

**Pulaski County, Virginia
Request for Proposals (RFP)**

General Reassessment of Real Estate

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NOTICE TO VENDORS, CONTRACTORS, PROPOSERS: Please verify that all attachments listed and marked as enclosed are present in the proposal package. Please notify the County of Pulaski of any discrepancies immediately. Failure on the part of any vendor, contractor, or proposer will not relieve same from meeting any and/or all requirements of any documents inadvertently omitted.

**ADVERTISEMENT AND PUBLIC NOTICE
REQUEST FOR PROPOSAL**

General Reassessment of Real Estate

The Pulaski County, Virginia is seeking proposals for General Reassessment of real estate.

Proposals are due no later than **2:00 p.m. on Friday, May 9, 2025**. Any proposals received after this deadline may be returned to the offeror unopened. Pulaski County, Virginia reserves the right to reject any and all proposals and/or divide any project into sections. Pulaski County is an equal opportunity/affirmative action employer.

Inquiries and requests for proposal packets should be addressed to:

Pulaski County Administrator's Office
143 Third Street, NW, Suite 1
Pulaski, VA 24301
540-980-7705
540-980-7717 Fax

Note to newspaper:

Please print in the legal section of your newspaper on or before, Sunday April 13, 2025 as a line ad.

Public notice Posted on Friday, April 11th by Ashley Edmonds.

SPECIFICATIONS REQUEST FOR PROPOSALS

General Reassessment for Real Estate

Pulaski County, Virginia is seeking proposals for the General Reassessment of real estate.

I. General

Pulaski County, Virginia, will undertake the General Reassessment of all real estate situations in the county during calendar year 2026. The county will seek to contract with Virginia-certified general real estate appraisers and/or appraisal firms to perform this work. Proposals will be accepted in accordance with the information contained in this document.

Pulaski County is approximately 320 square miles and consists of approximately 23,182 real estate parcels. The County is located in Southwest Virginia, off Interstate 81. Its last General Reassessment was conducted by Wampler-Eanes Appraisal Group in 2020 with assessed values going into effect January 1, 2021. The Commissioner of the Revenue is Kim L. Matthews and the County Administrator is Jonathan D. Sweet.

II. Scope of Services

The Professional Assessor and the associated firm selected to perform the 2026 Pulaski County General Reassessment of Real Estate will be expected to complete a uniform reassessment of all property within the county, excluding public service properties and the classification of all real property in accordance with state requirements. The values to be determined shall be 100% of fair market value as required by the Commonwealth of Virginia. Appropriate emphasis shall be given to ensuring uniformity and equality with respect to each class of property with the Professional Assessor following the requirements set forth by the International Association of Assessing Officers (IAAO) *Standard on Mass Appraisal of Real Property* and the *Standard on Ratio Studies*.

A. Time Frame

The actual valuation process of this reassessment should begin on or after September 1, 2025, and shall be completed by the Professional Assessor and/or firm no later than November 1, 2026.

Reassessment notices will be mailed in mid-November 2026. Meetings with property owners shall be made between December 2 and December 20, 2026. Any adjustments anticipated to this timetable should be stated in the proposal. The proposer will be expected to adhere to this timetable unless changes are approved by the county.

B. Sales Data & Reports

The Professional Assessor and associated firm will complete a comprehensive sales data analysis prior to the appraisal of any real property in the county. This initial analysis will contain the sufficient number of valid, qualifying real estate sales and/or transactions from the various classes of real estate within the county. Non-market, unqualified sales shall be identified and noted with reasons for analytical exclusion. It shall include statistical measures appropriate for, and meeting the requirements in preparation of, the application of the sales comparison approach, development of land values and market-based depreciation schedules in the cost approach, and derivation of capitalization rates using the income approach.

Prior to the informal appeals process, a final sales analysis for all property transfers shall be made available. Additionally, this statistical study needs to include measures of the county's assessment levels for each property class. The total, county-wide assessment level shall be readily available. Likewise, measures of uniformity and regressivity/progressivity shall be available per professional standards.

These analyses and summary reports relating to the General Reassessment will be reported in an agreed upon format by, the Professional Assessor and associated firm, and the Oversight Committee. Both the initial and final sales analyses will be available for public inspection and shall become the property of Pulaski County at the completion of the General Reassessment.

