Basic Elements For A Request For Proposal For Assessing Services

- The bidder should include with the Proposal a statement confirming full understanding of the Project as proposed in accord with the Scope of Work / Contract Requirements.
- Any correction or modification to the Proposal should be made in writing before the bid opening date and time.
- A Proposal (or correction or modification thereto) received after the time and date specified may not be considered.
- Any additional hardware and associated costs must also be defined.
- The project requires the complete appraisal and revaluation of all real taxable property and all taxexempt real property located within the corporate limits of the Municipality.
- The successful vendor should be required to ensure that the CAMA database should be electronically interfaced with the Municipality's existing tax billing system.
- The Company that executes a Contract with the Municipality should furnish all labor, materials, supplies and equipment, and should perform all work for the project in strict accordance with the contract specifications and should be in compliance with the State of New Hampshire Department of Revenue Administration Administrative Rules governing revaluations and any relevant applicable rules and standards as adopted by the Assessing Standards Board.
- The project should include the valuation as of April 1, <u>200</u> of the following categories of real property within the Municipality:
 - All taxable real property, including land, buildings and improvements.
 - All tax-exempt property.
 - \circ The effective assessment date of this revaluation project should be April 1, <u>200</u>.
 - Valuations and appraisals of all taxable and exempt real property should reflect full market value as of April 1, <u>200</u>.
 - Approximate number of parcels as of April 1, <u>200</u>, is as follows:
 - <u>Number of Properties</u>:

 Residential Improved

 Utilities (____ Electric, ____ Telephone Building, ____ Telephone Tower)

 Tax Exempt (____ Vacant, ____ Improved)

 Commercial/Industrial (____ Vacant, ____ Improved)

 Vacant Parcels

 Manufactured Homes

Total

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- The Municipality should reserve the right to reject any, any part of, or all proposals; to waive informalities and technicalities; and to accept the proposal that the Municipality deems to be in its best interest. Proposal price should be a major consideration, but lowest dollar cost proposal should not be the sole criteria to be considered.
- Each proposal submitted should itemize the Company qualifications and experience. The Company should submit a complete client list of municipalities to which it has rendered services during the last five (5) years. At least three (3) such projects should have been performed for a Municipality whose assessment list is comparable.
- The Company should employ experienced and competent appraisers who have been approved first by the NH Department of Revenue Administration and then by the Municipality, in the grading, classifying and appraising of all property covered by this contract including all necessary field appraising of all property covered by this contract. All necessary field assistants employed by the Company should be competent to perform the work they are called upon to do.
- The Municipality should furnish the Company sufficient office space and necessary office furniture.
- All field personnel should carry suitable ID cards, which should include an up-to-date photograph, supplied by the Company and signed by the Governing body
- Protection of the Municipality
 - Performance Bond
 - Indemnification and Insurance
- Completion date, time schedule & failure to complete on time penalty.
- Payment schedule
- Public relations
- Records, supporting documentation & USPAP report