

**Tyler Technologies, Inc.  
CLT Division**

State of West Virginia  
Response to  
Request for Quotation for  
Appraisal Services  
RFQ Number: TAX09001

August 22, 2008



# State of West Virginia

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# Cover Letter

August 22, 2008

Ms. Shelly Murray  
Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, West Virginia 25305-0130

**Request for Quotation (RFQ) #TAX09001**  
**Contract to Provide Property Appraisal Services**

Dear Ms. Murray:

We at Tyler Technologies, Inc., CLT Division (Tyler | CLT) are pleased to submit our response to the Request for Quotation for a Contract to Provide Property Appraisal Services. We have proposed an experienced and very talented team of individuals to work on this most important project. We believe we would make a worthy partner to the State of West Virginia as you embark upon the massive effort of real property data verification, review of current land values, review of existing neighborhood delineation, and analysis of the sales validation process in 19 counties. We can help; it is our business to do so.

Stability, a proven track record, and knowledge of the West Virginia mass appraisal process are what we offer in addition to our knowledgeable and efficient use of your CAMA system. Based upon our familiarity with your assessment standards we can commit to this effort without any hesitation.

We look forward to your review of our firm price proposal, which incorporates your addendum(s). The following individuals may be contacted by the State of West Virginia for purposes of clarifying any aspects of the proposal. If there are any questions or comments regarding our proposal, I will be happy to prepare a timely response.

**Primary Contact** – David J. Johnson, President, Appraisal Services, - (800) 800-2581 x1888 or (937) 853-1888 (direct line);

**Secondary Contacts** – Kevin D. Rake, Project Manager - (860) 305-3602 (cell), or Robert D. Drain, Production Manager - (740) 441-5708 (cell).

Sincerely,



David J. Johnson  
President, Appraisal Services

## Experience, Qualifications, Organization

## **EXPERIENCE, QUALIFICATIONS, ORGANIZATION**

### **Executive Overview**

Tyler Technologies, Inc., CLT Division is pleased to submit our Response dated August 22, 2008, to the West Virginia Department of Tax and Revenue in response to the State's Request for Quotation (RFQ) for Appraisal Services. We have provided both system and appraisal services to the State in the past, so we feel we have a special understanding of the needs and goals expressed in your RFQ.

CLT has completed some of the largest reappraisals ever done, yet still meets the needs of the smallest jurisdictions. This is because we listen. We listen and respond in a measured and well-thought-out way; working in conjunction with our clients as a team pursuing a shared goal. It goes beyond simply understanding the laws and practices of West Virginia property taxation. It's applying the code, rules, and regulations in a manner that best serves our client and the taxpayers of the State – to provide an efficient and effective set of appraisal standards and best practices that will ensure public support, confidence, and understanding.

### **Project Approach**

In executing a project of this nature and complexity, CLT will utilize a team approach to ensure that the State's goals and objectives are achieved. This approach involves putting together an exceptionally qualified team with knowledge of West Virginia real property mass appraisal standards and IAS 4.0 technical capabilities.

Kevin Rake, a resident of West Virginia, will assume overall responsibility for the Project, and as such, will serve as the Project Manager. Mr. Rake is experienced in all phases of mass appraisal project management. He has served as an area manager in New England; managing multiple projects simultaneously. Currently, he is managing Bedford and Fayette Counties in Pennsylvania located along the West Virginia border.

Mr. Rake will be supported by Robert Drain, a West Virginia resident, who will serve as the project's day-to-day, on-site Production Manager in the Counties. Bob is currently managing our Mason County, West Virginia project and has spent the last six years on-site in Mason County working side by side with Assessor Ron Hickman and his staff to improve assessment operations. Bob is a well respected and accomplished West Virginia mass appraiser and manager, and has developed strong working relationships with many members of the Mason County Assessor's staff and the State Department of Tax and Revenue. In this regard, no other competitor can make such a claim.

In addition, William Tatterson, a West Virginia Certified General Appraiser, will assume the role of quality control manager to ensure that assessment standards are met throughout the project.

Since public relations will be an important part of the project, Patti Hall, our Director of Communication and Public Affairs, will play an important role in the project as well. She presented a session in May 2006 to the WV Assessors' Association called, "Public Information Strategies." In addition, Patti has made presentations about public information strategies to several state assessor organizations, including Virginia, Pennsylvania, Massachusetts, and

Missouri. In the past five years, CLT led an extensive public information effort in Pennsylvania counties close to the WV border: Fayette and Bedford counties, both of which had not conducted reassessments in 40-50 years. Our library of public information materials includes brochures, fact sheets, flyers, media releases (including print, radio, and cable bulletins), web site content, and many targeted communication pieces.

The project team will be supported by VP of Operations, Benjamin S. Story, and CLT Appraisal Services President, David J. Johnson, as well as personnel from our corporate office in Dayton, Ohio.

Company experience shows that client involvement throughout a project helps ensure a successful outcome. The Company welcomes a dedicated project manager from the State. In this regard, the State and the Company will be acting as a team to successfully complete the job at hand.

### **Financial Stability**

Our history, methodical approach, and exceptional people have resulted in financial stability sadly lacking in many of our competitors. Like many companies, CLT has had its ups and downs, but we have never lost sight of the things that have made us successful: our clients, quality, and our personnel. CLT's parent company, Tyler Technologies, Inc. has reported total revenues and earnings for the year ended December 31, 2007 of \$220 million, with fully diluted earnings per share of \$0.42. The Company is profitable and has experienced above-market growth rates from its core business. Substantial growth opportunities from sales to new customers, additional sales to existing customers, and new product offerings provide the potential to accelerate growth.

We can talk about our exceptional personnel, our long history, defensible and explainable practices, our public information, and quality assurance, etc., but the bottom line is CLT isn't just a company that *can* meet the requirements in your RFQ; it *has* repeatedly met these requirements by providing the best appraisal service in the industry for more than 70 years. It's not just a slogan, it's the truth.

