



CRA/LA

Building Communities with Jobs & Housing

The Community Redevelopment Agency of
the City of Los Angeles
354 South Spring Street, Suite 500
Los Angeles, CA 90013

REQUEST FOR QUOTATION

FOR

PHYSICAL INVENTORY

RFQT#: BP-08-916

Issue Date: **May 2, 2007**

Due Date:

4:00 PM, May 16, 2007

SECTION 01. DESCRIPTION

The Community Redevelopment Agency of the City of Los Angeles is requesting quotations from qualified and experienced firms to provide **PHYSICAL INVENTORY** of the Agency's fixed assets (furniture and equipment).
Please see ATTACHMENT 1 for further information.

SECTION 02. GENERAL INFORMATION & SUBMISSION INSTRUCTIONS

- Download Bid/Solicitation document
- Save file to your computer's hard drive
- Open file and complete forms in their entirety. Incomplete submissions may be rejected.
- SIGN the form electronically.
- Save the form and submit as an attachment via email. Email your response to: contract@cra.lacity.org
- Upon receipt of your response, CRA will send you an email as "proof of submission" to verify that your response has been received.

(NOTE: If you do not receive an email verifying CRA's receipt of your response within 72 hours after submission, contact the Contracts & Purchasing staff indicated below.)

NOTES

- If you are responding to multiple categories, please submit a separate response/bid for each category.
- If you are submitting supplemental information with your response:
 - File of 2 MB or less can be submitted via email with response
 - Other additional information/materials such as catalogs, work samples, etc. must be mailed to:
The Community Redevelopment Agency
354 South Spring St., Suite 500
Los Angeles, CA 90013
Attn: Records Department
Show RFQT number on all materials submitted by mail

Questions:

For questions related to this RFQT, please contact:

Margie De La Rosa

Phone: **(213) 977-1840**

Email: mdelarosa@cra.lacity.org

SECTION 03. DELIVERY INFORMATION

N/A

Special Instructions:

See Section A. SCOPE OF SERVICES.

SECTION 04. VENDOR CONTACT INFORMATION

VENDOR NAME

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE

FAX

EMAIL ADDRESS

WEBSITE ADDRESS

CITY OF L.A. BUSINESS TAX REGISTRATION NO.

FEDERAL TAX ID #

(NOTE: See Section .07, Item 8 for further information.)

SECTION 05. VENDOR REFERENCES

Provide three (3) customer references for which your company has provided similar goods or services under a contract similar in scope to that described in this RFQT. (For each reference, provide Company Name, Street Address, City-State-Zip, Contact Person, Email address and Telephone Number).

Reference #1

Reference #2

Reference #3

SECTION 06. VENDOR QUESTIONNAIRE

Brief Summary of your Company: (If your company has more than one office location, provide information for the office submitting this response.)

Principal Line of Business:

Legal Form of Company: Partnership Non-Profit Corporation Joint Venture Sole Proprietorship

Year Business Started:

Number of Employees:

Number of Locations:

City of Los Angeles:

Los Angeles County:

Number of employees living within:

Does you have contracts with the City of Los Angeles? Yes No

If so, how many?

Provide a description of the City of Los Angeles Contracts held within the last 10 years:

SECTION 07. GENERAL CONDITIONS

1. LATE QUOTE: Vendor(s) responding to this RFQT shall ensure that their Quote is received by the CRA, on or before the date and time specified. Quotes received after the date and time specified shall be considered LATE, and shall not be considered for award unless one or more of the following conditions exist:

A. Quote was sent by Registered or Certified Mail, and postmarked not later than the third (3rd) calendar day before the date specified for receipt.

B. Quote was sent by email and it is determined by CRA that late receipt was due solely to mishandling by the CRA after receipt by the CRA and Vendor is able to provide a copy of CRA's email response acknowledging receipt of Vendor's quote.

