



## Addendum #1

Issued: 3/25/2024 at 3:45PM CST

### ILLINOIS CENTRAL COLLEGE ILLINOIS COMMUNITY COLLEGE DISTRICT #514

## **REQUEST FOR PROPOSAL FOR ONSITE FIXED ASSET AUDIT & BUILDING APPRAISAL**

Issue Date: March 15, 2024

Illinois Central College is soliciting interest and invites you to submit a proposal for Onsite Fixed Asset Audit & Building Appraisal Services. Proposals are due on **Monday, April 1, 2024 by Noon CST.**

Proposals should be submitted via e-mail to [purchasing@icc.edu](mailto:purchasing@icc.edu). E-mail subject line: **"PROPOSAL- ONSITE FIXED ASSET AUDIT & BUILDING APPRAISAL SERVICES"** High importance. A receipt confirmation will be returned.

### **I. INTRODUCTION AND BACKGROUND**

Illinois Central College began classes at the East Peoria location in September of 1967 and serves the residents of all or parts of 10 counties in Central Illinois (Peoria, Tazewell, Woodford, Bureau, Logan, Marshall, Livingston, McLean, Stark, and Mason) encompassing a land area of 2,322 square miles and a population of approximately 365,000. Illinois Central College is a public community college providing a dynamic learning environment that fosters excellence, opportunity, and innovation in meeting the educational needs of our diverse students and community. (You can review or download ICC essential facts at <http://icc.edu/about-icc/institutional-research/essential-facts/>)

Illinois Central College has two campuses: East Peoria and Peoria and one remote location: Pekin. Campus Housing, owned by the ICC Educational Foundation and managed by a third-party housing Management Company, opened in August of 2004. The complex offers 330 bed spaces to students in an on-campus, apartment-style, and living option.

### **II. PURPOSE / OBJECTIVE**

Illinois Central College seeks real estate valuation services to be conducted between April 22, 2024 and June 30, 2024. It is the intent of this RFP to have the successful firm enter into a Professional Services Contract with the College to these services as outlined herein. A complete list of Illinois Central College buildings and square footage is listed in Appendix A.

### **III. GENERAL INFORMATION**

#### **Public Information**

All material submitted is available for public inspection. Every proposer is hereby warned that no part of their proposal or any other material submitted may be marked as confidential information, and that any material so designated by the proposer will be made public information by its inclusion in the proposal.

#### **Errors and Omissions**

All documents shall be completed as requested by the College. No claim for errors or omissions in the bidding will be considered. Should a bidder find during examination of specifications or other contract documents, discrepancies, omissions, ambiguities or conflict among contract documents or be in doubt as to their meaning, it is the responsibility of the bidder to notify Bruce Budde, Executive Vice President of Administration and Finance, who will then issue the necessary clarifications to all prospective bidders by means of addenda.

#### **Disclaimers**

Any Request for Proposal issued may or may not result in an award contract. However, Illinois Central College reserves the right to cancel any request, at any time, for any reason, and to reject all proposals when it is judged to be in the best interest of the College. Receipt of RFP materials from the College or submission of a proposal to the College confers no rights upon the vendor nor obligates the College in any manner.

The determination of whether any proposal submitted by a vendor does or does not conform to the conditions and specification of this Request for Proposal is the responsibility of the College.

Any contract resulting in an award from this Request for Proposal is invalid until properly approved and executed by the College.

The successful vendor must not commence any billable work until a valid contract is executed.

A contract resulting from the Request for Proposal shall not preclude the College from obtaining equipment or services from other vendors if the successful vendor for this Request for Proposal is unable to satisfy the project needs in an acceptable manner.

#### **Clarification of Proposals**

The College reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

### Award

The award of the contract, if it is awarded, will be to the firm who in the College's opinion serves the best interest of the College. Illinois Central College reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award. A recommendation for award is scheduled to be presented at the April 2024 Board of Trustees Meeting scheduled on April 18, 2024. An Intent to Award and PO will be sent to the successful firm upon approval.

### Payment

Payment will be made in accordance with the policies and procedures of the Board of Trustees of Illinois Central College, District #514. The College will make payment in approximately thirty (30) days following completion and acceptance of contract work.

### Acknowledgment of Addenda

Original signature of company official on an addendum document shall be construed as acknowledgement of receipt of any and all addenda pertaining to any specific bid. Identification of addenda by number should be noted on the proposal form, as provided. Addenda, if any, can be viewed at [icc.edu/purchasing](http://icc.edu/purchasing) under "Current Solicitations."

### Equal Opportunity and Affirmative Action

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

### Business Enterprise Program

Illinois Central College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30ILCS 575/0.01 et seq.

