

SOLICITATION FOR:
RFP # 16-89 Property Appraisal Services



CITY OF SOMERVILLE, MASSACHUSETTS

RELEASE DATE: 06/01/16
QUESTIONS DUE: 06/08/16 by 12PM EST
DUE DATE AND TIME: 06/15/16 by 11AM EST

Anticipated Contract Award	06/23/16
Est. Contract Commencement Date	07/01/16
Est. Contract Completion Date	06/30/17
Est. Renewal Years (If Applicable)	

DELIVER TO:
City of Somerville
Purchasing Department
Attn: Angela M. Allen
Purchasing Director
amallen@somervillema.gov
93 Highland Avenue
Somerville, MA 02143

CITY OF SOMERVILLE, MASSACHUSETTS
Enclosed You Will Find a Request for Proposal For:
RFP # 16-89 Property Appraisal Services

SECTION 1.0
GENERAL INFORMATION ON PROPOSAL PROCESS

1.1 General Instructions

Copies of the solicitation may be obtained from the Purchasing Department on and after 06/01/16 per the below-noted City Hall hours of operation.

Hall Hours of Operation:	
Monday – Wednesday	8:30 a.m. and 4:30 p.m.
Thursday	8:30 a.m. to 7:30 p.m.
Friday	8:30 a.m. to 12:30 p.m.

All Responses Must be Sealed and Delivered To:
Purchasing Department City of Somerville 93 Highland Avenue Somerville, MA 02143
<i>It is the sole responsibility of the Offeror to ensure that the proposal arrives on time at the designated place. Late proposals will not be considered and will be rejected and returned.</i>
Proposal Format:
Submit one (1) sealed proposal package (with two sealed envelopes, one for the price and one for the technical proposal); it must be marked with the solicitation title and number and must be original.
In an effort to reduce waste, please DO NOT USE 3-RING BINDERS.
Responses must be sealed and marked with the solicitation title and number.
All proposals must include all forms listed in the Proposers Checklist (and all documents included or referenced in Sections 2.0 - 4.0). If all required documents are not present, the proposal may be deemed non-responsive and may result in disqualification of the proposal unless the City determines that such failure(s) constitute(s) a minor informality, as defined in Chapter MGL 30B.
A complete Proposal must also include a cover letter signed by an official authorized to bind the Offeror contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter, or one signed by an individual not authorized to bind the Offeror, may be disqualified.
The Offeror's authorized official(s) must sign all required proposal forms.
The Price Form in Section 4.0 must be completed. No substitute form will be accepted. Pricing must remain firm for the entire contract period.
All information in the Offeror's response should be clear and concise. The successful response will be incorporated into a contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves contractually.
The successful Offeror must be an Equal Opportunity Employer.

1.2 Proposal Schedule

Key dates for this Request for Proposals:	
RFP Issued	06/01/16
Deadline for Submitting Questions to RFP	06/08/16 by 12PM EST
Proposals Due	06/15/16 by 11AM EST
Anticipated Contract Award	06/23/16
Est. Contract Commencement Date	07/01/16
Est. Contract Expiration Date (note that completion of specific appraisals listed in this RFP is 7 weeks from Notice to Proceed)	06/30/17

Responses must be delivered by 06/15/16 by 11AM EST to:	City of Somerville Purchasing Department Attn: Angela M. Allen 93 Highland Avenue Somerville, MA 02143
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1.3 Submission Instructions

Please submit *two sealed envelopes, all within one sealed proposal package*, with the following contents and marked in the following manner:

Contents of Sealed Proposal Package	Marked As
Envelope 1 Non-Price Technical Proposal: Shall Include (1) original and one (1) copy, and one (1) electronic copy. [Electronic copies are to be submitted on CD-ROM or thumb drives and are to be saved in Adobe Acrobat format. ("Read only" files are acceptable.)]	To Be Marked: Non-Price Proposal RFP # 16-89 Property Appraisal Services
Envelope 2 Price Proposal: Shall Include one (1) original and one (1) copy.	To Be Marked: Price Proposal RFP # 16-89 Property Appraisal Services
Please send the complete sealed package to the attention of :	Angela M. Allen Purchasing Director Purchasing Department Somerville City Hall 93 Highland Avenue Somerville, MA 02143

(Note: Massachusetts General Laws, Chapter 30B requires that price proposals must be separate from technical proposals. Therefore, **please make no reference to pricing in the non-price technical proposal**. Failure to adhere to this requirement will result in disqualification.

Non-Price (Technical) Proposal Format

Responses must be submitted in accordance with the requirements set forth in this solicitation. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The City may interview the top ranked candidates as part of the evaluation process. All information in the technical proposal should be organized and presented as directed below. Your Non-Price Proposal response should contain all forms outlined in the Proposers Checklist (Section 5.0). Responses shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (12). All pages of each response shall be appropriately numbered (and with consecutive page numbering across tabs).

Elaborate format and binding are neither necessary nor desirable. Each proposal shall clearly identify the Offeror's name, solicitation number, formal solicitation title and copy number, (e.g., "Original", "copy 2 of 3"). All binders will allow for easy removal and replacement of pages.

Cover Letter

Submit a cover letter that includes the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number, and contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter, or one signed by an individual not authorized to bind the Offeror, may be disqualified.

Qualifications & Experience

The Offeror shall include qualifications and experience of the firm (or sole proprietor). The Offeror shall identify the year the firm was established, the total number of employees currently employed, and the number of employees focused on this engagement. This section should also describe work that is similar in scope and complexity that the Offeror has undertaken in the past. A discussion of the challenges faced and solutions developed are highly recommended. The Offeror may include any additional literature and product brochures. The Quality Requirements Form (Section 2.0), or set of basic business standards, must be submitted in the sealed proposal.

References

The Offeror shall list at least three relevant references, which the City can contact. The City of Somerville reserves the right to use ourselves as a reference. References shall include the following information:

●The name, address, telephone number, and email address of each client listed above.	
●A description of the work performed under each contract.	●The amount of the contract.
●A description of the nature of the relationship between Offeror and the customer.	
●The dates of performance.	●The volume of the work performed.

Price Proposal Format

Price Summary Page (see Section 4.0.)

Proposal Prices to Remain Firm

All proposal prices submitted in response to this solicitation must remain firm for 90 days following the proposal opening.

Price Submission

All prices must contain the unit rate as requested on the proposal price form in this solicitation. All prices are to include delivery, the cost of fuel, the cost of labor, and all other charges related to the products or services listed. Prices are to remain fixed for the contract period of performance.

1.4 Questions

Questions are due: 06/08/16 by 12PM EST

Questions concerning this solicitation must be delivered in writing to:

Angela M. Allen
Purchasing Director
Somerville City Hall
Purchasing Department
93 Highland Avenue
Somerville, MA 02143

Or emailed to:

amallen@somervillema.gov

Or faxed to:

617-625-1344

Answers will be sent via an addendum to all Offerors who have registered as proposal holders. Proposers are encouraged to contact the Purchasing Department to register as a proposal document holder to automatically be alerted as to addenda as they are issued. It is the responsibility of the Offeror to also monitor the proposal portal on the City's website for any updates, addenda, etc. regarding that specific solicitation. The web address is: <http://www.somervillema.gov/departments/finance/purchasing/bids>.

If any proposer contacts City personnel outside of the Purchasing Department regarding this proposal/proposal, that proposer will be disqualified immediately.

1.5 General Terms

Estimated Quantities

The City of Somerville has provided estimated quantities, which will be ordered/purchased over the course of the contract period. These estimates are estimates only and not guaranteed.

Proposal Signature

A response must be signed as follows: 1) if the Offeror is an individual, by her/him personally; 2) if the Offeror is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Offeror is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation (& with corporate seal).

Time for Proposal Acceptance and City Contract Requirements

The contract will be awarded within 90 days after the proposal opening. The time for award may be extended for up to 45 additional days by mutual agreement between the City of Somerville and the Offeror that is most advantageous and responsible. The Offeror's submission will remain in effect for a period of 90 days from the

response deadline or until it is formally withdrawn, a contract is executed, or this solicitation is canceled, whichever occurs first. The Offeror will be required to sign a standard City contract per the City's general terms included herein as Appendix A.

Holidays are as follows:

New Year's Day	Martin Luther King Day	Presidents' Day	Patriots' Day
Memorial Day	Bunker Hill Day	Independence Day	Labor Day
Columbus Day	Veterans' Day	Thanksgiving Day	Thanksgiving Friday
Christmas Eve (half day)	Christmas Day		

Please visit <http://www.somervillema.gov/> for the City's most recent calendar. *Under State Law, all holidays falling on Sunday must be observed on Monday.

If the awarded Offeror for their convenience desires to perform work during other than normal working hours or on other than normal work days, or if the Offeror is required to perform work at such times, the Offeror shall reimburse the City for any additional expense occasioned the City, thereby, such as, but not limited to, overtime pay for City employees, utilities service, etc. UNLESS otherwise specified in these provisions, services will be performed during normal work hours. When required services occur on holidays, work will be performed on either the previous or following work day, unless specified otherwise.

Unforeseen Office Closure

If, at the time of the scheduled proposal opening, the Purchasing Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal due date will be postponed until 2:00 p.m. on the next normal business day. Proposals will be accepted until that date and time. In the event of inclement weather, the Offeror is responsible for listening to the media to determine if the City has been closed due to weather.

Changes & Addenda

If any changes are made to this solicitation, an addendum will be issued. All proposers on record as having picked up the solicitation will be alerted via email as to the posting of all addenda. The City will also post addenda on its website (<http://www.somervillema.gov/departments/finance/purchasing/bids>). No changes may be made to the solicitation documents by the Offerors without written authorization and/or an addendum from the Purchasing Department.

Modification or Withdrawal of Proposals, Mistakes, and Minor Informalities

An Offeror may correct, modify, or withdraw a proposal by written notice received by the City of Somerville prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___" to the address listed in Section 1. Each modification must be numbered in sequence and must reference the original solicitation. After the proposal opening, an Offeror may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

Right to Cancel/Reject Proposals

The City of Somerville may cancel this solicitation, or reject in whole or in part any and all proposals, if the City determines that cancellation or rejection serves the best interests of the City.

Unbalanced Proposals

The City reserves the right to reject unbalanced, front-loaded, and conditional proposals.

Brand Name “or Equal”

Any references to any brand name or proprietary product in the specifications shall require the acceptance of an equal or better brand. The City has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

Electronic Funds Transfer (EFT)

For EFT payment, the following shall be included with invoices to the point of contact:

- Contract/Order number; Contractor’s name & address as stated in the contract;
- The signature (manual or electronic, as appropriate) title, and telephone number of the Offeror’s representative authorized to provide sensitive information;
- Name of financial institution; Financial institution nine (9) digit routing transit number;
- Offeror’s account number; Type of account, i.e., checking or saving.

1.6 Evaluation Methodology**Comparative Evaluation Criteria**

The Comparative Evaluation Criteria set forth in Section 2 of this RFP shall be used to evaluate responsible and responsive proposals.

All proposals will be reviewed by an evaluation committee composed of employees of the City. Final selection will be based upon the evaluators’ analysis of the information and materials required under the RFP and provided by the proposing vendors in their submissions. The City reserves the right to involve an outside consultant in the selection process. Proposals that meet the minimum quality requirements will be reviewed for responses to the comparative evaluation criteria. The evaluation committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable to the comparative evaluation criteria.

The City will only award a contract to a responsive and responsible Proposer. Before awarding the contract(s), the City may request additional information from the Proposer to ensure that the Proposer has the resources necessary to perform the required services. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

Selection Process

Qualified proposals will be reviewed and rated by the Evaluation Committee ("the Committee") on the basis of the comparative evaluation criteria and minimum quality requirements included in Section 2.0.

