



REQUEST FOR PROPOSAL No. 201304-221

TANEY COUNTY MISSOURI
Purchasing Department
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

Attn: **Ron Erickson, Director of Purchasing**
Phone: 417-546-7281 / FAX: 417-546-3931
rone@co.taney.mo.us

Commodity Title: **PROFESSIONAL APPRASIAL SERVICES**

Proposal Submission Address and Deadline

Day / Date: **Friday April 26, 2013**
Time: **2:00 P.M. C.D.T. (No late Proposals will be accepted)**
Location / Mail Address: Taney County Purchasing Department
132 David St. / P. O. Box 1630
Forsyth, MO 65653
Directions: The Purchasing office is located on the second floor of the old courthouse building in downtown Forsyth, between the Commission Offices and the Recorder of Deeds Offices.

Proposal Opening

Day / Date: **Monday April 29, 2013**
Time: **9:30 A.M. C.D.T.**
Location / Address: Taney County Commission Hearing Room
132 David Street
Forsyth, MO 65653

**PLEASE MARK YOUR ENVELOPE "SEALED PROPOSAL #201304-221"
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:**

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no Proposal." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of Proposal as well as all pages initialed. * An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: www.taneycounty.org. Please do not call for results.

_____ Company Name		_____ Authorized Person (Print)	
_____ Address		_____ Signature	
_____ City/County/State/Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ Tax ID #
_____ E-mail		_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

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MISCELLANEOUS PROPOSAL PROCESS INFORMATION

The Purchasing Department is responsible for the Proposal opening at the time and place noted in the request. If a Vendor is interested in a copy of the Proposal tabulation they must include a direct email address, not website, in order to receive results. Obviously sealed Proposals cannot be emailed so they must either be delivered by hand, courier, or USPS. (Please note USPS concerns on page #3, item #2.)

A formal invitation for Proposal is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Proposal Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Proposal are handled by the Taney County Purchasing Department Technical specifications are the responsibility of the specific requesting department.

Proposal Response Tips:

1. Read ALL Proposal documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Proposal prior to the Proposal opening. (Email ONLY to: rone@co.taney.mo.us.)
3. Use ink to fill in all blanks. (If I can't read your handwriting your Proposal **will** be rejected.)
4. Remember to supply the required number of copies, marking copies vs. original.
5. Turn your Proposal in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late Proposals. In the event of only one response the County may reject the entire Proposal and re-let it.
6. Attend pre-Proposal conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must*, *shall*, *should* or *may*. **READ EVERYTHING.**
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, current **prevailing wage** considerations within your Proposal.
10. Remember to sign the Proposal sheet as this is mandatory.

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Proposal. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Proposal, may NOT include everything to cover every possible situation. Should that occur please let me know.

Thank you for your interest in Taney County Missouri.

Sincerely,




A handwritten signature in blue ink that reads "Ron Erickson".

RON ERICKSON
Director of Purchasing
Taney County Missouri
rone@co.taney.mo.us
www.taneycounty.org
417-294-7863 (Cell)

Instructions and General Conditions

1. **Delivery of:** Sealed Proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Proposal closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following Request for Proposal.
2. **Closing:** Sealed Proposals must be delivered before 2:00 P.M. central time on Friday April 26, 2013 to the Taney County Purchasing Department as listed on page one. Bidders should take into account all possible risks of their Proposal not arriving in time when electing to mail in Proposals too close to the above closing date. Often the Post Office leaves a "pick up slip" in our PO Box which may / may not allow us time to retrieve said item. It is the Bidders responsibility, not the county, nor the Post Office – to ensure their sealed Proposals are **delivered** in time – to the Purchasing Department. (Be extra careful when your Proposal response involves a large package or box.)
3. The County will not accept any Proposals received after the above listed closing date/time and will consider such late Proposals as **NON-RESPONSIVE**. They will either be; filed, returned, or discarded.
4. Proposals will be opened publicly at 9:30 AM on Monday April 29, 2013 and read aloud. All Proposal responses will be considered public information as soon as they are opened and become a part of public record to be released to any person or firm that requests it.
5. Proposals may be withdrawn on written request from the Bidder at the address shown in this RFB prior to the time of acceptance of the Proposal.
6. Proposals **must** be submitted in a sealed envelope identified with the Proposal number and dates of closing & opening. List the Proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed". Also include a return name & address. **No fax or electronic transmitted Proposals will be accepted.**
7. If you do not want to submit a Proposal, please return the *No Proposal Response Form* on page # 6 of this package, and note your reason.
8. This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting Proposals called for in this Request for Proposal.
9. The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews or presentations (i.e. travel accommodations, etc.)
10. All Proposals submitted shall be binding, and remain firm for ninety (30) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Bidders should NOT respond unless certain on this point.
11. The Taney County Commission reserves the right to reject any or all Proposals, when such rejection is in the best interest of the County.
12. Proposals may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.
13. County standard payment terms are Net 30 after receipt of invoice.
14. This agreement shall take effect upon the approval by the Taney County Commission.
15. Any alterations, changes, lining out, or margin notes to any of these instructions will result in being determined as non-responsive to this Proposal and thus be disqualified.

