

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REVALUATION SERVICES**

RPGL # 2011-19

The Town of Glastonbury will be accepting proposals from qualified firms to provide Revaluation Services. Interested individuals and firms can download the proposal instructions and details from the Town's website at www.glastonbury-ct.gov or request them from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

Proposals must be submitted to the Purchasing Agent no later than **11:00 AM on Monday, February 28, 2011. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Mary F. Visone
Purchasing Agent

Legal Ad: **February 1, 2011**

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REVALUATION SERVICES**

RPGL # 2011-19

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**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT
REVALUATION SERVICES**

SECTION I. GENERAL INFORMATION

1. INTRODUCTION

The Town of Glastonbury is soliciting a Request for Proposal RFP for the revaluation of all **taxable** real estate in the town in accordance with §12-62 of the Connecticut General Statutes.

The Town's last revaluation was completed for the October 1, 2007 grand list. The 2007 revaluation included the inspection of 3,500 preselected residential parcels, all commercial / industrial properties, and an all sales for the 18 month period prior to the revaluation date. The appraisals were performed utilizing Appraisal Vision CAMA Software 6.0. The Town will engage a certified revaluation company to assist with updating assessments to reflect 70% of October 1, 2012 market value, to insure the accuracy of the property data used in determining these assessments, and to comply with the physical inspection provision contained in Connecticut General Statutes §12-62 (2).

The October 1, 2012 revaluation will be initiated using Appraisal Vision® Computer Assisted Mass Appraisal Vision Software Vision 6.0 and will be completed using Appraisal Vision® Computer Assisted Mass Appraisal Vision Software Vision 7.0 which the Town intends to install prior to the conclusion of the revaluation project.

2. MINIMUM REQUIREMENTS

To be considered, interested firms and individuals must be a certified revaluation company in accordance with Connecticut General Statutes §12-2b-2, and must have held this certification for a minimum of five years.

All personnel to be assigned to this project shall be subject to the approval of the Assessor and shall be certified in accordance with Connecticut General Statutes §12-2b-6. In addition, the positions identified below must meet the following additional requirements:

The Project Manager assigned to this project must have not less than five (5) years of practical appraisal experience in the appraisal of commercial, industrial, apartment, farm and residential type properties.

Reviewers and appraisers shall have not less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two years of

this experience shall have been in the mass appraisal field and shall have occurred within the past five years.

Data Collectors shall have not less than six (6) months of experience and training in this phase of the revaluation project. Any field person who does not meet the above qualifications must work under the direct supervision of an appraiser or project supervisor.

3. EVALUATION CRITERIA

The following factors will be considered by the Town when evaluating proposals.

- Accuracy, overall quality, thoroughness and responsiveness to the Town's requirements as summarized herein.
- Demonstrated understanding of the Scope of Services.
- The qualifications and municipal experience of the firm and the designated account executive and other key personnel to be assigned to the account.
- Demonstrated successful performance on other municipal accounts.
- Familiarity and experience with the Connecticut, Hartford and Glastonbury real estate markets.
- Familiarity and experience utilizing the CAMA software utilized by the Town.
- Demonstrated flexibility, efficiency and timeliness in providing day to day service to municipal clients.
- Overall approach to providing revaluation services to the Town.

Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Based on review and rating of proposals, a short list of respondents will be invited to interview with the Town Selection Committee. Respondents are advised that interviews of the top rated firms will be held on or about March 14, 2011.

The Town Selection Committee is expected to consist of the Town Manager, Finance Director, Assessor, Assistant Assessor, and a member of the Glastonbury Board of Assessment Appeal.

Based on the results of the interview process, the Town Manager will review Scope of Services, proposed fee structure, and other factors with the top rated firm(s) and negotiate a specific agreement and final fee based on these discussions.

4. TERM OF SERVICE

The selected Revaluation Firm or individual will be expected to commence services on or about April 18, 2011 subject to contract execution. The term of the contract is expected to extend until the completion of the Board of Assessment Appeal hearings related to the October 1, 2012 revaluation project (approximately May 31, 2013).

The Town of Glastonbury reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract
- The Town, through changes in its requirements or method of operation, no longer has a need for this service
- The Town is not satisfied with the level of services provided under the contract or the contractor fails to comply with any terms and conditions outlined in the contract.