C. Appraisal Detail

All appraisals shall be recorded on records jointly acceptable to the county and to the Professional Assessor. The records shall show all information related to the construction, age, size, condition and depreciation of each building or structure located on the parcel. The records shall also contain an outline or sketch of all major buildings and/or improvements. The records shall also list valuation data for each improvement along with the owner's name, address, legal description and account number and parcel ID. All criteria and characteristics used in determining land value and classification shall be listed. Additionally, separate totals for land and building values shall be provided on the records. A new photograph of the primary structure will also be required for each separate property record associated with all parcels and all classifications. Those parcels considered vacant land with no improvements do not require a new photograph, unless at such time the field appraiser believes a photograph of the vacant land will add benefit and enhance county records for future reference.

D. Residential Properties

The Professional Assessor and/or supervised firm staff shall conduct a field inspection of all residential properties and manufactured homes. They shall verify the measurements of each residence by measuring or examining the perimeter of the structure and performing a thorough exterior visual inspection of the property. Likewise, detached structures and additional improvements should also be inspected, with relevant details confirmed to ensure accuracy and fairness. Photographs of the primary structure(s) are required with photographs attached to their respective Property Record Cards within the CAMA software. In addition to a sketch of each residence, the following components must be documented: construction type and number of levels/floors, foundation type; basement area (including percent finished); wall construction; presence of insulation; roof type; interior finish; flooring and types; heating system; number of fireplaces, plumbing fixtures, bedrooms, and additional rooms; year built; year remodeled; exterior condition; physical depreciation; functional and economic obsolescence; general quality of construction; rental information (if applicable); and any recent sales data. All accessory buildings and structures shall be located, numbered, measured externally, and sketched in relation to the main dwelling on the field work card, with their use, construction type, size, age, and condition clearly noted. These improvements shall be appraised at their fair market value. All information gathered must be accurately recorded on the appraisal records.

E. Manufactured Homes

The Professional Assessor and/or supervised firm staff shall prepare an Excel spreadsheet listing of all manufactured homes situated in the County. The listing shall include, but not be limited to: the make, model, year of manufacture, if available; and dimensions, condition, value, owner, and location of each manufactured home. Each record should also note whether the manufactured home is currently either assessed as real estate or assessed as real property but recorded as personal property. Furthermore, for any manufactured homes that are recorded as personal property, information about the type, dimensions and value of any physical improvements attached to or associated with the manufactured home should be detailed, along with the correct personal property ownership account for cross-reference. The location shall be identified by tax map/parcel number; when multiple manufactured homes exists on a single parcel, additional information should include unit, lot, or address for each. This information should be contained in a single, comprehensive sheet within the Excel file. Additional sheets shall be prepared with information related to, and organized by, those manufactured homes located in mobile home parks within the County, and include the aforementioned requirements listed above. A photograph of each

manufactured home will also be required. Photographs of manufactured homes in mobile home parks are to be included and identified to match the unit, lot, or address number for each home for future reference by the County. Photographs will be attached to their respective Property Record Cards within the CAMA software; their referenced digital location noted for each record found in the spreadsheet.

F. Rural Properties

Suburban and farm dwellings shall be visited and inspected in the same manner as other residential properties. All other farm buildings and structures shall be measured, located and numbered in relation to main dwellings on the property record card, sketched and listed accordingly to their use, type of construction, size, age and condition. These improvements shall be appraised at their fair market value.

G. Commercial Properties

Commercial properties shall be handled in the same complete manner as residential properties. Building measurements shall be accurately confirmed and a complete description shown for each. The basic cost of data shall be applied to existing construction for determination of accurate and consistent replacement cost, less any physical depreciation, functional or economic obsolescence. In addition, income and expense data and market data will be used where applicable and available to assist in appraising the property.

