

TOWN OF NEWINGTON

Request for Proposals No. 1, 2014-15

Year 2015 Statistical Revaluation Services

ADDENDUM NUMBER ONE

November 14, 2014

The following additions, deletions, clarifications and changes are hereby provided and shall be considered an integral part of the Request for Proposal documents. This Addendum consists of four (4) pages.

1. On Page 12, 5 SCOPE OF REAPPRAISAL AND REVALUATION, B. (e.), after “Digital photographs of all real estate parcels” add “unless Alternate One on the Proposal Form is accepted by the TOWN.”
2. On Page 12, 5 SCOPE OF REAPPRAISAL AND REVALUATION, B. (i.), after “List, measure, value all building permits” add “only if Alternate Two on the Proposal Form is accepted by the TOWN.”
3. On Page 17, 10 COMPLETION DATE AND TIME SCHEDULE, A. 1., 14th bullet, after “complete all building permits through October 1, 2015” add “if Alternate Two on the Proposal Form is accepted by the TOWN.”
4. On Page 25, at the end of section 12 RESPONSIBILITIES OF THE CONTRACTOR, add “N. ALTERNATE ITEMS
 1. Alternate One
 - a. The CONTRACTOR is required to provide digital photos of all real estate parcels in the Town.
 - b. Alternate One is provided on the Proposal Form to allow the TOWN the option to delete this requirement and subtract the cost from the Total Proposal. Should the TOWN accept Alternate One the CONTRACTOR shall charge the TOWN the unit price stated on the Proposal Form for each individual digital real estate parcel photograph taken by the CONTRACTOR and accepted by the ASSESSOR. The number of photographs shall be clearly identified by the CONTRACTOR. The locations of the photographs shall be clearly identified by the CONTRACTOR if requested to do so by the ASSESSOR.
 2. Alternate Two
 - a. Field work to list, measure, and value all building permits is not required as part of the base Scope of Reappraisal and Revaluation.
 - b. Alternate Two is provided on the Proposal Form to allow the Town the option to add this field work for permits to the Scope of Reappraisal and Revaluation and the cost for such work to the Total Proposal cost.”
5. Delete pages 37-38, Section 22 PROPOSAL FORM in its entirety and replace it with the following:

22 PROPOSAL FORM

PROJECT: THE COMPLETE STATISTICAL REVALUATION OF ALL REAL PROPERTY LOCATED
 WITHIN THE CORPORATE LIMITS OF THE TOWN OF NEWINGTON, CONNECTICUT,
 EFFECTIVE OCTOBER 1, 2015, FOR ASSESSMENT PURPOSES.

The undersigned, duly authorized agent for the individual, partnership, corporation or other entity submitting this proposal affirms and declares:

A. That this proposal is submitted with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) enclosed with the Request for Proposals on the subject project.

B. The undersigned hereby declares that no persons other than those named herein are interested in this proposal or in the contract proposed to be taken, that it is made without any connection with any other person making any proposal for the same service, that it is in all respects fair and without collusion or fraud, is without any agreement, understanding, or planned common course of action with any other vendor of the materials, supplies, equipment, or services of this Request for Proposals, and that no person acting for or employed by the Town of Newington is directly or indirectly interested in this proposal, or in any portion of the profits which may be derived therefrom. This proposal is made with the understanding that it will be accepted or rejected within ninety (90) days from the date set for receiving proposals. The undersigned recognizes the existence and contents of all addenda identified below. The undersigned further declares that he/she has carefully examined the annexed Request for Proposals, Specifications, and Contract and that he/she will comply with the terms thereof and furnish the service therein required for the amount of the Total Proposal.

Addendum No.	Dated

C. Each proposal shall be accompanied by a security in the form of a surety company bid bond or a certified check made payable to the Town of Newington, guaranteeing that the respondent will furnish final performance, as required in the attached contract, if the proposal is accepted by the Town of Newington. Any surety company bond shall be issued from a surety company either licensed or approved by the State of Connecticut Insurance Commissioner and which has an A.M. Best rating of A-VII or better. Any certified check shall be issued by a bank located in the State of Connecticut. The amount of the security shall be ten per cent (10%) of the Total Proposal.

D. The Request for Proposals, the Legal Notice, the Contract, and the Proposal Form are an integral part of the specifications and shall be made a part thereof.

E. That the respondent or its representative has visited the TOWN; is familiar with the Town's geography, general character of housing and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR'S records; and has met with the ASSESSOR to make itself knowledgeable of those matters and conditions in the TOWN which would influence this proposal.

F. That the respondent proposes to furnish the services and materials required to complete the subject project in accordance with the aforesaid specifications for the total amount of:

TOTAL PROPOSAL:

\$ _____

ALTERNATE ONE:

Subtract \$ _____ from the Total Proposal cost to delete the requirement to take all new property pictures. If this alternate is accepted by the Town, the Town would be charged a unit price of:

\$ _____ for each individual digital real estate parcel photograph taken by the Respondent and accepted by the ASSESSOR.

ALTERNATE TWO:

Add \$ _____ to the Total Proposal cost to perform all necessary field work to list, measure and value all building permits in the field.

G. The TOWN reserves the right to reject any, or any part of, or all Proposals; to waive informalities; and to accept the Proposal which the TOWN, at its sole discretion, deems to be in the best interest of the TOWN, whether or not it is the lowest dollar amount proposed.

H. Consideration in the awarding of the CONTRACT will be given, but not limited to, price, the accuracy and responsiveness of the respondent, the experience, competence and financial condition of the respondent, time for completion and/or labor force adequate to perform the work, the nature and size of the respondent's organization, quality of similar projects it has performed and completed in the past in Connecticut, other projects and/or revaluations currently under contract by the respondent, the quality and ease-of-use of the Computer Assisted Mass Appraisal software system, quality of integration

with the TOWN'S existing assessment administration computer system, and a determination by the TOWN that the respondent has the ability to complete the revaluation successfully.

I. The respondent is submitting with this Proposal Form their proposed method of billing and their per diem rate(s) for services such as court defense, that are outside the scope of the specifications and the PROJECT.

COMPANY RESPONDING:

SUBMITTED BY:

Firm _____

Signature _____

Address _____

Name _____

Title _____

Telephone _____

Fax _____

E-Mail _____

END OF ADDENDUM NUMBER ONE