



**Agenda Action Form Overview**

The Board is requested to approve an amendment to the contract with Tanner Valuation Group. The amendment is to extend the services through the 2018-2019 fiscal year in an amount not to exceed \$124,950.00.

**Background/Justification**

Tanner Valuation Group, LLC provides residential and commercial appraisal assistance, appraisal administrative assistance, data quality assurance, and data entry assistance for County General Reappraisals. The contract with Tanner Valuation Group LLC will ensure continued appraisal assistance to support the upcoming 2019 County Wide Revaluation. Funding for this service has been requested and approved in the 2018-2019 budget. This vendor analyzes data and insures the quality and equity of the reappraisal. Working with this vendor ensures that the revaluation will be completed in a timely manner without impacting current staff.

**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. Tanner Valuation Group LLC is registered with the Department of Revenue to complete this work.

This request is to extend the term of an existing contract. Durham County Tax Administration has worked with Tanner Valuation Group LLC last fiscal year on the upcoming revaluation. The vendor has yielded exemplary service and can complete the work in the allowed time constraints.

### **Fiscal Impact**

Funding for this service has been requested and approved in the 2018-2019 budget. This vendor analyzes data and insures the quality and equity of the reappraisal. Working with this vendor ensures that the revaluation will be completed in a timely manner without impacting current staff. If the contract is not supported then the department would experience a decline in efficiency and additional staffing would be needed to bridge the gap in services.

### **Recommendation**

The County Manager recommends that the Board approve an amendment to a contract with Tanner Valuation Group LLC through fiscal year 2018/2019 in an amount not to exceed \$124,950.00.