

Legal Notice

TOWN of HEBRON 2026 Grand List Reappraisal and Revaluation Bid # 2025-11

The Town of Hebron is seeking sealed bids for the **2026 Grand List Reappraisal and Revaluation for Hebron, CT**. Bidding documents are available at the Town Manager's Office, Town Office Building, 15 Gilead Street, Hebron, Connecticut, 06248 or by visiting <https://hebronct.com/bids/>.

All bids must be sealed and must be received at the Town Manager's Office by the due date. All bids are due no later than **Wednesday, July 23, 2025, at 10:00 a.m.** Bids must be in a sealed envelope and clearly marked "**Bid# 2025-11: 2026 Grand List Reappraisal and Revaluation for Hebron, CT**" on the outside of the envelope. The bids will be opened publicly and read aloud at the Town Office Building.

Complete Reappraisal and Revaluation for Hebron CT, effective for the October 1, 2026 Grand List. Inspections of all new construction since the prior revaluation as well as any existing properties which have undergone notable change, renovation, or addition to a property shall be included. Inspection and remeasure of all commercial, industrial and municipal properties shall be performed. Updated photos for all the abovementioned properties shall be taken along with any additional photos deemed necessary. Bids shall address all requirements stated in the Bid Proposal Package.

Any questions can be directed to the **Assessor, Suzanne Topliff** at 860 228-5971 x147 or by e-mail at assessor@hebronct.com The Town of Hebron will award the bid to the lowest responsible bidder and reserves the right to waive any technical defects in the bids and to reject any bids which do not conform to the terms and conditions in the bid specifications.

The Town of Hebron also reserves the right to reject any or all bids and waive the informalities or irregularities in the bid procedure or bids when it is deemed by the Board of Selectmen that it is in the best interest of the Town to reject.

INSTRUCTIONS TO BIDDERS
TOWN OF HEBRON, CONNECTICUT 06248

BID # 2025-11 for the 2026 Grand List Reappraisal and Revaluation for Hebron, CT

The following instructions and specifications shall be observed by all Bidders:

I. GENERAL CONDITIONS

The purpose of these specifications is to obtain a complete Reappraisal and Revaluation of all taxable and exempt Real Estate for the October 1, 2026 Grand List. The contract is to commence no later than October 1, 2025 and conclude upon the completion date as specified in the contract.

1. Bid Opening

Sealed bids will be accepted by the Town Manager's Office, Town of Hebron, 15 Gilead Street, Hebron, Connecticut 06248 ***no later than*** 10:00 a.m., Wednesday, July 23, 2025, after such time determined they shall be publicly opened and read. **Bids received by the Town after the date and time specified will not be accepted.**

2. Withdrawal of Bid

Bids may be withdrawn 60 days after bid opening if no award has been made.

3. Award of Bid

Award of bid shall be made to the lowest responsible bidder. The lowest responsible bidder is that person or firm whose bid to perform is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Town and whose bid documents comply with the procedural requirements stated herein.

The Town of Hebron reserves the right to reject any and all bids, or part of such bid, or waive any defect, irregularity or informality of any bid when it is determined to be in the best interest of the Town.

Failure to completely fill out the bid form could result in rejection of bid submission. If an option is not available, it should clearly be stated on the bid form.

4. **Bid Return Envelope**

Bids are to be submitted either in the bid return envelope provided with this bid or in an envelope clearly marked with the bid title, bid number and opening date so as to prevent opening a sealed bid prior to the date specified. Any bids not so marked and opened by the Town prior to the date specified shall be rejected.

5. **No Bid**

Failure to return a bid could result in the removal of your firm's name from the Bid List. No Bids and responsive bids could result in your firm's retention on the Bid List. It is very helpful for the Town to obtain a better understanding as to why a vendor decides not to bid. We would appreciate the completion of the "No Bid" form and send it back to us so we can put improvements or changes in place that might be warranted.

6. **Bid Security**

Bid bonds are used in instances where we might want to make sure that the bidder is going to abide by the bid that was submitted. Bid Bonds are normally required for proposals valued over \$50,000 and the amount of the bid bond would be 10% of the proposal. Not all bids require bid bonds. Contact the Finance Director if you have any questions as to whether your bid would require one.

X Bid Bond required. Bids from vendors that have previously failed to satisfactorily complete performance on a contract with the Town, will not be considered.

7. **Acceptance of Subcontractor**

Submission of name of Subcontractor in Bid shall be deemed to constitute an acceptance by Contractor, if awarded the Contract, of Bid of such Subcontractor. Any alteration therein, after award of contract, shall be subject to approval of the Town of Hebron.

8. **Changes and/or Additions**

All changes or additions to these specifications shall only be executed by written communication bearing the signature of the Town Manager.

9. **Questions Relating to Specifications**

Any request from prospective bidders for interpretation of meaning of specifications or other contract documents shall be made in writing to the Town of Hebron, CT, Attention: Assessor, 15 Gilead St, Hebron, Connecticut 06248, and to be given consideration must be received at least seven (7) days prior to date fixed for opening of bids. If necessary, interpretations will be made in the form of a written Addendum to Bid Documents, which Addenda shall become a part of Contract. Not later than five (5) days prior to date fixed for opening of Bids, Addenda will be provided to all persons who obtained Bid Documents. Failure of any Bidder to receive any such Addenda shall not relieve bidder from any obligation under this bid as submitted.

10. **Equal Opportunity – Affirmative Action**

The successful bidder shall comply in all aspects with the Equal Employment Opportunity Act. All bidders must certify that they agree and warrant that it will not discriminate against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, intellectual disability, or physical disability or other basis in any manner prohibited by the laws or ordinances of the United States, the State of Connecticut, or the Town of Hebron. Findings of non-compliance with applicable State and Federal regulations could be sufficient reason for revocation or cancellation of this contract.

11. **Price and Discounts**

Prices bid shall not include any taxes, Local, State or Federal, as the Town is not liable. In addition to the prices bid each bidder may quote binding discounts which will be considered in making the award. All labor and materials shall be included in the prices quoted on the bid form. Tax exempt certificates are available upon request from the Town of Hebron Finance Office.

12. **Insurance Requirements**

The Town reserves the right to waive any portion or adjust downward the amount of insurance required depending on the exposures to the Town. The Contractor shall furnish a certificate of insurance to the Town Manager or his designee for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Hebron will receive thirty (30) days written notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

Any aggregate limit shall apply per project. Contractor's insurance shall be primary over any other valid and collectible insurance. Any deductibles are the sole

responsibility of the Contractor. Such policy shall name the Town of Hebron as "additional insured".

- A. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations, Broad Form Property Damage:

\$1,000,000 Bodily Injury per Occurrence
\$1,000,000 Property Damage per Occurrence
\$1,000,000 Combined Single Limit

Property damage Liability for the following hazards if applicable:
X (Explosion), C (Collapse), U (Underground damage).

- B. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Bodily Injury per Occurrence
\$1,000,000 Property Damage per Occurrence
\$1,000,000 Combined Single Limit

- C. Owners Protective Liability:

On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and Contractors Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.

The wording for both named insured and additional insured shall read as follows:
The Town of Hebron, The Hebron Board of Education (where appropriate), and its respective Officers, agents and servants.

- D. Worker's Compensation:

In accordance with Connecticut State Statutes.
Employers Liability Limit - \$1,000,000.

- E. Professional liability, \$5,000,000 limit (Architects, Engineers, Attorneys including Town Counsel, Accountants, Actuaries, Agents of Record). Additional coverage and limits may be required based upon the particular services contracted.

- F. HOLD HARMLESS

The Contractor agrees to indemnify, defend and hold harmless the Town of Hebron and its respective Officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Hebron resulting from or arising out of:

Any breach by the Contractor of the terms of the specifications, or

Any injuries (including death) sustained by or alleged to have been sustained by the Officers, employees, agents and/or servants of the Town of Hebron or the Contractor or subcontractors or material men, or

Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or

Any damage to property, real or personal, (including property of the Town of Hebron or its respective Officers, agents and servants) caused in whole or in part by the acts or omissions of the Contractor any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Hebron.

13. **Non-collusive Affidavit and Town of Hebron Code of Ethics Policy**

Any act or acts of misrepresentation or collusion shall be the basis for disqualification of any bid or proposal submitted by such person or company guilty of said misrepresentation or collusion. If the bidder has made any misrepresentations or has been involved in collusion and such conduct is discovered after the execution of an Agreement with the Town, the Town may cancel the Agreement without incurring liability, penalty, or damages. The attached Non-collusive Affidavit of Proposer form and acknowledgement of the Town Code of Ethics Policy must be submitted with the formal bid proposal.

14. **Local Bidder Preference**

Bidders are advised that the Town of Hebron has a Local Bidder Preference Ordinance. See Appendix II for Town Ordinance and Appendix III for Local Bidder Affidavit Form.

