

**ADAMS COUNTY, COLORADO
SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this November 26 2012, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and **TOTAL ASSESSMENT SOLUTIONS CORPORATION (TASC)**, located at 1400 West Markham, Suite 250, Little Rock, Arkansas 72201, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

- 1.1. All work shall be in accordance with the attached **RFP 2012.022 as Exhibit A1** and the Contractor responses as **Attachments B1-B3** to RFP 2012.022 attached hereto as, and incorporated herein by reference. Should there be any discrepancy between **Attachments B1-B3** and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If County requests such additional services, Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, Contractor shall bill for such services at the prices provided for in this Agreement.

RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor performance under this Agreement, as referenced in **Exhibit A1**.

2. TERM:

- 2.1.1. Term of Agreement: The initial term of this Agreement shall the date of execution by the Board of County Commissioners. This Agreement shall terminate on December 31, 2013, unless sooner terminated as specified elsewhere herein.

3. **PAYMENT AND PRICE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement as outlined in **Attachment A** and the Contractor shall accept as full payment for those services, not to exceed amount of **One hundred fifty thousand, two hundred and twenty dollars and no cents (\$150,220.00)** for the term of the Agreement.

A. Invoices

Invoices will be submitted to the County by the Contractor monthly for services performed under this Agreement. Payment of the invoices by the County will be made within twenty-five (25) days of the receipt thereof.

B. Fund Availability

The County has appropriated sufficient funds for this Agreement for the current fiscal year. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

4. **INDEPENDENT CONTRACTOR** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**
5. **NONDISCRIMINATION:** The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.
6. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.
7. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:
- 7.1. **Commercial General Liability Insurance:** to include products liability, completed operations, contractual, broad form property damage and personal injury.

7.1.1. Each Occurrence \$1,000,000

- 7.1.2. General Aggregate \$2,000,000
- 7.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
- 7.2.1. Bodily Injury/Property Damage \$1,000,000 (each accident)
- 7.2.2. Personal Injury Protection Per Colorado Statutes
- 7.3. Workers' Compensation Insurance: Per Colorado Statutes
- 7.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
- 7.4.1. Each Occurrence \$1,000,000
- 7.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 7.5. Adams County as "Additional Insured": The Contractor commercial general liability and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
- 7.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 7.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 7.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 7.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 7.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

- 7.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

8. **TERMINATION:**

- 8.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
- 8.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

9. **MUTUAL UNDERSTANDINGS:**

- 9.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County.
- 9.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) when exposed to or provided with any data or records under this Agreement that are considered to be "Protected Health Information."
- 9.3. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.
- 9.4. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.

- 9.5. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 9.6. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.
- 9.7. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a facsimile was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

County:

David S. Luse, Project Manager
 Personal Property Supervisor
 Adams County Assessor's Office
 4430 South Adams County Pkwy
 2nd Floor, Suite C2100
 Brighton, Colorado 80601
 Office: 720.523.6033
dluse@adcogov.org

and Purchasing Department, Manager
 4430 South Adams County Pkwy
 4th Floor, Suite C4000A
 4430 South Adams County Pkwy
 Brighton, Colorado 80601

and Adams County Attorney's Office
 4430 South Adams County Pkwy
 Brighton, Colorado 80601

Contractor:

Page Kutait
 Secretary/Treasurer
 Total Assessment Solutions Corporation
 1400 West Markham, Suite 250
 Little Rock, Arkansas 72201
 Phone: 501.823.2624
Page@totalassessments.com

- 9.8. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.
- 9.9. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

- 9.10. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

10. CHANGE ORDERS OR EXTENSIONS:

- 10.1. Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Request for Proposal, or, if no provision exists, pursuant to the terms of the Change Order.
- 10.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

11. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- 11.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 11.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 11.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 11.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 11.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 11.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

- 11.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
 - 11.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.
12. All signature pages that were required for RFP 2012.022 are reference under Attachments B as items 3 through 4.

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CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

TOTAL ASSESSMENT SOLUTIONS CORPORATION (TASC)

Page KVISIT
Authorized Name (Print or Type)

11/9/12
Date

[Signature]
Signature

Sec/TREAS
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.

Signature Page

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

**CONTRACTOR
TOTAL ASSESSMENT SOLUTIONS
CORPORATION (TASC)**

**BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO**

By: Page KUTAIT
Name (Print or Type)

By: [Signature]
Chair Signature

[Signature]
Authorized Signature

Date: 11-26-12

Sec/TREAS
Title

Date: 11/9/12

ATTEST:
Karen Long
Clerk and Recorder



[Signature]
Deputy Clerk Signature

**SANDRA MARTIN
NOTARY PUBLIC
PULASKI COUNTY, ARKANSAS
COMMISSION # 12345877
EXPIRES 1-6-2016**

APPROVED AS TO FORM:
Adams County Attorney's Office

By: [Signature]
Attorney Signature

Signed and sworn to before me on this 9 day of November, 2012

by _____

Sandra Martin
Notary Public

My commission expires on: 1-6-2016

**ATTACHMENT A
FEE SCHEDULE**

The offeror is responsible for supply all labor, supplies and materials to perform the services as identified in the scope of work. Offeror's fees as detailed below shall be firm through the entire term of the awarded agreement.