### **Company Qualifications and Longevity**

Founded in 1938, Tyler | CLT is North America's oldest, largest, and most experienced supplier of mass appraisal services and property tax administration software solutions. In our long history, we have completed a multitude of projects, including recent appraisal and system implementations in the State of West Virginia. One of Tyler | CLT's core competencies is the ability to conduct comprehensive appraisal projects that once complete, exceed industry standards for excellence.

### **Tyler Technologies, Inc.**

Tyler Technologies, Inc. was formed in 1966 and incorporated under the laws of the State of Delaware in 1989. Tyler has its headquarters in Dallas, TX and is listed on the New York Stock Exchange, traded under the symbol **TYL**. Tyler's story is simple: resources and talents dedicated to the single goal of becoming the leader in the local government market. Tyler has built its success upon proven products that work.

## **Tyler | CLT Division**

Tyler | CLT provides services exclusively to State, Provincial and local governments in the area of mass appraisal and property tax administration. For over 70 years, Tyler | CLT has completed more than 2,500 major projects in 46 states (including 23 state capitals) and has appraised some 50 million parcels of residential, agricultural, commercial, and industrial property.

### **History & Experience**

In 1938, John Cole and Harold Layer co-founded the company that has grown to be the largest and most reputable mass appraisal firm in the world. Adding a third partner, Melvin Trumble, Sr., in 1939, the Company became know as Cole-Layer-Trumble and the CLT legacy was born.

Since those early days, with the first contract signing in Guilford County, North Carolina, CLT has grown not only in size but in reputation around the world. CLT is currently involved in a project with the Valuation Office Agency (VOA) in England. The VOA is currently in the process of valuing over 22 million parcels of residential property, using expertise, valuation techniques, and technology supplied by CLT. A press release from the VOA best summarizes this and reads, in part, *“We are delighted to have CLT confirmed as a key technology partner,” says Diane Leggo, the VOA’s Director of Council Tax. “The company is arguably the most experienced supplier in this market in the world, and with the VOA’s depth, knowledge and understanding of the English property market, I believe we have all the core competencies in place, critical in a project of this size and scope...”*

Tyler | CLT understands the language of assessment and has translated that language into more operational property tax software solutions than any other company on the planet. Tyler | CLT pioneered the development of computer-assisted mass appraisal (CAMA) in the late 1950’s and has completed over 500 CAMA projects, installing software in more than 350 jurisdictions (including the State of West Virginia). With over 30 years of experience in the development of assessment software, Tyler | CLT has positioned itself as one of the leading suppliers of property tax software, not only in the United States, but in the world.



# Specifications for Appraisal Services

## SCOPE OF SERVICES & GENERAL CONDITIONS

The Contractor understands the goal of the project and as such will comply with the requirements as enumerated below. In addition, we have completed the pricing summary sheets in the manner prescribed.

1. Program Objective

The Contractor will comply with all requirements related to item 1.

2. Contractors

We understand the confidential nature of the appraisal data. Therefore, the Contractor will instruct field staff not to engage in conversations with property owners regarding values or taxes. In addition, a letter of introduction will be carried by all field personnel, which will include contact information for property owners who have questions regarding the process. We also understand that sales that have occurred in the twelve month period of time (July 1, 2006 – June 30, 2007) will be the basis for the statement of work in this section. The Contractor has conducted a number of appraisal assignments in the State using its proprietary IAS system. Therefore, we feel we are eminently qualified and accomplished in its use for the proposed project. We firmly believe no other competitor can make the same claim.

The Contractor will comply with all requirements related to item 2 a, b, c, d, e, and g. For clarification under item f, the review of unsold properties will be made from the public right of way and consist of a visual verification of the objective and subjective data including, but not limited to, grade and physical/functional/ economic obsolescence.

3. State Tax Department and County Responsibilities

The Contractor acknowledges the delivery requirements of the State and Counties. Since time is of the essence, the Contractor will expect the State and Counties to deliver all required documents within thirty (30) days from contract signing.

4. Reports

The Contractor will comply with all requirements related to item 4. The Contractor will produce a project work plan. The work plan will indicate the starting and completion dates for all the various phases of the project as well as personnel needs. Once approved and agreed upon, the work plan will become part of the Contract and will be used to track progress as recorded in monthly status reports.

5. Public Relations

The Contractor will comply with all requirements related to item 5.

A successful public relations effort is in reality a joint function of the State and the Contractor. The Contractor is aware of its highly visible role in the project. In order to achieve public awareness, understanding, and acceptance of the results of the project, the Contractor will provide the following items as part of a standard public relations package.

1. After consulting with State and project management, the Contractor's Director of Communications and Public Affairs will offer a public information plan for the State's review and implementation.
2. Periodic regular briefings, at least monthly, will be held with the State, including progress reports and discussion of problem areas and solutions.
3. Periodic news releases will be issued prior to and during the project. These releases are particularly important during the data verification/ collection phase of the project. Writing assistance for these releases will be provided by the Contractor. Newspaper articles will be presented for clearance to the State prior to release.

6. Identification

The Contractor will comply with all requirements related to item 6.

7. Scope of Work

The Contractor will comply with all requirements related to item 7.

8. Qualifications of Contractor and Subcontractors

The Contractor will comply with all requirements related to item 8.

9. Mandatory Pre-Bid Conference

The Contractor has already met this requirement.

10. Liquidated Damage

The Contractor understands the State's position regarding liquidated damages.

11. Payment Schedule

The Contractor agrees with a monthly progress payment. An invoice will be submitted monthly for a percent complete of project based upon the previous month's work as established in the work plan. Once this invoice is approved by the State, the Contractor expects to be paid within thirty (30) days.

