

**MODIFICATION #1
TO
CONTRACT NUMBER DGS-180713-HAL
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
HALLMARK PROPERTIES, INC.**

This MODIFICATION #1 is an agreement between the Commonwealth of Virginia hereinafter, referred to as "State" or "Commonwealth" or "DGS" (Department of General Services), and Hallmark Properties, Inc., hereinafter referred to as Hallmark Properties, Inc. or "Contractor" relating to Contract #DGS-180713-HAL dated July 13, 2018,, as amended hereinafter referred to as the "Contract" or "Agreement." This Modification #1 is hereby incorporated into and made an integral part of the Agreement. Except as specifically modified, all other terms and conditions of the Contract remain unchanged.

The purpose of this Modification #1 is to document both parties' agreement to extend the Contract. Following the Initial Term this Contract may be renewed upon the written mutual agreement of both parties for three (3) successive one (1) year periods, under the terms of the current Contract and with reasonable (approximately 90 days) written notice given prior to the expiration of the then current term.

Reference: Contract #DGS-180713-HAL "Special Terms and Conditions B" entitled "Renewal Of Contract". Both above referenced parties hereby agree to modify the contract to extend it for one (1) years from July 13, 2019 through July 12, 2020.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

HALLMARK PROPERTIES, INC.

COMMONWEALTH OF VIRGINIA

BY:

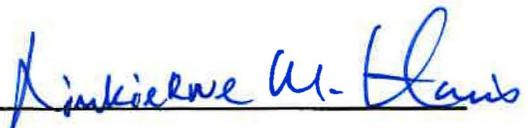


NAME: MARK T. SHELTON

TITLE: PRESIDENT

DATE: JULY 8, 2019

BY:



NAME: Niniekwe M. Harris, VCA

TITLE: Contract Officer, OCP

DATE: July 9, 2019



COMMONWEALTH of VIRGINIA

SOLICITATION ~ OFFER ~ AWARD

Non-Professional Services Sealed Invitation for Bid (IFB) for Appraisal Services

NIGP Commodity Codes:

91814 ~ APPRIASAL CONSULTING SERVICES • 94615 ~ REAL ESTATE APPRAISAL SERVICES •
96866 ~ RIGHT OF WAY SERVICES

1. Contract #: TO BE ISSUED AT TIME OF AWARD	2. IFB #: TCW-2018-0416	3. Date Issued: April 16, 2018	4. Due Date / Time: May 15, 2018 / 2:00 P.M. EST
5. ISSUING OFFICE: Department of General Services Central Procurement Unit (CPU) 1100 Bank Street, Suite 724 Richmond, Virginia 23219		6. SHIP TO: As indicated on eVA Purchase Order	

SOLICITATION

7. This is an advertised solicitation consisting of (1) the Purpose; (2) Scope of Work; (3) General and Special Terms and Conditions; and other provisions, representations, certifications, or specifications as per attached or incorporated herein by reference. **Sealed bids for furnishing the Services set forth in the schedule must be returned to the Issuing Office (Item #5 above.)** If hand carried, deliver to the CPU located on the seventh floor of the address indicated above. **Complete bids must be received prior to 2:00 P.M. local time on the Date Due/Time (Item #4 above.)** Bids will be publicly opened at 2:10 P.M. (local time), May 15, 2018, in the CPU Conference Room, 1100 Bank Street, Seventh Floor, Suite 724, Richmond, Virginia.

OPTIONAL PRE-BID CONFERENCE: An optional pre-bid conference will be held at 2:00 P.M. EST on April 26, 2018 in the DGS Central Procurement Unit, 1100 Bank Street, Suite 724, Richmond, Virginia 23219. See Section III for additional information related to this optional pre-bid conference.

CLARIFICATION OF TERMS: If any prospective Bidder has questions about the specifications or other solicitation documents, the prospective Bidders must submit questions in writing via email to procurement@dgs.virginia.gov no later than 5:00 P.M. on May 9, 2018. **No questions will be answered by telephone. Any revisions to the solicitation will be made only by an addendum issued by the Contracting Officer.** Please include "IFB #TCW-2018-0416" in the title of the message. The addendum, if necessary, will be posted online at <http://www.eva.virginia.gov>. It is the responsibility of the Bidder to download the addendum.