The City may request additional information from the Offerors to ensure that the Offeror has the necessary resources to perform the required services. The Committee may choose to select a set of finalists to be interviewed ("the short list"). The short-listed applicants will be notified, either by e-mail or telephone, of the date, time, and place for their interviews and any other pertinent information related thereto. The Mayor may, at the Mayor’s sole discretion, interview the applicants on the short list. The Committee will rank all candidates

and make a recommendation to the Mayor to enter into a contract with the most highly advantageous Offeror.

The City will award the contract to the most responsive and responsible Offeror whose entire proposal (technical and price) is deemed to be the most highly advantageous. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

RFP # 16-89
SECTION 2.0
RULE FOR AWARD /
SPECIFICATIONS/SCOPE OF SERVICES

2.1 Rule for Award

The contract shall be awarded to the responsible and responsive proposer submitting the most advantageous proposal response, taking into consideration all evaluation criteria as well as price. As stated on the cover page of the RFP, the anticipated Notice of Award for the contract resulting from this RFP is approximately 7-10 days after the proposal deadline. The City has up to ninety (90) days after the proposal opening to award the contract. The time for award may be extended for up to 45 additional days by mutual agreement between the City and the most highly advantageous and responsible offeror.

2.2 Overview

The City of Somerville seeks property appraisal services of a Massachusetts certified commercial real estate appraiser (MAI designation preferred but not required). Deliverables shall include full narrative appraisal reports for six (6) municipal properties now held by the City of Somerville (see list below and property record cards in **Appendix B**). The City intends to sell these properties and must determine a current value for sale assuming new zoning is in place as of the date of appraisal.

The appraiser will have a maximum of seven (7) weeks to complete and submit the full appraisals. The consultant shall provide the City with at least three (3) copies of each report and reproducible electronic file in Microsoft Word or PDF format. The City may require the appraiser to participate in formal meetings on an as-needed basis.

City-owned properties to be appraised:

- 33 Cross Street, Edgerly School.
- 93 School Street, Cummings School.
- 50 Evergreen Avenue, City Hall Annex.
- 42 Cross Street, School Administration Building.
- 19 Walnut Street, Recreation Building.
- 133 Holland Street, Traffic & Parking Building.

2.3 Scope of Work

The appraiser shall complete the following basic tasks within the prescribed timeline for completion.

Background Research

Registry of Deeds: The Vendor shall examine the public records of the South Middlesex Registry of Deeds to obtain the owner's deed and any recorded plans and instruments showing rights, easements, and restrictions of record.

City Assessor: The Vendor shall examine the records of the City Assessor's Office to obtain the property's current assessed value; current real estate taxes if applicable, including abatements; income and expense data, if any; and a copy of the Assessor Map showing the subject property.

Fire Department: The Vendor shall review the records of the Somerville Fire Department to determine if any registered underground storage tanks on the property.

Neighborhood Information: The Vendor shall become familiar with the neighborhood in which the subject property is located, including the demand for housing in that neighborhood, the proximity to public transportation and the planned Green Line Extension stops, schools, shopping, parks, and the presence or absence of any other public or private improvements or amenities that would tend to increase or decrease the fair market value.

Current Zoning: The Vendor shall confirm with the Somerville Planning Department the current zoning classification and the existence of any variances or special permits.

Site Inspection: The Vendor shall personally inspect each property, including any buildings, structures, improvements, fixtures, machinery, equipment, and other tangible personal property on the site (the "site inspection"). The Vendor shall use best efforts to obtain a description of buildings on-site, if any, including relevant information as to building type, designated use, construction materials and finish, dimensions, floor area, age, condition, space or room arrangement, and functional utility. During the site inspection, the Vendor shall make a general sketch plat (which shall be included as an Exhibit in the Appraisal Report) showing the shape and dimensions of the land, the location of the principal improvements on the land, the location of any easements on the land, and the abutting streets, alleys, or other public rights-of-way. The Vendor shall also take photographs of the site, which shall be clearly identified and included in the Appraisal Report.

Comparable Sales: The Vendor shall obtain data on no fewer than 3 comparable properties in sufficient detail to complete the full narrative appraisal report.

Valuation

Date of Valuation: The Vendor shall value the property as of the date of the Vendor's Appraisal Report, unless otherwise notified by the City.

Methods of Valuation: The depreciated reproduction cost approach to valuation should not be used for the four (4) properties anticipated for demolition including 93 School St., 50 Evergreen Ave., 42 Cross St., and 133 Holland Ave. The appraiser should consider the cost approach for 33 Cross St. and 19 Walnut St. if applicable. The appraiser shall value the properties using (a) the comparable sales approach, with sales data from at least three comparable sales which shall include, at a minimum, for each comparable property, the sales price, date of sale, square footage of land, square footage of the building, condition of the property, location of the property, and any mortgage financing; And (b) in addition, the appraiser shall value each property using the capitalized income value approach, with income and expense data if deemed appropriate. The method of valuation utilized or deemed inappropriate must be explained by the appraiser.

“As if Clean” Valuation: The Vendor shall note in the appraisal report any underground and/or aboveground oil tanks, asbestos, asbestos-containing materials, lead paint, or other hazardous materials or waste observed at the property, and shall indicate whether the property is believed to be contaminated, but the appraiser shall assume and the appraisal report shall specifically state, that the fair market value is “as if clean.”

Specifications and Requirements for Appraisal Report Format and Content

The appraisal report shall have the following form and content:

Title: The Appraisal Report shall be entitled:

Appraisal Report for
(Address)
(Date)

Executive Summary: The front of the Appraisal Report shall include an Executive Summary as follows:

1. Project Name;
2. Date of Appraisal;
3. Address of property, Assessor's Parcel Number(s) and Book and Page of Deed;
4. Names and addresses of owners, tenants, mortgages, and other holders of separately compensable interests;
5. Names and titles or representative capacities of persons who accompanied the Vendor on the inspection of the property;
6. Vendor's estimate of fair market value;
7. Brief statement as to highest and best use;
8. Statement that the Project Summary is supplemented, clarified, and qualified in the body of the Appraisal Report, and that, to the best of the Vendor's information and belief, everything contained in the Appraisal Report is true and no relevant information has been omitted; and
9. Name, title, and signature of Appraiser.

Body of Report: The body of each Appraisal Report shall include the following sections:

1. *Legal Description of the Property.* This section shall include a statement as to whether the property is registered or unregistered land and a legal description of the metes and bounds. Included as an Exhibit to the section shall be copies of the deed into the current owner of record, copies of any recorded or registered plans referred to in said deed, copies of any recorded or registered rights, easements, covenants, or restrictions, etc., referred to in said Deed, and copies of any recorded notice of lease. This section shall include the names and addresses, to the best of the Vendor's knowledge, of:
 - a. Fee Owners of Record;
 - b. Tenants and/or Parties in Possession;
 - c. Holders of any other separately compensable interest, such as a mortgage, life estate, easement of access, restrictive covenant, utility easement, trackage right, etc.
2. *Basic Property Data.* This section shall contain the history of the use, ownership, current zoning, environmental contamination, and other factual information, as well as the source of this information discovered by the Vendor in the course of doing the research and investigations required herein, except for matters set forth in the Legal Description of the Property. The Vendor shall include here the names,

titles, and/or representative capacities of all persons who accompanied the Vendor on the site inspection, and the representations made by such persons concerning the property.

3. *Vendor's Analysis as to Highest and Best Use.* The City is currently undergoing a major overhaul of the zoning ordinance. Although not finalized, the Appraiser should note the likely future use of each site notwithstanding the fact that the properties will be sold as is. In other words, the appraiser will develop a value based upon the current state of the site but with the knowledge of what the future zoning will allow and as if that zoning is currently in place (see below). The appraiser should also note that some buildings are expected to be razed and others re-used.
 - a. 33 Cross Street, Edgerly School, Re-use building as mixed use with 50 residential units with 20% affordable, average size 900 sf and 30,000 sf of fabrication or office use.
 - b. 93 School Street, Cummings School, raze building and construct 2 new buildings of 17 residential units in each with 17.5% affordable for each.
 - c. 50 Evergreen Avenue, City Hall Annex, raze building and construct 3 new buildings with 2-3 residential units each to match existing neighborhood fabric.
 - d. 42 Cross Street, School Administration Building, raze building and construct new mixed use building with 8 residential units including 17.5% affordable with ground floor retail/office use of 3,500 sf.
 - e. 19 Walnut Street, Recreation Building, Re-use building as either 13,000 sf of commercial fabrication/studio space or as 15 residential units including 17.5% affordable.
 - f. 133 Holland Street, Traffic & Parking Building, raze building and construct new building with 12 residential units including 17.5% affordable with ground floor office/retail of 7,000 sf.
4. *The Opinion of the Vendor as to the Fair Market Value of the Property.* This section shall contain the Vendor's conclusions as to the dollar amounts representing the fair market value of each appraised property. Fair market value is the highest value that a hypothetical willing buyer would pay to a hypothetical willing seller assuming a free and open marketplace. The Appraisal shall include all information considered by the Vendor to be relevant to the issue of fair market value, and it shall set forth the data and reasoning supporting the Vendor's conclusions. The Vendor shall give particular attention to the data most relevant to the value of the property, if used in accordance with the highest and best use recommendation.

The Vendor shall include in the Opinion of Value section of the Appraisal the most recent sales data for the appraised properties and recent sales data for comparable properties. Such sales data shall be verified, insofar as practicable, and shall include, among other pertinent facts, the names of the grantor and grantee, the date of the sale, the sale price, any special terms or conditions or circumstances of the sale, and a description of the property and its condition at the time of the sale in sufficient detail to be useful in a comparable sales analysis. The Vendor's comparable sales analysis shall reflect appropriate allowances for the time elapsed between the sales and the date of the Appraisal Report, and the differences in the physical condition and or location of the various properties that are pertinent to their relative value.

The Vendor shall include color photographs of each comparable sale and a map showing the location of the property and the location of comparable properties, and shall also include other maps, plans, and exhibits as are necessary to explain or illustrate the analysis of the Vendor.

The Vendor shall include in this section a general discussion of the effect of environmental contamination on fair market value. The Vendor shall indicate whether the property is believed to be contaminated, but shall state that fair market value is based on the property "as if clean."

5. *Limiting Conditions.* The Vendor may include limiting language, including without limitation: that the Opinion of Value assumes title which is good and marketable and that the Vendor's examination of the records at the South Middlesex Registry of Deeds and Land Court is not and should not be relied upon as a title search; and any other limiting condition or disclaimer approved by the City.

Consultations with the City

Appraiser may be required to attend formal meetings arranged by the City. Such meetings may be with the Mayor, Board of Aldermen (full board), Board of Aldermen Committee on Finance, Board of Assessors, etc.

2.4 Comparative Evaluation Criteria

The Comparative Evaluation Criteria set forth in this section of the RFP shall be used to evaluate responsible and responsive proposals. The Comparative Evaluation Criteria are as outlined in the four factors below.

All proposals will be reviewed by an evaluation committee composed of employees of the City. Final selection will be based upon the evaluators' analysis of the information and materials required under the RFP and provided by the proposing vendors in their submissions. The City reserves the right to involve an outside consultant in the selection process. Proposals that meet the minimum quality requirements will be reviewed for responses to the comparative evaluation criteria. The evaluation committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable to the comparative evaluation criteria.

The City will only award a contract to a responsive and responsible Proposer. Before awarding the contract(s), the City may request additional information from the Proposer to ensure that the Proposer has the resources necessary to perform the required services. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

Factor 1: Experience in the Boston area.	
Highly Advantageous	The Proposer has completed at least twenty (20) full narrative appraisal reports on commercial properties in the Greater Boston Metropolitan Area (GBMA).
Advantageous	The Proposer has completed at least ten (10) and fewer than twenty (20) full narrative appraisal reports on commercial properties in the GBMA.
Not Advantageous	The Proposer has completed fewer than ten (10) full narrative appraisal reports on commercial properties in the GBMA.

Factor 2: Certifications and Credentials.	
Highly Advantageous	Proposer currently has the Appraisal Institute's professional designation (MAI).
Advantageous	Proposer is currently a certified commercial appraiser by the Commonwealth of Massachusetts.

