

**Invitation for Bid  
Inventory Services – Equipment**

**NYS Department of Health  
Wadsworth Center**

**IFB No. 0802110105**

**Subject: Written Questions  
Presented by Bidders**

Question 1. Will recounts be triggered by a specific % difference in what is in the current inventory versus what is found by the vendor or is there a different criteria?

Answer: Discrepancies less than 5% will be reviewed by the Wadsworth Center Asset Manager and a determination will be made on a room by room basis whether a recount is required. Discrepancies of 5% or more will be reviewed and discussed with the vendor and will trigger a recount unless specified by the Asset Manager.

Question 2 After one recount is completed, will the vendor's count be considered the actual number of items of inventory or will additional recounts be necessary?

Answer: In most cases the vendor's recount will be the actual number. Once again, each case will require a review. For example, if a fixed asset (items exceeding \$40, 000.00 in value) remains unaccounted for when the recount is completed, another search for the item will be required.

Question 3. Will the recounts be limited to finding those items missing from (the) client's inventory or will it be necessary to recount the entire building?

Answer: It will be limited to the missing items.

Question 4. (Please describe) Access to locked cupboards, etc?

Answer: If the vendor enters a room with locked drawers or cupboards, one of the employees should be able to open it for you. Employees are all notified in advance of the upcoming inventory and are asked to expedite the process by granting access to locked drawers and storage areas. If for any reason the vendor experiences access issues, they should contact the Asset Manager who will provide access as required.