



TWO GATEWAY CENTER, 603 Stanwix St., Suite 1450, Pittsburgh, Pennsylvania 15222  
Phone 800-245-2718 Fax 412-471-1758 www.indappr.com

January 19, 2021

*Email to: vocchino@greenhills.org*

Dr. Vincent Occhino  
Business Administrator  
Green Township Board of Education  
69 Mackerley Road  
P.O. Box 14  
Greendell, New Jersey 07839

Dear Dr. Occhino:

We welcome the opportunity to submit our proposal to provide an appraisal for the Green Township Board of Education for fixed asset accounting control and insurance valuation purposes.

Under the terms of our agreement, we will conduct an on-site inspection and appraisal of the **buildings, site improvements (insurable and uninsurable), fixed equipment and movable equipment** associated with the property units listed in Addendum No. 1 of the agreement.

The report will be presented in our Property Inventory and Accounting Cost Record format which will provide a record of assets in computerized form. This presentation is designed for the continued maintenance of effective property control as well as providing a depreciation study for all fixed assets in compliance with GASB 34 requirements. The depreciation study is based upon actual or estimated acquisition cost and year acquired.

Applicable to insurance values, our certified report will establish the current cost of reproduction new and sound insurable value of the property appraised.

When our proposal is accepted, please sign and date the Acceptance Page (Page 6 of the Agreement), Initial the Verification of Property Listing as shown in the Addendum (Page 8 of the Agreement) and return the signed, dated and initialed Agreement to me. Upon receipt, we will proceed promptly in making arrangements to schedule the on-site inspection.

If you wish to have us furnish your insurance agent or broker with a copy of the appraisal summary, please complete and return the attached Form 311, agent authorization (Page 15). Due to the confidential nature of these figures, they will be released only with your written consent.

Should you have any questions, concerns, or if I can be of assistance in any way, do not hesitate to call me at 610-970-1050, fax 610-970-1561 or email [jnash@indappr.com](mailto:jnash@indappr.com).

Thank you for considering the professional appraisal services of Industrial Appraisal Company. We look forward to be of service to you in your important valuation requirements.

Very truly yours,  
**INDUSTRIAL APPRAISAL COMPANY**

*James V. Nash*

James V. Nash  
Regional Manager

JVN/mg



TWO GATEWAY CENTER, 603 Stanwix St., Suite 1450, Pittsburgh, Pennsylvania 15222  
Phone 800-245-2718 Fax 412-471-1758 www.indappr.com

## **APPRAISAL AGREEMENT**

The Industrial Appraisal Company hereby proposes to provide inventory and valuation services for the:

**Green Township Board of Education**  
69 Mackerley Road  
P.O. Box 14  
Greendell, New Jersey 07839

### **I. PROVISIONS AND SCOPE OF APPRAISAL**

The appraisal services and reports are to consist of on-site consultation, data collection, inventory, valuation, and cost analysis of the fixed assets of the **Green Township Board of Education** for the purpose of preparing a tabulated schedule of fixed assets including a depreciation study related to actual or estimated year of acquisition and acquisition cost. This schedule is designed to conform to the requirements of **GASB 34** as it pertains to depreciation. Supplementally, an opinion of the current insurance values of the buildings and equipment will be provided.

The fixed assets to be identified and recorded will include selected buildings/structures, fixed and movable equipment. The applicable property units to be considered for appraisal are listed in **Addendum No. 1** to this agreement.

### **II. INVENTORY AND APPRAISAL PROVISIONS**

The data for the proposed asset management system and the insurance valuation reports will be developed by physical inspection, inventory and cost analysis of all applicable assets.

#### **A. Buildings**

The buildings will be valued as a unit-in-place for cost accounting and insurance valuation purposes reflecting specific data elements relating to dates of construction or acquisition, original cost allocation, square footage, useful life, and reproduction cost new. Building component classifications will be comprised of General Construction, Plumbing, Heating/Air Conditioning/Ventilating, Electrical, Sprinkler System, Roofing and Fixed Equipment allocations.

