OHC

PROPERTY ADVISORS

Camden City, New Jersey School District

RFP CBOE 21-20: Fixed Asset Inventory & Valuation Services

June 18th, 2020

PROPERTY ADVISORS

For Camden City, New Jersey School District
Fixed Asset Inventory and Valuation Services

June 18th, 2020

Response to RFP CBOE 21-20 for Fixed Asset Inventory and Valuation Services

Submitted By:	**Contracts & Project Manager Point of Contact:**
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Camden City, New Jersey School District
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1033 Cambridge Street
Camden, NJ 08105

Response to RFP CBOE 21-20 for Fixed Asset Inventory & Valuation Services

Mrs. Lance,

OHC Advisors, Inc. is pleased to submit its proposal in support of this RFP to provide Fixed Asset Inventory & Valuation services for the Camden City School District. Our firm can provide the services outlined in the RFP based on our consistent, efficient fixed asset inventory approach, years of experience by our fixed asset division's team leaders, and knowledge and experience of our full-time staff on previous, similar projects and performances.

We state that by submitting this offer that we agree to hold our firm fixed price offer for 180 days after the date set for the proposal opening and are willing to extend this timeline if requested by the Camden City School District. We have received all addendums pertaining to this RFP and have considered them in the preparation of this proposal.

We look forward to the opportunity to assist the Camden City School District with its important fixed asset inventory & valuation initiative. If you have any questions regarding this proposal or need additional information, please do not hesitate to contact me via telephone at (941) 545-4501 or via email at Scott@OHCadv.com.

Sincerely,

Scott Hodges, ASA
VP of Fixed Assets
OHC Advisors, Inc

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Section A: Corporate Overview

OHC Advisors, Inc. and its staff have become trusted providers of fixed asset inventory and valuation services within school districts, state & local government, higher education, and healthcare business sectors. We have a firm belief that each client's needs are different and that each project should be approached with this in mind. OHC staff has an extensive track record of developing long-term client relationships because of our personalized approach. These relationships are not only great on a professional level but also on a personal level. They allow us to provide efficient and accurate fixed asset inventories and valuations, while also getting to know our clients performing the work that we love.

OHC's core competencies include real estate appraisals, real estate market studies, senior housing consulting and appraisals and fixed asset inventories and valuations. OHC Advisors was created with the belief that a smaller company could create more efficient, customizable solutions for its wide-ranging client base. OHC employs subject matter experts across five national offices strategically located in Miami, FL, Tampa, FL, Atlanta, GA, Chicago, IL, and Costa Mesa, CA. Since its inception, OHC and its managing principals have instilled those beliefs within its staff and, more importantly, within its clients nationwide.

OHC Advisors is an individually owned S-Corporation that originally specialized in general appraisals and market studies with a sole focus on healthcare entities. Michael Baldwin, President of OHC Advisors, brought with him a team of experts within this industry to start OHC Advisors, with almost every employee holding a certification in his area of expertise. Upon clients expressing a need for a broader range of services, Mr. Baldwin added a fixed assets division to OHC Advisors that specializes in school districts, state and local governments, higher education, and healthcare entities.

Headed up by Scott Hodges, OHC's fixed asset division has seen a broad range of fixed asset inventories over the years. With more than 15 years of project management experience performing fixed asset inventories and valuations as well as extensive knowledge on GASB 34/35 and GAAP compliance requirements, Scott Hodges has managed fixed asset projects as small as 500 assets and as large as 40,000 assets for school districts, state & local governments, universities, and hospitals/healthcare systems throughout his career. Mr. Hodges will serve as the onsite project manager for your engagement.

Scott Hodges, OHC's VP of Fixed Assets, will be the primary contact for this engagement. He is based out of the Tampa, FL office located at 1323 W. Fletcher Avenue, Suite B, Tampa, FL 33612 and can be reached via phone at (941)545-4501 or via email at Scott@OHCadv.com.

Section A: Organization and Staffing

We anticipate a Project team of up to three individuals that will be assigned to this project from inception to end. Scott Hodges, OHC's VP of Fixed Assets, will act as the project manager for this engagement. Additional administrative contract support will be provided by the President of OHC, Michael Baldwin. OHC will add or remove Senior Appraiser staff as necessary in order to ensure successful, timely project completion. Our experience illustrates that limiting the number of personnel designated to a specific project increases consistency and accuracy in overall data collection. OHC is always willing to discuss staffing expectations and staffing needs with its clients prior to project commencement. For this engagement, the staffed employees' roles will include, but are not limited to:

Michael Baldwin, President, Contract Manager I, ASA, MAI

- Handle all aspects of contract management for the engagement
- Request weekly updates from project managers to ensure project is being completed in a timely fashion as requested by the Camden City School District administration
- Provide general project oversight throughout the engagement
- Has more than 14 years of experience managing contracts for the Federal government, state & local governments, HUD, Banks and other private and public clients.

Scott Hodges, VP of Fixed Assets, Project Manager I, ASA

- Main Contact for the Camden City School District administrative staff and onsite staff
- Responsible for the overall project management of the engagement
- Ensure inventory software is set up correctly with all appropriate data fields and field staff knowing what asset data is to be collected accurately and consistently
- Review staff field data logs daily for accuracy, consistency and any anomalies
- Perform inventory field tasks including barcode scanning, asset tagging, asset reconciliation, etc.
- Provide intermittent updates to school district administrative staff/project manager
- Meet and communicate effectively with all school district administrative staff

- Coordinate and Schedule each inventory location and task throughout the engagement with school district staff
- Provide all necessary draft and final reports upon inventory completion
- Barcode scanning and inventory software management tasks in the field during the course of the engagement

Senior Appraiser I, Inventory Manager

- Tertiary contact for Camden City School District administrative staff; will provide onsite support throughout the engagement, if necessary
- Responsible for management of inventory data over the course of the engagement
- Perform inventory field tasks including barcode scanning, asset tagging, asset reconciliation, etc.
- Provide daily schedules and daily recaps to project managers as well as with school district administrative staff, as necessary
- Coordinate field staff on proper data collection procedures and ensure data is captured accurately and consistently.
- Review Quality Control Plan and Procedures with OHC Project Managers prior to project commencement

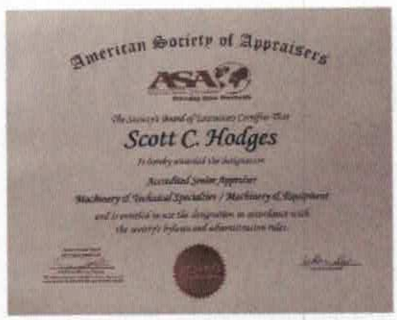
Scott C. Hodges, ASA

VP of Fixed Assets

OHC Advisors

PROFESSIONAL EXPERIENCE

Scott Hodges has served as a lead project manager on a plethora of fixed asset inventory and valuation projects since 2009. Additionally, he has performed as a senior appraiser on a variety of historic/original cost and insurable replacement cost valuation assignments. As a project manager, Scott has managed large-scale fixed asset inventories and valuation assignments for school districts, state & local governments, higher education, health system and hospital entities. These projects include developing a scope with clients, managing staff in sensitive work environments (city/county buildings, wastewater & water treatment facilities, school facilities, university research labs, hospital/clinic patient space, ICUs, etc.), communicating efficiently with entities' senior level management and own field staff, scheduling appointments, determining client needs, meeting deadlines, providing report updates to clients, and most importantly, ensuring complete client satisfaction upon completion of each project. Scott's clients have repeatedly issued letters of recommendation to all requesting, prospective clients. Scott has managed over $5 billion in fixed assets over the course of his career.