C. Only Quote received

6. APPEAL OF AWARD: Vendor may appeal non-selection of award. Appeals shall be in writing, setting forth the reason(s) for the appeal, and submitted to the CRA's Director of Administrative Services within three (3) calendar days after notification of proposed award. A Hearing will be provided not sooner than five (5) calendar days after receipt of the request for Hearing, unless waived in writing by the Vendor. "NO SHOW" by Vendor at the hearing shall deem the appeal canceled. After the close of the Hearing, the Director of Administrative Services shall make a determination with respect Vendor's basis for the appeal and modify the award. CRA reserves the right to reject all quotes. The determination of the Director of Administrative Services, in accordance with the CRA's Executive Management and/or Board of Commissioners, as applicable, is final.

2. VENDOR DISCOUNT: Vendor agrees to offer the CRA any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this Purchase Order which meet the discount terms.

Note: The word Vendor refers to any person, firm, organization, etc., awarded a Purchase Order/Contract by the Agency.

7. DELIVERY INSTRUCTIONS FOR GOODS/COMMODITIES: Unless otherwise stated in Section 03., all orders/shipments are expected to be delivered to: Community Redevelopment Agency, 354 South Spring Street, Suite 300 – Central Receiving, Los Angeles, CA. Deliveries are accepted between the hours of 9:00 a.m. - 11:00 p.m. and 1:00 p.m. - 3:00 p.m., Monday through Friday. Inside delivery to Central Receiving on the 3rd floor of CRA's Central Office is required. The building does not have a freight elevator and pallets will not fit in the passenger elevator assigned for deliveries. NOTE: Sub-purchase orders issued by various CRA Departments under this quote may require special delivery instructions. No parking validations for deliveries – cost of parking is the responsibility of the vendor.

3. QUANTITIES: The quantities stated herein are estimates of the CRA's annual requirements based upon prior history of purchases. Vendor agrees to furnish more or less than the estimates in accordance with the CRA's actual needs as they occur throughout the term of the annual purchase order contract period at the unit price(s) quoted.

8. CITY OF LOS ANGELES - BUSINESS TAX REGISTRATION CERTIFICATE (BTRC) NUMBER: The City of Los Angeles Business Tax Ordinance (Article 1., Chapter 2., Section 21.00 of the Los Angeles Municipal Code) requires Vendors to obtain and maintain a Business Tax Registration Certificate (BTRC). Vendor shall not allow any such certificate to be revoked or suspended for the term of any Annual Purchase Order or Contract.

If Vendor does not currently have a City of Los Angeles Business Tax Registration Certificate (BTRC), it must be obtained prior to award of any Annual Purchase Order or Contract.

Contact the City Clerk Tax and Permit Division at (213) 978-1521 or Room 201, City Hall, for compliance details. Vendor must comply with this requirement if awarded an Annual Purchase Order or Contract by CRA.

4. SPECIFICATION CHANGES: If provisions of the Quotation documents restrict Vendor from quoting, Vendor may request in writing that the specifications be modified. Such request must be received by the Director of Administrative Services at least three (3) working days before the due date of the response. Any addendum of approved changes in the specifications will be posted on the CRA's web site. Barring such approval by ADDENDUM, specification changes are not acceptable, except inadvertent error(s), by the CRA.

5. QUOTATION PERIODS AND WAIVER OF INFORMALITIES: Quotes shall be subject to acceptance by the CRA for a period of 120 days from the date submitted. The CRA reserves the right to reject any and all quotes, and to waive any informality in said quotes.