12. Schedule and Subject Counties

Tyler | CLT will comply with all requirements related to item 12.

The Contractor has included a list of sample Terms and Conditions it requires to be part of any contract it executes. It has been included in our RFQ response for your consideration.

# Sample Terms and Conditions

**TYLER TECHNOLOGIES, INC. | CLT DIVISION**  
**TERMS & CONDITIONS**

**INSURANCE & INDEMNIFICATION:**

Except as provided below, the Company agrees to defend and save harmless the Client, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of this Agreement, for personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the Company, its agents, or employees and with respect to the degree to which the Client is free from negligence on the part of itself, its employees and agents.

The Client agrees to defend and indemnify and save harmless the Company, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery and judgments of every kind and description arising out of any valuation disputes, or challenges to the methodology employed under this Agreement brought or recovered against it, whether based in contract, negligence or otherwise.

Neither party shall be liable to the other for consequential, indirect or incidental damages, including, but not limited to, loss of tax revenue or claims related to valuation of property, whether based in contract, negligence, strict liability or otherwise.

In any event, the Company's liability for damages (except for damage to real or personal property or personal injury as provided above) under any theory of liability or form of action including negligence shall not exceed the total amount paid by the Client to the Company under this Agreement.

The Company shall carry Public Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$1,000,000 and \$500,000 for each occurrence.

The Company shall also maintain Automobile Liability Insurance providing limits of \$1,000,000 per occurrence, and the Company shall provide Workers' Compensation Insurance. The Workers' Compensation Insurance shall provide coverage under the Compensation Act of West Virginia and shall provide employer's liability insurance in the amount of \$100,000.

Upon the request by the Client, Certificates of Insurance shall be supplied to the Client by the Company detailing the above coverage. A carrier authorized to do business within the State of West Virginia will issue these certificates.

**GOVERNING LAW:**

This Agreement shall be interpreted under the substantive law of the State of West Virginia, as it existed and was interpreted on the date of this Agreement. In the event that the laws of the State of West Virginia change, so as to create additional work for the Company not provided for in this Agreement, the Client shall allow the Company a reasonable extension of the completion date and additional compensation to be negotiated.

**FORCE MAJEURE:**

Neither party shall be liable to the other for any loss, damage, failure, delay or breach in rendering any services or performing any obligations hereunder to the extent that such failure, delay or breach results from any cause or event beyond the control of the party being released hereby ("Force Majeure"), including but not limited to acts of God, acts or omissions of civil or military authorities.

If either party is prevented or delayed in the performance of its obligations hereunder by Force Majeure, that party shall immediately notify the other party in writing of the reason for the delay or failure to perform, describing in as much detail as possible the event of Force Majeure causing the delay or failure and discussing the likely duration of the Force Majeure and any known prospects for overcoming or

ameliorating it. Both parties agree to take any commercially reasonable measures to overcome or ameliorate the Force Majeure and its adverse effects on this Agreement, and to resume performance as completely as is reasonably possible once the Force Majeure is overcome or ameliorated.

**ARBITRATION:**

Except as set forth in this Article, any controversy or claim arising out of or relating to this Agreement shall be settled in binding arbitration before a single arbitrator in a location of the Client's choosing in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction over the parties and the subject matter hereof.

**TERMINATION:**

This Agreement may be terminated by either party by giving thirty (30) days written notice to the other, before the effective date of termination. In the event of termination or suspension, the Company shall be entitled to receive payment in full (at the amounts and rates set forth herein, or if not specifically set forth in this Agreement, at the Company's standard or published rates) for all services, software, licenses and/or bonding delivered by the Company up to the effective date of the termination or suspension, as the case may be, plus such other charges as may be agreed upon by the parties.

**NON-SOLICITATION:**

During the Period of Agreement and for a period of six months following the project completion date, the Client will not solicit for employment or hire any Company employee without the express written consent of the Company.

**ADDITIONAL COMPENSATION:**

Additional compensation that may be due the Company as the result of services requested by the Client that are beyond the scope of this Agreement will be invoiced in the month subsequent to the month in which the services were provided.

**COMPANY RIGHT TO STOP WORK FOR NON-PAYMENT:**

Payment of billings is due within thirty (30) days after the date of each billing. Failure of the Client to make payment when due shall entitle the Company, in addition to its other rights and remedies, to suspend, temporarily, further performance of this Agreement without liability.

