

ADDENDUM# 1

RESIDENTIAL REAPPRAISAL AND REVALUATION 2021

Bid # 200004

January 6, 2020

The attention of bidders submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Bidders shall acknowledge this Addendum in the bid response.

**NEW BID OPENING DATE:**

**Bids are now due on JANUARY 14, 2020 AT 2:00 PM**

➤ Contractor shall scan in returned data mailers

➤ Section IV, #2 SALES VERIFICATION

a) *The validity of all sales for the past 3 years shall be determined by the company and the Director of Assessment. A complete inspection and measurement check on one year of sales must be made of the property to determine the correctness of the current physical listing. A sales file shall be developed which will reflect the property characteristics of the property as of the date of sale. These validated sales will be the basis for the comparable sales approach for the residential properties. The CONTRACTOR shall develop and provide the Director of Assessment with written documentation for the sales verification effort.*

➤ Section C Management, Item#2 Inspections

“The CONTRACTOR shall guarantee to make a complete inspection (measure & list) of at least 95% of all data mailers returned citing errors in data and a maximum of 3,000 parcels without inspection history in last ten years.”

*Clarification: The Town does not expect more than 1,000 inspections based on returned data mailers. Contractor shall carry this cost in its base bid.*

➤ *Field Review: Contractor may provide Pre-Review and Valuation Review at the same time.*

Thank you for your time and consideration.

C: Joseph Dakers, Sr., CCMA Director of Assessments