15. **Severability**

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS

The Town is seeking a Contractor for the Full Reappraisal and Revaluation of all Taxable and Tax Exempt Property for the 2026 Grand List. The Contractor shall be able to fulfill the specifications as outlined in the Bid Proposal and meet all timelines listed in said Bid Proposal.

2.1 SCOPE OF REVALUATION

This PROJECT includes the complete revaluation of all taxable real estate and exempt real estate property within the corporate limits of HEBRON, Connecticut, effective as of October 1, 2026.

1. All taxable real estate, land, buildings, and improvements.
2. All exempt real estate, land, building, and improvements.
3. All public utility land and buildings.

The CONTRACTOR shall furnish all the databases, vehicles, personnel, labor, materials, supplies and equipment and other resources as may be necessary or appropriate to perform all work for the project in strict accordance with the hereinafter-listed specifications.

All work will be carried out in this PROJECT and all forms, materials and supplies utilized in this project shall conform to and be carried out in accordance with the requirements of the Secretary, Office of Policy and Management, the Connecticut General Statutes, and Regulations of Connecticut State Agencies pertaining hereto, and shall be subject to the direct supervision and approval of the ASSESSOR of the town of HEBRON, Connecticut.

The values to be determined shall be the present true and actual value of each parcel of real property as that term is used in Title 12 of the Connecticut General Statutes and shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Connecticut General Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.

The value to be determined shall be seventy percent (70%) of the full fair market value as defined in the Connecticut General Statutes and shall be based upon recognized methods of appraising.

EFFECTIVE DATE: The effective date of this project shall be for the October 1, 2026 Grand List and the pricing valuation by CONTRACTOR of all land, building and property under this CONTRACT shall reflect the present true and actual value as of October 1, 2026.

2.2. PARCEL COUNT

CONTRACTOR'S price for the revaluations based upon the following anticipated parcel counts estimated by TOWN as of October 1, 2024 per Quality Data Services, Inc., Grand List totals.

TOWN DATA

Current Basis of Assessment:

Taxable Grand List as of October 1, 2024	879,769,170 (Gross Taxable Real Estate)
Date of last Revaluation	2021
Estimated 2020 Population	9098
Area of the Town:	37.3 Square Miles
Administration/Tax Billing	<i>Quality Data Service, Inc.</i>
CAMA System presently used:	<i>eQuality Government Solutions, Inc.</i>

APPROXIMATE NUMBER OF ACCOUNTS

Residential	3,568
Commercial	103
Industrial	3
Public Utility	14
Vacant Land	171
Use Assessment	197
Ten Mill	3
Tax Exempt	254

The CONTRACTOR shall value all newly constructed improvements created up to October 1, 2026, or those incomplete as of this valuation date, and these parcels shall be included in the contract price and valued in the same manner as stated above, and as provided hereinafter. The project will include one new digitized photograph of each new structure in addition to retaining the prior photographs and input of these new photographs into the CAMA system. The project will include comparison of all the new data with current records of the Assessor to verify accuracy and all new data is to be entered into the eQuality CAMA system. Any new projects or subdivisions created prior to the October 1, 2026 Grand List shall be incorporated into the project for review and data entry.

Additional charges by the CONTRACTOR for differences in parcel counts due to new construction, subdivisions or other changes for residential, commercial, industrial, public utility, vacant land and land use shall not be permitted by the TOWN. It is the responsibility of the CONTRACTOR to estimate adjustments in parcel counts, from the estimated counts of the October 1, 2026 list.

III. GENERAL CONDITIONS

A. CONTRACTOR

3.1 STATE CERTIFICATION:

Certification

1. Each company, corporation, partnership, or individual, hereinafter termed the CONTRACTOR must hold from the time of submission of the bid proposal through the completion of all work hereinafter required, a valid Connecticut Revaluation Company Certification pursuant to Section 12-2c of the Connecticut General Statutes.

Bid

2. Each BID PROPOSAL submitted shall include a copy of the CONTRACTOR'S Connecticut Revaluation Company Certificate and shall itemize the CONTRACTOR'S qualifications and experience. The CONTRACTOR shall submit a complete client list of municipalities to which it has rendered services during the last four (4) years and the nature of those services. The BID PROPOSAL shall also include a statement showing the number of years the bidder has been engaged in as a company, corporation, partnership, or individual specializing in municipal tax revaluation services.
3. ***The Company shall not make any changes to the Request for Proposal as presented.*** The bid shall reflect all the costs required to fulfil the contract as stated. The bid shall be in the same format as this RFP.

3.2 PERSONNEL

The CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements for the Equal Employment Opportunity provisions of Federal and State governments. The CONTRACTOR shall submit to the TOWN, written qualifications of all personnel assigned to this project. The CONTRACTOR shall adhere to all other legislation relating to employment procedures.

All personnel assigned to this project shall be subject to the approval of the TOWN *prior* to the commencement of the individual's duties in the TOWN and shall be caused to be removed from the project by CONTRACTOR upon written notification of the TOWN.

3.2.a Minimal Qualifications

3.2.1. A Project Manager or Supervisor:

The administration of this project shall be assigned by the CONTRACTOR to a project manager or supervisor, who shall be Certified by the State of Connecticut as a Revaluation Supervisor, who shall be certified pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall have not less than three (3) years of practical appraisal management experience in the appraisal of commercial, industrial, apartment and residential properties. The project manager or supervisor shall be subject to approval by the ASSESSOR.

The project manager or supervisor shall spend a sufficient percentage of the supervisor's working time per month in Hebron to complete the project on schedule. Sufficient time and personnel shall be submitted by the CONTRACTOR and approved by the ASSESSOR. This provision shall be effective from the commencement of work in the Town until the successful completion of the project as outlined in the time schedule.

3.2.1.a Reviewers and Appraisers:

Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years. All reviewers and appraisers shall be subject to the approval of the ASSESSOR *prior* to the commencement of their duties on this project.

3.2.1. b Data Collectors

Data collectors must have sufficient training experience prior to collecting information in the TOWN. Data Collectors with fewer than two years' experience in the appraisal or municipal revaluation field must work under the direct supervision of an appraiser or project supervisor. Data collectors must wear the proper identification and have vehicles marked with "Revaluation Project" signage. Data collectors must make a notation on the inspection card if they were refused entry. If entry is allowed or data is collected from the property owner, the taxpayer's signature.

3.2.1. c Appearance

All personnel shall dress in appropriate professional attire. The vehicles used will be in acceptable condition for work order. Consideration shall be given to ensuring personnel are appropriately dressed for weather and temperature conditions while meeting standards of professional attire.

3.2.1. d Background Check:

All personnel will be subject to background checks by the HEBRON Police Department, the TOWN may object to the personnel assigned by the CONTRACTOR for any reason.

3.2.1. e Identification

All field personnel shall have visible clip-on identification cards. Such card shall be laminated and include an up-to-date photograph, supplied by CONTRACTOR and signed by the TOWN'S ASSESSOR. In addition, all field personnel shall carry a "Letter of Introduction" signed by the ASSESSOR. All automobiles used by field personnel shall be registered with the TOWN'S Police Department, Town Manager's Office and Assessor's Office, giving license number, year, make, model and color of all vehicles used on this PROJECT. Any changes to vehicles will be noticed to the forementioned offices prior to going into the field to perform field work.

3.2.2. Office Hours and Staffing:

CONTRACTOR shall maintain an appropriate work station in the HEBRON Town Hall, as needed, from the commencement of work on this project through the conclusion of the public hearings. This work station shall be staffed at CONTRACTOR'S expense with clerical staff as needed, as well as other qualified full-time persons so as to ensure the successful completion of this PROJECT in accordance with the completion dates set forth in the **Contract Specification** and any Addenda thereto.

3.2.3. Conflict of Interest

No resident or TOWN employees shall be employed by the CONTRACTOR, except for clerical purposes, without written approval of the TOWN OF HEBRON.

3.3 Liquidated Damages

3.3. a Liquidated Damages

Failure by the CONTRACTOR to complete all work prior to the dates specified in Section 3.5.1, shall be cause for the imposition of liquidated damages.

Payment by the CONTRACTOR shall be in the amount of \$200.00 per day for each day beyond the date of completion of any of the tasks set forth in Section 3.5.1 below. For the purposes of this provision only, completion of all work by CONTRACTOR is defined as follows:

1. Completed street/field cards with all measurements, listings, pricing, review, and final valuation.

2. Assessment notices sent out, hearings completed for all those wishing to be heard, and all calculations completed and ready for the Board of Assessment Appeals.
3. Digital Imaging of all properties with dwellings that have changed significantly from the previous photo, or properties with dwellings that were vacant parcels since the last 2021 revaluation, up to fifty (50) replacement/new photograph images or properties of the ASSESSORS choice.
4. Written certification by the ASSESSOR that the CONTRACTOR has fulfilled all contractual requirements of said PROJECT.
 - a. Liquidated damages, if applied, shall be deducted from the contract price. Delays occasioned by war, strike, explosion, acts of God, or an order of court or other public authority is excepted.