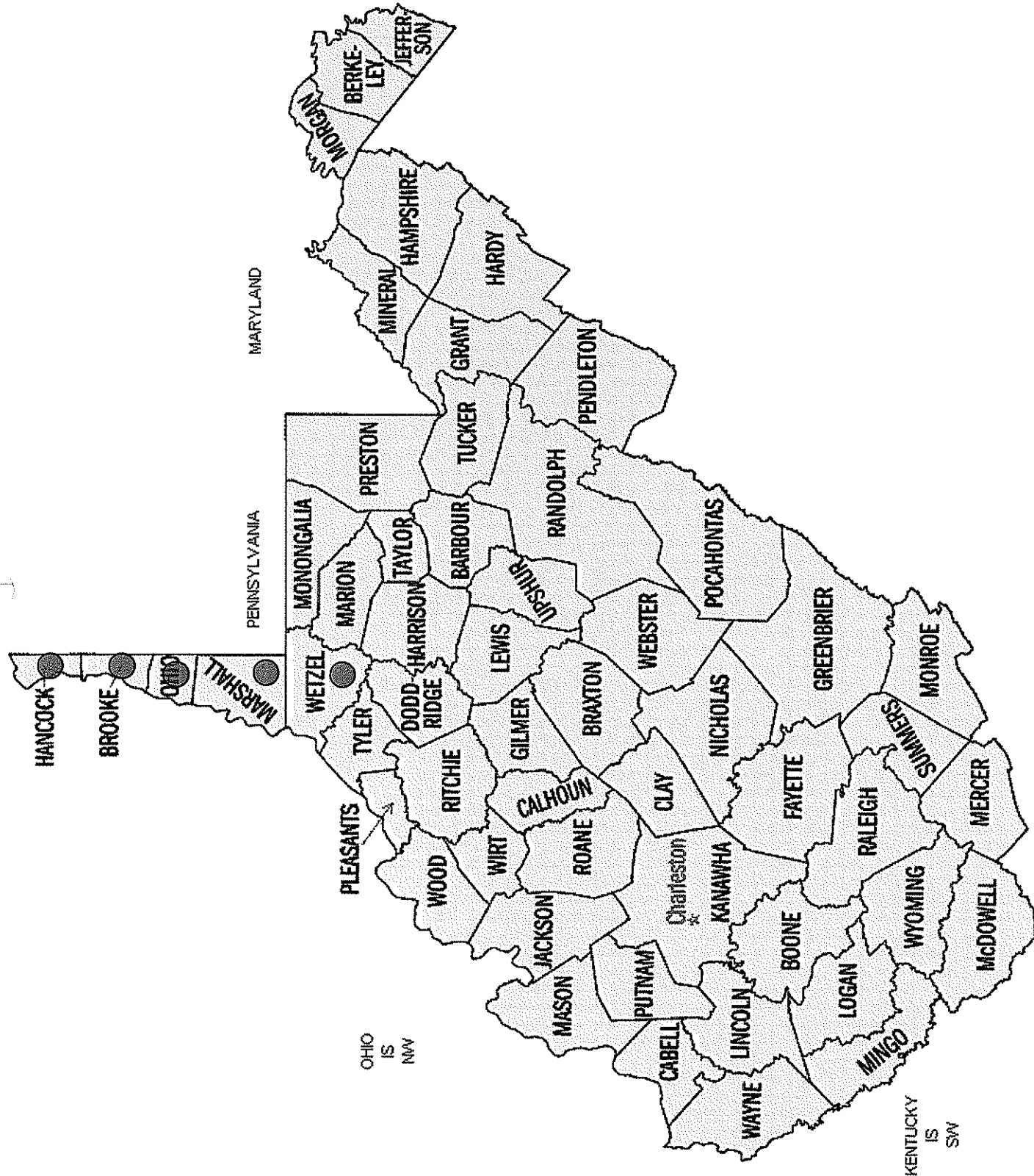
**ENTIRE AGREEMENT:**

This Agreement represents the entire agreement of Client and the Company with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied or statutory. The Client hereby acknowledges that in entering into this Agreement it did not rely on any information not explicitly set forth in this Agreement. This Agreement may not be altered or amended except in writing, executed, making specific references to this Agreement, by a duly authorized officer of the Company and by a duly authorized official of the Client.

# Contract Appraisal Pricing Summary



VIRGINIA TO THE EAST



VIRGINIA TO THE SOUTH

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	Price per County	
Brooke		\$14,931.50	2	\$ 150.00 / Neighborhood	\$ 300.00				383	\$ 7,660.00	\$ 7,500.00	
Residential	13,344					267	\$ 20. /Pcl	\$ 5,340.00				
Commercial	881					18	\$ 40. /Pcl	\$ 720.00				
Industrial	133					3	\$ 500. /Pcl	\$ 1,500.00				
<b>Activity Totals</b>	14,358	\$ 14,931.50	2	\$	\$ 300.00	288	\$	\$ 7,560.00	383	\$ 7,660.00	\$ 7,500.00	

Grand Total \$ 37,951.50

\* 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		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>Hancock</b>		\$ 21,002.00	7	\$ 150.00 / Neighborhood	\$ 1,050.00				499	\$ 9,980.00	\$ 7,500.00	
Residential	18,487					370	\$ 20. /Pcl	\$ 7,400.00				
Commercial	1,510					30	\$ 40. /Pcl	\$ 1,200.00				
Industrial	125					3	\$ 500. /Pcl	\$ 1,500.00				
<b>Activity Totals</b>	20,122	\$ 21,002.00	7	\$	\$ 1,050.00	403	\$	\$ 10,100.00	499	\$ 9,980.00	\$ 7,500.00	

Grand Total \$ 49,632.00

\* 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	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County	
Marshall		\$ 21,111.50	6	\$ 150.00 / Neighborhood				545	\$ 10,900.00	\$ 7,500.00
Residential	19,235				385	\$ 20. /Pcl	\$ 7,700.00			
Commercial	1,059				21	\$ 40. /Pcl	\$ 840.00			
Industrial	144				3	\$ 500. /Pcl	\$ 1,500.00			
<b>Activity Totals</b>	20,438	\$ 21,111.50	6	\$	409	\$	\$ 10,040.00	545	\$ 10,900.00	\$ 7,500.00

Grand Total \$ 50,451.50

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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		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>Ohio</b>		\$ 25,133.50	1	\$ 150.00 / Neighborhood	\$ 150.00				885	\$ 17,700.00	\$ 7,500.00	
Residential	21,379					428	\$ 20. /Pcl	\$ 8,560.00				
Commercial	2,379					48	\$ 40. /Pcl	\$ 1,920.00				
Industrial	93					2	\$ 500. /Pcl	\$ 1,000.00				
<b>Activity Totals</b>	23,851	\$ 25,133.50	1	\$	\$ 150.00	478	\$	\$ 11,480.00	885	\$ 17,700.00	\$ 7,500.00	

