



COUNTY OF PRINCE WILLIAM

1 County Complex Court, (MC 460) Prince William, Virginia 22192-9201
(703) 792-6770 Metro 631-1703, Ext. 6770 Fax: (703) 792-4611

FINANCE DEPARTMENT
Purchasing Division

CONTRACT: 9047NA4

SUBJECT: Capital Asset Inventory & Valuation and Building Appraisal Services

Between:

PRINCE WILLIAM COUNTY
1 COUNTY COMPLEX COURT (MC460)
PRINCE WILLIAM, VA 22192-9201

(703) 792-6770 METRO 631-1703 EXT 6770

And the Contract:

RCI TECHNOLOGIES, INC.
10826 GULF DALE
SAN ANTONIO, TX 78216
Telephone: 877-363-4127
Facsimile: 210-366-0776

This Contract is entered into this 30th day of March, 2009, by and between the Board of County Supervisors of Prince William County, Virginia, or its authorized agents, and the Contractor identified above for services identified herein, on the following terms and conditions. This Contract is prepared in accordance with the Purchasing Regulations of Prince William County, which are incorporated herein by reference.

An Equal Opportunity Employer

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SECTION I
SPECIAL PROVISIONS

I.1 Definitions

"County" shall mean the Board of County Supervisors of Prince William County, Virginia, or the using department identified below and authorized by the Purchasing Regulations or other law to enter into Contracts.

"Using Department" for the purpose of this Contract shall mean Finance Department, Accounting Division.

"Contract Administrator" assigned to administer this Contract for the County is Troy Bingham, Financial Reporting and Control Senior Accountant.

"Contractor" shall mean:

RCI TECHNOLOGIES, INC.
10826 GULFDAL
SAN ANTONIO, TX 78216
Telephone: 877-363-4127
Facsimile: 210-366-0776

whose authorized representative is Mr. Chuck Nattinger, President, who is responsible for the performance obligation of the Contractor under this Contract.

I.2 Contract Period

The term for this Contract shall be from date of execution through October 31, 2010. The County shall have the option to extend the Contract for four (4) additional one-year periods, contingent upon availability of funds for the purpose. The option to renew shall be exercised at the sole discretion of the County.

The County shall give the Contractor reasonable written notice of intent to renew prior to the expiration date of the current contract. In the absence of any notification to renew, the contract shall automatically terminate on the expiration date specified in the contract. Agreement to extend the contract term shall not be final until the Contractor provides written acknowledgement of the extension.

I.3 Incorporation of Documents

The following documents are hereby incorporated by reference into this Contract:

1. Contractor's Proposal entitled RFP090007: Capital Asset Inventory & Valuation and Building Appraisal Services and dated September 24, 2008, proposal revisions dated January 19, 2009, revised fee schedule dated January 26, 2009, and pricing addendum dated February 9, 2009.
2. County's Solicitation number RFP090007 entitled Cost Allocation Plans, User Fee Cost Studies, Capital Asset Inventory and Valuation, and Building Appraisal Services and dated September 9, 2008, and Amendment No. 1 dated September 23, 2008.

In the event of an inconsistency between the above referenced documents the inconsistency shall be resolved by giving precedence to the following: RFP090007. This Contract shall take precedence over all the documents referenced above.

I.4 Provision of Services

The Contractor hereby agrees to provide Capital Asset Inventory and Valuation, and Building Appraisal Services to the County as described herein and further outlined in Attachment A, Scope of Work. This Scope of Work shall take precedence over the documents set forth in Provision I.3, Incorporation of Documents, in the event of inconsistency.

I.5 Contract Amount

In return for the services identified above, and subject to the "Non-Appropriation of Funds" clause herein, the County certifies that sufficient funds are budgeted and appropriated and shall compensate the Contractor in accordance with such formula for payments as set forth in Attachment B.

I.6 Method of Payment

The Contractor shall submit invoices listing the services performed and completed as outlined in Attachment A. The invoice should cite the Purchase Order Number, Contract Number and date of services or delivery of an end product.

The County will make payment to the Contractor, net 30 days or in accordance with discount terms, if offered, after receipt of an acceptable invoice and satisfactory completion of each of the requested services as set forth in the payment schedule in Attachment B.

I.7 Time of the Essence and Completion

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary.