#### **B. Site Improvements – (Insurable and Uninsurable Site Improvements)**

The site improvements will consist of: Lighting, Fencing, Signs, Flagpoles, Parking Lots, Sidewalks, Curbs, Retaining Walls, Playground Equipment, All Weather Track, Property in the Open, Etc.

#### **C. Movable Equipment**

Movable equipment will be inventoried on a building, floor, departmental and room-by-room basis and will be segregated by asset class and between **major** movable equipment and **other** movable equipment.

1. **Major** movable equipment will generally include individual items with a **replacement cost exceeding \$500.00 applicable to insurance** and **\$2,000.00 capitalization thresholds** with a useful life of one year or more. Certain items/systems below the unit cost standard that may warrant special property and cost control will be considered Critical Control Assets. Such items (CPU's, Printers, Monitors) may be designated "Critical Control Assets" in advance of commencement of the inventory.

2. The remaining movable equipment, designated as **other** movable equipment, will be inventoried on a room-by-room or by building basis, grouped and valued by asset class. Data elements relating to dates of acquisition, acquisition cost, useful life, and replacement cost will be developed "at average" by asset type for each location segregation.

**D. Licensed Vehicles**

Licensed Vehicles will be included in the fixed asset record based on information to be supplied by the Green Township Board of Education. Vehicles should be reported with *Vehicle Description, Manufacturer, Model, Vehicle Identification Number (VIN), Cost and Year Acquired*.

Please note that the onsite inventory will not include Musical Instruments and Uniforms of any kind. These assets can be included in the final report, however, if Industrial Appraisal Company is provided with a listing from the Green Township Board of Education which includes approximate purchase date.

**III. TAG MOVABLE EQUIPMENT ASSETS**

**Asset Identification Number**

*It is recommended that the Green Township Board of Education should have a sufficient supply of tags on hand to complete the appraisal assignment. If needed, Industrial Appraisal Company can provide tags for an additional fee of **\$350.00** (2,500 Tags Per Order).*

The movable furniture and equipment items warranting specific property control with a **current replacement cost exceeding \$500.00** will be physically tagged and reflected in the completed report. The appraisers will affix tags neatly in a uniform manner in accordance with existing appraisal standards consistent with those outlined in **Addendum No. 2**.

The Industrial Appraisal Company will not tag surplus, obsolete, non-functional, stored or otherwise inaccessible furniture, fixtures or equipment. These items may be valued as a group using an estimate based on the observations of the appraisers or as otherwise directed by the Green Township Board of Education.

**IV. REPORT PRESENTATION**

The capital asset report presentation will include all fixed asset classifications currently scheduled or pre-designated by the Green Township Board of Education and will be prepared in conformance with Industrial Appraisal's Property Inventory and Accounting Cost Record form.

- A.** The report(s) to be provided will include:
- Letter of Transmittal
  - Building Schedule Index
  - Departmental Schedule Index
  - Insurance Valuation Summary
  - Recapitulation Summary by Asset Code
  - Master Detailed Report
  - A Supplemental Sequential Asset Number Report

- B.** The Master Detailed Report will include the following data:  
**Building Identification - Floor/Room/Area Code - Asset Class Code - Asset Identification Number - Quantity - Description - Date Acquired - Life - Reproduction Cost New - Acquisition Cost - Accumulated Depreciation - Annual Depreciation - Salvage Value**

1. **Acquisition Date and Cost (Buildings/Structures):**

The dates of acquisition and acquisition costs of the Buildings/Structures will be developed by the appraisal staff through use of data to be supplied by the Green Township Board of Education and should include architectural cost breakdowns, renovation projects and any records of site purchases. In the absence of actual costs, Industrial Appraisal Company will utilize reverse trending indices applied against current replacement cost calculations.

**2. Life:**

The life schedule for fixed assets conforms to recommendations by GASB Statement 34 implementation as indicated in **Addendum No. 3**. Any exceptions required by the Green Township Board of Education must be made prior to commencement of the work.