As an ASA designated senior appraiser, Scott has provided historic and insurable replacement cost consultations to many public and private sector clients. Scott specializes in municipalities, school districts, healthcare, and higher education facilities. Scott regularly provides accurate fair market value, historic cost, insurable replacement and reproduction cost information on buildings and structures, land improvements, building improvements, and contents/equipment. When assigned as the project manager on an appraisal project, Scott efficiently completes the data analysis from the data he receives from the client, schedules and manages all staff involved on the project, provides updates to clients throughout projects and delivers completed reports to each client at end of project. Scott has appraised thousands of buildings and their assets and has a laser focus on client relationship and surpassing client expectations. Scott has provided accurate historic cost and reproduction cost conclusions and insurable replacement cost on thousands of buildings and their corresponding assets over the course of his appraisal career, and he specializes in School District facilities.

Finally, Scott has worked as a valuation consultant on building component projects in state & local government, school districts, healthcare and higher education environments. This consists of gathering cost data (AIA documentation, Invoices, etc.) on buildings/projects, breaking out these costs at the "component" level, and then using these costs, components and useful life analysis for depreciation reporting purposes. In doing so, Scott schedules with client for proper access during his visit, verifies project scope, communicates with the client effectively, collects all necessary field data, uses valuation techniques to correctly componentize each project/building, delivers completed reports to client and ensures complete client satisfaction upon completion of project. Scott's direct knowledge of financial reporting requirements and depreciation techniques on building component studies has led to his serviced entities receiving clean bills of financial health.

Section B: Project Understanding, Approach and Responsiveness

The Camden City School District, hereafter "school district" or "district," is requesting assistance with a comprehensive, district-wide physical fixed asset and technology asset inventory and valuation for all district-owned fixed assets. The Camden City School District consists of one (1) administration building, one (1) warehouse, nineteen (19) district public schools, and eight (8) non-public schools. These assets will be physically identified and electronically recorded throughout these twenty-nine (29) building locations. The district does not currently have a reliable fixed asset inventory, so this will be a complete scratch inventory and valuation. This scratch inventory and valuation will successfully establish a baseline inventory of the school district's general fixed assets and its technology assets. All data collected during the physical fixed asset inventory will be provided in an electronic reporting format. The Camden City School District is not currently utilizing a Fixed Asset Management System, although there is an Asset Management module in District's financial system (SMARTs). All electronic final reports will be formatted so that the district may seamlessly upload the inventory results into its asset management software, if and when it decides to use it in the future. All reports will also be compatible with any recommended asset management software. Weekly meetings, at minimum, will be held with appropriate school district personnel to review project progress, discuss project challenges, and provide project progress updates.

The physical fixed asset inventory, reconciliation and valuation will include all twenty-nine (29) district locations and will consist of all fixed assets with a threshold value of $2,000 and greater. Based on the information provided within this solicitation, the information provided from the Q&A period and our knowledge and experience on similar projects, we expect this to be approximately 2,500 - 3,000 total fixed assets. The scope of this engagement will also include approximately 1,100 technology assets, valued at less than $2,000 but greater than $500. These fixed assets and technology assets are spread throughout twenty-nine (29) locations within the Camden City School District, which spans approximately 9 square miles. District-provided barcodes will also be applied to all necessary fixed assets to support school district financial reporting requirements.

For the purpose of this engagement fixed assets, furniture and equipment will include:

Cafeteria/Outdoor Tables	Detached Mobile Storage
Vehicles	Maintenance Equipment
Gardening Equipment	Special Education Equipment
Science/STEM Equipment	Art/Woodshop Equipment
Student Desks/Chairs	Teacher Desks/Chairs
Activity Tables	File Cabinets
Bookcases	Musical Instruments/Equipment
Large Kitchen Equipment	Office Furniture

Technology equipment will include:

Laptops	Desktop Computers
Chromebooks	Tablets
Ipads	All-in-One PCs
LCD Projectors	Interactive Whiteboards
Flat-Screen TVs	Document Cameras
Printers	Duplicating Machines
Charging Carts/Stations	External Media Devices
Monitors	Servers/IT Equipment
Phones	
Two-Way Radios	
Document Scanners	

The district's primary goal is to create a baseline for a comprehensive fixed asset inventory and technology inventory along with accurate valuations on all of its district-owned assets. This comprehensive inventory and valuation will be provided in a format that may be imported into the district's fixed asset accounting software system. This complete, accurate asset inventory will include collection of sufficient detail on each asset in order for the Camden City School District to properly account for, control and monitor its fixed assets and technology assets movements or disposition. A complete and accurate fixed asset and technology inventory will enable the district to abide by regular, financial reporting of fixed assets to external reporting agencies as well as to the general public in a manner that complies with N.J.A.C. 5:30-5.6, Generally Accepted Accounting Principles (GAAP), GFOA's Financial Reporting Requirements and The Uniform Administrative Requirements for Federal Grants.

OHC will work closely in conjunction with district administration and other departmental staff to understand the needs and operations of the Camden City School District. Together, we will develop a work plan, schedule, responsibilities, and project timelines. We will perform on these by providing an accurate, physical fixed asset and technology inventory and valuation for all district-owned assets.

Upon award, the project manager for this engagement, Scott Hodges, will contact Camden City School District administrative staff to discuss the exact period during which the inventory will be performed along with providing his contact information and the contact information of other staff members that may be working on the project.

To assist OHC Advisors, the Camden City School District will provide (if available):

- A current fixed asset listing and technology asset listing for a baseline inventory and reconciliation
- Previous years' asset listings and inventory data/location information on the assets, if available
- Building/Location information
- Site Maps
- Department/School Location contact information

- Inventory schedule of each location/department
- Identify any unique circumstances requiring special attention during inventory or prior to inventory commencement
- Site access to locations requiring inventory
- An initial kickoff meeting with all necessary department/school location contacts to attend for an explanation of the services to be performed and to schedule difficult-to-access departments and schools, if deemed necessary by the district
- A project manager through which we can coordinate site visits, deliver status reports, communicate any issues to, etc.

OHC Advisors will split this project into three phases: Planning/Scheduling, Fieldwork and Reporting.

1. **Planning/Scheduling:** Once the project scope has been confirmed with school district administration, OHC staff will analyze the current asset listings and previous years' inventory data. Additionally, we can begin to develop a schedule in conjunction with the Camden City School District for the inventory based on any asset counts and size of the different locations and departments located throughout the district. We will share this schedule with all necessary district department contacts and school location contacts. We will confirm scheduling with departments/location contacts at the initial kickoff meeting with the Camden City School District. Estimated time of 1 week.

