



RFP #2020-04

**DADE COUNTY - GEORGIA
BOARD OF COMMISSIONERS
PHONE # 706-657-4625**

COUNTY-WIDE REVALUATION FOR DIGEST YEAR 2021

ISSUE DATE: July 20, 2020

The Board of Commissioners of Dade County, Georgia hereby solicits competitive sealed proposals from qualified vendors for a complete revaluation of improvement and land schedules and tables for residential and agricultural properties located in Dade County, Georgia.

Beginning on page seven (7) of this Request for Proposal (RFP) document contains the project specifications and scope of work to be let for proposals requested. Proposals will be received until 11:00 a.m. on Monday, August 3, 2020 in the Dade County Board of Assessors Office located in the Dade County Administrative Building, 71 Case Avenue, Suite 224, Trenton, Georgia 30752. Any proposal received after this time and date will not be accepted.

A public opening of proposals will be held at 11:30 a.m. on Monday, August 3, 2020 in the Dade County Board of Assessors Office located in the Dade County Administrative Building, 71 Case Avenue, Suite 224, Trenton, Georgia 30752.

Questions regarding this proposal should be addressed to Ms. Paula Duvall, Chief Appraiser of the Dade County Board of Assessors, by calling 706-657-6341, no later than three (3) working days prior to proposal opening date. In Ms. Duvall's absence you may contact Mr. Chris Howell. No pre-proposal conference will be held for this project.

Additional questions requiring written information must be submitted no later than five (5) working days prior to proposal opening date and mailed to Dade County Property Records office, Attention: Paula Duvall, P.O. Box 421, Trenton, GA 30752-0421. Telephone inquiries regarding the RFP process may be made between the hours of 9:00 a.m. and 5:00 p.m. eastern standard time Monday through Thursday by calling 706-657-6341.

It is requested that contractors submitting a proposal on this project have a minimum of five (5) years' experience. Contractors may be requested to provide at least five (5) references of similar complete revaluation projects that includes improvement and land schedules and tables for residential and agricultural properties equal or greater compared to this project being proposed by the Board of Assessors of Dade County, Georgia. Details should include date project completed, location, project costs and customer contact information.

Proposals must be typed or printed in black ink. All proposals must include the following: official proposal form, non-collusion statement, and any supporting documentation. Proposals should be enclosed in a sealed envelope or container with the following information clearly marked on the outside of the envelope or container:

**REQUEST FOR PROPOSAL (RFP #2020-04)
COUNTY-WIDE REVALUATION FOR DIGEST YEAR 2021
DADE COUNTY BOARD OF ASSESSORS
DUE AUGUST 3, 2020 AT 11:00 A.M.**

The envelope or container must be mailed or delivered to:

If by courier or hand delivery:

Dade County Property Records
Attention: Paula Duvall
Dade County Administrative Building
71 Case Avenue, Suite 224
Trenton, GA 30752

If by U.S. mail:

Dade County Property Records
Attention: Paula Duvall
P.O. Box 421
Trenton, GA 30752-0421

Proposals received after the announced time and date due, whether mailed or delivered, will be returned unopened. Nothing herein is intended to exclude any responsible vendor or in any way restrain or restrict competition among vendors. Selection criteria will include an evaluation of the scope of services proposed, experience, references and price. Vendors are encouraged to be specific as to their understanding of the task to be performed and their proposed procedures for implementation.

The Board of Commissioners of Dade County, Georgia reserve the right to award in part or in whole or to reject any or all proposals, to waive technicalities or require additional information prior to award. Enclosed is a "Proposal Requirement and Non-Collusion Statement" that shall be signed and returned with the proposal.

All vendors submitting a proposal will be notified in writing of award.

Regards,

*Mr. Ted Rumley
Chairman/County Executive
Board of Commissioners
Dade County, Georgia*

GENERAL TERMS AND CONDITIONS FOR SUBMITTING REQUEST FOR PROPOSAL TO DADE COUNTY, GEORGIA

1. Awards shall be made on the proposal that best meets the needs of Dade County, Georgia (hereafter referred to as “**County**”) for specifications, cost and compatibility.
2. The County reserves the right to accept or reject any or all proposals. The right is also reserved to waive any minor irregularities in this proposal, and to award the proposal to the individual/company whose offer is most advantageous to the County from the standpoint of suitability to purpose, quality of service, previous experience and price, and to accept the proposal that is in the best interests of the County.
3. Minimum specifications are designed as a requirement of the proposal. Minimum specifications are outlined to provide for a particular need or use by the County, and are not meant to eliminate any particular vendor. If a particular minimum specification is unable to be met by the vendor, then the individual/company, prior to the opening of the proposal, shall contact the Dade County Clerk in writing to determine if a particular specification may be altered or accepted.
4. The individual/company presenting the proposal hereby declares that all statements and representations made in the proposal are true and correct, and are made under the penalty of perjury under the laws of the State of Georgia.
5. Insurance coverage for proposed services shall include general liability and workers' compensation, which shall include automobile liability insurance in a combined single limit of not less than \$1 million dollars, unless specified otherwise in the specifications.
6. The selected firm shall provide, within 10 days after the notice of award is issued, a copy of their existing liability insurance certificate naming Dade County, Georgia and its officers and employees as an additionally named insured on said policies. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the County.
7. Proposal bonds (aka “bid bond”), payment bonds and performance bonds shall be required on all projects over \$50,000 and may be required on contracts over \$20,000 at the discretion of the County Commissioners. Proposal bonds or proposal guarantees must be five percent of the proposal price.
8. Contractors must provide Dade County with a payment bond and a performance bond in the amount of the proposal on all Road Contracts over \$5,000. The Contractor must provide Dade County with proof of sufficient General Liability in the County’s name to protect against all claims for personal or property damage(s).

