabase platform. If this is not easily converted, we do have CAD and Revit files with that information. We have 41 buildings that would need to be migrated with multiple floors and/or mechanical mezzanines.