1. Hourly Rate Summary for the attached scope of work, please provide the breakdown of your hourly rates and typical number of hours for each discipline. All reimbursable must be defined and identified.

<u>Discipline</u>	<u>Number of Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
<u>Field Supervisor</u>	2,510	\$ 20.00	\$50,200.00
Data Entry	1,280	\$ 16.00	\$20,480.00
Mapping	320	\$ 32.00	\$10,240.00
Valuation Analysis	120	\$ 60.00	\$ 7,200.00
Taxpayer Hearings	160	\$ 60.00	\$ 9,600.00
Expert Testimony	40	\$250.00	\$10,000.00
2. Overhead			\$12,500.00
3. Profit			\$30,000.00
		TOTAL	\$150, 220.00

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ATTACHMENT B
(Documents following this page of the Agreement)

Attachments:

1. Proposal, dated September 25, 2012
2. Firm's Certificates
3. Offeror's Statement/Signature Page for RFP 2012.022, dated August 31, 2012
4. Contractor's Signed Certification of Compliance for RFP 2012.022, dated August 31, 2012

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TOTAL ASSESSMENT SOLUTIONS CORP

Adams County Oil and Gas

Visual Inspection Project

2012.022

September 25th, 2012



To: Adams County Board of Commissioners

From: Total Assessment Solutions Corporation (TASC)

Date: September 25th 2012

Re: Request for Proposal- Oil and Gas Pipeline Audit- 2012.022

It is an honor and privilege to submit to you this proposal for the oil and gas equipment valuation project. TASC guarantees our finished product will meet and exceed your expectations, and the specifications provided herein.

Total Assessment Solutions Corp. (TASC) field crews will collect a GPS "point" on all road signs on county roads throughout denoting Company, phone number, size, and type if denoted on signs. These markers will begin the data collection phase of the project for your pipelines, and serve as control points to tie to paper maps.

TASC field crews will collect a GPS "point" on all Above Ground Services (AGS) throughout county, listing company, size, and type, if posted or determined in the field. These AGS's will denote tie-ins, pig launchers, block valves, and other pipeline related assets to serve as control points to tie to paper maps.

TASC field crews will collect a GPS "point" on, and photograph all gas metering devices throughout county, listing pipeline company, pipeline size, pipeline type, serial number, and station number if accessible or determinable in the field. These meters denote the beginning of the gas pipeline data collection phase of the project, and will serve as control points to tie to paper maps.

TASC field crews will collect a GPS "point" on, and photograph all accessible wellbores throughout county, listing operator, lease name and number, and American Petroleum Institute (API) number. TASC field crews will collect a general description of all tanks sizes and equipment on location. Any of the equipment that is subject to local taxation will be listed by size, type, serial number and age.

TASC proposes to complete phase I this project within one year, for the total cost of one hundred fifty thousand dollars (\$150,000), and the remainder of the project for an additional one hundred seventy five thousand dollars (\$175,000).

A handwritten signature in black ink, appearing to read 'Page Kutait', is written over a horizontal line.

Page Kutait
Secretary Treasurer



II. Scope of Work Statement

In Compliance with the bid specifications under section II "SCOPE OF WORK" please accept the following responses to the specific items. All responses from TASC will be in blue text in an attempt to clearly answer each request.

The offeror will be responsible for providing the following information for all producing and non-producing oil and gas wells, pipeline crossings, gas plants or compressor stations.

A. Discovering, inspecting, photographs, Mapping, listing/inventory, and global positioning system (GPS) the following items with an accuracy rate of within one meter:

- Well bores (both producing and non-producing)
- Compressor
- Gas Meters
- Pipeline Marker or Crossings
- Gas Plants and Compressor station sites

Item A will require 60% of the total project resources. The majority of the work will be done by Jerry Wisdom, Steve Sutterfield, Ken Harvey, Tony Vestal, and Kevin Prueff; several other employees of TASC will play a role in the process for field work and data entry. For your convenience a complete list of employees is provided in this document.

B. Listing and inventory properties to provide:

1. Well Bores

- List operator name
- Lease's name and location
- Legal description
- List of all equipment on site to include size, type, make, model , serial number, date of manufacturer, and other information listed on the equipment

TASC will comply with this item of the requirements completely. We at TASC understand the importance of documentation of items listed in the field.

