



City of Mission

Proposal for City-wide Physical Fixed Asset Inventory Services

March 19, 2026

**Submitted by Records Consultants, Inc. – Chris Coryell, Vice President of Sales
21288 Gathering Oak, San Antonio, Texas 7820 (877) 363-4127 Fax (877) 366-0776**

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March 16, 2026

City of Mission
Andy Garcia
1201 E 8th Street
Mission, TX 78572

**Fixed Asset Inventory and
Management Proposal**

Mr. Garcia,

Records Consultants, Inc. (RCI), a leading fixed asset management consulting company headquartered in San Antonio, Texas, is pleased to submit this proposal to The City of Mission (THE CITY) for city-wide Physical Fixed Asset Inventory services. RCI is proposing services to conduct a comprehensive and accurate physical asset inventory and reconciliation across all THE CITY buildings and facilities. The RCI fixed asset inventory and reconciliation will help THE CITY establish an accurate baseline of assets while also helping fulfill its GASB 34 reporting requirements.

Over the last 32 years, RCI has completed comparable inventory and reconciliation projects for more than 1,500 clients throughout Texas and the United States. Each year we conduct 250-300 Capital and Fixed Asset inventories for new and existing clients with a commitment to providing unsurpassed quality and client service. We are often referred to new clients by external auditors familiar with our work. RCI is uniquely qualified to provide the on-site physical inventory and reporting services for THE CITY. Our experienced inventory specialists are experts at the physical inventory process, and we provide a robust solution for asset tracking by way of our state-of-the-art Fixed Asset Management Program (FAMP 11.1). Our asset tracking software includes robust reporting features for valuation and depreciation reports. We are confident you will find our proposal responds to the scope of services that you have requested and demonstrates our extensive experience in conducting capital and fixed asset inventories.

I am authorized to bind this offer and will be the primary contact for any questions. RCI appreciates the opportunity to offer our services to The City of Mission. This proposal is considered valid up to six (6) months after the submission date. Our team is available to speak with you about this proposal at your convenience. Should you have any questions regarding any aspect of our proposal, please do not hesitate to call me at (877) 363-4127.

Sincerely,

A handwritten signature in black ink that reads "Chris Coryell". The signature is written in a cursive, slightly slanted style.

Chris Coryell
Vice President of Sales

COMPANY EXPERIENCE AND QUALIFICATIONS

Based in San Antonio, Texas, RCI is a recognized leader in a variety of management consulting and service fields and has performed information management services for public and private entities, such as school districts, institutions of higher education, municipalities, county governments, and private sector clients in healthcare and transportation. We provide a wide range of products and services, which include Capital and Fixed Asset Inventory Management Services and Software, Historical Cost Research for GASB 34 reporting, Infrastructure Valuations, Insurance Property Appraisals, and Records Retention and Document Imaging Solutions.

The Company was formed as a microfilm service bureau in 1980 and subsequently added records management services and our fixed asset inventory program. Insurance appraisal services were a later addition to RCI's product line. We are a privately held Texas corporation; the firm is financially secure with no litigation history or any pending actions of law that will affect our dedication to this project.

Reflecting RCI's commitment to client service and efficient project management, all engagements are staffed from the Company's corporate office. Because we do not outsource work, using the Company's own employees ensures clear ownership of the project and will provide The City of Mission with the highest degree of accountability. As further evidence of our commitment to customer service, RCI does not use voicemail; Clients will always speak with a member of RCI's staff during normal business hours.

Name of Firm	Records Consultants, Inc.
Location of headquarters	21288 Gathering Oak San Antonio, Texas 7820 Phone: (877) 363-4127 Fax: (877) 366-0776 www.rcitech.com
Tax Identification Number	74-2673059
Year Established	June 1, 1993
Number of Years in Existence Under Trade Name	32 Years
Total Number of Offices	1 Corporate Office Location
Total Number of Employees	80 Employees Based in San Antonio, Texas
Organization Type	Privately Held C Corporation
Area of Service	Nationally within U.S.
Primary Expertise	Capital and Fixed Asset Inventory Historical Cost Research for GASB 34/35 Reporting

REFERENCES AND EXPERIENCE

RCI offers the following references of our work.

Sweetwater Union High School District - California

- Location: 1130 Fifth Avenue, Chula Vista, CA 91911
- Years(s): 2025, 2024, 2023, 2022, 2021, 2020, 2019
- Client Contact & Title: Jenny Salkeld, CFO
- Contact Phone Number: 619-691-5550, jenny.salkeld@sweetwaterschools.org
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets in 31 buildings totaling over 4,000,000 SQFT across all campuses/locations. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was over 65,000.

Mount Pleasant ISD - Texas

- Location – 2230 N Edwards, Mount Pleasant, TX 75455
- Year(s) – 2025, 2024, 2023, 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009
- Client Contact & Title: Stacie Thompson, Chief Financial Officer
- Contact Phone Number: (903) 575-2000, sthompson@mpisd.net
- Description of Project – Comprehensive physical inventory of capital, fixed, and controlled assets across 9 campuses and over 450 classrooms. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems and asset management software. Total assets tagged and inventoried was approximately 10,000.

Grant County – New Mexico

- Location: 1499 Hwy 180 East, Silver City, NM 88061
- Year(s): 2025, 2024
- Client Contact & Title: Andrea Montoya, Deputy County Manager
- Contact Phone Number: 575-574-0131, amontoya@grantcountynm.gov
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets across 100 buildings/locations with ~437,000 SQFT Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was approximately 12,000.

City of Raton – New Mexico

- Location: 334 North Second Street, Raton, NM 87740
- Year(s): 2025, 2024, 2023, 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012
- Client Contact & Title: Michael Antonucci, Treasurer
- Contact Phone Number: (575) 445-9551, mantonucci@cityofraton.com
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets across city locations. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems.

Williamson County - Texas

- Location: 100 Wilco Way, Georgetown, TX 78626
- Year(s): 2025, 2024, 2023, 2022, 2021, 2020, 2019
- Client Contact & Title: Joy Simonton, Purchasing Director
- Contact Phone Number: 512-943-1555, joy.simonton@wilco.org
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets across all locations covering an estimated 1,500,000 SQFT. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was approximately 21,000.

Gillespie County - Texas

- Location – 101 W Main St, Fredericksburg, TX 78624
- Year(s): 2025, 2024, 2023, 2022, 2021, 2020, 2019, 2018, 2017
- Client Contact & Title: Marcie Schneider, County Auditor
- Contact Phone Number: 830-997-6777, mschneider@gillespiecounty.org
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets across 15 buildings/locations. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was approximately 8,000.

