

**CITY OF ST. JOHNS  
REQUEST FOR PROPOSAL  
ASSESSING SERVICES  
2017**

The City of St. Johns will receive sealed requests for proposal for providing the City of St. Johns Assessing Services until **11:00 a.m., September 8, 2017** in the office of the City Clerk, City of St. Johns, 100 E. State Street, Suite #1100, P.O. Box 477, St. Johns, Michigan, 48879-0477, at which time and place all proposals will be opened and read aloud.

Three copies of the request for proposal shall be submitted. Specifications are on file at the office of the City Clerk. To request the documents or if you have questions regarding the process, contact the City of St. Johns Clerk's Office at (989) 224-8944, ext. 223 or by e-mail [mseavey@ci.saint-johns.mi.us](mailto:mseavey@ci.saint-johns.mi.us).

The City of St. Johns reserves the right to reject any or all proposals and to waive any defects in the proposals in the best interest of the City of St. Johns and to accept the proposal which, in the opinion of the commission, best serves the interest and needs of the City of St. Johns.

If only one proposal is received said proposal will be presented unopened to the city commission at their next regular meeting. The city commission, at said meeting, may or may not open and/or award based on the sole proposal in the city commission's discretion.

The City of St. Johns does not discriminate on the basis of race, color, age, religion, sex, disability, and national origin; nor does it discriminate on the basis of handicap status and activities, as to employment or the provision of services. The City of St. Johns is an equal opportunity employer.

Please mark your envelope: **"ASSESSING SERVICES"**.

Mindy J. Seavey  
City Clerk

## **Requirements**

The City of St. Johns is currently accepting proposals for an individual, partnership or corporation to provide Assessing Services. The State Tax Commission approved Certification Level MCAO for the City of St. Johns. The City will accept bids for assessing services at this level or higher. This complex position is appointed by the City Commission and will report to the City Treasurer. The contractor works closely with other City departments to develop and maintain accurate and timely property value information for tax purposes, and to serve as a focal point linking many aspects of the City's property-related information systems.

The contractor shall perform, or oversee, all work associated with preparation and certification of, and the accounting for, the City's various property tax rolls. The contractor shall perform all other statutory functions of an Assessor. The contractor would need to perform the necessary fieldwork in compliance with State Tax Commission guidelines. The contractor shall represent the City in all Michigan Tax Tribunal cases. For large/complex cases, the City will consider retaining legal services to assist in representation. There are clerical position resources at the City that could be made available for support of this contract position. The level of support necessary for this assessing services contract will be negotiated.

The required minimum qualifications for the contractor are a Michigan Advanced Assessing Officer MCAO Assessors Certificate; formal training in the principals, methods and techniques of real and personal property appraisal and assessment; and extensive knowledge of the laws, rules and regulations governing residential, commercial, industrial, and personal property appraisal and assessment.

## **Background**

The City of St. Johns equalized value is \$236,081,315 and there are approximately 3,493 parcels.

<b>Property Class</b>	<b>Parcel Count</b>	<b>Taxable Value</b>
Residential	2,595	\$153,526,500
Commercial	280	\$59,082,300
Industrial	22	\$4,723,100
Personal Property	445	\$13,540,615
IFT Real	4	\$2,537,100
IFT Personal	2	\$161,100
IFT Rehab	1	\$2,359,700
Commercial Rehab	6	\$150,900
Exempt	138	
<b>Total</b>	<b>3,493</b>	<b>\$236,081,315</b>

The city utilizes BS&A software for all assessing, tax and accounting functions. The city will provide the contractor access to BS&A software while in the St. Johns office and offsite. The contractor will provide any offsite tools and equipment.

## **Proposal Specifications**

**To be considered for this contract, please submit ALL of the following by 11 a.m. September 8, 2017:**

1. Letter of Interest;
2. Resume;
3. Plan for contract including, expected time in St. Johns office and access while not in St. Johns;
4. Expected compensation (either per parcel, per month, per assessment roll, per hour at Tribunal)
5. Expected length of the contract; (City would consider a maximum 3-year term)
6. Any other expectations of the City in the contract including sample contract, if available

Submit these materials to:

City of St. Johns  
Attn: Mindy Seavey, City Clerk  
100 E State St, Suite 1100  
St. Johns, MI 48879  
Phone: 989-224-8944

Proposals will be evaluated by City staff. If necessary, City staff will conduct interviews of contractors during the week of September 11<sup>th</sup>. It is anticipated a recommendation will be made to the City Commission at the September 25<sup>th</sup> or October 9<sup>th</sup> meeting.

The City of St. Johns reserves the right to accept or reject any or all proposals, to waive any irregularities in the proposals, and to select the proposal considered most advantageous to the city.

Any questions regarding this request can be directed to Patrick Clifford, City Treasurer/Finance 989-224-8944, ext. 232.

### **List of potential bidders:**

Beth Botke  
b.bassessing@gmail.com

CSZ Services LLC  
112 W Walker St  
St. Johns, MI 48879

Klein Assessing Services  
11045 W 6<sup>th</sup> St  
Fowler, MI 48835

Preston Community Services, LLC  
5049 South Saint Clair Road  
St. Johns, MI 48879

Watkins Assessing Services Inc.  
1869 E Jason Rd  
St. Johns, MI 48879  
[Gwatkins14@hotmail.com](mailto:Gwatkins14@hotmail.com)