



**Ken Voss & Associates,  
LLC**

**Proposal to provide  
Appraisal Services**  
*As requested in RFQ # TAX10003*

*Respectfully submitted to:  
The State of West Virginia  
Department of Administration  
October, 2009*

RECEIVED

2009 OCT -5 A 9:37

PURCHASING DIVISION  
STATE OF WV



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
TAX10003

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

VENDOR

RFQ COPY  
 ARCHIE R MCDANIEL  
 KEN VOSS & ASSOCIATES  
 P O BOX 190054  
 ATLANTA GA 31119

SHIP TO

DEPARTMENT OF TAX AND REVENUE  
 OPERATIONS DIVISION  
 BUILDING 1, ROOM W417  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0845 304-558-0761

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/17/2009				

BID OPENING DATE: 10/06/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS AND CONCERNS RAISED DURING THE MANDATORY PRE-BID CONFERENCE OF 09/09/2009 AND PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 09/11/2009.						
ATTACHMENTS: QUESTIONS AND RESPONSES PRE-BID SIGN IN SHEET						
0001	1	LS		946-15		
APPRAISAL SERVICES, REAL ESTATE						
EXHIBIT 10						
REQUISITION NO.: TAX10003						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. S:						
NO. 1 .....						
NO. 2 .....						
NO. 3 .....						

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 TAX10003

PAGE  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 SHELLY MURRAY  
 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE

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DEPARTMENT OF TAX AND REVENUE  
 OPERATIONS DIVISION  
 BUILDING 1, ROOM W417  
 1900 KANAWHA BOULEVARD, EAST  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/17/2009				

BID OPENING DATE: 10/06/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 4						
NO. 5						
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... Kenneth Voss (Am) .....            SIGNATURE</p> <p>..... Kenneth Voss &amp; Associates .....            COMPANY</p> <p>..... 10/6/09 .....            DATE</p>						
REV. 11/96	----- END OF ADDENDUM NO. 1 -----					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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REAL PROPERTY APPRAISERS • CONSULTANTS • MARKET ANALYSTS

October 6, 2009

Shelly Murray, Buyer  
Department of Administration  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

RE: Request for Quote for Appraisal Services, Real Estate, RFQ#: TAX10003

Dear Ms. Murray,

Kenneth Voss & Associates, LLC (KVA) is pleased to present this Proposal in response to Request for Quote # TAX10003 for Real Estate Appraisal Services.

KVA is an experienced appraisal and consulting firm. KVA specializes in aiding jurisdictions with appraisal and assessment administration assistance. Our proposal will highlight our expertise and experience working directly in the functional areas requested in the RFP.

Thank you for this opportunity to respond to the request for specialized services that we can perform. Should you and/or your staff have any questions, please do not hesitate to contact me.

KVA looks forward to the opportunity to work with West Virginia.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth Voss', written in a cursive style.

Kenneth Voss, MAI, SRA, CAE  
Principal, Kenneth Voss & Associates, LLC

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KENNETH W. VOSS, MAI, SRA, CAE

JOHN McFARLAND, ASSOCIATE APPRAISER • HEIDI McFARLAND, EXECUTIVE OFFICE MANAGER • JUDI VOSS, MARKETING DIRECTOR  
PO BOX 190054 • ATLANTA, GEORGIA 31119 • TEL: (404) 869-7970 • FAX: (404) 869-1985 • CELL: (404) 822-9595

## **PROJECT UNDERSTANDING**

### **Project Understanding**

The purpose of this project is for the State of West Virginia to contract with a qualified firm(s) to gather sufficient data to analyze and assist in the determination of the appraised value of residential, commercial and industrial property in approximately 1/3 of the Counties in the State (24 of 55). This is Year 2 of a 3 Year scheduled project.

