

DATE: November 3, 2009
TO: Shelly Murray
WV Dept of Tax and Revenue
FROM: Oscar Hill
USPA/WV General Certified Appraiser
RE: RFQ # TAX10003

Enclosed please find the following documents for the above referenced RFQ for the Department of Tax and Revenue.

Request for Quotation TAX100003
Open End Contract
Addendum #1
Attachment A
Contract Appraisal Pricing Summary:
Cabell
Doddridge
Greenbrier
Jackson
Lewis
Mason
Nicholas
Pleasants
Putnam
Richie
Wood
Upshur

Respectfully submitted,



Oscar Hill

RECEIVED

2009 OCT -5 A 9:36

PURCHASING DIVISION
STATE OF WV



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

Request for Quotation

RFQ NUMBER
TAX10003

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

US Property & Appraisal Services Corp
 PO Box 16490
 Pittsburgh PA 15242-0790

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	LOP	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
<i>[Signature]</i>	412-220-8408	10-3-09
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
<i>[Signature]</i>	25-1637391	

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

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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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

US Property and Appraisal Services Corp
 PO Box 16490
 Pittsburgh PA 15242-0790

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
<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	<i>[Signature]</i>	TELEPHONE	412-220-8408	DATE	10-3-09
TITLE	WP	FERN	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 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
 3

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

S U B J E C T

RFQ COPY
 TYPE NAME/ADDRESS HERE

US PROPERTY an APPRAISAL SERVICES
 PO BOX 16490
 PITTSBURGH PA 15242-0490

S H I P T O

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	FOB	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
<p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="margin-left: 40px;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: SHELLY MURRAY</p> <p>RFQ. NO.: TAX10003</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 412-220-8408	DATE 10-3-09
TITLE SVP	FEIN 25-1637391	ADDRESS CHANGES TO BE NOTED ABOVE

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

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Request for Quotation

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4

ADDRESS CORRESPONDENCE TO ATTENTION OF
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304-558-8801

PROPERTY

RFQ COPY
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SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE: <i>[Signature]</i>	TELEPHONE: 412-220-8408	DATE: 10-3-09	
TITLE: <i>[Signature]</i>	FEIN: 25-163-7391	ADDRESS CHANGES TO BE NOTED ABOVE	

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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
1

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

VENDOR

*A20105030 412-220-8400
 US PROPERTY & APPRAISAL SERVIC
 1370 WASHINGTON PIKE 5TH FLOOR

 BRIDGEVILLE PA 15017

SHIP TO

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

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

BID OPENING DATE:

10/06/2009

BID OPENING TIME 01:30PM

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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Shelly Murray</i>	TELEPHONE 412-220-8408	DATE 10-3-09
TITLE <i>EMP</i>	FEIN 25-1637391	ADDRESS CHANGES TO BE NOTED ABOVE

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

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State of West Virginia
 Department of Administration
 Purchasing Division
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Request for
Quotation

RFQ NUMBER
 TAX10003

PAGE
 2

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 304-558-8801

VENDOR

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

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 412-220-8408	DATE 10-3-09
TITLE <i>[Signature]</i>	FEIN 25-163-7391	ADDRESS CHANGES TO BE NOTED ABOVE

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Request for
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RFQ NUMBER
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PAGE
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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:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 412-220-8408	DATE 10-3-09
TITLE <i>[Signature]</i>	FEIN 25-1637391	ADDRESS CHANGES TO BE NOTED ABOVE

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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 M. Ann Morrison

DIVISION US Property and Appraisal Services of WV

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

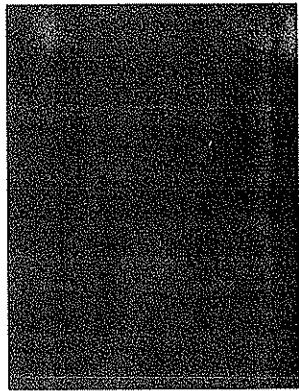
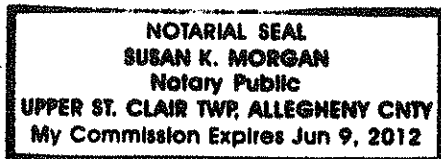
M. Ann Morrison

