

**MODIFICATION #1
TO
CONTRACT NUMBER DGS-180713-MIL
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
MILLER, LONG & ASSOCIATES, 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 Miller, Long, & Associates Inc., hereinafter referred to as Miller, Long, & Associates Inc., or "Contractor" relating to Contract #DGS-180713-MIL 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.

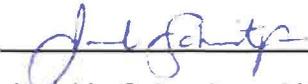
Reference: Contract #DGS-180713-MIL "Special Terms and Conditions B" entitled "Renewal Of Contract". Both above referenced parties hereby agree to modify the contract to extend it for one (1) years from July 13, 2019 through July 12, 2020.

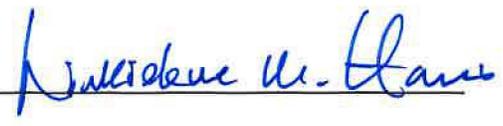
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

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.

MILLER, LONG, & ASSOCIATES, INC.

COMMONWEALTH OF VIRGINIA

BY: 

BY: 

NAME: Jared L. Schweitzer, MAI

NAME: Ninikiekwe M. Harris, VCA

TITLE: President

TITLE: Contract Officer, OCP

DATE: 7/9/2019

DATE: 7/9/19



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: Miller, Long & Associates, Inc. Contractor's TIN: 54-1432114
 Address: 2618 Colonial Avenue, SW eVA Vendor ID or DUNS No.: VS0000031368 / 166125328
 City/State/ZIP: Roanoke, VA 24015 State Corporation Commission No.: 0309438
 Signature: [Signature] DSBSD Certification No.: 663608
 Printed Name: Jared L. Schweitzer Telephone No.: 540-345-3233
 Title: President Cell No.: 540-761-9291
 Date: April 30, 2018 Email: jschweitzer@millerlong.com

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

AWARD

10. ACCEPTED AS TO BID ITEM / CATEGORY NUMBERS: <u>Regions 1, 2, 3, 8</u>	11. AMOUNT: <u>\$95000</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.	<u>JS</u> Initial
2. Authorized Representative – Complete the required information in Special Term and Condition E (Page 17), entitled “Authorized Representatives”	<u>JS</u> 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	<u>JS</u> Initial
4. State Corporation Commission – Attachment A. Complete required information. Original signature Required	<u>JS</u> Initial
5. Vendor Data Sheet – Attachment B. Complete required information. Original signature Required	<u>JS</u> 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	<u>JS</u> 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 <input type="checkbox"/> Certified Residential Real Estate Appraiser license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia <input 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	<u>JS</u> Initial <hr/> Initial <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>