### **Project Requirements / Scope of Work**

The Contractor(s) shall be responsible for:

- **Review of Land Valuation:** The Contractor shall use land valuation neighborhood maps, and supporting documentation to review the land parcels that have sold during the 12-month period prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist for that period in any neighborhood during that time, valid sales from the previous year may be used. The Contractor shall then submit the study and any land value recommendations in report form to the State Tax Commissioner. A desk review of each county's completed residential, commercial and industrial valuation land tables along with available supporting documentation. The review of sales may involve some field work to determine the appropriate land value.
- **Review of Neighborhood Boundaries:** The Contractor shall review neighborhood boundaries of a sample of approximately 5% of the market boundaries set by the county assessor. The Review will include a cursory field review and a desk review of the neighborhood maps to help determine if a county has properly identified its neighborhoods and their boundaries. The Contractor shall submit the study and any recommended neighborhood boundary changes in a report to the State Tax Commissioner.
- **Review of Data Collection:** The Contractor shall review a sample of 2% of the residential, commercial and industrial improved parcels to assure the accuracy and uniformity of the data collection to include the quality grades, CDU and appraised values within the neighborhood boundaries.
- **Review of Sold vs. Unsold Properties:** The Contractor shall review 2% of the unsold properties to assure the sold and unsold properties are treated equally and "sales chasing" is not occurring. A digital photograph should be made and kept of each parcel.

- **Assessment/Sales Ratio Study:** The Contractor shall perform an assessment/ratio analysis study according to standards as determined by the IAAO and the State Tax Department. The sales ratio will contain sales that occurred 12 months prior to the July 1 assessment date. The study will analyze current market trends and stratification of different property types within each neighborhood. The sales included in the study are to be “validated” to assure each sale is an “arm’s length transaction”, per IAAO definition and the instructions for validation in Appendix A of the West Virginia Ratio Study Tax Year for 2008. The Contractor will validate all sales to be used in the assessment/sales ratio analysis study that have been entered on the statewide computer network by the County Assessor. An assessment/ratio study and recommendations shall be submitted to the State Tax Commissioner.
- **Final Report:** The contractor shall provide a final report for each County which shall contain a summary of the findings and recommendations for each of the aforementioned activities. The standardized format for the report will be drafted and provided by the Project Manager. The Contractor will be required to meet with the State Tax Commissioner or the Project Manager and conduct an exit interview with the respective county assessor.

The Contractor must provide a comprehensive work plan to the State Tax Commissioner once the contract is awarded or upon request of the Project Manager. The work plan must be a working document that establishes procedure and measures performance. The work plan is to detail the billing process, completion schedule and quality control plan.

The Contractor shall provide access to all records requested by the Project Manager or the State Tax Department for the purpose of project monitoring.

The Contractor shall inform the Project Manager and the State Tax Department of the project progress during monthly meetings. A monthly progress report shall be provided at the meeting reflecting the status of the Counties in progress.

The Contractor shall provide the County Assessors with news releases notifying property owners of the areas in which work is being performed, general information about the project objectives, and methods used in the program. The template of the news release will be provided by the State Tax Department.

The personnel will perform in a professional and courteous manner. They will be issued picture identification cards distributed by the State Tax Department and signed by the State Tax Department. Before beginning work, the Contractor shall register all field personnel and vehicles with local law enforcement and the County Assessor’s Office.

The project will be performed during a 12 month period.

The Contractor must be registered to do business in West Virginia and be current with all applicable taxes, licenses and fees.

The Contractor must be proficient in performing mass appraisals. This shall be verified by having, throughout the engagement, at least one Certified West Virginia General Appraiser with at least 5 years of Appraisal Experience who will oversee and/or perform all direct appraisal activities. Mr. Ken Voss, a Principal of KVA, LLC, is a Certified West Virginia General Appraiser with over 35 years of experience. He will oversee the project for KVA. KVA will also utilize as a subcontractor, a West Virginia Licensed Residential Appraiser who has been performing appraisals of residential real property in West Virginia for at least the last three years. KVA will contract with an appraiser(s) in the Counties of which we are awarded to establish Geographical competency, to provide a better quality of service.

The Contractor understands the confidential nature of the appraisal data. KVA, LLC agrees to sign the Confidentiality agreement (Attachment A). All employees and members of KVA, LLC will abide by the terms of the agreement.

