



**PHYSICAL INVENTORY AUDIT of
CHROMEBOOK, COMPUTERS, LAPTOPS UNDER \$500
AND/OR TABLET TYPE COMPUTERS
PROPOSAL**

**THIS SERVICE MUST BE COMBINED WITH AND COMPLETED CONCURRENTLY WITH AN AUDIT OF
INVENTORY ASSETS \$500+**

DATE February 14, 2019

CLIENT

MOUNT DIABLO UNIFIED SCHOOL DISTRICT, to be referred to as the District herein.

PURPOSE

Complete, at all District owned locations, an onsite physical inventory audit of District owned Chromebook, Computers, Laptops Under \$500 and/or Tablet Type computers.

PROJECT SCOPE AND OUTLINE SUMMARY

- **This service must be combined, completed and done concurrently with a physical inventory audit of \$500+ District asset. \$500+ physical inventory audit must be performed by Associated Valuation Services Inc. \$500+ physical inventory audit proposal is presented in a separate document.**
- Complete a room by room inspection at each site an Inventory of District Owned Chromebook and/or Tablet Type Computers at the same time as the Onsite Physical Fixed Asset Inventory Audit of Equipment of \$500 and above (See other contract/ proposal agreement for other details).
- It will be the responsibility of Associated Valuation Services, Inc. to conduct and complete the contacts and appointments to conduct the appropriate inventory schedule.
- Chromebook, Computers, Laptops Under \$500 and/or Tablet Type computers units predetermined, in writing, by the District to be included in inventory are to be readily available and accessible during the onsite auditing of inventory. District and Consultant are to agree in writing before contract agreement on how these devices are to be inventoried during each site's physical inventory to efficiently capture the information needed and minimize student interruption. Depending on the agreed upon process and number of Chromebook and/or Tablet Type Computers inventoried during the onsite inventory the estimated costs may increase.

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 or storage cases.
- 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:

Associated Valuation Services, Inc. personnel will conduct a comprehensive physical inventory of Chromebook, Laptops, Computers Under \$500 and /or Tablet Type Computers in certain locations and existing facilities currently operated and maintained by District.

Mount Diablo Unified School District – 55 Sites

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>St</u>	<u>ZIP</u>
Ayers Elementary	5120 Myrtle Dr.	Concord	CA	94521-1522
Bancroft Elementary	2200 Parish Dr.	Walnut Creek	CA	94598-1524
Bel Air Elementary	663 Canal Rd.	Bay Point	CA	94565-3301
Cambridge Elementary	1135 Lacey Ln.	Concord	CA	94520-4297
Clayton Valley Charter High	1101 Alberta Way	Concord	CA	94521-3799
College Park High	201 Viking Dr.	Pleasant Hill	CA	94523-1809
Concord High	4200 Concord Blvd.	Concord	CA	94521-1059
Crossroads High (Alternative)	2701 Willow Pass	Concord	CA	94519-1102
Delta View Elementary	2916 Rio Verde	Pittsburg	CA	94565-7641
Diablo Community Day	1026 Mohr Ln.	Concord	CA	94518-3833
Diablo View Middle	300 Diablo View Ln.	Clayton	CA	94517-1600
Eagle Peak Montessori	800 Hutchinson Rd.	Walnut Creek	CA	94598-4505
El Dorado Middle	1750 West St.	Concord	CA	94521-1008
El Monte Elementary	1400 Dina Dr.	Concord	CA	94518-1222
Fair Oaks Elementary	2400 Lisa Ln.	Pleasant Hill	CA	94523-3993
Foothill Middle	2775 Cedro Ln.	Walnut Creek	CA	94598-3899
Gateway High (Continuation)	235 Pacifica Ave.	Bay Point	CA	94565-2995