PERIOD OF CONTRACT: One (1) year Initial Term Contract with four (4) additional successive one (1) year renewal options.

Issued by: Tiffany C. Walker, VCA
Contracting Officer
Email at: tiffany.walker@dgs.virginia.gov

Tiffany C. Walker /s/
Signature

OFFER

In compliance with this Invitation For Bids (IFB) and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services required by this IFB, not to exceed the prices indicated in the Pricing Schedule and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

8. Company Name: <u>HALLMARK PROPERTIES INC</u>	Contractor's TIN: <u>54-107-4805</u>
Address: <u>3713 OLD FOREST ROAD</u>	eVA Vendor ID or DUNS No.: <u>089031520</u>
City/State/ZIP: <u>LYNCHBURG, VA 24501</u>	State Corporation Commission No: <u>0184451-3</u>
Signature: <u>[Signature]</u>	DSBSD Certification No.: <u>N/A</u>
Printed Name: <u>MARK T. SHELTON, MAJ, MBA</u>	Telephone No.: <u>434 385-9610</u>
Title: <u>PRESIDENT</u>	Cell No.: <u>434 238-7101</u>
Date: <u>MAY 11, 2018</u>	Email: <u>MARK.SHELTON@HALLMARKPROP.COM</u>

9. BILL TO: See Section VI: Method of Payment

AWARD

10. ACCEPTED AS TO BID ITEM / CATEGORY NUMBERS: <u>All</u>	11. AMOUNT: <u>\$95,000</u>	12. AWARD DATE: <u>7/13/2018</u>
13. COMMONWEALTH'S REPRESENTATIVE: <u>Tiffany Walker</u>	14. COMMONWEALTH OF VIRGINIA By: <u>Tiffany C. Walker</u>	

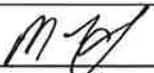
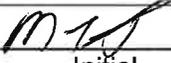
NOTE: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that Invitation to Bid.

AWARD POSTING: Upon the award or the announcement of the decision to award a Contract as a result of this solicitation, the Commonwealth of Virginia, through the Virginia Department of General Services, Central Procurement Unit (CPU), will publicly post such notice online at <http://www.eva.virginia.gov> for a minimum of ten (10) days.

BID FORM COMPLETION CHECKLIST

This IFB contains several portions, which should be completed and submitted with your bid in order for your bid to be responsive.

Please use the provided checklist below to ensure proper completion of your bid.

Required Items to be Provided with Bid	Bidder Acknowledgement (Initial below when action completed)
1. Contractor Information – Complete Bidder Information on Page 1 (#8 – Cover Page) (State Corporation Commission No. if not a sole proprietor and DSBSD Certification No. if certified). Original signature required.	 <hr/> Initial
2. Authorized Representative – Complete the required information in Special Term and Condition E (Page 17), entitled “Authorized Representatives”	 <hr/> Initial
3. Pricing – Complete Pricing Schedule on Pages 27 - 29. For each area, select whether ALL locations are to be INCLUDED; ALL locations are to be EXCLUDED; or the area is INCLUDED, but locations to be EXCLUDED therefrom have been struck through. Indicate the maximum hourly rate for the services you will provide for each area where services will be provided	 <hr/> Initial
4. State Corporation Commission – Attachment A. Complete required information. Original signature Required	 <hr/> Initial
5. Vendor Data Sheet – Attachment B. Complete required information. Original signature Required	 <hr/> Initial
6. Appraiser Data Sheet Information – Attachment D. Complete required information. Attach a copy of the Real Estate Appraiser Board of the Commonwealth of Virginia issued license and a resume for each appraiser submitting a sheet. Original signature Required	 <hr/> Initial
7. Qualifications – Specify for the Contractor’s principal by initialing to the right possession of the following, as applicable:	
<input checked="" type="checkbox"/> Certified General Real Estate Appraiser license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia	 <hr/> Initial
<input type="checkbox"/> Certified Residential Real Estate Appraiser license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia	<hr/> Initial
<input checked="" type="checkbox"/> “Reviewer experience” for any individual performing appraisal reviews, as defined in the Regulations of the Virginia Real Estate Appraiser Board; possession of their Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years, and; have performed a minimum of twelve (12) appraisal review assignments between January 1, 2015 and March 31, 2018	 <hr/> Initial