3.3 b Liquidated damages due under this clause shall be deducted from the contract price and will represent a fair and equitable estimate of the damages the TOWN will suffer if CONTRACTOR'S work is not completed by completion of the *Board of Assessment Appeals duties as noted in 5.4.10*.

The TOWN shall have the right to use the funds withheld from each periodic payment to these CONTRACTOR SPECIFICATIONS to satisfy in whole or in part, this penalty clause. Delays occasioned by strike, explosion or acts of God or an order of the court or other public authority are excused.

3.3. c Bankruptcy, Receivership, Insolvency: If the CONTRACTOR becomes insolvent and does not pay its debts as they become due, or if a receiver shall be appointed for its business or its assets and not voided within 60 days, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt, then and forthwith thereafter, the TOWN shall have the right, at its option and without prejudice to its rights hereunder, to terminate the contract.

3.3. d Termination: If either party fails to fulfill in a timely and satisfactory manner their obligations under this agreement, or shall violate any of the covenants, conditions or stipulations of this agreement, which failure or violation shall continue 30 days after written notice of said failure or violation is received by the offending party, unless the correction of such failure inherently requires a longer period of time and provided further that the applicable party is proceeding diligently to correct the failure, then the opposing party shall thereupon have the right to terminate this agreement by giving written notice to the offending party of such termination and specify the effective date thereof, at least seven (7) days before the effective date of such termination.

In the event of termination, all finished work and documentation, complete and incomplete, shall be delivered to the TOWN. The CONTRACTOR shall be entitled, less any applicable liquidated damages, to the release of the performance bond and to receive just and equitable compensation for any work satisfactorily performed under this agreement and completed prior to the date of termination.

Notwithstanding the above, in the event of termination, neither party shall be relieved of liability by virtue of its breach of this agreement.

3.3. e Waiver: No action or failure to act by the TOWN shall constitute a waiver of any right or duty afforded it under the contract or contract specifications.

3.3. f Misrepresentation or Default: The TOWN may void this agreement if the CONTRACTOR has misrepresented any offering or defaults on any contract with any other Connecticut municipality. The CONTRACTOR shall, also, immediately notify the TOWN of any claim or case brought against the CONTRACTOR. The CONTRACTOR shall promptly notify the TOWN of its license or the license of any of its supervisors or employees is suspended or revoked or if any proceedings for license termination, license revocation is brought against it or if any other municipality terminates or seeks to terminate a revaluation contract with the CONTRACTOR.

3.4 CHANGES AND SUBLETTING OF CONTRACT

3.4.1 Changes

Changes in these specifications or to the contract will be permitted only upon written mutual agreement of the CONTRACTOR and the TOWN.

3.4.2. Assignment

The CONTRACTOR shall not assign, transfer or sublet the contract or any interest or part therein, without first receiving written approval from the TOWN. It should be mutually agreed and understood that said consent by the TOWN shall in no way release the CONTRACTOR from any responsibility or liability as covered in these specifications and contract.

3.4.3 Misrepresentation of Default

The TOWN may void this agreement if the CONTRACTOR commits fraud, forgery, misrepresents in any way project completion, has materially misrepresented any offering or, defaults any contract with a Connecticut municipality.

3.4.4. Cancellation

If the CONTRACTOR does not pay its debts as they shall become due, or if a receiver shall be appointed for its business or its assets and not voided within sixty (60) days, or if the CONTRACTOR shall make an assignment for the benefit of creditors, or otherwise, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt then and forthwith thereafter, the TOWN shall have the right at its option and without prejudice to its right here under to terminate the Contract and withhold any payments due.

If the CONTRACTOR fails to perform the Contract in accordance with its terms, or if the TOWN reasonably doubts that the CONTRACTOR'S work is progressing in such a manner as to ensure compliance with the schedule of completion dates set forth in the Contract Specifications and any addendum thereto, the TOWN shall have the right, in addition to all other remedies it may have, upon seven (7) days written notice to the CONTRACTOR and its surety bonding company, to declare the contract in default and thereby terminated, and to award the Project or the remaining work thereof, to another contractor. If this termination clause is invoked, the CONTRACTOR'S agents and employees shall, at the Assessor's direction vacate in an orderly fashion the office space provided by the TOWN, leaving behind all records, property filed and indexed, as well as the property of the TOWN to the extent necessary to reimburse the TOWN for its cost in obtaining another contractor and supervising the transition. Termination of the Contract and retention of funds by the TOWN shall not preclude the TOWN from bringing an action against the CONTRACTOR for damages or exercising any other legal, equitable, or contractual rights the TOWN may possess in the event of the CONTRACTOR'S failure to perform.

3.4.5 INDEMNIFICATION AND CONDITIONS

- A. The CONTRACTOR is an independent contractor and, as such, is not and shall not be construed to be an agent, employee or employer of the Town of HEBRON. To the fullest extent permitted by law, the CONTRACTOR shall indemnify, hold harmless and defend the TOWN at the CONTRACTOR'S expense from and against any and all liability for loss, damage or expense for which it may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, or costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of this Contract. Indemnification shall be limited by available insurance.
- B. Upon execution of the Contract, and thereafter no less than fifteen (15) days prior to the expiration date of any insurance policy delivered pursuant to this contract, the CONTRACTOR shall deliver to the TOWN a certificate(s) of insurance to show compliance with the specifications.
- C. Each policy of insurance shall be issued by financially responsible insurers duly licensed to do business in the State of Connecticut. The insurers shall be reasonably acceptable to the TOWN and shall have an A.M. Best Company rating acceptable to the Town.
- D. Each policy of insurance shall include a waiver of subrogation in favor of the TOWN and shall provide no less than thirty (30) days' notice to the TOWN in the event of a cancellation or change in conditions or amounts of coverage. Contractor coverage shall be primary and non-contributory.
- E. The CONTRACTOR will promptly notify the TOWN of any claim or case formally brought against the CONTRACTOR within fifteen (15) days of such filing.
- F. The CONTRACTOR'S Software License Agreement in relation to work done shall be attached for review.

3.5 COMPLETION DATE AND TIME SCHEDULE

Signing of contract: Within 30 days after receipt of notice of acceptance by the TOWN of its bid acceptance, as possible revised by negotiations, the CONTRACTOR shall execute with the TOWN a contract in the form agreeable and incorporating these contract specifications.

STAGES OF COMPLETION

3.5.1. Stages of Completion Dates

The following phases of the revaluation must be completed in accordance with the following schedule shown below:

- 3.5.1.a** Data Mailers shall be sent to each property owner with buildings and improvements by October 1, 2025.
- 3.5.1.b** Data Collection and Sales verification completed by December 16, 2025.
- 3.5.1.c** Complete and deliver to the ASSESSOR commercial, industrial, public utility, and tax exempt valuations by **August 7, 2026** (except for current building permits).

- 3.5.1. d** Complete preliminary land study and values to the ASSESSOR by **August 14, 2026.**
- 3.5.1. e** Complete preliminary building cost manual by **September 18, 2026.**
- 3.5.1.f** Complete study of market rents, expenses and capitalization factors by **September 18, 2026.**
- 3.5.1. g** The delivery of updated of CAMA software, completed and corrected property record cards with all measurements, listings, sketches, pricing, suggested values to the ASSESSOR by **October 16, 2026.**
- 3.5.1. h** ASSESSOR completes review and final adjustments made for real property no later **November 13, 2026.**
- 3.5.1 i** Assessment change notices mailed to comply with requirements of Connecticut State Statute, Section 12-62(f) by **November 20, 2026.** (CONTRACTOR to pay postage).
- 3.5.1.j** Updated assessments for public viewing on Website by **November 20, 2026.**
- 3.5.1. k** Informal hearings to begin no later than **December 08, 2026** and end no later **December 22, 2026.**
- 3.5.1. l** Notice of results of informal hearings completed and mailed out on forms approved by the ASSESSOR (CONTRACTOR to pay postage), computer file is updated and final property record cards printed and delivered to the ASSESSOR in alphabetical street order by **January 11, 2027.**

The CONTRACTOR and the TOWN acknowledge and agree that time shall be of the essence of these Contract Specifications.

3.5.2 Assessment Date

The completed Fair Market Values, and field cards upon approval of the ASSESSOR, will serve as the basis for assessments effective on the Grand List of **October 1, 2026.**

3.5.3 Signing of Contract:

Within 30 days after receipt of notice of acceptance by the TOWN of its bid, as possibly revised by the contract, the revaluation work may be started at the convenience of the CONTRACTOR by October 1, 2025, but not later than November 1, 2025, and must continue in a diligent manner to ensure completion within the schedule of completion dates as set forth above and below.

3.6 Delays

CONTRACTOR shall not be liable for delays caused by reason of war, strike, explosion, acts of God, order of court or other public authority.

IV. PAYMENT SCHEDULE

Payments shall be made in the following manner:

At the end of each thirty (30) day period during the period covered by this contract, the CONTRACTOR is to certify in writing in the form of a progress report to the ASSESSOR, the percentage of total work completed under the contract which the CONTRACTOR has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the ASSESSOR. The itemization shall be categorized by each of the "Stages of Completed" as listed on page 13.