Not Advantageous	Proposer is neither of the above.
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Factor 3: Reference checks.	
Highly Advantageous	References report that appraisals have consistently been completed in a satisfactory manner and within the requested timeframe.
Advantageous	References report that work has been generally satisfactory and on schedule, and that there have been a few problems or concerns with the Appraiser's work, but nothing material.
Not Advantageous	Reference checks reveal material problem(s) with the Appraiser's work.

Factor 4: Experience with public sector clients in Massachusetts.	
Highly Advantageous	Appraiser has completed relevant work for at least ten (10) Massachusetts cities, towns or state agencies.
Advantageous	Appraiser has completed relevant work for at least five (5) but fewer than ten (10) Massachusetts cities, towns or state agencies.
Not Advantageous	Appraiser has completed relevant work for fewer than five (5) Massachusetts cities, towns or state agencies.

2.5 Quality Requirements

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed proposal.** The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No Response" to items 1, 2, or 3, or a failure to respond to any of the following minimum standards may result in disqualification of your proposal.

QUALITY REQUIREMENTS		YES	NO
1.	All proposed staff for this project are currently licensed in the Commonwealth of Massachusetts as certified commercial property real estate appraisers.		
2.	Proposer has completed at least ten (10) full commercial property appraisals.		
3.	Proposer certifies that s/he will be available to conduct and complete six (6) full commercial property appraisals as described in this RFP within seven (7) weeks from the issuance of a Notice to Proceed by the City.		
4.	<i>Optional:</i> Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business? Additional minority designations may be submitted by attaching supporting documentation.		

In order to provide verification of affirmative responses to items 1, 2, and 3 under the quality requirements listed in the Quality Requirements Form, Offeror must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.

Period of Performance

The period of performance for this contract begins on or about 07/01/16 and ends on or about 06/30/17. If applicable, optional renewal years may be exercised by the sole discretion of the City (see cover page for anticipated contract term).

Full appraisals of the specific properties listed in this RFP must be completed in seven (7) weeks from the issuance of a Notice to Proceed, which is a written letter from the City that officially authorizes the appraiser to begin work.

Place of Performance

All services, delivery, and other required support shall be conducted in Somerville and other locations designated by the Department point of contact. Meetings between the Vendor and City personnel shall be held at the City of Somerville, Massachusetts, unless otherwise specified.

Vendor Conduct

The Vendor's employees shall comply with all City regulations, policies, and procedures. The Vendor shall ensure that their employees present professional work attire at all times. The authorized contracting body of the City may, at his/her sole discretion, direct the Vendor to remove any Vendor employee from City facilities for misconduct or safety reasons. Such rule does not relieve the Vendor of their responsibility to provide sufficient and timely service. The City will provide the Vendor with immediate written notice for the removal of the employee. Vendors must be knowledgeable of the conflict of interest law found on the Commonwealth's website <http://www.mass.gov/ethics/laws-and-regulations-/conflict-of-interest-information/conflict-of-interest-law.html>. Vendors may be required to take the Conflict of Interest exam.

Vendor Personnel

The Vendor shall clearly state the name of the proposed project manager. All proposed staff must demonstrate the ability to carry out the specified requirements.

Confidentiality

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the City. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or resulting from the performance of this scope of work. All documents, photocopies, computer data, and any other information of any kind collected or received by the Vendor in connection with the contract work shall be provided to the City upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by the City or as otherwise agreed by City and the Vendor). The Vendor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the City. In addition, the Vendor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the City. Requests to make such disclosures should be addressed in writing to the Vendor's point of contact.

Deliverables

Vendor shall provide for all day-to-day supervision, inspection, and monitoring of all work performed to ensure compliance with the contract requirements. The contractor is responsible for remedying all defects and omissions to the supplies or services provided to ensure that said deliverables meet the requirements as detailed in the contract specifications.

RFP # 16-89
SECTION 3.0
Property Appraisal Services
PROPOSERS' CHECKLIST

Please ensure all documents listed on this checklist are included with your proposal. Failure to do so may subject the proposer to disqualification.

Non-Price Proposal

Required with Sealed Proposals

- ☐ Cover Letter
- ☐ Acknowledgement of Addenda (if applicable and non-price related)
- ☐ Quality Requirements (See Section 2.5)
- ☐ Somerville Living Wage Form
- ☐ Certificate of Non-Collusion and Tax Compliance
- ☐ Certificate of Signature Authority
- ☐ Reference Form (or equivalent may be attached)
- ☐ W9

Required with Contract, *Post Award*

- ☐ Certificate of Good Standing (will be required of awarded Vendor; please furnish with proposal if available)
- ☐ Insurance Specifications (will be required of awarded Vendor; furnish sample certificate with bid, if possible)

Price Proposal

- ☐ Acknowledgement of Addenda (if applicable and price related)
- ☐ Price Form

Form:_____
Contract Number:_____

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Non-Collusion Form and Tax Compliance Certification

Instructions: Complete each part of this two-part form and sign and date where indicated below.

A. NON-COLLUSION FORM

I, the undersigned, hereby certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: _____
(Individual Submitted Bid or Proposal)
Duly Authorized

Name of Business or Entity: _____

Date: _____

B. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

Signature: _____
(Duly Authorized Representative of Vendor)

Name of Business or Entity: _____

Social Security Number or Federal Tax ID#: _____

Date: _____



Certificate of Authority (Corporations Only)

Instructions: Complete this form and sign and date where indicated below.

1. I hereby certify that I, the undersigned, am the duly elected Clerk/Secretary of

(Insert Full Name of Corporation)

2. I hereby certify that the following individual _____
(Insert the Name of Officer who Signed the Contract and Bonds)

is the duly elected _____ of said Corporation.
(Insert the Title of the Officer in Line 2)

3. I hereby certify that on _____
(Insert Date: Must be on or before Date Officer Signed Contract/Bonds)

at a duly authorized meeting of the Board of Directors of said corporation, at which a quorum was present, it was voted that

(Insert Name of Officer from Line 2) (Insert Title of Officer from Line 2)

of this corporation be and hereby is authorized to make, enter into, execute, and deliver contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

4. **ATTEST:**

Signature: _____
(Clerk or Secretary)

AFFIX CORPORATE SEAL HERE

Printed Name: _____

Printed Title: _____

Date: _____
(Date Must Be on or after Date Officer Signed Contract/Bonds)



Certificate of Authority (Limited Liability Companies Only)

Instructions: Complete this form and sign and date where indicated below.

1. I, the undersigned, being a member or manager of

_____,
(Complete Name of Limited Liability Company)

a limited liability company (LLC) hereby certify as to the contents of this form for the purpose of contracting with the City of Somerville.

2. The LLC is organized under the laws of the state of: _____.

3. The LLC is managed by (**check one**) a Manager or by its Members.

4. I hereby certify that each of the following individual(s) is:

- a member/manager of the LLC;
- duly authorized to execute and deliver this contract, agreement, and/or other legally binding documents relating to any contract and/or agreement on behalf of the LLC;
- duly authorized to do and perform all acts and things necessary or appropriate to carry out the terms of this contract or agreement on behalf of the LLC; and
- that no resolution, vote, or other document or action is necessary to establish such authority.

<u>Name</u>	<u>Title</u>

5. **Signature:**_____

Printed Name: _____

Printed Title:_____

Date: _____



SOMERVILLE LIVING WAGE ORDINANCE CERTIFICATION FORM
CITY OF SOMERVILLE CODE OF ORDINANCES SECTION 2-397 et seq.*

Instructions: This form shall be included in all Invitations for Bids and Requests for Proposals which involve the furnishing of labor, time or effort (with no end product other than reports) by vendors contracting or subcontracting with the City of Somerville, where the contract price meets or exceeds the following dollar threshold: \$10,000. If the undersigned is selected, this form will be attached to the contract or subcontract and the certifications made herein shall be incorporated as part of such contract or subcontract. **Complete this form and sign and date where indicated below on page 2.**

Purpose: The purpose of this form is to ensure that such vendors pay a “Living Wage” (defined below) to all covered employees (i.e., all employees except individuals in a city, state or federally funded youth program). In the case of bids, the City will award the contract to the lowest responsive and responsible bidder paying a Living Wage. In the case of RFP’s, the City will select the most advantageous proposal from a responsive and responsible offeror paying a Living Wage. In neither case, however, shall the City be under any obligation to select a bid or proposal that exceeds the funds available for the contract.

Definition of “Living Wage”: For this contract or subcontract, as of 7/1/2016 “Living Wage” shall be deemed to be an hourly wage of no less than \$12.31 per hour. From time to time, the Living Wage may be upwardly adjusted and amendments, if any, to the contract or subcontract may require the payment of a higher hourly rate if a higher rate is then in effect.

CERTIFICATIONS

1. The undersigned shall pay no less than the Living Wage to all covered employees who directly expend their time on the contract or subcontract with the City of Somerville.
2. The undersigned shall post a notice, (copy enclosed), to be furnished by the contracting City Department, informing covered employees of the protections and obligations provided for in the Somerville Living Wage Ordinance, and that for assistance and information, including copies of the Ordinance, employees should contact the contracting City Department. Such notice shall be posted in each location where services are performed by covered employees, in a conspicuous place where notices to employees are customarily posted.
3. The undersigned shall maintain payrolls for all covered employees and basic records relating hereto and shall preserve them for a period of three years. The records shall contain the name and address of each employee, the number of hours worked, the gross wages, a copy of the social

* Copies of the Ordinance are available upon request to the Purchasing Department.

Form:____
Contract Number:_____

CITY OF SOMERVILLE

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security returns, and evidence of payment thereof and such other data as may be required by the contracting City Department from time to time.

4. The undersigned shall submit payroll records to the City upon request and, if the City receives information of possible noncompliance with the provisions the Somerville Living Wage Ordinance, the undersigned shall permit City representatives to observe work being performed at the work site, to interview employees, and to examine the books and records relating to the payrolls being investigated to determine payment of wages.

5. The undersigned shall not fund wage increases required by the Somerville Living Wage Ordinance by reducing the health insurance benefits of any of its employees.

6. The undersigned agrees that the penalties and relief set forth in the Somerville Living Wage Ordinance shall be in addition to the rights and remedies set forth in the contract and/or subcontract.

CERTIFIED BY:

Signature: _____
(Duly Authorized Representative of Vendor)

Title: _____

Name of Vendor:_____

Date: _____

INSTRUCTIONS: PLEASE POST

**NOTICE TO ALL EMPLOYEES
REGARDING PAYMENT OF LIVING WAGE**

Under the Somerville, Massachusetts' Living Wage Ordinance (Ordinance No. 1999-1), any person or entity who has entered into a contract with the City of Somerville is required to pay its employees who are involved in providing services to the City of Somerville no less than a "Living Wage".

The Living Wage as of **7/1/2016** is **\$12.31** per hour. The only employees who are not covered by the Living Wage Ordinance are individuals in a Youth Program. "Youth Program" as defined in the Ordinance, "means any city, state or federally funded program which employs youth, as defined by city, state or federal guidelines, during the summer, or as part of a school to work program, or in any other related seasonal or part-time program."

For assistance and information regarding the protections and obligations provided for in the Living Wage Ordinance and/or a copy of the Living Wage Ordinance, all employees should contact the City of Somerville's Purchasing Department directly.

REFERENCE FORM

Bidder: _____

IFB Title: _____

Bidder must provide references for: Three other similar sized Municipalities provided the same services

Reference:_____ Contact:_____

Address:_____ Phone:_____

_____ Email:_____

Description and date(s) of supplies or services provided:_____

Reference:_____ Contact:_____

Address:_____ Phone:_____

_____ Email:_____

Description and date(s) of supplies or services provided:_____

Reference:_____ Contact:_____

Address:_____ Phone:_____

_____ Email:_____

Description and date(s) of supplies or services provided:_____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
-----------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CERTIFICATE OF GOOD STANDING

TO: Vendor

FROM: Purchasing Department

RE: **CERTIFICATE OF GOOD STANDING**

The **Awarded Vendor** must comply with our request for a **CURRENT “Certificate of Good Standing”**.