COMMONWEALTH OF VIRGINIA

Department of General Services
Director, Central Procurement Unit
1100 Bank Street, Suite 724
Richmond, VA 23219
Email: procurement@dgs.virginia.gov
Web: <http://www.dgs.virginia.gov>

CONTRACTOR

HALLMARK PROPERTIES, INC. (MARK T. SHELTON)
3713 OLD FOREST ROAD
LYNCHBURG VA 24501
Tel.: 434 385-9610
Fax: 434 385-8131
Email: MARK.SHELTON@HALLMARKPROP.COM

- F. CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting Contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial Contract period is for more than 12 months, the resulting Contract may also be terminated by the Contractor, without penalty, after the initial 12 months of the Contract period upon 60 days written notice to the other party. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- G. AWARD:** The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The award(s) will be made to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation. The Commonwealth reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
- H. BANKRUPTCY:** If Contractor becomes insolvent, takes any step leading to its cessation as a going concern, fails to pay its debts as they become due, or ceases business operations continuously for longer than fifteen (15) business days, then the Commonwealth may immediately terminate this Contract on notice to Contractor, unless Contractor immediately gives the Commonwealth adequate assurance of the future performance of this Contract or the applicable order. If bankruptcy proceedings are commenced with respect to Contractor, and if this Contract has not otherwise terminated, then the Commonwealth may suspend all further performance of this Contract until Contractor assumes this Contract and provides adequate assurance of performance thereof or rejects this Contract pursuant to Section 365 of the Bankruptcy Code or any similar or successor provision, it being agreed by the Commonwealth and Contractor that this is an executory Contract. Any such suspension of further performance by the Commonwealth pending Contractor's assumption or rejection shall not be a breach of this Contract, and shall not affect the rights of the Commonwealth to pursue or enforce any of its rights under this Contract or otherwise.
- I. BID PRICES:** Bid prices shall be in the form of a hourly rate price for each item during the Contract period.
- J. BREACH:** The Contractor shall be deemed in breach of this agreement if the Contractor:
1. Fails to provide any service by the specified delivery date;

As defined in the Bid Notes, pricing shall be per Order in response to a solicitation for Appraisal Services specified in a SOW and shall be FOB Destination, and ALL INCLUSIVE for all expenses for a "not to exceed" amount)

Please mark the following chart to indicate those geographic areas in which you would be willing to offer to perform Appraisal Services. You may specify counties, cities or towns to be excluded from an area for which you would be willing to offer to perform Appraisal Services, if you choose to be more specific.