West Fargo Public School District – North Dakota

- Location – 207 W. Main, West Fargo, ND 58078
- Years(s): 2024, 2023, 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2009
- Client Contact & Title: Stacie Kalvoda, Accountant
- Contact Phone Number: (701) 499-1013, skalvoda@west-fargo.k12.nd.edu
- Description of Project – Comprehensive physical inventory of capital, fixed, and controlled assets across 20 campuses/locations. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was approximately 32,800.

Lake Worth Independent School District - Texas

- Location: 2010 W Swain Road, Stockton, CA 95207
- Year(s): 2025, 2024, 2023, 2022, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013,
- Client Contact & Title: Michelle Gregory, Business Manager
- Contact Phone Number: 817-306-4223, mgregory@lwisd.org
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets across 7 campuses/locations. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was approximately 10,100.

Grants-Cibola County School District

- Location: 401 N Second St., Grants, NM 87020
- Years(s): 2024, 2022, 2010
- Client Contact & Title: Steve Maldonado, Chief Business Officer
- Contact Phone Number: 505-285-2611, clyde.maldonado@gccs.k12.nm.us
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets in 11 campuses/locations. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was approximately 14,300

Aztec Municipal Schools – New Mexico

- Location – 1118 W. Aztec Blvd, Aztec, NM 87410
- Year(s): 2024
- Client Contact & Title: Evelyn Garcia, Director of Finance
- Contact Phone Number: 505-334-9474, egarcia@aztecschools.com
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets at 7 campuses and 186 classrooms. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was approximately 5,000.

Williamson County - Texas

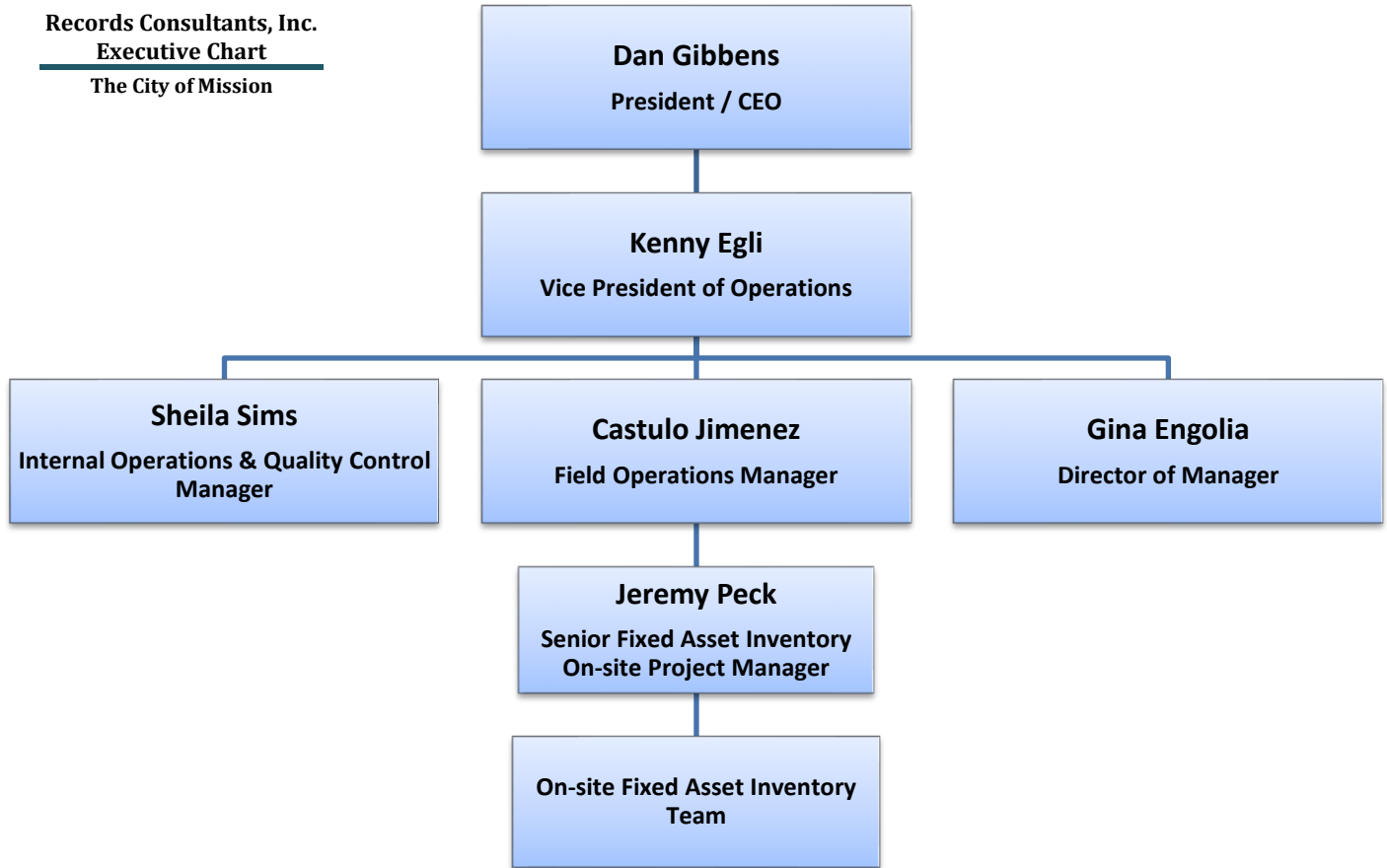
- Location: 100 Wilco Way, Georgetown, TX 78626
- Year(s): 2025, 2024, 2023, 2022, 2021, 2020, 2019
- Client Contact & Title: Joy Simonton, Purchasing Director
- Contact Phone Number: 512-943-1555, joy.simonton@wilco.org
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets across all locations covering an estimated 1,500,000 SQFT. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was approximately 21,000.

Sonoma Valley USD - California

- Location: 17850 Railroad Ave., Sonoma, CA 94576
- Year(s): 2019, 2012, 2007
- Client Contact & Title: Joshua Braff, Chief Business Officer
- Contact Phone Number: 707-935-4229, jbraff@sonomaschools.org
- Description of Project: Comprehensive physical inventory of capital, fixed, and controlled assets in 9 campuses and location. Services included determining values on all assets, reconciliation of prior inventories and data maintained in accounting systems. Total assets tagged and inventoried was approximately 8,500. Included historical cost research of real property.

PROJECT TEAM MEMBERS AND RESUMES

RCI’s veteran project team is carefully selected based on their commitment to quality service, knowledge, and extensive experience in inventorying a vast range of properties. **The team will consist of full-time members located in San Antonio, Texas.** Key professionals assigned to this project will include our Vice President of Operations, the Field Operations Manager, the Director of Technology, the On-site Senior Project Managers, the Quality Control Manager, and the On-site Inventory Team.



