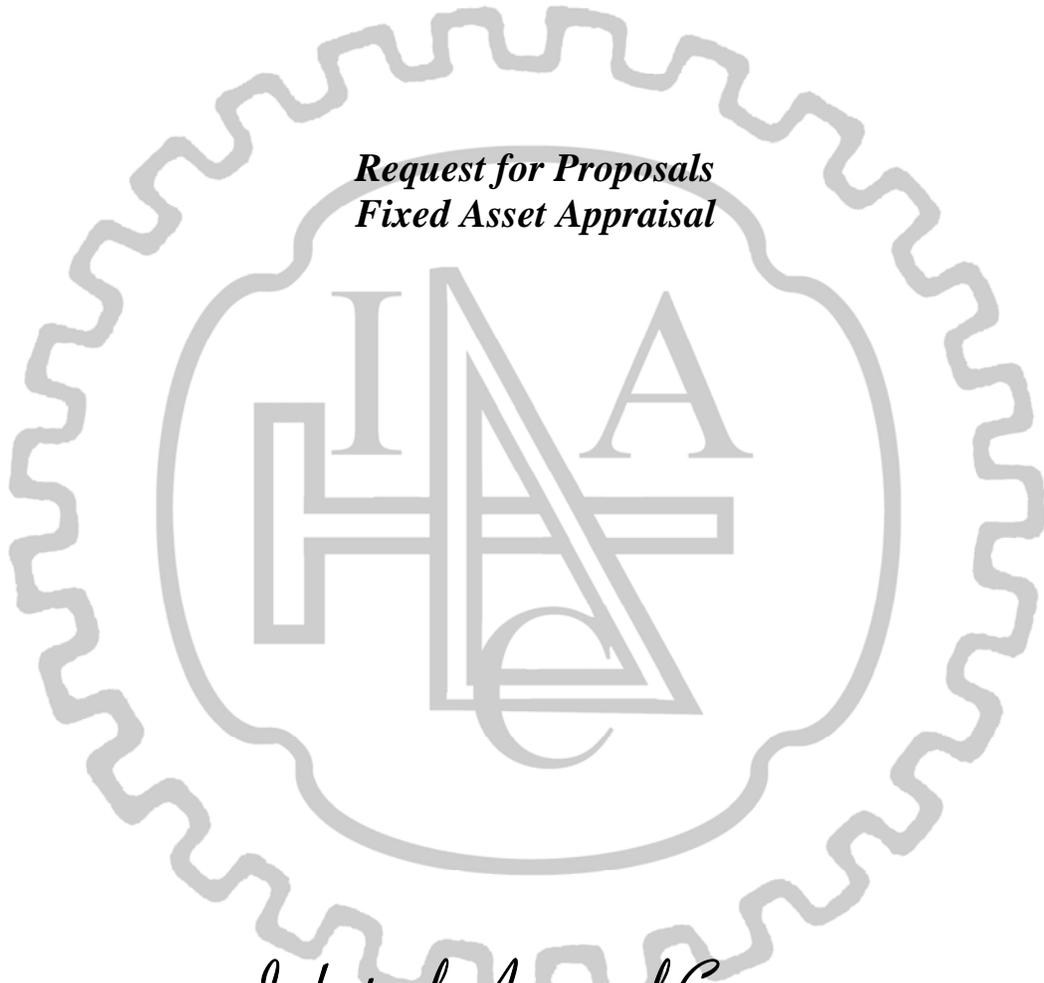


# LIVINGSTON COUNTY

*Request for Proposals  
Fixed Asset Appraisal*



*Industrial Appraisal Company*

**Professional Appraisal Services Since 1931**

Corporate Office  
Two Gateway Center  
603 Stanwix Street, Suite 1500  
Pittsburgh, Pennsylvania 15222  
412-471-2566, 800-245-2718, Fax 412-471-1758  
[www.indappr.com](http://www.indappr.com)

Jim Karagianis, Regional Sales Manager  
Midwest Regional Office  
2210 Midwest Road, Suite 214  
Oak Brook, Illinois 60523  
630-575-0280, Fax 630-575-0290, Email: [jkaragianis@indappr.com](mailto:jkaragianis@indappr.com)

# Industrial Appraisal Company



CORPORATE OFFICE

TWO GATEWAY CENTER  
603 Starway Street, Suite 1500  
Pittsburgh, Pennsylvania 15222

412-471-2566  
800-245-2718  
FAX 412-471-1758  
www.indappr.com

March 27, 2013

Ms. Alina Hartley  
Administrative Resource Specialist  
Livingston County  
Livingston County Board Office  
112 West Madison Street  
Pontiac, Illinois 61764

Dear Ms. Hartley:

We would like to thank you for including Industrial Appraisal Company in participation of your **Request for Proposals – Fixed Asset Appraisal**. We welcome the opportunity to present our recommendations for property appraisal services and to provide an appraisal for insurance valuation purposes to determine accurate, insurable values.