CONTINUED ON NEXT PAGE

SERVICES AND PRICING SCHEDULE

Area(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>#1 – Bristol</p> <p>Countries: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise and Wythe</p> <p>Cities: Bristol, Norton</p> <p>Towns: Abingdon, Appalachia, Big Stone Gap, Bilefield, Cedar Bluff, Chilhowie, Cleveland, Clinchco, Clinchport, Clintwood, Coeburn, Damascus, Duffield, Dunganon, Fries, Gate City, Glade Spring, Grundy, Haysi, Honaker, Independence, Jonesville, Lebanon, Marion, Nickelsville, Pennington Gap, Pocahontas, Pound, Richlands, Rural Retreat, Saltville, St. Charles, St. Paul, Tazewell, Troutdale, Weber City, Wise and Wytheville</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ <u>175</u> /Hour	\$ <u>175</u> /Hour	\$ <u>175</u> /Hour
<p>#2 – Salem</p> <p>Countries: Bedford, Botetourt, Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski and Roanoke</p> <p>Cities: Galax, Martinsville, Radford, Roanoke and Salem</p> <p>Towns: Bedford, Blacksburg, Boones Mill, Buchanan, Christiansburg, Dublin, Fincastle, Floyd, Glen Lyn, Hillsville, Narrows, New Castle, Pearisburg, Pembroke, Pulaski, Rich Creek, Ridgeway, Rocky Mount, Stuart, Troutville and Vinton</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ <u>160</u> /Hour	\$ <u>160</u> /Hour	\$ <u>160</u> /Hour
<p>#3 – Lynchburg</p> <p>Countries: Amherst, Appomattox, Buckingham, Campbell, Charlotte, Cumberland, Halifax, Nelson, Pittsylvania and Prince Edward</p> <p>Cities: Danville, Lynchburg</p> <p>Towns: Altavista, Amherst, Appomattox, Brookneal, Charlotte Court House, Chatham, Dillwyn, Drakes Branch, Farmville, Gretna, Halifax, Hurt, Keysville, Pamplin City, Phenix, Scottsburg, South Boston and Virginia</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ <u>150</u> /Hour	\$ <u>150</u> /Hour	\$ <u>150</u> /Hour

Area(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>#4 – Richmond</p> <p>Counties: Amelia, Brunswick, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, Lunenburg, Mecklenburg, New Kent, Nottoway, Powhatan and Prince George</p> <p>Cities: Colonial Heights, Hopewell, Petersburg and Richmond</p> <p>Towns: Alberta, Ashland, Blackstone, Boydton, Brodnax, Burkeville, Chase City, Clarksville, Crewe, Kenbridge, La Crosse, Lawrenceville, McKenney, South Hill and Victoria</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ 165 /Hour	\$ 165 /Hour	\$ 165 /Hour
<p>#5 – Norfolk</p> <p>Counties: Accomack Isle of Wight, James City, Northampton, Southampton, Surry, Sussex, York and Greensville.</p> <p>Cities: Chesapeake, Emporia, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg</p> <p>Towns: Accomac, Belle Haven, Bloxom, Boykins, Branchville, Cape Charles, Capron, Cheriton, Chincoteague, Claremont, Courtland, Dendron, Eastville, Exmore, Hallwood, Ivor, Jarratt, Keller, Melfa, Nassawadox, Newsoms, Onancock, Onley, Painter, Parksley, Saxis, Smithfield*, Stony Creek, Surry, Tangier, Wacnapreague, Wakefield, Waverly and Windsor</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ 175 /Hour	\$ 175 /Hour	\$ 175 /Hour
<p>#6 – Fredericksburg</p> <p>Counties: Caroline, Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex Northumberland, Richmond, Spotsylvania, Stafford and Westmoreland</p> <p>Cities: Fredericksburg</p> <p>Towns: Bowling Green, Colonial Beach, Irvington, Kilmarnock, Montross, Port Royal, Tappahannock, Urbanna, Warsaw, West Point and White Stone</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ 165 /Hour	\$ 165 /Hour	\$ 165 /Hour

Area(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>#7 – Culpeper</p> <p>Area <u>Counties:</u> Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Orange and Rappahannock <u>Cities:</u> Charlottesville <u>Towns:</u> Culpeper, Gordonsville, Louisa, Madison, Mineral, Orange, Remington, Scottsville, Stanardsville, The Plains, Warrenton and Washington</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ <u>165</u> /Hour	\$ <u>165</u> /Hour	\$ <u>165</u> /Hour
<p>#8 – Staunton</p> <p>Area <u>Counties:</u> Alleghany, Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren <u>Cities:</u> Buena Vista, Covington, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester <u>Towns:</u> Berryville, Boyce, Bridgewater, Broadway, Clifton Forge, Craigsville, Dayton, Edinburg, Elkton, Front Royal, Glasgow, Goshen, Grottoes, Iron Gate, Luray, Middletown, Monterey, Mount Crawford Mount, Jackson, New Market, Shenandoah, Stanley, Stephens City, Strasburg, Timberville, Toms Brook and Woodstock</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ <u>160</u> /Hour	\$ <u>160</u> /Hour	\$ <u>160</u> /Hour
<p>#9 – Northern Virginia</p> <p>Area <u>Counties:</u> Arlington, Fairfax, Loudoun and Prince William <u>Cities:</u> Alexandria, Fairfax, Falls Church, Manassas and Manassas Park <u>Towns:</u> Clifton, Dumfries, Hamilton, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Occoquan, Purcellville, Quantico, Round Hill and Vienna</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ <u>175</u> /Hour	\$ <u>175</u> /Hour	\$ <u>175</u> /Hour

