

JOSEPH A. CHICO, III

Chico Appraisal Services



WV General #CG139 - PA General #GA-001147-R - MD General #10520 - DE General X1-0000400

Specializing in Eminent Domain and Litigation

Post Office Box 958, Dellslow, WV 26531-0958

Phone 304.598.8380 - Fax 775.254.3557

www.chicoappraisal.com

October 3, 2009

Ms. Shelly Murray
WV Department of Tax and Revenue
Property Tax Division
1124 Smith Street
Charleston, WV 25301

RE: Request for Quotation TAX10003

Dear Ms. Murray:

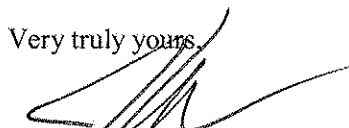
I am writing this expression of interest and proposal regarding Request for Quotation "TAX10003" as supplied by the West Virginia Department of Tax and Revenue, Property Tax Division. I am presenting this letter, and appropriate accompanying information as our proposal. I am interested in performing this contract for "Property Appraisal Services". I am currently a West Virginia State Vendor and perform appraisal services for several branches of state government. Attached are copies of my qualifications resume, my current State Certifications and a completed Request for Quotation TAX10003. I would readily welcome the opportunity to perform these review functions for the West Virginia Department of Tax and Revenue.

I have performed appraisal and appraisal review on numerous projects for the past fifteen years in Delaware, Maryland, Pennsylvania and West Virginia. I have eminent domain appraisal review experience with the West Virginia, Pennsylvania and Delaware Departments of Transportation. I have experience in several types of project appraisal and review including some Army Corps of Engineers flood projects, several electric, water and sewer line right of way projects, and numerous highway right of way projects.

I am a former employee of the Monongalia County, West Virginia Assessor's Tax Office from 1984 to 1990. I am a former member of the West Virginia Licensing and Certification Board Upgrade Committee from 1996 to 2003. I participated in peer, upgrade and regulatory review during that time period. I currently assist the West Virginia Appraiser Board as a reviewer for special projects and selected regulatory review.

Thank you for your time regarding this matter. Should you require any additional information, please call or email. I look forward to building a relationship with the West Virginia Department of Tax and Revenue, Property Tax Division.

Very truly yours,


Joseph A. Chico, III
WV Certified General Appraiser #139
Chico Real Estate Appraisal Services

RECEIVED

2009 OCT -6 P 12: 27

PROPERTY TAX DIVISION
STATE OF WV

:JAC



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
 TYPE NAME/ADDRESS HERE
 JOSEPH A. CHICO, III
 P.O. BOX 958
 DELLSLOW, WV 26531-

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
0001	1	LS		946-15		
<p>OPEN END CONTRACT</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA STATE TAX DEPARTMENT, IS SOLICITING BIDS FOR APPRAISAL SERVICES FOR TWENTY FOUR (24) WEST VIRGINIA COUNTIES PER THE ATTACHED SPECIFICATIONS.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 09/09/2009 AT 10:00 AM AT THE STATE TAX DEPARTMENT TAXPAYER SERVICES DIVISION LOCATED AT 1206 QUARRIER STREET, CHARLESTON, WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
	304-558-8380	10-5-09	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
Owner	233-90-7321		

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

GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

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4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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3. Complete all sections of the quotation form.
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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

SHIP TO

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 OPERATIONS DIVISION
 BUILDING 1, ROOM W417
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 CHARLESTON, WV
 25305-0845 304-558-0761

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08/13/2009				

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<p>COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN A THE TOP OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA E-MAIL AT SHELLY.L.MURRAY@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 09/11/2009 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE RFQ OPENING AND IN ANY FORMAT.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 304-558-8380	DATE 10-5-09
TITLE	FEIN 233-90-7321	ADDRESS CHANGES TO BE NOTED ABOVE

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State of West Virginia
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Request for Quotation

RFC NUMBER
 TAX10003

PAGE
 3

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF TAX AND REVENUE
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SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE 	TELEPHONE 304-558-8380	DATE 10-6-09
TITLE owner	FEIN 233-90-7321	ADDRESS CHANGES TO BE NOTED ABOVE

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State of West Virginia
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Request for Quotation

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4

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304-558-8801

VENDOR

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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: <u>775-254-3557</u> CONTACT PERSON (PLEASE PRINT CLEARLY): <u>Joe Chico</u>						
***** THIS IS THE END OF RFQ TAX10003 *****						<u>\$1,103,800</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 309-598-8380	DATE 10-5-09
TITLE owner	FEIN 233-90-7321	ADDRESS CHANGES TO BE NOTED ABOVE

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TAX10003

STATEWIDE PROPERTY TAX EQUALIZATION STUDY

SPECIFICATIONS

SCOPE OF THE REVIEW

The purpose of the Request for Quote (RFQ) is to solicit responses from qualified contractors to perform the enumerated duties in this RFQ. At the direction of the Legislature, the State Tax Department (hereinafter the "Agency" or the "State Tax Department"), was tasked with evaluating the quality of property assessments in all 55 of the State's counties. The first phase of the project included 19 counties and will be completed in November 2009. Over the next two years, the remaining 36 counties will be evaluated. This RFQ covers only the 24 counties to be reviewed in the second year of the Study which are to be completed within twelve months of the award date.

Responders may submit pricing for any or all counties listed on the pricing summary sheet. All costs are to be provided on a county basis for each of the services in the RFQ.

The State may award multiple contracts for the lowest responsible bid on a per county basis. However, the State will award a maximum of 8 counties to any single vendor based upon the lowest bid per county. In the event that a vendor submits the lowest bid on more than eight counties, that successful vendor will be awarded the contract for the eight largest counties based on total parcel count.

1. Program Objective

The Contractor will complete the gathering of sufficient facts and information including sales data, which coupled with the proper analysis, will aid in the determination of the appraised value of residential, commercial and industrial real property in the 24 counties in West Virginia as provided in Section 13 of this RFQ. Each county may be bid separately or in conjunction with one or more additional counties. However, the State will award only a maximum of 8 counties to any single vendor.

2. Contractor

- a. The Contractor must comply with all laws and regulations regarding the appraisal and assessment of real property in the State of West Virginia. All activities performed by the Contractor must be consistent with those laws and the regulations of the State.