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Gregory Gardens Elementary	1 Corritone Ct.	Pleasant Hill	CA	94523-2299
Hidden Valley Elementary	500 Glacier Dr.	Martinez	CA	94553-5499
Highlands Elementary	1326 Pennsylvania Blvd.	Concord	CA	94521-4103
Holbrook Language Academy Horizons School: Independent Study	3333 Ronald Way 1 Santa Barbara Rd.	Concord Pleasant Hill	CA CA	94519-2017 94523-4496
Meadow Homes Elementary	1371 Detroit Ave.	Concord	CA	94520-3521
Monte Gardens Elementary	3841 Larkspur Dr.	Concord	CA	94519-1152
Mountain View Elementary	1705 Thornwood Dr.	Concord	CA	94521-1999
Mt. Diablo Elementary	5880 Mt. Zion Dr.	Clayton	CA	94517-1114
Mt. Diablo High	2450 Grant St.	Concord	CA	94520-2251
Northgate High	425 Castle Rock Rd.	Walnut Creek	CA	94598-4599
Oak Grove Middle	2050 Minert Rd.	Concord	CA	94518-3428
Olympic Continuation High	2730 Salvio St.	Concord	CA	94519-2599
Pine Hollow Middle	5522 Pine Hollow Rd.	Concord	CA	94521-4799
Pleasant Hill Elementary	2097 Oak Park Blvd.	Pleasant Hill	CA	94523-4033
Pleasant Hill Middle	1 Santa Barbara Rd.	Pleasant Hill	CA	94503-4215
Prospect High (Continuation)	One Santa Barbara Rd.	Pleasant Hill	CA	94523-4417
Rio Vista Elementary	611 Pacifica Ave.	Bay Point	CA	94565-1359
Riverview Middle	205 Pacifica Ave.	Bay Point	CA	94565-2995
Sequoia Elementary	277 Boyd Rd.	Pleasant Hill	CA	94523-3796
Sequoia Middle	265 Boyd Rd.	Pleasant Hill	CA	94523-3297
Shore Acres Elementary	351 Marina Rd.	Bay Point	CA	94565-1399
Silverwood Elementary	1649 Claycord Ave.	Concord	CA	94521-2299
Strandwood Elementary	416 Gladys Dr.	Pleasant Hill	CA	94523-2749
Summit High (Continuation)	4200 Concord Blvd.	Concord	CA	94521-1059
Sun Terrace Elementary	2448 Floyd Ln.	Concord	CA	94520-1499



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Sunrise (Special Education)	1861 Silverwood Dr.	Concord	CA	94519-1352
Valhalla Elementary	530 Kiki Dr.	Pleasant Hill	CA	94523-1717
Valle Verde Elementary	3275 Peachwillow Ln.	Walnut Creek	CA	94598-1711
Valley View Middle	181 Viking Dr.	Pleasant Hill	CA	94523-1808
Walnut Acres Elementary	180 Cerezo Dr.	Walnut Creek	CA	94598-3799
Westwood Elementary	1748 West St.	Concord	CA	94521-1008
Woodside Elementary	761 San Simeon Dr.	Concord	CA	94518-2337
Wren Avenue Elementary	3339 Wren Ave.	Concord	CA	94519-2328
Ygnacio Valley Elementary	2217 Chalomar Rd.	Concord	CA	94518-2595
Ygnacio Valley High	755 Oak Grove Rd.	Concord	CA	94518-2899
Maintenance, Operations, Transportation, Facilities	1480 Gasoline Alley	Concord	CA	94519-2328
District Office	1936 Carlotta Dr.	Concord	CA	94519-2328

Total Estimated Fees:

22,000 Chromebook, Computers, Laptops Under \$500
/Tablet Type Computers **Only** \$132,031

Estimated Total \$132,031

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

TERMS AND CONDITIONS

This proposal includes the inventory of 22,000 chromebook/tablet type computers with a less than \$500 original cost. If total amount of chromebook/tablet type computers exceeds 22,000 chromebook/tablet type computers, the district will be billed additional fees based on the following formula: the total project fees as listed above and divided by total number of items in new inventory (less all included laptops) to determine the per item fee for the additional tablets computers.

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.



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DISTRICT/CLIENTS RESPONSIBILITIES

- 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)

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

