



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

# Solicitation

NUMBER

TAX13002

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF

CONNIE OSWALD  
304-558-2157

RFQ COPY

TYPE NAME/ADDRESS HERE

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STATE TAX DIVISION  
PROPERTY TAX DIVISION  
GREENBROOKE BUILDING  
1124 SMITH STREET  
CHARLESTON, WV  
25301 304-558-3940

DATE PRINTED

11/21/2012

BID OPENING DATE:

12/11/2012

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1.	TO PROVIDE ANSWERS TO QUESTIONS RECEIVED.					
2.	TO PROVIDE A REVISED COST SHEET.					
3.	TO MODIFY LANGUAGE WITHIN THE SPECIFICATIONS OF "DESIRED ITEMS" TO "CONTRACT ITEMS" AND ON THE COST SHEET.					
4.	TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR BID MAY RESULT IN DISQUALIFICATION OF YOUR BID.					
END OF ADDENDUM NO. 01						

SIGNATURE

TELEPHONE

DATE

TITLE

FEIN

ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: TAX13002

Addendum Number: 01

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- ☐ | Modify bid opening date and time
- ☒ | Modify specifications of product or service being sought
- ☒ | Attachment of vendor questions and responses
- ☐ | Attachment of pre-bid sign-in sheet
- ☐ | Correction of error
- ☐ | Other

**Description of Modification to Solicitation:**

1. To provide answers to questions received.
2. To provide a revised cost sheet.
3. To modify language within the specifications of "desired items" to "contract items" and on the cost sheet.
4. To provide addendum acknowledgment.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

## ATTACHMENT A

1. Could you send me a copy of the forms in word instead as a PDF so that I may electronically fill them out?

Yes. Please contact the buyer at [Connie.S.Oswald@wv.gov](mailto:Connie.S.Oswald@wv.gov)

2. I just want to confirm that the solicitation number is TAX13002.

Yes.

3. Is the fax number listed on the face of the envelope of the bid the vendor fax number?

Refer to Instruction to Bidders, Item 4 for the correct Fax Number.

4. Under Number 41 Licensing; does this work require licensing under this provision?

This is mandatory for all vendors.

5. Under Number 44 Purchasing Card Acceptance: How does this card work?

Refer to the Terms & Conditions, Item 44. You may access the following website for additional information

<http://www.wvsao.gov/purchasingcard/Default.aspx>

6. Under Number 6 Delivery and Return of the Specifications: 30 days is a very short time frame to complete this project. I would suggest 60 day with vendors working for a shorter timeframe. Scheduling appointments and presentations can sometimes be time consuming depending on people's calendars and this project will require two trips. Also the timing should begin upon the delivery of items listed in 3.1.1 (1) and (2) by the WV State Tax Division as we cannot begin the bulk of the work until we get that information.

To clarify this question, we will revise the wording in 6.1 as noted below:

**6.1 Shipment and Delivery:** Vendor shall deliver "Desired Items 1" within 45 days after receiving the necessary information from the Tax Division described in 3.11 (1) and (2). Vendor will have an additional 45 days to complete each "Desired Item 2 & Desired Item 3". Total amount of time for all three (3) desired items once Vendor has received paperwork from Tax Division is **135 days**. "Desired Items" must be delivered to Agency at Property Tax Division, 1124 Smith Street, Charleston, WV 25301.

## COST SHEET FOR RFQ - TAX13002

Unit Price

MANDATORY CONTRACT ITEM 1 Review, analyze, and evaluate WV Public Utility Valuation process		\$
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MANDATORY CONTRACT ITEM 2 Completion of on-site visit		\$
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MANDATORY CONTRACT ITEM 3 Completion of first draft		\$
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MANDATORY CONTRACT ITEM 4 Completion of on-site visit & final report		\$
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Grand Total:		\$
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Vendor's Name	
Vendor's Address	
Authorized signature for Vendor	
Authorized printed name for Vendor	
Vendor's Phone/Fax #	
Vendor's Email address:	

Award will be made to the lowest grand total meeting specifications.
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Revised: Addn #01 11/21/2012

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: TAX13002**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |                                         |                                          |
|-----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
 Revised 6/8/2012