SECTION 08. SELECTION CRITERIA

The CRA will evaluate all quotations received in response to this RFQT based on the following non-prioritized criteria:

- Qualifications/Skills/Demonstrated Experience
- Compliance with the requirements set forth in this RFQT
- Proposed cost/fee schedule
- Delivery times (if applicable)
- Customer references
- Overall responsiveness to RFQT

SECTION 09. CRA CONTRACTING POLICY REQUIREMENTS

If your firm is awarded a Purchase Order or Contract, your firm will be required to comply with the following terms and conditions and policy requirements. Final award will be subject to your firm's acceptance and compliance with: [\(Click link to review each policy\)](#)

- [Terms and Conditions](#)
- [Insurance Requirements](#)
- [Equal Opportunity/Affirmative Action Policies](#)
- [Living Wage Policy & 2006/2007 Living Wage Rates](#)
- [Contractor Responsibility Policy](#)
- [Service Contractor Retention Policy](#)
- [Equal Benefits Policy](#)

SECTION 10. VENDOR CERTIFICATION OF QUOTATION

The undersigned certifies that this quotation is firm 120 days after submission of quotation, and in accordance with the terms and conditions of RFQT No. BP-08-XXX. If accepted and an Annual Purchase Order is awarded, prices quoted shall remain firm for duration of the initial Purchase Order or Contract.

Executed at on this day of

City/State Date Month Year

COMPANY NAME YOUR NAME TITLE

AUTHORIZED SIGNATURE

Please submit your quote to provide CRA with
PHYSICAL INVENTORY
of Agency-owned fixed assets for June 2007.

**NOTE: Firms may quote on all or portions of this RFQT.
AWARD OF PURCHASE ORDER MAY BE MADE TO ONE OR MORE VENDORS**

A. SCOPE OF SERVICES

CRA/LA Physical Inventory Consultant

1. Vendor shall conduct a physical inventory of all Agency-owned furniture, fixtures and equipment including computer equipment.

The Agency currently maintains offices at the following locations:

Beacon St/Wilmington/L.A. Harbor Site Office

638 S. Beacon Street, Ste 551
San Pedro, CA 90731

Canoga Park Site Office

21500 Wyandotte St
Canoga Park, CA 91303

Central Maintenance Facility

1119 W. 25th Street
Los Angeles, CA 90007

Central Office/Downtown Regional Office

354 S. Spring St. Suite 800
Los Angeles, CA 90013

Hollywood Regional Office

6255 Sunset Blvd. Suite 2206
Hollywood, CA 90028

North Hollywood/East Valley Regional Office

5200 Lankershim Blvd. Suite 750
North Hollywood, CA 91601

Reseda Site Office

18305 Sherman Way Ste 22
Reseda, CA 91335

South LA Regional Office

4401 CRENSHAW BL. SUITE 201
Los Angeles, CA 90043

Watts Site Office

10221 South Compton Ave Suite 201
Los Angeles, CA 90002

Wilshire Site Office

3055 Wilshire Blvd Suite 520
Los Angeles, CA 90010

- a. The Central Maintenance Facility contains a maintenance yard and some warehouse space as well as general office space. The Agency's Central Office facility includes file and equipment storage space and a computer data center as well as general office space. In addition to the work locations above, the Agency maintains an off-site storage facility for unused office furniture at the following location:

Bamboo Plaza

988 North Hill Street
Los Angeles, CA

b. Each work location contains a varying number of individual staff offices and work stations. Prior to the start of the physical inventory, consultant will be given floor plans for each work location. The table below indicates the approximate number of square feet at each work location:

Location	Square Feet
L.A. Harbor Site Office	900
Canoga Park Site Office	1,900
Central Maintenance Facility	10,350
Central Office/Downtown Regional Office	84,000
Hollywood Regional Office	3,688
North Hollywood/East Valley Regional Office	5,722
Reseda Site Office	865
South LA Regional Office	8,284
Watts Site Office	3,000
Wilshire Site Office	4,251
Bamboo Plaza	1,344

c. The items to be counted may currently be "tagged" with a bar coded inventory number, or may be untagged. Office equipment (telephones, calculators, etc.) and computer equipment are generally tagged. Except for ergonomically fitted chairs, office furniture (desks, shelving units, partitions, tables, etc.) are typically not tagged. Prior to the beginning of the physical inventory, the consultant will be given a computer file (comma delimited in ASCII format) of all tagged items and a text document (Word format) containing descriptions of all inventoried items.

d. The computer file will allow the consultant to verify the description of the tagged items contained in the Agency's fixed assets system. The text document will allow the consultant to create physical inventory worksheets.

e. During the physical inventory, the consultant team shall count all items within each individual office, work station or common area and shall scan all items that have an inventory tag. The consultant shall provide its own scanners for scanning tagged items. Consultant shall record the serial number and description of any piece of office equipment or computer equipment that is not tagged.

f. The Agency shall designate an inventory coordinator who shall accompany the consultant to each work location.