2. Compressors, Compressor Stations and Gas Plants to include:

- Operators name
- Lease's name and location
- Legal description
- List must include:
 - Compressor make and model
 - Engine make and model
 - Date of manufacture
 - Serial number

TASC will comply with this item of the requirements completely. We at TASC understand the importance of documentation of items listed in the field.



3. Gas Meters

- Operator name
 - Lease's name and location
- Legal description
 - List must include:
 - Make and Model
 - Serial number
 - Size
 - Any other pertinent information listed on equipment

TASC will comply with this item of the requirements completely. We at TASC understand the importance of documentation of items listed in the field.

4. Pipeline Crossings or Markers

- Operator or Company name
- Type
- Size, if posted
- Telephone number, if posted

TASC will comply with this item of the requirements completely. We at TASC understand the importance of documentation of items listed in the field.

C. The offeror will be responsible for:

- Valuing all locally assessed taxable oil and gas equipment including pipeline right-of-ways, and furnish the County Project Manager with all valuations in Excel or Access digital format for each company. Assist the County Project Manager in any state assessed protest for pipeline valuations set by the Division of Property Taxation.

TASC will comply with this item of the requirements completely. The staff at TASC uses Microsoft Excel and Microsoft Access extensively throughout our business. At the end of the project the county will receive a copy of all valuations by company, and taxing district in either or both of the above listed software formats.

- Providing staff, Colorado State Certified General Appraiser, and an International Association of Assessing Officers – Certified Assessment Evaluator (IAAO CAE), to testify as recognized experts on behalf of the County at all proceedings on values determined during the project, and as needed, at District Court, or Administrative Hearing Proceedings.

TASC will comply with this item of the requirements completely. TASC employs Hardie Reynolds who holds both IAAO CAE and RES designations, along with a Colorado State Certified General Appraisal license. TASC also employs Steve Sutterfield who holds an IAAO PPS designation, and a Colorado State Certified General Appraisal License.



- Provide a geographic information system shape file (shp) formatted, that can be imported into the County's existing mapping system, displaying global positioning System (GPS) points and associated attributes collected at the time of inspection as described above.

TASC will comply with this item of the requirements completely. Our firm uses high quality GPS units that place GPS points with accuracy within one meter. This layer will be imported into ArcView as a layer for valuation and pipeline mapping purposes. All mapping created for this project by TASC will be turned over to Adams County upon completion of the project.

- Provide equipment listings with valuations in current and compatible Microsoft Excel and Access format along with digital photographs of properties inspected and reviewed.

TASC will comply with this item of the requirements completely. Staff at TASC uses Microsoft Excel and Microsoft Access extensively throughout our business. At the end of the project the county will receive a copy of all valuations by company, and taxing district in either or both of the above listed formats.

- Assisting the County Project Manager with mapping, and appraising pipelines in designated geographic area based on information supplied by the County Project Manager, from pipeline companies, and any other reliable sources.

TASC will comply with this item of the requirements completely. Staff members at TASC work with county officials and staff exclusively as our business model, and employ several former county employees. Cooperation and smooth work flow with the county are a paramount priority for all employees at TASC

- Provide digital data in geographic information system (GIS) format (shp file) with attributes for all pipeline segments mapped displaying, pipeline size, type, year, line number, product, owner, operator, or any other data obtained to import in the County GIS System.

TASC will comply with this item of the requirements completely. All mapping created for this project by TASC will be turned over to Adams County upon completion of the project in a format that matches the county software.

D. Coordination of Work and Deliverables:

- The offeror will be responsible for coordinating all project tasks and deliverables with the County Project Manager. All these materials will become the property of the County. All written materials, graphics, and data should be provided to the County in paper format as well as digital format consistent with the County's software.

TASC will comply with this item of the requirements completely. All mapping created for this project by TASC will be turned over to Adams County upon completion of the project in a format that matches the county software. Also all valuation data and final value date will be delivered to



the county upon completion in the software format the county desires. All material created during this project will be available to the county in any format desired, including printed copies

IV. FEE SCHEDULE

- The offeror must provide a scope of work and practical budget for undertaking this project. The offeror should keep in mind current economic conditions and be as efficient as possible in this process. A detailed breakdown of costs should be included within the proposal.

In the overview section of the RFP there is a statement that this will be a multi-phase project and describes the area to be completed in phase 1. The area described appears to be one third of the county, along the northern edge. With that in mind please consider the following fee schedule. Leadership on all phases of the project will be Jerry Wisdom, with support from Kevin Pruett, Tony Vestal, Patrick Hardy, Steve Sutterfield, and Eric Goodwin.