***Team Members are subject to change due to scheduling conflicts.**

RCI ensures that all RCI employees for this project:

- Have passed initial and random drug screening tests
- Have passed criminal background checks and national sex offender registry searches that can be provided upon request. RCI uses a rap-back program for ongoing status updates.
- Have been trained in all applicable confidentiality compliance issues
- Will be uniformed and wear visible ID-badges while on-site

Kenny Egli, Vice President of Operations & Project Director kegli@rcitech.com

Relevant Experience: Mr. Egli has been with RCI for *thirteen years* and has been involved in the overall planning, coordination, and management of asset inventory projects for RCI's Internal Operations division, Field Operations division, and Document Destruction Services division. He has participated in leading complex strategic initiatives that have enabled him to acquire an intimate knowledge of both business operations and the core techniques. Under his leadership RCI has provided inventory services from small scale to large complex projects.

Project Role:

- Executive sponsorship and overall leadership for all operational aspects of the inventory project
- Final accountability of proposed services
- Contractual related matters

Gina Engolia, Manager of Technology gengolia@rcitech.com

Relevant Experience: Ms. Engolia is Manager of Technology and will be providing technical oversight, as well as technical support and client training for this project. Gina has been with RCI for over *seven years* and provides technological support and training concerning our FAMP 11.1 software system and any hand-held scanners for all RCI fixed asset management clients. In addition,

Project Role:

- Provide technical support for RCI's Desktop FAMP 11.1 software
- Assist in reconciliation of the physical inventory
- Provide technical support migrating data from the RCI FAMP 11.1 software to the CHUSD finance application

Castulo Jimenez, Field Operations Manager cjimenez@rcitech.com

Relevant Experience: Mr. Jimenez is in charge of all RCI on-site Inventory Teams and will provide team oversight and management for this project. Castulo is an RCI-veteran with vast experience and first-hand knowledge in conducting on-site inventory projects. He has led many fixed asset inventory teams as his tenure at RCI has included the planning, management, and execution of over 500 projects throughout the United States. Castulo has over *eleven years* of experience conducting on-site fixed asset inventory projects and property appraisals for educational institutions and local government entities throughout the United States.

Project Role:

- Provide team management and oversight during the on-site physical inventory
- Assist in coordination, scheduling, and overall project management
- Provide field and client support to ensure project is completed within agreed specifications

Jeremy Peck, Senior On-Site Project Manager & Team Leader jpeck@rcitech.com

Relevant Experience: Mr. Peck will serve as the On-Site Senior Project Manager for this project. Jeremy has been with RCI for over *eleven years* and has led similar projects, including those for Montgomery Public Schools. (AL), Garland ISD (TX), Boerne ISD (TX), Wahluke SD (WA) and many others. Jeremy also led projects for Williams Co. (TX) and South Texas College.

Project Role:

- Provide project management during the on-site, physical inventory of all assets included in the scope of the project and ensure all timelines are met
- Coordinate all on-site activity with TASI personnel during the on-site inventory
- Ensure all assets are identified, tagged, and all available asset related data is captured
- Communication with TASI daily throughout the on-site work stages

Sheila Sims, Internal Operations & Quality Control Manager ssims@rcitech.com

Relevant Experience: Ms. Sims oversees our Internal Operations team and will oversee Quality Control of the final asset data and valuations delivered to TASI as well as the FAMP 11.1 software system/database and Excel spreadsheets that will be delivered to TASI based on the on-site work performed. She and her staff will also provide on-going client support regarding data collected from the fixed asset inventory project. Sheila has been with RCI for *eighteen years* and has provided overall quality control and client support for over 1,200 RCI clients nationwide.

Project Role:

- Oversee the production of the asset database to include all data captured during the on-site inventory phase of the project
- Oversee the reconciliation of the physical inventory with data provided by TASI
- Oversee acquisition cost research and exchange of asset data between TASI and RCI
- Produce and provide final deliverables of the project

APPROACH AND METHODOLOGY

RCI conducts hundreds of inventory projects each year. Our experience and expertise at asset inventory and management allows RCI to bring **Best Practices** to our clients, enabling them to effectively manage and report on their assets and comply with GASB 34/35 and other state/federal requirements. Our clients often turn to us annually to conduct their physical inventories and reporting because our services are Reliable, Fast and Affordable.

RCI services are focused to help Local Government Entities across the U.S, we are experienced in serving counties of all sizes, including numerous clients and projects equal in scope. RCI understands the challenges and circumstances counties face managing and tracking their assets, and our services and project plans are tailored specifically to provide effective and efficient outcomes for our clients.

PROJECT OVERVIEW

Based on information provided by THE CITY, RCI assumes this fixed/capital asset inventory project will cover an estimated 562,241 SQFT with approximately 9,000 assets across all facilities and buildings of THE CITY. RCI will provide all labor and equipment to conduct a comprehensive and accurate on-site physical inventory and reconciliation of all THE CITY fixed assets.

During the RCI on-site physical inventory project, fixed/capital assets valued at \$250 or greater will be identified, tagged (if necessary), scanned and all relevant details will be gathered and reported. RCI will ensure all qualifying assets have barcode tags and any new tags required will be supplied by RCI or the city if requested. Capital assets, assets valued at \$5,000 or greater and with a useful life of one or more years, will be valued and depreciated for GASB 34 purposes.

RCI will perform the on-site physical inventory using our robust, feature rich FAMP 11.1 software system. This system is specifically designed to facilitate the inventory process, as well as to provide an ongoing tool for tracking assets, and generating reports for asset valuations, dispositions, and depreciation. FAMP 11.1 operates in both a desktop version and a mobile version using Motorola series handheld scanners. The FAMP 11.1 software will be provided at no additional cost.

On-site work will take place on mutually agreed dates and times and the project will not interfere with student instruction. RCI commonly performs projects that occur during regular class hours, and project schedules are built to enter the classroom after students have been released or while the classroom is not otherwise in use. RCI is prepared to work between 7:00AM and 7:00PM and on Saturday, if possible.

Coordination of scheduling and project details will begin immediately after award of the contract. RCI requests a minimum of 30 days after coordination to begin on-site project work. RCI is prepared to begin on-site project work within 60 days of the contract award. A detailed description of the timeline and project stages is included later in this proposal.

RCI will conduct an on-site pre-planning meeting with THE CITY representatives prior to commencing on-site project work. The meeting will serve to review the overall scope of the project, including all locations to be inventoried, physical inventory procedures, acquisition cost procedures, database information to be recorded, report formats, and project schedules.

This proposal is built based on our knowledge and experience with similar inventories that included the same class of assets as put forth in this request. The following proposal assumes the work effort and hours to conduct the on-site physical inventory, acquisition cost research, reconciliation, and reporting.

As a valuable part of this project, RCI will provide and implement a robust asset management system via our Fixed Asset Management Program (FAMP 11.1) **at no extra cost**. This program was specifically developed to help our local government clients track and report their assets for compliance with GASB 34/35 purposes. The data and reports are customizable and can be output to **CSV or Excel** format to allow for easy export/import to most finance and ERP applications.

