

REQUEST FOR PROPOSAL

PROJECT: THE COMPLETE REAPPRAISAL AND REVALUATION OF ALL REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF ELLINGTON, CONNECTICUT, EFFECTIVE OCTOBER 1, 2015.

Sealed proposals to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this invitation, will be received in the Finance Office:

Nicholas J. DiCorleto, Jr., Finance Officer/Treasurer
55 Main Street P.O. Box 187
Ellington, CT 06029-0187

until September 8, 2014 at 2:00 PM, when and where the Proposals will be opened and read aloud.

Any proposal received after said date and time, whether hand-delivered, submitted via US Postal Service, or submitted via any other delivery service, shall be declared invalid.

All Proposals must include the enclosed completed PROPOSAL FORM FOR 2015 REVALUATION (pages 8-9), and be placed in a sealed envelope. The sealed envelope shall be plainly marked "PROPOSAL FOR 2015 REAPPRAISAL AND REVALUATION". All interested parties shall deliver three (3) copies of their Proposal.

The project award and signing-of-contract conditions are set forth in the enclosed specifications.

The completion date through the informal public meetings is December 18, 2015. The late completion penalty date is November 20, 2015 as defined in the enclosed Contract Specifications. The time schedule of the project is also set forth in the enclosed Contract Specifications.

Questions not addressed in this Request for Proposal must be submitted in writing to Cindy Roman, Assessor, Town of Ellington, 55 Main Street, P.O. Box 199, Ellington, CT 06029-0199 by September 3, 2014. Responses will be forwarded to prospective parties as deemed appropriate by the TOWN OF ELLINGTON.

All Proposals must conform to the Request For Proposal Format and Contents. The TOWN OF ELLINGTON, at its discretion, may reject any non-conforming Proposal or Proposal that materially misrepresents any offering.

REQUEST FOR PROPOSAL (Continued)

The Assessor and such other persons as determined by the Town may interview as many of the Proposers as desired to evaluate better the proposals it is considering. The Assessor et al shall have no obligation to grant any interview.

The TOWN OF ELLINGTON reserves the right to amend or cancel this REQUEST FOR PROPOSAL, at any time or not award any contract if it is in the best interest of the TOWN OF ELLINGTON. The TOWN OF ELLINGTON reserves the right to reject any, or any part of, or all Proposals; to waive informalities and technicalities; and to accept that Proposal which the TOWN OF ELLINGTON and the ASSESSOR deem to be in the best interest of the TOWN OF ELLINGTON, whether or not it is the lowest dollar Proposed.

Consideration in the awarding of the CONTRACT will be given, but not limited to: price, the accuracy and responsiveness of the PROPOSER, the experience, competence and financial condition of the PROPOSER, time for completion and/or labor force adequate to perform the work, the nature and size of the PROPOSER'S organization, quality of similar projects it has performed and completed in the past in Connecticut, other projects and/or revaluations currently under contract by the PROPOSER including the evaluations or recommendations of personnel with whom the PROPOSER is or has worked, the experience and ability to work with the VISION CAMA software used by the TOWN and a determination by the TOWN that the PROPOSER has the ability to complete the revaluation successfully.

Under this Proposal, the PROPOSER would provide the services described in the Contract and its accompanying Contract Specifications. The Proposal must remain effective until December 7, 2014. The Contract will be awarded by that date if it is to be awarded.

Mandatory Pre-Proposal Meeting: The Assessor will conduct a meeting to review this Request For Proposal, the state of the current assessment records, available mapping and web availability. Any firm intending to submit a proposal must attend this meeting with at least one representative. The meeting will be held in the Meeting Hall, Ellington Town Hall, 55 Main Street, Ellington CT on Wednesday, August 27, 2014 at 2:00 PM prevailing time.

REQUEST FOR PROPOSAL (Continued)

REQUEST FOR PROPOSAL PROCESS SCHEDULE

EVENT	DATE	TIME
Issue Request for Proposal	8/11/2014	N/A
Mandatory Pre-Proposal MTG	8/27/2014	2:00 PM
Deadline for Questions	9/3/2014	1:30 PM
Receipt of Sealed Proposals	9/8/2014	2:00 PM
Proposal Remains Effective to	12/7/2014	N/A

DATE: August 11, 2014

TOWN OF ELLINGTON

BY: Nicholas J. DiCorleto, Jr.
Nicholas J. DiCorleto, Jr., Finance Officer/Treasurer