If you require information on how to obtain the “Certificate of Good Standing” or Certificate of Registration (Foreign Corporations) from the Commonwealth of Massachusetts, please call the Secretary of State’s Office at (617) 727-2850 (Press #1) located at One (1) Ashburton Place, 17th Floor, Boston, MA 02133 or you may access their web site at:
<http://corp.sec.state.ma.us/CorpWeb/Certificates/CertificateOrderForm.aspx>

If your company is incorporated outside of Massachusetts and therefore is a “foreign corporation”, but is registered to do business in Massachusetts, please comply with our request for the Certificate of Registration from the Commonwealth of Massachusetts. If your company is a foreign corporation, but is not registered to do business in Massachusetts, please provide the Certificate of Good Standing from your state of incorporation.

Please note that without the above certificate (s), the City of Somerville cannot execute your contract.

IMPORTANT NOTICE

Requests for Certificates of Good Standing by mail may take a substantial amount of time. A certificate may be obtained immediately in person at the Secretary’s Office at the address above. Also, at this time, the Secretary of State’s Office may not have your current annual report recorded. If this is the case, and you are therefore unable to obtain the Certificate of Good Standing, please forward a copy of your annual report filing fee check with your signed contracts. Please forward your original Certificate of Good Standing to the Purchasing Department upon receipt.

Thank You,

Purchasing Director

INSURANCE SPECIFICATIONS

INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Purchasing Director a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form

Bodily Injury Liability.....\$ One Million

Property Damage Liability.....\$ One Million

B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFIT PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION.....\$ Statutory

EMPLOYERS' LIABILITY.....\$ Statutory

C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY.....\$ STATUTORY

1. A contract will not be executed unless a certificate (s) of insurance evidencing above-described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:
"CITY OF SOMERVILLE" as a certificate holder and as an additional insured for general liability only along with a description of operation in the space provided on the certificate.

Certificate Should Be Made Out To:

**City Of Somerville
Purchasing Department
93 Highland Avenue
Somerville, Ma. 02143**

Note: If your insurance expires during the life of this contract, you shall be responsible to submit a new certificate(s) covering the period of the contract. No payment will be made on a contract with an expired insurance certificate.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF PROJECT, SOLICITATION NUMBER AND THAT THE CITY OF SOMERVILLE IS A CERTIFICATE HOLDER AND ADDITIONAL INSURED

CERTIFICATE HOLDER**CANCELLATION**

CERTIFICATES SHOULD BE MADE OUT TO:

CITY OF SOMERVILLE
c/o PURCHASING DEPARTMENT
93 HIGHLAND AVE
SOMERVILLE, MA 02143

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

RFP # 16-89
SECTION 4.0
PRICING

By signing this Price Form, the Proposer certifies the following bulleted statements and offers to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled: Property Appraisal Services

- The proposals will be received at the office of the Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143 no later than **06/15/16 by 11AM EST**
- If the **awarded** vendor is a Corporation a "Certificate of Good Standing" (produced by the Mass. Sec. of State) must be furnished with the resulting contract (see Section 3.0.)
- **Awarded Vendor** must comply with Living Wage requirements (see Section 3.0; only for services)
- **Awarded Vendor** must comply with insurance requirements as stated in Section 3.0.
- The Purchasing Director reserves the right to accept or reject any or all proposals and/or to waive any informalities if in her/his sole judgment it is deemed to be in the best interest of the City of Somerville.
- The following prices shall include delivery, the cost of fuel, the cost of labor, and all other charges.
- This form to be enclosed in sealed proposal package.

Please provide lump sum and unit prices for the following and include any additional fees not listed:

<u>07/01/16 - 06/30/17 Total Fixed Fee</u>	
<u>Appraisal Services - Total Fixed Fee</u>	
Municipal property report, lump sum for six (6) parcels specified in this RFP	\$
<u>07/01/16 - 06/30/17 Unit Prices</u>	
Price per appraisal report (itemize separately if different prices for each)	\$
Hourly rate (for formal meetings, etc., as needed)	\$
Other:	\$
Other:	\$
Other:	\$
Name of Company/Individual:	
Address, City, State, Zip:	
Tel #	Email:
Signature of Authorized Individual	
Please acknowledge receipt of any and all Addenda (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.	
ACKNOWLEDGEMENT OF ADDENDA:	
Addendum #1 ____ #2 ____ #3 ____ #4 ____ #5 ____ #6 ____ #7 ____ #8 ____ #9 ____ #10 ____	

APPENDIX A
City's General Terms and Conditions

**City of Somerville: Standard Contract Form****XXXXXXX**

This Contract, numbered _____, is made by and between the City of Somerville, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, with an address of 93 Highland Avenue, Somerville, Massachusetts, acting by and through its Purchasing Department ("City") and the Vendor, defined as follows, ("Vendor"):

Vendor Name:	XXXXXX		
Vendor Address:	XXXXXX		
Vendor Contact Name, Email, & Tel./Fax #:	XXXXXX	XXXXXX	
	XXXXXX	XXXXXX	
Contract Amount:	XXXXXX		
Purchase Order #:			
Contract Term:	XXXXXX	through	XXXXXX
Term:	The term of this Contract shall commence on XXXXXX and shall end on XXXXXX ("Term"). The Vendor shall complete the provision of Goods and/or the performance of Services prior to the end of the Contract term (the "Completion Date"). The term of this Contract may be extended at the sole discretion of the City, through written notice to the vendor.		
Procurement Type:	Procurement Type:		
Contracting Department:	Pick Dept.	Project Manager:	
Scope of Work (Goods / Services):	The Vendor shall provide the Goods and/or Services, as described within the attached Appendix A (Scope of Work) , made part hereof.		
Compensation:	The City agrees to pay the Vendor a total not to exceed XXXXXX for Goods and/or Services rendered and accepted in accordance with the Contract Documents. Rates, units, charges, and frequencies are specified in the attached Appendix B made part hereof.		
Vendor Certifications:	<p>Under the pains and penalties of perjury, the Vendor agrees to perform this Contract and provide the Goods and/or Services in accordance with the City of Somerville's Standard Contract General Conditions as set forth within the attached hereto, made part hereof. Vendor is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes and to contributions and payments in lieu of taxes. The Vendor certifies that it has provided the City with an accurate tax identification number (TIN). In the event that the City is notified by the IRS for an incorrect TIN provided by the Vendor, the Vendor is responsible for penalties.</p> <p>TIN: The Vendor certifies that its accurate federal tax identification number as reported to the IRS is:</p> <p style="text-align: center;">XX-XXXXXX</p> <p>This Contract has been duly executed and delivered on behalf of the Vendor by its:</p> <p>Officer (President, Vice President, Treasurer, Secretary) General Partner, Trustee,</p> <p>other: _____; in full compliance with the authority granted by its organizational documents and its votes or resolutions, which authority has not been amended, modified, or rescinded as of the date hereof.</p>		

Appendix C: Forms (Check if Applicable)

- ☐ **Certificate of Authority**
- ☐ **Evidence of Insurance**
- ☐ **Bid Package Documents**
- ☐ **Somerville Living Wage**
- ☐ **Certificate of Good Standing**
- ☐ **Sole Source Declaration**

IN WITNESS WHEREOF, the City and the Vendor have executed this Contract as a sealed instrument on
this, the Pick Day day of Pick Month Pick Year

VENDOR

X Vendor Signature (Duly Authorized):	Date Signed:
	Print Title:
	Print Name:

CITY**City Auditor's Encumbrance Statement**

I hereby certify that the total contract amount is \$ _____ and that an unencumbered balance of \$ _____ is available for the current fiscal year of this contract. I further certify that a sum of \$ _____ is hereby encumbered against the appropriate account for the purposes of this contract and as funds become available, I will encumber additional sums as are required under this contract.

X	X
Edward Bean, City Auditor	Joseph A. Curtatone, Mayor
X	X
Angela M. Allen, Purchasing Director	Approved as to form: Francis X. Wright, Jr., City Solicitor
X	
Pick a Dept. Head	

CITY OF SOMERVILLE STANDARD CONTRACT GENERAL CONDITIONS

1. Definitions

"City" shall mean the City of Somerville, Massachusetts.

"Contract" and "Contract Documents" shall include the following documents, as applicable: City's Standard Contract Form; these Standard Contract General Conditions; City's Invitation for Bids, Request for Proposals, Request for Quotation, or other solicitation; the Vendor's response to the City's solicitation document including certifications but excluding any language stricken by City as unacceptable. Appendices are made an integral part of this Contract. The Contract documents are to be read collectively and complementary to one another; any requirement under one shall be as binding as if required by all. In the event of any conflict or inconsistency between the provisions of the City's Standard Contract Form or these Standard Contract General Conditions and any other Contract Documents or appendices, the provisions of the City's Standard Contract Form and/or these Standard Contract General Conditions shall prevail. In the event of any conflict or inconsistency between the Contract Documents and any applicable state law, the applicable state law shall prevail.

"Certify" or "Certifies" shall mean that the Vendor certifies under pains and penalties of perjury to the statement referenced.

"Vendor" shall mean the individual, corporation, partnership, or other entity which is a party to this Contract.

2. Performance; Time

The Vendor shall perform in accordance with all provisions of this Contract in a manner satisfactory to the City. The Vendor's performance shall be timely and meet or exceed industry standards for the performance required. It is understood and agreed that all specified times or periods of performance are of the essence of this Contract.

3. Acceptance of Goods or Services

Performance under this Contract shall include services rendered, obligations due, costs incurred, goods and deliverables provided and accepted by the City. The City shall have a reasonable opportunity to inspect all goods and deliverables, services performed by, and work product of the Vendor, and accept or reject same.

4. Compensation

The City shall pay in full and complete compensation for goods received and accepted and services performed and accepted under this Contract in an amount not to exceed the amount stated on the face of this Contract paid in accordance with the rate indicated or in accordance with a prescribed payment schedule.

The Vendor shall periodically submit invoices to the City, for which compensation is due under this Contract and requesting payment for goods received or services rendered by the Vendor during the period covered by the invoice. The invoice must agree to the rates/payment schedule as indicated in this contract. The invoice shall include the following information: vendor name, vendor remit address, invoice date, invoice number, itemized listing of goods, services, labor, and expenses and indicating the total amount due. The City shall review the invoice and determine the value of goods or services accepted by the City in accordance with the Contract Documents. Payments due to the Vendor will be made within sixty (60) days from receipt and approval of an invoice. Final invoices from the Vendor are due no later than ninety (90) days from the Completion Date. Any invoice received past the ninety (90) day date will not be paid. If this Contract is extended, invoices related to the extension period are due no later than ninety (90) days from the Extended Completion Date.

The Vendor shall furnish such information relating to the goods or services or to documentation of labor or expenses as may be requested by the City. Acceptance by the Vendor of any payment or partial payment, without any written objection by the Vendor, shall in each instance operate as a release and discharge of the City from all claims, liabilities, or other obligations relating to the performance of this Contract.

In case of an error in extension prices quoted herein, the unit price will govern (Applicable To Goods Only).

5. Release of City on Final Payment

Acceptance by the Vendor of payment from the City for final delivery of goods or rendering of services under this Contract shall be deemed to release forever the City from all claims and liabilities, except those which the Vendor notifies the City in writing within three (3) months after such payment.

6. Risk of Loss

The City shall bear the risk of loss, for any cause, for any Vendor materials used for this Contract and for all goods, deliverables, and work in process, until possession, ownership, and full legal title to the goods and deliverables are transferred to and accepted by the City.

The Vendor shall pay and be exclusively responsible for all debts for labor and material contracted for by the Vendor for the rental of any appliance or equipment hired by Vendor and/or for any expense incurred on account of services to be performed or goods delivered under this Contract.

The City shall not be liable for any personal injury or death of the Vendor, its officers, employees, or agents.