**ATTACHMENT A
VIRGINIA STATE CORPORATION COMMISSION (SCC) FORM**

**Virginia State Corporation Commission ("SCC") Registration must be completed and returned
with the Bid**

The undersigned Offeror:

is a corporation or other business entity with the following SCC identification number: 01844513

-OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become Contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the Contracts by which such goods were sold and shipped into Virginia from Offeror's out-of-state location)

-OR-

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

**** NOTE ****

Check this box if you have not completed any of the foregoing options, but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals.*

Signature: 

Name: MARK T. SHELTON
(Print)

Title: PRESIDENT

Name of Firm: HALLMARK PROPERTIES, INC.

Date: MAY 11, 2018

* THE COMMONWEALTH, IN ITS SOLE DISCRETION, RESERVES THE RIGHT TO DETERMINE
WHETHER TO ALLOW SUCH A WAIVER.

**ATTACHMENT B
VENDOR DATA SHEET**

Note: The following information is required as part of your response to this bid. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information. The vendor must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

1. Vendor's Primary Contact:

Name: HALLMARK PROPERTIES, INC. (MARK T. SHELTON) Phone: 434 385-9610

2. Years in Business: Indicate the length of time you have been in business providing this type of goods or services:

40 Years 0 Months

3. Vendor Information:

FIN or FEI Number (If Company, Corporation, or Partnership): 54-107-4805

Social Security Number (If Individual): _____

4. Indicate below a listing of at least three (3) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods and/or services. Include the length of service and the name, address, and telephone number of the point of contact.

a. Company: VA DGS, DIV. OF REAL ESTATE SERVICES Contact: LYMAN BROWN
Address: 1100 BANK STREET, 3RD FLOOR, RICHMOND, VA 23219
Phone: (804) 225-4001 Email: LYMAN.BROWN@DGS.VIRGINIA.GOV
Project: MULTIPLE
Dates of Service: 2010± TO PRESENT \$ Value: 40,000+

b. Company: BANK OF CLARKE COUNTY Contact: SHELLY ARTHUR
Address: 2 EAST MAIN STREET, BERRYVILLE, VA 22611
Phone: (540) 662-2280 x2679 Email: SARTHUR@BANKOFCLARKE.COM
Project: MULTIPLE
Dates of Service: 2011± TO PRESENT \$ Value: 70,000+

c. Company: CITY OF ROANOKE, VIRGINIA Contact: CASSANDRA TURNER
Address: 117 CHURCH AVENUE, SW, ROANOKE, VA 24011
Phone: (540) 853-6439 Email: CASSANDRA.TURNER@ROANOKEVA.GOV
Project: MULTIPLE
Dates of Service: 2010± TO PRESENT \$ Value: 30,000+

I certify the accuracy of this information.

Signed:  Title: PRESIDENT

HALLMARK PROPERTIES, INC.

**ATTACHMENT C
SMALL BUSINESS SUBCONTRACTING PLAN**

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential Bidders are required to submit a Small Business Subcontracting Plan.

Small Business: "Small business (including micro)" means a business, which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.DSBSD.virginia.gov (Customer Service).

Bidder Name: HALLMARK PROPERTIES INC. (MARK T. SHELTON)

Preparer Name: MARK T. SHELTON

Date: MAY 30, 2018

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the Bidder to receive credit for the small business subcontracting plan evaluation criteria, the Bidder shall identify the portions of the Contract that will be subcontracted to DSBSD-certified small business for the initial Contract period in Section B.

Bidders which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Bidders which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial Contract period in relation to the Bidder's total price for the initial Contract period.