Note: Infrastructure Assets, Land, Land Improvements, and Buildings - will not be surveyed or inspected as part of this inventory project and the corresponding data will not be included in final asset reports provided by RCI. Services for inventory of Land, Improvements, Buildings and Infrastructure assets and historical cost research can be arranged with RCI, but additional fees will apply.

SCOPE OF WORK – PHYSICAL ASSET INVENTORY

RCI will conduct a comprehensive and accurate on-site physical inventory of all of THE CITY fixed/capital assets with an original purchase value of \$250 or greater at all of THE CITY locations. RCI will identify, tag (where possible) and scan all qualifying items to include sensitive “walkable” assets regardless of price such as computers, notebooks, printers, projectors A/V equipment, cameras, radios, and other specified items during the inventory.

RCI will scan and record existing tag information and apply new tags for qualifying items that do not have a tag. Prior to on-site inventory RCI will gather existing asset data from THE CITY (if available) for reconciliation purposes.

ROOM/LOCATION TAGGING

RCI will do a complete room-by-room fixed asset inventory of all campus locations. RCI will place a barcode tag at the door for each room inventoried in this project. The tag will be placed in an inconspicuous location, usually inside the door frame. The location information will be recorded, and assets within the room will be assigned to that room and location. RCI will provide room tags for room tagging.

ASSET TAGGING/SCANNING

RCI will consult with THE CITY personnel in the planning stage for specifics about placement and details for items requiring a new tag. RCI recommends tag placement in standardized locations that allow for ease of future rescans but not interfere with proper operation of equipment. It must be noted that tag placement is not always possible for every item (i.e. blade servers, ceiling mounted projectors, weapons, band instruments, etc.). Additionally, RCI only tags items below 12 feet in height and not above ceiling tiles.

RCI will not inventory items that are currently boxed or packaged. RCI will provide services to inventory vehicles using a listing provided by THE CITY. All qualifying non-vehicle equipment will be tagged and scanned. RCI will work with THE CITY contact regarding other unique items such as band instruments.

RCI will verify, capture, and report the following:

- a. Asset Tag Number
- b. Description of Equipment
- c. Manufacturer*
- d. Model*
- e. Serial Number*
- f. Property/Location
- g. Building
- h. Floor
- i. Room
- j. Acquisition Cost (Actual, Estimated or Replacement)
- k. Acquisition Date
- l. Date Verified
- m. Useful Life
- n. Old Tag Number (if applicable)

* To be recorded when available on the individual asset

The recommended barcode tags are white polyvinyl material with a permanent acrylic based adhesive (optionally, colored tags can be used for Federally Funded assets, etc. – additional fees may apply). The bar code symbology will be Code 39 / Code 128. The tags will be 2" x 0.75" and will be imprinted to include:

- Property of The City of Mission (or as selected by THE CITY)
- Asset number in bar code form
- Asset number in alphanumeric form (human readable)

RECONCILIATION

Upon completion of the physical inventory, RCI will perform a reconciliation of inventory data compared with THE CITY's existing asset data (if provided). This will result in a detailed database of all of THE CITY assets. RCI will provide reports for:

- Matches Found - Assets have identical tag numbers and serial numbers in original data
- Additions – Asset found, but does not exist in provided data/spreadsheets
- Deletions – Asset exists (on data/spreadsheet), but does not physically exist (requires additional follow-up with site representative)

RCI will provide a report to THE CITY that details the process used in the asset inventory, any unusual findings, clarifications, or any other reasonably relevant information THE CITY may need to update its asset inventory.

ACQUISITION COST RESEARCH

During the reconciliation process RCI will reconcile asset values with any acquisition cost and dates provided by THE CITY. When actual purchase or cost data is not available by THE CITY, RCI will assign asset values that will represent estimated replacement cost and useful life of the asset.

To fully comply with reporting and depreciation guidelines, our mutual goal is to report the actual acquisition costs of your fixed assets. When actual acquisition cost cannot be obtained, "replacement cost" will be used for all items for which an acquisition date can be established. Replacement cost is the current average cost for the type of asset. When an acquisition date is not available, RCI will work with client staff members to determine the estimated acquisition date. Single-line items representing significant outlays (software, etc.) can be reported as line item entries based on information provided by THE CITY. RCI valuation methodologies will be in compliance with recognized accounting standards of GASB Statements 34/35.

The FAMP 11.1 software depreciates asset values using the straight-line method to ensure that you comply with GASB 34 guidelines. Our software will depreciate each item for the number of years of useful life based on the purchase date, salvage value (if any), and original cost. The software can filter for any desired capitalization level (e.g. \$1,500.00, \$5,000.00). In addition, the system can filter by category to allow depreciation of specific items, such as, depreciating all maintenance equipment with a value of \$2,500.00 or more.

DELIVERABLES

RCI will provide all asset data in our FAMP 11.1 software. The delivered product includes a removable USB-drive containing the populated asset database, accompanied by system loading and operating instructions. The final report will include an original cost, depreciation summary and details report (as required by GASB 34). RCI will provide actual cost, where available, or replacement cost for all assets. In addition, RCI will provide all asset data in flat file (Excel or CSV) for import into any existing accounting system. This provides the ability to update/replace the information such as serial number, location, model, etc., into THE CITY's current asset system.

ASSET MANAGEMENT SYSTEM AND REPORTING

RCI will perform the on-site physical inventory using our robust, feature rich FAMP 11.1 software system. This system is specifically designed to facilitate the inventory process, as well as to provide reporting for asset valuations, dispositions, and depreciation. FAMP 11.1 operates in both a desktop version and a mobile version using Motorola series handheld scanners.

FAMP 11.1 was developed by RCI specifically for local government institutions. The software is a Windows-based network program that uses relational databases for optimal performance. RCI will populate the Fixed Asset Management database for THE CITY using information collected during the on-site portion of the project. The FAMP software includes numerous query and report formats. FAMP 11.1 provides the ability to export and import data via a variety of Windows-based formats (Excel, Text, CSV, etc.).

RCI FAMP 11.1 is an Open Database Compliant (ODBC) data structure. The program is fully networkable and will run on a Windows based server. The program can be password protected from unauthorized users and setup to allow multiple permission levels (user from campus A can access data for campus A, but not campus B). FAMP 11.1 uses Microsoft SQLite to support multiple users without cost to purchase additional SQL licenses. FAMP 11.1 does not require system licensing and allows full access to the system for an unlimited number of users. Version updates, if/when available, will be available for purchase, or included for free with next THE CITY physical inventory after a new version release. The minimum system requirements for FAMP 11.1 are a Pentium-level processor with 500 MHz speed; USB drive; 1 gigabyte RAM (for Windows 10 or later); and 500 megabyte or larger hard drive.