I.8 Key Personnel

The Contractor shall assign to this Contract the following key personnel:

Mr. Chuck Nattinger, President
Mr. Michael Gracia, Project Coordinator

During the period of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contract Administrator within 5 calendar days after the occurrence of any these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contract Administrator. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contract Administrator will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

I.9 Inspection and Acceptance

All tasks and reports shall be conducted and completed in accordance with recognized and customarily accepted industry practices, and shall be considered complete when the deliverables are approved as acceptable by the Contract Administrator in writing. In the event of rejection of any report or deliverable, the Contractor shall be notified in writing and shall have ten (10) working days from date of issuance of notification to correct the deficiencies and resubmit the report/deliverable. Failure to submit acceptable work within the 10 days shall constitute a breach of the contract for which the Contractor may be held in default.

I.10 Insurance

The Contractor shall maintain insurance, in an amount and a form set forth in RFP090007.

I.11 Hold Harmless

The Contractor hereby agrees to indemnify and hold harmless Prince William County, Virginia, its officers, agents and all employees and volunteers, from any and all claims for property damage, bodily injuries and personal injuries to the public, including cost of investigation, all reasonable attorneys fees, and the cost of appeals arising out of any such claims or suits, because of any and all acts of omission or commission of the Contractor, including its agents, Subcontractors, employees and volunteers, in connection with Work under this Contract.

It is understood and agreed that the Contractor is at all times herein acting as an independent Contractor.

I.12 Background Investigations

The Contractor is required to provide the name, address, date of birth, gender, race and social security number of all employees and/or subcontractors' employees assigned to conduct on-site fieldwork during the physical inventory or appraisal engagements so that a background investigation may be conducted. This information shall be provided to the County no later than 30 days prior to the scheduled start of on-site fieldwork and will only be used to conduct background investigations. The Contractor should be prepared to make reasonable changes or accommodations to the engagement staff at the County's discretion after the completion of the background investigation.

I.13 Ownership of Materials

Data, electronic or otherwise, artistic renderings, drawings, specifications, and any other documents or materials prepared by the Contractor or by its subcontractor(s) for this Contract are instruments of service, and upon completion of the Contract such items become property of the County. With prior consent of the County, the Contractor may be permitted to retain copies, including reproducible copies of the documents, drawings, specifications, and materials. The Contractor shall not disclose or release any such documents, information, plans, specifications, or materials without the prior written consent of the County.

SECTION II

GENERAL PROVISIONS

II.1 Assignability of Contract

Neither this Contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written permission of the County.

II.2 Modifications or Changes to the Contract

All modifications and changes to the Contract shall be in writing.

The Head of the Using Department of this Contract, with the concurrence of the Purchasing Manager (except as otherwise provided by the Purchasing Regulations), shall, without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order." Such orders shall be limited to reasonable changes in the services to be performed or the time of performance; provided that the Contractor shall not be excused from performance under the changed Contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the Contract subject to the conditions and limitations herein.

The Contractor need not perform any work described in any change order unless it has received a certification from the County that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

The Contractor shall make a demand for payment for completed changed work within 30 days of receipt of a change order, unless such time period is extended in writing, or unless the Purchasing Manager requires submission of a cost proposal prior to the initiation of any changed work or supplies. Later notification shall not bar the honoring of such claim or demand unless the County is prejudiced by such delay.

No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

II.3 Employment Discrimination for Contracts Over \$10,000

1. During the performance of this Contract, the Contractor agrees as follows:

a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

c. Notices, advertisements, and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The Contractor will include the provisions of the foregoing paragraphs a, b, and c in every Subcontract or purchase order over \$10,000.00, so that the provisions will be binding upon each Subcontractor or Contractor.

II.4 Drug-free Workplace to be Maintained by Contractor for Contracts over \$10,000.00

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every Subcontract or purchase order over \$10,000.00, so that the provisions will be binding upon each Subcontractor or Contractor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of any controlled substance or marijuana during the performance of this Contract.

II.5 Claims/Disputes

In accordance with Section 2.2-4363, VA Code Ann., this provision shall be followed for consideration and handling of all claims by the Contractor under this contract. Section 2.2-4365, VA Code Ann., is not applicable to this Contract, and under no circumstances is this paragraph to be construed as an administrative appeals procedure governed by Section 2.2-4365, VA Code Ann.