2. **Fieldwork:** Once we have a schedule in place, we will begin the actual physical inventory, reconciliation and valuation of all district-owned fixed assets and technology assets. Fieldwork will be completed by experienced project managers and knowledgeable appraisers chosen for their professional standards, technical capabilities, and fixed asset accounting knowledge. Estimated time of 3-4 weeks.

3. **Reporting:** Once fieldwork has concluded, our fieldwork findings will be used as the basis for the Final reports. OHC staff will include all necessary reporting within initial draft reports. Upon acceptance of these draft reports by Camden City School District administration, a final report will be issued. Estimated time of 1-2 weeks.

Our methodology will assimilate ASA and PMP standards along with GASB34/35, GAAP and GAAFR Financial Reporting Requirements to meet the physical fixed asset and technology inventory, reconciliation and valuation requirements issued in this RFP. OHC will provide usual updates to district administrative staff and request feedback from the school district. Communication amongst parties will be key to a successful engagement.

Planning/Scheduling

OHC will provide staff, hardware, and software necessary to complete a comprehensive, physical fixed asset and technology inventory, reconciliation, and valuation on all district-owned assets for the Camden City School District. This equipment will include:

- Barcode scanners for inventory data collection
- Portable laptops/tablets for inventory data collection and reconciliation
- Inventory software for data upload and data collection
- Staff badges for wear while on district property

The planning/scheduling phase is an essential part of a successful fixed asset inventory project. Our experience illustrates that time spent on planning and scheduling will lead to greater effectiveness and efficiencies while completing the fieldwork portion of the project. Planning activities should include:

- Receipt of fixed asset and technology database, if available
- Analysis of asset databases
- Create realistic timeframes to complete the inventory and reconciliations at each location
- Develop a schedule with the school district to meet these timeframes
- Assignment of inventory staff to project locations based on project/client needs
- Review consistent inventory and reconciliation procedures with staff based on the RFP
- Distribute schedule to all necessary school district departmental contacts and building contacts
- Kickoff meeting to explain services and meet key, school district department/location personnel, if necessary

Fieldwork

OHC will conduct the onsite, physical fixed asset and technology asset inventory and reconciliations as efficiently and as effectively as possible. We expect the onsite fieldwork to take no more than four (4) weeks with planning and reporting stages taking place at company home offices. During the inventory and reconciliation process, OHC will keep open lines of communication with Camden City School District administration regarding findings and/or issues discovered during the inventory.

OHC Inventory Procedures Include:

- Analysis of any available asset listings, cleaning of this data and uploading any original, district fixed asset and technology asset data into OHC's inventory database. OHC will use all applicable information to develop a comprehensive original, baseline fixed asset and technology asset inventory
- If original data is not available nor reliable, OHC will create a template with all applicable, necessary data fields to collect during its scratch inventory process, and we will review this template with the appropriate Camden City School District contact(s)
- Once uploaded, OHC staff will be able to provide any type of sort/filter to conduct as efficient an inventory as possible while in the field. Staff will follow the predetermined schedule and visit each school location/department to account for all assets and reconcile those assets to the fixed asset and technology asset database
- If access issues arise, OHC's project manager will escalate those issues to appropriate district staff
- If an asset has a barcode tag affixed to it, those assets will be scanned with barcode scanners, accounted for, and assigned to a general location/building (Administration Building) and a specific area/room number within that location (Room 321/Board Room)
- If an asset does not have a barcode tag affixed to it, OHC will collect all necessary data on the asset, affix a barcode to the asset and record the asset within its fixed asset database
- If OHC staff comes across an asset that cannot be reconciled to an original fixed asset and technology asset database, and it meets the fixed asset threshold of $2,000 or greater and/or the technology asset threshold of greater than $500 and less than $2,000, then that asset will be added as a new asset to the database with all applicable information recorded and barcoded using district-supplied barcodes
- Barcodes can be affixed to door frames for batch inventory items such as student desks, chairs, bookcases, file cabinets, etc. OHC will discuss this process with the district prior to inventory commencement
- For any currently tagged/barcoded assets, field staff will identify and verify at a minimum the following asset fields from the original, baseline inventory supplied by the Camden City School District. Any field changes will be recorded and identified (highlighted) within the draft and final reports

  - Asset Tag Number (Barcode)
  - Asset Category
  - Manufacturer
  - Model
  - Serial Number
  - Asset Description
  - Quantity (if applicable)
  - Inventory Date
  - Building Name/Number
  - Room Name/Number
  - Department Number
  - Department Name
  - Custodian Name

- ❖ Date of Acquisition
- ❖ Original Cost Value
- ❖ Replacement Cost Value
- ❖ Depreciation Status and Date

- For untagged assets, OHC field staff will identify the asset as, either able to be reconciled to original, district asset data via serial number and description or as meeting the necessary fixed asset criteria, and will apply a district-provided barcode to the asset. In addition to the barcode number that has been applied to the asset, OHC will record and verify the following data fields, at a minimum:

  - ❖ Asset Tag Number (Barcode)
  - ❖ Asset Category
  - ❖ Manufacturer
  - ❖ Model
  - ❖ Serial Number
  - ❖ Asset Description
  - ❖ Quantity (if applicable)
  - ❖ Inventory Date
  - ❖ Building Name/Number
  - ❖ Room Name/Number
  - ❖ Department Number
  - ❖ Department Name
  - ❖ Custodian Name
  - ❖ Date of Acquisition
  - ❖ Original Cost Value
  - ❖ Replacement Cost Value
  - ❖ Depreciation Status and Date

- For "New" assets, OHC will identify the asset as unable to be reconciled to original, district asset data AND meeting the district's $2,000 fixed asset threshold or $500 - $2,000 technology asset threshold. OHC staff will then apply a district-provided barcode to the asset and capture the following data fields, at a minimum on the "New" asset:

  - ❖ Asset Tag Number (Barcode)
  - ❖ Asset Category
  - ❖ Manufacturer
  - ❖ Model
  - ❖ Serial Number
  - ❖ Asset Description
  - ❖ Quantity (if applicable)
  - ❖ Inventory Date
  - ❖ Building Name/Number
  - ❖ Room Name/Number
  - ❖ Department Number
  - ❖ Department Name

- Custodian Name
- Date of Acquisition
- Original Cost Value
- Replacement Cost Value
- Depreciation Status and Date

- OHC's project manager will ensure that all school district locations have been visited, inventoried, and completely reconciled to the school district's original, fixed asset and technology asset database. If these databases are deemed unreliable or do not exist, OHC's project manager will ensure that all district locations have been accessed and inventoried completely
- If assets remain after these initial passes, OHC staff will provide departmental and school locational contacts with "un-reconciled" asset listings and provide staff for another attempt to locate any "missing" assets
- After a "Reconciliation pass" with all locations and departments, OHC will provide a listing of "Unfound Assets," if applicable. We aim for these to be minimal or zero.
- All discrepancies, assets that are possibly entered incorrectly into the district's fixed asset software system or assets that district staff reasonably feels that OHC missed at certain site locations, will be remedied by OHC Advisors with appropriate district staff. Our initial pass and reconciliation process ensure that assets are not missed at locations, and staff follow ups ensure a definitive answer on each asset