Illinois Central College has set an aspirational participation goal of 20% minorities, females, or persons with disabilities perform or provide the anticipated services and/or supplies required by this solicitation. The College has an expectation that the successful bidder of this project will reach this goal. For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal,

documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

### Insurance

The Contractor shall not commence work under the Contract until he has obtained all insurance required by this Article and until insurance has been approved by the College. All specified insurance shall be provided by the Contractor and at the Contractor's own expense. Said insurance shall remain in full force and effect until the term of the Contract is completed.

### Indemnity Agreement and Liability Insurance

The Contractor shall indemnify and hold harmless the College, its trustees, and employees against all loss, damage and expense which they may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property resulting from the performance of work under the contract by the Contractor or Subcontractors or due to or arising in any manner from the wrongful act of negligence of the Contractor or Subcontractor or any employee of any of them, or due to the condition of the premises or other property of the College, upon, about or in connection with which any work incident to the performance of the Contract is carried on.

The Contractor shall cause a Certificate of Insurance to be issued. The Certificate of Insurance shall be provided by an insurance company with the rate of B+: VI or better in the current edition of Best's Key Rating Guide. This Certificate of Insurance must be received and approved before commencement of operations. The Certificate must evidence the following coverage in at least the limits stipulated. The Contract must agree to maintain such insurance for the duration of the project or the term for which services will be rendered.

- A. Worker's Compensation (including Occupational Disease) under the terms of the Illinois Workmen's Compensation Act.
- B. Employer's Liability: \$500,000
- C. Public Liability:  
Bodily Injury: \$1,000,000 Combined Single Limit  
OR  
Bodily Injury: \$1,000,000 per occurrence  
Property Damage: \$500,000 per occurrence
- D. Automotive Liability:  
Bodily Injury: \$1,000,000 Combined Single Limit  
OR  
Bodily Injury: \$1,000,000 per occurrence  
Property Damage: \$500,000 per occurrence

## IV. PROJECT SCOPE

### A. SCOPE OF SERVICES

**\$10,000**

Illinois Central College requires a full Fixed Asset Inventory & Reconciliation (FAIR) for assets with a capitalization value greater than ~~\$2,500~~ and building appraisal for insurance purposes. The successful firm will evaluate, provide support and consultation, and assist the College with the valuation of a total of thirty-six (36) buildings totaling 1,281,702 square feet.

It is the intent of ICC to have these services performed before June 30, 2024. If the proposer is unable to satisfy that deadline, please disclose that information in the proposal.

The fixed asset audit will consist of the following:

1. An entire wall-to-wall inventory/audit of all sites owned and operated by ICC and barcode tagging of all equipment.
2. Proved fixed asset accounting records for internal accounting control and financial reporting as of June 30, 2023.
3. Make all audit data changes to the master file to represent new locations and other editable fields.
4. Provide a property insurance appraisal for ICC's use in connection with its internal analysis of its insurance needs with respect to the Identified Property.
5. Vendor will inventory, reconcile, and report the historical cost of ICC's identified fixed assets.
6. Vendor will research and report insurable values and provide a vendor "opinion" for internal use by ICC.
7. The identified fixed assets, in the asset classes listed below, are located at various sites as identified by ICC in the Property Schedule (**Exhibit A**):
  - Buildings
  - Machinery and equipment
8. Insurable property will include the identified fixed assets ~~except~~ **INCLUDING land, land improvements**, infrastructure, and assets not inventoried by the vendor.
9. The vendor will reconcile to the current ICC Master File. We strive to make this as seamless as possible. Still, in some circumstances, items will be added as a new asset, and the corresponding existing record will be disposed of if no connection can be made through serial number or description.

## **B. OPPORTUNITY FOR VIEWING THE PROPERTY**

Prospective RFP responders are welcome to visit the campus(es) to apprise themselves with the College prior to the RFP due date. Staff can be made available to host a walk-through Monday through Friday between the hours of 8AM and 3PM. To schedule a visit, please contact the Manager of Benefits, Leaves, Risk and Safety, Tim Anderson at 309-694-8911 or [tanderson@icc.edu](mailto:tanderson@icc.edu). Visits are not required to submit a proposal.

## **C. INSURANCE REQUIREMENTS**

Proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

## **D. EVALUATION AND AWARD PROCESS**

The RFP Evaluation Committee will evaluate and score all proposals using the Evaluation Criteria identified on page 7 and make an award recommendation to be presented at the Board of Trustees meeting on Thursday, April 18, 2024. Successful proposer will be notified upon Board approval.

## **E. REQUIRED PROPOSAL INFORMATION**

- Cover letter indicating the submission of a formal response with short introduction.
- Proposer's physical address, contact information, years in business, previous names of the firm, if any, description of firm including size.
- Experience in assisting similar size entities, including any services for government agencies.
- Scope of services identified and proposed (page 5 of RFP).
- List of at least three references where and when firm provided similar services. Please provide names and telephone numbers of contact persons for each reference. Community College references are preferred.
- Timeline and date of completion for Proposed Services.
- Itemized proposal cost.
- Vendor's Certification Form (required) page 8 of RFP.