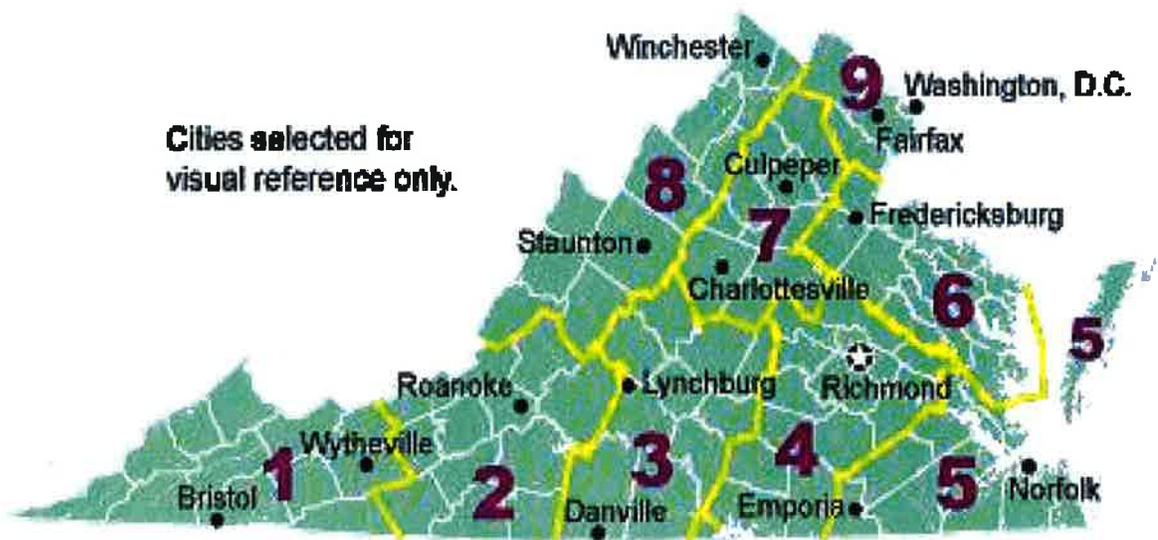
CONTRACTOR

Miller, Long & Associates, Inc.
Attn: Jared L. Schweitzer, President
2618 Colonial Avenue, SW, Roanoke, Virginia 24015
Tel.: 540-345-3233
Fax: 540-344-3966
Email: jschweitzer@millerlong.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	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>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)</p> <p>#1 – Bristol Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise and Wythe Cities: Bristol, Norton Towns: Abingdon, Appalachia, Big Stone Gap, Bluefield, Cedar Bluff, Chilhowie, Cleveland, Clinchco, Clinchport, Clintwood, Coeburn, Damascus, Duffield, Dungannon, 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> <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.	325	\$ <u>N/A</u> /Hour	\$ <u>325</u> /Hour
<p>#2 – Salem Counties: Bedford, Botetourt, Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski and Roanoke Cities: Galax, Martinsville, Radford, Roanoke and Salem 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> <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.	325	\$ <u>N/A</u> /Hour	\$ <u>325</u> /Hour
<p>#3 – Lynchburg Counties: Amherst, Appomattox, Buckingham, Campbell, Charlotte, Cumberland, Halifax, Nelson, Pittsylvania and Prince Edward Cities: Danville, Lynchburg Towns: Altavista, Amherst, Appomattox, Brookneal, Charlotte Court House, Chatham, Dillwyn, Drakes Branch, Farmville, Gretna, Halifax, Hurt, Keysville, Pamplin City, Phenix, Scottsburg, South Boston and Virgilina</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.	325	\$ <u>N/A</u> /Hour	\$ <u>325</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, Boynton, Brodnax, Burkeville, Chase City, Clarksville, Crewe, Kenbridge, La Crosse, Lawrenceville, McKenney, South Hill and Victoria</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/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, Mehta, Nassawadox, Newsoms, Onancock, Onley, Painter, Parksley, Saxis, Smithfield*, Stony Creek, Surry, Tangier, Wachapreague, Wakefield, Waverly and Windsor</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/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 type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricker through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/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>Counties: Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Orange and Rappahannock</p> <p>Cities: Charlottesville</p> <p>Towns: Culpeper, Gordonsville, Louisa, Madison, Mineral, Orange, Remington, Scottsville, Stanardsville, The Plains, Warrenton and Washington</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/Hour
<p>#8 – Staunton</p> <p>Counties: Alleghany, Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren</p> <p>Cities: Buena Vista, Covington, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester</p> <p>Towns: 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</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ <u>325</u> /Hour	\$ <u>N/A</u> /Hour	\$ <u>325</u> /Hour
<p>#9 – Northern Virginia</p> <p>Counties: Arlington, Fairfax, Loudoun and Prince William</p> <p>Cities: Alexandria, Fairfax, Falls Church, Manassas and Manassas Park</p> <p>Towns: Clifton, Dumfries, Hamilton, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Occoquan, Purcellville, Quantico, Round Hill and Vienna</p> <p><input 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>	\$ _____/Hour	\$ _____/Hour	\$ _____/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: 0309438

-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: Jared L. Schweitzer
(Print)

Title: President

Name of Firm: Miller, Long & Associates, Inc.

Date: April 30, 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: Miller, Long & Associates, Inc. (Jared L. Schweitzer, MAI) Phone: 540-345-3233

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

50 (company) Years Months

3. Vendor Information:

(17 years JLS)

FIN or FEI Number (If Company, Corporation, or Partnership): 54-1432114

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: Hometown Bank Contact: Michele Vanover, SVP

Address: P.O. Box 21769, Roanoke, VA 24018-0592

Phone : (540) 278-1736 Email: mvanover@hometownbank.com

Project: Various lending projects

Dates of Service: Since bank founding (2005) \$ Value: Varies by job

b. Company: Johnson, Ayers & Matthews, PLC Contact: Ronald M. Ayers, Esq.

Address: 310 First Street, SW, Suite 700, Roanoke, VA 24011

Phone : (540) 767-2031 Email: rayers@jamlaw.net

Project: Various valuation assignments (mostly eminent domain related)

Dates of Service: On-going & based on project \$ Value: Varies by job

c. Company: City of Roanoke Contact: Cassandra Turner

Address: 117 Church Avenue, Roanoke, VA 24011

Phone : (540) 853-6439 Email: cassandra.turner@roanokeva.gov

Project: Various valuation projects based on needs of client

Dates of Service: Currently in 5-year contract \$ Value: Varies by job

I certify the accuracy of this information.