A qualified employee of the contractor will visit parcels assigned to collect certain data on the improvement(s). The contractor's employee will follow a prescribed system for the collection of the data. Once the employee has completed data collection on a set of parcels, the data will be forwarded to Mr. Voss, for review and approval.

KVA will maintain a database, which will be used to monitor the status of all assigned parcels. The report will include the parcel information and location, date(s) our professional was at the parcel site, professionals assigned to the project and current status. Periodically, we will submit a copy of a status report (see example) to the State with listings of completed parcels. We will forward the final reports at the end of the engagement.

The State and/or County will provide:

- Copies of Property Record Cards,
- Tax Maps,
- Sales listing forms,
- Validity questionnaires,
- Maps and Documentation used for neighborhood boundaries and land rates,
- Property split information, new legal descriptions, parcel numbers, property ownership transfers, building permit info – if requested by Contractor,
- The samples to be reviewed for Review of Neighborhood Boundaries, and Review of Data Collection & the Comparison of Sold vs. Unsold Properties.
- A list of all sales for review in conjunction with the Assessment/Sales Ratio Study, and
- The Project Manager



## **SIMILAR PROJECT EXPERIENCE**

### **2006 Engagement - State of Michigan**

Ken Voss was the project manager on a similar large valuation engagement with the State of Michigan to perform appraisals of certain commercial properties. Although that engagement involved performing hundreds of appraisals as opposed to reviewing and reporting on existing appraisals, many of the requirements on this engagement were performed hundreds of times as part of that appraisal project, including:

- Multiple County territory assignment,
- Dealing with Local Assessors,
- Site visits for the purpose of data collection using a structured data collection methods, including questionnaires,
- Measurements of the improvements,
- Land Evaluation,
- Photo ID cards for field personnel (along with a letter describing the engagement for the benefit of taxpayers).

The Michigan project was performed within time and budget expectations, even under much more severe circumstances than those we would encounter in West Virginia, namely, a very short time frame to perform the engagement, harsh weather conditions, and a large territory to cover.

### **2009 Engagement - State of West Virginia**

Ken Voss was the Principal Investigator and General Contractor for a Contractor during Phase I of the West Virginia project. That Phase of the project is scheduled for completion in November, 2009. All facets of Phase I have been performed by members of KVA, they will therefore, be fully prepared to perform Phase II.

## PROFESSIONAL QUALIFICATIONS

### **Ken Voss & Associates, LLC**

Ken Voss & Associates, LLC (“KVA”) provides real property appraisal and valuation expertise to state and local taxing officials. KVA utilizes the extensive real property experience of Ken Voss, MAI, SRA, CAE. Mr. Voss was recently elected to the Executive Board of IAAO. He is an IAAO National Senior Real Property Instructor and has performed as a speaker at the Annual IAAO Conference, at Legal Seminars, and at the State Judges Conference. In 2007, Mr. Voss was recognized by the IAAO as the 2007 Member of the Year.

Mr. Voss has thirty-nine (39) years of experience in valuing commercial and complex properties. He has appraised hundreds of complex commercial and industrial properties including multifamily complexes, lodging facilities, shopping centers, warehouses, industrial plants, landfills, golf courses, department stores, land, and special use properties. He has knowledge and experience in all aspects of property valuation from a government perspective: the appraisal process, appeal procedures, arbitration, and rendered as an expert witness in Superior Court on commercial and industrial property valuation.

Mr. Voss and the dedicated team at KVA represent the kind of experience that this Request for Proposal is seeking. KVA engagements include real property appraisals performed on large, complex properties. The projects were supervised by Mr. Voss, who also was in charge of the preparation of the self contained appraisal reports.