Notice of the intent to submit a claim setting forth the basis for any claim shall be submitted in writing within ten (10) days after the occurrence of the event giving rise to the claim, or within ten (10) days of discovering the condition giving rise to the claim, whichever is later. In no event, shall any claim arising out of this Contract be filed after the submission of the request for Final Payment by the Contractor.

Claims by the Contractor with respect to this Contract shall be submitted in writing in the first instance for consideration by the Contract Administrator. The decision of the Contract Administrator shall be rendered in writing within forty-five (45) days from the receipt of the claim from the Contractor. If the Contractor is not satisfied with the decision or resolution of the Contract Administrator, the Contractor may file a formal dispute with regards to the claim with the Prince William County Director of Finance, which claim shall be received within thirty (30) days of the date of decision of the Contract Administrator. The Director of Finance shall reduce his or her decision to writing and shall mail or otherwise furnish a copy of this decision to the Contractor within forty-five (45) days of the receipt of the claim from the Contractor. The decision of the Director of Finance shall be final on behalf of Prince William County unless the Contractor submits the claim to the County Executive within thirty (30) days of the Director of Finance's decision. The Contractor may submit the claim to the County Executive by mailing or otherwise furnishing the Purchasing Manager a copy of the claim and a request for the County Executive's determination.

The County Executive's decision on the claim shall be rendered in writing to the Contractor within forty-five (45) days of the Purchasing Manager's receipt of the request from the Contractor, and shall be final and binding on behalf of Prince William County, unless the Contractor submits the claim for determination by the Board of County Supervisors by mailing or otherwise furnishing the Purchasing Manager a copy of the claim, along with a request for determination by the Board within thirty (30) days of the County Executive's decision. The Board shall consider the claim and render a decision within forty-five (45) days of the date on which the Board hears the

claim in open meeting. The Board's procedure in considering claims under this Contract shall be the same as that for other decisions of the Board on claims made under Section 15.2-1245 et seq., VA Code Ann. The decision of the Board shall be final.

Should any decision-maker designated under this procedure fail to make a decision within the time period specified, then the claim is deemed to have been denied by the decision-maker.

Pending a final determination of a claim, the Contractor shall proceed diligently with the performance of the Work under the Contract.

In accordance with the provisions of Section 2.2-4363, VA Code Ann., full compliance with this procedure set forth in the provision shall be a precondition to the filing of any lawsuit by the Contractor against the Board of County Supervisors of Prince William County arising out of this Contract.

II.6 Termination for Convenience of the County

The parties agree that the County may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or in part, whenever the County Executive of Prince William County shall determine that such termination is in the best interests of the County.

Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the County Executive or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

Upon receipt of such Notice, the Contractor shall:

1. Cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
2. Place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
3. Terminate all subcontracts except those made with respect to Contract performance not subject to the Notice;
4. Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Purchasing Manager of Prince William County; and
5. Use its best efforts to mitigate any damages which may be sustained by it as a consequence of termination under this clause.

After complying with the foregoing provisions, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of its termination, unless an extension is granted by the Purchasing Manager.

The Purchasing Manager, with the approval of the County's signatory to this Contract, shall pay from the using department's budget reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or completed. In no event shall this amount be greater than the original Contract price, reduced by any payments made prior to Notice of Termination and further reduced by the price of the supplies not delivered, or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Purchasing Manager shall pay to the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

1. With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - a. Cost of work performed or supplies delivered;
 - b. The cost of settling and paying any reasonable claims as provided in subparagraph (4), above;
 - c. A sum as profit on (a) determined by the Purchasing Manager to be fair and reasonable.
2. The total sum to be paid under (a) above shall not exceed the Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of work or supplies not provided.

In the event that the Contractor is not satisfied with any payments which the Purchasing Manager shall determine to be due under this clause, the Contractor may appeal any claim to the Board of County Supervisors in accordance with the "Claims/Disputes" clause of this Contract.

The Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the County whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

II.7 Termination for Default

Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

II.8 Termination for Non-Appropriation of Funds

If funds are not appropriated for any succeeding fiscal year subsequent to the one in which this Contract is entered into, for the purposes of this Contract, then the County may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the County shall be liable only for payments due through the date of termination.

