

Dean Austin

*Business Administrator
Board Secretary*

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April 29, 2016

Reference: Request for Quotation – Fixed Asset Appraisal Services to the West New York Board of Education for the 2016-17 school year.

Thank you for your interest in the West New York Board of Education, 2016-2017 School Year Request for Quotation for Fixed Asset Appraisal Services

Attached please find information regarding the school district in order to assist you in the preparation of a quotation for Fixed Asset Appraisal Services for the 2016-2017 School Year.

The successful respondent will be required to hold a New Jersey Business Registration Certificate and complete a New Jersey Chapter 271 Political Contributions Disclosure Form.

Prospective submitters may address any questions regarding the Request for Quotation to my office by calling 201-553-4143.

All Quotations are due no later than **2:00 p.m., Friday, May 6, 2016.**

The West New York Board of Education plans to make the award at the next Board Meeting on May 18, 2016.

Requests for Quotation can be secured by contacting the Business Office or by visiting district's online site at (http://www.wnyschools.net/district/BOE_Bids.asp).

Submission shall include one original paper copy and a compact disc containing all documents in PDF format.

Best Regards,

Dean Austin
School Business Administrator



**West New York Board of Education
West New York, New Jersey**

REQUEST FOR QUOTATION:

FIXED ASSET APPRAISAL SERVICES

Contract Term

July 1, 2016 through June 30, 2017

(QUOTATION FAAS: 2016-17)

Friday, May 6, 2016

Submission deadline - Date

2:00 p.m.

Submission deadline - Time

ADDRESS ALL PROPOSALS TO:

Mr. Dean v. B. Austin

School Business Administrator | Board Secretary

West New York Board of Education

6028 Broadway

West New York, New Jersey 07093-2808

**West New York Board of Education – Request for Quotation
For the Period July 1, 2016 – June 30, 2017**

SCHOOL DISTRICT FIXED ASSET APPRAISAL SERVICES

WEST NEW YORK BOARD OF EDUCATION FACTS AND FIGURES

The Board consists of nine members and the District is overseen on a daily basis by the Superintendent of Schools. The District is comprised of nine main school buildings, serving approximately 7,800 students. The District has multiple special education programs and an extensive extra-curricular and interscholastic athletic program.

Introduction and Purpose

The West New York Board of Education is soliciting quotations from interested persons and/or firms for the provision of fixed asset appraisal services to the Board of Education. The successful respondents shall have experience in providing fixed asset appraisal services to schools and education communities.

The successful respondent will provide the West New York Board of Education with fixed asset appraisal services relating, but not necessarily limited to, summary appraisal report for insurance purposes, summary appraisal report for accounting purposes, and reports delivered via PDF/Excel.

Proposed Scope of Work

The successful respondent will appraise property including fixed assets classified as land improvements, buildings, and machinery and equipment. This appraisal includes all district vehicles and all technology equipment. A site inspection and physical inventory will be completed of all district facilities. All valuations will be made in accordance with Generally Accepted Accounting Principles (GAAP).

District Facilities

- PS 1 Elementary School
- PS 2 Elementary School
- PS 3 Elementary School
- Old PS3 Elementary School
- PS 4 Elementary School
- Old PS 4 Elementary School
- PS 5 Elementary School
- PS 6 Harry L. Bain Elementary School (minimal contents, school currently unoccupied)
- WNY Middle School
- Memorial High School Main Building
- Memorial High School Annex A
- Memorial High School Annex B (formerly St Joseph's of the Palisades High School)
- Hudson Early Childhood Center
- Am-Vets Early Board of Education Annex Building
- Bus Garage
- Warehouse
- Central Office

WEST NEW YORK BOARD OF EDUCATION

Proposal Form FIXED ASSET APPRAISAL SERVICES 2015-2016

I/we hereby submit the following proposal for Fixed Asset Appraisal Services.

Name of Company _____

Address _____

City, State, Zip _____

Telephone No. _____ Ext. _____ Fax No. _____

E-Mail: _____

Federal Tax ID No. _____

Price Proposal: \$ _____

Authorized Signature _____ Date _____

Please place this form in a sealed envelope marked as shown below on the front of the envelope.

Envelope Label Information:

District: West New York Board of Education
Project: Fixed Asset Appraisal 2016-2017
Quote Date: Friday, May 16, 2016
Time: 2:00 p.m.

Submitted By: Name of Company
Address
City, State Zip