- b. All direct appraisal activities that include organization, supervision or review must be performed by a Contractor who shall employ as the principal investigator a West Virginia Certified General Appraiser who has in excess of 5 years of appraisal experience and during the most recent 3 years has performed appraisals of residential real property in West Virginia or employ, in addition to the Certified West Virginia General Appraiser, a West Virginia Certified Residential Appraiser or a West Virginia Licensed Residential Appraiser who has performed appraisals of residential real property in West Virginia during the most recent 3 year period.
- Taxpayer and tax return information as well as any related federal tax information is confidential under the provision of West Virginia Code §11-10-5d. The successful Contractor must agree to sign the Confidentiality Statement included as Attachment A to this RFQ and abide by the provisions of the Confidentiality Statement. The signed Confidentiality Statement will become a part of the contract between the State Tax Department and the Contractor.
 - Additionally, the Contractor must fulfill the following duties: (1) Final Recommendations concerning the accuracy and quality of the appraisal in the subject counties; (2) Subjective parcel and neighborhood ratings review; (3) Statistical analysis for land value modification; (4) Parameters for neighborhood boundary delineation; (5) Statistical analysis of the assessment/sales ratio studies; (6) Final determination of accuracy of data collection to include quality grade and condition, desirability and usefulness (hereafter CDU); (7) Final determination if "sales chasing" is occurring. "Sales chasing" is defined as the practice of using the sale of a property to trigger a reappraisal of that property at or near the selling price. "Sales chasing" causes invalid uniformity results in a sales ratio study and causes invalid appraisal level results unless similar unsold parcels are reappraised using a method that produces an appraisal level for unsold properties equal to the appraisal level of sold properties. Each of the seven (7) duties listed above must be addressed in the Final Report, which is discussed under item 2.f., below.
- c. The parcels to be reviewed by the Contractor are limited to a sample of the following classes of real property: Residential, Industrial and Commercial. The samples of Residential, Industrial and Commercial Real Property to be reviewed by the Contractor shall be provided by the Tax Department. Agricultural Real Property assessed by Use Valuation,

Managed Timberland, and Public Utility real property is not included in the review.

- d. Subcontractors. The Contractor may employ subcontractors that the Contractor deems necessary provided that all subcontractors are listed in the response to the RFQ and that the same information provided for the Contractor is provided for each subcontractor. Evidence must also be provided to show each subcontractor meets or exceeds the qualifications required of the contractor. Any change in the subcontractor, or addition of a subcontractor when the Contractor had not previously listed the subcontractor in the response to the RFQ, during the term of the project must be approved by the Tax Department.
- e. Administrative personnel may be employed by the Contractor to fulfill the following duties: (1) General data review, (2) General quality control, and (3) General office duties.
- f. The Contractor shall be responsible for:
 - Review of Land Valuation: Reviewing land values established by the county assessor. The Contractor shall use all available land valuation information including neighborhood maps, and land valuation support documentation when reviewing the land valuations. The Contractor shall review sales collected by the county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve-month period, the Contractor may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date for the respective Tax Year. The Contractor shall then submit the study and any land value recommendations in report form to the State Tax Commissioner.

A desk review will be made of each county's completed residential, commercial and industrial valuation land tables along with available supporting documentation. Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this shall be accomplished by the contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve-month period, the Contractor may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date. Naturally, the review of sales validated by the Contractor may entail some field work in order to determine the appropriate land value

contained in the sale price. Attached hereto are Land Pricing Analysis Forms (Attachment B) that county personnel typically use in the development of land tables and neighborhood factors.

- Review of Neighborhood Boundaries: The Contractor shall review neighborhood boundaries by reviewing a sample of at least 5% of the market neighborhoods set by the county assessor. A neighborhood, for purposes of the project, is defined as the largest geographic grouping of residential properties where the significant economic forces on those properties are generally uniform. The Contractor shall submit the study and any recommended neighborhood boundary changes in report form to the State Tax Commissioner.

This review contemplates a cursory field review of the neighborhood boundaries and a desk review of the neighborhood forms/maps or listings created by the county along with any available supporting documentation. This review will help determine if a county has properly identified its neighborhoods and their boundaries.

- Review of Data Collection & Comparison of Sold v. Unsold Properties: The Contractor shall perform a field review of a sample of 2% of the residential, commercial and industrial improved parcels to assure that: (1) the data collection accurately and uniformly reflects the proper quality grades, CDU and appraised values within the neighborhood boundaries and (2) sold and unsold properties are treated equally and that "sales chasing" is not occurring. The Contractor is required, during the field review, to maintain a digital photograph of each property reviewed.

The Tax Department shall provide the Contractor a list of 2.5% of residential, commercial and industrial improved parcels in each county. The Tax Department acknowledges that a certain number of parcels included in the 2.5% sample will be unduly burdensome for the Contractor to review; therefore, the Contractor is only required to review 2% of such parcels.

- Assessment/Sales Ratio Study: The Contractor shall perform an assessment/sales ratio analysis study according to standards as determined by the State Tax Department and is in a form acceptable to the State Tax Department. The West Virginia Assessment Ratio Study Tax Year 2008 (Attachment C) is attached hereto. The sales ratio analysis study will contain sales that occurred 12 months prior to the July 1 assessment date for the respective tax year and 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." "A sale used as a comparable or in a ratio study must meet the criteria of an arm's-length, open-market transaction. In such a sale, the seller is under no undue pressure to sell, but is willing to do so, and seeks the highest possible price on the open market. Similarly, the buyer is not forced to buy, is knowledgeable, and seeks to pay the lowest possible price." (Mass Appraisal of Real Property, International Association of Assessing Officers, 1999) The general instructions for the validation or determination of a sale as "arm's-length" are contained in Appendix A of the West Virginia Assessment Ratio Study Tax Year 2008 (Attachment C), which is attached hereto. An assessment/sales ratio study and recommendations shall be submitted to the State Tax Commissioner. The Contractor acknowledges that he/she will validate all sales, with the exception of multi-parcel sales to be used in the assessment/sales ratio analysis study that have been entered on the statewide computer network by the County Assessor. Each sale reviewed will be recorded on a form as designated by the State Tax Commissioner. If the Contractor chooses to mail a sales questionnaire to the buyer, seller, or agent, the questionnaire must be approved by the State Tax Commissioner and the Contractor must provide a toll free telephone number for the recipient of the questionnaire to call with any questions and a self-addressed stamped envelope for the return of the questionnaire.

The Contractor shall match the Sales Listing Forms (Attachment D) to the list of transfers/sales entered by the assessor on the statewide computer network. The list of transfers/sales and copies of the Sales Listing Forms will be provided by the State Tax Department for the tax year of this phase of the Study.

- Final Report: The Contractor shall provide a final report for each county which shall contain a summary of their findings and a summary of their recommendations for each of the activities outlined above. The Project Manager, who is discussed under Item 3, below, will develop a standardized format for the Contractor awarded a county or counties under this RFQ to use in drafting the Final Report. The standardized format will ensure that: (1) all tasks required of the Contractor under this RFQ are covered in the Final Report and (2) the Final Report is uniform for all reviewed counties. The State Tax Department reserves the right to review all information contained in any support documentation. A draft of the final report is to be provided for review by the State Tax Commissioner. The Contractor will be required to meet with the

State Tax Commissioner or the Project Manager to present the draft report and conduct an exit interview with the respective county assessor. The Final Report will be released at the end of this phase of the project.

- g. The response shall provide an all-inclusive fee by task by county. The Contractor shall incur any additional expenses and liabilities resulting without any obligation to the State of West Virginia or any of its counties.