Grand Total \$ 61,963.50

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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	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County	Price per County	
<b>Wetzel</b>		\$ 14,519.00	4	\$ 150.00 / Neighborhood				232	\$ 4,640.00	\$ 7,500.00	
Residential	13,450				269	\$ 20. /Pcl	\$ 5,380.00				
Commercial	694				14	\$ 40. /Pcl	\$ 560.00				
Industrial	14				1	\$ 500. /Pcl	\$ 500.00				
<b>Activity Totals</b>	14,158	\$ 14,519.00	4	\$	284	\$	\$ 6,440.00	232	\$ 4,640.00	\$ 7,500.00	

Grand Total \$ 33,699.00

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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	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County	
<b>Barbour</b>		\$ _____	2	\$ _____ / Neighborhood				347	\$ _____	Price per County
Residential	12,235				245	\$ _____ /Pc1	\$ _____			
Commercial	417				8	\$ _____ /Pc1	\$ _____			
Industrial	40				1	\$ _____ /Pc1	\$ _____			
<b>Activity Totals</b>	12,692	\$ _____	2	\$ _____	254	\$ _____	\$ _____	347	\$ _____	\$ _____

Grand Total \$ \_\_\_\_\_ No Bid \_\_\_\_\_

\* 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		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>Berkeley</b>		\$ _____	28	\$ _____ / Neighborhood	\$ _____				3,257	\$ _____	\$ _____	
Residential	50,036					1,000	\$ _____ /Pcl	\$ _____				
Commercial	1,810					36	\$ _____ /Pcl	\$ _____				
Industrial	74					2	\$ _____ /Pcl	\$ _____				
<b>Activity Totals</b>	51,920	\$ _____	28	\$ _____	\$ _____	1,038	\$ _____	\$ _____	3,257	\$ _____	\$ _____	\$ _____

Grand Total \$ No Bid \_\_\_\_\_

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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	Price per County	
Grant		\$ _____	3	\$ _____/Neighborhood	\$ _____				312	\$ _____	\$ _____	
Residential	8,936					179	\$ _____/Pcl	\$ _____				
Commercial	450					9	\$ _____/Pcl	\$ _____				
Industrial	52					1	\$ _____/Pcl	\$ _____				
<b>Activity Totals</b>	9,438	\$ _____	3	\$ _____	\$ _____	189	\$ _____	\$ _____	312	\$ _____	\$ _____	

Grand Total \$ \_\_\_\_\_ No Bid \_\_\_\_\_

\* 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.

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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	
Hampshire		\$ _____	5	\$ _____ / Neighborhood	\$ _____				981	\$ _____	Price per County
Residential	19,271					385	\$ _____ /Pcl	\$ _____			
Commercial	399					8	\$ _____ /Pcl	\$ _____			
Industrial	17					1	\$ _____ /Pcl	\$ _____			
<b>Activity Totals</b>	<b>19,687</b>	<b>\$ _____</b>	<b>5</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>394</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>981</b>	<b>\$ _____</b>	<b>\$ _____</b>

Grand Total \$ No Bid

\* 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		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>Hardy</b>		\$ _____	4	\$ _____ / Neighborhood	\$ _____				430	\$ _____	\$ _____	
Residential	11,113					222	\$ _____ /Pcl	\$ _____				
Commercial	394					8	\$ _____ /Pcl	\$ _____				
Industrial	61					1	\$ _____ /Pcl	\$ _____				
<b>Activity Totals</b>	11,568	\$ _____	4	\$ _____	\$ _____	231	\$ _____	\$ _____	430	\$ _____	\$ _____	

Grand Total \$ No Bid \_\_\_\_\_

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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>Harrison</b>		\$ _____	12	\$ _____ / Neighborhood	\$ _____				1,766	\$ _____
Residential	46,421					928	\$ _____ /Pcl	\$ _____		
Commercial	3,504					70	\$ _____ /Pcl	\$ _____		
Industrial	71					1	\$ _____ /Pcl	\$ _____		
<b>Activity Totals</b>	49,996	\$ _____	12	\$ _____	\$ _____	999	\$ _____	\$ _____	1,766	\$ _____

Grand Total \$ \_\_\_\_\_ No Bid \_\_\_\_\_

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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	Price per County	
Jefferson		\$ _____	12	\$ _____ / Neighborhood	\$ _____				1,390	\$ _____	\$ _____	
Residential	28,009					560	\$ _____ /Pcl	\$ _____				
Commercial	993					20	\$ _____ /Pcl	\$ _____				
Industrial	35					1	\$ _____ /Pcl	\$ _____				
<b>Activity Totals</b>	29,037	\$ _____	12	\$ _____	\$ _____	581	\$ _____	\$ _____	1,390	\$ _____	\$ _____	

Grand Total \$ No Bid \_\_\_\_\_

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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	
Marion		\$ _____	6	\$ _____ / Neighborhood	\$ _____				1,025	\$ _____	\$ _____
Residential	35,119					702	\$ _____ /Pcl	\$ _____			
Commercial	2,820					56	\$ _____ /Pcl	\$ _____			
Industrial	117					2	\$ _____ /Pcl	\$ _____			
<b>Activity Totals</b>	38,056	\$ _____	6	\$ _____	\$ _____	760	\$ _____	\$ _____	1,025	\$ _____	\$ _____

Grand Total \$ \_\_\_\_\_ No Bid \_\_\_\_\_

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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	
Mineral		\$ _____	5	\$ _____ / Neighborhood	\$ _____				670	\$ _____	\$ _____
Residential	16,827					337	\$ _____ /Pcl	\$ _____			
Commercial	745					15	\$ _____ /Pcl	\$ _____			
Industrial	63					1	\$ _____ /Pcl	\$ _____			
<b>Activity Totals</b>	17,635	\$ _____	5	\$ _____	\$ _____	353	\$ _____	\$ _____	670	\$ _____	\$ _____