**3. Depreciation:**

All **major** fixed asset items recorded will be capitalized and depreciated on a straight-line basis utilizing the half-year convention computed as of a **June 30 fiscal cutoff** or as otherwise specified.

**4. Salvage Value:**

The estimated amount expressed in terms of money that may be expected for the whole property or a component of the whole property that is retired from service for possible use elsewhere, as of a specific date. Salvage value will be computed by classification and calculated using the schedule indicated in **Addendum No. 3**.

We care about the environment. All Industrial Appraisal Company reports are provided in electronic format. An additional charge will apply for hard copy reports. Please contact Industrial Appraisal Company if a hard copy is required.

**V. PROFESSIONAL APPRAISAL SERVICE FEE**

The total fee for the proposed inventory and appraisal services is:

**ONE THOUSAND NINE HUNDRED AND NINETY-FIVE DOLLARS**

**\$1,995.00**

**FEE IS INCLUSIVE OF ALL EXPENSES**

This fee covers work under this contract only, and such items as legal conferences, depositions, court testimony or expansion of the appraisal for purposes not specified in this agreement will be billed at a per diem rate to be determined.

**VI. BILLING PROCEDURE**

The fee quoted for services to be provided currently will be progressively billed as follows:

- 60% of Appraisal Service Fee due upon completion of the on-site fieldwork
- Balance due upon delivery of the completed appraisal report

Unless special arrangements have been made all progressive payments must be in hand before the appraisal results are released for delivery.

This agreement may be terminated by either party at any time given 10 days written notice, however, accumulated fees and costs incurred to the point of termination will be billed through the active period.

**VII. ANNUAL SERVICES**

The Industrial Appraisal Company will provide annual maintenance service for both the updating of the Property Inventory and Accounting Cost Record and the Report of Insurable Values.

**A. Property Inventory and Accounting Cost Record Updating**

Industrial Appraisal Company offers to furnish annually a new fixed asset schedule that will reflect the additions, deletions and transfers that have been reported to the Company for the previous year. New depreciation data will be calculated. In addition to the revised master report the following supplemental reports will be prepared.

- Sequential Asset Number Report
- Current Year Capital Additions by Department
- Current Year Deletions by Department

**B. Insurable Values Updating**

A report of updated insurable values will include a new appraisal summary reflecting the current Cost of Reproduction New and Sound Insurable Value of the buildings and equipment.

**ANNUAL SERVICE FEES**

Annual Updating of the Property Inventory and Accounting Cost Record.....	<b>\$130.00</b>
<i>(Due First Anniversary)</i>	
Annual Updating of Insurable Values.....	<b>\$150.00</b>
<i>(Due First Anniversary)</i>	

**VIII. PROOF OF LOSS SERVICE**

In the event of a loss covered by insurance, provided immediate written notice is given to our Corporate Office, and our Annual Revaluation Service is in effect, the Industrial Appraisal Company will provide updated values, for preparation of proof of loss, of the appraised property as of the date of the loss.

## **TERMS AND CONDITIONS**

### **General**

In the event Industrial Appraisal Company's services are requested to include items not covered by this agreement, these services shall be negotiated between the Green Township Board of Education and Industrial Appraisal Company.

Fees stated in this proposal are predicated on properties as indicated to us without benefit of independent verification. Should the results of our investigation indicate that the scope of the project or total number of structures to be appraised is greater than indicated, we reserve the right to adjust our fee based on the additional work effort. Correspondingly, if we are requested to include other properties not listed in the information provided, we will identify the cost to provide those additional services on a separate invoice.

Performance of this contract and fees developed hereunder are predicated upon authorized access to the property and required information and available data to be provided promptly as requested. When formulating our conclusions, we may rely on information provided by the Green Township Board of Education or others. Should new information become available after a draft or final report has been submitted, we reserve the right to amend or modify our report and the conclusions therein. The fee quoted is contingent upon the on-site inspection being conducted during normal business hours, Monday through Friday. Should it be necessary to conduct the on-site inspection other than during normal business hours, an additional fee may apply.

Any exceptions to our standard life schedules, codes, salvage values, etc. will result in additional charges.