These projects include the following:

- Imerys Company, Washington County, Georgia
- Lapp Insulator Company, Washington County, Georgia
- Quail Pipe Company, Washington County, Georgia
- Thiele Kaolin Clay Company, Washington County, Georgia
- Rayonier Paper Plant, Wayne County, Georgia
- Engelhard Corporation, Wilkinson County, Georgia
- Commercial/Industrial Property Project, Glynn County, Georgia
- J. W. Huber Company, Washington County, Georgia
- Ford Transmission Plant, Sterling Heights, Michigan
- Matanuska-Susitna Borough, Sanitary Landfill, Palmer, Alaska

- Hilton Hawaiian Village, Honolulu, Hawaii
- Alcoa Aluminum, Marysville, Tennessee
- Atlanta Bonded Warehouses, Kennesaw, Georgia
- Georgia-Pacific Sheetrock, Sheetrock, Glynn County, Georgia
- Hyatt Music City Timeshare Property, Nashville, Tennessee
- Ritz-Carlton Hotels (Marriott), Atlanta, Georgia
- Hilton Airport, Atlanta, Georgia

This experience, combined with effective management skills and successful working relationships, further qualifies Mr. Voss to perform the requirements detailed in this Request for Proposal for West Virginia.

KVA is financially stable. The firm has been financially profitable with gains averaging 20-to-30 percent annually since its inception in 2001. The firm has established a sizeable business line of credit with Buckhead Community Bank, and has consistently repaid the line of credit for each of the last eight (8) years.

Currently the business is debt free and all operations are paid in full upon completion. Buckhead Community Bank has extended a line of credit, if needed, for future business expenses and expansion.

## **STAFFING PLAN**

KVA will utilize professionals, many of which hold professional designations and/or were involved with Phase I of the West Virginia project. If additional field staff is needed, KVA intends to complement the experienced managers and professionals on this engagement with West Virginia residents, who will be trained by Mr. Voss.

Upon receipt of parcel information from the State, our administrative personnel will input all property locations so that the most efficient logistical plan can be implemented. We will systematically traverse the Counties to effectively utilize resources.

Mr. Voss will actively participate in the data collection process in order to ensure the success of the project.

Every project undertaken by KVA has been performed to quality professional standards and been presented on time, never exceeding budget (but sometimes completed under budget).

**Kenneth Voss, MAI, SRA, CAE**

**Principal**

**Firm Classification**

- ❖ Mr. Voss, an owner in KVA, specializes in residential, commercial and industrial real estate valuation, real estate consulting, and arbitration with concentration in the south and southeast United States. Mr. Voss will be the primary advisor for this engagement and will participate in data collection, training, and quality control.

**Professional Experience**

- ❖ Mr. Voss opened his appraisal practice, Kenneth Voss & Associates, January 2001. Prior to that he was affiliated with the firm of Hoffert & Associates where he was Director of the Southeast Region from 1995 through 2000. Mr. Voss was Vice President, Valuation Services with Tennenbaum & Associates from 1989 to 1995 prior to their merger with Ernst & Young, LLP. Mr. Voss has spent over 30-years in county and state government, tax consulting and independent appraisal work. Mr. Voss has also consulted with various taxing jurisdictions on complex properties and valuation issues.

The following is a short list of Mr. Voss' professional experiences:

- Principal, Kenneth Voss & Associates, LLC, Atlanta, Georgia. Mr. Voss has and is currently assisting a number of assessing jurisdictions in the United States and Territories, in assessment administrative procedures, preparation of appraisal reports for litigation defending property values and the valuation of complex properties.
- Vice President, Valuation Services for Tennenbaum & Associates, LLC, Kansas City, Missouri. Mr. Voss was responsible for timely filing of appeals, engaging appraisers and attorneys, managing eight (8) regional offices, and preparing appraisal reports for his clients.
- Consultant to the Lieutenant Governor's Office, United States Virgin Islands during the federal mandated revaluation of the Virgin Islands. His was responsible to provide monthly status reports on the progress of the revaluation, to review values, to provide appraisal reports to the USVI Justice Department on tax appeals, to write the RFP, and to be a part of the management team that engaged the revaluation company.
- Director of Revaluation, Cumberland County, North Carolina where the County revalued all real (48,000 accounts) and personal (9,500 accounts) property. Mr. Voss managed a staff of 35 personnel over a 4 ½ year revaluation period, culminating in a very successful outcome.

