

Assessing Services Quote/Contract



Prepared for:

Sandisfield, MA

FY 2024 2nd half - Cyclical Inspections

11-17-2023

Assessing Services Quote/Contract

Mayflower Valuation, Ltd. is pleased to offer the following Quotation/Contract for the schedule of services detailed below:

Item 1- Cyclical Inspections:

At the direction of the Principal Assessor provide cyclical Inspections of specific properties as identified by client; work shall commence on or about 12-1-23. The number of inspections is estimated to be ~170 Real Property Parcels / DOR Guidelines.

Inspections shall be conducted by trained professional staff following the DOR protocols established in 2021 (limited interior inspections / limited appointments required / masks, vaccination and social distancing guidelines will be adhered to as requested by resident). These inspections will be conducted as outlined below:

- I. Each property will be visited, and presence announced to owners, if owners are home, they will be questioned on interior (upgrades, basements, # baths, etc.)
- II. All Mayflower employees will be neatly dressed, and have picture ID's displayed, our vehicles will have Assessor Department identification as well.
- III. Premises and shall be laser measured
- IV. Yard items will be reviewed and measured
- V. Physical conditions, grades and changes will be noted on Property Record Card (PRC)
- VI. Changes shall be neatly recorded on PRC, including updated sketch on PRC as required
- VII. Property will be digitally photographed, and emailed to assessor
- VIII. Completed cards will be turned over to Assessor on a weekly basis
- IX. Field Work and data collection will be overseen by Mayflower Sr. level personnel
- X. This work does not include data entry, this can be contracted for if needed
- XI.

The Assessors department will provide the hard copies of the PRC's for the properties it wants inspected to Mayflower; and send a form letter to each property owner informing them that cyclical inspections will be performed at their location, as required by the DOR, following the established Covid guidelines summarized above. Mayflower can provide a draft of this letter format as requested.

Item 2 – Cyclical Data Entry:

Assessing Services Quote/Contract

At the direction of the Principal Assessor update Property record Cards (NTE ~170) with information gathered during cyclical inspections. This may include, as required, - visit information, Property Changes, updated sketches, and photos as required.

Cost Breakdown: Items may be contracted for separately:

Items 1 & 2 - The cost will be \$ 8,000.00

Please see Quotation/Contract Addendum for all Terms & Conditions.

Feel free to contact us with any questions or clarifications, we appreciate the opportunity to provide this contract/quotation.

Sincerely,

 Duane Adams

President/CEO

Mayflower Valuation, LTD

FED ID #: 20-1445049

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under penalties of law, that Mayflower Valuation, Ltd., to the best of my knowledge and belief, has filed all Massachusetts State tax returns and paid all Massachusetts state taxes required under law.

Authorized Municipal Representative - Please sign below to indicate your approval and acceptance and return to us via e-mail.

Dgw. Brown, CHAIR BOARD OF ASSESSORS NW 17, 2023

Accepted by: *[Signature]*

Date: 12/18/23

Assessing Services Quote/Contract

Mayflower Valuation - Quotation/ Contract Addendum 2022

Ref	Description	Applies (X)
1	<i>Invoices will be accepted by Town via - U.S. Mail or e-mailed & Terms will be NET 30 Days from electronic receipt.</i>	X
2	<i>All Printing of cards for inspections will be done by Town, unless otherwise noted.</i>	X
3	<i>The Town will provide Mayflower with a letter of Authorization to share with residents for on-site inspections</i>	X
4		
5	<i>The Town will facilitate remote computer access so we can connect remotely through our "Go To MY PC.Com" account. (The prices included in this proposal are based on the ability for us to connect remotely, if not provided costs will be higher).</i>	X
6		
7	<i>No more than 10% of visits will be done by appointment if the contract provides for payment on a "per card" basis.</i>	X

Assessing Services Quote/Contract

8	<i>The town will hold Mayflower Valuation Harmless from any and all legal actions, we act as advisors only, all decisions and changes are at the discretion and with the approval of the Town/Assessor.</i>	X
9	<i>Town agrees to have all required information ready and available when MF shows up on site to conduct data entry or analysis; including a work space, computer with internet access and a functioning printer.</i>	X
10	<i>This Quotation is valid for 30 days unless otherwise noted.</i>	X
11		
12		

~~~~~ End of Quotation ~~~~~