

*Real Estate Appraisers and Consultants*

October 5, 2009

Ms. Shelly Murray  
Department of tax and Revenue Operations Division  
Building 1, Room W417  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0845

Re: RFQ. NO.: TAX1003

Dear Ms. Murray:

We are pleased to provide bids for the Counties of Greenbrier, Monroe, Nicholas, Pendleton, Pocahontas, Randolph and Webster pursuant to the contract RFQ. NO.: TAX10003.

Blue Ridge Mass Appraisal Co. LLC has been in the mass appraisal business throughout Virginia since 1978. The Company is located in Staunton, Virginia. Since 2005, the Company has also performed mass appraisal assignments in four smaller localities in Delaware.

I am a Certified Licensed Appraiser in the Commonwealth of Virginia and State of Delaware. I am pursuing the same for the State of West Virginia. The Company is negotiating association with an appropriately licensed appraiser in West Virginia to assist with the work assigned upon successful awarding of counties to the Company.

Blue Ridge Mass Appraisal Co. is looking forward to working with the State of West Virginia and we are available to discuss the proposals with you at your earliest convenience.

RECEIVED

2009 OCT -5 PM 4: 05

WV PURCHASING  
DIVISION

Sincerely,

David R. Hickey

President

Blue Ridge Mass Appraisal Co. LLC

**CONTRACT APPRAISAL PRICING SUMMARY**

County	ACTIVITY										Final Report		
	Review of Land Valuation*		Review of Neighborhood Boundaries			Review of Data Collection And Comparison of Sold v. Unsold Properties				Assessment/Sales Ratio Study		Work Plan	
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County			
Greenbrier		\$17,500	5	\$2,500 /Neighborhood	\$12,500				748	\$16,000	Price per County	Price per County	
Residential	25,354					507	\$75 /Pcl	\$38,025					
Commercial	1,691					34	\$200 /Pcl	\$6,800					
Industrial	43					1	\$500 /Pcl	\$500					
<b>Activity Totals</b>	<b>27,088</b>	<b>\$17,500</b>	<b>5</b>	<b>\$2,500</b>	<b>\$12,500</b>	<b>542</b>	<b>\$83.63</b>	<b>\$45,325</b>	<b>748</b>	<b>\$16,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	

Grand Total    \$ 101,325

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Monroe	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
		\$ 7,000	3	\$ 2,500 /Neighborhood	\$ 7,500				334	\$ 7,500	\$ 5,000	\$ 5,000
Residential	10,283					206	\$ 75 /Pcl	\$ 15,450				
Commercial	269					6	\$ 200 /Pcl	\$ 1,200				
Industrial	9					1	\$ 500 /Pcl	\$ 500				
<b>Activity Totals</b>	10,561	\$ 7,000	3	\$ 2,500	\$ 7,500	213	\$ 80.52	\$ 17,150	334	\$ 7,500	\$ 5,000	\$ 5,000

Grand Total    \$ 49,150

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	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		\$ 15,500	3	\$ 2,500 /Neighborhood				430	\$ 9,500	Price per County	Price per County
Residential	20,948				419	\$ 75 /Pcl	\$ 31,425				
Commercial	956				19	\$ 200 /Pcl	\$ 3,800				
Industrial	68				2	\$ 500 /Pcl	\$ 1,000				
<b>Activity Totals</b>	21,972	\$ 15,500	3	\$ 2,500	440	\$ 82.33	\$ 36,225	430	\$ 9,500	\$ 5,000	\$ 5,000

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Pendleton		\$ 5,000	2	\$ 2,500 / Neighborhood	\$ 5,000				196	\$ 4,500	\$ 5,000	\$ 5,000
Residential	7,072					142	\$ 75 /Pcl	\$ 10,650				
Commercial	237					5	\$ 200 /Pcl	\$ 1,000				
Industrial	5					1	\$ 500 /Pcl	\$ 500				
<b>Activity Totals</b>	7,314	\$ 5,000	2	\$ 2,500	\$ 5,000	148	\$ 82.09	\$ 12,150	196	\$ 4,500	\$ 5,000	\$ 5,000

Grand Total     \$ 36,650

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Pocahontas		\$8,000	1	\$2,500 /Neighborhood	\$2,500				371	\$8,000	Price per County
Residential	12,139					243	\$ 75 /Pcl	\$18,225			
Commercial	399					8	\$ 200 /Pcl	\$ 1,600			
Industrial	7					1	\$ 500 /Pcl	\$ 500			
<b>Activity Totals</b>	12,545	\$ 8,000	1	\$ 2,500	\$ 2,500	252	\$ 80.65	\$ 20,325	371	\$ 8,000	\$ 5,000