DATE OCT 3, 2009

Taken, subscribed, acknowledged, and sworn before me this 3rd day of October, 2009

My commission expires 6/9/12

Susan K Morgan
Notary Public



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	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		
Cabell		\$10,000	24	\$1,000./Neighborhood				2,055	\$20,550	Price per County	Price per County
Residential	40,665				814	\$ 22 /Pcl	\$7,908.				
Commercial	3,571				72	\$ 45 /Pcl	\$ 3,240.				
Industrial	138				3	\$100 /Pcl	\$ 300				
Activity Totals	44,374	\$10,000	24	\$ 1,000	889	\$ 24.13	\$21,448	2,055	\$20,550	\$ 3,500	\$ 7,500

Grand Total \$ 86,998.00

* 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

ACTIVITY												
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Braxton		\$ _____	1	\$ _____/Neighborhood	\$ _____				244	\$ _____	Price per County	Price per County
Residential	12,484					250	\$ _____/Pcl	\$ _____				
Commercial	497					10	\$ _____/Pcl	\$ _____				
Industrial	8					1	\$ _____/Pcl	\$ _____				
Activity Totals	12,989	\$ _____	1	\$ _____	\$ _____	261	\$ _____	\$ _____	244	\$ _____	\$ _____	\$ _____

Grand Total \$ _____

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Doddridge		\$ 2,500	2	\$ 1,500 /Neighborhood	\$ 3,000				121	\$ 5,000	\$ 3,500	\$ 7,500
Residential	5,729					115	\$ 25 /Pcl	\$ 2,875				
Commercial	178					4	\$ 50 /Pcl	\$ 200				
Industrial	2					1	\$ 100 /Pcl	\$ 100				
Activity Totals	5,909	\$ 2,500	2	\$ 1,500	\$ 3,300	120	\$ 26.46	\$ 3,175	121	\$ 5,000	\$ 3,500	\$ 7,500

Grand Total \$ 24,675

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Gilmer		\$ _____	1	\$ _____/Neighborhood	\$ _____				126	\$ _____	\$ _____	\$ _____
Residential	6,131					123	\$ _____/Pcl	\$ _____				
Commercial	207					4	\$ _____/Pcl	\$ _____				
Industrial	16					1	\$ _____/Pcl	\$ _____				
Activity Totals	6,354	\$ _____	1	\$ _____	\$ _____	128	\$ _____	\$ _____	126	\$ _____	\$ _____	\$ _____

Grand Total \$ _____

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Greenbrier		\$ 7,500	5	\$ 1,500 /Neighborhood	\$ 7,500				748	\$ 15,000	Price per County	Price per County	
Residential	25,354					507	\$ 25 /Pcl	\$ 14,250					
Commercial	1,691					34	\$ 50 /Pcl	\$ 1,700					
Industrial	43					1	\$ 100 /Pcl	\$ 100					
Activity Totals	27,088	\$ 7,500	5	\$ 1,500	\$ 7,500	542	\$ 29.61	\$ 16,050	748	\$ 15,000	\$ 3,500	\$ 7,500	

Grand Total \$ 57,050

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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					
Jackson		\$ 5,000	3	\$ 1,500 /Neighborhood	\$ 4,500					654	\$ 15,000	Price per County	Price per County	\$ 7,500	
Residential	16,102					322	\$ 25 /Pcl	\$ 8,050							
Commercial	1,026					21	\$ 50 /Pcl	\$ 1,050							
Industrial	32					1	\$ 100 /Pcl	\$ 100							
Activity Totals	17,160	\$ 5,000	3	\$ 1,500	\$ 4,500	344	\$ 26.74	\$ 9,200		654	\$ 15,000	\$ 3,500		\$ 7,500	

Grand Total \$ 44,700

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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			
Lewis		\$ 5,000	2	\$ 1,500 /Neighborhood	\$ 3,000					268	\$ 5,000	Price per County	Price per County
Residential	11,641					233	\$ 25 /Pcl	\$ 5,825					
Commercial	684					14	\$ 50 /Pcl	\$ 700					
Industrial	9					1	\$ 100 /Pcl	\$ 100					
Activity Totals	12,334	\$ 5,000	2	\$ 1,500	\$ 3,000	248	\$ 26.71	\$ 6,625		268	\$ 5,000	\$ 3,500	\$ 7,500

Grand Total \$ 30,625.

