HARRISBURG AREA COMMUNITY COLLEGE
HARRISBURG, PA

REQUEST FOR INFORMATION

RFI15-01

For

ASSET INVENTORY SERVICES

DATE OF ISSUANCE: March 02, 2015

DEADLINE FOR QUESTIONS: March 04, 2015

QUESTIONS ANSWERED: March 05, 2015

DEADLINE TO SUBMIT INFORMATION: March 06, 2015, 4:00 p.m.

SUBMIT INFORMATION ONLINE: procurement@hacc.edu

DIRECT QUESTIONS TO: Procurement@hacc.edu

OBJECTIVES:

HACC, Central Pennsylvania's Community College, is seeking information from companies that provide physical asset inventory services. The college's intention is to utilize the requested information to access the abilities and to gain an understanding of estimated expenses to have a company perform a physical inventory of all physical assets. Should the college proceed to move forward, a formal RFP will be issued publicly and to those companies that have responded to the RFI.

HACC has five campuses with a sixth location in midtown Harrisburg. The inventory will encompass the following locations and facilities:

- Harrisburg Campus (One HACC Drive, Harrisburg) – 15 buildings and 5 storage sheds/buildings.
- Midtown I and Midtown II (3rd and Reilly Street, Harrisburg) - 2 buildings
- Lancaster Campus (1641 Old Philadelphia Pike, Lancaster) – 3 buildings
- Lebanon Campus (735 Cumberland St., Lebanon) – 1 building
- Gettysburg Campus (731 Old Harrisburg Road, Gettysburg) – 2 buildings
- York Campus (2010 Pennsylvania Ave., York) – 5 buildings

For an overview of each location, go to www.hacc.edu and open **Campuses & Locations**.
As best estimated, there will be a total of 8,000 to 10,000 items that require documenting and tagging.

This RFI would like the companies interested to understand and acknowledge proof of experience for the following lists of requirements:

1. The ability to conduct a complete and all inclusive inventory of physical assets.
2. Tags would need to be barcoded and will need to include the college name. HACC will provide the name and the numbering system.
3. Tags must be tamper proof.
4. All items, including items with tags would need to be retagged.
5. The physical inventory and asset assignment/tag information would need to be provided to HACC in a .csv or .xlsx format.
6. **Provide an estimated "<u>total expense</u>" for conducting the inventory, tagging and providing the documented information in the format requested.**
7. Include an estimated cost a project of actual asset tags broken out separately.
8. Provide an estimated time frame that it would take to complete a project of this magnitude.
9. How quickly would your company be able to commit to performing the inventory?

Acknowledgement: Please acknowledge receipt and interest in this Request for Information (RFI) by completing the information requested below and emailing it to *procurement@hacc.edu*.

Acknowledgement due date is: March 4, 2015
Also, please include this page with your information

Provider Name: _____   Contact Name: _____

Address (include City, State, Zip): _____

_____

Phone: _____   Fax: _____   Cell Phone: _____

Email: _____   Website: _____

Check One: We will _____   will not _____ be responding to this RFI.

If not responding, please explain briefly: _____

_____

_____

END OF INFORMATION FORM