**Town of Carrabassett Valley Tax Assessor**

**Request for Proposals**

The Town of Carrabassett Valley is now accepting proposals from certified Maine assessors to provide services as the Town’s Single Tax Assessor. The selected firm/individual shall be expected to commit to a minimum two-year contract, with an option to continue the contract for an additional two years. Work will be performed under the general direction of the Town Manager and, ultimately, the town’s Board of Selectmen. The Town has approximately 900 residents, 3,100 Real Estate Accounts, 33 Personal Property Accounts and a total valuation base of 622,480,828 (2021 State Valuation of 701,800,000).

**The Assessor Shall:**

1. Perform annual update of valuations to include new construction, alterations, additions and deletions to all residential, commercial, industrial, and personal property as of each April 1.
2. Be available a minimum of one day each month at the Carrabassett Valley Town Office for scheduled meetings with taxpayers and to perform any other necessary assessing functions.
3. Process all deeds and update electronic records (Trio billing system) and record cards including photos, when applicable (approximately 200 transfers per year).
4. Read deeds and process splits by creating new record cards for new lots and make all necessary valuation changes to update the records.
5. Monitor land transfers for the possibility of Tree Growth, Farmland, and Open Space violations and calculate necessary removal penalties.
6. Draft, to scale, all land splits, subdivisions, and map corrections onto the Town’s tax maps. Provide updates to mapping contractor and proofs changes prior to final map production.
7. Other undesignated days will be spent performing all necessary assessing functions in a timely manner.
8. Complete annual sales ratio study/turnaround document and Municipal Valuation Return in a timely manner with assistance from Town Staff.
9. Process annual Tree Growth Report in a timely manner.
10. Prepare Homestead Exemption Reimbursement application prior to filing deadline.
11. Appear at any required hearing to defend and offer opinion regarding property assessment within the Town.
12. Perform this work as an independent contractor and not as an employee of the Town.
13. Provide worker’s compensation insurance to statutory limits for assessor’s employees, if applicable.
14. Provide Commercial General Liability including Employers Non-ownership Automobile Liability to statutory limits.
15. Use the Town’s existing land and building cost schedules for calculating property values and make continual changes each year to schedules if warranted.
16. Prepare and make tax abatements and supplements.
17. Accept and process new Homestead, Veteran, and Blind exemptions.
18. Maintain tables for computer record keeping, ex: tree growth, veterans, homestead exemptions related to certified ratio percentage.
19. Complete sales ratio study and Municipal Valuation Return.
20. Collect Personal Property forms and update computer records with additions or deletions.
21. Prepare Tax Commitment, verification lists, and summaries by the first of July each year.
22. Help coordinate maintaining E911 addressing range/street inventory according to ordinances with Code Enforcement Officer who, working with the Police Department is responsible for providing 911 changes.

**The Town Shall:**

1. Keep the appointment schedule for designated day per month meeting with taxpayers.
2. Troubleshoot assessing issues when feasible and arrange appointment with Agent, if needed.
3. Provide a list of new construction for field work in form of Building Permit copies.
4. Accept new Homestead, Veteran, and Blind exemptions, and forward same to Assessor for processing.
5. Provide a place to work at the Town Office and make available all necessary assessment records.
6. Provide clerical assistance and other reasonable office functions necessary to the Assessor to perform assessing duties. These duties include filing away work processed by the Assessor and Staff (property record cards, deeds, etc.).
7. Coordinate mapping updates with vendor to maintain accurate information for tax maps.

**The Town and Bidder agree:**

1. This proposal does not include any drafting of tax maps or providing the Town with new paper tax maps.
2. Travel or mileage expenses are the responsibility of the Agent and will not be billed separately to the town.
3. Town and successful bidder will negotiate a per diem price for these services. It is anticipated that these services will take approximately up to 100 days per year.
4. The Agent shall provide a monthly invoice to the town in the amount of one twelfth (1/12) of a total year’s contract.
5. A minimum six-month notice shall be provided if either party elects not to renew at the expiration of any written agreement.

**Other Bid Details:**

1. Each bidder shall provide a general description of their firm and its municipal qualifications and a general resume’.
2. Each bidder shall provide names and phone numbers for representatives in towns located within the state of Maine where it has performed assessing services or relevant comparable services.
3. Each bidder shall provide a general description of the assessing procedures to be followed, presented in a form which will aid in evaluating its understanding of local governments and their assessing needs.
4. The successful bidder must sign a Contract with the Town.

Proposals are due at the Carrabassett Valley Town Office, 1001 Carriage Road, Carrabassett Valley, Maine 04947, **no later than 10:00 a.m. July 21st, 2021**, at which time they will be opened and read out loud.

The Town of Carrabassett Valley Board of Selectmen reserves the right to accept or reject any or all proposals, to waive informalities or technicalities, to further negotiate with a selected vendor, and to accept the proposal that it deems to be in the best interest of the town.