

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL APPRAISAL SERVICES

FOR THE

COUNTY OF BUTLER

DECEMBER 23, 2015

Proposal Due Date: 4:00 p.m. on January 11, 2016

BUTLER COUNTY

REQUEST FOR PROFESSIONAL APPRAISAL SERVICES

The Butler County Board of Commissioners (the "County") is requesting proposals from qualified vendors to provide professional appraisal services for the County of Butler.

1. INSTRUCTIONS TO APPRAISER:

A. To furnish professional appraisal services for the following properties:

PROPERTY OWNER	TAX ID NUMBER
Wise Business Form	120-3F47-2AAL1A
Christie Richard Et Ux	110-3F06-23F
Kriess Rd LTD PRTS	120-3F47-2AAL1B
Phillip Foreman PRTS	550-S2-BA33
P D Foreman LTD PRTS	550-S1-D6C
Phillip Foreman PRTS	550-S2-BA33B
Condolidated Builders LLP	020-1F45-12A1
TCC Pennwest LLC	020-1F45-12A2
Superior Adsorbents INC	020-1F45-12A4
McClarrerty Mark D Et UX	051-47-A36
Vogel Edward J Et UX	010-3F66-53AA
Myoma Family LTD PRTS	010-3F66-42S
Myoma Family LTD PRTS	010-3F66-2P4
Do Khoat T & Van	056-20-15
Deemer Wiliam P	056-19-21
Highlands Apartments Inc	056-20-K9
ALC PA INC % LOWRIE	056-18-8BE
Slippery Rock Real Est	280-4F09-17H

- B. Price: This will be a flat rate for the performance of appraisal services, either collectively or individually, as the Board of Commissioners may determine.
- C. Award: Award shall be made to the licensed, qualified and responsible Appraiser who has the ability to perform the services required by this request.
- D. Independent Contractor: The Appraiser shall be an independent contractor and not an employee of the County.
- E. License Number: The Appraiser shall provide his/her current license number.

2. **TERMS AND CONDITIONS:**

The County reserves the right to reject or accept any and all proposals, or any portion thereof, to waive any technical defects, and to waive any informality in the proposal. The County reserves the right to award the contract to the next most qualified vendor, if the successful vendor does not begin the contracted services within thirty (30) days after notification to proceed.

A Proposal may be withdrawn prior to the advertised time for submission of the Proposal. Any Proposal received after the deadline set forth above shall not be accepted.

3. **SUBMISSION OF PROPOSALS:**

To be considered, proposals must arrive at the Butler County Commissioners Office no later than 4:00 p.m., prevailing time, on January 11, 2016. Proposals will be received by mail or hand delivered to the Commissioners' Office, County Government Center, 124 West Diamond Street, P.O. Box 1208, Butler, Pennsylvania 16003.

All Proposals must be on the forms available from the County Assessment Office or on their website at www.co.butler.pa.us, Departments, Property & Revenue, Assessment. All envelopes containing Proposals shall be sealed and clearly marked: "**County of Butler Appraisal Services Proposal.**"

The Proposal may be submitted for each property individually and/or both properties collectively. The Board of Commissioners shall have discretion in whether to award the work on an individual or collective basis.

This matter is subject to final action being taken by the Board of Commissioners on the Proposal.

4. **SPECIFICATIONS FOR APPRAISAL SERVICES:**

A. **General Conditions:**

- (1) The attached "Proposal for Professional Appraisal Services" must provide the information requested above.
- (2) The Appraiser must be capable of completing the services on or before **February 19, 2016.**
- (3) In light of the number of appraisals and the deadline for completion, the County reserves its right to split the award of this contract among multiple vendors.