

April 29, 2021

Riverview Gardens School District

1370 Northumberland

Saint Louis Missouri 63137

**Addendum #2: Fixed Asset Inventory**

**RFP 256**

TO ALL BIDDERS:

This addendum is hereby made part of the RFP Documents for the above referenced project. This addendum supplements and/or amends the original issued documents and all related addenda.

The current asset listing has 17,384 line items. 7,360 line items are listed at ***\$500 unit cost and greater*** and will need to be scanned and, if necessary, re-tagged to complete the updated master inventory. All fixed asset items without tags must be tagged and scanned to ensure the asset appears on the district inventory list.

6,515 items fall under the \$500 threshold. ***Technology assets***, such as Chromebooks, ipads, laptops, etc., may need to be re-tagged to ensure they appear on the district inventory. The selected vendor will provide the barcode tags and affix to items needing tags to complete the Fixed Asset Inventory. Additional tags will be required following the completed inventory for district staff to affix to newly acquired items purchased by the district so as to maintain our on-going inventory.