The TOWN, upon determination by the ASSESSOR that the certification of CONTRACTOR concerning work during said period is accurate, will pay the CONTRACTOR a percentage of the total compensation due under the contract equal to the percentage of work certified as having been completed during said period, less ten percent (10%), which is to be retained by the TOWN for payment to CONTRACTOR at such time that it has performed fully and satisfactorily all its obligations, requirements, and litigation under the contract. The retained ten percent (10%) of the contract prices is to be paid upon the completion of work of the Board of Assessment Appeals on the **October 1, 2026** Grand List in accordance with the provisions of **Section 5.4.10** of this provision.

This contract makes provisions for a reduction of the performance bond to ten percent (10%) of the contract price to ensure the defense of any appeals resulting from the revaluation work.

If the ASSESSOR determines that the CONTRACTOR'S certification is inaccurate, that periodic payment shall be omitted, delayed or adjusted accordingly.

4.1 Fiscal Year Limitations:

Notwithstanding the foregoing, it is further understood that the funding for the CONTRACT **becomes available July 1st of each year. No amount in excess of the limits specified in this section** shall be paid to the CONTRACTOR during any of fiscal years here noted. Further, that the funding for the fiscal year July 1, 2025 to June 30, 2026, and no amount excess thereof shall be paid to the CONTRACTOR DURING THE PERIOD September 1, 2025 to June 30, 2026. The contract cost shall be paid in the **2026/2027** TOWN Fiscal Years according to the provisions of this section and subject to the appropriation of necessary funds by the TOWN's fiscal authority.

This contract makes provisions for a reduction in the amount of the performance bond to ten percent (10%) of the contract price to ensure the payment of the cost of defense of any appeals resulting from the revaluation work.

V. RESPONSIBILITIES OF CONTRACTOR

5.1 Good Faith

The CONTRACTOR shall, in good faith use its best efforts to assist the ASSESSOR in determining accurate and the proper market values of all real property situated in the TOWN, and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities specified herein.

5.2 Public Relations

The parties involved in this revaluation project recognize that a good public relations program is required in order that the general public may be informed as to the purpose, benefits and procedures of the revaluation program.

Public relations must be an extremely important part of the revaluation project. Adequate public understanding of the revaluation project is essential to its success. The CONTRACTOR must be prepared to conduct a public information campaign which includes media releases and oral presentations. All information and press releases must have prior approval of the ASSESSOR. The CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through

the press and other media, such as meeting with citizens, local officials, businesses, service clubs, and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. The CONTRACTOR shall supply visual aids/videos and other media at its disposal for public use to this end. All public releases shall be approved by the ASSESSOR prior to release. This campaign will commence prior to the data collection effort and continue on a regular basis for the duration of the PROJECT.

At minimum, the following points will be addressed as often as possible:

- Significance of Property Tax
- Necessity of Project
- Purpose and Methods of Project
- Equity
- Role of the Town
- Role of the Project Contractor
- Role of the Assessor
- Cooperation of property owners is key to successful project
- Necessity of Data Collectors
- Caliber and Training of data collectors
- Need for data quality control
- Full disclosure aspect throughout the project

The public relations program must remain flexible so that any one type of the defined public groups can have information adjusted and modified to satisfy their needs and promote understanding.

The CONTRACTOR shall supply a telephone number, at its expense, to make available throughout the duration of the PROJECT, for all revaluation related questions and manned Monday through Friday.

5.3 CONDUCT OF COMPANY EMPLOYEES

As a condition of this contract, the CONTRACTOR'S employees shall, at all times, treat the residents, taxpayers and employees of the TOWN with respect and courtesy; the CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

At no time shall any employee of the CONTRACTOR enter any structure which is occupied solely by a minor. A minor is defined as any individual less than 18 years of age.

5.4 RECORDS

5.4.1 General Provisions

The CONTRACTOR shall provide all record cards, street cards, owner cards, supplies, equipment, forms, literature, notices and papers to be used in this project at no additional cost to the TOWN.

All forms shall be subject to approval by the ASSESSOR as to format, design, content, shape, size, color, quality and quantity and shall be further subject to the approval of the Secretary of the Office of Policy and Management as may be required by Connecticut General Statutes. At the completion of the PROJECT, the CONTRACTOR shall provide the TOWN with a reasonable additional supply of the necessary forms used to support the CONTRACTOR'S computer assisted mass appraisal program.

5.4.2 Records are TOWN property

The original or a copy of all records and computations, including machine readable databases, made by

CONTRACTOR in connection with any appraisal of property in the TOWN shall, at all times, be the property of the TOWN and, upon completion of the project or termination of this contract by the TOWN, shall be left in good order in the custody of the ASSESSOR. Such records and computations shall include, but not be limited to:

- 5.4.2. a** Assessor's Maps;
- 5.4.2. b** Land Value Maps;
- 5.4.2. c** Materials and Wages, Cost Investigations and Schedules;
- 5.4.2. d** Data Collection Forms, Listing Cards, Property Record Cards with property value sketches;
- 5.4.2. e** Capitalization Rate Data;
- 5.4.2. f** Sales data;
- 5.4.2. g** Depreciation Tables;
- 5.4.2. h** Computations of land and/or building values;
- 5.4.2. i** All letters of memoranda to individuals or groups explaining the methods used for appraisals;
- 5.4.2. j** Operating statement of income properties;
- 5.4.2. k** Duplicated notice of valuation changes;

- 5.4.2. l** Database of all property records, CAMA system, and integration with administrative system;
- 5.4.2.m** In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the CONTRACTOR shall be available by CONTRACTOR for public inspection in the Assessor's Office and shall be available thereafter, all in accordance with Section 12-62(c) of the Connecticut General State Statutes;
- 5.4.2.n** The CONTRACTOR shall provide the TOWN with all documentation required to satisfy compliance with the Performance Based Testing Standards established by the regulatory requirements of State Statute 12-621i-1 through 12-62i-8 of the Regulation of Connecticut State Agencies and any other statutory or regulatory requirement of the State of Connecticut in conjunction with the revaluation process;

5.4.3 CAMA System

The Town of HEBRON has the current version of eQuality CAMA software and will be maintaining eQuality as a CAMA system.

The valuation module shall provide for the determination of the value of all real estate property based on accepted appraisal methodology, using a table or formula driven system. At a minimum, the valuation module shall have the ability to perform the tasks described below and conform to all requirements and recommendations of the Office of Policy and Management. The CAMA System must meet the requirements as provided for in the Section 12-62f-1 to 12-62f-6 of the Regulations of Connecticut State Agencies.

- a. With respect to land, the valuation module shall have the capacity to compute land value based upon one or more of the following: Square feet; acreage; standard lot size; frontage/depth; and or unit. In addition, said module shall allow for the editing of land values based upon market-derived adjustment factors, using at least two of the following: unit value; fractional acreage; and front foot adjusted for depth.

- b. With respect to residential property, the valuation module shall have the capacity to: Compute replacement cost new, less depreciation; provide user-modifiable tables or formulas for various

types of buildings; provide user-modifiable depreciation tables for age and condition variables; compute the value of each yard improvement (e.g., swimming pool, tennis court, detached garage, and shed); allow for the acceptance rejection or adjustment of table or formula derived values; allow for on-line sketch input; provide for the automatic computation of total square footage; provide automatic computation of gross living area; and provide for the computation of other area measurements as defined by the user. In addition, the valuation module shall have the capacity to allow user modifiable selection criteria to identify up to three properties that are most comparable to the property for which a value is being determined.

- c. With respect to apartment, commercial and industrial properties, the valuation module shall have the capacity to: Compute replacement cost new, less depreciation; compute the value of each yard improvement (e.g. paving, fencing, light poles); allow for the acceptance, rejection or adjustment of table or formula derived values; and provide for the automatic computation of total square footage, gross and net. In addition, said module shall have the capacity to compute the value of property using the income approach, by using the direct capitalization method.
- d. The valuation module shall also the capacity to: Print a property record card with the appropriate fields listed in the data management module; allow flexibility of design of the data printed on the property record card, based on the discretion of the ASSESSOR; provide for the random printing of cards; provide for the printing of sketches showing dimensions; insure the closure of such sketches; and provide for the creation of multi-page property record cards for a parcel.
- e. The valuation module shall include a general report writer capable of printing two screen hard-copy, and/or providing the data listed in the data management module to a data storage system (disc, thumb drive, etc). In addition, such application shall have the capacity to produce reports for statistical and comparable sales analysis based upon pre-defined and user-defined criteria.
- f. Output to standard analytical software programs the following measurements and sales/assessments ratios by property type and neighborhood: Sales prices; assessments; the mean sales/assessment ratios by property type and neighborhood: Sales prices; assessments; the mean sales/assessment ratio: the median sales/assessment ration; the coefficient of dispersion; the standard deviation; the coefficient of variation; the price-related differential; and the "unsold property test".