Grand Total \$ No Bid \_\_\_\_\_

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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	
Monongalia		\$ _____	5	\$ _____ / Neighborhood	\$ _____				3,707	\$ _____
Residential	43,681					874	\$ _____ /Pcl	\$ _____		
Commercial	3,074					61	\$ _____ /Pcl	\$ _____		
Industrial	86					2	\$ _____ /Pcl	\$ _____		
<b>Activity Totals</b>	46,841	\$ _____	5	\$ _____	\$ _____	937	\$ _____	\$ _____	3,707	\$ _____

Grand Total \$ \_\_\_\_\_ No Bid \_\_\_\_\_

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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	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County	
Morgan		\$ _____	12	\$ _____ / Neighborhood				611	\$ _____	Price per County
Residential	14,019				280	\$ _____ /Pcl	\$ _____			
Commercial	369				7	\$ _____ /Pcl	\$ _____			
Industrial	98				2	\$ _____ /Pcl	\$ _____			
<b>Activity Totals</b>	14,486	\$ _____	12	\$ _____	289	\$ _____	\$ _____	611	\$ _____	\$ _____

Grand Total \$ No Bid \_\_\_\_\_

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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	
Preston		\$ _____	4	\$ _____ / Neighborhood	\$ _____				1,283	\$ _____	Price per County
Residential	28,672					573	\$ _____ /Pcl	\$ _____			
Commercial	769					15	\$ _____ /Pcl	\$ _____			
Industrial	36					1	\$ _____ /Pcl	\$ _____			
<b>Activity Totals</b>	<b>29,477</b>	\$ _____	<b>4</b>	\$ _____	\$ _____	<b>589</b>	\$ _____	\$ _____	<b>1,283</b>	\$ _____	\$ _____

Grand Total \$ No Bid \_\_\_\_\_

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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>Taylor</b>		\$ _____	2	\$ _____ / Neighborhood	\$ _____				354	\$ _____
Residential	11,362					227	\$ _____ /Pcl	\$ _____		
Commercial	531					11	\$ _____ /Pcl	\$ _____		
Industrial	28					1	\$ _____ /Pcl	\$ _____		
<b>Activity Totals</b>	11,921	\$ _____	2	\$ _____	\$ _____	239	\$ _____	\$ _____	354	\$ _____

Grand Total \$ \_\_\_\_\_ No Bid \_\_\_\_\_

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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>Tucker</b>		\$ _____	2	\$ _____ / Neighborhood	\$ _____				559	\$ _____	\$ _____
Residential	8,922					178	\$ _____ /Pcl	\$ _____			
Commercial	411					8	\$ _____ /Pcl	\$ _____			
Industrial	22					1	\$ _____ /Pcl	\$ _____			
<b>Activity Totals</b>	9,355	\$ _____	2	\$ _____	\$ _____	187	\$ _____	\$ _____	559	\$ _____	\$ _____

Grand Total \$ No Bid \_\_\_\_\_

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## Contact Information



**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.

---

**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.

**SIGNED BID TO:**

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

# Purchasing Affidavit



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**West Virginia Code §5A-3-10a states:** 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

**DEFINITIONS:**

“Debt” means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers’ compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

“Debtor” means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. “Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. “Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers’ compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

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

Vendor’s Name: Tyler Technologies, Inc., CIT Division

Authorized Signature:  Date: August 19, 2008

# Certificate of Authorization



# Certificate

*I, Betty Ireland, Secretary of State of the  
State of West Virginia, hereby certify that*

**TYLER TECHNOLOGIES, INC.**

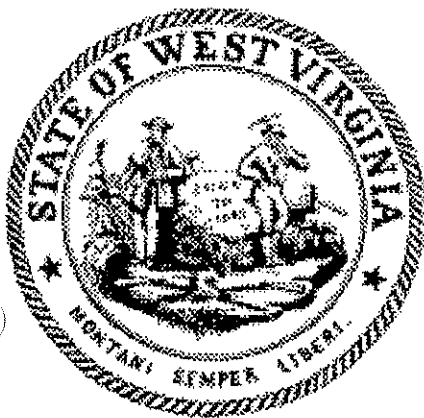
a corporation formed under the laws of Delaware

filed an application to be registered as a foreign corporation authorizing it to transact business in West Virginia. The application was found to conform to law and a "Certificate of Authority" was issued by the West Virginia Secretary of State on March 1, 2005.

I further certify that the corporation has not been revoked by the State of West Virginia nor has a Certificate of Withdrawal been issued to the corporation by the West Virginia Secretary of State.

Accordingly, I hereby issue this

## CERTIFICATE OF AUTHORIZATION



*Given under my hand and the  
Great Seal of the State of  
West Virginia on this day of  
February 7, 2008*

*Betty Ireland*

Secretary of State

## Signed Acknowledgement to Addendum(s)



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

VENDOR

\*223145849 800-800-2581  
 TYLER TECHNOLOGIES INC CLT  
 3199 KLEPINGER ROAD  
 DAYTON OH 45406

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
06/25/2008				

BID OPENING DATE: 07/24/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE						
FROM: 7/03/2008						
TO : 7/24/2008						
RESPONSES TO QUESTIONS/CONCERNS RAISED DURING THE						
MANDATORY PRE-BID CONFERENCE OF 6/11/2008 AND PRIOR						
TO THE QUESTION SUBMISSION DEADLINE OF 6/13/2008 WILL						
BE ADDRESSED IN A FUTURE ADDENDUM.						
ATTACHMENT: PRE-BID SIGN IN SHEET						
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:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
-----------	-----------	------

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
-------	------	-----------------------------------

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



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  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 SHELLY MURRAY  
 804-558-8801

\*223145849 800-800-2581  
 TYLER TECHNOLOGIES INC CLT  
 3199 KLEPINGER ROAD

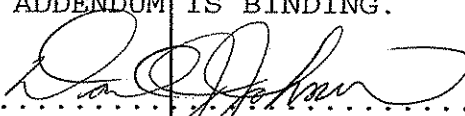
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DAYTON OH 45406