Points will be assigned based on each Bidder's proposed subcontracting expenditures with DSBSD certified small businesses for the initial Contract period as indicated in Section B in relation to the Bidder's total price.

Section A

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification Number: _____ Certification Date: _____

Section B – Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Populate the table below to show your firm’s plans for utilization of DSBSD-certified small businesses in the performance of this Contract for the initial Contract period in relation to the bidder’s total price for the initial Contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that this proposed participation will be incorporated into the subsequent contract and will be a requirement of the Contract. Failure to obtain the proposed participation percentages may result in breach of the Contract.

Micro/Small Business Name & Address DSBSD Certificate #	Status if Micro/Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract (\$ or %)
<i>No WORK WILL BE SUB-CONTRACTED.</i>				Totals \$	

ATTACHMENT D
Real Estate Appraiser Data Sheet

By my signature below, I hereby certify and warrant to the factual accuracy of the responses in this Attachment D, and to provide Appraisal Services as stipulated in this Contract, and at the accepted Bid pricing.

Signature: 

Name in which appraiser holds Virginia license: MARK TYLER SHELTON

License Number: 4001 004256

License Held (Attach a copy of the active license):

- Certified General Real Estate Appraiser
- Certified Residential Real Estate Appraiser
- Licensed Residential Real Estate Appraiser
- Appraiser Trainee

1. I certify and warrant that there is no complaint on file or pending against me or my firm with the Virginia Real Estate Appraiser Board that may be grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder please attach any supporting documentation or information with your Bid about the filing that you would like considered)*
2. I certify that there has been no finding by the Virginia Real Estate Appraiser Board, including via a Consent Order, against me or my firm in the past five (5) years, which provided grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder is to attach a separate sheet identifying the case number(s), the violation(s) and the sanction(s) together with any additional information about the finding that you would like considered)*
3. If you would like to be evaluated for performing *appraisal reviews*, do you have "reviewer experience," as defined in the Regulations of the Virginia Real Estate Appraiser Board, and have you held your current Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years and have you performed a minimum of twelve appraisal review assignments between January 1, 2015 and March 31, 2018? No Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? No Yes
5. For each appraiser performing services under the Contract please provide a copy of their license and a resume that includes:
 - a. any professional designations held
 - b. education and appraisal related coursework
 - c. Experience with detail of any particular specialty or expertise regarding property type, intended use, specific appraisal guidelines (e.g., UASFLA, Uniform Act), analytical method or other area and of any experience reviewing appraisals. Such description should include the length of time performing such specialty or developing such expertise and the approximate number of the related assignments over an identified period of time.



May 11, 2018

ADDENDUM NO. 1 TO ALL BIDDERS

Reference – Invitation for Bids: IFB #TCW-2018-0416
Commodity: Appraisal Services
Dated: April 16, 2018
Bids Due: **June 5, 2018 (REVISED)**
Pre-bid Conference: April 26, 2018 (HELD)

The below is hereby changed to read:

- 1. Reference Cover Page, Due Date/Time, revise to read: **“Due Date/Time: June 5, 2018 – 11:00 A.M. EST.”**
- 2. Reference Special Term and Condition, Paragraph U, entitled ‘Identification of Bid Envelope’, revise to read:

IDENTIFICATION OF BID ENVELOPE: The **signed** IFB response must be returned in a separate sealed envelope and identified as follows:

Vendor Name	
Street or Box Number	POSTAGE*
City, State, Zip Code	
	Department of General Services ATTN Tiffany C. Walker, VCA Consolidated Procurement Unit (CPU) 1100 Bank St STE 724 Richmond VA 23219
IFB #: TCW-2018-0416	
IFB Title: Appraisal Services	
Due Date: June 5, 2018	
Time: 11:00 A. M. EST	
DSBSD #: _____	

*If an IFB response is mailed, the Bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the response to be disqualified. IFB responses delivered that require an “Additional Postage Due” payment will not be accepted.



Department of General Services
Central Procurement Unit
1100 Bank Street
Suite 724
Richmond, VA 23119

IFB responses may be hand delivered to the designated location in the office issuing the solicitation.