Detailed Inventory Procedures include:

- Using barcode scanners, OHC staff will scan and match barcode numbers on all assets to assets within the original, district-provided fixed asset and technology asset databases
- Once an asset has been scanned, located and reconciled to this database within OHC's Inventory system, OHC staff will verify all pertinent information: Asset Tag Number, Asset Description, Manufacturer, Model, Serial Number, etc. and add information if it is currently missing or blank, if available. The asset will then be assigned to a specific building and room number using the school district's current numbering and naming conventions
- Once an asset has been located and accounted for, OHC staff will move on to the next asset
- If OHC staff locates an asset that it cannot match by barcode, serial number, asset description, etc. and it reaches the fixed asset threshold of $2,000, or the technology asset threshold of $500 - $2,000, all necessary information will be captured for that asset, and it will be added to the asset inventory database and barcoded using district-provided barcode tags. OHC will provide a variance report for these new assets
- When an asset is located, scanned, and reconciled to the original fixed asset and technology asset database, it will be assigned a specific building and specific room location
- Upon accounting for each asset, OHC staff will verify applicable asset information: Asset Tag Number, Asset Description, Manufacturer, Model, Serial Number, etc. and add any missing/blank information that is accessible
- OHC staff will provide variance reports for "New" assets. These assets will be accounted for and assigned to a specific building and room location. We will verify that these "New" assets meet the $2,000 fixed asset threshold or $500 - $2,000 technology asset threshold

with our building/departmental contacts and capture all necessary applicable, available information on these assets.

- OHC personnel will ensure that rooms within buildings are left exactly as-is during the inventory

Reporting

All reports generated will meet GAAP, GFOA, and GASB34/35 financial reporting requirements. These reports will be formatted appropriately in Microsoft Excel for a seamless transition into the district's SMART asset management software system, if the district decides to use it in the future. All required fields will be formatted to meet the required field lengths. Reports will also include a narrative detailing project methodologies and processes used during the physical fixed asset inventory, reconciliation, and valuation. Any unusual findings or clarifications about the reports and any other useful information the district may need to update its asset inventory records will also be included within these reports.

For each report, OHC will issue a draft and final report with three Worksheets:

- **Worksheet 1:** Matches found: Assets have identical tag numbers and serial numbers
- **Worksheet 2:** Additions: Asset found, and asset does not currently exist in current district-provided data
- **Worksheet 3:** Deletions: Assets exist in current district-provided data, but do not physically exist after initial inventory and reconciliation efforts with each departmental and school location contact.

OHC Advisors' final report will also provide:

- An Appraisal Certification
- Summary of Assets by Type/Group and Location
- Detailed listing of all Capitalized assets to include the following fields:

  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

Customizable reports will be issued in the format requested by the Camden City School District. OHC will discuss with the district staff prior to project commencement exactly what data the final reports will include, outside of what is explained within this RFP, and how that data will be presented to the district. OHC will verify that the district fully understands all reports and findings upon issuance of the final reports. At minimum, the district's draft and final reports shall include completed information for all necessary data fields as illustrated above.

Scott Hodges, the lead project manager on this engagement, is an ASA-designated Machinery and Equipment appraiser with 15 years of experience in performing fixed asset and technology inventories and assigning insurable replacement cost values (current values), reproduction cost and/or historical cost/original cost to school district's fixed assets and technology assets nationwide. His experience in assigning insurable replacement cost values, reproduction cost and historical costs includes, but is not limited to:

- Buildings
- Building Contents
- Land
- Moveable Equipment
- Machinery and Equipment
- Vehicles
- Site Improvements
- Process Equipment (Water and Wastewater facilities)
- PITO (Property in the Open/Land Improvements)
- EDP (Electronic Data Processing Equipment, Computers, Printers, etc.)

All OHC field staff members are knowledgeable and experienced in assigning assets to specific asset categories and replacement cost new, reproduction cost and historical cost appraisal techniques. Normal and standard costing methods will be utilized by all staff appraisers throughout this engagement.

Once all necessary field data is gathered and analyzed. OHC staff will use their valuation tools (Marshall Valuation Services, Marshall, Swift, Boeckh Valuation, Manufacturer Pricing guides, Process equipment pricing guides, internet research, etc.) to arrive at accurate historic cost and replacement cost values for the Camden City School District's fixed assets and technology assets. All normal and standard costing techniques will be used for appraisal purposes. From the assigned asset categories/asset classes, OHC staff can review, and assign as necessary, appropriate useful lives for these asset classes as well as accurate annual depreciation and accumulated depreciation calculations.

OHC's appraisal and inventory fieldwork will capture all necessary fixed asset data that will meet or exceed GASB34 and GAAP expectations. Data captured via mobile tablet computer shall include:

- Asset Tag Number (Barcode)
- Asset Category
- Manufacturer

- Model
- Serial Number
- Asset Description
- Quantity (if applicable)
- Inventory Date
- Building Name/Number
- Room Name/Number
- Department Number
- Department Name
- Custodian Name
- Date of Acquisition
- Original Cost Value
- Replacement Cost Value
- Depreciation Status and Date

OHC Advisors staff will work with Camden City School District administration regarding the recording and valuation of all fixed assets and technology assets. We will meet and work with the proper school location and department contacts to gather the necessary data and information on these fixed assets and technology assets for accurate, consistent valuations.

Project Task Schedule

OHC Advisors can begin the Camden City School District fixed asset and technology inventory, reconciliation, and valuation engagement shortly after award and contract execution. We estimate that the inventory, reconciliation, valuation, and delivery of final reports will take **45-60 calendar days** from the date of the commencement of onsite fieldwork in 2020. We will work efficiently with school district staff to exceed expectations of the district's project completion deadline, a four (4) week fieldwork timeframe with final reports completed by September 30, 2020.

Project Task	7 days	30 days	45 days	60 days
1. Notice to Proceed received from school district	X			
2. Receipt of district asset listing(s)	X			
3. Analysis of asset listings by OHC staff	X			
4. Import data into OHC Fixed Asset Inventory Database	X			
5. Project Planning/Scheduling	X			
6. Review Inventory and Reconciliation Policies & Proced.	X			
7. Initial Physical Inventory, Barcoding, Reconciliation		X		
8. Reconciliation of remaining assets/depts/locations		X		
9. Clean data after Inventory/Reconciliation process		X		
10. Perform valuations on all fixed assets and technology assets			X	
11. Review of asset classes and useful lives			X	
12. Valuation review of all assets and certification by ASA appraiser			X	
13. Complete Final Review of data			X	
14. Issue Draft Reports				X
15. Issue Final Reports				X
16. Final Inventory interface with district's asset management system				X

OHC Advisors will perform onsite inventory and reconciliation tasks during normal school district business hours. However, we are prepared to perform services outside of normal business hours when possible. This is preferable because we have found that when we are able to gain access to facilities and locations outside of normal business hours, our staff is able to be more efficient within that space, resulting in even faster project completion timeframes for our clients. However, if this is not possible, there will **NOT** be any change to our 45 to 60-day scheduled timeframe.

