



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  
 TAX09001

PAGE  
 1

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

RFQ COPY

VENDOR

T Oscar Hill  
 US Property & Appraisal Services  
 1370 Washington Pike 5<sup>th</sup> Floor  
 Bridgeville PA 15017

SHIP TO

DEPARTMENT OF TAX & REVENUE  
 PROPERTY TAX DIVISION  
 GREENBROKE BUILDING  
 1124 SMITH STREET  
 CHARLESTON, WV  
 25301 304-558-3940

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/08/2008				

BID OPENING DATE: 08/22/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 4 -----						
THIS ADDENDUM IS ISSUED TO ADD THE FOLLOWING ATTACHMENTS:						
ATTACHMENTS: STATE OF WV COMPUTER ASSISTED LAND PRICING WV APPRAISAL MANUAL						
THE BID OPENING DATE WILL REMAIN: 08/22/2008.						
0001	1	LS		946-15		
APPRAISAL SERVICES, REAL ESTATE						
EXHIBIT 10						
REQUISITION NO.: TAX09001						
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 .. ✓ .. .						

RECEIVED

2008 AUG 22 A 9:44

PURCHASING DIVISION  
STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>John C. Fackel</i>	TELEPHONE (800) 837-8450	DATE 8/21/08
Chief Operating Officer	FEIN 25-1637391	ADDRESS CHANGES TO BE NOTED ABOVE

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 \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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, this Contract may be deemed null and void, and terminated 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 Covered 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 Alcohol 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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**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 cases 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  
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DEPARTMENT OF TAX & REVENUE  
 PROPERTY TAX DIVISION  
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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><i>John E. Lachelle</i>            SIGNATURE  <i>U.S. Property &amp; Appraisal Services</i>            COMPANY  <i>8/21/08</i>            DATE</p>						
REV. 11/96						
----- END OF ADDENDUM NO. 4 -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>John E. Lachelle</i>	TELEPHONE (800) 837-8450	DATE 08/21/08
Chief Operating Officer	FEIN 25-1637391	ADDRESS CHANGES TO BE NOTED ABOVE

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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		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
<b>Wetzel</b>		\$ 5,000	4	\$ 1,000 / Neighborhood	\$ 4,000				232	\$ 5,000	Price per County
Residential	13,450					269	\$ 20 /Pcl	\$ 5,380			
Commercial	694					14	\$ 40 /Pcl	\$ 560			
Industrial	14					1	\$ 60 /Pcl	\$ 60			
<b>Activity Totals</b>	14,158	\$ 5,000	4	\$ 1,000	\$ 4,000	284	\$ 21.13	\$ 6,000	232	\$ 5,000	\$ 5,000

Grand Total \$ 25,000

\* 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		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		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
<b>Taylor</b>			\$ 5,000	2	\$ 1,000 / Neighborhood	\$ 2,000				354	\$ 6,000	\$ 5,000
Residential		11,362					\$ 20 /Pcl	\$ 4,540				
Commercial		531					\$ 30 /Pcl	\$ 330				
Industrial		28					\$ 60 /Pcl	\$ 135				
<b>Activity Totals</b>		11,921	\$ 5,000	2	\$ 1,000	\$ 2,000	\$ 20.94	\$ 5,005	354	\$ 6,000	\$ 5,000	

Grand Total \$ 23,005

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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		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
<b>Preston</b>		\$ 5,000	4	\$ 1,000 / Neighborhood	\$ 4,000				1,283	\$ 8,000	\$ 5,000
Residential	28,672					573	\$ 17 /Pcl	\$ 9,741			
Commercial	769					15	\$ 30 /Pcl	\$ 450			
Industrial	36					1	\$ 40 /Pcl	\$ 40			
<b>Activity Totals</b>	29,477	\$ 5,000	4	\$ 1,000	\$ 4,000	589	\$ 17.37	\$ 10,231	1,283	\$ 8,000	\$ 5,000

Grand Total \$ 32,231

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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		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
Ohio		\$ 7,000	1	\$ 1,000 / Neighborhood	\$ 1,000				885	\$ 7,000	Price per County
Residential	21,379					428	\$ 20 /Pcl	\$ 8,560			
Commercial	2,379					48	\$ 30 /Pcl	\$ 1,440			
Industrial	93					2	\$ 40 /Pcl	\$ 80			
<b>Activity Totals</b>	23,851	\$ 7,000	1	\$ 1,000	\$ 1,000	478	\$ 21.09	\$ 10,080	885	\$ 7,000	\$ 5,000

Grand Total \$ 30,080

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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		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
<b>Marshall</b>		\$ 4,000	6	\$ 1,000 / Neighborhood	\$ 6,000				545	\$ 7,000	Price per County
Residential	19,235					385	\$ 19 /Pcl	\$ 7,315			
Commercial	1,059					21	\$ 30 /Pcl	\$ 630			
Industrial	144					3	\$ 40 /Pcl	\$ 120			
<b>Activity Totals</b>	20,438	\$ 4,000	6	\$ 1,000	\$ 6,000	409	\$ 19.72	\$ 8,065	545	\$ 7,000	\$ 5,000

Grand Total \$ 30,065

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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		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	
<b>Marion</b>		\$ 5,000	6	\$ 1,000 / Neighborhood	\$ 6,000				1,025	\$ 7,000	Price per County	Price per County
Residential	35,119					702	\$ 15 /Pcl	\$10,530				
Commercial	2,820					56	\$ 30 /Pcl	\$ 1,680				
Industrial	117					2	\$ 40 /Pcl	\$ 80				
<b>Activity Totals</b>	38,056	\$ 5,000	6	\$ 1,000	\$ 6,000	760	\$ 16.17	\$12,290	1,025	\$ 7,000	\$ 5,000	\$ 5,000

Grand Total \$ 35,290

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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		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	
<b>Hancock</b>		\$ 4,000	7	\$ 1,000 / Neighborhood	\$ 7,000				499	\$ 5,000
Residential	18,487					370	\$ 19 /Pcl	\$ 7,030		
Commercial	1,510					30	\$ 30 /Pcl	\$ 900		
Industrial	125					3	\$ 40 /Pcl	\$ 120		
<b>Activity Totals</b>	20,122	\$ 4,000	7	\$ 1,000	\$ 7,000	403	\$ 19.98	\$ 8,050	499	\$ 5,000

Grand Total \$ 29,050

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County	Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		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	
												Activity Totals
<b>Brooke</b>		\$ 6,000	2	\$1,000 / Neighborhood	\$2,000				383	\$ 6,000	Price per County	\$5,000
Residential	13,344					267	\$ 20 /Pcl	\$5,340				
Commercial	881					18	\$ 30 /Pcl	\$ 540				
Industrial	133					3	\$ 40 /Pcl	\$ 120				
<b>Activity Totals</b>	14,358	\$ 6,000	2	\$1,000	\$2,000	288	\$ 20.83	\$6,000	383	\$ 6,000		\$5,000

Grand Total \$ 25,000

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