5.4.4 Imaging

A visual imaging database integrated within the CAMA System installed by the CONTRACTOR shall be in place by the completion of this project. This will provide the TOWN with the ability to randomly retrieve an image of any parcel described on the CAMA data file. The imaging shall be included in the cost of the bid by the CONTRACTOR.

The CONTRACTOR shall provide all the CAMA software and/or software modifications necessary to fully integrate with the TOWN'S existing network including full interaction with the TOWN'S assessment administration software package furnished and maintained by Quality Data Service, Inc., (QDS). The CONTRACTOR shall also provide commercial and industrial data in Marshall and Swift Valuation software or program of the like. In addition, the Assessor's Office has two employee workstations and one "Public" workstation.

The CONTRACTOR'S CAMA System shall have the ability to interface with the TOWN'S QDS assessment administration software. The CONTRACTOR is responsible for matching all parcels and accounts in the appraisal file with the administrative file. The CONTRACTOR shall be responsible for entering an account number or other acceptable means of parcel identification on the CAMA System from which the ability to

transfer value from one system to others arises. A list of all discrepancies between the appraisal and administrative system shall be generated by the CAMA System and submitted to the ASSESSOR with recommendations for correcting such discrepancies. The CONTRACTOR shall be responsible for all costs of bridging the CAMA System with the TOWN'S existing administrative system.

5.4.5 Assessor's Records

The CONTRACTOR shall use a system approved by the ASSESSOR for the accurate accounting of all records and maps, which may be taken from the ASSESSOR'S office in conjunction with this project. All such records and maps shall be returned immediately following their use. None of the ASSESSOR'S records shall be taken outside the corporate limits of the TOWN without prior written permission of the ASSESSOR.

The ASSESSOR will permit the CONTRACTOR to copy all residential building sketches from existing field cards, together with the exterior dimensions of all auxiliary buildings such as sheds, garages, barns, in-ground pools, etc., to use only as a reference tool, only. *Any property that has recently taken out a building permit, and all outstanding building permits which constitute a change to the buildings (including outbuildings) shall be physically measured and inspected. Any discrepancies shall be noted and corrected on the current card.*

5.4.6 Property Record Cards (Street/Field Cards)

The CONTRACTOR shall provide by Property Location order, property record cards, commonly referred to as "Street Cards" or "Field Cards". These cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of front feet, square feet or acreage size as applicable, along with the unit of value applicable to each, public utilities available, public improvements, census tract number, zoning regulations in effect as of the assessment date. All physical improvements shall be listed giving all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical, functional and economic depreciation, depreciated values, fair market value and 70% assessment value will be shown. A computer-generated sketch of all buildings, with the appropriate scale of such sketch, shall also be shown on these cards. The property record card will contain a digitized photo of each house.

5.4.7 Data Mailers

The CONTRACTOR shall, at its own expense, send Data Mailers to residential properties with information regarding what the current field card contains. Such mailer shall show number of rooms, bedrooms, bathrooms and fixture count, style of dwelling and all pertinent information. This mailer shall also request information regarding home improvements which may or may not have required a permit, since October 1, 2021, and/or the cost to improve and any existing MAJOR problems. 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.

5.4.8 Assessment Notices

At the close of the PROJECT, a notice shall be sent, at the CONTRACTOR'S expense by first class mail, to each property owner of record, setting forth the valuation that has been placed upon the property identified in the notice, prepared in duplicate. The CONTRACTOR will provide the needed information for the notice. Also enclosed with such notice shall be information specifying the dates, times and places of the informal public hearings and information describing the property owner's right to appeal the valuation of his property, including the manner in which an appeal may be filed with the Board of Assessment Appeals. Such notices shall be subject to approval by the ASSESSOR in accordance with Connecticut General Statutes.

The CONTRACTOR shall, at its own expense, send out an additional notice for real property classified under PA 490, C.G.S. 12-107c (farmland), 12-107d (forest land) and Ten Mill properties. At that same time, the company should be prepared to make data available via the Web so that taxpayers can log in and review properties on-line.

5.4.9 Informal Public Hearings

At a time mutually agreeable to the ASSESSOR and the CONTRACTOR and following completion of all review work by the ASSESSOR and the CONTRACTOR, the CONTRACTOR shall hold public hearings so that owners of property or their legal representative may appear at specified times to discuss, with qualified members of the CONTRACTOR'S staff, the valuations of their property. The CONTRACTOR'S personnel shall explain the manner and methods of arriving at value. Informal public hearings, at the ASSESSOR'S discretion, may be held on weeknights and Saturdays.

The CONTRACTOR, in conjunction with the recommendations of the ASSESSOR, shall schedule a sufficient number of hearings and provide sufficient personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer or their legal representative shall be given consideration, and an adjustment shall be made where warranted. The public hearings shall begin no later December 8, 2026 and end no later than December 22, 2026 or begin no later than January 12, 2026 through January 19, 2026 if necessary, due to a Grand List extension and or to allow ample to hear all appeals.

The CONTRACTOR shall keep a record, on a form approved by the ASSESSOR, of all owners that requested a hearing and the result of that hearing. A copy of those records shall be given to the ASSESSOR.

The CONTRACTOR shall require each person, or his or her legal representative, who appears at a hearing to sign a form indicating whether or not CONTRACTOR shall re-inspect the property being questioned; such decision to re-inspect to be at the reasonable discretion of CONTRACTOR. Any such re-inspection shall be made as soon as possible. This form shall be approved by the ASSESSOR and provided by the CONTRACTOR. The completed and signed forms shall be turned over to the ASSESSOR at the conclusion of the hearings. CONTRACTOR shall, at its expense by first class mail, notify each taxpayer that has appeared at an informal public hearing of the results. **Hearing decision results for commercial and industrial properties must first be approved by ASSESSOR prior to being sent to taxpayer/property owner.** Re-inspections shall be at no additional cost to the TOWN.

The CONTRACTOR shall be responsible for sending notice, by First Class mail at CONTRACTOR'S expense, to each taxpayer or his or her legal representative who appears at these hearings seeking review of valuation. Such notice shall include the original valuation determined by CONTRACTOR and any adjusted valuation as deemed appropriate based on any information received at such hearing, or a statement to no change is warranted. Such notice shall be subject to approval by the ASSESSOR and shall contain information describing the property owner's right to appeal the valuation, including the manner in which an appeal may be filed with the Board of Assessment Appeals.

5.4.10 Board of Assessment Appeals

CONTRACTOR shall have the project supervisor available for a three (3) hour Training session with the Board of Assessment Appeals prior to the Board's hearings on the 2026 Grand List if necessary. The CONTRACTOR shall have a qualified member or members of it staff, approved by the ASSESSOR, available for attendance at any deliberations of the Board of Assessment Appeals held after the completion of the revaluation, Sundays excluded, but such availability and attendance shall not be required after the date for the completion of the duties of the Board of Assessment Appeals on the October 1, 2026 Grand List or for one complete calendar year beyond the completion of the revaluation, whichever comes first, to assist in the settlement of complaints and to explain the valuation methods.

5.4.11 Litigation

In the event of appeal to the courts, CONTRACTOR shall furnish a competent witness or witnesses, approved by the TOWN, either pursuant to Section 12-117a or Section 12-119 of the C.G.S. (as amended from time to time) the company shall furnish a competent appraiser or appraisers, who actually performed appraisal work on the PROJECT to defend the valuation of the properties appraised. It is understood that the CONTRACTOR shall furnish said witness or witnesses on any court or appeal action instituted on the October 1, 2026 Grand List assessments/values until final adjudication by the courts at no extra cost to the TOWN. The CONTRACTOR shall cooperate with the TOWN in court at place of business, as appropriate, CONTRACTOR shall provide supporting data, including written appraisal if deemed necessary by the TOWN, for any said court appeals. The CONTRACTOR shall also comply with any request by the TOWN to answer any interrogatories, provide witnesses for depositions or to otherwise participate in the discovery process pertaining to any litigation described herein. The CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than the CONTRACTOR. For all non-residential properties, the CONTRACTOR shall provide an Appraisal and Appraiser experienced in Commercial or Industrial properties.

5.4.12 Information

The CONTRACTOR shall give to the TOWN any and all information requested pertaining to the project for a period of one (1) year after completion of the duties of the Board of Assessment Appeals on the October 1, 2026 Grand List, without any additional cost to the TOWN.

VI. BUILDING COST SCHEDULES

6.1 General

CONTRACTOR shall prepare for usage in the project as hereinafter specified, building cost schedules. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of buildings as applicable. These schedules shall be used in computing the replacement cost in the TOWN for all residential, commercial, industrial, and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the ASSESSOR before adoption and usage by the CONTRACTOR.