7. Indemnification

The Vendor shall indemnify, defend (with counsel acceptable to City, which acceptance shall not be unreasonably withheld), and hold harmless the City of Somerville, its officers, employees, agents and representatives from and against any and all claims, suits, liabilities, losses, damages, costs or expenses (including judgments, costs, interest, attorney's fees and expert's fees) arising from or in connection with any act or omission relating in any way to the performance of this Contract by the Vendor, its agents, officers, employees, or subcontractors.

The extent of this indemnification shall not be limited by any obligation or any term or condition of any insurance policy. The obligations set forth in this paragraph shall survive the expiration or termination of this Agreement.

8. Default; Termination; Remedies

A. Events of Default

The following shall constitute events of default under this Contract: (1) The Vendor has made any material misrepresentation to the City; or (2) a judgment or decree is entered against the Vendor approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency; or (3) the Vendor files a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief for debtors; or (4) the Vendor seeks or consents or acquiesces in the appointment of any trustee or receiver, or is the subject of any other proceeding under which a court assumes custody or control over the Vendor or of any of the Vendor's property; or (5) the Vendor becomes the defendant in a levy of an attachment or execution, or a debtor in an assignment for the benefit of creditors; or (6) the Vendor is involved in a winding up or dissolution of its corporate structure; or (7) any failure by the Vendor to perform any of its obligations under this Contract, including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Vendor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Vendor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the Services or Supplies that were properly rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the Services or Supplies for reasons not beyond the Vendor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination; or (8) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

B. Termination Upon Default.

In the event of a default by the Vendor, the City, acting through its Chief Procurement Officer, may, at its option, terminate this Contract immediately by written notice of termination specifying the termination date.

Notwithstanding the above, in the event of a default by the Vendor, the City, acting through its Chief Procurement Officer, may give notice in writing of a default, which notice shall set forth the nature of the default and shall set a date, by which the Vendor shall cure the default, subject to approval of the City.

If the Vendor fails to cure the default, the City, in the alternative, may make any reasonable purchase or contract to acquire goods or services in substitution for those due from Vendor. The City may deduct the cost of any substitute contract or nonperformance together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Vendor. If the damages sustained by the City exceeds sums due or to become due, the Vendor shall pay the difference to the City upon demand.

Upon immediate notification to the other party, neither the City nor the Vendor shall be deemed to be in default for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control. The City retains all rights and remedies at law or in equity.

If the Vendor fails to cure the default within the time as may be required by the notice, the City, acting through its Chief Procurement Officer, may, at its option terminate the Contract.

The parties agree that if City erroneously or unjustifiably terminates this Contract for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

C. Termination For Convenience.

Notwithstanding any language to the contrary within this Contract, the City, acting through its Chief Procurement Officer, may terminate this Contract, without cause at any time, effective upon the termination date stated in the notice of termination. In the event of termination for convenience, the Vendor shall be entitled to be paid for goods delivered and accepted and services rendered and accepted prior to notice of termination at the prices stated in the Contract, subject to offset of sums due the Vendor against sums owed by the Vendor to the City. Any goods or services delivered after notification of termination but prior to the effective termination date must be approved in writing in advance by the City in order to be eligible for payment. In no event shall the Vendor be entitled to be paid for any goods or services delivered after the effective date of termination. The Vendor shall be entitled to no other compensation of any type. In no case shall a Vendor be entitled to lost profits.

D. Obligations Upon Termination.

Upon termination of this Contract with or without cause, the Vendor shall immediately, unless otherwise directed by the City: 1. cease performance upon the stated termination date; 2. surrender to the City the Vendor's work product, which is deliverable under the Contract, whatever its state of completion; and 3. return all tools, equipment, finished or unfinished documents, data, studies, reports, correspondence, drawings, plans, models, or any other items whatsoever prepared by the Vendor pursuant to this Contract, which shall become property of the City, or belonging to or supplied by the City.

E. Rights and Remedies.

The City shall have the right to: a) disallow all or any part of the Vendor's invoices not in material compliance with this Contract; b) temporarily withhold payment pending correction by the Vendor of any deficiency; c) sue for specific performance or money damages or both, including reasonable attorneys' fees and costs incurred in enforcing any Vendor obligations hereunder; d) pursue remedies under any bond provided; and e) pursue such other local, state and federal actions and remedies as may be available to the City.

Any termination shall not effect or terminate any of the rights or remedies of the City as against the Vendor then existing, or which may accrue because of any default. No remedy referred to in this subsection is intended to be exclusive, but shall be cumulative, and in addition to any other remedy referred to above or otherwise available to the City or Vendor at law or in equity. The Vendor shall not gain nor assert any right, title or interest in any product produced by the Vendor under this Contract.

9. Insurance

The Vendor shall comply with all insurance requirements set out in the Contract Documents. The Vendor shall deliver to the City new certificates of insurance at least ten (10) calendar days prior to expiration of the prior insurance and shall furnish the City with the name, business address and telephone number of the insurance agent. Vendor certifies compliance with applicable state and federal employment laws or regulations including but not limited to G.L. c. 152 (Workers' Compensation), as applicable, and Vendor shall provide City with acceptable evidence of compliance with the insurance requirements of this chapter.

10. Governing Law; Forum

This Contract shall be governed by the laws of the Commonwealth of Massachusetts. Any action arising out of this Contract shall be brought and

maintained in a state or federal court in Massachusetts which shall have exclusive jurisdiction thereof.

11. Complete Agreement

This Contract supersedes all prior agreements and understandings between the parties and may not be changed unless mutually agreed upon in writing by both parties.

12. Amendment

No amendment to this Contract shall be effective unless it is signed by the authorized representatives of all parties and complies with all requirements of the law. All alterations or additions, material or otherwise, to the terms and conditions of this Contract must be in writing and signed by the City, as set forth in the below section, and the Vendor.

13. Conditions of Enforceability Against the City

This Contract is only binding upon, and enforceable against, the City if: (1) the Contract is signed by the Mayor; (2) endorsed with approval by the City Auditor as to appropriation or availability of funds; (3) endorsed with approval by the City Solicitor as to form; and (4) funding is appropriated for this Contract or otherwise made available to the City.

This Contract and payments hereunder are subject to the availability of an appropriation therefor. Any oral or written representations, commitments, or assurances made by any City representatives are not binding. Vendors should verify funding and contract execution prior to beginning performance.

When the amount of the City Auditor's certification of available funds is less than the face amount of the Contract, the City shall not be liable for any claims or requests for payment by Vendor which would cause total claims or payments under this Contract to exceed the amount so certified.

The City's Standard Contract Form and Standard Contract General Conditions shall supersede any conflicting verbal or written agreements or forms relating to the performance of this Contract, including contract forms, purchase orders, or invoices of the Vendor.

The City shall have no legal obligation to compensate a Vendor for performance that is outside the scope of this Contract. The City shall make no payment prior to the execution of a Contract.

14. Taxes

Purchases incurred by the City are exempt from Federal Excise Taxes and Massachusetts Sales Tax, and prices must exclude any such taxes. Tax Exemption Certificates will be furnished upon request. The City of Somerville's Massachusetts Tax Exempt Number is: **MO46 001 414**.

15. Independent Contractor

The Vendor is an independent contractor and is not an employee, agent or representative of the City. The City shall not be obligated under any contract, subcontract, or commitment made by the Vendor.

16. Assignment; Sub-Contract

The Vendor shall not assign, delegate, subcontract, or transfer this Contract or any interest herein, without the prior written consent of the City.

17. Discrimination

The Vendor agrees to comply with all applicable laws prohibiting discrimination in employment. The Vendor agrees that it shall be a material breach of this Contract for the Vendor to engage in any practice which shall violate any provision of G.L. c. 151B, relative to discrimination in hiring, discharge, compensation or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, sexual orientation, age, or ancestry.

18. Waiver

All duties and obligations contained in this Contract can only be waived by written agreement. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to said party.

19. Severability

In the event that any provision of this Contract shall be held to be illegal, unenforceable or void, such provision shall be severed from this Contract and the entire Contract shall not fail on account thereof, but otherwise remain in full force and effect and shall be enforced to the fullest extent permitted by law.

20. Notice

The parties shall give notice in writing by one of the following methods: (i) hand-delivery; (ii) facsimile; (iii) certified mail, return receipt requested; or (iv) or overnight delivery service, to the Vendor at the contact information specified on the face of this Contract; to the City addressed to: Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143, Fax # 617-625-1344 with a copy to: City Solicitor, City Hall, 93 Highland Avenue, Somerville, MA 02143. Notice shall be effective on the earlier of (i) the day of actual receipt, or (ii) one day after tender of delivery.

21. Captions

The captions of the sections in this Contract are for convenience and reference only and in no way define, limit or affect the scope or substance of any section of this Contract.

22. Non-Collusion

This Contract was made without collusion or fraud with any other person and was in all respects bona fide and fair. As used in this paragraph, the word, "person," shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity. The Vendor certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

23. Tax and Contributions Compliance

The Vendor certifies, under pains and penalties of perjury, in accordance with MGL c. 62C, s. 49A, that the Vendor is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes, is in good standing with respect to all returns due and taxes payable to the Commonwealth, reporting of employees and contractors, and withholding and remitting of child support and to contributions and payments in lieu of taxes. In the event that the City is notified by the IRS that the TIN provided by the vendor and the vendor name as recognized by the IRS do not match their records, the vendor is responsible for all penalties.

24. Municipal Taxes, Charges and Liens

The Vendor certifies that it has paid all accounts receivable owed to the City of Somerville, including but not limited to real estate, personal property or excise tax, parking fines, water/sewer charges, license/permit fees, fines and/or any other municipal lien charges due to the City of Somerville. Pursuant to MGL c. 60, s. 93, the Vendor agrees that the Collector/Treasurer of the City may withhold from amounts owing and payable to the Vendor under this Contract any sums owed to any department or agency of the City which remain wholly or partially unpaid. This shall include but not be limited to unpaid taxes and assessments, police details, and any other fees and charges until such sums owed have been fully paid, and the Collector/Treasurer may apply any amount owing and payable to the Vendor to satisfy any monies owed to the City.

25. Compliance with Applicable Laws

The Vendor shall comply with all applicable federal and state laws, and city ordinances and regulations, which in any manner affect performance of this Contract. The Vendor shall defend, indemnify, and hold harmless the City, its officers, agents and employees against any claim or liability arising from or based on the violations of such ordinances, regulations or laws, caused by the negligent actions of the Vendor, its agents, employees or subcontractors.

26. Conflict of Interest

The Vendor certifies that no official or employee of the City has a financial interest in this Contract or in the expected profits to arise therefrom, unless there has been compliance with the provisions of G. L. c. 43, § 27 (Interest in Public Contracts by Public Employees), and G. L. c. 268A (Conflict of Interest). The Vendor certifies that it has reviewed the Massachusetts Conflict of Interest Law, MGL c. 268A and at any time during the term of this Contract, the Vendor is required to affirmatively disclose in writing to the City the details of any potential conflicts of interest of which the Vendor has knowledge or learns of during the Contract term.

27. Licenses and Permits

The Vendor certifies that it is qualified to perform the Contract and shall obtain and possess at its sole expense, all necessary licenses, permits, or other authorizations required by the City, the Commonwealth of Massachusetts or any other governmental agency, for any activity under this Contract. The Vendor shall submit copies of such licenses and/or permits to the City upon request. If a business, the Vendor certifies that it is licensed to do business in Massachusetts and listed under the Commonwealth of Massachusetts Secretary of State's website as required by law.

