



Agenda Action Form Overview

The Board is requested to approve an amendment to the contract with Vincent Valuations LLC for appraisal services as the staff prepares for the 2019 General Reappraisal. The current contract totals \$660,000. The amendment would increase the contract by \$186,000, with a not to exceed amount of \$846,000.00 for FY 2017-18.

Background/Justification

Vincent Valuations LLC has worked with Tax Administration for the past several years to assist with reviewing, analyzing, preparing and presenting residential and commercial appeals before the Board of Equalization and Review and NC Property Tax Commission. The company's expertise was essential during the 2016 reappraisal and appeals process. The continued support is needed for the residential and commercial appraisals, statistical analysis, guidance/training needed for timely completion of the 2019 General Reappraisal. Further, Vincent Valuations LLC will assist county staff with meeting the new standards and guidelines for General Reappraisals issued by the NC Department of Revenue. There are not sufficient permanent county staff to support the cyclical workload associated with the reappraisal process. Jurisdictions use contracted services to supplement permanent staff to ensure appraisal activities are done with the highest degree of accuracy. This planned expense is funded within the FY 2017-18 base budget.

Policy Impact

The action does not require BOCC policy changes.

Procurement Background

Type of purchase

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☐ No ☒

Goods: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$90,000$

Services: Bids required if $\geq \$30,000$, BOCC approval if $> \$40,000$

Construction/Repair work: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$500,000$

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract



☐ Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☐

If no, why?

This is an amendment to an existing contract. General Statutes 105-289 states that the employment of experts are not subject to the provisions of Article 8, Chapter 143, of the General Statutes. All companies that assist counties with the appraisal process have to be approved by the Department of Revenue. Vincent Valuations, LLC is registered with the Department of Revenue to complete this work.

The efficiencies gained by using Vincent Valuations, LLC saved the county dollars during the 2016 property reappraisal. The company's professionalism, accuracy and effectiveness with the previous reappraisal resulted in the continued use of the company as the Tax Administration staff prepares for the 2019 reappraisal.

Fiscal Impact

The current budget supports this expense. This was a planned activity.

Recommendation

The County Manager recommends that the Board approve an amendment to a contract with Vincent Valuations LLC through fiscal year 2017/2018 in an amount not to exceed \$846,000.00.