SECTION II SCOPE OF SERVICES

1. SPECIFIC SERVICES

While the exact scope of services is subject to negotiation, the selected firm or individual for revaluation services is expected to provide the general professional services and dedicated personnel to perform the following:

- Assist the Town Assessor in making the complete reappraisal and revaluation of all taxable real property within the corporate limits of the Town of Glastonbury (see ATTACHMENT C for a breakdown of taxable accounts).
- Complete all appraisal calculations and maintain all computerized assessment records utilizing *Appraisal Vision*® Computer Assisted Mass Appraisal Vision Software Vision versions 6.0 and 7.0.
- Perform all the services and furnish all the records, materials, and forms required to complete the revaluation project in accordance with Connecticut General Statutes.
- Conduct presentations directed to taxpayers, local officials and civic groups to improve understanding of the scope and objectives of the project
- Perform physical inspections in accordance with C.G.S. 12-62(2). See ATTACHMENT D for interior inspection options.
- Measure and list all properties with open building permits through October 1, 2012.
- Prepare and mail data mailers to all residential property owners not subject to the interior inspection provision.
- Take digital images of 300 properties selected by the Assessor.
- Verify all residential sales transactions which occur between July 1, 2011 and October 1, 2012 through physical inspections and take a digital image of each sale property at the time of the inspection. It is expected that these inspections will occur on a monthly basis.

- Verify all commercial transactions which have occurred since October 1, 2007 through October 1, 2012 through physical inspection or through a sales questionnaire.
- Prepare and mail income and expense questionnaires to all commercial and industrial property owners for both the 2010 and 2011 calendar years, and input this information in the CAMA program.
- Mailing of assessment notices
- Hold informal hearings so that the property owners may discuss the manner and methods for arriving at the market value determined through the revaluation process
- Provide public access to assessment records during the informal hearings period via the internet.

2. CURRENT PROGRAM

The Town's current assessment data base was originally established for the October 1, 2007 revaluation, and is maintained using the Appraisal Vision CAMA Software 6.0. The 2007 revaluation included the inspection of all commercial/industrial properties, 3,500 residential properties and all properties which sold in the 18 month period prior to October 1, 2007. The digital images included in the 2007 data base are primarily images taken for the 2002 town wide revaluation, although it is probable that the Town will contract to take new images prior to the implementation of the 2012 revaluation. A breakdown of parcel information and current sale and sale ratio information related to the current assessment system is included in ATTACHMENTS C and F.

The computer network configuration for the Town's Assessor department consists of a Windows 2008 based virtual server with six windows 7 based staff workstations and three windows XP based workstations for public access in the Town Hall facility. The department utilizes HP laser printers for hard copy output. The systems are integrated via a 1 Gigabit Ethernet network and utilize Active Directory services for network authentication. The assessment administration system used to bridge assessment information to the collection system is Quality Data Systems 3.0.82.

The assessment mapping system is maintained by the Glastonbury Engineering Department. The planimetric information included on the assessment maps is based on 1998 aerial photos. The Town maintains a G.I.S. system using ArcInfo and, ArcGIS software (version 9.3x & 10.0) in a GEO-Database format; and this information is integrated with the Appraisal Vision CAMA Software.

3. INSURANCE

The Consultant shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Consultant and all of its agents, employees, sub-contractors and other providers of services and shall name the Town, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Consultant's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Consultant's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all carriers are subject to approval by the Town. Minimum limits and requirements are stated below:

1) **Worker's Compensation Insurance:**

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) **Commercial General Liability:**

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) **Automobile Insurance:**

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000

4) **Errors and Omissions Liability or Professional Services Liability Policy**

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The Town, its employees and agents shall be named Additional Insured for this specific Project. The certificate shall specify that the Town and Board of Education shall receive 30 days advance written notice of cancellation or non-renewal specific to this Project.

- The Consultant agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The Consultant shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The Consultant shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Consultant shall provide the Town copies of any such insurance policies upon request.

Indemnification

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Town and the Board of Education and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Consultant's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Consultant, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Consultant to perform or furnish either of the services, or anyone for whose acts the Consultant may be liable.

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of Consultant, by any person or organization directly or indirectly employed by Consultant to perform or furnish any of the work, or by anyone for whose acts Consultant may be liable, the indemnification obligation stated herein shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Consultant under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

SECTION III. SUBMISSION OF PROPOSAL

1. PROPOSAL INSTRUCTIONS

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives.

All firms are required to submit:

- A **clearly marked** original and seven (7) copies of their technical proposal
- A **clearly marked** original and two (2) copies of the preliminary fee proposal

Proposals shall be submitted in separate sealed packages clearly marked "Technical Proposal" and "Preliminary Fee Proposal" to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by February 28, 2011 at 11:00 A.M. All technical proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked:

**SEALED REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REVALUATION SERVICES
RPGL-2011-19
DATE - February 28, 2011
TIME - 11:00 A.M.**

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

Technical Proposal Instructions:

- a. Table of Contents to include clear identification of the material provided by section and number.
- b. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract. This letter also must affirm that the firm or their representative has visited the Town of Glastonbury, is familiar with its geography, general character of housing and its commercial and industrial area: has examined the quality and condition of the ASSESSOR'S records: and has met with the ASSESSOR to make themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal.