Signed:  Title: President

**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: Miller, Long & Associates, Inc.

Preparer Name: Jared L. Schweitzer

Date: April 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: 663608 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 %)
663608		Jared Schweitzer **	Real estate appraisal		
		540-345-3233			
Totals \$					

**We are a small business.

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: _____ Jared L. Schweitzer

License Number: 4001-009036

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.



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

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

Miller, Long & Associates, Inc.
Name of Firm

Jared L. Schweitzer, President
Printed Name and Title


Signature

May 11, 2018
Date

APPRAISER QUALIFICATIONS

**JARED L. SCHWEITZER, MAI
CERTIFIED GENERAL REAL ESTATE APPRAISER
BY THE COMMONWEALTH OF VIRGINIA**

EDUCATION:

<u>YEAR</u>	<u>LOCATION</u>	<u>DEGREE</u>
1993-1997	Heritage High School	Diploma
1999-2001	Radford University	Bachelor of Business Administration (Finance)

SPECIALIZED EDUCATION:

EDUCATIONAL OFFERINGS SPONSORED BY THE APPRAISAL INSTITUTE:

Attended and passed examinations:

Course 110, "Appraisal Principles", October 2003
Course 120, "Appraisal Procedures", November 2003
Course 310, "Basic Income Capitalization", March 2004
Course 320, "General Applications", April 2004
Course 410, "National USPAP Course, 15-Hour", September 2004
Course 420, "Business Practices and Ethics", February 2004, July 2009
Course 510, "Advanced Income Capitalization", July 2004
Course 520, "Highest and Best Use and Market Analysis", May 2005
Course 530, "Advanced Sales Comparison & Cost Approaches", February 2006
Course 540, "Report Writing & Valuation Analysis", April 2005
"Valuation of Conservation Easements", Certificate Program, April 2008
Course 550 "Advanced Applications", August 2009

Passed all four (4) modules of the Comprehensive Exam given by the Appraisal Institute,
January 2012

SEMINARS SPONSORED BY THE APPRAISAL INSTITUTE:

"Local Costs Seminar", February 2003, April 2005, May 2007, September 2009, September 2011,
November 2013, November 2015
"Appraisal Consulting: A Solutions Approach for Professionals", May 2003
"Evaluating Commercial Construction", December 2003
"Appraisal Independence", February 2004
"Scope of Work", May 2004
"Business Practices and Ethics", February 2004, July 2009, December 2016
"Appraisers in the Ring: Supplemental Grassroots Activities Information", September 2004
"Analyzing Distressed Real Estate", November 2004
"General Demonstration Appraisal Report Writing", January 2005
"Evaluating Residential Construction", March 2005
"Associate Guidance Seminar", March 2006

"USPAP" Update Seminar, November 2006, March 2008, February 2011, March 2012, December 2014, November 2016, December 2017
"Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book)" Seminar, April 2009
"Litigation Skills for the Appraiser: An Overview" Seminar, March 2013
"Supervising Appraisal Trainees" Online Seminar, July 2014
"Condemnation Appraising: Principles and Applications" Seminar, April 2015
"Litigation Appraising: Specialized Topics and Applications" Seminar, October 2015
"Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book)" Seminar, June 2017
"The Appraiser as an Expert Witness: Preparation & Testimony" Seminar, April 2018

OTHER:

"Maintaining the Quality and Integrity of Conservation Easements", 5.5 hour seminar hosted by the Piedmont Environmental Council Charlottesville, Virginia, July 2004.
"Appraiser Roundtable Discussion of Conservation Easements", 6-hour seminars and discussions hosted by Conservation Partners, LLC, September 2004, May 2005, April 2006, April 2007, August 2008, August 2009, August 2010, September 2011, August 2012, March 2015
Leadership Development and Advisory Council (LDAC), Appraisal Institute, a group of 100 appraisers selected from throughout the United States, May 2006, April 2007, May 2009
Guest Speaker for The Land Trust for Southwest Virginia on Appraising Conservation Easements, May 23, 2008, Abingdon, Virginia
Guest Speaker for the Virginia Commonwealth Chapter of the Appraisal Institute on Appraisal Considerations regarding Conservation Easement Appraisals, September 11, 2008, Roanoke, Virginia
"Real Forestry for Real Estate", 8 hour seminar hosted by Virginia Cooperative Extension, Virginia Department of Forestry and Virginia Tech, South Boston, Virginia, August 2011
Guest Speaker for Virginia Tech on Real Estate Appraisal for "REAL 2014 Careers in Real Estate" – November 2016