**Author and Lecturer**

- ❖ “Highest and Best Use,” National Association of Review Appraiser, 1989
- ❖ Mr. Voss has served as a moderator and speaker at various Annual Conferences hosted by the International Association of Assessing Officers

**Professional Designations and Affiliations**

- ❖ MAI Appraisal Institute Professional Designation
- ❖ SRA Appraisal Institute Professional Designation
- ❖ CAE International Association of Assessing Officers Professional Designation
- ❖ Senior National Instructor, IAAO Courses 101, 102, 112 and various seminars
- ❖ Certified General Appraiser, State of West Virginia
- ❖ Licensed Real Estate Appraiser, State of Georgia
- ❖ Appraisal Institute (AI)
- ❖ Atlanta Chapter, Appraisal Institute
- ❖ Board of Directors, The Appraisal Foundation Trust
- ❖ Member of IAAO Executive Board (2008)
- ❖ IAAO Harry Galkin Award, Outstanding Associate Member
- ❖ Georgia Association of Assessing Officials
- ❖ Marine Corps Reserve Officers Association (MCROA)

**Archie McDaniel**

**Data Collector**

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**Firm Classification and Responsibilities**

- ❖ Mr. McDaniel's responsibility in this engagement would be to perform data collection fieldwork.

**Professional Experience**

- ❖ Twenty Years Experience in Industrial Engineering and Management
- ❖ Performed Data Collection during Phase I of the West Virginia Project

**Educational Background**

- ❖ B.S. Industrial Engineering, North Carolina State University

**Tamara Murphy**

**Administrative Manager**

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**Firm Classification and Responsibilities**

- ❖ Ms. Murphy's primary areas of responsibility in this engagement would be to act as Logistics Coordinator, prepare Status Reports and assist with administrative tasks as needed.

**Professional Experience**

- ❖ Ten years administrative management experience with a CPA Firm.
- ❖ Five years experience as Accounting Department Manager of a subsidiary of a National Media Corporation. Responsibilities included management of staff, budget and financial statement preparation, fixed asset management, benefits coordination, payroll and personnel management.
- ❖ Six years experience in various accounting functions, including responsibility for payroll, accounts receivable, accounts payable, credit verification and collection, and preparation and payment of payroll, business personal property, and sales and use taxes.
- ❖ Performed all aspects of the administrative function associated with Phase I of the West Virginia Project.

**Educational Background**

- ❖ A.A., Central Piedmont Community College, Accounting
- ❖ Various State of Tennessee-sponsored Personal Property Taxation Training seminars

**Project Plan**  
**PROJECT PLAN MANAGEMENT**  
**2009/2010 Projected Timeline for West Virginia Project**

<b>Program Tasks</b>	<b>Oct 2009</b>	<b>Nov 2009</b>	<b>Jan 2010</b>	<b>May 2010</b>	<b>Aug 2010</b>
Anticipated Contract Award Recommendation	✓				
Receipt of Assigned Parcel Information		✓			
Beginning of Field Work		✓			
Logistical Planning		●	→		
Fieldwork / Data Collection		●	→		
Parcel Completion and Quality Control Review			●	→	
Delivery of Assessment/Sales Ratio Study and Reports Given to the State					● →



**REPORTS**

KVA will be in continuous liaison with the State Project Manager, and will meet periodically to review the progress on the project.

KVA will utilize a work plan calendar on the engagement. Following is an example of a report format which could be used to monitor and report the status of the project. KVA will work with the State of West Virginia at the onset of the project to customize the reports to fit the needs of the State.