9. The vendor will provide references, including current clients.
10. The vendor will be asked to sign an agreement that substantially includes all of the specifications in this proposal.
11. Pursuant to O.C.G.A. § 36-60-13 - Multiyear lease, purchase, or lease purchase contracts - each county or municipality in this state shall be authorized to enter into multiyear lease, purchase, or lease purchase contracts of all kinds for the acquisition of goods, materials, real and personal property, services, and supplies, provided that any such contract shall contain provisions for the following:
 - a. The contract shall terminate absolutely and without further obligation on the part of the county or municipality at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed as provided in this Code section;
 - b. The contract may provide for automatic renewal unless positive action is taken by the county or municipality to terminate such contract, and the nature of such action shall be determined by the county or municipality and specified in the contract;
 - c. The contract shall state the total obligation of the county or municipality for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and
 - d. The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the county or municipality.
12. Provider acknowledges and agrees to comply with the requirements of O.C.G.A. § 13-10-90 and 13-10-91. Provider further agrees to use the federal work authorization program commonly known as E-Verify or any subsequent replacement program, throughout the term of this agreement, and that the Provider will execute the Contractor Affidavit adopted by the State of Georgia and other such affidavits or other documents as may reasonably be required to comply with the terms of this statute.
13. All Contractors must execute a written oath stating that they have not unlawfully restricted competitive proposals on the project. (see form on page 5 of this packet)

For general proposal information, contact Paula Duvall, Chief Appraiser, Dade County Board of Assessors at (706) 657-6341.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Georgia law. Furthermore, I understand that fraud and unlawful collusion are crimes under the Georgia Frauds Act. The Georgia Bid Rigging Act, and Georgia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Vendor: _____

Address: _____

Signature: x _____

Name (type/print): _____

Title: _____

Telephone: _____

Date: _____

OFFICIAL PROPOSAL FORM

**DADE COUNTY BOARD OF ASSESSORS
COUNTY-WIDE REVALUATION FOR DIGEST YEAR 2021
PROPOSAL NUMBER: **RFP #2020-04****

The undersigned party hereby proposes the following costs associated with the complete revaluation of improvement and land schedules and tables for residential and agricultural properties located in Dade County, Georgia based on the scope of work listed herein ~

PROPOSED AMOUNT: \$ _____ DOLLARS

The Dade County Commission reserves the right to reject any and all proposals and to waive any and all technical defects in the execution of any informality in the submission of any proposal.

Name: _____
(Print or Type Company or Individual Name)

Signature: _____

Address: _____

Phone No: _____
(Office Phone, Home Phone, Cell Phone, Fax Number)

OFFICIAL PROJECT SPECIFICATIONS – SCOPE OF WORK

**DADE COUNTY BOARD OF ASSESSORS
COUNTY-WIDE REVALUATION FOR DIGEST YEAR 2021
PROPOSAL NUMBER: **RFP #2020-04****

The complete revaluation of improvement and land schedules and tables for residential and agricultural properties located in Dade County, Georgia.

Revaluation to include:

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- A physical review of qualified residential (Rural and Urban) and agricultural sales within the last year (or more if necessary)
 - A review of all residential and agricultural improvement cost schedules and tables and adjustments made as sales dictate.
 - A review of all residential, urban, and agricultural land schedules and adjustments made as sales dictate.
 - A review of the neighborhood and location adjustments and change or add to as sales dictate.
 - Sales Ratios, before and after all changes, should be ran as per Department of Revenue standards and provided to the Board of Assessors.
 - All work shall be documented and provided to the Board of Assessors at completion of revaluation.
 - Any field data collected, including photos and notes, shall be entered into the County's WinGAP system.
 - Provide expert assistance in any appeals or hearing as requested by the Board of Assessors
 - Provide overview of revaluation to Board of Assessors and County Commission.
 - All work, schedules, tables, methods, and sales ratios shall be conducted according to Department of Revenue rules and regulations and as approved by the Board of Assessors.
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For both options listed above:

- Contractor is responsible for providing all labor and materials necessary to complete the job.
- Contractor is subject to all terms and conditions (see pages 3 and 4 of this RFP) to be considered a qualified contractor, and eligible to conduct this project. Copies and/or proof of the following documents should be enclosed in proposer's packet:
 - Dade County Business License (only if selected)
 - Contractor's license issued by the State of Georgia
 - Workers' Compensation Insurance
 - Certificate of Liability Insurance