

REQUEST FOR PROPOSALS

BUCHANAN COUNTY, VIRGINIA **General Reassessment of Locally Taxable** **and Tax Exempt Real Property**

Real Property (including Improvements, Timber, Coal, Gas and Minerals) Buchanan County, Virginia will accept proposals from qualified vendors to provide professional services for reassessment of locally taxable and tax-exempt real estate. Deadline for submitting a proposal is 4:00 PM on Thursday, March 20, 2025.

Proposal forms should be sent to the following address:

Robert Craig Horn
County Administrator
c/o Buchanan County Board of Supervisors
Government Center Building
4447 Slate Creek Road, Third Floor
P.O. Drawer 950
Grundy, Virginia 24614
Telephone number: (276) 935-6596

Notice: Only appraisers qualified by the Virginia Department of Taxation will be considered for the General Reassessment. No appraiser whose assessment has been set aside within the past five (5) years due to inaccuracy in any Virginia county, city or town shall be awarded the bid. Vendors must submit ten (10) copies of the proposals clearly marked "Proposal for Reassessment of Locally Taxable and Tax-Exempt Property", **and all proposals must be physically received by the County Administrator's Office by 4:00 PM on Thursday, March 20, 2025.**

Proposals by e-mail, telephone, telegraph or facsimile will not be accepted. Any proposal received after the date and time specified above, whether by mail or otherwise, will be returned unopened. It is the responsibility of each vendor to obtain all information necessary to prepare and submit a proposal.

Nothing herein is intended to exclude any responsible vendor from submitting a proposal. On the contrary, all responsible vendors are invited and encouraged to submit proposals.

Selection process will be by competitive negotiation as outlined in the Virginia Public Procurement Act, see Va. Code section 2.2-4302.2. The County would anticipate Interviews of Offerors to take place the week of March 24, 2025, with a potential award of contract at the Board of Supervisors' meeting on April 7, 2025.

Buchanan County reserves the right to reject any and all bids, and to waive any irregularities upon notice to all vendors of the specific waiver. **Full copies of the Request of Proposals (RFP), including Instructions to Vendors and Project Overview may be requested from the County Administrator at (276) 935-6508.**

Questions associated with this Request for Proposals are to be directed to the County Administrator in writing. The County Administrator will respond to the questions in writing. A copy of each question with the county's response will be sent to each vendor receiving a bid package.

A pre-bid conference may be held for all vendors receiving a bid package at a date and a time to be specified later and at that time all additional questions will be answered.

BY ORDER OF BOARD OF SUPERVISORS FOR BUCHANAN COUNTY

Robert Craig Horn, County Administrator

Date