



PHYSICAL INVENTORY of FIXED ASSETS REPORTING PROPOSAL

DATE

February 15, 2019

CLIENT

MOUNT DIABLO UNIFIED 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 District 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 AVS 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.
- A Licensed Vehicle and Musical Instrument lists must be supplied to the Consultant in Excel format. These Licensed Vehicle and Musical Instruments will then be included into the current inventory reporting. Consultant will not physically verify these assets. Licensed Vehicles and Musical Instruments will be "book tagged" for reporting purposes. Barcode tags will be reserved to be used as "Book Tags." "Book tagged" is defined as an asset not physically tagged, the corresponding barcode tag is stored in a separate hard file to secure the barcode tag for future reference as well as to insure it not be being used again, eliminating duplicates.
- Projectors, cameras and other items mounted 8 feet or above the floor will be inventoried as "inaccessible". Client will be supplied with an Inaccessible Assets file after completion of the inventory audit. Client may indicate from the Inaccessible Assets file which items to be added to the new inventory as well as supplying Consultant with any missing data, i.e. make, model, serial number etc.
- A networking equipment list (i.e. switches, routers, data cabinets, WAP's, etc.) must be provided to the consultant, in Excel format, to be included in current inventory reporting. List must include make, model, date of acquisition, acquisition cost, site name, room name. Failure to supply all pertinent data will cause inaccuracies in the inventory report.

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.



**PHYSICAL INVENTORY of
FIXED ASSETS REPORTING
PROPOSAL**

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.

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.

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



**PHYSICAL INVENTORY of
FIXED ASSETS REPORTING
PROPOSAL**

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
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	3333 Ronald Way	Concord	CA	94519-2017
Horizons School: Independent Study	1 Santa Barbara Rd.	Pleasant Hill	CA	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



**PHYSICAL INVENTORY of
FIXED ASSETS REPORTING
PROPOSAL**

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
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:

New Inventory (with \$500 Threshold) Fixed Asset (Equipment, Furniture, etc.)	\$140,961
Electronic Worksheet	<u>\$ 2,000</u>
Estimated Total	\$142,961

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



PHYSICAL INVENTORY of FIXED ASSETS REPORTING PROPOSAL

TERMS AND CONDITIONS

This proposal includes the inventory of 1,275 laptop computers over \$500. If total amount of laptop computers exceeds 1,275 laptops, 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.

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)

CONTACT INFORMATION

1. Name of Firm: Associated Valuation Services, Inc.
2. Address: 3501 Coffee Road, Suite 1C 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



PHYSICAL INVENTORY of FIXED ASSETS REPORTING PROPOSAL

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.

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 14, 2019