3. State Tax Department and County Responsibilities

The State Tax Department shall be responsible for:

- (1) Photocopying or printing existing property record cards to be used for the support services by the Contractor, and (2) Copying current tax maps for use by the Contractor for the appraisal review.
- The State Tax Department shall supply to the Contractor all available: Sales Listing Forms, validity questionnaires, property record cards, and photographs for all sales to be reviewed and used in the sales analysis study.
- The State Tax Department shall provide to the Contractor a copy of all available maps and all available documentation used in defining the current neighborhood boundary lines and the current land rates.
- The State Tax Department has contracted with an individual to serve as "Project Manager" who is a highly qualified individual with over 36 years of experience in West Virginia in the appraisal and assessment of real property for ad valorem taxation and the development of assessment ratio studies.
- The State Tax Department will provide the Contractor with the samples to be reviewed for Review of Neighborhood Boundaries and Review of Data Collection & the Comparison of Sold vs. Unsold Properties. In addition a list of all sales for review in conjunction with the Assessment/Sales Ratio Study will be provided to each Contractor in either a paper or electronic format.

4. Reports

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

amendments to the work plan as the project progresses. The initial work plans shall be submitted no later than 4 weeks subsequent to the awarding of the bid.

The Contractor shall inform the Project Manager and the State Tax Department of the project progress during meetings held monthly. A monthly progress report shall be provided prior to the meeting reflecting the status of the county or counties currently being reviewed. The Project Manager and the State Tax Department will evaluate the quality of work performance and adherence with contractual specifications and approved procedures. The Contractor shall provide access to all records requested by the Project Manager or the State Tax Department for the purpose of project monitoring.

5. Public Relations

Public Relations are an understood part of this project. The Contractor shall provide the State Tax Department with news releases alerting property owners of the areas in which work is being performed, general information about the project objectives, and methods used in the program. A template for the news release will be provided by the State Tax Department. All news releases or public notices are to be approved by the State Tax Department prior to their release.

6. Identification

All personnel involved in the project shall be issued identification cards by the State Tax Department, which include a photograph of the individual employee. After the Contract is awarded, but before beginning work in a county, the Contractor shall register all field personnel and vehicles with the County Sheriff's office as well as local police departments and County Assessor's office in which it is undertaking appraisal activities. All personnel of the Contractor must return his or her identification card to the Project Manager once the Contractor completes the project.

7. Scope of Work

The review shall be carried out in the 24 counties listed in Section 13 within a 12-month period. The Contractor may bid on any number of counties listed in Section 13, with a maximum number of eight (8) counties being awarded to any single vendor based upon the lowest bid per county. The work in each year shall be completed and a written report with recommendations submitted to the State Tax Commissioner no later than 12 months after the contract has been awarded. The Contractor shall include a breakdown of the individual cost for each review activity outlined in Section 2f.

8. Qualifications of Contractor and Subcontractor

- a. Must be registered to do business in West Virginia and be current with all taxes, licenses, and fees including those issued by State, county or municipal governments.
- b. Must demonstrate high level of competency in performing mass appraisals. This shall be verified by providing:
 - At least one of the principals must be a Certified West Virginia General Appraiser.
 - The successful Contractor shall maintain at least one Certified West Virginia General Appraiser with at least 5 years of appraisal experience including the appraisal of residential property in West Virginia in the most recent 3 year period or employ in addition to the Certified West Virginia General Appraiser a West Virginia Certified Residential Appraiser or a West Virginia Licensed Residential Appraiser who has performed appraisals of residential real property in West Virginia during the most recent 3 year period.

9. Mandatory Pre-bid Conference

A mandatory pre-bid conference shall be conducted on 09/09/2009 at 10:00 AM at Taxpayer Services Division of the State Tax Department located at 1206 Quarrier Street, Charleston, West Virginia. All interested bidders are required to be present at this meeting. Failure to attend the mandatory pre-bid conference shall automatically result in disqualification. No one person can represent more than one vendor.

10. Liquidated Damages

The State Tax Commissioner may assess liquidated damages at the rate of \$300 a day per county for the failure of the contractor to have completed a county or counties within twelve months (365 days) after the award of the contract.

11. Payment Schedule

Monthly progress payment shall be made based on review and approval by the Project Manager and acceptance by the State Tax Commissioner.

12. Orientation and Training Session

Each Contractor will be required to attend an orientation and training session subsequently after the awarding of the contract. This session will be held in Charleston, West Virginia for the purpose of reviewing with the Contractor the contract and the requirements, data and information to be supplied by the Tax Department and a general overview of the Project.

13. Schedule and Subject Counties

The review shall begin immediately after the contract is awarded and be completed in all 24 counties within 12 months of the award date. The list on the page 10 contains the 24 counties including the number of residential, commercial and industrial parcels of property present in each county for Tax Year 2009, the number of transfers (sales) to be validated and the number of neighborhoods currently in each county.

Counties to be evaluated:

	TY2009 Parcels			TY2009	TY2009 Number
	<u>Residential*</u>	<u>Commercial*</u>	<u>Industrial*</u>	<u>Transfers**</u>	<u>Of Neighborhoods*</u>
Braxton	12,484	497	8	244	21
Cabell	40,665	3,571	138	2,055	484
Calhoun	6,633	190	1	98	17
Clay	8,229	179	24	154	27
Doddridge	5,729	178	2	121	30
Gilmer	6,131	207	16	126	16
Greenbrier	25,354	1,691	43	748	92
Jackson	16,102	1,026	32	654	51
Lewis	11,641	684	9	268	36
Mason	16,178	871	39	500	74
Monroe	10,283	269	9	334	64
Nicholas	20,948	956	68	430	55
Pendleton	7,072	237	5	196	38
Pleasants	5,598	275	43	128	27
Pocahontas	12,139	399	7	371	23
Putnam	30,908	1,550	43	1211	295
Randolph	20,003	1,115	72	538	71
Ritchie	10,654	455	24	204	21
Roane	11,188	391	16	262	39
Tyler	7,393	244	20	204	39
Upshur	15,981	854	39	410	39
Webster	9,969	363	16	149	24
Wirt	6,157	118	2	117	13
Wood	49,540	5,316	292	1,462	163
Grand Total	366,979	21,636	968	10,984	1,759

* Only a percentage of each type of the above parcels and neighborhoods will be reviewed for specific activities. The actual count of parcel/neighborhoods to be reviewed is contained in the Contract Appraisal Pricing Summary.

