

BOARD AGENDA ITEM

July 14, 2026

SUBJECT:

Request for Proposals for District Wide Inventory of Capital Assets

BACKGROUND INFORMATION:

Proposals were received for a District-wide inventorying of capital assets on May 29, 2026, at 2:00 p.m. The District's last complete inventory was nearly 25 years ago. While Finance has updated annually for additions and disposals, a complete inventory would ensure completeness of our listing and provide updated valuations for insurance and other purposes. Services would be coordinated through the District's Business Services Department.

ADMINISTRATIVE CONSIDERATION:

Seven proposals were received. After evaluating the proposals, the Selection Committee believes the District would be best served by awarding to Divot Assets, Inc. This company has experience inventorying K-12 organizations and will be able to perform tasks with as little disruption to schools as possible. The Board previously approved \$150,000 in one-time funds as the estimated cost of the process. Divot's proposal was for \$111,950.

RECOMMENDATION:

Allow the administration to enter into a contract with the vendor listed above for inventorying of the District's capital assets.

PREPARED BY:

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