H. Industrial Properties

Small industrial plants shall be appraised in the same manner as other commercial properties. For more complex industrial properties considered to be major industrial complexes (e.g., Volvo Trucks North America), a complete separate report shall be furnished in both digital and print format, summarized, typed and bound. This report shall include a building by building component part description of construction, and fixed equipment taxable as real estate showing individual replacement value and depreciation for each. For all industrial properties, all yard improvements shall be listed individually. Furthermore, a sketch shall be made with buildings numbered, photographed, and shown in their respective location and size, with the name of the building as known to the industry shown. The market income approach to value shall be utilized if applicable.

I. Apartments

All apartments or two or more connected dwelling units designed or redesigned for rental occupancy and all groups of apartment buildings are to be classified as multi-family residential. The appraisal of apartments is to be complete with analysis of income and expense data, if such data is obtainable. The income approach to value must be considered in apartment appraisals, and where actual rents are not available, economic rental estimates will be used with reference to regional professional sources.

Affordable and low-income housing shall be assessed using professional standards and methodologies as recommended by the IAAO. Moreover, the appraisal methods of affordable housing shall meet the standards as prescribed by law set forth by the Commonwealth of Virginia.

J. Exempt Properties

All tax-exempt properties are to be examined. Exempt properties shall be handled in the same complete manner as residential properties. Building measurements shall be accurately confirmed and a complete description shown for each. The basic cost of data shall be applied to existing construction for determination of accurate and consistent replacement cost, less any physical depreciation, functional or economic obsolescence. In addition, income and expense data and market data will be used where applicable and available to assist in appraising the property. Properties classified as tax-exempt shall be appraised at market value using correctly classified and uniform appraisal standards. Photographs of the primary structures are required, unless such photographs are not permitted (e.g., Radford Arsenal). While

currently tax-exempt, accurate and up-to-date information is necessary for this class of property due to state funding measurements and for possible reclassification to taxable status in the future.

K. Vacant Acreage & Other Properties

All other property not covered previously and required by law to be appraised by the jurisdiction will be appraised at market value using the acceptable appraisal standards set forth by the Virginia Association of Assessing Officers and IAAO.

L. New Construction & Finalized Permits

The Professional Assessor shall coordinate its efforts with the Oversight Committee in appraising new construction, additions, and any changes due to ongoing and/or completed/finalized building permits issued by the jurisdiction. Every reasonable effort will be made to ensure this function is not duplicated by the Professional Assessor/firm, or by the jurisdiction, or omitted by both. The contractor shall be responsible for appraising all new construction and finalized permits, as well as those substantially complete properties with outstanding issued permits, during the term of the contract (i.e. November 1, 2025 – November 1, 2026). New construction will be noted on the appraisal/property record and closely coordinated with the Commissioner of the Revenue Office.

M. Property Records

The Professional Assessor shall coordinate with the Commissioner of the Revenue Office to digitally store and archive all updated valuations on Property Record Cards, including field work cards, and any other reassessment data for future public disclosure as required by Virginia Code § 58.1-3331. Virginia law also requires a six-year retention of the appraisal records per Schedule No. GS-05 with the Library of Virginia under § 42.1-76.

N. Reassessment Manual

The Professional Assessor and/or appraisal firm shall provide a comprehensive Reassessment Manual for the jurisdiction in both digital and printed, bound formats. This manual must, at minimum, thoroughly describe:

1. All statutory reassessment requirements as prescribed by Virginia law.
2. The mass appraisal process, including appraisal methodology and statistics from the initial and final sales study analyses and the final reassessment.
3. Key valuation principles, such as highest and best use and valuation of land (including adjustment and influence factors).
4. Valuation of residential buildings, including adjustment factors, dwelling grade descriptions, and common features or fixtures.
5. Valuation of improvements, including example photographs and relevant pricing schedules.
6. Valuation of commercial and industrial buildings, including basic replacement costs for various commercial building types.
7. Depreciation schedules/tables and reconciliation procedures.
8. A glossary of terms used throughout the manual.
9. A listing of rate tables applied by the CAMA software.

Within the *Valuation of Residential Buildings* section, pricing schedules/rates for common residential features (e.g., solariums, porticos, open framed porches, decks, patios) must be included, along with example photographs. The *Valuation of Improvements* section shall feature photographs of all common outbuilding types or classifications found in the jurisdiction, together with their respective pricing schedules. The manual's rate tables must also provide a breakdown of land rates by land type and a neighborhood-by-neighborhood listing for the entire jurisdiction.