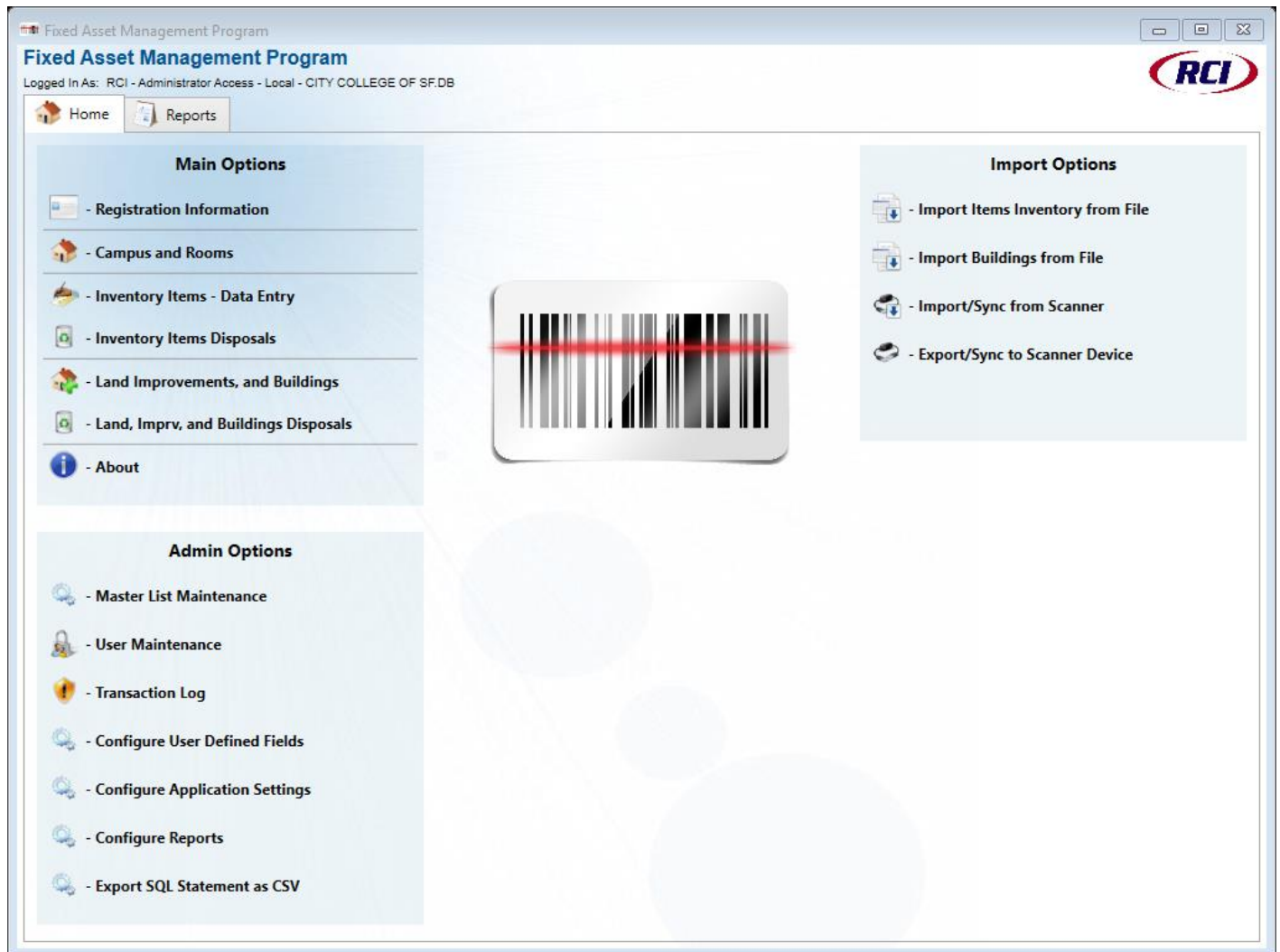
RCI provides the software system so that THE CITY can add, delete, and manipulate asset data allowing tracking and reporting of assets as necessary. Therefore, **THE RCI FIXED ASSET MANAGEMENT PROGRAM SOFTWARE SYSTEM IS PROVIDED AS AN INTEGRAL PART OF THE OVERALL PROJECT AT NO ADDITIONAL CHARGE TO THE CITY.**

The available data input fields for RCI's FAMP 11.1 Software System are:

<i>Campus Number</i>	<i>Depreciation Method</i>	<i>Check Number</i>	<i>Remarks</i>
<i>Building Number</i>	<i>Condition Code</i>	<i>Vendor</i>	<i>Date Data Modified</i>
<i>Room Number</i>	<i>Cost</i>	<i>Program Codes</i>	<i>Cost-Code-ID</i>
<i>Item Description</i>	<i>Item Account Class</i>	<i>Funding Code</i>	<i>(Actual/Estimated)</i>
<i>Federally Funded</i>	<i>Quantity</i>	<i>Disposition Method</i>	<i>Salvage Value</i>
<i>Serial Number</i>	<i>Manufacturer</i>	<i>Disposition Date</i>	<i>Purchase Date</i>
<i>Old ID Number</i>	<i>Model</i>	<i>Useful/estimated life</i>	10 User-Defined fields
<i>Bar Code Number</i>	<i>Invoice Number</i>	<i>P.O. Number</i>	

The RCI FAMP 11.1 software system is also capable of depreciating asset values using the straight-line accounting method with a first month convention to ensure that you comply with GASB 34/35 guidelines. Our software will depreciate each item for the number of years of useful life based on the purchase date, salvage value (if any), and original cost. The software can filter for any desired capitalization level or Funding Source – for **EDGAR tracking and reporting**. In addition, the system can filter by category to allow depreciation of specific items, such as depreciating all maintenance equipment with a given value – for example, \$2,500.00 or more.

The RCI FAMP 11.1 software system comes with many pre-designed reports, as well as customizable reports.