No other correspondence or other IFB response should be placed in the envelope.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Respectfully,

Tiffany C. Walker /s/
tiffany.walker@dgs.virginia.gov
Contracting Officer

HALLMARK PROPERTIES, INC.

Name of Firm

MARK T. SHELTON, PRESIDENT

Printed Name and Title



Signature

MAY 11, 2018

Date

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
03-31-2020

NUMBER
4001004256

REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER



MARK TYLER SHELTON
3713 OLD FOREST ROAD
HALLMARK PROPERTIES INC.
LYNCHBURG, VA 24501



James W. DeBorja
Ray W. DeBorja
Executive

Status can be verified at <http://www.dpor.virginia.gov>

QUALIFICATIONS FOR MARK T. SHELTON, MAI, MBA

BUSINESS ADDRESS:

Hallmark Properties, Incorporated
3713 Old Forest Road
Lynchburg, Virginia 24501

EDUCATION:

Central Virginia Community College
Associate in Applied Science, Accounting, 2004

Virginia Tech
Master of Business Administration, 1998

Liberty University
Bachelor of Science, Christian Ministries, 1983

EMPLOYMENT RECORD:

1990-Present	Fee Appraiser, Hallmark Properties, Inc.
1989-1990	Draftsman, Neighbors Land Surveying Company

AMERICAN SOCIETY OF APPRAISERS (BUSINESS VALUATION) COURSES:

2005	Selected Advanced Topics
2004	Business Valuation Case Study
2003	Income Approach
2002	Asset and Guideline Company Approaches

APPRAISAL INSTITUTE (REAL PROPERTY VALUATION) COURSES:

1998	Report Writing and Valuation Analysis
1997	Advanced Applications
1996	Advanced Sales Comparison and Cost Approaches
1996	Highest and Best Use and Market Analysis
1995	General Applications
1994	Advanced Income Capitalization
1994	Standards of Professional Practice – Part A and B
1992	Basic Income Capitalization

SOCIETY OF REAL ESTATE APPRAISERS COURSE:

1991 Introduction to Appraising Real Property
Plus related seminars

PROFESSIONAL AFFILIATION (APPRAISAL INSTITUTE):

2001-Present MAI Member
2008 President, Virginia Commonwealth Chapter
2007 Vice President, Virginia Commonwealth Chapter
2005-2006 Treasurer, Virginia Commonwealth Chapter
2002-2003; 2005-2009 Board of Directors, Virginia Commonwealth Chapter
2000-2002 Leadership Development and Advisory Council
2000 Secretary, Blue Ridge Chapter

STATE LICENSE (VIRGINIA):

1998-Present Certified General Appraiser, License No. 4001 004256

Note: Qualified to appraise using Uniform Appraisal Standards for Federal Land Acquisitions (Appraisal Institute Seminar, 2017). Qualified for Appraisal Review (Appraisal Institute Seminar: Review Theory-General, 2016). I have completed 27 appraisal review reports during the past three years.

REFERENCES

American National Bank
Bank of Clarke County
Bank of the James
Branch Banking & Trust Company
City of Roanoke
Delta Airport Consultants
Essex Bank
First Citizens Bank
First National Bank
SunTrust
Talbert & Bright
United Bank
United States Department of Agriculture
Virginia Department of General Services
Virginia Housing Development Authority

COURT TESTIMONY

Qualified as expert witness in the City of Lynchburg, Campbell County, and Pittsylvania County

ATTACHMENT D
Real Estate Appraiser Data Sheet

By my signature below, I hereby certify and warrant to the factual accuracy of the responses in this Attachment D, and to provide Appraisal Services as stipulated in this Contract, and at the accepted Bid pricing.

Signature: 

Name in which appraiser holds Virginia license: JAMES R. JOHNSTON, SR.