Overall, we will work with the Camden City School District to establish a project timeline that is appropriate to the district and its financial reporting requirements.

Why OHC

So why OHC? Our interest in this engagement is apparent, otherwise we would not provide a proposal for the work, so why should the Camden City School District choose OHC Advisors over one of its competitors?

1. **Senior-Level Experience**: OHC employs only senior-level staff members, which is why Mr. Hodges was brought on to head up OHC's Fixed Asset division. With more than 15 years of fixed asset project management experience, Scott Hodges has managed every type of fixed asset project imaginable. School district fixed asset inventories and valuations are one of the core business sectors that OHC's Fixed Asset division services, and Mr. Hodges is familiar with every different piece of equipment he may come across within this environment, on a national basis. Additionally, Mr. Hodges' ASA-designation in Machinery & Equipment designates him as an expert in this field.

2. **Personal Client Relationships**: OHC is unlike any of its competitors when it comes to building and developing client relationships. As a smaller firm, we have a laser focus on our clients and their individual needs. From the first day of the engagement, you will have the personal cell phone number of Mr. Hodges, the project manager on this engagement. He will be available to you at any date and time (even evenings and weekends) to answer questions, resolve any issues that may arise, and provide intermittent updates on project progress.

3. **Greater Efficiency**: Because of its project managers' experience on a plethora of school district fixed asset inventory projects, OHC is the most efficient firm industry-wide from the beginning, planning stages of a project to the ending, reporting stages of the project. OHC's project managers will analyze your data and develop an aggressive project schedule. Using his knowledge and experience with different asset databases and asset software, Scott Hodges will follow this schedule while accounting for and reconciling as many assets as possible. Upon completion of the asset inventory fieldwork, reports will be prepared accurately and consistently with the format needed for a simple transition into the Camden City School District's fixed asset inventory software system, if necessary.

4. **Better Pricing**: Even though OHC is a smaller firm than most of its competitors, our ability to run lean and efficiently allows us to provide low-cost competitive pricing to our prospective clients. Also, unlike many of our competitors that increase their costs on an annual basis, OHC believes that a firm should become more efficient year-to-year on the same project. These efficiencies provide cost-savings to OHC, and those cost savings are passed on to our clients. While many of our competitors increase their costs over time for the same project, OHC actually decreases its costs on an annual basis.

Section C: Qualifications and Experience

With more than 15 years of Fixed Asset Inventory Project Management experience, Mr. Hodges has successfully performed on a myriad of fixed asset and technology asset inventory and valuation engagements. We believe that the references and other applicable projects listed below best demonstrate this experience and why OHC Advisors is the best choice for this engagement.

These references are shown below:

Reference #1:

Client:	**City of Atlantic City, New Jersey**
Contact Person:	**Ms. Adetoro Aboderin**
Job Title:	**Chief Financial Officer**
Address:	**1301 Bacharach Blvd. Atlantic City, NJ 08401**
Email:	**AAboderin@cityofatlanticcity.org**
Services Provided:	**1 year**

Project Objectives Achieved:

The City of Atlantic City Fixed Asset Inventory and Valuations project consisted of an annual inventory of approximately 2,500 fixed assets with a threshold of $5,000 spread throughout the city of Atlantic City, New Jersey.

To begin the project, OHC worked with city administrative staff and their departmental contacts at each location/department to schedule each location and department for a time to convenient to each location. Once scheduled, we began the fieldwork. Scott Hodges was the lead project manager on the engagement.

OHC's staff visits each location and meets with each departmental contact. At each location, Mr. Hodges and his staff review the department/building's asset listing with the appropriate contact and physically visit all necessary room locations/areas within each site/building to account for as many fixed assets as possible. Within each sublocation, Mr. Hodges and his staff scan all asset tags with barcode scanners and account for as many assets as possible by assigning them to the appropriate building and rooms. We then perform a variety of sorts and filters within the asset database to develop a list of remaining assets within each sublocation. This allows us to reconcile as many assets as possible within each sublocation and reduces duplication of effort throughout each department and location.

This remaining list of assets is then located with each departmental/location contact. Upon completion of the inventory at each location, Mr. Hodges and his staff provide an electronic listing of any remaining assets at the end of each inventory to the appropriate departmental contact and provide follow-up reconciliation attempts as necessary. Once all locations have been physically inventoried and all assets have been reconciled as completely as possible, custom reports are created for the city.

OHC Advisors provided historic cost and replacement cost valuations on the city of Atlantic City's fixed assets in order to provide the city with a comprehensive baseline inventory and accurate valuations for GASB34, GAAP and financial reporting purposes.

Electronic reports are provided for a seamless upload into the city's fixed asset software system and hard copy reports are provided as necessary. Audit support will be provided throughout the duration of the contract.

Reference #2:

Client:	**Okaloosa County School District**
Contact Person:	**Mr. Kenn Macdonald and Ms. Melissa Cordell**
Job Title:	**Specialist-Accounting and Financial Reporting**
Address:	**120 Lowery Place SE Fort Walton Beach, FL 32548**
Phone Number:	**(850) 833-5834 and (850) 833-5835, respectively**
Email:	**MacdonaldKE@Okaloosaschools.com and Melissa.Cordell@Okaloosaschools.com**
Services Provided:	**2 years**

Project Objectives Achieved:

The Okaloosa County School District Fixed Asset Inventory project consists of an annual inventory of approximately 8,600 fixed assets with a threshold of $1,000 spread across approximately fifty (50) K-12 school locations and an additional twenty (20) departmental locations.

To begin the project, we worked with the Okaloosa County School District and their Property Managers at each location/department to schedule an inventory date and time convenient to each school and property manager. Once scheduled, we began the fieldwork. Scott Hodges was the project manager on the project.

OHC's team visits each location and meets with each Property Manager at each school/department. At each location, Mr. Hodges and his staff review the school's asset listing with the Property Manager and physically visit all necessary room locations/areas (Band, Gym, Chorus, etc.) within each school to account for as many fixed assets as possible. Within each sublocation, OHC's team members scan all asset tags to account for the "easy-to-find" assets and then perform a variety of sorts and filters within the asset database to develop a list of remaining assets within each sublocation. This allows our team to reconcile as many assets as possible within each sublocation and reduces duplication of effort throughout each school.

This remaining list of assets is then located with each sublocations subject matter expert (Gym teacher, Band Director, etc.)at each school location. Upon completion of the inventory at each school location, Mr. Hodges provides an electronic listing of any remaining assets at the end of each day to the appropriate Property Manager, and our team provides follow-up reconciliation attempts as necessary. Once all school locations have been physically inventoried and all assets have been reconciled as completely as possible, custom reports are created for the School District.

Electronic reports are provided for a seamless upload into the School District's Accounting System and hard copy reports are provided as necessary. Audit support will be provided throughout the duration of the contract (5 years).