**KVA, LLC**

Monongalia County, WV 2008 Data Collection		COUNTY INFORMATIONAL REPORT								
1	Taxpayer Name	Parcel ID Number	City (if applicable)	Site Address	Parcel Assigned	Site Visit	Status	Expected Completion Date	Completed Date	Data Collector
1	Taxpayer A	ID Number	Morgantown	Site Address	05/15/08	05/21/08	Completed	05/31/08	05/31/08	McDaniel
2	Taxpayer B	ID Number	Morgantown	Site Address	05/15/08	05/23/08	Completed	05/31/08	06/01/08	Voss
3	Taxpayer C	ID Number	Morgantown	Site Address	05/15/08	05/23/08	Completed	05/31/08	06/02/08	Voss
4	Taxpayer D	ID Number	Morgantown	Site Address	05/15/08	05/21/08	Completed	05/31/08	06/03/08	McDaniel
5	Taxpayer E	ID Number	Morgantown	Site Address	05/15/08	05/24/08	Completed	05/31/08	06/04/08	Voss
6	Taxpayer F	ID Number	Morgantown	Site Address	05/15/08	05/23/08	Completed	05/31/08	06/05/08	Voss
7	Taxpayer G	ID Number	Morgantown	Site Address	05/15/08	05/21/08	Completed	05/31/08	06/06/08	McDaniel
8	Taxpayer H	ID Number	Morgantown	Site Address	05/15/08	05/23/08	Completed	05/31/08	06/07/08	Voss
Completed Parcels										

Parcels In Process										
1	Taxpayer Name	Parcel ID Number	City (if applicable)	Site Address	Parcel Assigned	Site Visit	Status	Expected Completion Date	Completed Date	Data Collector
1	Taxpayer I	ID Number	Morgantown	Site Address	05/15/08	05/25/08	Data Research in Process	06/15/08		McDaniel
2	Taxpayer J	ID Number	Morgantown	Site Address	05/15/08	05/25/08	Data Research in Process	06/15/08		McDaniel
3	Taxpayer K	ID Number	Morgantown	Site Address	05/15/08	06/11/08	Site Visit Pending	06/15/08		McDaniel
4	Taxpayer L	ID Number	Morgantown	Site Address	05/15/08	05/24/08	Data Research in Process	06/15/08		Voss
5	Taxpayer M	ID Number	Morgantown	Site Address	05/15/08		Scheduling in Process	06/15/08		McDaniel
6	Taxpayer N	ID Number	Morgantown	Site Address	05/15/08	05/24/08	Data Research in Process	06/15/08		Voss
7	Taxpayer O	ID Number	Morgantown	Site Address	05/15/08	06/07/08	Site Visit Pending	06/30/08		Voss
8	Taxpayer P	ID Number	Morgantown	Site Address	05/15/08	06/07/08	Site Visit Pending	06/30/08		Voss

FOR ILLUSTRATIVE PURPOSES ONLY.

## ***Ken Voss & Associates, LLC (KVA) References***

### **Blount County Assessor's Office**

1725 Reynolds Street, 2<sup>nd</sup> Floor

Maryville, TN 31520

Contact: Mike Morton  
Assessor of Property  
*Phone: (865) 273-5850*

Email: [mmorton@blounttn.org](mailto:mmorton@blounttn.org)

### **Wilkes County Assessor's Office**

102 Court Street

Washington, GA 30673-1511

Contact: Ramona Powell  
Chief Appraiser  
*Phone: (706) 678-7732*

Email: [wilkescountytaxassessors@yahoo.com](mailto:wilkescountytaxassessors@yahoo.com)

### **Washington County Assessor's Office**

P.O. Box 308

Sandersville, GA 31082

Contact: Cheryl Poole  
Chief Appraiser  
*Phone: (478) 552-2937*

Email: [wacoassessors@sandersville.net](mailto:wacoassessors@sandersville.net)

Ken Voss & Associates, LLC  
FEIN: 11-3654843

**PROPOSED CONTRACT APPRAISAL PRICING**

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed	Price per County	Price per County	
Braxton			1	\$ 375	\$ 375				244	\$ 7,880	\$ 500	\$ 3,250
Residential	12,484					250	\$ 42	\$ 10,500				
Commercial	497					10	\$ 220	\$ 2,200				
Industrial	8					1	\$ 425	\$ 425				
<b>Activity Totals</b>	12,989	\$ 15,049	1	\$ 375	\$ 375	261		\$ 13,125	244	\$ 7,880	\$ 500	\$ 3,250

Grand Total \$ 40,179

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed	Price per County	Price per County	
			24	\$ 375	\$ 9,000				2055	\$ 44,100	\$ 500	\$ 3,250
Residential	40,665					814	\$ 42	\$ 34,188				
Commercial	3,571					72	\$ 220	\$ 15,840				
Industrial	138					3	\$ 425	\$ 1,275				
<b>Activity Totals</b>	44,374	\$ 59,900	24		\$ 9,000	889		\$ 51,303	2,055	\$ 44,100	\$ 500	\$ 3,250