2. Performance Schedule

The physical inventory is expected to begin on/about Monday, June 4, 2007 and shall be conducted during the core office hours of 9:00 a.m. to 4:00 p.m. Monday through Thursday. The physical inventory shall be completed by Thursday, June 21st. Weekly meetings shall be held with the Agency's inventory coordinator to discuss any problems that may arise during the physical inventory process.

Approximately two weeks prior to the start of the physical inventory the consultant shall supply the Agency with a schedule containing the dates and times the inventory will be take place for each work location.

3. Methodology/Approach

Respondents must provide a well defined plan detailing the methodology and approach that will be used to complete the physical count of fixed assets. In the text boxes below, Vendor should provide information regarding their implementation plan which addresses the following:

1. The number of teams and will be deployed to conduct the physical count.
2. The number of personnel that will be assigned to each team.
3. The types of personnel assigned to each team (supervisory, non-supervisory).
4. The number of times the team or teams will pass-through each location.
5. The approach that will be used to distinguish staff personal assets from Agency-owned assets.
6. Methods used to verify or spot check the count.
7. How business interruptions will be minimized.

At least two weeks prior to the start of the physical inventory the consultant and the Agency shall agree upon a schedule of the dates and times the inventory will be conducted at each work location.

4. Reports

- a. Final reports by furniture or equipment type indicating the total number of pieces counted and/or scanned shall be submitted to the Agency on or before Wednesday July 11, 2007. Reports shall indicate the location (street address, individual office or workstation name) for each item.
- b. All information shall be reported to the agency in written and electronic format. Electronic reports shall be provided in Microsoft Excel or other format approved by the Agency in advance.
- c. The consultant shall provide the Agency copies of all worksheets utilized in conducting the physical inventory. Worksheets shall be signed by the individuals conducting the inventory or their supervisors, certifying the accuracy of the count.

B. COST/FEE SCHEDULE (Please use **ATTACHMENT 2 - SUPPLEMENTAL INFORMATION** if more space is needed.)

1. Provide cost information and other related fees, including hourly rates associated with each job classification.

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2. Identify reimbursable expenses and other fees, if any.

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C. QUALIFICATIONS

(Please use **ATTACHMENT 2 - SUPPLEMENTAL INFORMATION** if more space is needed.)

1. Describe your firm's qualifications and experience in providing physical inventory services required herein:

2. Describe your firm's general methodology/approach in providing the services required:

3. Provide information on the number of teams which will be deployed to conduct the physical count as well as the number of personnel assigned to each team. Indicate the types of personnel which will be assigned to each team (supervisory, non-supervisory).

4. How many times will the teams pass through each location?

5. Identify the key personnel and their title who will be assigned to perform services. Include resumes of the key personnel.

6. Provide information on the approach which will be used to distinguish staff personal assets from Agency-owned assets:

7. Explain your firm's methods used to verify or spot check the count:

8. Indicate how business interruptions are minimized:

ADDITIONAL CHARGES

Indicate if there are any additional charges not addressed herein which CRA could incur:

PAYMENT TERMS

Payment Terms: The vendor quotes the following payment terms: CRA's standard payment terms are "net 30 after receipt of invoice".

If your firm provides a discount for early payment, please indicate:

% discount for payment within

days.

Please use this attachment to provide other supplemental information to demonstrate the full range of services offered by your firm:

A large, empty rectangular box with a thin black border, intended for the user to provide supplemental information. The box occupies most of the page below the instruction text.