Reference #3:

Client:	**Martin County, Florida**
Contact Person:	**Mr. Mike Kittell**
Job Title:	**Assistant Purchasing Manager**
Address:	**2401 SE Monterey Rd, Stuart, FL 34996**
Phone Number:	**(772)419-6946**
Email:	**MKittell@martin.fl.us**
Services Provided:	**4 years**

Project Objectives Achieved:

The Martin County, Florida Fixed Asset Inventory project consists of an asset inventory, of approximately 7,000 capital assets, with a capital asset threshold of $1,000, for a County in Florida.

As the Project Manager on this engagement, Scott Hodges, verifies the scope with Martin County, Florida staff and puts together a scheduled based on the asset counts at each location. He then sets out to perform the inventory with his staff.

Prior to fieldwork commencement, Mr. Hodges schedules the inventory on a locational basis to avoid as much duplication of work as possible. Staff inventories all county-owned fixed assets as well as provides a barcode tagging effort to any new assets.

Over the course of the inventory over 200 different buildings/locations are to be visited. At each location, Mr. Hodges and his staff scan assets with barcode scanners and account for those assets in their fixed asset system. If an asset is matched to the fixed asset system via description or serial number, but does not have an asset tag, a tag is applied and assigned to the asset. If an asset is found to meet the county's capitalization threshold and could not be reconciled to the current fixed asset listing, then it is added as a "New Asset." Unique identifier numbers and barcode tags are applied to all new assets that are added to the database as "new" assets. All applicable information on these assets is collected.

All locations are inventoried and reconciled as efficiently and effectively as possible. Follow-ups occur as necessary for departments with any outstanding assets. These reconciliation follow-ups occur until any "missing" assets are minimal or zero.

Deliverables are provided in a format that allow a simple upload into the county's financial management system. Mr. Hodges works closely with Martin County IT staff to ensure a successful upload of the applicable inventory data.

Reference #4:

Client:	**City of Oxnard, CA Fixed Asset Inventory & Valuation**
Contact Person:	**Ms. Pamela Greer and Ms. Deanne Purcell**
Job Title:	**Senior Accountant and Controller, respectively**
Address:	**300 West Third St. Oxnard, CA 93030**
Phone Number:	**(805) 385-7499 and (805) 200-5400, respectively**
Email:	**Deanne.Purcell@Oxnard.org**
Services Provided:	**1 year**

Project Objectives Achieved:

The Oxnard, CA Fixed Asset Inventory project consisted of an asset inventory, valuation and tagging effort of approximately 7,000 capital assets, with a capital asset threshold of $5,000, for the City of Oxnard, CA, a city about 60 miles north of Los Angeles. As the Project Manager on this engagement, Scott Hodges, verified the scope with Oxnard staff and set out to perform the inventory with his staff. An inventory had not been completed for the City of Oxnard, CA in 10+ years, and Oxnard staff was not sure how reliable the fixed asset ledger was.

Prior to fieldwork commencement, Mr. Hodges analyzed the fixed asset ledger and determined that that it was reliable enough to use for the baseline of the inventory. He scheduled the inventory on a locational basis to avoid as much duplication of work as possible. Staff inventoried all city-owned fixed assets as well as provided insurable replacement cost and historic cost valuations on these assets. A condition assessment on each asset was completed in order to arrive at accurate valuations and for depreciation purposes.

Over the course of the inventory over 200 different buildings/locations were to be visited. At each location, Mr. Hodges and his staff scanned assets with barcode scanners and accounted for those assets in their fixed asset system. If an asset was matched to the fixed asset system via description or serial number, but did not have an asset tag, a tag was applied and assigned to the asset. If an asset was found to meet the city's capitalization threshold and could not be reconciled to the current fixed asset listing, then it was added as a "New Asset." Unique identifier numbers and barcode tags were applied to all new assets that were added to the database as "new" assets. All applicable information on these assets was collected.

Additionally, all asset classes/categories and useful lives were reviewed, and assets were reassigned to different asset classes, as necessary. Replacement cost and historic cost valuations were completed on all assets using standard and normal costing techniques. Depreciation calculations were accurately completed on all assets in compliance with GASB34 and GAAP financial reporting requirements.

Deliverables were provided in a format that would allow a simple upload into the city's financial management system. City auditors were very involved throughout the engagement, and even reviewed the policies and processes of Mr. Hodges and his staff. The City of Oxnard received a clean bill of financial health following the engagement and audit support was provided as necessary.

Reference #5:

Client:	**Broward County-Port Everglades Division**
Contact Person:	**Ms. Leah Brasso and Ms. Marjorie Nguyen**
Job Title:	**Finance Director and Assistant Director of Finance, respectively**
Address:	**1850 Eller Drive Fort Lauderdale, FL 33316**
Phone Number:	**(954) 468-3513 and (954) 468-0135**
Email:	**lbrasso@broward.org and mnguyen@broward.org**
Services Provided:	**5 years**

Project Objectives Achieved:

The Port Everglades Asset Inventory is comprised of approximately 2,000 assets spread throughout a shipping port in South Florida. Mr. Hodges is the onsite staff on the Port Everglades Fixed Asset Inventory engagement, and has served as the project manager for the previous 5 years.

For the first year onsite, Mr. Hodges was furnished with an asset ledger by Port Everglades that had no location information, no departmental information, no address information and no department contact information. Upon receiving the asset ledger, Mr. Hodges sat down with the Port's project contact to discuss departmental contacts and the assignment of accountability for these assets. Once Mr. Hodges had departmental contacts, he was able to assign the assets to the proper departments, send out asset listings, and schedule the inventory.

Mr. Hodges went through the asset listing and assigned departments to each asset, as that had not been completed by Port administration. Mr. Hodges could then distribute these departmental asset listings to the appropriate departmental contacts prior to commencement of the inventory. Once all of these asset listings were distributed, the inventory could begin.

Once scheduled, Mr. Hodges meets with each individual department contact and makes his way efficiently through each department's space. Assets are scanned, accounted for and assigned to the appropriate building and room location.

When this first pass with each department has been completed, Mr. Hodges sends each department a reconciliation listing of remaining assets for their department. He then follows up with the departments to reconcile as many of the remaining fixed assets as possible.

Once all departments and assets have been completely reconciled, configurable reports are created for a simple transition into the Port's financial management system. Audit support is provided as necessary.

In addition to these references, Mr. Hodges has successfully performed as a project manager for the following entities over the course of his career:

- University of Washington Seattle - 28,000 assets
- University of California San Diego - 24,000 assets
- Sarasota County, Florida – 15,000 assets
- University of Minnesota – 32,000 assets
- University of Iowa Main Campus - 12,000 assets
- University of Iowa Hospital & Clinics - 17,000 assets
- NY Medical College - 1,200 assets
- Weill Cornell Medical College - 9,000 assets
- UCONN Health System - 24,000 assets
- SUNY Brooklyn University Hospital - 12,000 assets
- Maryland Transit Administration - 29,000 assets

Section D: Pricing

OHC will work closely with Camden City School District administration and individual location and department contacts throughout this engagement. OHC staff has the knowledge and experience to conduct a comprehensive physical, fixed asset and technology asset inventory, reconciliation and valuation of this scope and size and has completed many similar engagements in the past with a laser focus on client understanding and satisfaction. We only consider our job done when complete client satisfaction has been achieved. OHC will provide the Camden City School District with accurate and consistent asset records. We will work closely with district IT and administration staff to provide the data and reports in a format consistent with the district's asset management software system, and ensure that the data can be uploaded/imported successfully into the district's asset management software system.