Standard Mode

Edit Inventory Item
✕

Edit Inventory Item Details

Campus No:	<input type="text"/>	Room No:	<input type="text"/>
Barcoded:	<input type="checkbox"/>	Barcode No:	<input type="text"/>
Item Desc:	<input type="text"/>	Old ID:	<input type="text"/>
Manufacturer:	<input type="text"/>	Item Class:	<input type="text"/>
Cost Type:	Replacement	Unit Cost:	<input type="text"/>
Invoice:	<input type="text"/>	Repl. Cost:	<input type="text"/>
Disposition:	<input type="text"/>	Check No:	<input type="text"/>
Scanned:	<input type="checkbox"/>	Disp Date:	<input type="text"/>
Purchase Date:	<input type="text"/>	Cond. Code:	<input type="text"/>
	Life Expected:	<input type="text"/>	Vendor:
		Funding Code:	<input type="text"/>
			Federally Funded: <input type="checkbox"/>

Fund	Function	Object	Sub-Object	Organization	Program Intent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Undefined	Undefined	Undefined	Undefined	Undefined	Undefined
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Undefined	Undefined	Undefined	Undefined	Undefined	Undefined
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks:

Close
Apply Changes

In-Line Mode

Fixed Asset Management Program
— □ ✕

Fixed Asset Management Program

Logged In As: RCI - Administrator Access - Local - C:\RCI\CITY COLLEGE OF SF.DB

Home Reports Item Inventory

Item Inventory

Edit Mode: In-Line

Columns

Search/Filter

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Close

In-line edit, either highlight cell and hit 'F2' or double click in cell to edit contents, hit 'F4' to show options where appropriate

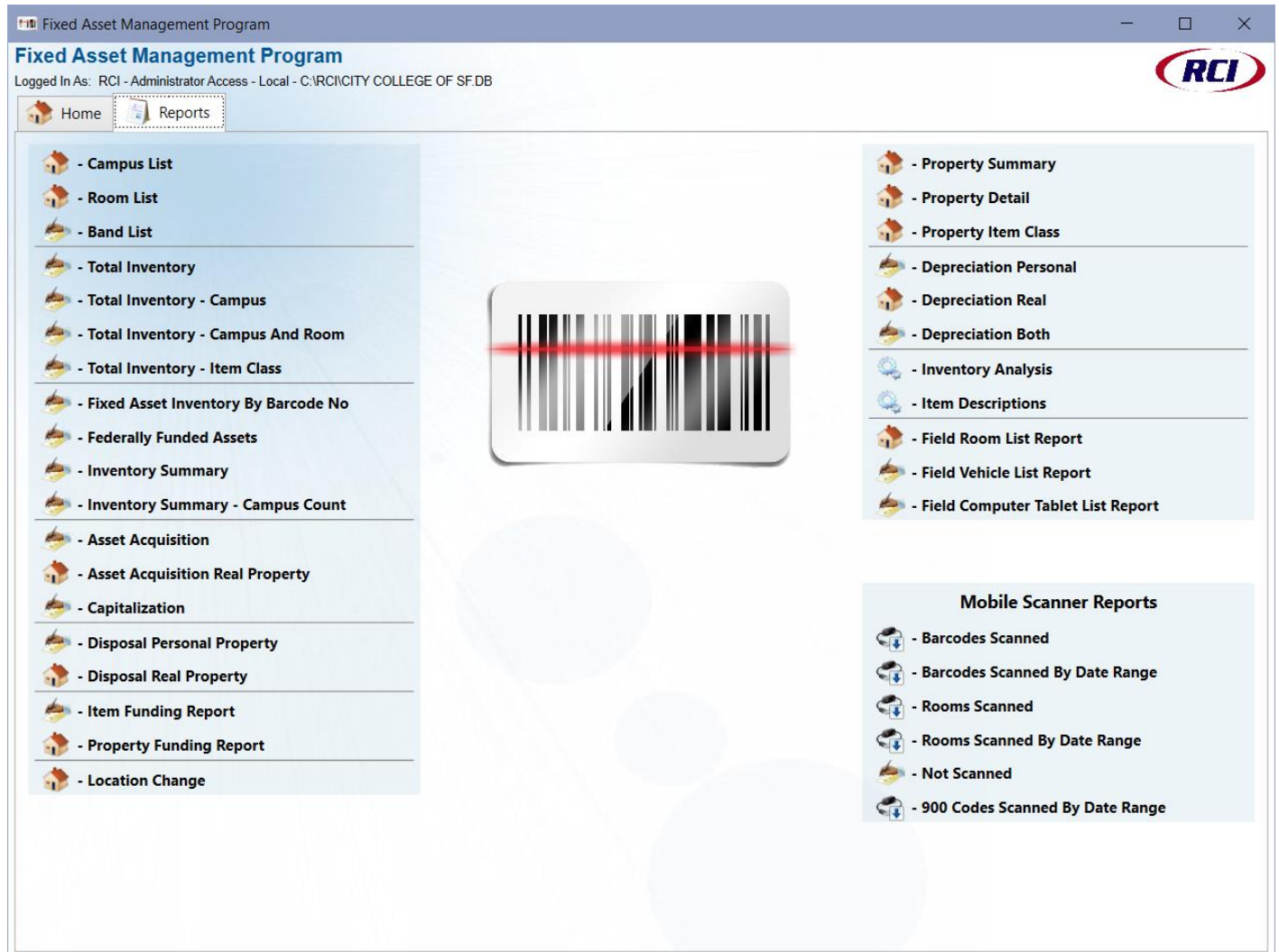
Campus No	Barcode No	Room No	Quantity	Item Desc	Serial No.	Item Description
DTN - DOWNTOWN	4929	RM 1239 - 32	1	CPU011	J4SVM22	COMPUTER, W/ MONITOR
DTN - DOWNTOWN	4935	RM 1240 - 32	1	CPU011	30SBS22	COMPUTER, W/ MONITOR
DTN - DOWNTOWN	4937	RM 1242 - 21	1	CPU011	30YBS22	COMPUTER, W/ MONITOR
DTN - DOWNTOWN	4950	RM 1242 - 21	1	CPU011	30RHS22	COMPUTER, W/ MONITOR
DTN - DOWNTOWN	4955	RM 1242 - 21	1	CPU011	7GQ9S22	COMPUTER, W/ MONITOR
DTN - DOWNTOWN	2745	RM 536 - B4C	1	CPU011	J4WJM22	COMPUTER, W/ MONITOR
DTN - DOWNTOWN	2754	RM 549 - B2E	1	CPU011	30TLS22	COMPUTER, W/ MONITOR

Item Count: 7 Total Cost: \$5,950.00

1 to 7 of 7 (1)
Go
>
>|
Rows/Page: 120
Go

Add Item
Clone Item
Depreciation
Funds
Dispose/Rem
Delete

The RCI FAMP 11.1 software system comes with many pre-designed reports, as well as customizable reports.



TIMELINE AND DETAILED DESCRIPTION OF PROJECT STAGES

We anticipate this Asset Inventory effort will require one (1) on-site visit with the actual physical inventory requiring a team of four (4) experienced inventory specialists on-site at THE CITY facilities for approximately two (2) weeks.

The milestones and durations are as follows:

Expected Award of Contract:	TBD
Pre-Planning & Coordination:	From award through on-site project start (limited interaction required by THE CITY)
Pre-Planning Meeting:	2-4 weeks prior to on-site inventory
On-site Physical Inventory:	2 weeks – Mutually agreed dates must be set at least 30 days prior to start of on-site work.
Reconciliation and Cost Research:	1-2 weeks
Delivery of Data, Reports and Software:	1-5 days

The milestones above are intended to illustrate the effort and approximate duration required to complete and provide final deliverables to THE CITY. Coordination of actual project dates will commence upon award of contract. Upon award, RCI will begin the actual project scheduling. RCI will hold the kickoff meeting within thirty (30) days of the contract award. RCI requires thirty (30) days from the mutual agreement to start on-site inventory work. Upon completion of the physical on-site work, RCI will begin data processing, acquisition cost research, and quality control and will deliver final asset data/reports and FAMP 11.1 software within thirty (30) days of completion of on-site physical inventory.