- c. Name and telephone number of person(s) to be contacted for further information or clarification.
- d. A background and qualifications statement, including description and history of your firm and the servicing office, number of professional employees, years in business and technical qualifications. Respondents shall specifically address all of the minimum requirements identified in Section 2. Firms must meet all of these requirements to be given consideration.
- e. Copy of the RESPONDENT'S Connecticut Revaluation Company Certificates covering the previous five year period.

Listing of all Connecticut municipal revaluations completed during the past five (5) years including client contact, telephone number, and number of properties appraised within the municipality, CAMA software and the version utilized, scope of services provided and date completed. The Town reserves the right to contact these organizations regarding the services performed by the firm.

- f. List of all Connecticut municipalities for which the RESPONDENT is currently under contract for performing revaluation services. Include size of municipality, scope of services, and a time table for completion of these contracts.
- g. List of all company personnel certified to perform revaluation services in Connecticut and list their level of certification.
- h. List of personnel to be assigned to this project, including years of experience in their current position, municipalities served and their roles in those revaluations. Please provide their resumes, revaluation certificates, and document the chain of command for these individuals. A listing of concurrent projects that the employees will be assigned to must be identified.
- i. Detailed project work plan with suggested dates for completion of major phases of the revaluation project.
- j. A statement indicating the amount the company will bill the town for a "competent" witness as defined in the CONTRACT SPECIFICATIONS per person day and per one-half person day for pre-trial meetings with an attorney representing the TOWN or for court/appeal board appearances.
- k. Description and examples of the RESPONDENT'S public relations program to be used during the revaluation.
- l. Copy of a sample appraisal manual which includes definitions of data items, grades, etc.
- m. Sample of data mailer(s) used by the RESPONDENT and recommended for GLASTONBURY.

- n. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
- o. Copy of the RESPONDENT'S Certified Audited Financial Statements for the past three (3) fiscal years.
- p. Proposal Response Page (ATTACHMENT A)
- q. Signed Non-Collusion Statement (ATTACHMENT B)
- r. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid/proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Advisor Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the **Code of Ethics** and the **Advisor Acknowledgement Form**. If the Bidder does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal
- s. A 100% Performance and Payment bonds are required of the successful respondent upon execution of an agreement with the Town. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the contracted services.
- t. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

Preliminary Fee Proposal Instructions:

- a. Respondent shall submit as a separate package a preliminary fee proposal (ATTACHMENT E) based on the inspection options defined in ATTACHMENT D.
 - a. Any technical questions regarding this RFP shall be made in writing and directed to David Valente, Assessor 2155 Main Street, Glastonbury, CT 06033. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent at (860) 652-7588. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonbury-ct.gov

(Upon entering the website click on Bids & RFPs). It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

Failure to include any of the above-referenced items in the submitted PROPOSAL may be grounds for disqualifying said proposal.

2. EVALUATION & SELECTION PROCESS

This request for proposal does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for proposal become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, and to waive any informality if it is in the best interests of the Town to do so.

Technical proposals and qualifications statements will be reviewed to determine a short list of individuals or firms to be invited for interview.

While respondents are required to submit a **Preliminary Fee Proposal**; this proposal will not be a consideration in the initial selection process but will serve to expedite the negotiation process.

Based on the results of the interview process, the Town Manager will review Scope of Services, proposed fee structure, and other factors with the top rated firm(s) and negotiate a specific agreement and final fee based on these discussions.

3. TIMELINE

Below is the Town's timeline. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	Date - FEBRUARY 1, 2011
RFP Due Date	Date - FEBRUARY 28, 2011
Shortlist of Proposals Received	Date - MARCH 14, 2011
Interviews with Top Respondents	Date - MARCH 22, 2011
Fee Proposal and Scope of Services Finalized	Date - APRIL 4, 2011
Contract Effective Date	Date - APRIL 18, 2011

ATTACHMENT A

PROPOSAL RESPONSE PAGE

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
DATE ADVERTISED**

2/1/2011

**RPGL #
DATE / TIME DUE**

**2011-19
2/28/2011- 11:00AM**

NAME OF PROPOSAL

Revaluation Services

The undersigned RESPONDENT affirms and declares:

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes _____ No _____ *

***Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.**

The Respondent acknowledges receipt of the following Addendums:

Addendum #1 _____ Date: _____
Addendum #2 _____ Date: _____
Addendum #3 _____ Date: _____

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E:mail Address

SS # or TIN#

(Seal – If proposal is by a Corporation)
Attest

ATTACHMENT B

**TOWN OF GLASTONBURY
NON-COLLUSION STATEMENT**

The company submitting this proposal for the revaluation certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other bidder or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

ATTACHMENT C

PARCEL INFORMATION

The table below identifies the composition of the taxable real estate grand list by major property classifications (as of September 1, 2010):