Grand Total \$ 168,053

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed			Price per County
Clay			2	\$ 375	\$ 750				154	\$ 6,080	\$ 500	Price per County \$ 3,250
Residential	8,229					165	\$ 42	\$ 6,930				
Commercial	179					4	\$ 220	\$ 880				
Industrial	24					1	\$ 425	\$ 425				
<b>Activity Totals</b>	8,432	\$ 9,364	2		\$ 750	170		\$ 8,235	154	\$ 6,080	\$ 500	\$ 3,250

Grand Total \$ 28,179

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed			Price per County
Greenbrier			5	\$ 375	\$ 1,875				748	\$ 17,960	\$ 500	Price per County \$ 3,250
Residential	25,354					507	\$ 42	\$ 21,294				
Commercial	1,691					34	\$ 220	\$ 7,480				
Industrial	43					1	\$ 425	\$ 425				
<b>Activity Totals</b>	27,088	\$ 34,239	5		\$ 1,875	542		\$ 29,199	748	\$ 17,960	\$ 500	Price per County \$ 3,250

Grand Total \$ 87,023

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed	Price per County	Price per County	
Jackson			3	\$ 375	\$ 1,125				654	\$ 16,080	\$ 500	\$ 3,250
Residential	16,102					322	\$ 42	\$ 13,524				
Commercial	1,026					21	\$ 220	\$ 4,620				
Industrial	32					1	\$ 425	\$ 425				
<b>Activity Totals</b>	17,160	\$ 21,552	3		\$ 1,125	344		\$ 18,569	654	\$ 16,080	\$ 500	\$ 3,250

Grand Total \$ 61,076



County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed			Price per County
Lewis			2	\$ 375	\$ 750				268	\$ 8,360	\$ 500	Price per County
Residential	11,641					233	\$ 42	\$ 9,786				
Commercial	684					14	\$ 220	\$ 3,080				
Industrial	9					1	\$ 425	\$ 425				
<b>Activity Totals</b>	12,334	\$ 15,151	2		\$ 750	248		\$ 13,291	268	\$ 8,360	\$ 500	\$ 3,250

Grand Total \$ 41,302

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed	Price per County	Price per County	
Mason			4	\$ 375	\$ 1,500				500	\$ 13,000	\$ 500	\$ 3,250
Residential	16,178					324	\$ 42	\$ 13,608				
Commercial	871					18	\$ 220	\$ 3,960				
Industrial	39					1	\$ 425	\$ 425				
<b>Activity Totals</b>	17,088	\$ 20,923	4		\$ 1,500	343		\$ 17,993	500	\$ 13,000	\$ 500	\$ 3,250

Grand Total \$ 57,166

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed			Price per County
Monroe			3	\$ 375	\$ 1,125				334	\$ 9,680	\$ 500	Price per County
Residential	10,283					206	\$ 42	\$ 8,652				
Commercial	269					6	\$ 220	\$ 1,320				
Industrial	9					1	\$ 425	\$ 425				
<b>Activity Totals</b>	10,561	\$ 11,718	3		\$ 1,125	213		\$ 10,397	334	\$ 9,680	\$ 500	\$ 3,250

Grand Total \$ 36,670

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed	Price per County	Price per County	
Nicholas			3	\$ 375	\$ 1,125				430	\$ 11,600	\$ 500	\$ 3,250
Residential	20,948					419	\$ 42	\$ 17,598				
Commercial	956					19	\$ 220	\$ 4,180				
Industrial	68					2	\$ 425	\$ 850				
<b>Activity Totals</b>	21,972	\$ 26,408	3		\$ 1,125	440		\$ 22,628	430	\$ 11,600	\$ 500	\$ 3,250

