

REQUEST FOR PROPOSALS ASSET INVENTORY AND APPRAISAL

_____ is requesting proposals from qualified firms to conduct fix asset inventory, identification and valuation.

Inquiries concerning the specifics of the request for proposals should be addressed to:

_____. _____ reserves the right to reject any and all proposals submitted. Proposals will be evaluated by _____ Administration and a recommendation will be presented to the School Board. Final selection rests with the School Board.

During the evaluation process, _____ reserves the right to request additional information or clarification, or to allow corrections of errors or omissions. Firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

A. TIME AND PLACE FOR PROPOSALS

Sealed proposals should be submitted no later than 12:00 p.m. noon _____, 2001. Proposals received after that time will not be considered. Mail or deliver proposals to:

B. NATURE OF SERVICES

Scope of Work to be Performed

Perform a detailed inventory and valuation of fixed assets owned by _____ and to provide the results both in a paper document, and in an electronic file capable of being uploaded into our administrative software system. The results will serve as a basis to meet the following objectives:

Financial Reporting

- ◆ Audit Compliance
- ◆ Meet Generally Accepted Accounting Principles, including GASB 34 requirements, and Government Accounting, Auditing and Financial Reporting requirements

Accountability and Control

- ◆ Responsibility and Custodianship
- ◆ Operational Efficiency Through Enhanced Asset Utilization

Insurance Requirements

- ◆ Total Insurable Values
- ◆ Specific Values
- ◆ Proof of Loss Substantiation
- ◆

Capital Expenditure Planning

- ◆ Budget Request Substantiation
- ◆ Capital Asset Improvement and Replacement Forecasting

C. GENERAL INFORMATION

The assets to be included in the appraisal include all District buildings (Attachment A), building fixtures and fixed equipment, improvements other than buildings, machinery and equipment, office furniture and equipment, and vehicles. Land will be included based on cost information provided by the District.

The District's capitalization policy will be \$2,000 acquisition cost. Items meeting or exceeding \$2,000 will be listed individually, including manufacturer, model, serial number, when available, and tagged with a bar code. Assets below this level are to be included in the appraisal by group listing (like asset kind) within each building/room.

Bar-coded tags shall have adhesive backing, and be resistant to heat, solvents and cleaning solutions. All tags shall carry the number representing the translation of the bar code.

Specific Tasks

Valuation of district buildings, appurtenances and outside improvements for district sites listed in Attachment A.

Inventory, costing, valuation and preparation of property accounting records covering all furniture and equipment

Bar code tagging of major equipment in excess of \$2,000 and items deemed critical under METHODOLOGY section below.

D. METHODOLOGY

1. For all inventoried items, provide location and current replacement value.
2. For all buildings, sites and major equipment, provide
 - a. Estimated date of acquisition, if not available
 - b. Estimated historical cost
 - c. Estimated salvage value
 - d. Useful life as recommended by ASBO
 - e. Amount of accumulated depreciation

E. REPORTING OF DATA

The final report will contain, at a minimum

1. Appraisal certification
2. Summary of assets by type/group and location
3. Detailed asset listing of capitalized items, including the following:
 - a. Bar-code number
 - b. Class code
 - c. Serial number
 - d. Model number (if available)
 - e. Manufacturer, item description
 - f. Site name and code
 - g. Room number
 - h. Quantity
 - i. Acquisition date (estimated/actual)
 - j. Acquisition cost (estimated/actual)
 - k. Life Expectancy
 - l. Depreciation to date
 - m. Replacement cost (new)
 - n. Salvage value
4. Capitalized listing will be on 3 ½" diskette or CD, formatted in ACII format compatible with Skyward requirements.

F. MAINTENANCE OF DATABASE

The successful respondent will provide the District with the means to maintain the database, or offer a plan to maintain the inventory on an annual basis.

Does your proposal include the purchase by the district of proprietary software and scanning tools so that the district will maintain the database? If yes, attach information that describes the software capabilities and amount of training included in the proposal, as well as the of cost of the software and each scanning tool. If the answer is no, do you have the capability of providing proprietary software and scanning tools? Do you have the capability of providing software to program district-owned scanning tools?

Does your proposal include the annual maintenance of the database? If yes, please describe the scope of the service and the approximate annual cost in current dollars. If the answer is no, do you have the capability of maintaining the database on an annual basis?

Does your firm provide other related services? Please explain, and include costs.

G. FIRM QUALIFICATIONS

The proposal should include information addressing at least the following topics

1. Size of firm
2. Size of firm's inventory staff
3. Location of the office from which the inventory is conducted
4. Supervisory and staff qualifications and experience
5. At least 4 school district references, preferably Minnesota districts, including name, address and phone number
6. Work plan, including an explanation of the inventory methodology to be used, including sources of information from Roseville Area Schools or other sources.