CLASSIFICATION	# ACCOUNTS	% OF TOTAL
<u>RESIDENTIAL</u>		
Single Family (includes PAD & in law)	9,821	71.5 %
Condominiums (includes declared garages)	1,983	14.4 %
Multi-family (2-4 units)	247	1.8 %
Vacant	780	5.7 %
<u>TOTAL RESIDENTIAL</u>	12,831	93.4 %
<u>COMMERCIAL/ INDUSTRIAL AND SPECIAL USE</u>		
Apartments (Res & commercial)	17	.1 %
Commercial Buildings (includes mixed use)	296	2.2 %
Condominiums (commercial/industrial)	142	1.0 %
Industrial / Public Utility Buildings	122	.9 %
Farm & Forest (P.A. 490)	272	2.0 %
Vacant (Com./Ind./Public Utility)	62	.5 %
<u>TOTAL OTHER</u>	911	6.6%
<u>TOTAL PARCELS</u>	<u>13,742</u>	<u>100.0%</u>

ATTACHMENT D

PHYSICAL INSPECTION OPTIONS

The selected firm will be responsible for performing a physical inspection of all of the **taxable real estate** in the TOWN in accordance with C.G.S. §12-62(2). **The selected firm will not be responsible for inspections or valuation of exempt properties.** The physical inspection primarily will involve interior inspections performed in accordance with guidelines determined by the Assessor. It is anticipated that a small sample of exterior measurements will be a part of the inspection program. **The selected company will issue letters to all property owners requesting appointments for inspecting their properties.** The selected firm will verify or correct the inventory of each property's physical details through the inspection process or through information gathered through data mailers.

Inspections -The TOWN will select one of four options for determining the properties to be subject to an interior inspection by the selected firm.

- A. **Full inspections option** – the selected firm will be responsible for making every reasonable effort to make interior inspection of all residential properties (approximately 12,000 residential properties) as well as the entire inventory of commercial/ industrial properties (approximately 550 properties).
- B. **All Sales, and Limited Commercial and Residential Inspection option** – the selected firm will be responsible for making every reasonable effort to make interior inspections of all residential properties which sell between July 1, 2011 and October 1, 2012, an additional **3,000** residential properties selected by the ASSESSOR, and **100** commercial /industrial properties selected by the ASSESSOR. A commercial / industrial property may include a tax exempt property.
- C. **All Sales and Limited Residential Inspection Option** - the selected firm will be responsible for making interior inspections of all residential properties which sell between July 1, 2011 and October 1, 2012 and all commercial and industrial properties which sell between October 1, 2007 and October 1, 2012 and an additional **6,500** residential properties selected by the ASSESSOR.
- D. **Sales Only Inspection Option** – The selected firm will be responsible for making inspections of all residential properties which sell between July 1, 2011 and October 1, 2012, and all commercial and industrial properties which sell between October 1, 2007 and October 1, 2012.

ATTACHMENT E

PRELIMINARY FEE PROPOSAL

To be submitted on your firm's letterhead in a separate sealed envelope.

That the RESPONDENT proposes to furnish their services and materials required to complete the subject project in accordance with the aforesaid SPECIFICATIONS for the following preliminary estimated fee (please refer to ATTACHMENT D for definitions):

A. Full inspections option:	\$ _____	_____
	Amount	Write Dollar Amount
B. All sales and limited Res., And Com. / Ind. Option	\$ _____	_____
	Amount	Write Dollar Amount
C. All sales & Limited Residential Inspection Option	\$ _____	_____
	Amount	Write Dollar Amount
D. Sales Only Inspection Option	\$ _____	_____
	Amount	Write Dollar Amount

Submitted by _____	Date _____
Signature _____	Title _____
Telephone _____	Fax _____

ATTACHMENT F

SALES AND SALE RATIO INFORMATION

Current assessment and sale price statistics compiled by the Assessor's Office for the period of October 1, 2009 through September 30, 2010 are as follows:

Total Real Estate Sales	539
Total "Useable" Sales	454
Median Sales Ratio – all useable sales (100% value)	103.2 %
Aggregate Sales Ratio – all useable sales	102.7 %
Coefficient of Dispersion – all useable sales	11.4
Total Residential – Useable Sales	420
Median Selling Price – Residential	\$ 320,000
Minimum Sale price – Residential	\$ 86,000
Maximum Sale price – Residential	\$ 5,200,000
Median Sales ratio – Residential (100% value)	103.4 %
Aggregate Sales Ratio – Residential	104.2%
Coefficient of Dispersion – All Residential	9.44 %
Median Size- Single Family Detached (Sold)	2,134
Median Size – Single Family Detached (All)	2,282
Median Size – Residential Condominiums (Sold)	1,252
Median Size – Residential Condominiums (All)	1,200
Median Year Built - All Residential (Sold)	1980
Median Year Built – All Residential	1975