DESIGNATIONS, MEMBERSHIPS & CIVIC INVOLVEMENT:

MAI Designated Member of the Appraisal Institute, awarded April 17, 2014
Certified General Real Estate Appraiser – Commonwealth of Virginia, certified through February 28, 2019 – License #4001-009036
Certified General Real Estate Appraiser – State of West Virginia, certified through September 30, 2018 – License #CG517
Licensed Real Estate Salesperson in Virginia through May 31, 2019 – License #0225-081596
Associate Guidance Committee Chair for the Virginia Commonwealth Chapter of the Appraisal Institute, 2006
Board of Directors for the Virginia Commonwealth Chapter of the Appraisal Institute 2007, 2008
Secretary for the Virginia Commonwealth Chapter of the Appraisal Institute 2009, 2010, 2011, 2012, 2013
Associates Committee Chair for the Virginia Commonwealth Chapter of the Appraisal Institute, 2010-2011
Awarded "*Volunteer of Distinction*" for November 2010 by the Appraisal Institute for service to the Virginia Commonwealth Chapter and the Appraisal Institute
Vice President of the Virginia Commonwealth Chapter of the Appraisal Institute 2014
President of the Virginia Commonwealth Chapter of the Appraisal Institute 2015
Immediate Past President of the Virginia Commonwealth Chapter of the Appraisal Institute 2016
Leadership Roanoke Valley (LRV) Graduate (Roanoke Regional Chamber of Commerce) – Class of 2017

Member of the Strategic Planning Committee (SPC) for the Appraisal Institute 2018
Better Business Bureau (BBB) Serving Western Virginia Board Member 2018-2020

EXPERIENCE AND CURRENT STATUS:

May 2014 to Present – President of Miller, Long & Associates, Inc.

December 2002 to April 2014 – employed by Miller, Long & Associates, Inc. as a Real Estate Appraiser / Associate

June 2001 to November 2002 – employed by William A. Hopkins, Jr., MAI, SRA as a Real Estate Appraiser

CLIENTELE AND ASSISTED IN PREPARATION OF REPORTS FOR:

COMMERCIAL / INDUSTRIAL CLIENTS:

HomeTown Bank, Wells Fargo, HomeTrust Bank, BB&T, Union Bank & Trust, PNC Bank, SunTrust Bank, Lexington State Bank, Bank of America, First Citizens Bank, Freedom First Credit Union, First National Mortgage Corporation, National Bank of Blacksburg, First National Bank, Franklin Community Bank, Norfolk Southern, Carilion Health System, Boxley, Woods Rogers, PLC, Gentry Lock Rakes & Moore, LLP, Plunkett and Oehlschlaeger, Johnson Ayers & Matthews, Conservation Partners, LLC, American Electric Power, Appalachian Power Company, Pace Realty Advisors, Green Point Mortgage, Rhodes & Butler, PC, Highlands Union Bank, Necessary Oil Company, Blue Ridge Land Conservancy (formerly Western Virginia Land Trust), Rockydale Quarries, Essex Bank, Spilman, Thomas & Battle, PLLC, Freeman, Dunn, Alexander, Tiller, Gay & Lucy, PC, Monroe County Farmland Protection Board

REAL ESTATE DEVELOPMENT:

Fralin and Waldron, Inc., C. W. Francis & Company, Strauss Construction Company, DVW, Inc., The Willard Companies, Radford and Company, Inc., Boone Homes, Inc.

GOVERNMENT CLIENTS:

Commonwealth of Virginia, Virginia Department of Transportation (V-DOT), Virginia Polytechnic Institute and State University, Radford University, City of Roanoke, City of Radford (including the Radford Heritage Foundation), Roanoke County, Town of Vinton, Roanoke Redevelopment and Housing Authority, Virginia Outdoors Foundation, The Nature Conservancy, Hollins University, Virginia Department of Forestry (including the Forest Legacy Program administered by the United States Department of Agriculture), Virginia Department of Taxation, United States Forest Service, Department of Game and Inland Fisheries (DGIF), West Virginia Department of Forestry

COMMONWEALTH of VIRGINIA

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

EXPIRES ON
02-28-2019

NUMBER
4001009036

REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER



JARED L SCHWEITZER
140 FOX RUN ROAD
BOONES MILL, VA 24065-0000



James W. DeBorja
James W. DeBorja, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (05/2015)