

PURCHASING DIVISION

DEPARTMENT OF FINANCE

CHELSE SAKAI, DIRECTOR OF FINANCE

MICHELLE L. LIZAMA, DEPUTY DIRECTOR OF FINANCE



DEREK S.K. KAWAKAMI, MAYOR
REIKO MATSUYAMA, MANAGING DIRECTOR

March 3, 2025

CBIZ Valuation Group, LLC
225 West Wacker Drive, Suite 2000
Chicago, IL 60606

Attn: Brian Roe, Managing Director

RE: CONTRACT 10379 – APPRAISAL OF COUNTY OF KAUAI PROPERTIES

Your firm has been awarded the negotiated contract to provide APPRAISAL OF COUNTY OF KAUAI PROPERTIES, for the Office of the County Attorney, County of Kauai in accordance with 2025-PROF-4 and 2025-PROF-5, A.1, to the terms and conditions set forth in the contract document. The award is subject to your return of the executed contract together with:

☒ Insurance certificates as required by solicitation or negotiated terms.

The negotiated contract amount shall not exceed **SEVENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$75,000.00)**.

This three (3) year multi-term contract is subject to the availability and appropriation of funds, effective upon issuance of the official Notice to Proceed.

Contract documents will be transmitted under separate cover for your review and execution. Contract No. 10379 is assigned. Please refer to this number in all future communications.

After the contract is fully executed a "Notice to Proceed" will be issued to designate the official contract starting date. Until said Notice is issued the Count may find cause for cancellation of the award and any expenses incurred by you will be at your own risk.

Further, as a reminder, the following is a requirement for final payment and should be submitted with your final payment invoice:

☒ Tax clearance compliance required by HRS 103D-328; and 103D-310(c)

☒ Contractor's Certificate of Compliance for Final Payment (self-certification form), Required by HAR 3-122-112 (c), Responsibility of Offers. Purchasing Division Schedule G-1 is available upon request.

CBIZ Valuation Group, LLC

March 3, 2025

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We appreciate the opportunity to work with you on this project and look forward to its successful and timely completion.

Please feel free to call us on any questions or if we may be of service.

Very truly yours,

Ernest Barreira

Ernest Barreira (Mar 3, 2025 14:49 HST)

Ernest W. Barreira, M.S.

Assistant Chief Procurement Officer

cc: OCA – E. Takekuma

:cb

County of Kauai
Department of Finance - Purchasing Division

Professional Services Procurement Disclosure

**Pursuant to the requirements of HRS 304-103D,
the following information is hereby publicly disclosed.**



Award Date : 3/3/2025
Contract # : 10379

1. **Professional Services Publication Number:**
 - **Publication Number:** 2025-PROF-4 & 5, A.1
2. **Description of Services Required:**
 - **Appraisal of County Kauai Properties**
3. ☐ **Check if Small Purchase procedures used.**
4. **The ranking and names of a minimum of the top three (3) persons or organizations ranked by the Selection Committee for negotiation of a contract (note- the minimum of 3 persons may be limited to less than 3 by the review committee or by the number of responses to the solicitation):**
 - **CBIZ Valuation Group, LLC**
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5. **The legal name of the person or organization receiving the award:**

CBIZ Valuation Group, LLC
6. **The Dollar amount of the contract: \$75,000.00**
7. **The names of the Selection Committee members:**
 - **Erin Takekuma**
 - **Laura Essenberg**
 - **Todd Dickenson**
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8. **Describe the relationship of any of the principals to any of the persons making the recommendation of award and award:**
 - **DIRECTOR OF FINANCE (AUTHORITY TO AWARD): NONE**
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Date Posted : 3/3/25, CB