Guidelines for Written Questions:

1. All questions regarding this Request for Proposal shall be submitted in writing, **prior to the Proposal opening** and no later than **9:30 AM Thursday April 22, 2013**. All questions must be emailed to; **Ron Erickson, Director of Purchasing**. (rone@co.taney.mo.us)
2. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County posting the addendum on the Taney County Web site at: www.taneycounty.org prior to Proposal opening date.
3. Once at our website click on: . Any/all addenda will be attached at the end of the posted Proposal. An indication, in red, will alert visitors as to the presence of any addenda.
4. In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.
5. **Timeline:** The County anticipates a contract award following the evaluation of all Proposal responses within **45 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.
6. **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, all Proposal responses will be considered public information after award and become a part of public record once a contract is issued. At that point releasable to any person or firm that requests it. Requests for copies, of Proposal responses, must be made through the Taney County Clerk's Office (417-546-7202) requiring a Public Service Request Form (PSR). By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies. (*Section 610.026, RSMo.*)

SCOPE OF WORK

Taney County is working with the Missouri State Emergency Management Agency to implement a program designed to help the owners of properties that have a history of flooding by acquiring and demolishing the properties to eliminate the risk of future flood damages. In accordance with the buyout policy, Taney County intends to procure a State board certified and licensed appraisal company to complete the appraisals of these properties. Taney County estimates the scope of properties to be appraised at nine (9) residential properties, all located in Hollister, Missouri – following addresses:

1. 166 Foggy River Road
2. 196 Foggy River Road
3. 302 Foggy River Road
4. 318 Foggy River Road
5. 334 Foggy River Road
6. 429 Foggy River Road
7. 515 Foggy River Road
8. 125 Misty Mountain Road
9. 229 Afton Lane

STIPULATIONS

The following stipulations must be used in the appraisals:

1. Taney County is procuring these services with the permission of the owners. The appraisals are to be provided to Taney County in sets of two originals for each property. Any requests for copies of these appraisals must be forwarded to Taney County for decision.
2. A State board certified and licensed appraiser must make all appraisals (internal & external – no windshield appraisals).
3. All appraisals must be on Freddie Mac or similar appraisal forms. Narrative only appraisals are not acceptable.
4. Appraisals for all properties must be made by parcel of land, even if there are multiple lots on a parcel and identified by parcel identification.
5. Manufactured homes must be appraised “where they are” on the lots from which they are to be sold.
6. All properties must be evaluated in a “**pre-flood**” condition as of **April 1, 2011**, prior to the date of the flooding event.
7. The appraiser must use a sales comparison approach for all appraisals. This approach must be used even if a subject property produces income for the owner.
8. The appraiser must be able to substantiate the values used for the sales of all comparables with documentation of sales if requested by Taney County.
9. Comparables in the general area of Taney County are acceptable; as long as adjustments are made up or down to reflect the differences in property values when the comparables are not located in the immediate vicinity of Taney County.
10. Site value adjustments absolutely must be made for any comparables that are not located in a floodplain when the subject property is located in a floodplain. All these properties to be appraised are located in the floodplain. Other adjustments for lot size, improvements, basements, etc. will be made as usual.
11. The estimated site value must be shown clearly somewhere on the appraisal in addition to the indicated value by sales comparison approach/ (FMV). Any kitchen equipment (i.e., refrigerator) that is typically moved by the occupant upon departure should not be included in the final value of the property.
12. All appraisals must show clearly the estimated market value.

EVALUATION CRITERIA

The criteria used in evaluating the proposals will include, but are not limited to, the following (In no particular order of importance):

1. The location, extent and capabilities of the firm(s) represented by the proposer in terms of offices and employees in Missouri;
2. Relevant experience providing similar services to municipalities, companies, or other clients;
3. The proposer's ability and willingness to provide the services desired by the County and demonstrated understanding of the requirements of the County in order to present work product of excellent quality in the desired timeframe;
4. The County's prior experiences, if any, with the proposer and any other factors the County believes would be in its best interest to consider;
5. The rationale for selection provided by the proposer;
6. The proposed payment schedule; and cost.
7. The inclusion of minority and women participation by the proposer's firm(s), including the employees and/or any participation with a minority or woman-owned firm.

PROPOSAL COST TABLE

Do not include Federal Excise Tax or Sales and Use Taxes in Proposal process, as law exempts the County from them.

PROPERTY #	APRIL 1, 2011 VALUE APPRAISAL FEE	COMMENTS / ADDITIONAL FEES	TOTAL APPRAISAL FEE PROPOSAL FOR THIS PROPERTY
166 Foggy River Road			
196 Foggy River Road			
302 Foggy River Road			
318 Foggy River Road			
334 Foggy River Road			
429 Foggy River Road			
515 Foggy River Road			
125 Misty Mountain Road			
229 Afton Lane			
TOTAL PROPOSAL ALL =			

Any / all questions concerning this project must be directed to:

Bob Atchley
 Taney County Planning Administrator / Taney County Floodplain Administrator
 P.O. Box 383
 207 David Street
 Forsyth, MO 65653
 Phone: (417) 546-7225
 Fax: (417) 546-6861

NO PROPOSAL RESPONSE FORM

NOTE: Complete and return this form only if you do not want to submit a Proposal. If you do not wish to respond to this RFB, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

RFP# 201304-221 Professional Appraisal Services

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Bidding:	

See following pages for Terms & Conditions and other helpful information which apply appropriately as needed specifically to items or services required within this Proposal.



STANDARD TERMS AND CONDITIONS

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Proposal and/or Proposal.
2. The Taney County Commission has the right to accept or reject any part or parts of all Proposals, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this Proposal on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the Proposal forms provided for the purpose of submitting Proposals, must return the Proposal and Proposal sheets comprised in this Proposal, give the unit price, extended totals, and **sign the Proposal**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in Proposal process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the Proposal.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** Bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No Proposal transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular Proposal should be directed to the Purchasing Department prior to Proposal opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.