



## PHYSICAL INVENTORY of FIXED ASSETS REPORTING PROPOSAL

**DATE** February 20, 2017

**CLIENT**

SAN RAFAEL CITY ELEMENTARY SCHOOL DISTRICT, to be referred to as the District herein.

**PURPOSE**

Complete an onsite Inventory of Fixed Assets of an original cost exceeding \$500 and above for all locations.

**PROJECT SCOPE AND OUTLINE SUMMARY**

- Complete a room by room inspection at each site an Inventory of items with an original value of \$500 and above. Items included are equipment, furniture, vehicles, musical instruments, technology.
- It will be the responsibility of Associated Valuation Services, Inc. to conduct and complete the contacts and appointments to conduct the appropriate inventory schedule.
- Accountable equipment (desks, chairs, tables, file cabinets...) having a value less than the State minimum (\$500) will not be inventoried.
- Vehicles and musical instruments will be included but will be "book tagged", not physically tagged, the item will receive a tag but the tag will be reserved for a book tag report. A vehicle and musical instrument list to be included in the inventory must be supplied to the consultant prior to the start of the onsite inventory, but will not be verified by consultant.
- Items such as projectors and cameras mounted above 8 feet from floor will be included in the inventory with a current list provided to the consultant prior to start of the onsite inventory.
- Networking equipment (i.e. switches, routers, data cabinets) will be included in the inventory with a current list of equipment provide to consultant by the district prior to the start of the onsite inventory.

**INVENTORY REPORTS**

- Inventory report listing all inventorial items by site/building/room.
- Inventory report listing all inventorial items by sequential Bar Code identifier number.
- Inventory report listing all inventorial items by category and sub-category.
- Inventory report listing Unaccounted for Items.
- Inventory report listing Inaccessible Items.
- Each inventory report will list Site name, Building/room, bar code number, make, model (#), serial number, and description/type. These items will be listed if applicable, accessible and/or available.

**ITEMS NOT TO BE PHYSICALLY INVENTORIED**

- Computer monitors 24 inches or less.
- Televisions with a screen 36 inches or less.
- All leased copiers.
- Any type of Computers in any individual protection cases.
- Chromebook/Netbooks/Mini Computers/Tablet Type Computers
- Any asset not physically accessible or present or in locked carts, stored in cabinets or not physically available during the onsite inventory.
- Vehicles licensed by the State of California Department of Motor Vehicles
- Musical Instruments
- Items such as Projectors and cameras mounted above 8 feet from floor.
- Buildings/structures land improvements, infrastructure, and land.



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### PROPOSED FEE AND PAYMENT SCHEDULE

The fees for the subject property inventory audit services, and to comply with GASB 34, is all inclusive and includes all aspects in compiling the information and completing the report, travel expenses and time and all other associated expenses are proposed as follows:

#### Fixed Asset

Associated Valuation Services, Inc. personnel will conduct a comprehensive physical inventory of capital outlay items with a unit original cost greater than \$500 in certain locations and existing facilities currently operated and maintained by District.

San Rafael City Elementary School District

#### Total Estimated Fees:

New Inventory (with \$500 Threshold)	
Fixed Asset (Equipment, Furniture, etc.)	\$21,061
Less 10% WITS Discount	<u>\$-2,106</u>
<b>Estimated Total</b>	<b>\$18,955</b>

These cost estimate proposals are subject to the completion of all components simultaneously by Associated Valuation Services, Inc.

### TERMS AND CONDITIONS

One third of estimated bid proposal will be due upon agreement and signing contract or before beginning the Inventory Audit program, one third of estimated bid proposal after completion of onsite inventory visits and the remaining one third after completion of inventory reports as set forth herein.

### DISTRICT/CLIENTS RESPONSIBILITIES

- Current Vehicle list.
- Musical instrument list by site for each site that has such instruments.
- Evacuation maps of each site to be inventoried. These maps are used for checking off rooms as they are inventoried.
- List of Locations (rooms) at each site where assets are located as District property.
- Master Keys for all locations and sites to be used during the inventory.
- Personnel contact list with name and phone number for each site.
- Barcodes tags to be used by Consultant.
- District wide-Campus wide wireless access and passwords.

### OPTIONAL FEE SERVICES:

Associated Valuation Services, Inc. will supply vinyl, pressure activated code 39 bar code labels to furniture and equipment and provide District with additional bar codes for future inventory needs.  
(Cost TBD)

Online Maintenance Service WITS (Web Interface Tracking System) (Cost TBD)

Excel Data Worksheet (Cost TBD)



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### CONTACT INFORMATION

1. Name of Firm: Associated Valuation Services, Inc.
2. Address: 1501 Coffee Road, Suite N, Modesto, California 95355
3. Telephone No.: (209) 543-8245: Office (209) 543-8280 Fax No.
4. Name, title, and professional designations of individual who will have primary responsibility for the audit/study and serve as the contact person:

**Burton Wiltz – President CCRA, CREA**  
National Association of Real Estate Appraisers  
CCRA/CREA  
NAREA #8012

### DISCLOSURES AND LIMITATIONS

Regarding the Proposal, Associated Valuation Services, Inc. expressly reserves the right to further negotiate, alter and/or modify this instrument including but not limited to additions, corrections, discounts or increases with the District or their representative. Both parties shall approve all such negotiations in writing.

Associated Valuation Services, Inc. hereby gives notice to the District whereas if needed, Associated Valuation Services, Inc. will make arrangements to meet with the District to answer questions or make presentations pertinent to the audit process.

This proposal, attachments, samples, contracts, pricing, etc. in part and in whole may be withdrawn or subject to changes by Associated Valuation Services, Inc. if not accepted within 90 days after the initial proposal date. At consultant's sole discretion, proposal fees are subject to further review if not scheduled within 150 days of contract date and may be increased no more than 4% for each 150 day period postponed.



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### CONCLUSION AND SIGNATURE

We at Associated Valuation Services, Inc. want to express our confidence and genuine appreciation to the District, its Members and representatives for reviewing this Proposal and allowing Associated Valuation Services, Inc to be a part of this process.

We want to assure all concerned in the review and consideration of this proposal it has been and is completed as accurately and correctly as possible. Should in the review process you need any information clarified, elaborated upon or corrected please be in contact with Associated Valuation Services, Inc. as soon as possible.

Associated Valuation Services, Inc. strives to be competitive and offer our customers and clients the best possible service and product at the lowest possible price, with the least amount of inconvenience to our customers, by working together in structuring all transactions with a team or partnership approach to conducting business. This includes the important part of any relationship of being flexible and willing to work together to successfully reach all our goals.

With genuine appreciation, thank you again. We look forward to hearing from you in the near future.

### ASSOCIATED VALUATION SERVICES, INC.

Name: \_\_\_\_\_  
Burton Wiltz

Title: \_\_\_\_\_  
President

Date: \_\_\_\_\_  
February 20, 2017