



Gail Farber, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

December 23, 2008

IN REPLY PLEASE  
REFER TO FILE: **AS-0**

### **REQUEST FOR PROPOSALS – INFORMATIONAL UPDATE INVENTORY SERVICES (2008-AN053)**

Thank you for attending the Proposers' Conference for Inventory Services (2008-AN053) on December 16, 2008, and for your interest in the Request for Proposals (RFP). Please be reminded that the deadline to submit proposals is **Monday, January 5, 2009, at 5:30 p.m.**

The following clarifications and answers are in response to the request for information and clarification submitted by attendees of the Proposers' meeting:

1. *Question: Is the contractor required to start or test the equipment to see if it is operable?*

**Response:** Please note Exhibit A, Scope of Work, Section D.12, on page A.3, which states "The Contractor shall identify items that are inoperable or in need of major repair. It is not required that the Contractor starts or tests the equipment to see if it is operable. Visually observing the physical extremities of the equipment and noting if it is rusted beyond repair or if the item is crushed or demolished will be satisfactory. If the Contractor determines that the equipment item is damaged beyond repair or inoperable, the Contractor shall identify the item on the inventory report under 'Damaged/Inoperable.'"

2. *Question: Who is supposed to collect a Department Report of Equipment Loss form?*

**Response:** Please note Exhibit A, Scope of Work, Section D.15.c, on page A.4, which states "If these additional steps fail to recover the item, the Contractor shall then have the Property Custodian complete a Department Report of Equipment Loss. The Property Custodian will have the form signed by the responsible Division Head. The Contractor shall submit the completed form to the Contact Manager with the final inventory report."

December 23, 2008

Page 2

3. *Question: What's the estimated number of equipment items that appear to be fixed assets (estimated purchase price is over \$5,000) but do not have a Property tag number?*

**Response: Please note Exhibit A, Scope of Work, Section D.16, on pages A.4 and A.5. There would be approximately 200 – 300 equipment items that appear to be fixed assets but do not have a Property Tag number. These items shall be listed on a separate inventory exception report for "Fixed Asset Equipment Items without Property Tag Numbers."**

If you have any questions concerning the above information, please contact Mr. Edwin Manoukian at (626) 458-4057, Monday through Thursday, 7 a.m. to 5 p.m.

Very truly yours,

GAIL FARBER  
Director of Public Works



GHAYANE ZAKARIAN, Chief  
Administrative Services Division

EM

P:\aspub\CONTRACT\Edwin\INVENTORY\2008\RFP\information update.doc