Phase 1- year one

1. Road crossing project- collection of all road crossing data in the northern third of the county, by driving each and every road in the phase 1 geographic area. This will take approximately 1 month. Additionally, TASC will also review last 6 years of renditions submitted to the county for gathering systems. Cost will be 25 % of the phase 1 cost of the project or \$37,500.
2. Well Bore, meter, and compressor project- collection of all well bore data in the northern third of the county, by driving each and every road in the phase 1 geographic area. This will take approximately 3 months. Cost will be 50 % of the phase 1 cost of the project or \$75,000.
3. Pipeline mapping, and data collection- heavy mapping portion of the project includes tying all field data collected into a useful map for the valuation phase. This will take approximately 1 month. Cost will be 15 % of the phase 1 cost of the project or \$22,500.
4. Final valuation and informal hearing- final portion of phase 1 of the project is the calculation of final values, notice to taxpayers, and informal appeal process. Once this portion of the project is completed the county will receive all working documents, reports, and data created in the project. Final phase 1 payment \$15,000.

Phase 2- year two.

1. Road crossing project- collection of all road crossing data in the southern two thirds of the county, by driving each and every road in the phase 1 geographic area. This will take approximately 1 month. Cost will be 25 % of the phase 2 cost of the project or \$43,750.

SUMMARY OF INSURANCE



FOR: TOTAL ASSESSMENT SOLUTIONS
 272 HIGHWAY 70 E
 GLENWOOD AR 71943
 Phone:

Prepared: 11-08-2012

FAX:

BY: HOME OFFICE
 HARTFORD FIRE INSURANCE COMPANY
 PO BOX 33015
 SAN ANTONIO TX 78265
 Phone:

250807

FAX:

ACCOUNT POLICY RECAP	Policy Number	Eff Date	Exp Date	Premium
. Workers' Compensation Multiple Companies	76 WEG DI3727	05182012	05182013	\$6,316.00

POLICY DETAIL Policy . Workers' Compensation

Policy States: AR CO OK

Location 01 Premises Address
 1400 W MARKHAM STE 250
 LITTLE ROCK AR, 72201

Location 02 Premises Address
 NO SPECIFIC LOCATION
 IN STATE OF CO, ?????-????

Location 03 Premises Address
 NO SPECIFIC LOCATION
 IN STATE OF OK, ?????-????

Worker's Compensation Coverages

<u>Employer's Liability Limits</u>	<u>Limit</u>
Disease - Policy Limit	\$500,000
Disease - Each Employee	\$100,000
Each Accident	\$100,000

Individual Included/Excluded

<u>Class/Payroll Detail</u>	<u>Class Description</u>	<u>Class Code</u>	<u>Payroll</u>	<u>#of Emp</u>
Location 01 - AR	REAL ESTATE APPRAISAL COMPANIE	8721	\$1,190,373	
Location 01 - AR	CLERICAL OFFICE EMPLOYEES NOC	8810	\$803,777	
Location 02 - CO	REAL ESTATE APPRAISAL COMPANIE	8721	\$75,000	
Location 03 - OK	REAL ESTATE APPRAISAL COMPANIE	8721	\$36,959	
Location 03 - OK	CLERICAL OFFICE EMPLOYEES NOC	8810	\$6,869	

This Summary and its attachments provides a high level overview of policy coverages and does not include all conditions, limitations or exclusions. Please refer to the actual policy forms for detailed coverages, limits and deductibles.



TEAGUE & TEAGUE INSURANCE

November 9, 2012

Heidi Casteel, P.H.M.
Purchasing Agent
Adams County
4430 South Adams County Parkway
Brighton, CO 80601-8212

Dear Ms. Casteel:

My friends at Total Assessment Solutions Corporation have been awarded a job with your county. It is service agreement #2012.022, a Gas & Oil Pipeline Audit.

I am in possession of a copy of the agreement that will apply to this job. It is my pleasure to be writing their insurance. It will take me a few days to get the contractual requirements of the contract in place as regards insurance.

Total Assessment Solutions Corporation will have:

General Liability Insurance \$1,000,000 each occurrence
\$2,000,000 general aggregate

Adams County shall be shown as an additional insured with waiver of subrogation and 30 days notice of cancellation.

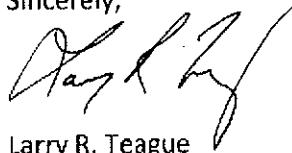
Commercial Auto Liability Insurance \$1,000,000

Adams County shall be shown as an additional insured with waiver of subrogation and 30 days notice of cancellation.

Professional Liability insurance \$1,000,000 each occurrence

We will be forwarding a Certificate of Insurance as soon as we have everything in order. Please let me know if you need any additional information.

Sincerely,



Larry R. Teague



219 N. 2nd Street PO Box 903 Nashville, AR 71852
Office 870.845.5303 fax 870.845.1764 Larry@TeagueandTeague.com

