

TOWN OF PITTSFIELD
Request for Proposals
for Tax Assessor Services

NOTICE TO INTERESTED PARTIES

October 16, 2018

1. Quotations will be received at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 until **11:00 AM, Thursday, November 8, 2018**. All quotations shall be submitted in sealed envelopes and be plainly marked "**Pittsfield Tax Assessor Services Proposal**." No quotations will be accepted by facsimile (FAX) or e-mail transmission.
2. Quotations will be opened publicly by the Town Manager or her designated representative at **11:00 AM, Thursday, November 8, 2018**.
3. The successful individual or firm must provide proof with their proposal that he/she/it is adequately covered by insurance as follows:
 - a. The individual or firm will serve in the capacity of an independent contractor and will maintain insurance to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workers' Compensation Acts for the term of the contract.
 - b. Comprehensive General Liability insurance policy with the following limits of coverage:
 - Bodily Injury: \$1,000,000
 - Property Damage: \$400,000
 - Aggregate: \$1,000,000 of all claims per occurrence
 - c. Comprehensive Automobile insurance policy with the following limits:
 - Bodily Injury: \$1,000,000
 - Property Damage \$ 400,000 per occurrence
 - d. All insurances must be issued by an insured licensed, authorized and maintaining an office to do business in the State of Maine.
4. The Town of Pittsfield assumes no liability for any costs incurred by respondents or in responding to requests for additional information or interviews prior to the issuance of a contract.
5. All proposals for Tax Assessor Services for the Town of Pittsfield must include the following:
 - a. Detailed Work History;
 - b. Three (3) or more Contract Work References;
 - c. Qualifications and experience with providing requested services in other towns;
 - d. Proof as Certified Maine Assessor (CMA);
 - e. Proof of insurance; and
 - f. A completed Town bid form detailing the cost to provide services.
6. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations, and to accept the quotation which is deemed to be in the best interest of the Town.
7. The successful bidder will be required to sign the Town's Standard Services Contract.

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I. SCOPE OF SERVICES

The Town is seeking quotations from qualified individuals or firms to provide property tax assessment services. The Town is seeking an on-going relationship with an individual or firm for the purposes of providing assessment services. The Town wishes the certified municipal assessor to have a regular office presence in the Town Office and for the certified municipal assessor to manage the annual assessment process as required by State law. The person who is appointed as Tax Assessor must be a certified Maine Assessor and a resident of the State of Maine. Currently, the Town of Pittsfield contracts for these services which includes a presence in the office generally one day per week except during the winter months which is less. Our current Tax Assessor will be leaving near the end of the 2018 calendar year.

Services shall include, but are not limited to:

1. Performs all assessing duties required by the State of Maine Law.
2. Performs all duties expected and typical of Maine Assessors in Maine communities.
3. Establishes values for new real and personal property.
4. Maintains all records necessary to administer and maintain the assessment program.
5. Performs all fieldwork in the review of existing and new properties and analytical and administrative work in the office to maintain and update values for properties.
6. Maintains and reviews property transfers; reviews and approves all exemptions for taxes as permitted under the State law; makes and enters computation valuations and other data in valuation commitment books; required State reporting forms; maintains the assessing data base; and determines the valuations to be placed on new, renovated and existing property based on changing market value.
7. Provides prompt review and processing of property transfers, splits and new construction.
8. Ability to read and correctly interpret deeds for property splits and utilization of a deed plotter to establish property division for mapping purpose.
9. Conducts annual updating of personal property including picking up new accounts, depreciation where appropriate, and assisting taxpayers with reimbursement applications with required information.
10. Be thoroughly knowledgeable of Maine property tax programs such as tree growth, open space, farmland exemptions, BETE, BETR, Veterans exemptions and the ability to assist taxpayers with applications and understanding of the law.
11. Develops and administers a program for the collection of sales, costs, income and other economic and social data affecting property values; prepares appraisal and other reports as necessary.
12. Creates and provides all reports required by the State of Maine, County and Town.
13. Responsible for the oversight of producing updated and accurate annual tax maps. Involves coordination with a tax mapping company, Building Inspector/Code Enforcement Officer and E-911 Officer.
14. Coordinates with the Town Manager and Deputy Treasurer to develop the annual tax commitment.
15. Assists the Town Manager and Deputy Tax Collector with Tax Acquired Properties, special tax assessments, title research and other related projects as necessary.