O. Condemnation

The Professional Assessor and/or appraisal firm agrees to provide assistance in condemnation and other situations where the County may need to determine the value of a specific property during the interim period after the General Reassessment has concluded.

P. Travel Expenses

The appraisal firm shall assume all transportation and travel expenses for its employees.

Q. Public Information

The Professional Assessor and/or appraisal firm shall make speakers available for meetings with civic groups or other interested parties as directed by the Board of Supervisors for the purpose of disseminating general information pertaining to the assessment process. During the General Reassessment, the Professional Assessor will endeavor to promote good public relations with all taxpayers and the general public.

III. Public Input

Pulaski County will not use a Board of Assessors. Supervisory summaries and progress reports from the Professional Assessor and appraisal firm shall be delivered to the Oversight Committee. The appraisal firm will designate and provide a Professional Assessor who will be responsible for meeting the obligations expressed in this RFP. The contracted Professional Assessor selected by the associated firm should be acceptable to the Pulaski County Board of Supervisors and the Oversight Committee. He/she shall be certified to serve as the Professional Assessor during the full term of the General Reassessment and be currently listed in good standing by the Virginia Department of Taxation as such. Furthermore, the contracted assessor's work product shall meet the applicable Uniform Standards of Professional Appraisal Practice (USPAP), and the best practices and statistical analyses set forth and as recommended by the IAAO.

All property owners in Pulaski County will be notified of the changes in assessed value of their property as required by State Code. Following this notification, the appraisal firm and its Professional Assessor will be expected to meet with property owners in order to explain, discuss and hear complaints concerning values established. These meetings shall be established by the real estate appraisal firm.

Following such meetings with affected property owners, the Professional Assessor shall make any necessary field reviews of all properties of disputed value and shall make any changes necessary in the valuation originally established as part of an informal appeal. A confirmed or adjusted value should be reflected as a posting labeled as a change or no change on the Property Record Cards.

Following the General Reassessment, the County of Pulaski is required by law to have a Board of Equalization. The Board of Equalization shall establish meeting dates, times and places, to receive complaints from property owners regarding appraised values. It is anticipated these hearings will be conducted between January 4 and February 29, 2027. The appraisal firm shall have representatives present or available at these hearings as required by the Board of Equalization.

IV. Right of Approval of Personnel

The Oversight Committee shall have the right to review and approve all personnel involved in the appraisal of real property in Pulaski County. The Oversight Committee shall also have the right to require any appraiser or personnel to be removed from work in Pulaski County. It should be noted all firm employees are serving at the discretion of Pulaski County and the terms of the final contract between the appraisal firm and Pulaski County shall clearly empower the county to have any unsatisfactory appraisers or personnel removed

from work in Pulaski County. The appraisal firm shall meet qualifications and criteria established for such work by the Virginia Department of Taxation and the Commonwealth of Virginia.

V. Insurance and Performance Bond

The firm shall submit, with its proposal, a valid certification of insurance or documentation of ability to obtain insurance indicating the limits of coverage for automobile, public liability, workman's compensation, unemployment and general liability. The firm selected to perform the work outlined in this document will be required to show Pulaski County as an insured and loss payee. The county shall be held harmless from all claims, demands, suits, action, recoveries of judgments of every kind and description brought or recovered against the county, etc., by reason of any act of the contractor's firm or employees during the execution of this work. The contractor shall provide a performance bond in the amount of the contract, which shall be made payable to Pulaski County.

VI. Terms of Payment

Invoices shall be submitted to the county on a monthly basis after work has begun. The county will make payments on the basis of the number of parcels appraised less a 10% retainage as a performance guarantee.

VII. Contract Disputes

In the event a dispute arises between the county, the Professional Assessor and/or the associated firm, and cannot be resolved through normal administrative procedures, either party shall have the right of direct appeal to a court of competent jurisdiction.

VIII. Court Testimony

The firm shall provide a competent witness for court appeals filed within a period of four years following the effective date of the reassessment. The cost of these services is to be separate from the base contract price for appraisal services.

