



***Livingston County
Request for Proposals
Fixed Asset Appraisal***

Livingston County is requesting proposals to conduct an on-sight valuation of fixed assets. The most recent on-sight valuation was conducted in 2007, with updates done annually thereafter. The County's primary purpose for conducting an updated on-sight appraisal is to provide for proper insurable values.

Livingston County is located in the north-central part of the state of Illinois, approximately 100 miles southwest of Chicago. The County employs approximately 200 fulltime employees and offers a broad range of services to residents. The County provides public safety, correctional, highway maintenance, public and mental health, judicial, and a variety of administrative services. A full listing of departments and building locations is attached (Livingston County Departments).

Vendor responsibilities shall include:

1. Conducting a thorough, on-site inventory of county owned buildings, property and equipment.
2. Providing the replacement cost of all county owned buildings and properties (not including 'infrastructure' as detailed below).
3. Providing the replacement cost of all machinery and equipment (fixed and mobile) with a value of \$2,500 or more per item. An example of such equipment shall include, but not be limited to;
Mobile construction equipment, road repair and maintenance equipment, snow removal equipment, engineering and surveying equipment, election equipment, vehicles, construction machinery, data systems, elections equipment telecommunications systems, radio systems, filing systems, correctional equipment, and medical equipment.
4. Providing the replacement cost of all electronic office equipment. Examples of such equipment includes, but is not limited to;
Computers, monitors, printers, scanners, photocopiers, digital recorders, fax machines, and digitization machines
5. Project must be completed with (60) days of initiation, but no later than June 26th, 2013.
6. Providing the County with one (1) digital copy of the final valuation in a Microsoft Excel format.
7. Providing the County with thirty (30) bound copies of the final valuation report.

8. A list of background information the vendor requires of the County departments prior to beginning on-site engagement.

Vendor will not be responsible for:

1. Providing replacement costs of roads, bridges, traffic equipment, utilities, or other infrastructure.
2. Providing depreciated values of fixed assets.
3. Providing tagging or other inventory control methods.

Please include the total upfront cost as well as the cost of annual renewals for the next five years. Provide a list of five (5) local government references where similar services have been performed. References shall include the name of the governmental agency, project contact and contact information.

Livingston County is not liable for any costs incurred in replying to this RFP. Livingston County reserves the right to accept or reject any or all proposals in part, or in total, as deemed to be in the best interest of Livingston County.

The successful bidder shall provide a Certificate of Liability Insurance prior to the start of the project.

Proposals must be received by the County Board Office by Monday, April 1st, 2013, 4:30 p.m.. Proposals may be emailed to ahartley@livingstoncountyil.gov or mailed to the Livingston County Courthouse, attn: County Board Office at 112 W. Madison St., Pontiac, IL 61764.

If you have any questions regarding the procedure or contents of this request, please contact Alina Hartley, Administrative Resource Specialist, Livingston County Board Office 815-844-6378 or email ahartley@livingstoncountyil.gov.

Livingston County Departments

	<u>Building</u>	<u>Square Footage</u>
1. County Clerk, Assessor County Board, Bookkeeping HR, Treasurer, Zoning	Livingston County Courthouse 112 W. Madison St. Pontiac, IL 61764	34,446
2. Circuit Clerk, Circuit Court, States Attorney, Probation Public Defender, Maintenance	Livingston County Law & Justice Center 110 N. Main St. Pontiac, IL 61764	62,225
3. Public Health Metal Health	Health & Education Building 310 Torrance Avenue Pontiac, IL 61764	28,545
4. IHR (Institute for Human Resources) <u>(Building Valuation Only)</u>	IHR Building 310-312 E. Torrance Pontiac, IL 61767 A. Addition (1990) B. Addition (1994) C. Addition (2003)	3,839 1,100 1,500 2,100
5. Livingston Manor Nursing Home <u>(Building Valuations Only)</u>	Livingston Manor 14335 US Hwy 66 Pontiac, IL 61764 Boiler House Storage Building #1 Storage Building #2 Sewage Treatment Plant Sewage Treatment Plant Storage Building	44,494 2,160 1,200 1,200 n/a 800
6. Highway Department	Livingston County Highway R.R. 4 (1705 S. Manlove) Pontiac, IL 61764 Garage	4,200 12,000

	Salt Shed	1,980
7. Coroner & VAC (Portion leased to Regions Bank)	Regions Bank Building 110 W. Water St. Pontiac, IL 61764	5,541
8. Sheriff, Liv/Com, Jail	Public Safety Complex 844 W. Lincoln St. Pontiac, IL 61764	101,850
9. Communications Tower Sabre Tower Model #3600SRWD	Odell Tower 17322 East 2500 North Road Odell, IL 60460	
11. Insurable Yard & Outside	<i>To include: lighting, fencing, signs, statues, playground equipment, Property in the open, storage, etc.</i>	