**Excludes multi-parcel sales which are not subject to review within this RFQ.

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										Final Report		
	Review of Land Valuation *		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties				Assessment/Sales Ratio Study		Work Plan	
	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			
Braxton		\$21,000	1	\$1,000/Neighborhood	\$1,000				244	\$3,000	Price per County	Price per County	
Residential	12,484					250	\$3440/Parcel	\$8,600					
Commercial	497					10	\$36.50/Parcel	\$365					
Industrial	8					1	\$35/Parcel	\$35					
Activity Totals	12,989	\$21,000	1	\$1,000	\$1,000	261	\$34.48	\$9,000	244	\$3,000	\$1,000	\$2,200	

Grand Total \$ 37,200

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

CONTRACT APPRAISAL PRICING SUMMARY

County	Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			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
Cabell		\$62,500	24	\$332.33 /Neighborhood	\$8,000				2,055	\$7,000	Price per County	Price per County
Residential	40,665					814	\$19.56/Pel	\$15,925				
Commercial	3,571					72	\$25 /Pel	\$1,800				
Industrial	138					3	\$25 /Pel	\$75				
Activity Totals	44,374	\$62,500	24	\$332.33	\$8,000	889	\$20.02	\$17,800	2,055	\$7,000	\$3200	\$6400

Grand Total \$ 104,900

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY													
County	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties				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	Price per County	Price per County
Calhoun		\$15,000	1	\$1,000/Neighborhood	\$1,000				98	\$1,000	\$700	\$1,400	
Residential	6,633					133	\$50.75/Parcel	\$6,750					
Commercial	190					4	\$50/Parcel	\$200					
Industrial	1					1	\$50/Parcel	\$50					
Activity Totals	6,824	\$15,000	1	\$1,000	\$1,000	138	\$50.72	\$7,000	98	\$1,000	\$700	\$1,400	

Grand Total \$ 26,100

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										
	Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			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
Clay		\$19,000	2	\$1,000/Neighborhood	\$2,000				154	\$1,000	\$1,800
Residential	8,229					165	\$46.97/Pc1	\$7,750			
Commercial	179					4	\$50/Pc1	\$200			
Industrial	24					1	\$50/Pc1	\$50			
Activity Totals	8,432	\$19,000	2	\$1,000	\$2,000	170	\$47.06	\$8,000	154	\$1,000	\$1,800

Grand Total \$ 32,700

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										Final Report	
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study			Work Plan
	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		
Doddridge		\$ 1,000	2	\$ 1,000 /Neighborhood	\$ 2,000				121	\$ 1,000	Price per County	Price per County
Residential	5,729					115	\$ 66.74/Pcl	\$ 7,675				
Commercial	178					4	\$ 65 /Pcl	\$ 260				
Industrial	2					1	\$ 65 /Pcl	\$ 65				
Activity Totals	5,909	\$ 1,000	2	\$ 1,000	\$ 2,000	120	\$ 66.67	\$ 8,000	121	\$ 1,000	\$ 700	\$ 1,400

Grand Total \$ 24,100

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										Final Report	
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study			Work Plan
	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		
Gilmer		\$ 12,500	1	\$ 1,000 /Neighborhood	\$ 1,000				126	\$ 1,000	Price per County	Price per County
Residential	6,131					123	\$ 55.28/Pcl	\$ 6,800				
Commercial	207					4	\$ 40/Pcl	\$ 160				
Industrial	16					1	\$ 40/Pcl	\$ 40				
Activity Totals	6,354	\$ 12,500	1	\$ 1,000	\$ 1,000	128	\$ 54.69	\$ 7,000	126	\$ 1,000	\$ 700	\$ 1300

Grand Total \$ 23,500

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										Final Report		
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties				Assessment/Sales Ratio Study		Work Plan	
	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		\$45,000	5	\$1,000/Neighborhood	\$5,000				748	\$3,000	Price per County	Price per County	
Residential	25,354					507	\$26.13/Pcl	\$13,250					
Commercial	1,691					34	\$50/Pcl	\$17-00					
Industrial	43					1	\$50/Pcl	\$50					
Activity Totals	27,088	\$45,000	5	\$1,000	\$5,000	542	\$27.68	\$15,000	748	\$3,000	\$24,000	\$4,800	

Grand Total \$ 75,200

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

CONTRACT APPRAISAL PRICING SUMMARY

County	Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			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		\$30,000	3	\$1,000/Neighborhood	\$3,000				654	\$4,000	\$1,600	\$3,200
Residential	16,102					322	\$21.43/Parcel	\$6,900				
Commercial	1,026					21	\$50/Parcel	\$1,050				
Industrial	32					1	\$50/Parcel	\$50				
Activity Totals	17,160	\$30,000	3	\$1,000	\$3,000	344	\$23.26	\$8,000	654	\$4,000	\$1,600	\$3,200

Grand Total \$ 49,800

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										Final Report		
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties				Assessment/Sales Ratio Study		Work Plan	
	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		\$ 21,000	2	\$ 1,000 /Neighborhood	\$ 2,000				268	\$ 2500	Price per County	Price per County	
Residential	11,641					233	\$ 43.99/Pcl	\$ 10,250					
Commercial	684					14	\$ 50 /Pcl	\$ 700					
Industrial	9					1	\$ 50 /Pcl	\$ 50					
Activity Totals	12,334	\$ 21,000	2	\$ 1,000	\$ 2,000	248	\$ 44.35	\$ 11,000	268	\$ 2500	\$ 1200	\$ 2,300	

Grand Total \$ 40,000

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY											
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties			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	Price per County
Mason		\$ 28,000	4	\$ 7SD /Neighborhood	\$ 3,000				500	\$ 2SD	\$ 1SD	\$ 3,000
Residential	16,178					324	\$ 24.23/Pcl	\$ 8,500				
Commercial	871					18	\$ 25 /Pcl	\$ 4SD				
Industrial	39					1	\$ 50/Pcl	\$ 50				
Activity Totals	17,088	\$ 28,000	4	\$ 7SD	\$ 3,000	343	\$ 26.24	\$ 9000	500	\$ 2SD	\$ 1SD	\$ 3,000

Grand Total \$ 47,000

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CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										Final Report	
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties				Assessment/Sales Ratio Study		Work Plan
	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	Price per County
Monroe		\$20,000	3	\$1,000/Neighborhood	\$3,000				334	\$3,000	\$1,000	\$22,000
Residential	10,283					206	\$32.28/PcI	\$6,650				
Commercial	269					6	\$50/PcI	\$300				
Industrial	9					1	\$50/PcI	\$50				
Activity Totals	10,561	\$20,000	3	\$1,000	\$3,000	213	\$32.86	\$7,000	334	\$3,000	\$1,000	\$22,000

Grand Total \$ 34,200

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CONTRACT APPRAISAL PRICING SUMMARY

County	Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			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
Nicholas		\$36,000	3	\$1,000 /Neighborhood	\$3,000				430	\$2,000	Price per County	Price per County
Residential	20,948					419	\$29.65/Parcel	\$12,425				
Commercial	956					19	\$25 /Parcel	\$475				
Industrial	68					2	\$50 /Parcel	\$100				
Activity Totals	21,972	\$36,000	3	\$1,000	\$3,000	440	\$29.55	\$13,000	430	\$2,000	\$1,800	\$3,600

