



CITY OF GARDINER

MEMORANDUM

TO: MAYOR & CITY COUNCILORS OF GARDINER
FROM: CURT E. LABEL, CITY ASSESSOR; JASON SIMCOCK, DIRECTOR OF PLANNING & DEVELOPMENT
SUBJECT: PROPOSAL RECOMMENDATION FOR GARDINER PROPERTY TAX REVALUATION
DATE: 7/14/2006
CC: CITY MANAGER, DIRECTOR OF PLANNING & DEVELOPMENT

Dear Mr. Mayor & Councilors,

On March 2, 2006 upon direction of the Council, the Assessors office began crafting a request for proposal for a 2008 property revaluation. The RFP was developed with consideration given to the City of Gardiner's technical, legal, space, manpower and public relations needs. In particular, the RFP asked respondents to provide the contractor's solution for converting and utilizing the City's choice of software platform, to provide off-site data entry and computer facilities, and examination or inspection of all real and personal property accounts. The RFP also recognized the City's desire of a well developed public relations program to help inform taxpayers of the intent, scope and progress of the revaluation.

The full 25 page RFP was posted to the City website. Letters requesting proposals were mailed to 31 individuals and companies listed by Maine Revenue Services as qualified to perform revaluations in the State of Maine.

The City received bid responses from 2 companies, Vision Appraisal Technologies and Cole-Layer & Trumble. After careful review of the bid proposals for compliance with the RFP, reference checks with several municipalities in New England and a presentation/interview process, the Planning and Development Department is pleased to recommend to the City Council that Vision Appraisal Technologies be awarded the bid for the 2008 City of Gardiner Property Revaluation subject to the bonding, insurance and indemnification clauses outlined in the RFP. The amount of the revaluation is \$259,800.00. The amount of the associated hardware, software and maintenance costs through December 2008 is \$22,000.00. Total project cost through December 2008 is \$281,800.00

I look forward to discussing the details of the proposals and answering any questions at the Council meeting on July 26, 2006.

Sincerely,

Curt E. Label, City Assessor