DETAILED DESCRIPTION OF PROJECT STAGES

Pre-Inventory Planning Stage: During this stage of this project, RCI will work with THE CITY staff to plan and prepare for the upcoming on-site physical inventory. Activities include:

Initial Project Coordination – With THE CITY staff, we will review project scope and deliverables, an initial draft of guidelines for inventorying of assets, and an initial draft of the project schedule. RCI will gather location maps, facility schedules and existing asset data.

Pre-Planning Meeting – RCI will conduct an online preplanning meeting with THE CITY prior to the on-site work. During the meeting, RCI will be introduced to key THE CITY staff, and together we will review project scope and deliverables, and gather any remaining information necessary to complete the initial draft of the project schedule.

Development of Physical Inventory Schedule – RCI will complete the development of the initial schedule for the physical inventory and document any additional, specific guidelines inventorying assets.

Physical Inventory: Consistent and frequent communication is the key to success during this stage. The following schedule will be followed for the on-site inventory:

In-Brief – The RCI On-Site Senior Project Manager will review the schedule for the on-site inventory with THE CITY staff. At the meeting, we will address any questions that may have arisen since the pre-planning activities stage and make any necessary adjustments as needed.

Physical Inventory – The RCI Team will then conduct the on-site asset inventory on a wall-to-wall basis of each room in each facility in accordance with the scope and schedule. The RCI Team will arrive at each location, coordinate with THE CITY staff, and complete the inventory in accordance with the procedures outlined below:

Fixed Asset Tagging – If a qualifying asset does not contain a tag, or the tag is damaged or otherwise not readable, RCI will affix a new tag to the item. Any existing tags encountered will be captured as part of the data related to the asset. The RCI Team will record all available information - the description of the asset, asset tag identification number, manufacturer, model number, serial number, and location (room/ building/campus).

- **Room Codes and Other Physical Areas** – In addition to tagging and scanning assets, RCI will assign a unique room code to every room and physical area by placing a barcode on the inside door-jam leading into the room/location. This location code will be captured for each asset inventoried. This unique room number will ensure clarity of identification during future inventories by THE CITY staff personnel or by RCI.
- **Collection of Utilization Data** – Optionally, in conjunction with the physical inventory, RCI can collect information regarding the utilization of each asset to be added to the database. This information can be used, for example, to produce specific reports by funding source. This would be an additional service not currently included in the scope of this project, or the price proposed.

- **Daily Communications** – The RCI On-site Senior Project Manager will prepare a report detailing the activity performed the previous day and the schedule for the current day. This report will be provided to THE CITY staff each morning.
- **Out-Brief** – At the end of the physical inventory, the RCI On-site Senior Project Manager will review the accomplishments for the period with THE CITY staff. At the meeting, we will verify that all buildings/locations have been accounted for and address any concerns that the staff may have prior to our departure.

Data Processing & Quality Control – This stage includes the following activities:

- **Data Processing and Reconciliation** – All the data collected by the RCI On-site Teams will be brought back to our corporate office for data entry, quality review, and formatting. The data pertaining to the assets will be finalized in our FAMP 11.1 software system and a database will be populated based on the reconciliation of on-site fieldwork and all data supplied by THE CITY. RCI will then extract the raw data to Microsoft Excel and share that data with THE CITY staff for review. We will also prepare preliminary reports detailing assets found, missing assets, and assets by department, by type and by location.
- **Review, Adjustments and Re-Inventory Efforts (if necessary)** – Following review by THE CITY staff, RCI will complete any required adjustments and detail required re-inventory efforts if applicable.
- **Development of Acquisition and Cost Data** – As part of the project, RCI will gather and include in the asset database information related to the date of acquisition, original cost, funding source(s), etc. for each asset. This data is usually maintained in the client accounting and/or purchasing system. If desired, RCI can merge this data with the inventory data. Our process for this is:
 - **Actual Acquisition Costs** are the first choice to establish depreciation of assets, which include machinery and equipment, buildings, building improvements, land, and land improvements. To establish depreciation, the historical costs, dates of acquisition, useful lives, and salvage values (if any) are required. All readily available information will need to be supplied to RCI in a database in a Windows-importable format (ASCII, QDB, Excel, etc.). The data should be provided “comma delineated” and titled. Multiple data types cannot be contained within the same data field.
 - **Estimated Actual Costs** will be assigned to all items for which an acquisition date can be established, or for which actual historical costs are not found. When specific acquisition dates cannot be established, RCI will require that THE CITY staff assist in determining an estimated purchase date.

- **Estimated Acquisition Costs** are developed when we are unable to identify actual costs. We estimate original cost utilizing a normal valuation approach which entails estimating a replacement value and assigning to that value the reverse inflation indices based on the asset's classification and date of acquisition.

Re-Inventory of Facilities/Assets: If necessary, the RCI On-site Senior Project Manager and the senior members of the inventory team will return to inventory any facilities or assets not available during the scheduled inventory time. While it is possible that this effort may not be required, it is RCI's experience that on projects of this size, it is advised to plan for just such an effort.

Final Database/Reports Preparation – In this stage, the RCI Quality Control Manager and Team will review all reports associated with the data collected during the on-site field work, the reconciliation, and any modifications generated from the preliminary reports that were initially provided to THE CITY. This includes verifying calculations related to our research findings based on the data supplied by THE CITY, examining the reports for any ostensible misprints, “spot-check” client supplied data, and confirm the software system is producing reports properly and accurately.

Delivery of Fixed Asset Inventory, RCI FAMP 11.1 Software System and Asset Database – In this final stage of the project, RCI will provide THE CITY with the following:

- **Delivery of RCI Fixed Asset Management Program (FAMP) 11.1** – RCI provides our proprietary FAMP 11.1 software system, *at no additional charge*, as part of the on-site physical inventory project. Our software program will allow you to track changes to your inventory, as needed. Your staff will be able to accomplish periodic inventories on individual locations, departments, or even by room. The data collected is uploaded directly into FAMP 11.1, enabling the system to produce a variety of reports.
- **Delivery of Fixed Asset Inventory in Microsoft Excel and Reports** – Data can be provided in Microsoft Excel, accompanied by hardcopy inventory reports if required, for assets by department and location. RCI will also provide technical support for creating extract files suitable for interfacing with THE CITY accounting systems.

