



**County of Bladen
State of North Carolina**

PO Box 385 Elizabethtown, North Carolina 28337-1048

www.bladeninfo.org

Renee Davis, Tax Administrator/Assessor

Carol Cain, Tax Collector

(910) 862-6730

November 4, 2016

**REQUEST FOR PROPOSALS REGARDING REAL ESTATE APPRAISAL SERVICES
FOR THE COUNTY OF BLADEN**

I. PURPOSE OF PROPOSAL

The Bladen County Tax Department is seeking proposals for a Real Estate Appraiser to provide qualified assessing of annual new construction for the purpose of taxation. This includes residential, commercial and industrial buildings, building improvements, as well as appeals.

Proposals shall describe in detail all aspects of conditions and specification, and the manner in which the respondent meets each requirement set forth herein.

Respondents shall state the cost and estimated time for each parcel.

BLADEN COUNTY PROFILE

Date Established: 1734

Population: 34,000 (estimate)

Location: Bladen County is located in Southeast North Carolina in what is known as the Coastal Plains

Land Area: 879 square miles

County Seat: Elizabethtown

Municipalities: Bladenboro, Clarkton, Dublin, East Arcadia, Elizabethtown, Tar Heel, and White Lake

Major Business Sectors: Manufacturing, Agriculture, Agribusiness, Food Processing, Textiles, Education, Construction and Government

BLADEN COUNTY TAX DEPARTMENT

The Tax Department employs 6 personnel for the purpose of identifying, inventorying, valuing and collecting taxes on approximately 31,000 parcels of real estate, 8,000 personal property accounts, 1,300 business personal property accounts and 33,000 registered motor vehicles.

The following is an approximate breakdown of parcels/properties

1. Vacant lots	17,852
2. Residential improved	12,197
3. Commercial/Industrial improved	770
4. Personal property mobile homes	5,200

Annual New Construction 250(approx.)

Annual Appeals 125(approx.)

II. SCOPE AND OBJECTIVE

- A. The Bladen County Tax Department seeks bids from qualified appraisers or appraisal firms to provide Tax Appraisal Services for Bladen County to include properties related to new construction and taxpayer appeals in a professional and efficient manner. The successful bidder will be accepted, conditioned upon negotiation of a contract involving the terms of the bid in a form acceptable to the county.
- B. The contracting appraiser or firm will work under the supervision of the Tax Administrator. All contract personnel will be subject to a criminal record check at the contractor's expense.

III. GENERAL BID CONDITIONS

- A. Respondents will submit a qualifications section which includes the following information: company/individual profile, its principles, key personnel, qualification and experience, a list of complete and current projects, references, including previous clients.
- B. All bids submitted must be guaranteed for a period of 90 days from the bid date. All cost incurred in preparing any bid in response to this proposal shall be borne solely by the bidder.

- C. The act of submitting a bid in response to this proposal shall be construed by the County as the bidder's representation that the bidder is fully knowledgeable of the Tax Administrator's Department requirements as described in this document and from on-site visits. Any exception to the requirements of the RFP must be expressly stated in the bidder's response.
- D. The County reserves the right to reject any or all bids received in response to this proposal and the right to select the bid which will provide the best overall service to the Bladen County Tax Administrator's office, the County and its citizens. The County is not bound to award a contract solely on the basis of this proposal or otherwise pay for any information solicited or obtained as a result.
- E. Each bid shall include the following: Letter of Transmittal; Detailed Bid Proposal

IV. BILLING AND PAYMENT

On the first day of each month, the selected Contractor must submit a detailed report to show work completed and a detailed invoice reflecting the cost. On or about the 15th day of the month, the Tax Department will pay the invoiced amount for work fully and faithfully performed and reported by the Contractor. Monthly payments will be subject to correction or adjustment following discovery of miscalculation(s) or error(s) in any prior monthly progress report or payments.

V. SUBMITTING BIDS

All bids shall be in hardcopy form, sealed and received in the Tax Administrator's office no later than **Tuesday, November 22, 2016 at 3:00p.m.** The successful bidder will be notified after the approval process is complete. Please direct any questions to the Tax Administrator's Office at the phone number below.

Bladen County Tax Administration
Po Box 385
106 Broad Street. Room 109
Elizabethtown, NC 28337
910-862-6735

**BLADEN COUNTY'S
REAL ESTATE APPRAISER
RFP SPECIFICATIONS**

PERFORMANCE OF WORK

Contractor shall provide qualified listing and assessing residential, commercial, and industrial buildings, and building improvements for the purpose of taxation.

The Contractor shall perform data collection/inspection, measuring and sketching property improvements and determine interior and physical characteristics for use in appraising property. Bladen County Schedule of Values should be used as a guide for performance of the work covered by the contract.

The Contractor's compensation should include visit of property, photos, structure review and measurements, and all transportation needs.

It is fully understood and agreed that the Contractor shall assist the Bladen County Tax Administrator, the County Board of Equalization and Review, and the Bladen County Board of Commissioners in the event anyone or all of them are required to appear before the Property Tax Commission or the Courts in matters growing out of complaints concerning the assessed valuation.

At all times during the contract the Contractor shall endeavor to promote friendly relations with taxpayers and the public.

The Contractor shall begin the work to be performed under this contract within thirty (30) days upon its acceptance.

QUALIFICATIONS

Bachelor's degree in accounting, business, or closely related field supplemented by one (1) year experience and/or training in property appraisal work; or an equivalent combination of education, training and experience.

Certification as Real Property Mass Appraiser by the NC Department of Revenue. This includes completion of IAAO Course 101 and Fundamentals of Property Tax Listing and Assessing. If the Contractor is a firm it is required to be registered on "The Appraisal Firm List" by the NC Department of Revenue.

Background check with local law enforcement and negative drug test are also required.

LAWS TO BE OBSERVED

The Contractor is assumed to be familiar with all Federal, State, and Local laws, codes, ordinances, and regulations which in any manner affect those engaged or employed in the work or in any way affect the conduct of the work. No pleas of misunderstanding or ignorance on the part of the Contractor will in any way serve to modify the provisions of the Contract

The Contractor shall at all times observe and comply with all Federal, State, and Local laws, orders, codes, ordinances, and regulations in any manner affecting the conduct of the work and Contractor shall indemnify and save harmless Bladen County, its officers, agents, and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order to decrees, whether by Contractor or his employees.

INSURANCE

The Contractor understands and agrees that neither it nor its employees are subject to workers' compensation or general liability coverage maintained by the County for its employees. Contractor agrees to procure and maintain workers' compensation insurance coverage for the benefit of contractor's employees or subcontractors if required to do so under North Carolina State Law and to procure general liability insurance in an amount of not less than one million dollars (1,000,000.00) listing the County as an additional insured on contractor's General Liability Insurance Policy at all times relevant to this Agreement. Contractor shall provide to County upon request a valid and current certificate of workers' compensation if such workers' compensation insurance is required and general liability insurance. In the event Contractor shall fail at any time to have in force an effect insurance as required by this Section, Contractor agrees to indemnify and hold harmless County for (1) any premium paid by County to maintain insurance coverage applicable to Contractor and/or its employees or subcontractors; (2) any worker's compensation benefits paid by County as a result of Contractor's failure to comply with this Section; and (3) any amounts paid by County for general liability claims as a result of Contractor's failure to comply with this Section.