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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	FOB	FREIGHT TERMS
06/25/2008				
BID OPENING DATE: 07/24/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 1	6/25/08					
NO. 2	.....					
NO. 3	.....					
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 style="text-align: center;">             .....            SIGNATURE            Tyler Technologies, Inc., CLT Division            COMPANY            .. August 19, 2008 .....            DATE         </p> <p>REV. 11/96</p> <p>----- END OF ADDENDUM NO. 1 -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE (937) 853-1888	DATE August 19, 2008
TITLE President	FAX 75-2303920	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

# Request for Quotation

RFQ NUMBER  
 TAX09001

PAGE  
 1

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

\*223145849 800-800-2581  
 TYLER TECHNOLOGIES INC CLT  
 3199 KLEPINGER ROAD

DAYTON OH 45406

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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	FOB	FREIGHT TERMS
07/23/2008				
BID OPENING DATE: 08/22/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE						
FROM: 7/24/2008						
TO : 8/22/2008						
RESPONSES TO QUESTIONS/CONCERNS RAISED DURING THE						
MANDATORY PRE-BID CONFERENCE OF 6/11/2008 AND PRIOR						
TO THE QUESTION SUBMISSION DEADLINE OF 6/13/2008 WILL						
BE ADDRESSED IN A FUTURE ADDENDUM.						
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:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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  
 TAX09001

PAGE  
 2

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

\*223145849 800-800-2581

TYLER TECHNOLOGIES INC CLT  
 3199 KLEPINGER ROAD

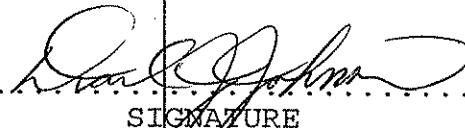
DAYTON OH 45406

VENDOR


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	FOB	FREIGHT TERMS
07/23/2008				
BID OPENING DATE: 08/22/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 1	.....					
NO. 2	7/23/08					
NO. 3	.....					
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 style="text-align: center;">             .....            SIGNATURE            Tyler Technologies, Inc., CLT Division            .....            COMPANY            August 19, 2008            .....            DATE         </p> <p>REV. 11/96</p> <p>----- END OF ADDENDUM NO. 2 -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE (937) 853-1888	DATE August 19, 2008
TITLE President	FEIN 75-2303920	ADDRESS CHANGES TO BE NOTED ABOVE

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

VENDOR

\*223145849 800-800-2581  
 TYLER TECHNOLOGIES INC CLT  
 3199 KLEPINGER ROAD  
 DAYTON OH 45406

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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	FOB	FREIGHT TERMS
07/24/2008				

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 3 -----						
<p>THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS/CONCERNS RAISED DURING THE MANDATORY PRE-BID CONFERENCE OF 6/11/2008 AND PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 6/13/2008.</p> <p>ATTACHMENT: QUESTIONS/RESPONSES            RE-ISSUED SPECIFICATIONS            ATTACHMENT A CONFIDENTIALITY STATEMENT            ATTACHMENT B LAND PRICING ANALYSIS            ATTACHMENT C WV ASSESSMENT RATIO STUDY TY07</p> <p>THERE WILL BE AN ADDITIONAL NON-MANDATORY PRE-BID CONFERENCE ON 8/7/2008 AT 10:00 AM AT TAX PAYER SERVICES LOCATED AT 1206 QUARRIER STREET, CHARLESTON, WV. THIS MEETING WILL BE OPEN ONLY TO THOSE PARTICIPANTS OF THE MANDATORY PRE-BID CONFERENCE OF 6/11/2008.</p> <p>ADDITIONAL INQUIRES:            ADDITIONAL WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 8/7/2008. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER, OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:</p> <p style="text-align: center;">SHELLY MURRAY            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25311</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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State of West Virginia  
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 Purchasing Division  
 2019 Washington Street East  
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SHELLY MURRAY 304-558-8801

VENDOR

\*223145849 800-800-2581  
 TYLER TECHNOLOGIES INC CLT  
 3199 KLEPINGER ROAD  
 DAYTON OH 45406

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	FOB	FREIGHT TERMS
07/24/2008				

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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 .7/24/08. NO. 4 ..... NO. 5 ..... I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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State of West Virginia  
 Department of Administration  
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# Request for Quotation

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**VENDOR**  
 \*223145849 800-800-2581  
 TYLER TECHNOLOGIES INC CLT  
 3199 KLEPINGER ROAD  
 DAYTON OH 45406

**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
07/24/2008				

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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            Tyler Technologies, CLT Division            .....            COMPANY            August 19, 2008            .....            DATE</p> <p>REV. 11/96</p> <p>----- END OF ADDENDUM NO. 3 -----</p> <p>***** THIS IS THE END OF RFQ TAX09001 ***** TOTAL: _____</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Paul Johnson</i>	(937) 853-1888	August 19, 2008
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
President	75-2303920	

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  
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 TYLER TECHNOLOGIES INC CLT  
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DAYTON OH 45406

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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	UQP	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 .....						