**For proposal cost estimation purposes:  
To request the most current Fixed Asset Accounting Report,  
Appraisal Report or the PeopleSoft generated Net Book  
Value by Category Report e-mail [purchasing@icc.edu](mailto:purchasing@icc.edu).**

Evaluation Criteria	Rating	Weight
Completeness & quality of the response as outlined in the RFP: <ul style="list-style-type: none"> <li>The response adequately addresses all elements outlined in the Project Scope listed on page 5 of RFP.</li> <li>The response includes all items outlined in “Required Proposal Information” listed on page 6 of RFP.</li> <li>The response is professionally and aesthetically presented with appropriate formatting.</li> </ul>		20%
Experience demonstrating the requirements outlined in the RFP: <ul style="list-style-type: none"> <li>The response demonstrates experience that adequately meets the needs of Illinois Central College.</li> </ul>		40%
Quality and depth of references of the vendor(s): <ul style="list-style-type: none"> <li>The applicant’s references adequately substantiate the ability to deliver what has been proposed.</li> <li>References from other community colleges are preferred.</li> </ul>		15%
Applicant characteristics <ul style="list-style-type: none"> <li>Additional consideration is given to Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise as per ICC college procedures.</li> </ul>		5%
Price/Cost Proposal <ul style="list-style-type: none"> <li>The applicant’s proposed fee is competitive.</li> <li>The applicant’s proposed fee is all-inclusive and itemized in detail.</li> </ul>		20%

## V. INSTRUCTIONS TO PROPOSERS

**PROPOSALS are due by 12:00 PM CST on Monday, April 1, 2024.** Late proposals will not be considered.

Proposals should be submitted via e-mail to [purchasing@icc.edu](mailto:purchasing@icc.edu). E-mail subject line: **“PROPOSAL- ONSITE FIXED ASSET AUDIT & BUILDING APPRAISAL SERVICES”** High importance. A receipt confirmation will be returned.

**Questions regarding the RFP may be directed to the Purchasing Coordinator, Molly Walker at [molly.walker@icc.edu](mailto:molly.walker@icc.edu).**

**ILLINOIS CENTRAL COLLEGE  
ONE COLLEGE DRIVE  
EAST PEORIA, IL 61635**

**VENDOR'S CERTIFICATION FORM**

(Must be returned with bid proposal.)

By signing this required form, the undersigned agrees that said contractor/vendor is responsible as defined below. This information may be used as criteria in the evaluation of vendors. Failure to comply with any of the below may result in disqualification of your proposal.

- Contractor/vendor certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 5/33E-3 or 5/33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NO \_\_\_\_\_ YES \_\_\_\_\_

- Contractor/vendor is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, please specify your certifying agency.

NO \_\_\_\_\_ YES \_\_\_\_\_ Certifying Agency \_\_\_\_\_

- Contractor/vendor, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment or a violation of the Illinois Drug-Free Workplace Act.

NO \_\_\_\_\_ YES \_\_\_\_\_ N/A \_\_\_\_\_

The Undersigned states that the signature of the person is authorized to sign the proposal.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Company Official)

\_\_\_\_\_  
(Title of Company Official)



## Appendix A – Illinois Central College Building List

Building Name	Square Feet	Building Count
Academic I	226,051	1
Academic II	83,997	1
Library/Administration	127,378	1
Performing Arts Center	33,961	1
Cat Training Facility	14,816	1
DPET Building	16,526	1
Lorene Ramsey Gymnasium	31,816	1
Dirksen Hall	23,590	1
Lawrence Hall	20,160	1
EB Storage Building	7,560	1
AIT Building	54,681	1
AIT Addition	28,117	1
Skilled Trades Addition	47,531	1
Horticulture Land Laboratory	13,846	1
Greenhouse #2	1,891	1
Technology Center	41,500	1
Career Center	14,518	1
Community Center	3,719	1
Building 200	11,694	1
Building 300	18,118	1
Building 400	23,082	1
Building 500	18,798	1
Building 600	11,820	1
Perley Building	41,272	1
Thomas Building	59,399	1
Arbor Hall	62,138	1
Birch Hall	21,157	1
Cedar Hall	38,443	1
Dogwood Hall	26,720	1
Elm Hall	11,143	1
Maple Hall	25,130	1
Poplar Hall	25,130	1
ICC South	19,000	1
Agriculture Storage Building	9,000	1
Workforce Sustainability Center	28,000	1
Cat Storage Building	40,000	1
Total Estimated Square Footage	1,281,702	36