II.9 Payments to Subcontractors

In the event that the Contractor utilizes a subcontractor for any portion of the work under this Contract, the Contractor hereby agrees to:

1. The Contractor shall take one (1) of the two (2) following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by a subcontractor under the Contract.
 - a. Pay a subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by that subcontractor under the Contract; or
 - b. Notify the agency and any subcontractors, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

2. The Contractor shall be obligated to pay interest to a subcontractor on all monies owed by the Contractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by a subcontractor under the Contract, except for amounts withheld under Subsection 1 b. of this section. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the provisions of this section may not be construed to be an obligation by the County. A contract modification may not be made for the purpose of providing reimbursement for any such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.
3. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.
4. The Contractor is hereby required to include in each of its subcontracts a provision requiring each subcontractor to otherwise be subject to the same payment and interest requirements set forth in subsection 2. and 3. of this section with respect to each lower-tier subcontractor.

II.10 Examination of Records

The Contractor agrees that the County, or any duly authorized representative, shall, until the expiration of three (3) years after final payment hereunder, have access to and the right to examine and copy any directly pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the County or any duly authorized representative shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine and copy any directly pertinent books, documents, papers and records of such Contractor involved in transactions related to such subcontract, or this Contract. The term "subcontract" as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public. The period of access provided herein for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this Contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

II.11 Ethics in Public Contracting

The Contractor hereby certifies that it has familiarized itself with Article 6 of Title 2.2 of the Virginia Public Procurement Act, Sections 2.2-4367 through 2.2-4377, VA Code Ann., and that all amounts received by it, pursuant to this Procurement, are proper and in accordance therewith.

II.12 Governing Law and Choice of Forum

This Contract and any disputes hereunder shall be governed by the laws of the Commonwealth of Virginia. It is further agreed that all disputes and matters whatsoever arising under, in connection with or incident to this Contract, shall be litigated, if at all, in and before a state Court located in the County of Prince William in the Commonwealth of Virginia or a federal Court located in the Eastern District of Virginia, and any appropriate appellate Court thereof, to the exclusion of the courts of any other state, territory, country or other jurisdiction.

II.13 Immigration Reform and Control Act of 1986

The Contractor certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986 which prohibits employment of illegal aliens. The Contractor agrees that its employment of any person without legal status may subject it to termination of this contract for default and agrees to include a similar provision in any subcontract.

II.14 Integration

This Contract shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

II.15 Contract Rider Clause

Resultant contract(s) may be extended, with the authorization of the Contractor, to other public bodies, public agencies, or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms and conditions of the contract. The Contractor shall deal directly with public bodies utilizing the contract concerning issuance of purchase orders, contractual disputes, invoicing and payment. Prince William County Government acts only as the "Contracting Agent" for these public bodies.

It is the Contractor's responsibility to notify public bodies of the availability of the contract. Other public bodies desiring to use the contract shall make their own legal determination as to whether the use of the contract is consistent with their laws, regulations, and other policies. Other public bodies if mutually agreed may add terms and conditions required by their statute, ordinances, and regulations, to the extent that they do not conflict with the contract's terms and conditions.

Prince William County shall not be held liable for any costs or damages incurred by other public bodies as a result of any contract extended to other public bodies by the Contractor.

BOARD OF COUNTY SUPERVISORS OF
PRINCE WILLIAM COUNTY, VIRGINIA

RCI TECHNOLOGIES, INC.

County Representative

Contractor Representative

Title

Title

ATTEST:

Purchasing Manager

APPROVED AS TO FORM COUNTY ATTORNEY'S OFFICE

_____ Date: _____

ATTACHMENT A

SCOPE OF WORK

The Contractor shall provide capital asset inventory and valuation services and building appraisal services on a biennial basis as described herein. The next inventory shall be scheduled for 2010. This scope of work describes the assets and requirements of the County. The Park Authority and the Public Schools are not included. There are approximately 40,000-45,000 assets that must be accounted for under this solicitation; of which, 5,000-6,000 are to be tagged, and 3,000-4,000 are to be inventoried.

The County will provide to the Contractor a list of occupied buildings six to eight weeks prior to the start of the fieldwork. The Contractor shall provide to the County a tentative itinerary no later than three weeks prior to the start of fieldwork. Currently there are 89 buildings (71 regular and 18 historical) valued at \$50,000 or more and 25 valued at under \$50,000.