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NO. 4	.08/08/08					
NO. 5	.....					
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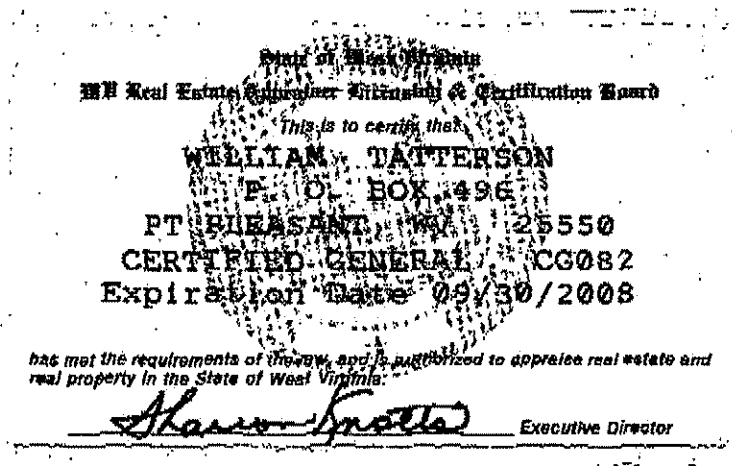
SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE 	TELEPHONE (937) 853-1888	DATE August 19, 2008
TITLE President	FEIN 75-2303920	ADDRESS CHANGES TO BE NOTED ABOVE

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

Tatterson Appraisal Service  
Certified General Certificate

# Tatterson Appraisal Service

211 6<sup>th</sup> Street  
PO Box 496  
Point Pleasant, WV 25550  
304-675-6682 phone/fax  
tattersonappraisal@suddenlinkmail.com



# Confidentiality Statement





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 Tyler Technologies, Inc., CLT Division  
DIVISION David J. Johnson, President  
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 *David J. Johnson* DATE August 19, 2008  
State of West Virginia  
County of Kanawha

Taken, subscribed, acknowledged, and sworn before me this 19 day of August, 2008.  
My commission expires \_\_\_\_\_

KAREN A. HAMLETT, Notary Public  
In and for the State of Ohio  
My Commission Expires Feb. 25, 2012

*Karen A. Jackson (Hamlett)*  
Notary Public

# Sample Mass Appraisal Report

# Mass Appraisal Report

## Nassau County, New York Real Property Reassessment Project

December 3, 2002

NASSAU COUNTY PROPERTY REASSESSMENT PROJECT



Cole • Layer • Trumble Company

140 Old Country Road, Suite 200  
Mineola, New York 11501  
(516) 873-9888



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## Purpose of This Report

This mass appraisal report is being provided to the County of Nassau by the Cole•Layer•Trumble Company (CLT) as a summary of the work performed during the Nassau County reassessment project. This report is intended to complement, but not replace, the thousands of pages of supporting materials that have been provided to the Nassau County Board of Assessors in the form of interim reports, quality audit reports and appendices, and procedural and training manuals throughout the project.

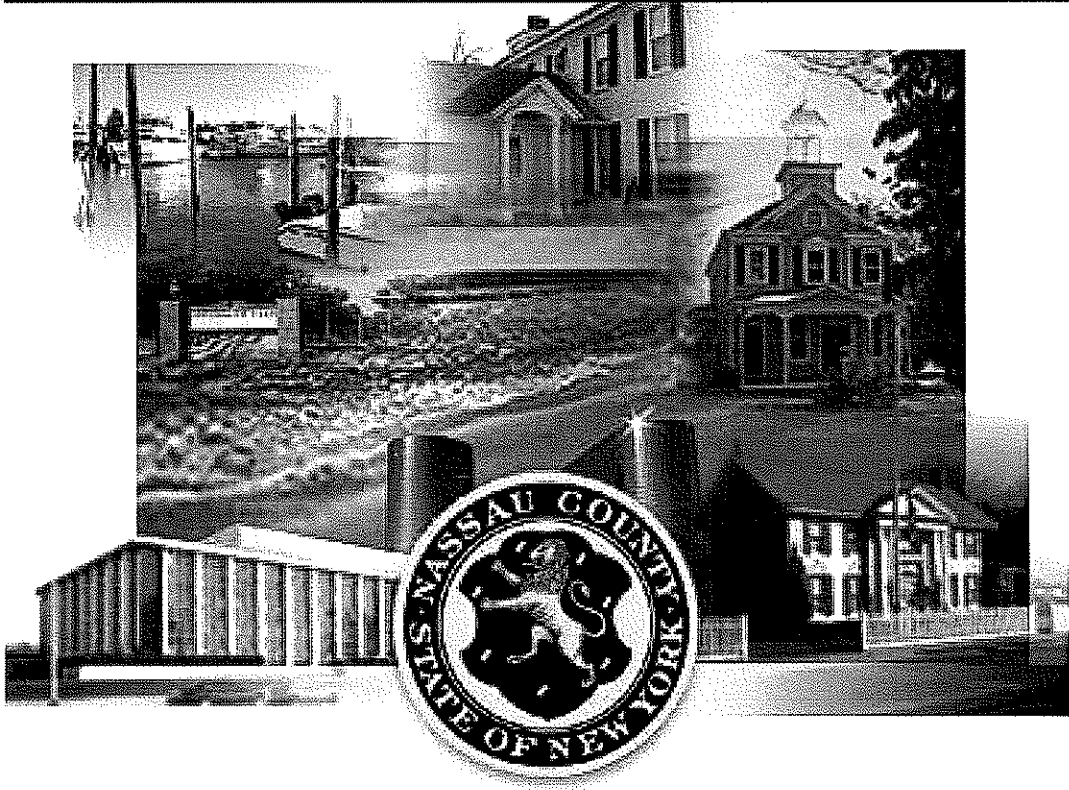
This summary report will serve to define and summarize the standards followed “in gathering, analyzing, and applying pertinent information to establish a property value” (*Valuation Standards*, Office of Real Property Services, [www.orps.state.ny.us/assessor/valuation/valstdsm.htm](http://www.orps.state.ny.us/assessor/valuation/valstdsm.htm), 11/6/2002). Where appropriate, references have been made to supporting material available through the Nassau County Board of Assessors.

**Editor’s Note:** When referring to the County of Nassau as a legal and governmental entity, “County” is capitalized within this report. References to “county” as a geographical area or generic description are lower case.

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NASSAU COUNTY PROPERTY REASSESSMENT PROJECT



Cole • Layer • Trumble Company

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Tyler Technologies, Inc.

CLT Division

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Dayton, Ohio 45406

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