License Number: 4001 000680

License Held (Attach a copy of the active license):

- Certified General Real Estate Appraiser
- Certified Residential Real Estate Appraiser
- Licensed Residential Real Estate Appraiser
- Appraiser Trainee

1. I certify and warrant that there is no complaint on file or pending against me or my firm with the Virginia Real Estate Appraiser Board that may be grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder please attach any supporting documentation or information with your Bid about the filing that you would like considered)*
2. I certify that there has been no finding by the Virginia Real Estate Appraiser Board, including via a Consent Order, against me or my firm in the past five (5) years, which provided grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder is to attach a separate sheet identifying the case number(s), the violation(s) and the sanction(s) together with any additional information about the finding that you would like considered)*
3. If you would like to be evaluated for performing *appraisal reviews*, do you have "reviewer experience," as defined in the Regulations of the Virginia Real Estate Appraiser Board, and have you held your current Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years and have you performed a minimum of twelve appraisal review assignments between January 1, 2015 and March 31, 2018? No Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? No Yes
5. For each appraiser performing services under the Contract please provide a copy of their license and a resume that includes:
 - a. any professional designations held
 - b. education and appraisal related coursework
 - c. Experience with detail of any particular specialty or expertise regarding property type, intended use, specific appraisal guidelines (e.g., UASFLA, Uniform Act), analytical method or other area and of any experience reviewing appraisals. Such description should include the length of time performing such specialty or developing such expertise and the approximate number of the related assignments over an identified period of time.

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
12-31-2019

NUMBER
4001000680

REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER



JAMES R JOHNSTON SR
303 QUAIL MEADOWS DR
FOREST, VA 24551



James W. DeBorja
James W. DeBorja, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER
NUMBER: 4001000680 EXPIRES: 12-31-2019

JAMES R JOHNSTON SR
303 QUAIL MEADOWS DR
FOREST, VA 24551



(Fold)

DPOR-LIC (05/2015)
(DETACH HERE)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (05/2015)

QUALIFICATIONS FOR JAMES R. JOHNSTON, MAI, SRA

BUSINESS ADDRESS: Hallmark Properties, Incorporated
3713 Old Forest Road
Lynchburg, Virginia 24501

EDUCATION: Virginia Polytechnic Inst. State University
B.S. Degree - Agricultural Economics, 1964

EMPLOYMENT RECORD:

1978 - Present Partner in Hallmark Properties, Inc.
Lynchburg, Virginia

1970-1978 Fee appraiser - John Stewart Walker, Inc.
Lynchburg, Virginia

1968-1970 Fee appraiser - Clontz Realty Service
Winston Salem, North Carolina

1964-1968 Appraiser - City of Lynchburg
(tax assessments)

Prior to 1964 School and part-time jobs

APPRAISAL COURSES:

1977 Course 201 S.R.E.A. - Roanoke, Virginia

1977 Course VI A.I.R.E.A. - Chicago, Illinois

1969 Course II A.I.R.E.A. - University of Georgia

1967 Course I A.I.R.E.A. - University of Virginia

Plus numerous seminars and short courses

PROFESSIONAL AFFILIATIONS (APPRAISAL INSTITUTE):

1977 - Present MAI Member

1971 - Present SRA Member

1982 President of Blue Ridge Chapter

1981 Vice President of Blue Ridge Chapter

STATE LICENSE (VIRGINIA):

1993-Present

Certified General Appraiser, License No. 4001 000680

REFERENCES

American National Bank
Bank of Clarke County
Bank of the James
Branch Banking & Trust Company
City of Lynchburg
City of Roanoke
Essex Bank
First Citizens Bank
First National Bank
Hampton Roads Bankshares
StellarOne
SunTrust
United Bank
United States Department of Agriculture
Virginia Department of General Services
Virginia Department of Transportation
Virginia Housing Development Authority
Wells Fargo Bank

COURT TESTIMONY

Qualified as expert witness in the city of Lynchburg, Amherst County, Appomattox County, Pittsylvania County, Campbell County, Nelson County, Prince Edward County, Bedford County, Page County, Giles County, Wise County, Nottaway County, Lee County, Louisa County, the city of Richmond, and the city of Buena Vista. Qualified as expert witness in U.S. Federal Court in the city of Danville, the town of Abingdon, and the city of Roanoke. Numerous depositions for courts and attorneys.