Grand Total \$ 59,400

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CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY											
County	Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		
Pendleton		\$14,000	2	\$1,000/Neighborhood				196	\$2500	Price per County	Price per County
Residential	7,072				142	\$54.23/Pcl	\$7700				
Commercial	237				5	\$50/Pcl	\$250				
Industrial	5				1	\$50/Pcl	\$50				
Activity Totals	7,314	\$14,000	2	\$1,000	148	\$54.05	\$8,000	196	\$2500	\$800	\$1600

Grand Total \$ 28,900

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CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY												
County	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties			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		
Pleasants		\$/3,000	2	\$/1,000/Neighborhood	\$ 2,000				128	\$2,000	Price per County	Price per County
Residential	5,598					112	\$59,38/Parcel	\$6650				
Commercial	275					6	\$ 50 /Parcel	\$ 300				
Industrial	43					1	\$ 50 /Parcel	\$ 50				
Activity Totals	5,916	\$/3,000	2	\$/1,000	\$ 2,000	119	\$/58,82	\$7000	128	\$ 2,000	Price per County	Price per County

Grand Total \$ 26,100

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CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										Final Report	
	Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan		
	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		\$23,000	1	\$1,000/Neighborhood	\$1,000				371	\$2,000	\$1100	Price per County
Residential	12,139					243	\$39.30/Pcl	\$9550				
Commercial	399					8	\$50/Pcl	\$400				
Industrial	7					1	\$50/Pcl	\$50				
Activity Totals	12,545	\$23,000	1	\$1,000	\$1,000	252	\$39.68	\$10,000	371	\$2,000	\$1100	Price per County

Grand Total \$ 39,400

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CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY											
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties				Assessment/Sales Ratio Study		Work Plan
	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	Price per County
Putnam		\$ 48,000	15	\$ 533.33 /Neighborhood	\$ 8,000				1,211	\$ 3,000	\$ 2,400	\$ 4,800
Residential	30,908					618	\$ /6.83/Pcl	\$ /0,400				
Commercial	1,550					31	\$ 50/Pcl	\$ /550				
Industrial	43					1	\$ 50/Pcl	\$ 50				
Activity Totals	32,501	\$ 48,000	15	\$ 533.33	\$ 8,000	650	\$ /8.46	\$ 12,000	1,211	\$ 3,000	\$ 2,400	\$ 4,800

Grand Total \$ 78,200

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CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										Final Report	
	Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan		
	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
Randolph		\$ 3,000	4	\$ 1,000 /Neighborhood	\$ 4,000				538	\$ 2,000	Price per County	Price per County
Residential	20,003					400	\$ 29.50/Pcl	\$ 11,800				
Commercial	1,115					22	\$ 50 /Pcl	\$ 1,100				
Industrial	72					2	\$ 50 /Pcl	\$ 100				
Activity Totals	21,190	\$ 38,000	4	\$ 1,000	\$ 4,000	424	\$ 30.66	\$ 13,000	538	\$ 2,000	\$ 1,400	\$ 3,800

Grand Total \$ 62,200

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CONTRACT APPRAISAL PRICING SUMMARY

County	Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			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
Ritchie		\$20,000	1	\$1,000/Neighborhood	\$1,000				204	\$1,000	Price per County	Price per County
Residential	10,654					213	\$3052/Parcel	\$6500				
Commercial	455					9	\$50/Parcel	\$450				
Industrial	24					1	\$50/Parcel	\$50				
Activity Totals	11,133	\$20,000	1	\$1,000	\$1,000	223	\$31.39	\$7,000	204	\$1,000	\$1,000	\$2,000

Grand Total \$ 32,000

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CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY											
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties			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	Price per County
Roane		\$ 15,000	2	\$ 1,000 /Neighborhood	\$ 2,000				262	\$ 1,000	\$ 1,000	\$ 2,000
Residential	11,188					224	\$ 2924/Pcl	\$ 6550				
Commercial	391					8	\$ 50/Pcl	\$ 400				
Industrial	16					1	\$ 50/Pcl	\$ 50				
Activity Totals	11,595	\$ 15,000	2	\$ 1,000	\$ 2,000	233	\$ 30.04	\$ 7,000	262	\$ 1,000	\$ 1,000	\$ 2,000

Grand Total \$ 28,000

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CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY												
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties				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	Price per County	
Tyler		\$12,000	2	\$1,000/Neighborhood	\$2,000				204	\$2,000	\$800	\$1,500	
Residential	7,393					148	\$45.27/Pcl	\$6,700					
Commercial	244					5	\$50/Pcl	\$250					
Industrial	20					1	\$50/Pcl	\$50					
Activity Totals	7,657	\$12,000	2	\$1,000	\$2,000	154	\$45.45	\$7,000	204	\$2,000	\$800	\$1,500	

Grand Total \$ 25,300

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CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY													
County	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties				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		
Upshur		\$ 28,000	2	\$ 1,000 /Neighborhood	\$ 2,000				410	\$ 3,000	Price per County	Price per County	
Residential	15,981					320	\$ 284/Pcl	\$ 9100					
Commercial	854					17	\$ 50/Pcl	\$ 850					
Industrial	39					1	\$ 50 /Pcl	\$ 50					
Activity Totals	16,874	\$ 28,000	2	\$ 1,000	\$ 2,000	338	\$ 29.59	\$ 10,000	410	\$ 3,000	\$ 1,400	\$ 2,900	

Grand Total \$ 47,300

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CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY											
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties			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	Price per County
Webster		\$1,000	1	\$1,000/Neighborhood	\$1,000				149	\$1,500	\$900	\$1,700
Residential	9,969					200	\$33.00/PcI	\$6,600				
Commercial	363					7	\$50/PcI	\$350				
Industrial	16					1	\$50/PcI	\$50				
Activity Totals	10,348	\$1,000	1	\$1,000	\$1,000	208	\$33.65	\$7,000	149	\$1,500	\$900	\$1,700

Grand Total \$ 31,100

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CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY												
County	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties			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		
Wirt		\$ 14,000	1	\$ 1,000 /Neighborhood	\$ 1,000				117	\$ 1,000	Price per County	Price per County
Residential	6,157					123	\$ 55,20/Pcl	\$ 6,800				
Commercial	118					3	\$ 50 /Pcl	\$ 150				
Industrial	2					1	\$ 50 /Pcl	\$ 50				
Activity Totals	6,277	\$ 14,000	1	\$ 1,000	\$ 1,000	127	\$ 55.12	\$ 7,000	117	\$ 1,000	\$ 700	\$ 1,500

Grand Total \$ 25,200

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CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY											
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties			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	Price per County
Wood		\$ 80,000	8	\$ 500 /Neighborhood	\$ 4,000				1,462	\$ 4,000	\$ 3,700	\$ 7,300
Residential	49,540					991	\$ 22.25 /Pcl	\$ 22,050				
Commercial	5,316					106	\$ 25 /Pcl	\$ 2,650				
Industrial	292					6	\$ 50 /Pcl	\$ 300				
Activity Totals	55,148	\$ 80,000	8	\$ 500	\$ 4,000	1,103	\$ 22.67	\$ 25,000	1,462	\$ 4,000	\$ 3,700	\$ 7,300

Grand Total \$ 124,000

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STATE OF WEST VIRGINIA
Department of Revenue
State Tax Department

Joe Manchin
Governor

Christopher G. Morris
State Tax Commissioner

EMPLOYEE ACKNOWLEDGEMENT
CONFIDENTIAL TAX INFORMATION

NAME Joseph Chiro / Chiro Appraisal

DIVISION _____
Reviewed and Explained by: _____

I understand that information concerning any taxpayer that may come to my knowledge while an employee of the WV Department of Revenue is to be held in strictest confidence.