Terms and conditions on purchase orders issued to Industrial Appraisal Company for authorization are for the Green Township Board of Education's internal use only and shall not modify the terms and conditions of this agreement, addenda, or related documents.

The Industrial Appraisal Company is not an accounting firm and we rely upon mutual cooperation with the Green Township Board of Education in developing an accurate accounting database that will meet GASB 34 requirements for compliance.

### **Limitation on Damages**

The Green Township Board of Education agrees that the Industrial Appraisal Company officers, directors, employees, shareholders, agents and subsidiary or related entities shall not be liable to the Green Township Board of Education for any claims, liabilities, causes of action, losses, damages (whether compensatory, consequential, special, direct, indirect, incidental, punitive, exemplary, or of any other type), costs and expenses (including, but not limited to reasonable attorneys' fees and expert witness fees and the reasonable time and expenses of Industrial Appraisal Company's personnel involved) in any way arising out of this engagement in any amount greater than the total amount of fees paid by the Green Township Board of Education to the Industrial Appraisal Company, except to the extent finally and judicially determined to have been the result of bad faith, gross negligence, or intentional or willful misconduct of the Industrial Appraisal Company. This provision shall survive the termination of this agreement for any reason, and shall apply to the fullest extent of the law, whether in contract, statute, tort, strict liability or otherwise.

### **Force Majeure**

Neither Party shall be liable for or deemed to be in default for any delay or failure to perform any act under this Agreement (other than the payment of money) resulting, directly or indirectly, from Acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquake, flood, failure of transportation, strikes or other work stoppages by either Party's employees, or any other cause beyond the reasonable control of such Party.

### **Confidentiality**

To the extent Industrial Appraisal Company, its employees or agents is provided, has access to or comes into possession of, any protected proprietary and/or confidential information of the Green Township Board of Education (collectively, "Confidential Information"), the Industrial Appraisal Company, its employees and agents shall not, directly or indirectly, acting alone, or with others: (i) disclose to any other person or entity any Confidential Information (unless required by law); or (ii) use any Confidential Information other than for performance of this contract.

Industrial Appraisal Company agrees that upon completion and delivery of the appraisal reports, whether physically or electronically, the appraisals shall be the property of the Green Township Board of Education. Industrial Appraisal Company agrees to maintain the confidentiality of this proposal and the information contained in the appraisals unless compelled to disclose such information by judicial process from a court of competent jurisdiction. Industrial Appraisal Company agrees that prior to any disclosure pursuant to judicial process, Industrial Appraisal Company shall notify, and provide a copy of such process to, the Green Township Board of Education.

### **Property Exclusions**

The appraisal will not include landscaping, licensed vehicles, musical instruments, uniforms, fine arts, antiques, consumable supplies, valuable papers, intangible assets, property of third parties, or properties other than those indicated in this agreement.

**ACCEPTANCE AND AUTHORIZATION TO PROCEED**

Neither party to this contract is bound by any promise, term nor condition, either oral or written, not incorporated in this instrument. Acceptance of this Appraisal Agreement also indicates acceptance of the Addenda. This offer for appraisal services **expires after ninety (90) days** at which time it may be renegotiated.

**SUBMITTED** this 19<sup>th</sup> day of **January 2021**

**INDUSTRIAL APPRAISAL COMPANY  
TWO GATEWAY CENTER  
603 STANWIX STREET, SUITE 1450  
PITTSBURGH, PENNSYLVANIA 15222**

*James V. Nash*

James V. Nash  
Regional Manager

**ACCEPTED:**

**GREEN TOWNSHIP BOARD OF EDUCATION  
69 MACKERLEY ROAD  
P.O. BOX 14  
GREENDELL, NEW JERSEY 07839**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**ADDITIONAL SERVICE:** *(Please Initial Accept or Decline)*

*If Tags are needed, Industrial Appraisal Company can provide  
Tags (2,500 Tags Per Order) for an additional fee of.....\$350.00* \_\_\_\_\_ **Accept** or \_\_\_\_\_ **Decline**



