

MILLARD COUNTY

REQUEST FOR SEALED PROPOSALS

COMMERCIAL VALUATION SERVICES

PROPOSALS DUE BY 5:00 P.M. ON THURSDAY, FEBRUARY 19, 2024

PURPOSE OF REQUEST FOR PROPOSALS

Millard County is soliciting proposals for an individual or firm to provide valuation of commercial properties within Millard County for the purpose of assessing taxable values.

This Request for Sealed Proposals is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

The County will not be liable for any costs proposers may incur in the preparation or presentation of this proposal.

BACKGROUND

Millard County currently has approximately 468 commercial properties divided up as 374 with commercial or complex parcels and 94 vacant commercial parcels with a total of approximately 761 structures. Millard County would like the improved parcels evaluated and a land guide put together for the improved and vacant parcels. Any offeror that receives the contract must be currently licensed to value commercial properties and maintain licensing. They would need to be willing and able to continue to review and value new growth and provide annual updates each year. They would be required to be available (either in-person or remotely) within a 60-day period upon filed appeals and to defend their annual values before the Board of Equalization. It would be preferable to have the valuations set by April 30 of this year for the 2024 tax roll, but if that due date does not work, it will need to be done by November of 2024 for the 2025 tax roll.

SUBMISSION OF PROPOSALS

Proposals should include detailed qualifications, professional licensure, scope of work, availability, references, experience (including government experience), and

pricing. Submissions will be evaluated on the above criteria as well as professionalism and overall impression.

Proposals may be emailed to millardbids@co.millard.ut.us or mailed or hand delivered to the Millard County Auditor at 50 South Main, Fillmore, Utah 84631. Proposals must be SEALED and marked "SEALED RFP" in the subject line if submitted by email or on the outside of the envelope if submitted by mail or in person. Proposals must be received in the office of the Millard County Auditor no later than 5:00 p.m. on February 19, 2024. Late submissions will not be considered.

PRICE GUARANTY PERIOD

All pricing must be guaranteed for a minimum of 2 years. Following the initial contract period, the contract may be renewed by mutual agreement of the parties and may include reasonable price adjustments if supported by sufficient evidence.

CONTRACT TERMS AND CONDITIONS

Any contract resulting from this Request for Sealed Proposals will include terms and conditions required by Utah law and the Millard County Procurement Code, copies of which may be obtained from the Millard County Auditor's Office. Millard County reserves the right to reject any or all proposals if deemed in the best interest of Millard County.

OPENING OF PROPOSALS

Proposals will be opened at the regular meeting of the Millard County Commission on February 20, 2024, at 10:00 a.m. or to follow the agenda. It is anticipated that a selection will be made at the regular meeting of the Millard County Commission on March 5, 2024.

CONTACT

Questions about the proposal submission process should be emailed to the Millard County Assessor at lfitch@co.millard.ut.us. Any attempt to gain an unfair advantage in the selection process by contacting other Millard County officers or employees will result in disqualification.