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CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY										Work Plan	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			
	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			
Mason		\$ 5,000	4	\$ 1,500 /Neighborhood	\$ 6,000				500	\$ 10,000	Price per County	Price per County	
Residential	16,178					324	\$ 25 /Pcl	\$ 8,100					
Commercial	871					18	\$ 50 /Pcl	\$ 900					
Industrial	39					1	\$ 100 /Pcl	\$ 100					
Activity Totals	17,088	\$ 5,000	4	\$ 1,500	\$ 6,000	343	\$ 26.53	\$ 9,100	500	\$ 10,000	\$ 3,500	\$ 7,500	

Grand Total \$ 41,100

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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	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		
Nicholas		\$ 6,000	3	\$ 1,500 /Neighborhood				430	\$ 7,500	Price per County	Price per County
Residential	20,948				419	\$ 25 /Pcl	\$10,475				
Commercial	956				19	\$ 50 /Pcl	\$ 950				
Industrial	68				2	\$100 /Pcl	\$ 200				
Activity Totals	21,972	\$ 6,000	3	\$ 1,500	440	\$ 26.42	\$ 11,625	430	\$ 7,500	\$ 3,500	\$ 7,500

Grand Total \$ 40,625.

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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
Monroe		\$ _____	3	\$ _____/Neighborhood	\$ _____				334	\$ _____	\$ _____	\$ _____
Residential	10,283					206	\$ _____/Pcl	\$ _____				
Commercial	269					6	\$ _____/Pcl	\$ _____				
Industrial	9					1	\$ _____/Pcl	\$ _____				
Activity Totals	10,561	\$ _____	3	\$ _____	\$ _____	213	\$ _____	\$ _____	334	\$ _____	\$ _____	\$ _____

Grand Total \$ _____

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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	
Pleasants		\$ 2,500	2	\$ 1,500 /Neighborhood	\$ 3,000				128	\$ 5,000	\$ 3,500	\$ 7,500	
Residential	5,598					112	\$ 25 /Pcl	\$ 2,800					
Commercial	275					6	\$ 50 /Pcl	\$ 300					
Industrial	43					1	\$ 100 /Pcl	\$ 100					
Activity Totals	5,916	\$ 2,500	2	\$ 1,500	\$ 3,000	119	\$ 26.89	\$ 3,200	128	\$ 5,000	\$ 3,500	\$ 7,500	

Grand Total \$ 24,700

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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
Pendleton		\$ _____	2	\$ _____ / Neighborhood	\$ _____				196	\$ _____	\$ _____	\$ _____
Residential	7,072					142	\$ _____ /Pcl	\$ _____				
Commercial	237					5	\$ _____ /Pcl	\$ _____				
Industrial	5					1	\$ _____ /Pcl	\$ _____				
Activity Totals	7,314	\$ _____	2	\$ _____	\$ _____	148	\$ _____	\$ _____	196	\$ _____	\$ _____	\$ _____

Grand Total \$ _____

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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	
Putnam		\$ 10,000	15	\$ 1,500 /Neighborhood	\$ 22,500				1,211	\$ 25,000	\$ 3,500	\$ 7,500	
Residential	30,908					618	\$ 25 /Pcl	\$ 15,450					
Commercial	1,550					31	\$ 50 /Pcl	\$ 1,550					
Industrial	43					1	\$ 100 /Pcl	\$ 100					
Activity Totals	32,501	\$ 10,000	15	\$ 1,500	\$ 22,500	650	\$ 26.31	\$ 17,100	1,211	\$ 25,000	\$ 3,500	\$ 7,500	

Grand Total \$ 85,600.

