



September 2, 2020

Randy Barker  
Williamson County  
710 Main Street  
Georgetown, TX 78626

**SCAN AND TAG UPDATE**  
**FIXED ASSET MANAGEMENT PROGRAM**

Dear Mr. Barker,

RCI offers an Annual Update for our Fixed Asset Management Program (FAMP).

**SCAN AND TAG UPDATE**

RCI will send a team of specialists to your facilities and place bar codes on all items with a value of \$500.00 or more that do not have an existing bar code tag. We will record the new bar coded information (bar code number, description, manufacturer, model, serial number, location, etc.) and enter it into the Fixed Asset Management Program. Our specialists will scan all new and previously bar coded items. This scanned information will be uploaded into our software, which compares the existing database to the newly scanned data. This allows the system to identify items that were not found during the inventory and/or were not properly entered into the database.

As we proceed through the annual update, the project coordinator will conduct an on-going daily reconciliation to locate items initially showing up as "items not scanned." This effort will reduce the majority of "common-sense" omissions caused by locked doors, items missed in the scanning process, etc. We include the RCI reconciliation in your pricing proposal and it will reduce the number of assets that will require additional research upon completion of the project. Please note that remaining items in the "items not scanned" report will need to be researched by your staff.

Sincerely,

A handwritten signature in black ink that reads "Linda LaField". The signature is fluid and cursive.

Linda LaField  
Account Manager



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**ACCEPTANCE OF FIXED ASSET ANNUAL UPDATE**

**WILLIAMSON COUNTY**

**GEORGETOWN, TX**

**PROPOSAL DATED: SEPTEMBER 2, 2020**

**BUYBOARD CONTRACT NO. 579-19**

The cost of the annual update will be as follows:

[ ] Scan and Tag Update @ \$48,000.00

RCI will require a payment of \$33,600.00 at the end of the on-site portion of the project with the remainder due upon the delivery of the updated software program.

Organization Name Williamson County State TX

Your Name \_\_\_\_\_ Title \_\_\_\_\_

Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number (512) 943-1555 Purchase Order # \_\_\_\_\_

E-mail Address randy.barker@wilco.org



# **BuyBoard Cooperative Purchasing**

**Contract No. 579-19**

**Technology Equipment, Products,  
Services and Software**

**1/1/19 – 12/31/2020**

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**Submitted by Records Consultants, Inc.**

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