28. Recordkeeping, Audit, and Inspection of Records All records, work papers, reports, questionnaires, work product, regardless of its medium, prepared or collected by the Vendor in the course of completing the work to be performed under this Contract shall at all times be the exclusive property of the City. In the event of termination or upon expiration of the Contract, the Contractor shall promptly deliver to the City all documents, work papers, calculations, data, drawings, plans, and other tangible work product or materials pertaining to the services performed under this Contract, in both a physical format and electronic format. The electronic format shall be either Comma Separated Values (CSV) files along with the mapping information for each field, or Microsoft SQL (2005/2008) database with all associated Database Schemas, or such other electronic format(s) acceptable to the city. At no additional cost to the City, the Contractor shall store and preserve such records while in their possession in accordance with the requirements of the Massachusetts Public Records Law, the Commonwealth of Massachusetts record retention schedule and City of Somerville record retention schedule. The City shall have the right to at reasonable times and upon reasonable notice to examine and copy, at its reasonable expense, the books, records, and other compilations of data of the Vendor which relates to the provision of services under this Contract. Such access shall include on-site audits, review, and copying of said records.

29. Debarment or Suspension

The Vendor certifies that it has not been and currently is not debarred or suspended by any federal, state, or municipal governmental agency under G. L. c. 29, § 29F or other applicable law, nor will it contract with a debarred or suspended subcontractor on any public contract.

30. Warranties (Applicable to Goods Only)

The Vendor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the City. The Vendor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional cost to the City. The Vendor will assume any additional cost accrued by the City due to the defective or inferior goods. The Vendor guarantees all goods for a period of no less than one (1) year, unless a greater period of time is specified in the Contract Documents.

Appendix A
Scope of Work

Appendix B
Cost Details

- ☐ **Service rate(s): Per Details Below**
- ☐ **Supply rate(s): Per Details Below**
- ☐ **Number of payments: Per Details Below**
- ☐ **Payment upon completion of deliverables: Per Details Below**
- ☐ **Fixed fee: Per Details Below**
- ☐ **Other: Per Details Below**

The Vendor shall periodically submit invoices to the City, for which compensation is due under this Contract and requesting payment for goods received or services rendered by the Vendor during the period covered by the invoice. The invoice must agree to the rates/payment schedule as indicated in this contract and must include the applicable Purchase Order number. The invoice shall include the following information: vendor name, vendor remit address, invoice date, invoice number, itemized listing of goods, services, labor, and expenses and indicating the total amount due.

Appendix C
Forms

SAMPLE CONTRACT

APPENDIX B
Property Record Cards for Six Municipal Properties – RFP 16-89

CONSTRUCTION DETAIL

CONSTRUCTION DETAIL (CONTINUED)

Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	18		Office Bldg				
Model	94		Commercial				
Grade	06		Excellent				
Stories	0						
Occupancy	1						
Exterior Wall 1	20		Brick/Masonry				
Exterior Wall 2							
Roof Structure	01		Flat				
Roof Cover	04		T&G/Rubber				
Interior Wall 1	04		Plywood Panel				
Interior Wall 2							
Interior Floor 1	05		Vinyl/Asphalt				
Interior Floor 2							
Heating Fuel	02		Oil				
Heating Type	05		Hot Water				
AC Type	01		None				
Bldg Use	9350		MUNI PUBLIC SAFETY				
Total Rooms							
Total Bedrms	00						
Total Baths	0						
Extra Kitch'							
Heat/AC	00		NONE				
Frame Type	03		MASONRY				
Baths/Plumbing	02		AVERAGE				
Ceiling/Wall	05		SUS-CELL & WL				
Rooms/Ptms	02		AVERAGE				
Wall Height	12						
% Conn Wall	0						

OB-OUTBUILDING & YARD ITEM(S) / XF-BUILDING EXTRA FEATURES(B)

Code	Description	Sub	Sub Descrip	L/B Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
PAVI	PAVING-ASPH			L 4,000	3.00	2001	0			50	6,000

BUILDING SUB-AREA SUMMARY SECTION

Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprc. Value
BAS	First Floor	5,684	5,684	5,684	135.23	768,672
FEP	Porch, Enclosed, Finished	0	60	39	87.90	5,274
UBM	Basement, Unfinished	0	5,684	1,421	33.81	192,168
ULP	Loading Platform, Unfinished	0	90	18	27.05	2,434
UST	Utility, Storage, Unfinished	0	75	23	41.47	3,110

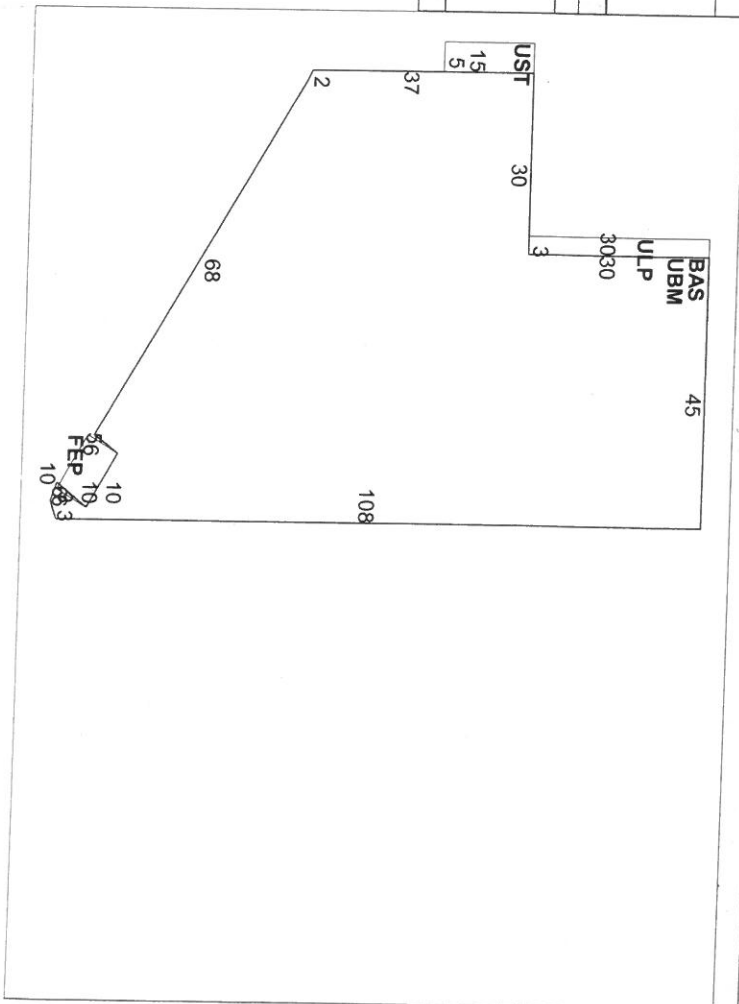
Ttl. Gross Liv/Lease Area:

5,684

11,593

7,185

971,659



CURRENT OWNER	TOPO.	UTILITIES	STRT./ROAD	LOCATION	DESCRIPTION	CURRENT ASSESSMENT	VISION
CITY OF SOMERVILLE RECREATION HALL 93 HIGHLAND AVE SOMERVILLE, MA 02143 Additional Owners:					EXEMPT 9310 EXM LAND EXEMPT 9310	1,517,100 442,500 700	239 SOMERVILLE, MA

SUPPLEMENTAL DATA	Other ID:	PCT-RES	PCT-COM	OPEN PKG	WARD/PRC	CENTRACT	RES-X	GIS ID:
	BORDER							
	HISTORIC							
	USE-CODE	9310						
	FY RX RECER							
	RES-X							

RECORD OF OWNERSHIP	BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
CITY OF SOMERVILLE	11768/ 400	11/19/1969	U	1	0		2016	9310	1,517,100	2015	9310	1,517,100	2014	9310	1,517,100
							2016	9310	442,500	2015	9310	421,400	2014	9310	413,100
							2016	9310	700	2015	9310	700	2014	9310	700
							Total:		1,960,300		Total:	1,939,200		Total:	1,930,900

EXEMPTIONS	Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Inc.
	1900	000		0.00					
			Total:	0.00					

ASSESSING NEIGHBORHOOD	NBHD/ SUB	NBHD Name	Street Index Name	Tracing	Batch
8009/A					

RECREATION COMMISSION	NOTES

Total Appraised Parcel Value	1,960,300
Valuation Method:	C
Adjustment:	0
Net Total Appraised Parcel Value	1,960,300

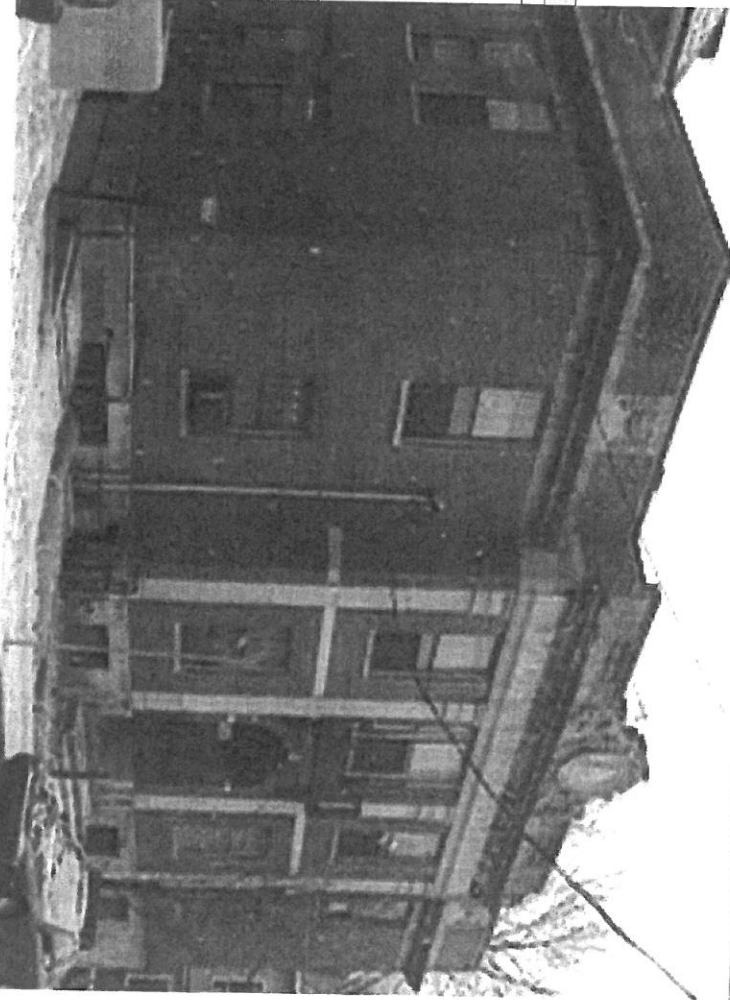
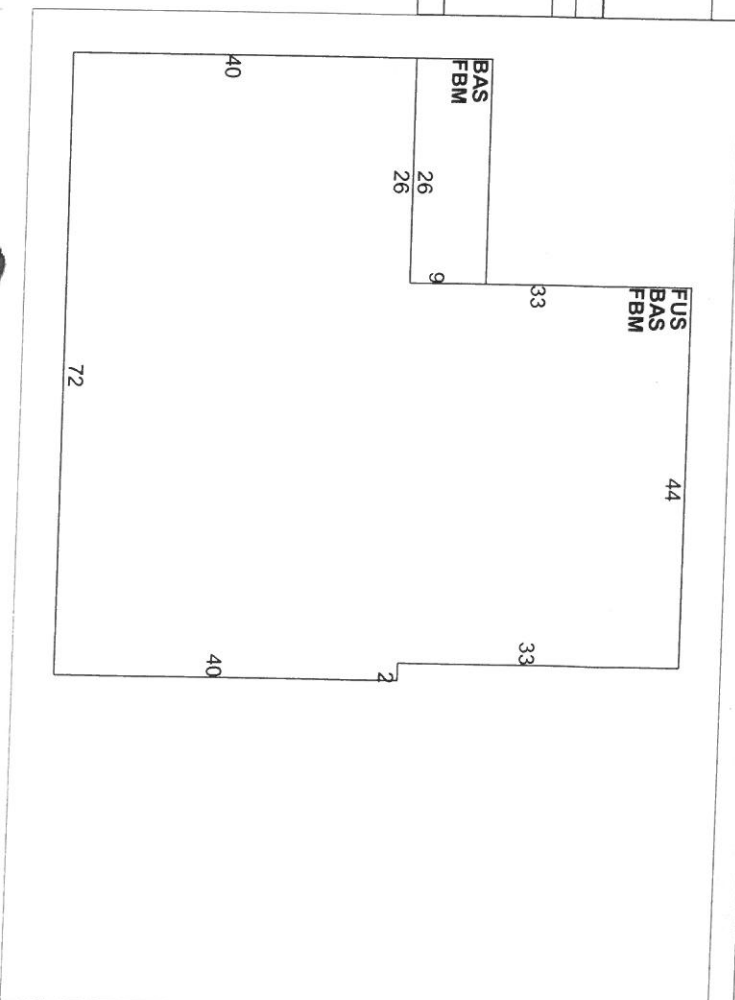
BUILDING PERMIT RECORD										VISIT/ CHANGE HISTORY				
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result
									12/31/2015			LS	45	Change Value Chan
									07/25/2013			LS	45	Value Chan
									04/01/2008			LS	45	Change Value Chan
									01/05/2006			LS	C	I/3 Review
									05/24/2001			DH	03	Drive By