We believe that Industrial Appraisal Company is uniquely qualified to assist Livingston County with this important assignment because of 82 years of experience in appraising and evaluating numerous similar municipal and governmental entities.

Under the terms of our proposal, we will conduct an on-site inspection and appraisal of **Livingston County's owned buildings including machinery and equipment** associated with the property locations listed and identified in the Addendum of the proposal.

When the appraisal process is completed, our certified appraisal report will set forth the Replacement Cost New of the properties appraised.

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. 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 we can be of assistance in any way, do not hesitate to call me at 630-575-0280, Fax 630-575-0290 or Email [jkaragianis@indappr.com](mailto:jkaragianis@indappr.com).

We appreciate the opportunity to submit our proposal and look forward to being selected to proceed with this important appraisal assignment.

Very truly yours,

Industrial Appraisal Company

Jim Karagianis  
Regional Sales Manager  
JK/dd

# *Industrial Appraisal Company*

## ***Request for Proposals Fixed Asset Appraisal***

**Livingston County**  
Livingston County Board Office  
112 West Madison Street  
Pontiac, Illinois 61764

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# Industrial Appraisal Company



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Pittsburgh, Pennsylvania 15222

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800-245-2718  
FAX: 412-471-1758  
www.indappr.com

## ***Request for Proposals Fixed Asset Appraisal***

The Industrial Appraisal Company hereby proposes to provide professional appraisal services for:

**Livingston County**  
Livingston County Board Office  
112 West Madison Street  
Pontiac, Illinois 61764

### **Industrial Appraisal Company Overview and Experience**

The Industrial Appraisal Company was established in 1931 and has been in continuous operation under the same ownership for 82 years. We take pride in our longevity and consider it a mark of distinction within our industry. Our Corporate Office is located at Two Gateway Center, 603 Stanwix Street, Suite 1500 in Pittsburgh, Pennsylvania. We have Satellite Offices located throughout the Northeast and Midwest in major metropolitan areas.

We have established a national reputation for professional integrity and excellence unsurpassed by any of our competitors. Industrial Appraisal Company is strategically positioned in the valuation industry to offer professional services to a wide range of clients in a timely and objective manner.

Industrial Appraisal Company's full time expert staff appraisers possess the expertise, knowledge and technical abilities in appraising this type of property. Our work is prepared by experienced professionals to withstand scrutiny whenever called upon.

We regularly serve the valuation needs of Fortune 1000 Corporations, government agencies, health and educational institutions, banks, legal and financial advisors and local commerce and industry.

Risk managers in risk pools, government, education, industry, and a variety of other commercial and non-profit enterprises have relied on Industrial Appraisal Company to assign values to assets of all types. Industrial Appraisal Company's appraisals have proven to be tangible evidence of prudent and efficient risk management by being accurate, realistic and supportable.

A report certified by Industrial Appraisal Company is prepared by objective, trained professionals, utilizing appropriately documented techniques and procedures which meet the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP).

We are gratified that, each year, more than half of our assignments are for clients we have served in the past. Our reputation in the appraisal industry has given us the opportunity to provide appraisal services to clients throughout the country as well as worldwide but it is our attention to detail and personalized service that sets us apart.

## References

The following is a partial list of five (5) Local Government References who have received services similar in scope to those required by Livingston County.

1.     **LaSalle County Board**  
Etna Road Complex  
707 East Etna Road  
Ottawa, Illinois 61350-1047  
*Jody Wilkenson, County Auditor*  
815-434-8222
  
2.     **Boone County**  
1212 Logan Avenue  
Belvidere, IL 61008  
*Ken Terrinoni, County Administrator*  
*Becky Tobin, Assistant County Administrator*  
815-547-4770
  
3.     **DeKalb Sanitary District**  
303 Hollister Avenue  
DeKalb, IL 60115  
*Mark Eddington, District Manager*  
815-758-3513
  
4.     **Village of Crest Hill** (associated with the South West Agency for Risk Management SWARM)  
1610 Plainfield Road  
Crest Hill, IL 60403  
*John Tomasoski, City Administrator*  
815-741-5125
  
5.     **Village of Frankfort** (associated with the South West Agency for Risk Management SWARM)  
432 West Nebraska  
Frankfort, IL 60423  
*Rob Piscia, Assistant Village Administrator*  
815-469-2177

## Certificate of Liability Insurance

Upon acceptance of our proposal, Industrial Appraisal Company will provide the necessary documentation relating to insurance required.

