



# Town of Claresholm

## CALL FOR PROPOSALS

## ASSESSMENT SERVICES

The Town of Claresholm is seeking proposals for assessment services as follows:

- Complete property inspections on a minimum of a five (5) year cycle
- Provincial Standards must be met for all property types for the 2008 assessment year (2009 tax year)
- Full General Assessment necessary (first year)
- Residential, Industrial, Commercial, Mobile Home and M & E Assessments
- Annual update of market value and regulated property assessments
- Verify and document sales information annually
- Attendance at Open Houses
- Annual submission of the required assessment information to the provincial government (ASSET) within the legislated time frame
- Attendance at Assessment Review Board (ARB) and Municipal Government Board (MGB) hearings
- Interview property owners
- Annual computerized software updates, supplemented by written assessments
- Digital photos (by tax roll number) are available for all properties

Please include all expense and travel costs in the contract price. Must be a member in good standing of the Alberta Assessors' Association. Please submit three municipal references with your bid. Please quote price on a 'per parcel' basis of **2,330 parcels** for a **five-year contract**.

Please submit sealed proposals quoting price and services provided by **10:00am MDT Friday, June 27, 2008** to:

Kris Holbeck, CA  
Chief Administrative Officer  
Town of Claresholm  
P.O. Box 1000  
221 – 45 Avenue West  
Claresholm, Alberta T0L 0T0

Requests for additional information must be made in writing. The Town reserves the right to accept or reject any or all proposals and to waive irregularities and information at its discretion. The Town reserves the right to accept a proposal other than the lowest proposal without stating reasons.