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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
Pocahontas		\$ _____	1	\$ _____/Neighborhood	\$ _____				371	\$ _____	\$ _____	\$ _____
Residential	12,139					243	\$ _____/Pcl	\$ _____				
Commercial	399					8	\$ _____/Pcl	\$ _____				
Industrial	7					1	\$ _____/Pcl	\$ _____				
Activity Totals	12,545	\$ _____	1	\$ _____	\$ _____	252	\$ _____	\$ _____	371	\$ _____	\$ _____	\$ _____

Grand Total \$ _____

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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			
Ritchie		\$ 3,000	1	\$ 1,500 /Neighborhood	\$ 1,500				204	\$ 5,000	Price per County	Price per County	
Residential	10,654					213	\$ 25 /Pcl	\$ 5,325					
Commercial	455					9	\$ 50 /Pcl	\$ 450					
Industrial	24					1	\$ 100 /Pcl	\$ 100					
Activity Totals	11,133	\$ 3,000	1	\$ 1,500	\$ 1,500	223	\$ 26.35	\$ 5,875	204	\$ 5,000		\$ 7,500	

Grand Total \$ 26,375

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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
Randolph		\$ _____	4	\$ _____/Neighborhood	\$ _____				538	\$ _____	\$ _____	\$ _____
Residential	20,003					400	\$ _____/Pcl	\$ _____				
Commercial	1,115					22	\$ _____/Pcl	\$ _____				
Industrial	72					2	\$ _____/Pcl	\$ _____				
Activity Totals	21,190	\$ _____	4	\$ _____	\$ _____	424	\$ _____	\$ _____	538	\$ _____	\$ _____	\$ _____

Grand Total \$ _____

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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	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		
Wood		\$15,000	8	\$1,500 /Neighborhood				1,462	\$15,000	Price per County	Price per County
Residential	49,540				991	\$ 25 /Pcl	\$ 21,802				
Commercial	5,316				106	\$ 50 /Pcl	\$ 5,300				
Industrial	292				6	\$100 /Pcl	\$ 600				
Activity Totals	55,148	\$15,000	8	\$1,500	1,103	\$ 25,12	\$ 27,702	1,462	\$15,000	\$ 3,500	\$7,500

Grand Total \$ 80,702

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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			
Wirt		\$ _____	1	\$ /Neighborhood	\$ _____				117	\$ _____	Price per County	\$ _____	
Residential	6,157					123	\$ /Pcl	\$ _____					
Commercial	118					3	\$ /Pcl	\$ _____					
Industrial	2					1	\$ /Pcl	\$ _____					
Activity Totals	6,277	\$ _____	1	\$ _____	\$ _____	127	\$ _____	\$ _____	117	\$ _____	\$ _____	\$ _____	

Grand Total \$ _____

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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	
Upshur		\$ 5,000	2	\$ 1,500 /Neighborhood	\$ 3,000				410	\$ 10,000	\$ 3,500	\$ 7,500	
Residential	15,981					320	\$ 25 /Pcl	\$ 8,000					
Commercial	854					17	\$ 50 /Pcl	\$ 850					
Industrial	39					1	\$ 100 /Pcl	\$ 100					
Activity Totals	16,874	5,000 \$	2	1,500 \$	3,000 \$	338	26.48 \$	8,950 \$	410	\$ 10,000	\$ 3,500	\$ 7,500	

Grand Total \$ 37,950

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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	Price per County	Price per County
Webster		\$ _____	1	\$ _____/Neighborhood	\$ _____				149	\$ _____	\$ _____	\$ _____
Residential	9,969					200	\$ _____/Pcl	\$ _____				
Commercial	363					7	\$ _____/Pcl	\$ _____				
Industrial	16					1	\$ _____/Pcl	\$ _____				
Activity Totals	10,348	\$ _____	1	\$ _____	\$ _____	208	\$ _____	\$ _____	149	\$ _____	\$ _____	\$ _____

Grand Total \$ _____

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