A. County Responsibilities:

The County shall provide staff members to assist the Contractor in locating buildings, equipment and infrastructure assets. County departments shall provide available information to assist the Contractor in other matters jointly agreed upon at the beginning of the project.

B. Contractor's Responsibilities:

1. Inventory all assets with individual estimated historical cost greater than \$5,000. Such assets shall include:
 - a. Land, Land Improvements, and Infrastructure (excluding stormwater management assets)
 - b. Structures
 - c. Fixed Equipment
 - d. Movable Equipment (excluding furniture and fixtures)
 - e. Vehicles
 - f. Systems Furniture
2. Provide a count of all assets with individual estimated historical cost less than \$5,000. Such assets shall include:
 - a. Structures
 - b. Fixed Equipment
 - c. Movable Equipment (including furniture and fixtures)
 - d. Vehicles
 - e. Systems Furniture
3. Tag all equipment and log all assets that cannot be tagged. The County uses pressure sensitive plastic (polyester) tags. The tags are approximately 1.5" by .75", contain a two-line description area for name (up to 15 characters per line), a barcode area and a human readable number consisting of up to 9 digits. The tags are thermal transfer-printed with a permanent acrylic adhesive. The tags can readily be scanned by optical scanners.

4. For property, plant, and equipment, the Contractor shall obtain, at a minimum, the following data:

Data Element	Buildings	Land	Assets >\$5,000	Tagged Assets	Enterprise Funds	Systems Furniture
Asset ID	X		X		X	X
Funding Source	X	X	X		X	X
Department/Cost Center	X		X		X	X
Category	X	X	X		X	X
Acquisition Date	X	X	X		X	X
Class	X		X	X	X	X
Responsible Person	X	X	X	X	X	X
Location	X	X	X	X	X	X
Description	X	X	X	X	X	X
Serial Number			X	X	X	
Model Number			X	X	X	
Manufacturer			X	X	X	X
Historical Cost	X	X	X		X	
Replacement Cost/Insurance Values	X			X	X	X
Estimated Life	X		X		X	X

5. Auditable property records supplied by the valuation contractor must achieve compliance with the following:
- a. Generally Accepted Accounting Principles for Local Governments.
 - b. Codification of Government Accounting and Financial Reporting Standards as of June 30th of the year fieldwork is performed.
 - c. The Governmental Accounting Standards Board (GASB) Statement Number 34 - Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments.
 - d. The most recent edition at time of fieldwork of Audits of State and Local Governmental Units, prepared by the Committee on Governmental Accounting and Auditing, American Institute of Certified Public Accountants.
 - e. GASB Statement Number 42 – Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries – for State and Local Governments.
 - f. GASB Statement Number 51 – Accounting and Financial Reporting for Intangible Assets.
 - g. Any other pertinent accounting and financial reporting guidance implemented at the time work under the terms of the Contract is to be performed.
6. Reports shall include statements indicating that the procedures followed and results compiled were determined in accordance with prevailing regulations and recommendations. Submit reports in hardcopy as well as electronic format on compact disks, as required by the County's insurance carrier.
7. Each item inventoried shall be identified and information furnished as is required by Tier Technologies, Inc.'s Performance Asset Management System (PAMS) including, but not limited to, the following:
- a. Department cost center (2 digit, provided)
 - b. Category
 - c. Property ID
 - d. Acquisition date (if available)
 - e. Class
 - f. Responsible position

- g. Location
 - h. Description of the asset
 - i. Serial number (if available)
 - j. Model number (if available)
 - k. Manufacturer
 - l. Cost (as outlined above)
 - m. Estimated life
8. Uploading and downloading of data between PAMS and the bar code system shall be handled by the respective vendors. Should the Contractor be asked to perform this, it would be as additional services.
 9. The Contractor shall provide to the County a hard-copy list of the information obtained in a manner to be agreed upon.
 10. The Contractor shall reconcile the inventory to PAMS and specifically identify assets to be added or deleted from PAMS.
 11. The Contractor shall provide biennial appraisal services for insurance reporting purposes of eighty-nine (89) County buildings (71 regular and 18 historical) valued at \$50,000 or more at the time of the appraisal. All buildings except historical buildings shall be appraised on a replacement value basis. Historical buildings shall be evaluated on a reproduction value basis.