Based on the information within this solicitation as well as our knowledge and experience of fixed asset inventories, reconciliations, and valuations OHC is pleased to quote the following professional fees and expenses for the requested services. All travel, administrative and miscellaneous expenses are included in this fixed cost fee:

- **Complete Fixed Asset Inventory, Reconciliation and Valuation of the Camden City School District's estimated 2,000 – 3,000 fixed assets (assets with a value of $2,000 and above) and approximately 1,100 technology assets (technology assets with a value above $500 and below $2,000). Applying district-provided barcodes to all untagged district-owned fixed assets. Adding "New" assets to the asset inventory database when applicable. Providing replacement cost and historic cost valuations on all district-owned assets, if not provided. Calculating annual depreciation and accumulated depreciation all district-owned assets, if not provided. Ensure a possible transition of the final data into the district's asset management system**

  2020 Fixed Asset Inventory, Reconciliation and Valuation = **$31,600**

These fees are based off of the inventory, reconciliation, and valuation of estimated quantities of 2,000 – 3,000 total fixed assets and 1,100 technology assets. If, for some reason, these quantities are much greater, OHC Advisors will discuss this with the Camden City School District and interpolate an additional unit cost for these additional assets. These fees are completely inclusive of staffing labor, equipment, hardware and software costs, travel expenses, living expenses, administrative expenses and all other expenses that may be incurred while fulfilling the requirements of this solicitation. Any questions or comments regarding fees may be sent to Scott Hodges at Scott@OHCadv.com or he may be reached by phone at (941) 545-4501.

Optional: Asset Management System

The Camden City School District has also requested information regarding an Asset Management System and/or Asset Management Database. While there are many off-the-shelf Asset Management Systems for sale, we believe that a custom solution for the Camden City School District will be the best fit. Please let us know if you prefer an off-the-shelf system, and we would be happy to gather pricing and other information on these systems.

This custom asset management solution would consist of OHC Advisors creating and maintaining a comprehensive fixed asset and technology asset database for the Camden City School District. This custom database would contain the following fields, at minimum:

- Asset Tag Number (Barcode)
- Purchase Date
- Asset Category
- Manufacturer
- Serial Number
- Item Description
- Depreciation (Current YTD)
- Book Value
- Quantity
- Purchase Order Number
- Invoice Number
- Cost
- Location (Building, Office, Site)
- Name of employee asset is issued to (when applicable)
- Disposition (recycled, sold, transferred, etc.)

OHC Advisors will work in conjunction with the Camden City School District to actively organize, update and manage this custom database.

When a new asset is purchased, the Camden City School District would forward all appropriate purchase order and invoice information to OHC Advisors so that the new asset can be added to the database.

When an asset is disposed of, the Camden City School District will send OHC Advisors all appropriate surplus paperwork and OHC Advisors will designate the asset inactive and surplus.

OHC Advisors will provide all necessary reports to the Camden City School District, including, but not limited to:

- Depreciation Reports
- Cost Reports
- Reports by Asset Category
- Reports by Department
- Reports by Location

OHC Advisors can offer these services at an hourly rate, billed monthly to the Camden City School District, or as a fixed fee cost on a monthly basis.

- 2020 Hourly Rate for Custom Asset Management Solution = **$150 / hour**
- 2020 Fixed Cost Fee for Custom Asset Management Solution = **$2,000/month**

These fees are completely inclusive of staffing labor, equipment, hardware and software costs, travel expenses, living expenses, administrative expenses and all other expenses that may be incurred while fulfilling these optional asset management services. Any questions or comments regarding fees may be sent to Scott Hodges at Scott@OHCadv.com or he may be reached by phone at (941) 545-4501.

Conclusion

On behalf of OHC Advisors, we thank you for allowing us to bid on this very important initiative for the Camden City School District. Our knowledge and understanding of fixed asset accounting and financial requirements that support GASB Statements 34/35, 41 and 52, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Auditing and Financial Reporting (GAAFR), GFOA, and the Uniform Administrative Requirements for Federal Grants along with the myriad of our project experiences demonstrate our ability to complete the requested services in this solicitation. Please feel free to reach out to us with any questions you may have regarding the proposed services.

We look forward to the opportunity to service the Camden City School District and all associated district facilities.

Sincerely,

Scott Hodges, VP of Fixed Assets
OHC Advisors
Scott@OHCadv.com
(941) 545-4501

To be completed, signed below & returned with proposal.

ACKNOWLEDGEMENT OF ADDENDA

RFP CBOE 21-20 **Proposal Date: Thursday, June 18, 2020**

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of bidding and agrees that said Addenda shall become a part of this contract. The respondent shall list below the numbers and issuing dates of the Addenda.

ADDENDA NO.	ISSUING DATES

☑ **No Addenda Received**

Name of Company OHC Advisors, Inc.

Address 12060 SW 129th Ct., Suite 200 P.O. Box ____________

City, State, Zip Code Miami, FL 33186

Name of Authorized Representative Scott Hodges, VP of Fixed Assets

Signature ____________ Date 6/9/2020

To be completed and signed below & returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

RFP CBOE 21-20 **Date: Thursday, June 18, 2020**

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, a current Affirmative Action Evidence—Certificate of Employee Information Report

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☒ No

   If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report ☒ Yes ☐ No

   If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered ***"NO"*** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: *www.state.nj.us/treasury/contract compliance/*

- Click on "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

I certify that the above information is correct to the best of my knowledge.

Name: Scott Hodges

Signature

Title VP of Fixed Assets Date 5/20/2020

Name of Company OHC Advisors, Inc.

Address 12060 SW 129th Ct., Suite 200

City, State, Zip Miami, FL 33186

Certification 59056

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-MAY-2018 to 15-MAY-2025

OHC ADVISORS, INC.
14221 SW 120TH ST., STE 229
MIAMI FL 33186

ELIZABETH MAHER MUOIO
State Treasurer

State of New Jersey

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
CONTRACT COMPLIANCE & AUDIT UNIT
EEO MONITORING PROGRAM
33 WEST STATE STREET
P. O. BOX 206
TRENTON, NEW JERSEY 08625-0206

ELIZABETH MAHER MUOIO
State Treasurer

MAURICE A. GRIFFIN
Acting Director

ISSUANCE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Enclosed is your Certificate of Employee information Report (hereinafter referred to as the "Certificate" and issued based on the Employee Information Report (AA-302) form completed by a representative of your company or firm. Immediately upon receipt, this certificate should be forwarded to the person in your company or firm responsible for ensuring equal employment opportunity and/or overseeing the company or firm's contracts with public agencies. Typically, this person may be your company or firm's Human Resources Manager, Equal Employment Opportunity Officer or Contract Administrator. If you do not know to whom the certificate should be forward, kindly forward it to the head of your company or firm. Copies of the certificate should also be distributed to all facilities of your company or firm who engage in bidding on public contracts in New Jersey and who use the same federal identification number and company name. The certificate should be retained in your records until the date it expires. This is very important since a request for a duplicate/replacement certificate will result in a $75.00 fee.