6.2 Types of Cost Schedules

6.2.1 Residential Properties

Residential cost schedules shall include schedules for various classifications, types, models, and story heights on a per square foot basis, normally associated with residential buildings. The schedule shall be flexible with special sections reflecting the various additions and deductions for construction components from the base specifications, along with prices for different types of heating systems, bathrooms, porches, breezeways, attached, detached, and basement garages, and finished basements, and schedules for other building improvements usually found on residential property including, but not limited to, in-ground pools, barns, sheds, tennis courts, gazebos and hot tubs.

The market approach is the preferred valuation methodology for parcels in the residential category. The CAMA system as installed for the TOWN will contain proven techniques for developing market estimates of value.

6.2.2 Commercial and Special Structures/Public Utility

Commercial building cost schedules shall be prepared in unit costs of material in place and charted on a per square foot basis and shall be prepared in various story heights and contain all the additions and deductions from construction components from base specifications. For commercial rental properties, the CONTRACTOR shall use Income and Expense Reports supplied by the taxpayers. Commercial/industrial appraisers must have an MAI or comparable designation.

6.2.3 Industrial

Cost schedules for industrial and special purpose structures shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall contain all the additions and deductions for construction components from base specifications.

The appraisal of income producing properties relies heavily on an analysis of what the prudent investor would pay for a given property based on the income stream that the property could reasonably be expected to produce. In this regard, the actual Income & Expense information for each property will be collected and analyzed to arrive at a capitalization rate reflective of the market environment.

The TOWN will be responsible for the collection of these Income & Expense Forms, while the CONTRACTOR will be responsible for the field verification of this data. The CONTRACTOR, subject to the approval of the ASSESSOR will handle the analysis of the data.

The CAMA System will give the appraiser the ability to model the marketplace by physical characteristics, construction type, and actual use for income producing properties and apply the results of the models to individual commercial or industrial properties. The models are used to assign appropriate economic rent and expense information that is keyed to the location of the property and the allocation of building space for potential or actual use.

Capitalization rates shall be developed by type of property and location. When the ASSESSOR has approved capitalization rates and techniques, the CONTRACTOR shall perform income approaches using both actual and economic income and expense data. For all non-residential properties, the CONTRACTOR shall provide an MAI Appraisal or comparable designation.

6.2.4 Farm

Cost schedules for farm structures shall be prepared for in square foot and cubic foot costs for various types of farm buildings including, but not limited to, barns, sheds, silos, milk houses, coops, etc.

Cost schedules for the afore mentioned must be supported by a recognized valuation publication company such as Marshall and Swift, Means, etc. The CONTRACTOR shall deliver the most recent publication of such material to the Assessor upon completion of the CONTRACTORS' duties.

6.3 Depreciation Schedules

Depreciation schedules or methods to be used in determining the amount of depreciation shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, and farm buildings and shall be approved by the ASSESSOR.

6.4 Schedule for TOWN

The CONTRACTOR shall supply and leave for the TOWN not less than two (2) copies of all the above required building cost schedules and depreciation schedules for the TOWN'S usage, one copy of which shall be turned over to the ASSESSOR upon approval of the schedules.

VII. APPRAISAL SPECIFICATIONS

7.1 Appraisal of Land

The CONTRACTOR shall appraise all land within the TOWN: including residential, vacant, commercial, industrial, agricultural, special use, public utility and tax-exempt.

7.1.1 Land Value Study

Land shall be valued based on an analysis of all sales data occurring during the two-year period prior to October 1, 2026. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR. The CONTRACTOR shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources of information relative to sales of properties within the TOWN. All factors affecting the final values of land shall be considered, such as location, zoning, inland wetlands, topography, soil condition, utilities, size, vacancy, form of ownership, non-conforming uses, zoning variances.

7.1.2 Land Value Inspection

The CONTRACTOR will make necessary adjustments in value to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shapes or anything else which may detract from the usefulness of the land. Non-conforming uses and zoning variances shall be considered in establishing values.

7.1.3 Land Value Unit

The CONTRACTOR shall prepare land unit values by front foot, square foot, acreage or fractional acreage; whichever in the judgment of the CONTRACTOR and the ASSESSOR most accurately reflects the market for appraised land.

7.1.4. Land Value Map

The CONTRACTOR shall delineate the land value units on all streets and acreage in the TOWN on a suitable map to be provided by the TOWN. The land value map shall be returned to the TOWN prior to the completion of the PROJECT.

7.1.5. Neighborhood Delineation

After consideration of the environmental, economic and social characteristics of the TOWN, the CONTRACTOR shall, with the cooperation and approval of the ASSESSOR, delineate "neighborhood" units within the TOWN. Each neighborhood unit will, in the CONTRACTOR'S opinion, exhibit homogenous characteristics. Each neighborhood unit will be assigned a separate identification code, which will be used for valuation. These neighborhood codes shall be recorded and maintained on all property record cards and the computer database.

7.2 APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES

To ensure public confidence, taxpayers must play an active and important role in monitoring the quality of the data to be used as the basis of this revaluation. Property owners must review the information collected from the data collectors and owners must sign the form presented to them from the data collector.

7.2.1 Real Estate Valuation

The CONTRACTOR will calculate a value estimate for each parcel of land, building, outbuildings, and total value. The final value shall reflect 70% of the fair market value as of October 1 2026. The CONTRACTOR shall compute to the nearest 100 dollars of value of all properties identified above.

The CONTRACTOR will perform inspections of all sold properties to be utilized in the analysis, which will include a minimum of 24 months of sales which are estimated at 400 properties. Interior inspections should inspect all new construction completed as of the last revaluation and any properties which have had a substantial change in condition within the last two years. All properties subject to inspection will have an updated photo taken.

A perimeter of all improvements shall be carefully reviewed for accuracy against the ASSESSOR'S current records by the CONTRACTOR. The CONTRACTOR may also utilize sketch verification/validation software and aerial overlays to determine errors or changes. Any properties with notable changes should be included in the sale and permit inspections.

7.3 APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY, AND SPECIAL PURPOSE PROPERTIES

General

All commercial, industrial, public utility and special purpose buildings shall be inspected to assist in valuation of property. Industrial properties shall include story height with the review. The appraisal of income producing properties relies heavily on an analysis of what the prudent investor would pay for a given property based on the income stream that the property could reasonably be expected to produce. In this regard, the actual income/expense information for each property is collected and analyzed to arrive at a capitalization rate reflective of the market environment. All information filed and furnished with the M-58 report shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, such as field investigations and interviews, the CONTRACTOR shall establish market or economic rent and expenses for income producing properties. The CONTRACTOR shall also establish capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property. The TOWN will be responsible for the collection of these Income & Expense forms, while the CONTRACTOR will be responsible for the field verification of this data. The CONTRACTOR, subject to the approval of the ASSESSOR, will handle the analysis of the data.

The CAMA System will give the appraiser the ability to model the market place by physical characteristics, construction type, and actual use for income producing properties and apply the results of the models to individual commercial or industrial properties. The models are used to assign appropriate economic rent and expense information that is keyed to the location of the property and the allocation of building space for potential or actual use.

The review appraiser will be provided with a single review document which provides information regarding physical characteristics of the property, the indicated cost approach, and one or more approaches to value that have already been adjusted to reflect the location, age and condition of the subject property.

Capitalization rates shall be developed by type of property, and location. When the ASSESSOR has approved capitalization rates and techniques, the CONTRACTOR shall perform income approaches using both actual and economic income and expense data.

7.3.1 Income Approach

Income and expense data gathered by the TOWN shall be utilized by CONTRACTOR for income producing and, where appropriate, owner-occupied properties. Any income and expense data with accompanying summary reports and rent schedules, shall become the property of the TOWN. All information filed and furnished with Income and Expense report shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, such as field investigations and interviews, the CONTRACTOR will establish market or economic rent and expenses for income producing properties. The CONTRACTOR shall also develop capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors and appraisers to ensure their accuracy. When the rates and methods have been approved by the ASSESSOR, the CONTRACTOR shall perform the income approach using both actual and economic income and expenses the CONTRACTOR shall be responsible for entering all income data into the CAMA system.

7.3.2 Field Review

The CONTRACTOR will field review all parcels after values have been set. The CONTRACTOR is responsible for the review of value estimates for all real property parcels to verify that the application of the valuation methodology employed has resulted in the uniform and consistent valuation of comparable properties. The CONTRACTOR shall be required to submit final values in a timely manner to be determined by the ASSESSOR. The CONTRACTOR will record on the CAMA data file the source of the final appraisal value (cost, market, income, appraiser override, etc.).

7.3.2. a Exterior Field Review

All properties shall be reviewed in the field by CONTRACTOR'S personnel qualified as reviewers as previously prescribed in these specifications for properties that have an out-standing building permit or a current permit dated up to September 1, 2026.

7.3.2 b Interior Field Review –

CONTRACTOR shall do interior inspections of all real properties with outstanding and new building permits issued up to September 1, 2026. The CONTRACTOR shall inspect a property if an individual requests an inspection, approved by the ASSESSOR, as long as there is a history that the property has not had an interior inspection since the last full-physical revaluation or has never been allowed to enter. Taxpayers must request in writing to the ASSESSOR.