Grand Total \$ 65,511

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed	Price per County	Price per County	
Pocahontas			1	\$ 375	\$ 375				371	\$ 10,420	\$ 500	\$ 3,250
Residential	12,139					243	\$ 42	\$ 10,206				
Commercial	399					8	\$ 220	\$ 1,760				
Industrial	7					1	\$ 425	\$ 425				
<b>Activity Totals</b>	12,545	\$ 14,204	1	\$ 375	\$ 375	252		\$ 12,391	371	\$ 10,420	\$ 500	\$ 3,250

Grand Total \$ 41,140

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed	Price per County	Price per County	
Randolph			4	\$ 375	\$ 1,500				538	\$ 13,760	\$ 500	\$ 3,250
Residential	20,003					400	\$ 42	\$ 16,800				
Commercial	1,115					22	\$ 220	\$ 4,840				
Industrial	72					2	\$ 425	\$ 850				
<b>Activity Totals</b>	21,190	\$ 26,298	4		\$ 1,500	424		\$ 22,490	538	\$ 13,760	\$ 500	\$ 3,250

Grand Total \$ 67,798

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed			Price per County
Roane			2	\$ 375	\$ 750				262	\$ 8,240	\$ 500	Price per County
Residential	11,188					224	\$ 42	\$ 9,408				
Commercial	391					8	\$ 220	\$ 1,760				
Industrial	16					1	\$ 425	\$ 425				
<b>Activity Totals</b>	11,595	\$ 13,303	2		\$ 750	233		\$ 11,593	262	\$ 8,240	\$ 500	Price per County

Grand Total \$ 37,636

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed			Price per County
Upshur			2	\$ 375	\$ 750				410	\$ 11,200	\$ 500	Price per County
Residential	15,981					320	\$ 42	\$ 13,440				
Commercial	854					17	\$ 220	\$ 3,740				
Industrial	39					1	\$ 425	\$ 425				
<b>Activity Totals</b>	16,874	\$ 20,641	2		\$ 750	338		\$ 17,605	410	\$ 11,200	\$ 500	Price per County

Grand Total \$ 53,946



County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed			Price per County
Webster			1	\$ 375	\$ 375				149	\$ 5,980	\$ 500	Price per County
Residential	9,969					200	\$ 42	\$ 8,400				
Commercial	363					7	\$ 220	\$ 1,540				
Industrial	16					1	\$ 425	\$ 425				
<b>Activity Totals</b>	10,348	\$ 11,944	1	\$ 375	\$ 375	208		\$ 10,365	149	\$ 5,980	\$ 500	\$ 3,250

Grand Total \$ 32,414

County	Review of Land Valuation		Review of Neighborhood Boundaries		Review of Data Collection & Comp of Sold Vs. Unsold Prop.			Assessment/Sales Ratio Study		Work Plan	Final Report	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per parcel	Total	Sales to be reviewed			Price per County
Wood			8	\$ 375	\$ 3,000				1462	\$ 32,240	\$ 500	Price per County
Residential	49,540					991	\$ 42	\$ 41,622				
Commercial	5,316					106	\$ 220	\$ 23,320				
Industrial	292					6	\$ 425	\$ 2,550				
<b>Activity Totals</b>	55,148	\$ 79,040	8		\$ 3,000	1,103		\$ 67,492	1,462	\$ 32,240	\$ 500	\$ 3,250

Grand Total \$ 185,522

Ken Voss & Associates, LLC  
FEIN: 11-3654843

**REQUESTED FORMS**

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**LICENSING:**

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: KENNETH VOSS & ASSOCIATES, LLC  
Authorized Signature: [Signature] Date: 3 OCTOBER 2009



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER:  
**TAX10003**

PAGE:  
**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**SHELLY MURRAY  
 304-558-8801**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF TAX AND REVENUE  
 OPERATIONS DIVISION  
 BUILDING 1, ROOM W417  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0845 304-558-0761

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/13/2009				

BID OPENING DATE: 10/06/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING DATE:		10/06/2009				
BID OPENING TIME:		1:30 PM				
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- (404) 869-1985 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY): ----- Kenneth W. Voss -----						
***** THIS IS THE END OF RFQ TAX10003 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'