Total Card Land Units:	10,000	SF	Parcel Total Land Area:	10,000 SF	Total Land Value:	442,500
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Bldg #:

1,996,236

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)							
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description				
Style	89		Other Municip								
Model	94		Commercial								
Grade	03		Average								
Stories	2										
Occupancy	1										
Exterior Wall 1	20		Brick/Masonry								
Exterior Wall 2											
Roof Structure	01		Flat								
Roof Cover	04		T&G/Rubber								
Interior Wall 1	03		Plastered								
Interior Wall 2											
Interior Floor 1	14		Carpet								
Interior Floor 2											
Heating Fuel	03		Gas								
Heating Type	05		Hot Water								
AC Type	03		Central								
Bldg Use	9310		CITY IMPROVED ALDER								
Total Rooms			Remodel Rating								
Total Bedrms			Year Remodeled								
Total Baths			Dep %								
Extra Kitch'			Functional Obslnc								
			External Obslnc								
			Cost Trend Factor								
			Condition								
			% Complete								
			Overall % Cond								
			Apprais Val								
			Dep % Ovr								
			Dep Ovr Comment								
			Misc Imp Ovr								
			Misc Imp Ovr Comment								
			Cost to Cure Ovr								
			Cost to Cure Ovr Comment								
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)											
Code	Description	Sub	Sub Descript	L/B Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
FNI	FENCE-4' CH.			60	11.90	2001		0		100	700
BUILDING SUB-AREA SUMMARY SECTION											
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprc. Value					
BAS	First Floor	4,566	4,566	4,566	165.06	753,664					
FBM	Basement, Finished	0	4,566	3,196	115.53	527,532					
FUS	Upper Story, Finished	4,332	4,332	4,332	165.06	715,040					
Tot. Gross Liv/Lease Area:		8,898	13,464	12,094			1,996,236				



CURRENT OWNER			TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT								
CITY OF SOMERVILLE OFFICE BUILDING 93 HIGHLAND AVE SOMERVILLE, MA 02143 Additional Owners:															
							SUPPLEMENTAL DATA								
Other ID:							PCT-RES				.0000				
							Description				Code	Appraised Value	Assessed Value		
							EXEMPT				9310	429,300	429,300	239	
							EXMLAND				9310	291,900	291,900	SOMERVILLE, MA	

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	18		Office Bldg				
Model	94		Commercial				
Grade	05		Average +20				
Stories	1						
Occupancy	1						
Exterior Wall 1	20		Brick/Masonry				
Exterior Wall 2	15		Concr/Cinder				
Roof Structure	01		Flat				
Roof Cover	04		T&G/Rubber				
Interior Wall 1	05		Drywall/Sheet				
Interior Wall 2							
Interior Floor 1	11		Ceram Clay Til				
Interior Floor 2	14		Carpet				
Heating Fuel	03		Gas				
Heating Type	04		Forced Air-Duc				
AC Type	03		Central				
Bldg Use	9310		CITY IMPROVED ALDER				
Total Rooms							
Total Bedrms							
Total Baths							
Extra Kitch'							
Heat/AC	01		HEAT/AC PKGS				
Frame Type	03		MASONRY				
Baths/Plumbing	02		AVERAGE				
Ceiling/Wall	05		SUS-CEIL & WL				
Rooms/Ptns	02		AVERAGE				
Wall Height	12						
% Comm Wall							

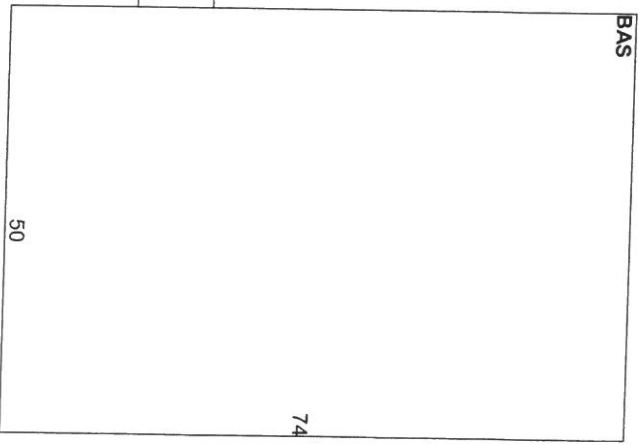
OB-OUTBUILDING & YARD ITEM(S) / XF-BUILDING EXTRA FEATURES(B)

Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
SPR2	WET/CONCE.			B	3,781	3.80	2002		2		100	10,900

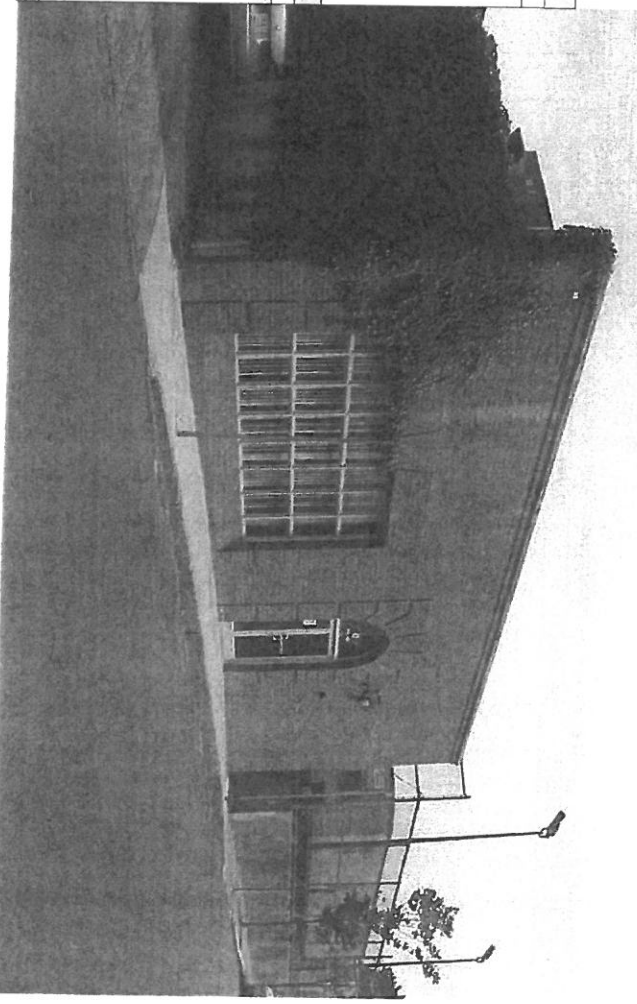
BUILDING SUB-AREA SUMMARY SECTION

Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
BAS	First Floor	3,781	3,781	3,781	145.61	550,557

Ttl. Gross Liv/Lease Area: 3,781 3,781 3,781 550,557



BAS
9 9



CURRENT OWNER		TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT		
CITY OF SOMERVILLE CITY HALL ANNEX 93 HIGHLAND AVE						Description	Code	Assessed Value
						EXEMPT	9310	1,517,000
						EXM LAND	9310	583,900
						EXEMPT	9310	14,700
SOMERVILLE, MA 02143								239
Additional Owners:								SOMERVILLE, MA

Other ID: 27		PCT-RES .0000		PCT-COM .0000		OPEN PKG		WARD/PRC		CENTRACT	
BORDER		HISTORIC		USE-CODE		9310		FV RX RECER		RES-X	
GIS ID: 60-A-1		ASSOC PID#									

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	q/u	w/t	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)		
CITY OF SOMERVILLE				U			0	Yr.	Code	Assessed Value
								2016	9310	1,517,000
								2016	9310	583,900
								2016	9310	14,700
								Total:		2,115,600

EXEMPTIONS		Amount	Code	Description	Number	Amount	Comm. Int.	APPRAISED VALUE SUMMARY		
NBHD/ SUB								Appraised Bldg. Value (Card)		1,464,800
7009/A								Appraised XF (B) Value (Bldg)		52,200
								Appraised OB (L) Value (Bldg)		14,700
								Appraised Land Value (Bldg)		583,900
								Special Land Value		0
								Total Appraised Parcel Value		2,115,600
								Valuation Method:		C
								Adjustment:		0
								Net Total Appraised Parcel Value		2,115,600

NBHD/ SCUB		NBHD Name	Street Index Name	Tracing	Batch	Appraised OB (L) Value (Bldg)	14,700
7009/A						Appraised Land Value (Bldg)	583,900
NOTES						Special Land Value	0
CITY HALL ANNEX						Total Appraised Parcel Value	2,115,600
						Valuation Method:	C
						Adjustment:	0
						Net Total Appraised Parcel Value	2,115,600

BUILDING PERMIT RECORD										VISIT/ CHANGE HISTORY						
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result		
1074	08/23/2000	RE	Remodel	14,000	05/24/2001	100		INST VOICE/DATA W/	07/25/2013			LS	45	Change	Value Chang	
878	07/18/2000	IN	Interior Work	20,000	05/24/2001	100		2 BATHROOMS	04/01/2008			LS	45	Change	Value Chang	
									01/05/2006			LS	C	I/3 Review		
									05/24/2001			DH	BP	BP Complete		
									05/13/1996			JF	00	Complete		
LAND LINE VALUATION SECTION																
B Use	Use	Zone	D Front	Depth	Units	Unit Price	I. Factor	S.A. Disc	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing	S. Adj	Adj. Unit Price	Land Value