7.3.2 c Individuals conducting the review phase of the program must have valuation expertise, field review experience and knowledge of the valuation techniques employed in the TOWN, as well as complete familiarity with the revaluation project. During review valuation changes are made due to data error, the data must be corrected on the property file by the CONTRACTOR.

The CONTRACTOR shall provide the ASSESSOR with written procedures for the conduct of valuation field review at least ten (10) days prior to the scheduled date for the commencement of the valuation field review.

7.3.3 Review

All final reviews and inspections shall be made in the same manner and or the same purpose as prescribed for residential properties. The reviewer shall be completely trained and fully experienced in the appraisal of this particular type and kind of commercial, industrial, public utility or special purpose building; the final value of which he or she is responsible.

7.4 CONTROL AND QUALITY CHECKS

7.4.1 Field Checks

The ASSESSOR shall spot check in the field, properties picked at random by him/her with or without the appropriate CONTRACTOR'S supervisor. Should the ASSESSOR find any discrepancies, the ASSESSOR shall make the final decision as to how the property will be written or valued.

7.4.2 Building Permits

The ASSESSOR shall screen and make available on a timely basis to CONTRACTOR, copies of all building permits issued during the course of the revaluation to allow the inclusion of all new construction, additions, and remodeling in CONTRACTOR'S appraisals. All building permits dated up to the date of September 1, 2026 will be reviewed and evaluated for start or completion by October 1, 2026 .

7.4.3 Incomplete Construction

CONTRACTOR shall code as unfinished construction all property cards which appear to have incomplete improvements as of October 1, 2026 Grand List. The street card shall show the percentage of completion, based upon a schedule approved by the ASSESSOR, and reflect the percentage of completion in the valuation.

7.4.4 Sales Analysis

Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratios and coefficients of variance and dispersion. Any additional requests for sales analysis by the ASSESSOR shall be performed.

7.4.5 Performance Based Revaluation Standards

All fair market values that are developed by the CONTRACTOR must meet the Performance Based Testing Standards developed by the State of Connecticut Office of Policy and Management as stated in the Regulations of Connecticut State Agencies in CT. General Statute 12-62i-1 through 12-62i-8 as amended with additions and revisions. (See Appendix)

VIII. RESPONSIBILITIES OF THE TOWN

8.1 Nature of Service

It is clearly understood and agreed that the service rendered by the CONTRACTOR are in the nature of assistance to the ASSESSOR and all decisions as to proper valuation shall rest with the ASSESSOR.

8.2 Cooperation

The ASSESSOR, TOWN and its employees will cooperate with and render all reasonable assistance to the CONTRACTOR and its employees.

8.3 Items Furnished by the TOWN

The TOWN shall furnish the following:

1. **Maps** – The TOWN shall furnish one (1) set of the most up-to-date TOWN Tax Maps that are currently available showing streets, and property lines and boundaries.
2. **Land Dimensions** – The TOWN will make available lot sizes and total acreage to CONTRACTOR of all pieces of property where the map or present records fail to disclose measurement or acreage.
3. **Zoning** – The TOWN will provide current TOWN zoning regulations and zoning maps, and zoning changes up to October 1, 2026.
4. **Existing Property Record Cards** – The TOWN will make available the present field cards.
5. **Property Transfers** – The TOWN shall notify the CONTRACTOR, on a regular basis, of property splits and subdivisions, boundary line changes and ownership transfers occurring after the initial creation of the revaluation database by the CONTRACTOR. The CONTRACTOR shall update the revaluation database as necessary.

8.4 Building Permits

The TOWN shall make available copies of all outstanding building permits and building permits issued during the revaluation project up to October 1, 2026.

8.5 Income and Expense Forms

The TOWN shall make available all copies of the Income and Expense information (Form M-58) received by the TOWN for the 2023, 2024 and 2025 filing periods. All information filed and furnished with the M-58 report shall not be a public record and shall not be subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. The CONTRACTOR shall maintain all such M-58 reports in strict confidence.

8.6 Signing of Communications

The TOWN shall sign, by the ASSESSOR or Assessor's designee, communications to be mailed, at CONTRACTOR'S expense, for the purpose of contacting a property owner for inspection of the property if necessary.

8.7 Mailing Address

The TOWN shall make available through the ASSESSOR'S or Tax Collectors Office the current mailing address and other relevant data that exists on the administrative program for all property owners.

8.8 Work Space

The TOWN will provide the CONTRACTOR sufficient work space at HEBRON Town Hall, 15 Gilead Street, HEBRON, CT., for use by the CONTRACTOR during the TOWN's regular business hours. These accommodations will be provided at no charge throughout the duration of the PROJECT. There will also be space at the same location (Town Hall) for meetings and conducting the informal hearings. The CONTRACTOR is responsible for telephone service, including installation, at its sole cost and expense. The CONTRACTOR acknowledges that it has inspected such space and that such space is acceptable to the CONTRACTOR at its present, "AS-IS" condition. All use of such facilities shall be at the CONTRACTOR'S sole risk. In no event shall the CONTRACTOR be entitled to use or occupy in any way any other facilities or portion thereof except at such times and to provide such services as are specified on the Contract, unless the TOWN has provided its prior written consent. The CONTRACTOR'S use of the TOWN'S facilities shall not interfere with the ordinary operation of the TOWN'S business or with the TOWN'S ordinary use of its facilities. The CONTRACTOR shall leave the facility in orderly and organized condition by the end of each work day.

On the last day of the term of this Contract or upon any earlier termination of this Contract, the CONTRACTOR shall, as its sole cost and expense, quit and surrender the premises to the TOWN broom-clean, in good order, condition and repair except for ordinary wear and tear and damage by fire or other casualty. The CONTRACTOR shall remove from the TOWN'S facilities all of the CONTRACTOR'S property

and all personal property and personal effects of all persons claiming through or under the CONTRACTOR and shall repair all damage to the TOWN'S facilities occasioned by such removal.

8.9 Bid Award

The TOWN reserves the right to reject any, or any part of, or all BID PROPOSALS; to waive informalities and technicalities; and to accept the BID PROPOSAL which the BOARD OF SELECTMEN deems to be in the best interest of the TOWN, whether or not it is the lowest dollar bid.

Consideration in awarding of the Contract will be given to price, prior experience and competence of the bidder, the nature and size of the bidder's organization and familiarity with the area, quality and ease of operation of the CAMA software, and the quality of similar projects the bidder has completed in the past. The TOWN will also take into consideration, changes made in the BID PROPOSAL compared to the TOWN'S original RFP.

8.10 Media

CONTRACTOR will have on-hand, two (2) portable storage devices or appropriate media to release for the public's perusal, regarding the valuation process and the importance of the public's role and communication with the revaluation company to help make the revaluation project successful.

8.11 Obligation to Keep Current

The TOWN shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels and copies of all building permits issued from the start of the project to September 1, 2026, which the building department will supply to the ASSESSOR.

IX. TRAINING

9.1 Personnel

The ASSESSOR shall determine the number of individuals and the amount of training each individual shall receive. If more than one person is receiving training at the same time, the training time shall be calculated as if one person is receiving training. Training shall amount to a total of one (1) individual. The CONTRACTOR will be responsible for training in such a manner that, at the end of the project, the Assessors' Office will be knowledgeable in the operation of all phases of the system.

9.1.a The CONTRACTOR will provide the ASSESSOR with a proposed training curricula and Schedule subject to the approval of the ASSESSOR.

9.2 Location

All training shall take place on TOWN'S computer hardware within the TOWN, unless both the TOWN and CONTRACTOR agree to an alternate training site or computer hardware.

9.3 Documentation

The CONTRACTOR will provide a detailed user manual for the CAMA software and Grand List production interface. The CONTRACTOR will also provide a pricing manual for commercial/industrial properties.

X. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

10.1 Records

Regular periodic delivery of appraisals, as completed, and other information required under this agreement, as completed, and in accordance to a schedule set forth or agreeable to the ASSESSOR shall be made to the ASSESSOR for his/her review. All appraisals of buildings, either complete or under construction, shall be completed as of and including October 1, 2026. All completed and/or corrected

records shall be turned over to the ASSESSOR as of December 1, 2026. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of October 1, 2026.

This information and/or appraisal and records shall not be made public until just prior to the informal public hearing, except to the extent public access may be compulsory under the provisions of applicable law.

It is understood and agreed that the Revaluation of properties covered by this contract shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation.

Standards and Certification of Revaluation (Regulations of Connecticut State Agencies Sec. 12-62i-1 to 12-62i-8) shall be acceptable to the ASSESSOR and shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, the CONTRACTOR shall communicate with said ASSESSOR to discuss the progress and various other details of the project.