I understand that no information or particular set forth on any return, declaration, application, audit, investigation, or report filed by or for the taxpayer or concerning a taxpayer will be disclosed by me to any person except as provided by law.

I understand that under State law any unauthorized disclosure of confidential information is punishable by imprisonment for a period up to one year and/or a fine up to \$1,000, together with the cost of prosecution.

I understand that the unauthorized disclosure of any information from a Federal tax return or record received from the Internal Revenue Service is a felony offense punishable by imprisonment for a period up to five years and/or a fine up to \$5,000

I understand that any unauthorized disclosure of the information described in this statement will result in my immediate dismissal from employment with the WV Department of Revenue.

EMPLOYEE SIGNATURE
State of West Virginia
County of Kanawha

[Handwritten Signature]

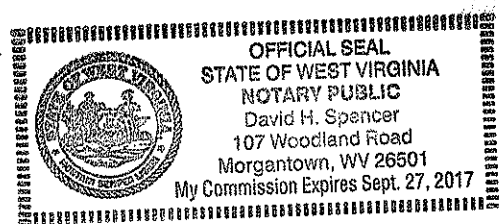
DATE 10-5-09

Taken, subscribed, acknowledged, and sworn before me this 5th day of

OCTOBER, 2009

My commission expires SEPT 27, 2017

David H. Spencer
Notary Public



State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Joseph Chico /Chico Appraisal Signed: [Signature]
Date: 10-5-09 Title: owner

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STC 12:39

STATE TAX COMMISSIONER OF WEST VIRGINIA
SALES LISTING FORM

The Instrument May Not Be Recorded If This Form Is Not Completed In Its Entirety

West Virginia Code §§11-22-6, 11A-3-2 & 11A-3-3 (Amended 3-11-95) Revised 12/03

County: Taxing District:
Tax Map No (s): Parcel(s):
Tax Map No (s): Parcel(s):
Assessor Account No.:
Grantor's Name: Phone No. () -
Grantee's Name: Phone No. () -
Mailing Address of New Owner:
Most Recent Previous Deed Book No.: Page No.:
Grantor's Source of Title:

(If not by "Previous Deed" referenced above)

(a) Real Estate: (b) Other Valuable Goods/Services: (If Applicable)

Consideration/Value: \$ \$

Lot Size or Acreage Involved:

Estate(s) Transferred:

(Examples: Fee, Surface, Mineral, Coal, etc)

- (1) Was this transaction on the open market? Yes / No (Circle One)
(2) Does this transaction involve more than one parcel? Yes / No (Circle One)
(3) Was this sale between related individuals or related corporations? Yes / No (Circle One)
(4) Was this a liquidation, foreclosure or other "Forced" sale? Yes / No (Circle One)
(5) Is this transaction pursuant to a land contract or owner financing? Yes / No (Circle One)
(6) Does this transaction include personal property? Yes / No (Circle One)
(7) Does this transaction include minerals and/or timber? Yes / No (Circle One)
(8) Any other financing arrangements materially affecting consideration? Yes / No (Circle One)

If "No" to Question 1 or "Yes" to Questions 2 - 8 above, please explain below:

Blank lines for explanation of "No" or "Yes" answers.

Printed Name Signature Phone Number
Filed By (check one): [] Buyer [] Seller [] Agent/Attorney [] Other

LIENHOLDER INFORMATION (OPTIONAL) [] Check if change of name or address

Name:

Address for Notice:

INTEREST IN PROPERTY

Surface Owner's Rights Deed Book: Page No.:
Fiduciary Interest Relationship to Owner:
Lienholder Trust Deed Book No.: Page No.:
Other

Table with 5 rows: To Be Completed By County Clerk: Stamp Fee Paid, Date Recorded, New Deed Book No., New Deed Book Page No., Date of Transaction.

Table with 5 rows: Sheriff's Use Only: Date Received, Effective Dates of Lien, Date Entered, Entered By, Tax Ticket No.

RELEASE OF LIEN

COMPLETE THIS SECTION IF YOU ARE RELEASING THIS LIEN

Date Lien Is Released:

Signature of Lienholder:

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: Joseph Chiro / Chiro Appraisal
Authorized Signature: [Signature] Date: 10-5-09



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
 MICHELLE L GODDARD
 CHICO APPRAISAL SERVICES
 P O BOX 958
 DELLSLOW WV 26531

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
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----- 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		
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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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	304-598-8380	10-5-09
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
owner	233-90-7321	

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

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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

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
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>..... SIGNATURE COMPANY DATE</p>						
REV. 11/96				END OF ADDENDUM NO. 1		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>[Signature]</i>	304-558-8381	10-5-09	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
owner	233-90-7321		

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
 3

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

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
***** THIS IS THE END OF RFQ TAX10003 ***** TOTAL:						\$1,103,800

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304-546-8380	DATE 10-5-09
TITLE 	FEIN 233-90-7321	ADDRESS CHANGES TO BE NOTED ABOVE

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

Commonwealth of Pennsylvania Department of State
Bureau of Professional and Occupational Affairs
Certified General Appraiser

Certificate Number
GA001147R
Expiration Date
06/30/2014
Certificate Status
Active

Registration Code
13394291

JOSEPH ANTHONY CHICO
POST OFFICE BOX 958
DELLSLOW WV 26531-0958



STATE OF DELAWARE
DIVISION OF PROFESSIONAL REGULATION
PROFESSIONAL LICENSE
Certified General Real Property

PROFESSION:
Appraise
EXPIRATION DATE:
X1-0000400
10/31/2007
ISSUED TO:

Joseph A. Chico

LICENSEE SIGNATURE NOT TRANSFERABLE

THIS DOCUMENTS THAT THE PERSON NAMED IS HEREBY LICENSED TO CONDUCT OR ENGAGE IN THE PROFESSION SPECIFIED ABOVE. THIS DOCUMENT IS ONLY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE.