**ADDENDUM NO. 1**  
**Property to be Appraised**



# ADDENDUM NO. 1

## Property to be Appraised

### APPRAISAL AGREEMENT

#### Green Township Board of Education

69 Mackerley Road

P.O. Box 14

Greendell, New Jersey 07839

PROPERTY UNITS	APPROXIMATE SQUARE FOOTAGE
School Building	106,501
Garage	550
Dugout #1	240
Dugout #2	240
Shed	
Pavilion	
<b>APPROXIMATE TOTAL SQUARE FOOTAGE:</b>	<b>107,531</b>
Site Improvements (Insurable and Uninsurable) at Property Units Listed on this Addendum To Include: Lighting, Fencing, Signs, Flagpoles, Parking Lots, Sidewalks, Curbs, Retaining Walls, Playground Equipment, Property in the Open, Etc.	

THE FEE QUOTED IN THIS AGREEMENT IS FOR THE APPRAISAL OF THE LOCATION AS INDICATED ON THIS ADDENDUM ONLY. LOCATIONS NOT LISTED ON THIS ADDENDUM OR SIGNIFICANT INCREASE IN SQUARE FOOTAGE WILL RESULT IN ADDITIONAL CHARGES.

Please Initial Verification of Property Listing \_\_\_\_\_

**ADDENDUM NO. 2**  
**General Tagging Procedures**



The Industrial Appraisal Company recommends the following tagging procedures. Variations on tag placement are welcomed, but any desired variations and/or unique tag placement must be discussed with the Appraiser prior to the start of the field inventory work.

**1. EASE OF IDENTIFICATION**

Tags will be placed in consistent locations on similar assets. Consistency increases the ease of identification by internal staff and outside auditors.

**2. DETRACTABILITY**

The tag placement will take into consideration the appearance of a tagged asset in specified high visibility areas e.g., Executive Offices. The appearance of an asset should not be compromised by placing the tag on an area that will diminish its appearance.

**3. NO OBSTRUCTION OF WORK ACTIVITY**

Tags will not be placed on movable parts, protective glass covering readouts and measurements or on safety decals.

**4. PHYSICAL CONVENIENCE**

On assets that are bulky or heavy and would require movement to access the proper location, tags will be placed on the most convenient location. Tags will be placed on a flat surface to insure readability by a hand-held scanner.

**5. EQUIPMENT AND RECOMMENDED TAG PLACEMENT**

The following lists various assets and the recommended tag placement.

## GENERAL FURNITURE

### Description

### Tag Location Code

Desks	KW
Chairs / Swivel (Executive-Secretary)	PB
Chairs / Stationary (Slide, Open Arm, LNG)	IL
Credenza	ULF
Bookcase	ULF
Cabinets (File, Storage, Supply)	ULF
Shelving	ULF
Table (Conference, Work, Library)	IL
Table (End, Coffee)	IL
Sofa, Settee	IL
Air Conditioners (Window Type)	ULF

## OFFICE MACHINES

### Description

### Tag Location Code

Computer Monitors	ULF
Computer Processors	ULF
Typewriters	LC
Calculators and Adding Machines	S
Copiers and Duplicators	S
Accounting Machines	NP
Time Stamps	ULF
Mailing Machines	NP
Dictators and Transcribers	S
Microfilm Readers	S
Imprinters	NP

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<b>B</b>	<b>BOTTOM</b>
<b>C</b>	<b>COVER</b>
<b>F</b>	<b>FRONT</b>
<b>I</b>	<b>INSIDE</b>
<b>KW</b>	<b>KNEE WELL</b>
<b>L</b>	<b>LEFT</b>
<b>NP</b>	<b>NUMBER PLATE</b>
<b>P</b>	<b>PEDESTAL</b>
<b>R</b>	<b>RIGHT</b>
<b>S</b>	<b>SIDE</b>
<b>U</b>	<b>UPPER</b>

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**ADDENDUM NO. 3**

**Universal Coding  
(GASB 34 Compliant)**





**Information Technology**  
**Two Gateway Center**  
**603 Stanwix Street, Suite 1450**  
**Pittsburgh, PA 15222**  
**412-471-2566 / 800-245-2718**  
**www.indappr.com**