Completion Date

The Contractor must be able to complete the duties of the Reappraisal and Revaluation for the 2026 Grand List as defined by contract: Contractor will be able to deliver the initial values to the Town by August 7, 2026 for commercial, industrial, public utility and tax-exempt valuations and residential records and sketches by October 16, 2026. The successful bidder must complete all informal hearings and deliver the results to the Assessor by January 11, 2027. Failure to comply with this deadline will result in a fine of \$200 per day for every day the vendor fails to comply with the deadline.

Availability

The successful bidder must be available to respond to Town requests for these services or delivery as directed by contract and within forty-eight hours of that request is being made.

Inspection (Used in the event that something will require inspection)

After the bids have been received but prior to any award, each piece of equipment bid may be reviewed by the Assessor or representative. Bidders will be contacted by the Town if an inspection is required. Failure to pass inspection will delay the award process until the situation is corrected under these bid specifications.

Rejection of Bids

Any bid received that does not contain the information requested shall be rejected. The Town reserves the right to waive certain missing information if it does not have a bearing on the overall decision to award the bid.

Operators

All operators must be properly licensed and certified to operate the equipment to meet the terms of the contract listed. Any operator not so certified will be promptly removed from the job, and the bidder's award of this contract may be terminated.

TOWN OF HEBRON
Department of Finance
NON-COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

- (1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition.
- (2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal, and
- (3) acknowledges that the Town of Hebron's Code of Ethics Policy has been received and understood.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Hebron to consider the proposal and make an award in accordance therewith.

Legal Name of Proposer/Firm

Business Address

Signature and Title

Date

Printed Name of Title Person

Subscribed and sworn to me this ____ day of _____, 20__.

Notary Public

My Commission Expires

Hebron Code of Ethics

Effective November 5, 2019

I. Persons Governed by this Code

This code shall apply to all Town officials, officers and employees, whether elected and/or appointed, including members of boards, commissions, and committees, full time or part time, paid or unpaid and shall hereinafter be referred to collectively as “persons governed by this code.”

II. Purpose

Public office is a public trust. The trust of the public is essential for government to function effectively. Policy developed by government officials and employees affect every citizen of the town, and it must be based upon honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity, fairness and transparency of their government.

People governed by this code shall strive to conduct themselves in a professional, courteous, honest manner and otherwise according to the highest moral and personal standards of integrity, such that their behavior reflects favorably upon themselves and the Town of Hebron, including but not limited to conduct or communication in any public forum or media.

III. Definitions

As used in this Chapter, the following listed words and phrases shall have these specific meanings:

- A. ***Conflict of Interest:*** A conflict between one’s obligation to the public good and one’s self-interest.
- B. ***Financial Interest:*** Any monetary benefit accruing to persons governed by this code that is not equally available to the general public.
- C. ***Gift:*** Anything having value whether in the form of service, loan, tangible property, promise or any other form. However, a gift shall not include political contributions made in accordance with campaign financing regulations; nor tokens of appreciation, recognition or other incidental gratuities not exceeding \$100 per year.

- D. ***Immediate Family***: Includes spouse/domestic partner, siblings, child(ren), parents, of persons governed by this code or the spouse/domestic partner and any individual residing in the same household.
- E. ***Independent Contractor***: Any general contractor, subcontractor, consultant, person, firm, corporation, vendor or organization currently providing or formerly providing, goods or services to the Town of Hebron in exchange for compensation.
- F. ***Personal Interest***: Any non-monetary benefit, special consideration, treatment or advantage accruing to persons governed by this code which is not equally available to the general public.

IV. Conflicts of Interest

No person governed by this code shall use his position or office for the financial or personal interest of himself, a business with which he is associated, an individual with which he is associated or a member of his immediate family.

No person governed by this code shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, that is incompatible with the proper discharge of his official responsibilities in the public interest or that would tend to impair his independent judgment or action in the performance of his official responsibilities.

No person governed by this code or a business with which he is associated, or member of his immediate family shall enter into a contract with the Town unless it is awarded through a process of public notice and/or competitive bidding.

No person governed by this code or independent contractor shall knowingly counsel, authorize or otherwise sanction action that violates any provision of this code.

V. Disclosure and Recusal

A person governed by this code shall refrain from participating on behalf of the Town of Hebron in any matter pending before any agency of the town if he, a business with which he is associated, an individual with whom he is associated or a member of his immediate family has a financial or personal interest in that matter and such interest is not shared by a substantial segment of the town's population.

If such participation is within the scope of said person's official responsibility, he shall be required to provide written disclosure, that sets forth the nature and extent of such interest to the Town Clerk, and this disclosure shall be included in the official record of all proceedings on this matter.

Notwithstanding the prohibition outlined above, a person governed by this code may vote or otherwise participate in a matter that involves a determination of general policy if said person's interest in the matter is shared with a substantial segment of the population of the Town.

No person governed by this code shall appear on behalf of private interests before any agency of the Town, nor shall he represent private interests in any action, proceeding or litigation against the town.

Nothing contained in this code shall prohibit or restrict a person governed by this code from appearing before any agency of the Town on his own behalf, or from being a party in any action, proceeding or litigation brought by or against such person to which the Town is also a party.

For a period of one (1) year after termination of service to the Town, no former employee or Town official who participated in the negotiation or award of a town contract valued in excess of \$25,000 shall accept employment with, appear on behalf of, or represent any private interest concerning matters related to this same contract.

VI. Gifts

No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person.

If a prohibited gift is offered to a person governed by this code, he shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided he does not take the corresponding tax write-off. Alternatively, such prohibited gift may be considered a gift to the Town provided it remains in the Town's possession.

VII. Use of Town Assets

No person governed by this code or independent contractor shall request or permit the use of town funds or services, Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit, except when such assets and services are available to the public generally or are provided as Town policy for the use of persons governed by this code in the conduct of official business.

VIII. Use of Confidential Information

No person governed by this code, former employee or independent contractor shall disclose confidential information concerning Town affairs, nor shall such persons governed by this code use this information for the personal or financial interests of themselves or others.

APPENDIX II
ORDINANCE PROVIDING FOR LOCAL PREFERENCE
CHAPTER 11, ARTICLE 1

§11-1 TOWN BASED BUSINESS

The term “town-based business” shall mean a business with a principal business located within the Town of Hebron. A business shall not be considered a town-based business, unless evidence submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in Hebron. Such evidence may include evidence of ownership of or a long-term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in performance of the bid.

§11-2 LOWEST RESPONSIBLE BIDDERS

On any project the lowest responsible bidder shall be determined in the following order:

Provided that such town based resident bidder shall have met all other requirements set forth in this article, any town based resident bidder which has submitted a bid not more than five (5) percent higher than the lowest most responsible bid may be awarded the bid provided such town based bidder agrees to accept the award of the bid at the amount of the lowest most responsible bid.

If more than one town based resident bidder has submitted a bid not more than five (5) percent higher than the lowest responsible bid, the lowest responsible bidder shall be that one of the town based resident bidders which had submitted the lowest bid.

§11-3 IMPLEMENTATION OF LOCAL BIDDER PREFERENCE

Any local vendor meeting the requirements of a local vendor as defined in the above ordinance responding to the solicitation shall be required to submit a signed Local Bidder Affidavit form with their bid submittal. Failure to submit an affidavit form, approved by the Town of Hebron, may result in your disqualification as a local vendor and ineligibility for contract award.

§11-4 RESTRICTION OF USE OF LOCAL BIDDER PREFERENCE

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the town and other municipalities or the State of Connecticut.

APPENDIX III

AFFIDAVIT PURSUANT
TO THE ORDINANCE PROVIDING FOR LOCAL PREFERENCE

(It is not necessary to submit this form unless you are a Hebron Town-based Business)

The undersigned, being duly sworn, disposes and says as follows:

1. That he/she is over the age of eighteen (18) years of age;
2. That he/she believes in and understands the obligations of an oath;
3. That he/she is submitting a bid as a “town based business”, pursuant to those conditions delineated in the Town of Hebron’s Ordinance Providing for Local Preference.

Name of Local Bidder
(Please Print)

Date

Signature of Local Bidder

**TOWN OF HEBRON
Purchasing Office**

15 Gilead St

HEBRON, CT 06248

“NO BID” RESPONSE

Name of Bid/RFP/RFQ: 2025-11

Date of Bid Opening: July 23, 2025

For tracking, audit, and record-keeping purposes, we would very much appreciate knowing the reason why you have chosen not to submit a proposal for the above-referenced Public Bid, RFP or RFQ.

Would you please take a moment to provide a brief explanation below for not submitting a proposal to us for this purchase?

Please also indicate if you would like to continue to receive bids and quotes from us in the future for above-referenced related purchases. If we do not receive this form back, we will assume you are no longer interested in receiving bids and quotes from us.

Please continue to send me bids, quotes, and RFPs. Yes _____ No _____

Company name _____

Mailing address _____

Your name _____ Date _____

This may be mailed, faxed, or e-mailed back to us at:

Town of Hebron

Attn: Town Manager's Office

Hebron, CT 06248

Fax: 860 228-4859

E-mail: dlanza@hebronct.com

Thank you for your response.