STATE OF MARYLAND
DEPARTMENT OF LABOR, LICENSING AND REGULATION
COMMISSION OF RE APPRAISER
& HOME INSPECTORS

CERTIFIES THAT
JOSEPH ANTHONY CHICO III

IS AN AUTHORIZED
CERTIFIED GENERAL

LIC. REG. CERT. NO. 10520
EXPIRATION DATE 10-26-2011
EFFECTIVE DATE N/A
CATEGORY 04

LICENSE, REGISTRATION, OR CERTIFICATION
3744846
Martin O'Malley
Governor
Anthony G. Brown
Lt. Governor

SIGNATURE OF BEARER

State of West Virginia
West Virginia Real Estate Appraiser Licensing & Certification Board

This is to certify that

JOSEPH A CHICO
PO BOX 958
DELLSLOW WV 26531-0958
CERTIFIED GENERAL CG139
Expiration Date 09/30/2010

has met the requirements of the law, and is authorized to appraise real estate and real property in the State of West Virginia.

Executive Director

JOSEPH A. CHICO, III



EMPLOYMENT PROFILE

- 1996-Present Chico Appraisal Services
Post Office Box 958
Dellslow, WV 26531-0958
Partner - Manager
State Certified General Real Estate Appraiser WV#CG139,
PA#GA-001147-R, MD#10520, DE#X1-0000400
Appraisal Services-Project, Commercial, Industrial, Residential Appraisal and Review.
- 2005-Present Appraiser Training Academy, LLC
Charleston/Morgantown, WV
Managing Partner
Instructor - AQB Certified USPAP Instructor #10368
- 1998-2008 Appraisal Review Specialists, LLC
Charleston, West Virginia
Review Appraiser
- 1996-1997 Robert Lowers Enterprises
Morgantown, West Virginia
Commercial and Residential Property Manager
- 1988-1996 Petroplus and Associates, Inc.
Morgantown, West Virginia
Real Estate Appraiser
- 1984 - 1990 Monongalia County Commission, Monongalia County Courthouse
Morgantown, West Virginia
Monongalia County Assessor's Office
- 1989 - 1990 Pride Construction Group
Morgantown, West Virginia
Construction Project Manager
- 1987 - 1988 Pat Stewart Realtors®
Morgantown, West Virginia
Sales Agent

LICENSES, DEGREES AND ASSOCIATIONS

- International Right of Way Association
Member - Chapter 21 (2004)
- Appraisal Institute
Associate Member (1994-2003)
- AQB Certified USPAP Instructor #10368
The Appraisal Foundation (2002)
- State Certified General Real Estate Appraiser - Certificate #139
State of West Virginia (1992)
- State Certified General Real Estate Appraiser - Certificate #GA-001147-R
Commonwealth of Pennsylvania (1993)
- State Certified General Real Estate Appraiser - Certificate #10520
State of Maryland (1993)
- State Certified General Real Estate Appraiser - Certificate #X1-0000400
State of Delaware (2004)
- Maryland Department of Transportation, State Highway Administration
Approved Fee Appraiser (2007)
- Delaware Department of Transportation, Division of Highways
Approved Review Appraiser (2005)
- West Virginia Department of Transportation, Division of Highways
Approved Fee Appraiser (1991)
- Pennsylvania Department of Transportation, Division of Highways
Approved Fee Appraiser (1998)
- Pennsylvania Department of Transportation, Division of Highways
Approved Review Appraiser (1998)
- West Virginia Housing Development Fund
Approved Fee Appraiser (1993)
- GRI, Graduate Realtors® Institute, West Virginia University at Parkersburg
West Virginia Association of Realtors® (1991)
- Real Estate Sales License
State of West Virginia (1986)

CONTINUING EDUCATION & EXPERIENCE

APPRAISAL INSTITUTE

Standards of Professional Practice, Part A (11 credit hours) Charleston, WV (1992)	Standards of Professional Practice, Part B (15 Credit hours) Harrisburg, PA (1991)
Standards of Professional Practice, Part B (11 credit hours) Charleston, WV (1992)	Standards of Professional Practice, Part C (15 credit hours) Ohio State University, Columbus, OH (1997)
Standards of Professional Practice, Part C (15 Credit hours) Ohio State University, Columbus, OH (2001)	Course 101, Principles & Techniques of Amenity-Property Valuation (62 credit hours) University of Charleston, Charleston, WV (1991)
Course 310, Basic Income Capitalization (39 credit hours) Ohio State University, Columbus, OH (1998)	Course 500, Advanced Residential Form & Narrative Report Writing (39 credit hours) Florida State University, Tallahassee, FL (1995)
Course 210, Residential Case Study (39 credit hours) University of Charleston, Charleston, WV (1993)	Course 720, Condemnation Appraising: Advanced Applications (15 credit hours) Ohio State University, Columbus, OH (2000)
Course 600, Income Valuation of Small, Mixed Use Properties Ohio State University, Columbus, OH (2000) (16 credit hours)	
The Appraiser as an Expert Witness (7 credit hours) Charleston, WV (1992)	Litigation Valuation Seminar (14 credit hours) Charleston, WV (1992)
Appraisal Regulations of the Federal Banking Agencies Seminar (7 credit hours) Charleston, WV (1993)	Understanding Limited Appraisals & Appraisal Reporting Options (7 Credit Hours) Charleston, WV (1994)
Electronic Data Interchange (4 Credit Hours) Toledo, OH (1995)	Policies vs. Standards/Market Extractions (3 Credit Hours) Charleston, WV (1996)
USPAP Update (6 Credit Hours) Pittsburgh, PA (1997)	Rates, Ratios and Reasonableness (7 Credit Hours) Charleston, WV (1997)
Loss Prevention Seminar (7 Credit Hours) Charleston, WV (1998)	Matched Pairs/Market Extraction/Highest and Best Use (7 Credit Hours) Charleston, WV (1998)

NATIONAL ASSOCIATION OF INDEPENDENT FEE APPRAISERS

1.1, Principles of Residential Real Estate Appraising (30 credit hours) Bridgeport, WV (1991)	2.1, Capitalization Tools & Techniques, Income Property Appraising (30 credit hours) Bridgeport, WV (1992)
5.0A, Standards Review, USPAP Update (8 credit hours) Pittsburgh, PA (1995)	

WEST VIRGINIA ASSOCIATION OF REALTORS®

GRI, Module I, West Virginia University at Parkersburg (1990)	GRI, Module II, West Virginia University at Parkersburg (1991)
GRI, Module III, West Virginia University at Parkersburg (1990)	GRI, Module IV, West Virginia University at Parkersburg (1990)
Morgantown Board of Realtors® Professional Standards, Seminar Morgantown, West Virginia (1987)	

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS

Highway Plan Reading for Appraisers (15 Credit Hours) Charleston, WV (1993)	Introduction to Metrics and Metric Plan Reading for Appraisers (16 Credit Hours) Charleston, WV (1995)
Direct Capitalization and Discounted Cash Flow Analysis (8 Credit Hours) Bridgeport, WV (1996)	USPAP, Eminent Domain Concepts (Instructor) (4 Credit Hours) Bridgeport, WV (1998)
Direct Capitalization and Discounted Cash Flow Analysis (14 Credit Hours) Charleston, WV (2003)	National 7 Hour USPAP Update Course (Instructor) (7 Credit Hours) Charleston, WV (2004)

