

Reappraisal & Revaluation of Real Property for 2025 Grand List

Addendum #1

Please note: Vendors must include this addendum as part of their proposal.

1. Data Mailers

In reviewing the RFP, there was no evidence within the scope of services for Data Mailers, but Data Mailers are listed as 10% of the percentage of completed work within the payment schedule.

Were the Data Mailers removed from the RFP scope of services?

Data Mailers will be sent via first class mail to all improved Residential properties. All of the costs associated with the data Mailers, including construction, printing, outgoing postage, receiving, organizing, correlating, and data entry in the TOWN'S CAMA system will be the responsibility of the CONTRACTOR.

Data Mailer responses will be reviewed by the CONTRACTOR. Data entry shall be made into the visit history indicating if the Data Mailers was returned and if any changes were made. Data Mailers with serious discrepancies as directed by the ASSESSOR and PPROJECT MANAGER shall be filed separately and require further investigation and an interior inspection. CONTACTOR should supply a cost to perform on-site inspections (per parcel) as an add-on to the scope of services. This cost per parcel should include associated data entry.

The Data Mailers must be approved by the ASSESSOR **prior** to being printed.