## Work Plan

### **I. Project Schedule**

When Industrial Appraisal Company is authorized to proceed with this important assignment, the project will be coordinated and scheduled through our Corporate Office in Pittsburgh, Pennsylvania under the direction of Mr. Jerry D. Helmick, Field Staff/Operations Manager. The project team will be staffed with only the appraisers that possess the expertise, knowledge and technical abilities in appraising this type of property.

Prior to expediting this project, Industrial Appraisal Company will require the most recent copies of any previous appraisals and site information to be provided in electronic format.

We will arrange a convenient time to schedule an initial planning meeting to be held with key personnel and our appraisers to outline and coordinate the Work Plan Schedule involving site visitations and the logistics of this assignment.

### **II. Provisions and Scope of Appraisal**

Under the terms of this proposal, Industrial Appraisal Company will provide an on-site inspection and appraisal of **all County Owned Buildings including Machinery and Equipment (Fixed and Mobile) and Electronic Office Equipment** associated with the property locations identified in the RFP which are included in the **ADDENDUM** to this proposal.

The Buildings, Machinery and Equipment under appraisal will receive an investigation which will record, as of the date of the appraisal, description and location of the property as well as a depreciation study based upon observed condition and other pertinent influencing factors.

We will provide the *Replacement Cost New* based upon the following:

***Replacement Cost New*** is defined as the cost of replacing an item in like kind and quality at current dealer prices, plus the cost of freight and installation.

### **III. Report Presentation**

The report will be arranged in well-defined property classifications.

#### **A. Buildings**

The appraisal of the Buildings will be rendered in condensed form providing description of the components of construction and valuation for the overall structure. The building items excluded in the insurance policy will be segregated for each building appraised. A plat plan of the building outline and general location as well as color photographs of each major building will be included.

## Work Plan (Continued)

### **B. Machinery and Equipment (Fixed and Mobile)**

The appraisal of the major items of Machinery and Equipment (Fixed and Mobile) having a replacement cost of **\$2,500.00 and above** will include detailed description, location and valuation by item. Assets below the unit cost threshold will be included and valued by group classification.

### **C. Electronic Office Equipment**

The appraisal of Electronic Office Equipment i.e. computers, monitors, printers, scanners, photocopiers, digital recorders, fax machines and digitization machines having a replacement cost of **\$100.00 and above** will include detailed description, location and valuation.

## **IV. Report Delivery**

Industrial Appraisal Company will deliver two (2) original bound copies of the completed appraisal report including digital copy in our exclusive ACE II (Advance Content Excel) format (Refer to SAMPLE Appraisal Report included separately with this proposal).

### **Report Delivery Option**

*Presented as an Option, Industrial Appraisal Company will deliver thirty (30) original bound copies of the completed appraisal report for an additional fee of **\$150.00**.*

**Please Initial Acceptance** \_\_\_\_\_

## **Professional Appraisal Service Fee**

The Total Fee for the proposed “Fixed Asset Appraisal” is:

**SIX THOUSAND EIGHT HUNDRED DOLLARS**

**\$6,800.00**

**FEE IS INCLUSIVE OF ALL EXPENSES**

This fee covers work under this proposal only, and such items as legal conferences, court testimony or expansion of the appraisal for purposes not specified in this proposal will be billed at our standard per diem rate of \$1,500.00 plus applicable expenses.

## **Billing Procedure**

When Industrial Appraisal Company’s proposal is accepted, the following will apply to payment procedures for the professional appraisal services to be provided:

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

- 60% of Appraisal Service Fee due upon acceptance of this proposal.
- Balance due upon delivery of the completed appraisal reports.

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 at any time, however, accumulated fees and costs incurred to the point of termination will be billed through the active period.

### **Annual Revaluation Service**

The Industrial Appraisal Company will maintain an Annual Revaluation Service for the original appraisal to keep current from year to year the statement of insurable values. This service will provide summary office repricing, redepresiasiion and revaluation once each year for the property covered by the original appraisal to keep current additions, deletions and transfers that have been reported to the Industrial Appraisal Company. The Industrial Appraisal Company will prepare a new certified appraisal summary containing its opinion of the current Replacement Cost New.

The fee for the Annual Revaluation and Maintenance Service will be **\$500.00 each year for a five-year period**. This charge will be due on the first anniversary and then billed annually thereafter at the beginning of each appraisal protection service year.

