

FAULKNER COUNTY 2021 ADDENDUM TO BID SPECIFICATIONS

1. Contractor will physically visit and visually inspect each parcel in Faulkner County and shall be required to check two distinct measurements of the main improvement (s) equating to a parcel count that is reflective of 10% of the total taxable parcels in Faulkner County. Contractor will also correct any discrepancies or errors to existent data during this phase, in addition to the contractually agreed percentage of parcels which physical measurements are required.
2. Contracted field employees will wear an identification badge, with name and photo at all times while working in Faulkner County. All vehicles of contracted employees, utilized in the reappraisal effort, will have some sort of identification, clearly listing the company name, while completing field work in Faulkner County.
3. Bid will include up to an additional 1,000 new parcels per year. In any year with new parcels exceeding 1,000, the price per parcel will be agreed upon by the parties but will not exceed the contracted amount per parcel.
4. In addition to the Contractor's responsibility to defend property values during Phase 2 of the reappraisal, the Contractor shall defend property value estimated for newly discovered property, new construction, and substantial improvements annually during Phase 1 of the reappraisal. Property value defense during Phase 1 shall begin with informal appeals and continue through appeals to Circuit Court. The Contractor and the County Assessor may separately negotiate fees and/or expenses for defending value estimates before the Circuit Court.
5. The Contractor will employ off site data entry with remote access to Faulkner County's CAMA System. Remote access will be at the contractor's expense.
6. Contractor's CAMA data entry will be performed off site with remote access to the county's CAMA system.
7. Contractor shall review all mobile home parks annually no later than February. Review will include checking for removals, replacements, and/or changes in ownership.
8. Contractor shall provide a PDF file of property record cards
9. The CAMA software currently used by the County will be used during the entire term of this project.
10. The County shall be responsible for providing for all costs associated with the county's CAMA license and support fees during the term of this project. The Contractor shall be responsible for providing for all costs associated with their own CAMA software license and support fees.
11. Notices of Change in Assessment letters will be mailed by the Contractor to those property owners having an increase in the appraised value of their property due to new construction, newly discovered property or as a result of this reappraisal.
12. The Contractor will be responsible for postage on reappraisal notices and new construction notices. All notices will have the printed date on them.
13. Digital photographs shall be taken of all newly constructed property. Photographs shall also be taken of all improved properties where the photograph does not currently exist, where there has been a significant change in the appearance of the structure or if the current photograph is of poor quality. The Contractor shall provide a current digital image based on the date of field inspection. Images should be clear and easily distinguishable.

14. The Contractor shall provide a qualified representative of at least a senior appraiser (level 4) to be in attendance of all Board of Equalization hearings.