On future successful bids on public contracts, your company or firm must present a photocopy of the certificate to the public agency awarding the contract after notification of the award but prior to execution of a goods and services or professional services contract. Failure to present the certificate within the time limits prescribed may result in the awarded contract being rescinded in accordance with N.J.A.C. 17:27-4.3b.

Please be advised that this certificate has been approved only for the time periods stated on the certificate. As early as ninety (90) days prior to its expiration, the Division will forward a renewal notification. Upon the Division's receipt of a properly completed renewal application and $150.00 application fee, it will issue a renewal certificate. In addition, representatives from the Division may conduct periodic visits and/or request additional information to monitor and evaluate the continued equal employment opportunity compliance of your company or firm. Moreover, the Division may provide your company or firm with technical assistance, as required. Please be sure to notify the Division immediately if your company's federal identification number, name or address changes.

If you have any questions, please call (609) 292-5473 and a representative will be available to assist you.

Enclosure(s) (AA-01 Rev. 4/18)

To be completed, signed below & returned with proposal.

CAMDEN CITY SCHOOL DISTRICT

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed $17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that ______________________________ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient Elected Official/ Committee/Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

☑ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that OHC Advisors, Inc. (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent Scott Hodges

Signature ______________ Title VP of Fixed Assets

Business Entity OHC Advisors, Inc

To be completed, signed below & returned with proposal.

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: CBOE 21-20 **Bidder/Offeror:** OHC Advisors, Inc.

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

✓ **I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed** on the N.J. Department of the Treasury"s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

☐ **I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below**. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name ______ Relationship to Bidder/Offeror ______
Description of Activities ______
Duration of Engagement ______ Anticipated Cessation Date ______
Bidder/Offeror Contact Name ______ Contact Phone Number ______

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Scott Hodges Signature: [signature]
Do Not Enter PIN as a Signature

Title: VP of Fixed Assets Date: 5/20/2020

To be completed, signed below & returned with proposal.

NON-COLLUSION AFFIDAVIT

CBOE 21-20 Fixed Asset Inventory & Valuation Services

Re: Proposal for the CAMDEN CITY SCHOOL DISTRICT.

STATE OF Florida) Date: 6/2/2020
:ss:
COUNTY OF Hillsborough)

I, Scott Hodges of the City of Apollo Beach

in the County of Hillsborough and the State of Florida

of full age, being duly sworn according to law on my oath depose and say that:

I am VP of Fixed Assets of
Position in Company
the firm of OHC Advisors, Inc and the respondent making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by

OHC Advisors, Inc.
(Print Name of Contractor/Vendor)

Subscribed and sworn to: ____________________
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this 02 day of 06, 2020.
Month Year

____________________ Michael Eifler
NOTARY PUBLIC SIGNATURE Print Name of Notary Public

My commission expires 01 12, 2021. Seal
Month Day Year

MICHAEL EIFLER
NOTARY
My Comm. Expires January 12, 2021
No. GG 62514
PUBLIC
STATE OF FLORIDA

To be completed, signed below & returned with proposal.

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: OHC Advisors, Inc.

Organization Address: 12060 SW 129th Ct., Suite 200

City, State, ZIP: Miami, FL 33186

Part I Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☒ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): ______________________

Part II Check the appropriate box

☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
Michael Baldwin, President	12060 SW 129th Ct., Suite 200, Miami, FL 33186

Part III **DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s
N/A	

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
N/A	

Part IV **Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***CAMDEN CITY SCHOOL DISTRICT*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the ***Board of Education*** to notify the ***Board of Education*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Board of Education*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Scott Hodges	Title:	VP of Fixed Assets
Signature:		Date:	5/20/2020

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

To be completed, signed below & returned with proposal.

CONTRACTOR/VENDOR QUESTIONNAIRE CERTIFICATION

Fixed Asset Inventory & Valuation Services
RFP CBOE 21-20

Name of Company OHC Advisors, Inc.

Street Address 12060 SW 129th Ct., Suite 200 PO Box ____________

City, State, Zip Miami, FL 33186

Business Phone Number (305) 916-6222 Ext. ____________

Emergency Phone Number (941) 545-4501

FAX No. (____) ____________ E-Mail Scott@OHCadv.com

FEIN No. 47-5364154

Years in Business 5 Number of Employees 15

References – Work previously done for School Systems in New Jersey

	Name of District	Address	Contact Person/Title	Phone
1.	City of Atlantic City, New Jersey	1301 Bacharach Blvd. Atlantic City, NJ 08401	Ms. Adetoro Aboderin, CFO	(609)347-5300
2.	Okaloosa County School District	120 Lowery Place, Fort Walton Beach, FL 32548	Mr. Kenn Macdonald, Accounting & Financial Reporting,	(850)833-5834
3.	Martin County, Florida	2401 SE Monterey Rd, Stuart, FL 34996	Ms. Krysti Brotherton, Purchasing Manager,	(772)288-5481

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the CAMDEN CITY SCHOOL DISTRICT, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the CAMDEN CITY SCHOOL DISTRICT.

Vendor Certifications

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

Scott Hodges, VP of Fixed Assets
President or Authorized Agent

SIGNATURE

02/14/18

Taxpayer Identification# **475-364-154/000**

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,

James J. Fruscione

James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
OHC ADVISORS

ADDRESS:
14221 SW 120TH ST. STE 229
MIAMI FL 33186-4224

EFFECTIVE DATE:
02/14/18

TRADE NAME:

SEQUENCE NUMBER:
2207970

ISSUANCE DATE:
02/14/18

James J. Fruscione
Director
New Jersey Division of Revenue

FORM-BRC
(04-08), D205846V

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

PROPOSAL PAGE

The undersigned hereby proposes to furnish and deliver all services requested in this RFP, in strict accordance with these specifications, and hereby accepts the foregoing conditions under which this contract is to be awarded and agrees to be bound thereby.

The prices quoted include all charges and expenses for furnishing and delivering all services in the manner and under the conditions specified, except where otherwise stated.

The undersigned hereby declares that this organization is the only person interested in this estimate, and that no other person named herein has any interest in this estimate or in the proposed contract.

The undersigned does further declare that no member of the CCSD or any officer or other employee of the CCSD is directly or indirectly interested therein or in any portion of the profit thereof.

This Company is in compliance with all regulations regarding P.L. 1975, Ch. 127.

Fee for Fixed Asset Inventory & Valuation Services
$ 31,600

COMPANY NAME OHC Advisors, Inc.

AUTHORIZED SIGNATURE FOR THE ORGANIZATION ____________ 6/9/2020
(Must sign in ink) (Date)

PRINT NAME AND TITLE Scott Hodges, VP of Fixed Assets

ADDRESS 12060 SW 129th Ct., Suite 200

Miami (City) Florida (State) 33186 (Zip Code)

TELEPHONE (941)545-4501
(Area Code) (Number)

IMPORTANT:
ORGANIZATION MUST COMPLETE ABOVE IN INK OR BY TYPEWRITER (SIGNATURE MUST BE IN INK).