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

Litigation Skills, An Overview (Appraisal Institute)
(7 Credit Hours)
Pittsburgh, PA (2005)

National 7 Hour USPSP Update Course (Instructor)
(7 Credit Hours)
Allentown and Hollidaysburg, PA (2007)

National 7 Hour USPAP Update Course (Instructor)
(7 Credit Hours)
Indiana and Harrisburg, PA (2005)

Trial Tactics in Condemnation Cases (Condemnor's Perspective)
(4 Credit Hours)
IRWA Mid-Atlantic Conference, Pittsburgh, PA

THE APPRAISAL FOUNDATION

Concepts and Principles of The USPAP, An Instructors App.
(19 Credit Hours)
Denver, CO (2002)

AQB USPAP Instructor Re-Certification Course
(7 Credit Hours)
Baltimore, MD (2007)

AQB USPAP Instructor Re-Certification Course
(7 Credit Hours)
Greensboro, NC (2004)

AQB USPAP Instructor Re-Certification Course
(4 Credit Hours)
On-Line Course (2009)

FAIRMONT STATE COLLEGE

Residential Real Estate Appraisal
(40 credit hours)
Fairmont, WV (1990)

POTOMAC STATE COLLEGE OF WEST VIRGINIA UNIVERSITY

National Uniform Standards of Professional Appraisal Practice (2003) (Instructor)
(15 Credit Hours)
Keyser, WV (2003)

National Uniform Standards of Professional Appraisal Practice (2003) (Instructor)
(7 Credit Hours)
Keyser, WV (2003)

HAGERSTOWN COMMUNITY COLLEGE OF MARYLAND

National Uniform Standards of Professional Appraisal Practice (2008) (Instructor)
(7 Credit Hours)
Hagerstown, MD (2008/2009)

Appraisal Review, Topics and Applications (Instructor)
(7 Credit Hours)
Hagerstown, MD (2009)

ALEGHENY COLLEGE OF MARYLAND

FNMA Announcement 08-30 & Market Conditions Addendum (Instructor)
(7 Credit Hours)
Cumberland, MD (2009)

CHICO REAL ESTATE APPRAISAL SERVICES

National USPAP (2004) (Instructor)
(7 Credit Hours)
Keyser, WV (2004)

Appraisal Review, Topics and Applications (Instructor)
(7 Credit Hours)
Keyser, WV (2005)

Advanced Site Valuation & Cost Approach (Instructor)
(15 Credit Hours)
Morgantown, WV (2006)

Advanced Techniques for Valuation of Mixed-Use
Properties (Instructor)
(15 Credit Hours)
Morgantown, WV (2007)

Ethics, Record Keeping & Scope of Work (Instructor)
(7 Credit Hours)
Morgantown, WV & Hagerstown, MD (2008)

Principles, Applications and Techniques of The Cost Approach (Instructor)
(7 Credit Hours)
Keyser, WV (2004)

March 2005 URAR Course (Instructor)
(7 Credit Hours)
Morgantown, WV (2005 & 2006)

Math, Statistics & Income Approach Course (Instructor)
(15 Credit Hours)
Morgantown, WV (2006 & 2007)

Introduction to Real Estate Appraisal Course (Instructor)
(75 Credit Hours)
Keyser & Morgantown, WV (2006 & 2007)

FNMA Announcement 08-30 & Market Conditions Addendum
(Instructor)
(7 Credit Hours)
Flatwoods and Morgantown, WV (2009)

HONDROS COLLEGE

National Uniform Standards of Professional Appraisal Practice (2003) (Instructor)
(15 Credit Hours)
Akron, OH (2003)

Fair Housing for Appraisers
(3 Credit Hours)
Columbus, OH (2004)

OHIO DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS
Office of Real Estate Policies and Procedures Manual Training
(6 Credit Hours)
Columbus, OH (2002)

DELAWARE DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS - UNIVERSITY OF DELAWARE
2006 7 Hour USPAP Course (Instructor)
(7 Credit Hours)
Newark, DE, WV (2007)
IRWA Mid-Atlantic Conference, Rehoboth Beach, DE
Scope of Work - Eminent Domain Concepts (Presenter)
(2 Hours)

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD
West Virginia Code, Board Rules and Policies, USPAP
(3.5 Credit Hours)
Charleston, WV (1994)

2006 7 Hour USPAP Course (Instructor)
(7 Credit Hours)
Martinsburg, WV (2006)

MARSHALL & SWIFT VALUATION SERVICE
Commercial Cost Approach Square Foot/Calculator Methods
(7 Credit Hours)
Charleston, WV (1994)

WEST VIRGINIA REAL ESTATE COMMISSION
West Virginia Department of Education
Monongalia County Vocational Technical Training Center
Principles of Real Estate
Morgantown, West Virginia (1986)

OHIO ASSOCIATION OF REALTORS
Cost and Income Approaches
(14 Credit Hours)
Columbus, Ohio (1999)

WEST VIRGINIA UNIVERSITY
Attended West Virginia University, School of Journalism
Morgantown, West Virginia (1977-1978)

COURT TESTIMONY

Monongalia County Circuit Court, Morgantown, WV
Marion County Circuit Court, Fairmont, WV
Wood County Circuit Court, Parkersburg, WV
Preston County Circuit Court, Kingwood, WV
Hardy County Circuit Court, Moorefield, WV
Harrison County Circuit Court, Clarksburg, WV
Randolph County Circuit Court, Elkins, WV
Berkeley County Circuit Court, Martinsburg, WV
Pocahontas County Circuit Court, Martinsburg, WV
Lewis County Circuit Court, Weston, WV

AFFILIATIONS AND ACTIVITIES

Delaware Association of Appraisers - Member (2007-Current)
West Virginia Chapter of the Appraisal Institute - Education Committee Chairperson (1998-1999)
West Virginia Appraiser Licensing and Certification Board Upgrades Committee (1996-2003)
Associate Member of the West Virginia Chapter of the Appraisal Institute (1994-2003)
Past President of the West Virginia Appraiser Coalition (1996-1997)
Approved Real Estate Appraiser Instructor - State of West Virginia (1996)
Approved Real Estate Appraisal Instructor - State of Maryland (2004)
Approved Real Estate Appraisal Instructor - State of Pennsylvania (2004)
AQB National Certified USPAP Instructor - The Appraisal Foundation (2002)

REMARKS

Predominately appraise project and commercial properties in addition to industrial and residential properties since 1988. Specialize in the review and development of Eminent Domain appraisals since 1991. Development of several seminars and courses related to USPAP, Eminent Domain, Appraisal and Appraisal Review. Currently developing appraisal training procedures course for PennDot and DelDOT.