Grand Total    \$ 48,825

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Randolph		\$ 15,500	4	\$ 2,500 /Neighborhood	\$ 10,000				538	\$ 11,500	\$ 5,000	Price per County
Residential	20,003					400	\$ 75 /Pcl	\$ 30,000				
Commercial	1,115					22	\$ 200 /Pcl	\$ 4,400				
Industrial	72					2	\$ 500 /Pcl	\$ 1,000				
<b>Activity Totals</b>	21,190	\$ 15,500	4	\$ 2,500	\$ 10,000	424	\$ 83.49	\$ 35,400	538	\$ 11,500	\$ 5,000	\$ 5,000

Grand Total    \$ 82,400

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Webster		\$ 7,000	1	\$ 2,500 /Neighborhood	\$ 2,500				149	\$ 3,500	Price per County	Price per County	
Residential	9,969					200	\$ 75 /Pcl	\$ 15,000					
Commercial	363					7	\$ 200 /Pcl	\$ 1,400					
Industrial	16					1	\$ 500 /Pcl	\$ 500					
<b>Activity Totals</b>	10,348	\$ 7,000	1	\$ 2,500	\$ 2,500	208	\$ 81.25	\$ 16,900	149	\$ 3,500	\$ 5,000	\$ 5,000	

Grand Total    \$ 39,900

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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 David R. Hickey  
DIVISION Blue Ridge Mass Appraisal Co, LLC  
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 R. Hickey DATE October 5, 2009  
State of West Virginia  
County of Kanawha

Taken, subscribed, acknowledged, and sworn before me this 5<sup>th</sup> day of October, 2009.  
My commission expires 31 December 2011.

Joel R. Corbin  
Notary Public

# State of West Virginia VENDOR PREFERENCE CERTIFICATE

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

**1. Application is made for 2.5% resident vendor preference for the reason checked:**

N/A Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

N/A Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

N/A Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

**2. Application is made for 2.5% resident vendor preference for the reason checked:**

N/A Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

**3. Application is made for 2.5% resident vendor preference for the reason checked:**

N/A Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

**4. Application is made for 5% resident vendor preference for the reason checked:**

N/A Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

**5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

N/A Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

**6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

N/A Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

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

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

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

**Bidder:** Blue Ridge Mass Appraisal Co. LLC

**Signed:** 

**Date:** October 5, 2009

**Title:** President

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



*Real Estate Appraisers and Consultants*

October 5, 2009

Ms. Shelly Murray  
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Building 1, Room W417  
1900 Kanawha Boulevard, East  
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President

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ATTACHMENT A



## STATE OF WEST VIRGINIA

Department of Revenue  
State Tax DepartmentJoe Manchin  
GovernorChristopher G. Morris  
State Tax CommissionerEMPLOYEE ACKNOWLEDGEMENT  
CONFIDENTIAL TAX INFORMATION

NAME David R. Hickey

DIVISION Blue Ridge Mass Appraisal Co, LLC

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

DATE October 5, 2009

Taken, subscribed, acknowledged, and sworn before me this 5<sup>th</sup> day of

October, 2009.

My commission expires 31 December 2011.

Notary Public

# State of West Virginia VENDOR PREFERENCE CERTIFICATE

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

**1. Application is made for 2.5% resident vendor preference for the reason checked:**

N/A Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

N/A Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

N/A Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

**2. Application is made for 2.5% resident vendor preference for the reason checked:**

N/A Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

**3. Application is made for 2.5% resident vendor preference for the reason checked:**

N/A Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

**4. Application is made for 5% resident vendor preference for the reason checked:**

N/A Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

**5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

N/A Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

**6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

N/A Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

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

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

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

Bidder: Blue Ridge Mass Appraisal Co. LLC

Signed: 

Date: October 5, 2009

Title: President

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

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

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

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

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

**ANTITRUST:**

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

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

**LICENSING:**

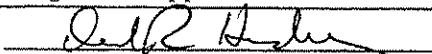
Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission,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

**CONFIDENTIALITY:**

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

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

Vendor's Name: Blue Ridge Mass Appraisal Co. LLC

Authorized Signature:  Date: October 5, 2009

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