COLLABORATION

RCI has in-depth experience in having performed hundreds of on-site asset inventory projects each year. We have encountered several obstacles that have the likelihood of impeding the inventory process. In an effort to reduce these potential problems, RCI has listed several action items that can help to alleviate any issues that may arise during the project.

RCI will require *limited* support by THE CITY staff to ensure the inventory project is accomplished:

- ✓ **Assist** by having one escort from THE CITY staff available during the actual physical inventory at each location.
- ✓ **Provide** appropriate support staff to access locked areas and equipment during the actual physical inventory.
- ✓ **Notify** all appropriate THE CITY staff of the physical inventory project so that they are not surprised by the arrival of the RCI Team and are aware that we will need to have access to all areas and assets.
- ✓ **Supply** fire escape plans (or other similar floor plans) and unusual asset lists to be included in the inventory at least two weeks prior to the beginning of the on-site portion of the project.
- ✓ **Participate** fully in all on-site planning and project coordination meetings.

During this engagement, RCI will:

- ✓ **Communicate** with THE CITY staff on inventory process, progress, procedure, and schedule as outlined in the RFP.
- ✓ **Ensure** all of RCI's employees:
 - Have passed initial and random drug screening tests
 - Have passed criminal background checks and national sex offender registry searches that can be provided to THE CITY. RCI uses a rap-back program for ongoing status updates.
 - Have been trained in all applicable confidentiality compliance issues
 - Will be uniformed and wear visible ID-badges while on-site
- ✓ **Provide** RCI-owned equipment (i.e. laptops, scanners, etc.) to use during the inventory process and to have the appropriate controls in place to ensure there is no transfer of computer viruses from our equipment to THE CITY owned computer equipment.
- ✓ **Uphold** exceptional care and attention to be non-disruptive and to not interfere with student testing or other student activities. RCI recognizes that Personal Items of students, staff and faculty are not included in the physical inventory. RCI will leave the areas as they found them. RCI will not unplug any equipment and will be responsible for repair or replacement of property damaged by RCI during the inventory process.

In addition, RCI is fully committed to Equal Employment Opportunity Commission (EEOC) policies and does not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations.

National Cooperative Purchasing Agreements

Records Consultants, Inc. (RCI) is pleased to be an approved vendor of two nationwide purchasing cooperatives - **BuyBoard Cooperative Purchasing (BuyBoard)** and **The Interlocal Purchasing System (TIPS)**. RCI offers our services to BuyBoard and TIPS members at negotiated discount rates. RCI’s records management services and physical fixed asset inventory services are offered under **BuyBoard contract 716-23 and TIPS contract 240903**. Both purchasing cooperatives are free to join and have an easy application process.

RCI fixed asset inventory and reconciliation services are offered at an hourly rate through BuyBoard’s and TIPS’ negotiated discount. The RCI approved/discounted rate for BuyBoard or TIPS members is \$170 per hour

RCI is offering The City of Mission a fixed fee bid as described below for this project at a rate even below the negotiated BuyBoard rate. The extended discounts offered to The City of Mission are based on the size of the project and the associated economies of scale. The City of Mission is able to receive the offered rate provided in this proposal while still using the BuyBoard contract to demonstrate purchasing discounts.

The following table reflects the approximated rate and discounts offered to The City of Mission based on the estimated labor hours associated with this project. The following pricing includes all labor, equipment and travel for the complete asset inventory and reconciliation project.

City-wide Physical Fixed Asset Inventory and Reconciliation Project

Included Services	Estimated Project Hours	Standard RCI Pricing	RCI BuyBoard Pricing	THE CITY Pricing
Physical Inventory Project	328	\$ 62,320	\$ 55,760	\$ 47,500
FAMP 11.1 Software*				No Fees
Total Fees				\$ 47,500

PROJECT FEES

RCI will perform the City-wide Fixed Asset Inventory and Reconciliation as described in the Scope of Work at all The City of Mission locations for a fee of **\$ 47,500.00** to include all labor, equipment, and travel. Significant deviations in the number of locations and facilities inventoried in this project may incur additional fees and will be negotiated with The City of Mission in advance of services provided. RCI will require payments of **\$ 33,250.00** payable at the end of the on-site phase of this project and the remainder due upon delivery of the FAMP software (including all inventory data). Terms, net 10 days, past due invoice beyond 45 days will incur a 10% penalty.

Items included are:	Fees
City-wide Fixed Asset Inventory & Reconciliation of fixed assets valued at \$250 and greater	\$47,500.00
Fixed Asset Management Program (FAMP 11.1 Software)	No Fee Applied

Optional Items and Fees:

On-site training @ a rate of \$2,000.00 for the first full day and \$450.00 for each additional day desired on the same trip

Annual Customer Technical Support at \$1,000.00 per year

Check optional services if desired.

Payment Schedule:

Due upon completion of on-site inventory phase	\$33,250.00
Balance due upon completion of project*	\$14,250.00

*not to extend past 14 days of on-site completion

Name _____ Title _____


Signature _____ Date _____

Phone Number _____ Fax Number _____

Email _____ Purchase Order # _____

LIABILITY INSURANCE COVERAGE CERTIFICATE

RCI is a privately owned corporation in strong financial condition with no current or past litigation. The following document is proof of RCI Liability Insurance coverage.

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 8/17/2025
		<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>		
PRODUCER Marsh & McLennan Agency LLC 711 Broadway, Suite 505 San Antonio TX 78215		CONTACT NAME: Helen Rocamontes PHONE (A/C, No, Ext): 210-223-2312 E-MAIL ADDRESS: helen.rocamontes@marshmma.com		FAX (A/C, No):
INSURED Records Consultants, Inc. 21288 Gathering Oak Suite 110 San Antonio TX 78260		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Travelers Indemnity Company		25658
		INSURER B : Travelers Property Casualty Co of Amer		25674
		INSURER C : Farmington Casualty Company		41483
		INSURER D :		
		INSURER E :		

COVERAGES **CERTIFICATE NUMBER:** 592076347 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSP WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		ZLP81N84235	8/18/2025	8/18/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BA5Y865445	8/18/2025	8/18/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP5Y953088	8/18/2025	8/18/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y N/A	UB5Y95093A	8/18/2025	8/18/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Additional Insured form #CGD246 edition 04/19 applies to the General Liability policy.
 Waiver of subrogation form #CGD417 edition 02/19 applies to the General Liability policy.
 Primary & Non-Contributory General Liability form # CGT100 edition 02/19.
 Additional Insured & Primary & Non-Contributory form # CAT474 edition 08/17 applies to the Automobile Liability policy.
 Waiver of subrogation form #CAT353 edition 08/17 applies to the Automobile Liability policy.
 Texas Waiver of subrogation form #WC9906V1 edition 2000 applies to the Workers Compensation policy.
 See Attached...

CERTIFICATE HOLDER	CANCELLATION
Information Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 