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I. SCOPE OF SERVICES (con't)

16. Assists other Town departments with valuation rated questions and provides any necessary related information to those departments.
17. Works with real estate professionals in obtaining information pertaining to the study and sale of real estate.
18. Meets with and responds to citizen inquiries and requests for information in a timely fashion.
19. Generates the tax bills through the TRIO system.
20. Keeps current with professional training and changes in the Maine State Law.
21. Provides periodic updates to the Town regarding the Town's assessments.

The Town shall provide the following:

1. An Office Space;
2. Desktop Computer;
3. Internet/Networking connection;
4. Printer/Photocopier/Fax;
5. Phone; and
6. Standard office supplies such as paper and pens.

The Town Office Staff assist citizens with basic information when the Tax Assessor is not in office and take messages for the Tax Assessor on more detailed issues.

The Town utilizes the Trio software system for assessing, tax collection, budgetary, cash receipting and other functions.

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II. TOWN OF PITTSFIELD ASSESSING BACKGROUND

Total number of real estate accounts:

Residential:	2092	
Commercial:	142	
Industrial:	47	
Exempt:	140	
Total Number:	2,142	
Taxable Valuation:		\$228,406,200

Number and type of exemptions:

Homesteads:	872
Veterans:	112
Blind:	3
Parsonage:	6
Non-profits:	99

Number of personal property accounts: 197

Taxable Value: \$13,117,100

Number of BETE accounts: 74

Number of TIF Districts: 2

Year of last revaluation: 1989

Year of last factoring: 2009

Latest assessment to sale ratio: 100 % (2013); 96% (2014); 95% (2019)

Latest COD: 15

Any issues pointed out for correction during latest State Visit: None

Number of abatements for 2017: 17

Number of appeals beyond Assessor: 1 in the last 10 years

Major Accounts: Central Maine Power Company; Pittsfield Solar, LLC; Cianbro; Hancock Lumber; and KEI (Maine) Power which has a hydro facility on the Sebasticook River.

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REQUIRED BID FORM

I have read the "Town of Pittsfield Request for Proposals for Tax Assessor Services" specifications and I submit the following bid prices:

Rate for Services:

A. Calendar Year 2019:

Number of days per contract year (Jan 1 – Dec 31) to perform services: _____
Per day rate to perform these services in Contract Year 1 \$ _____
Total annual cost to perform services in Contract Year 1 \$ _____

B. Calendar Year 2020:

Number of days per contract year (Jan 1 – Dec 31) to perform services: _____
Per day rate to perform these services in Contract Year 1 \$ _____
Total annual cost to perform services in Contract Year 1 \$ _____

C. Calendar Year 2021:

Number of days per contract year (Jan 1 – Dec 31) to perform services: _____
Per day rate to perform these services in Contract Year 1 \$ _____
Total annual cost to perform services in Contract Year 1 \$ _____

D. Grand Total Cost to perform services in all 3 Contract Years \$ _____

E. Additional days if needed by the Town over the amount listed above:

Year 1 \$ _____
Year 2 \$ _____
Year 3 \$ _____

If my proposal is selected for Tax Assessor, I will provide assessing services to the Town of Pittsfield beginning the first full week of January, 2019.

Name and Address of Certified Maine Assessor:

Telephone Number: (207) _____ FAX Number: (207) _____

By: _____
Printed Name Signature

Title: _____ Date: _____

Please note that unsigned submissions will be disallowed!