### **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 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.

# LIVINGSTON COUNTY

*Request for Proposals  
Fixed Asset Appraisal*

**ADDENDA**

*Industrial Appraisal Company*

**Professional Appraisal Services Since 1931**

Corporate Office  
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Jim Karagianis, Regional Sales Manager  
Midwest Regional Office  
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Oak Brook, Illinois 60523  
630-575-0280, Fax 630-575-0290, Email: [jkaragianis@indappr.com](mailto:jkaragianis@indappr.com)

***Request for Proposals  
Fixed Asset Appraisal***



**Livingston County**  
Livingston County Board Office  
112 West Madison Street  
Pontiac, Illinois 61764

**ADDENDUM**

**Properties to be Appraised**

# Request for Proposals Fixed Asset Appraisal

**Livingston County**  
Livingston County Board Office  
112 West Madison Street  
Pontiac, Illinois 61764

## Properties to be Appraised

	BUILDING	DEPARTMENTS	SQUARE FOOTAGE
1.	<b>Livingston County Courthouse</b> 112 West Madison Street Pontiac, IL 61764	County Clerk, Assessor, County Board, Bookkeeping, HR, Treasurer, Zoning	34,446
2.	<b>Livingston County Law and Justice Center</b> 110 North Main Street Pontiac, IL 61764	Circuit Clerk, Circuit Court, States Attorney, Probation, Public Defender, Maintenance	62,225
3.	<b>Health and Education Building</b> 310 Torrance Avenue Pontiac, IL 61764	Public Health, Mental Health	28,545
4.	<b>Institute for Human Resources Building</b> <i>(Building Valuation Only)</i> 310-312 East Torrance Avenue Pontiac, IL 61767 <ul style="list-style-type: none"> <li>➤ A. Addition (1990)</li> <li>➤ B. Addition (1994)</li> <li>➤ C. Addition (2003)</li> </ul>	Institute for Human Resources	3,839
5.	<b>Livingston Manor Nursing Home</b> <i>(Building Valuations Only)</i> 14335 US Highway 66 Pontiac, IL 61764 <ul style="list-style-type: none"> <li>➤ Boiler House</li> <li>➤ Storage Building #1</li> <li>➤ Storage Building #2</li> <li>➤ Sewage Treatment Plant</li> <li>➤ Sewage Treatment Plant – Storage Building</li> </ul>	Livingston Manor Nursing Home	44,494
6.	<b>Livingston County Highway Department</b> R. R. 4 (1705 S. Manlove) Pontiac, IL 61764 <ul style="list-style-type: none"> <li>➤ Garage</li> <li>➤ Salt Shed</li> </ul>	Highway Department	4,200
7.	<b>Regions Bank Building</b> 110 West Water Street Pontiac, IL 61764	Coroner & VAC (Portion Leased to Regions Bank)	12,000 1,980
8.	<b>Public Safety Complex</b> 844 West Lincoln Street Pontiac, IL 61764	Sheriff, Liv/Com, Jail	5,541
9.	<b>Odell Tower</b> 17322 East 2500 North Road Odell, IL 60460	Communications Tower Sabre Tower Model #36000SRWD	101,850
			<b>TOTAL SQUARE FOOTAGE 309,180</b>
10.	<b>Yard and Outside Insurable Items at Property Locations listed on this Addendum</b> To Include: Lighting, Fencing, Signs, Statues, Playground Equipment. Property in the Open, Storage, Etc.		

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

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

# Industrial Appraisal Company



## Terms and Conditions

### Limitation on Damages

The Livingston County Board and its members agrees that the Industrial Appraisal Company officers, directors, employees, shareholders, agents and subsidiary or related entities shall not be liable to the Livingston County Board and its members 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 Livingston County Board 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 Livingston County Board (collectively, "Confidential Information"), the Industrial Appraisal Company, its employees and agents shall not, directly or indirectly, acting along 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. Further, Industrial Appraisal Company will immediately return all Confidential Information, and all copies thereof (in whatever form), to the Livingston County Board.

### Property Exclusions

The scope of the appraisal will not include land, landscaping, infrastructure, fine arts, antiques, consumable supplies, valuable papers, intangible assets, property of third parties, or properties other than those indicated in this proposal.

In the event Industrial Appraisal Company's services are requested to include items not covered by this proposal, these services shall be negotiated between the Livingston County Board and Industrial Appraisal Company.

Fees stated in this proposal are predicated on the property as indicated to us without benefit of independent verification. Should the results of our investigation indicate that the 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 free access to the property and required information and available data to be provided promptly as requested.

# Industrial Appraisal Company



## Acceptance/Authorization to Proceed

When our proposal is accepted and notification of authorization is received to proceed, Industrial Appraisal Company is requesting your signature below.

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 proposal 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 27<sup>th</sup> day of **March 2013**

**Industrial Appraisal Company  
Two Gateway Center  
603 Stanwix Street, Suite 1500  
Pittsburgh, Pennsylvania 15222**

  
\_\_\_\_\_  
Jim Karagianis  
Regional Sales Manager

### **ACCEPTED:**

**Livingston County  
Livingston County Board Office  
112 West Madison Street  
Pontiac, Illinois 61764**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



# Industrial Appraisal Company --- FORM 311

**Corporate Office**  
Two Gateway Center  
603 Stanwix Street, Suite 1500  
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>	<i>Industrial Appraisal Company</i> 5-09		