All work shall be performed and deliverables shall be provided in accordance with methods, software, and standards that are generally accepted by the insurance industry.

Deliver reports in both hard copy and electronic data file. Deliverables shall include:

1. A narrative letter that will:
 - Identify the date and purpose of the appraisal
 - Define the premise of value utilized
 - Review of valuation methodology
 - Identify the properties included/excluded in the appraisal
 - Conclusions of value
 - Notation of any qualifying or limiting conditions
2. Detailed report for each building:
 - Date of valuation
 - Site/location name
 - Property name and address
 - Date of acquisition/construction
 - Square footage
 - Number of floors
 - Construction class
 - Description of building services
 - Description of building features
 - Occupancy
 - Fire protection class
 - Replacement cost of each building

- Replacement cost less exclusions
- Digital photo
- Building footprint

3. Summary reports for each site and the entire project:

- Summary of values by building
- Summary of values by site
- Summary of values for entire project

12. The County may request the Contractor to provide “desktop” appraisal services for buildings recently appraised in place of more extensive appraisal services. Additionally, when a “desktop” appraisal is performed, the Contractor shall provide new appraisals on added buildings at the request of the County in a manner consistent with paragraph 11 above.

C. Project Schedule

Asset Inventory & Valuation and Building Appraisal Services
Project Planning & Scheduling

Task	Description	Timing
Project Planning	Review of building listing for both the appraisal and inventory portions of the engagement; Project itinerary developed; Project team identified, background investigation forms for each team member submitted to the County.	6-8 Weeks Prior to On-Site Fieldwork
Project Fieldwork	Inventory & Appraisal Services, as described in the contract.	First two weeks in July during engagement years
Project Completion	Final delivery of all reports and data.	August 15th, or 45 days from completion of on-site fieldwork

This timeline contemplates that all fieldwork will be performed within the County's core business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., with the following exceptions:

1. The Judicial Center Complex/Courthouse - fieldwork may be conducted either after hours or during weekend if desired with advanced scheduling;
2. County Library facilities - fieldwork may be conducted during library operating hours, which extend beyond the County's core business hours; and
3. County Police Stations - fieldwork may be conducted outside the County's core business hours with advanced scheduling.

ATTACHMENT B

PRICING SCHEDULE

This pricing schedule includes inventory and appraisal service fees for the Park Authority for use at their option. The following on-site inventory fees apply when scheduling the Contractor to provide services for both the County and Park Authority during the same visit.

	Prince William County	Park Authority Option
2010 Scan & Tag Update	\$ 18,500.00	\$ -
2010 Inventory Services (100% Re-Inventory)	\$ 22,000.00	\$ 33,000.00
2010 Building Appraisal Update Services	\$ 850.00	\$ -
2010 Building Appraisals (New Buildings) Charge per Conventional Building	\$ 190.00	\$ 190.00
2010 Building Appraisals (New Buildings) Charge per Historical Building	\$ 310.00	\$ 310.00
2012 Scan & Tag Update	\$ 19,500.00	\$ 17,000.00
2012 Inventory Services (100% Re-Inventory)	\$ 23,000.00	\$ 18,700.00
2012 Building Appraisal Update Services	\$ 950.00	\$ 450.00
2012 Building Appraisals (New Buildings) Charge per Conventional Building	\$ 200.00	\$ 200.00
2012 Building Appraisals (New Buildings) Charge per Historical Building	\$ 325.00	\$ 325.00
2014 Scan & Tag Update	\$ 20,500.00	\$ 19,000.00
2014 Inventory Services (100% Re-Inventory)	\$ 24,200.00	\$ 20,600.00
2014 Building Appraisal Update Services	\$ 1,050.00	\$ 500.00
2014 Building Appraisals (New Buildings) Charge per Conventional Building	\$ 210.00	\$ 210.00
2014 Building Appraisals (New Buildings) Charge per Historical Building	\$ 340.00	\$ 340.00

These fees reflect the “stand-alone” fees for Prince William County and for the Prince William County Park Authority, should either entity option out of the physical inventory in any given year.

	<u>2010</u>	<u>2012</u>	<u>2014</u>
Prince William County	\$22,000.00	\$23,000.00	\$24,200.00
Prince William County Park Authority	\$38,500.00	\$27,000.00	\$33,000.00