**UNIVERSAL CODING for Property Record, Fixed Asset Appraisals**

<u>DESCRIPTION</u>	<u>ASSET/ PROPERTY CLASS</u>	<u>LIFE</u>	<u>SALVAGE VALUE %</u>
<b>LAND, IMPROVEMENTS, BUILDINGS/STRUCTURES, INFRASTRUCTURE</b>			
Land	01	N/A	N/A
Site Improvements	02	20+/-	00
Buildings	03	40+/-	00
Leasehold Improvements	04	20	00
Infrastructure	05	50+/-	00
<b>BUILDING ITEMS/PERMANENT FIXTURES</b>			
Stained Glass	06	--	--
Stained Glass - Fine Arts	07	--	--
Chandeliers/Sconces	08	--	10
Pipe Organs	09	--	10
Statues	10	--	--
Bells/Bell Carillons (Bldg.)	11	--	--
Murals/Icons	12	--	--
Architectural Fine Arts	14	--	--
Permanent Fixtures	21	20	00
Bowling Alley/Pinsetters	22	20	10
Carillon (PF)	23	20	10
Permanent Fixtures -- SV	25	N/A	N/A

<u>DESCRIPTION</u>	<u>ASSET/ PROPERTY CLASS</u>	<u>LIFE</u>	<u>SALVAGE VALUE %</u>
<b>EQUIPMENT</b>			
Machinery/Shop Equip.	30	15	10
Construction Equipment	32	15	10
Refrigeration Equip (Ice Rink, etc.)	34	15	05
Equipment	38	15	05
Office Mach & Devices	44	08	00
Audio Visual Equip	45	06	05
EDP Equip	46	05	00
Telephone System	47	10	00
Laboratory/Science Equipment	48	10	10
Medical/Hospital Equipment	49	10	10
Food Service & Appliances	51	15	05
Communications (Radio/TV) Equip	52	10	05
Sacred Vessels/Vestments/Altar Linens	54	10	10
Books, Periodicals & Materials	55	7	10
Fine Arts	56	N/A	N/A
Music Equip & Instruments	57	20	10
Manufacturing Piping	58	20	00
Process Piping	60	20	00
Power Feed Mains	62	20	00
Vehicles -- Police -- Acq. Only	63	2	05
Mobile Equipment	64	12	05
Vehicles -- Licensed -- Acq. Only	66	8	10
Leased Equipment	67	N/A	N/A
"On Board" Vehicle Equipment	70	10	05
Maintenance & Grounds Equip.	72	15	05
Books & Periodicals "OV"	80	7 w/cost	N/A
Dockets & Maps "OV"	81	7 w/cost	N/A
Law Books "OV"	82	7 w/cost	N/A
Molds - Dies - Fixtures "OV"	83	N/A	N/A
EDP Software or Equip."OV"	84	5 w/cost	00
AV Software or Equip."OV"	85	6 w/cost	05
Miscellaneous Equip. "OV"	86	10 w/cost	00
Musical Instruments "OV"	87	20 w/cost	10
Uniforms "OV"	88	10 w/Cost	10
Stated Value Equipment	90	N/A	N/A
Athletic & Sports Equipment	91	10	10
Educational & Janitorial Supplies	98	N/A	N/A
"Optional" Description	99	Optional	Optional



# Industrial Appraisal C O M P A N Y

## FORM 311

**Corporate Office**

Two Gateway Center  
603 Stanwix Street, Suite 1450  
Pittsburgh, PA 15222  
800-245-2718  
412-471-2566  
Fax: 412-471-1758  
www.indappr.com

Please forward a copy of the Appraisal Summary to our Advisor Listed Below:

Advisor's Email:			
	Please indicate if you wish to have a copy forwarded to your advisor electronically each year: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name:			
Company:			
Address:			
Name of Appraised Property:			
Signature:			
Print Name:		Date:	
Telephone:			
<b>Form 311</b>			