IX. Supervision of Work

After a firm is selected to perform the appraisal work, responsibility for supervising both the firm and the Professional Assessor will rest with the Oversight Committee. The Committee will schedule periodic meetings with the firm's lead official and/or Professional Assessor to ensure the General Reassessment is progressing as expected. Before the final reassessment values are published, the firm must provide the Committee with a digital report detailing changes in value, assessment levels, value summaries by property type and location, the modeling approach and methodology, key statistical measures (e.g., median, COD, PRD, PRB), and a comparison of the final results to the initial sales study conducted prior to the start of appraisal work. The objective is to verify the reassessment's uniformity, specifically following IAAO's *Standard on Ratio Studies*.

Should the report fail to meet these standards or otherwise be deemed unacceptable by the Oversight Committee, the firm will be required to take any necessary corrective action. A revised report must then be submitted to the Committee for approval before the final reassessment values are posted.

X. Staff Support and Logistics

Pulaski County will provide the following:

- a. Adequate office space and office furnishings;
- b. Detail of existing appraisal as well as open access to current maps, appraisal records and computer data;

- c. The necessary office supplies including postage and stationary for mailing notices and any advertising costs for hearings;
- d. Mailing of the reassessment notices;
- e. A copy of the current tax maps will be provided digitally by the County, the firm is responsible for providing laptops and/or tablets to the appraisers;
- f. Hard drive space for the storage and archival of digital Property Record Cards for each Tax Parcel with field work, notes, changes, and information from the appraisers; and
- g. Transportation of the Board of Equalization for field review when needed.

It should be noted appraisal information provided includes existing name of real estate owner, mailing address, property description, existing map number, and an indication as to whether improvements are presently located on the property.

The reassessment will be conducted using the County's computerized property valuation system with CAMA software known as *ProVal* from Aumentum Technologies. The contractor will be required to become sufficiently familiar with this system to update the system's various sales and features tables and to establish assessed value from factors within the computer database. All data entry will be the responsibility of the appraisal firm. The contractor will oversee the maintenance of the computerized database during the reassessment. The firms should be proficient with the valuation software and able to oversee the maintenance of the computer software during the reassessment.

Clerical staff and other needs must be provided by the appraisal firm.

XI. Proposal Contents

The respondent's proposal for professional services must include the following:

- 1. Biographical information and qualifications of members of the firm who will be performing the work; certification confirmation from the Virginia Department of Taxation; confirmation of the required Virginia *Certified General Appraiser's* License.
- 2. Names and qualifications of any subcontractors which will be used in this project;
- 3. A complete list of all Virginia localities completed within the past five (5) years, together with the assessment ratio, as determined by the Virginia Department of Taxation, as of the effective date of the reassessment and the names and phone number of references who may be contacted;
- 4. Specific information should be provided describing experience with Aumentum Technologies CAMA software *ProVal* and knowledge about using this software;
- 5. Timetable for completion of the scope of services; and
- 6. Name, address, and telephone number of the contact person.

XII. Proposal Evaluation

Procedure to be followed in Selection of an Appraisal Firm/Professional Assessor:

Pursuant to the Virginia Procurement Act as stated in Virginia Code Section 2.2-4302.2.A(4) for professional services, the public body shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. In addition, offerors shall be informed of any ranking criteria that will be used by the public body in addition to the review of the professional competence of the offeror. The Request for Proposal shall not, however, request that offerors furnish estimates of man-hours or cost for services. At the discussion stage, the public body may discuss nonbinding estimates of total project costs, including, but

not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. In accordance with § 2.2-4342, proprietary information from competing offerors shall not be disclosed to the public or to competitors. For architectural or engineering services, the public body shall not request or require offerors to list any exceptions to proposed contractual terms and conditions, unless such terms and conditions are required by statute, regulation, ordinance, or standards developed pursuant to § 2.2-1132, until after the qualified offerors are ranked for negotiations. At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the public body shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the public body, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the Request for Proposal, a public body may award contracts to more than one offeror.

Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

Pulaski County is governed by a five-member Board of Supervisors, which has assigned the responsibilities of recommending suitable appraisal firms/Professional Assessors, and supervising the selected firm, and its associated Professional Assessor's work, to an Oversight Committee. The Oversight Committee will solicit proposals from qualified firms and their associated Professional Assessor and make recommendations for approval by the Board of Supervisors. The Oversight Committee is composed of Mr. Jonathan D. Sweet (County Administrator), Mrs. Kim L. Matthews (Commissioner of the Revenue), and Mr. Anthony D. Phillips (County Assessor), and—if designated by the Board—an additional third-party member.

The County reserves the right to reject any and all proposals, waive any formalities, and/or divide any purchase among several vendors. The selection of a successful proposer will comply with the Virginia Public Procurement Act. The County of Pulaski is an equal opportunity employer. Minority firms are encouraged to submit proposals. This public body does not discriminate against faith-based organizations.

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XIII. Proposal Submittal

Proposals are due no later than 2:00 p.m., Friday, May 9, 2025 and must be clearly marked “**General Reassessment of Real Estate**”. Any proposals received after this deadline may be returned to the offeror unopened.

Proposals and inquiries should be addressed to:

Mr. Jonathan D. Sweet, ICMA
County Administrator
Pulaski County, Virginia
143 Third Street, NW, Suite 1
Pulaski, VA 24301
(540) 980-7705 Phone
(540) 980-7717 Fax
jsweet@pulaskicounty.org

RESPONSE TO SOLICITATION

Response to this solicitation can vary in length and in text but should include as a minimum the following:

1. All information needed to weigh the response as listed in the solicitation.
2. Any supporting information felt by the proposer to be applicable.
3. Family relationship of principals in the proposer's firm to any employee of Pulaski County.
4. A list of similar or related projects.
5. Name and address of the principals in the proposer's firm related to any employee of Pulaski County.

INSURANCE AND INDEMNIFICATION GUARANTEE

1. Indemnification and Hold Harmless Requirements
 - 1.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless Pulaski County, its agents and employees from and against all claims, damages, losses and expenses; including but not limited to attorney's fees, arising out of or resulting from the performance of the work, including but not limited to any such claim, damage, loss or expense which is attributable to the bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) including the loss of use or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a claim against the Contractor or his Subcontractor arising from any work or property that must be restored, repaired or replaced because of Contractor's or Subcontractor's work being incorrectly or improperly performed. Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.
 - 1.2 In any and all claims against the County of Pulaski or any of its agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under paragraph 1.1 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other Employee benefit acts.
2. Contractor's Liability Insurance and Other Insurance
 - 2.1 The Contractor shall purchase and maintain such insurance as will protect him from claims which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, including but not necessarily limited to, the following:
 1. claims under worker's or workmen's compensation, disability benefit and other similar employee benefit acts;
 2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employee;
 3. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
 4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an act or offense directly or indirectly related to the employment of such person by the Contractor or (2) by any other person;
 5. claims for damages, other than to the work itself, because of injury to destruction of real or tangible property, including loss of use resulting there from; and
 6. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle
 - 2.2 The insurance required by Subparagraph 2.1 shall be written for not less than any limits of liability specified in the Contract Documents, or as required by law, whichever is greater.
 - 2.3 The insurance required by Subparagraph 2.1 shall include contractual liability insurance applicable to the Contractor's obligation under Paragraph 1.
 - 2.4 Certificates of Insurance acceptable to the County of Pulaski shall be filed with the County prior to commencement of the work. These Certificates shall contain a provision that coverage's afforded under the policies will not be cancelled until at least thirty days prior written notice has been given to the County.

CONTRACTOR'S POLICY OF NONDISCRIMINATION

Pursuant to Section 11-51 of the 1950 Code of Virginia, as amended, during the performance of any contract awarded, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over ten thousand dollars (\$10,000.00), so such provisions shall be binding upon each subcontractor and/or vendor.

Additionally, the contractor will not discriminate against any employee or applicant on the basis of handicapped status, except where handicapped status is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

Signature of Authorized Agent

Date

DRUG FREE WORKPLACE MAINTENANCE BY CONTRACTOR

Pursuant to Section 11-51.1 of the Code of Virginia, all public bodies shall include in every contract over \$10,000 the following provisions:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees placed by or on behalf of the contractor's prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug free work place; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Signature of Authorized Agent

Date