Total Card Land Units:										15,620	SF	Parcel Total Land Area: 15,620 SF										Total Land Value:		583,900
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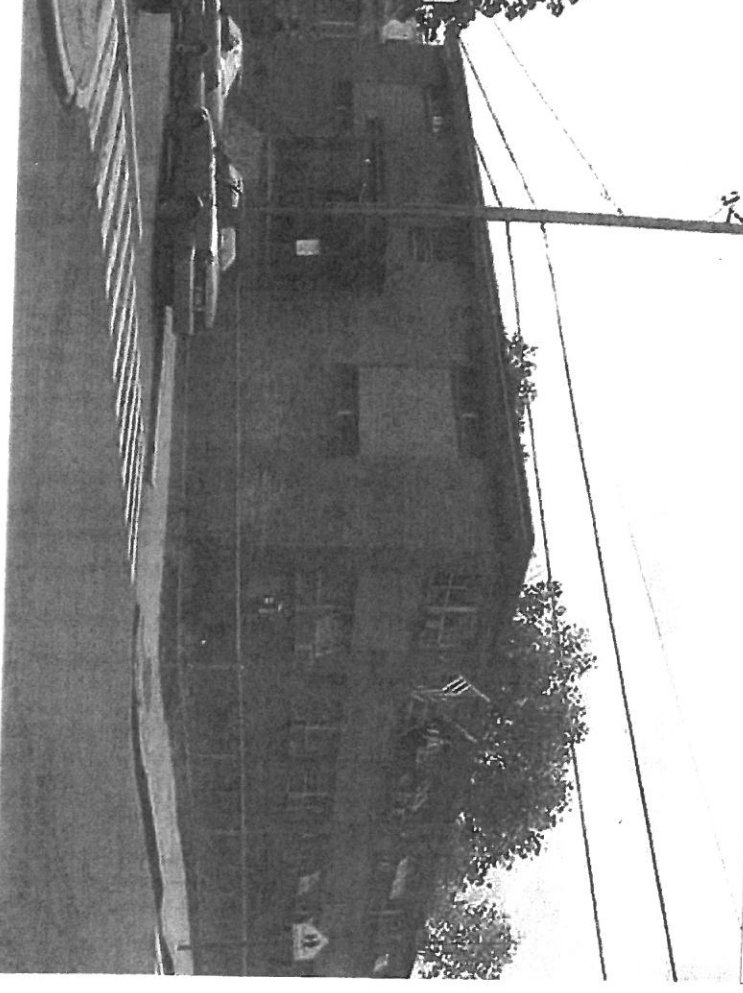
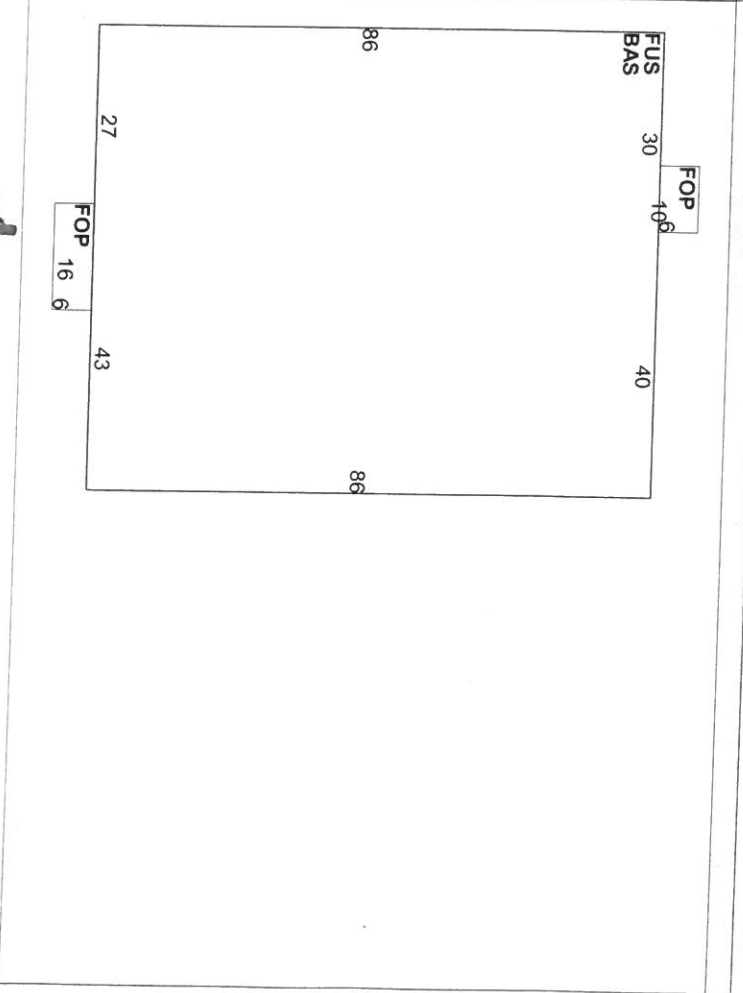
CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	58		City/Town Hall				
Model	94		Commercial				
Grade	03		Average				
Stories	2						
Occupancy	1						
Exterior Wall 1	20		Brick/Masonry				
Exterior Wall 2							
Roof Structure	01		Flat				
Roof Cover	04		T&G/Rubber				
Interior Wall 1	03		Plastered				
Interior Wall 2							
Interior Floor 1	14		Carpet				
Interior Floor 2							
Heating Fuel	03		Gas				
Heating Type	05		Hot Water				
AC Type	01		None				
Bldg Use	9310		CITY IMPROVED ALDER				
Total Rooms							
Total Bedrms							
Total Baths							
Extra Kitch'							
Heat/AC	00		NONE				
Frame Type	03		MASONRY				
Baths/Plumbing	02		AVERAGE				
Ceiling/Wall	05		SUS-CEIL. & WL.				
Rooms/Ptns	02		AVERAGE				
Wall Height							
% Comm Wall	10						

OB-OUTBUILDING & YARD ITEM(S) / XF-BUILDING EXTRA FEATURES(B)

Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rr	Cnd	%Cnd	Apr Value
FN2	FENCE-S/ CH/			L	160	14.65	1996		0		50	1,200
PAV1	PAVING-ASPH			L	9,000	3.00	1996		0		50	13,500
SPR2	WET/CONCE/			B	18,063.80		2002		2		100	52,200

BUILDING SUB-AREA SUMMARY SECTION

Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
BAS	First Floor	6,020	6,020	6,020	159,56	960,551
FOP	Porch, Open, Finished	0	156	39	39,89	6,223
FUS	Upper Story, Finished	6,020	6,020	6,020	159,56	960,551
Tot. Gross Liv/Lease Area:		12,040	12,196	12,079		1,927,325



[illegible]

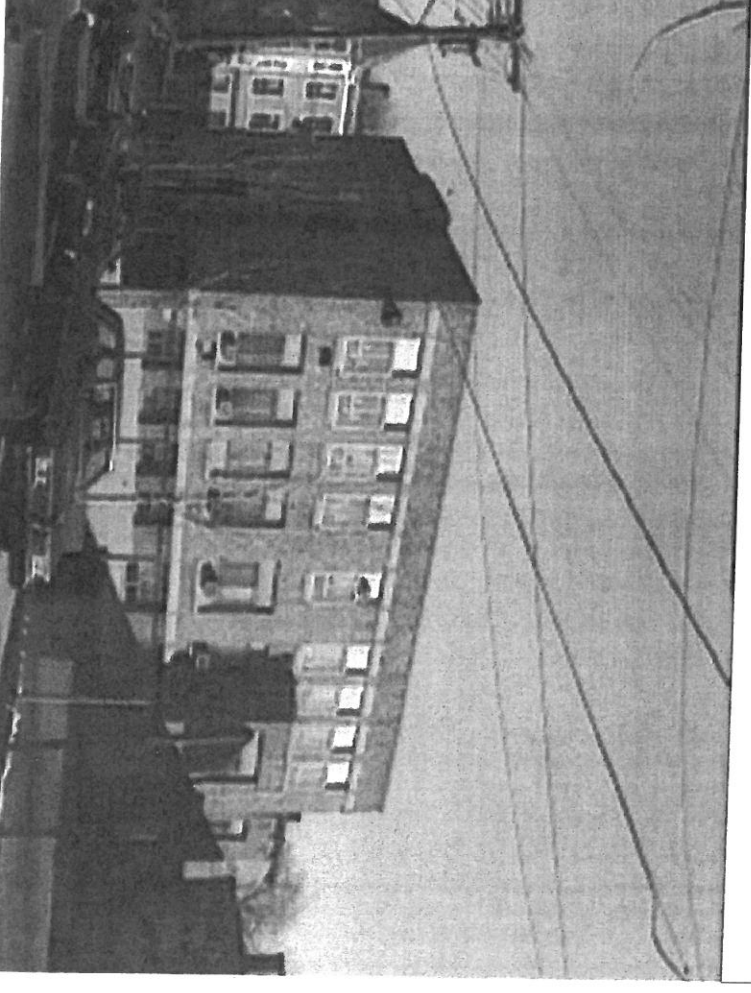
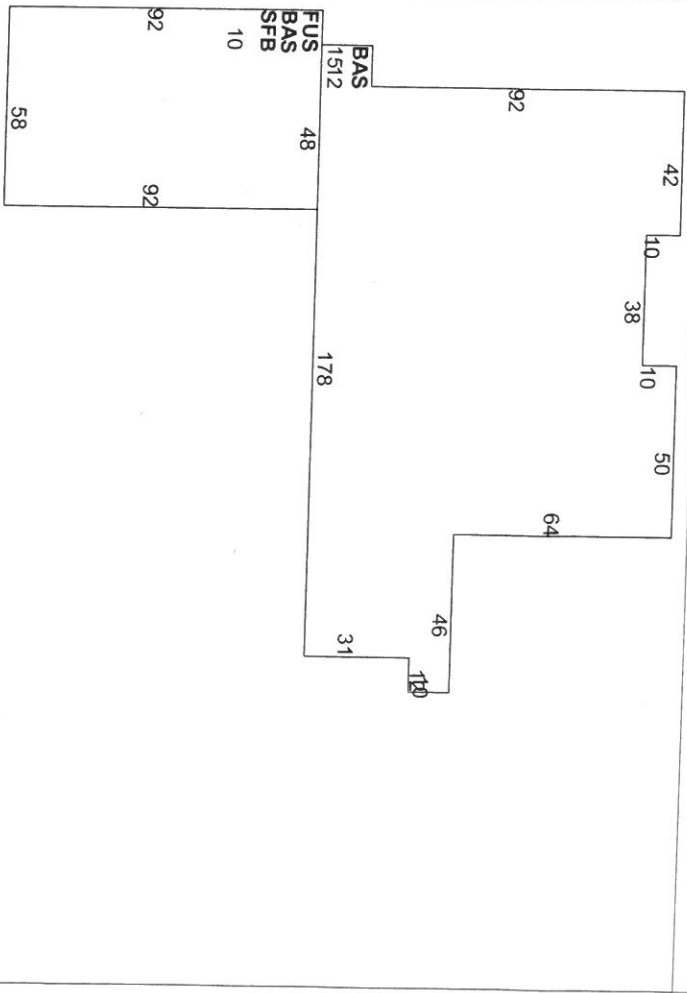
CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	89		Other Municip				
Model	94		Commercial				
Grade	03		Average				
Stories	2						
Occupancy	1						
Exterior Wall 1	20		Brick/Masonry				
Exterior Wall 2							
Roof Structure	01		Flat				
Roof Cover	04		T&G/Rubber				
Interior Wall 1	03		Plastered				
Interior Wall 2							
Interior Floor 1	05		Vinyl/Asphalt				
Interior Floor 2	12		Hardwood				
Heating Fuel	02		Oil				
Heating Type	05		Hot Water				
AC Type	01		None				
Bldg Use	9340		MUNICIPAL EDUCATION				
Total Rooms							
Total Bedrms	00						
Total Baths	0						
Extra Kitch'							
Heat/AC	00		NONE				
Frame Type	03		MASONRY				
Baths/Plumbing	02		AVERAGE				
Ceiling/Wall	06		CEIL & WALLS				
Rooms/Ptns	02		AVERAGE				
Wall Height	12						
% Comm Wall	0						

OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)

Code	Description	Sub	Sub Descript	L/B Units	Unit Price	Yr	Gde	Dp Rv	Cnd	%Cnd	Apr Value
BBC	BASKETBALL			4,200	8.25	2001					34,700
PAVI	PAVING-ASPH			20,000	3.00	2001					30,000
FEN3	FENCE-6' CH/			200	17.40	2001					3,500
SPR2	WET/CONCE/			30,313	3.80	2002					87,600

BUILDING SUB-AREA SUMMARY SECTION

Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprcc. Value
BAS	First Floor	20,714	20,714	20,714	128.24	2,656,363
FUS	Upper Story, Finished	5,336	5,336	5,336	128.24	684,289
SFB	Base, Semi-Finished	4,269	5,336	4,269	102.60	547,457
Tot. Gross Liv/Lease Area:		30,319	31,386	30,319		3,888,109



Property Location: 33 CROSS ST

MAP ID: 90/ I/ 8/ I

Bldg Name:

State Use: 9340

Vision ID: 15073

Account # 99738060

Bldg #: 1 of 1

Sec #: 1 of 1

Card 1 of 1

Print Date: 05/31/2016 14:13

CITY OF SOMERVILLE
EDGERLY CENTER
93 HIGHLAND AVE

SOMERVILLE, MA 02143
Additional Owners:

Other ID:
BORDER
HISTORIC
USE-CODE 9340
FY RX RECER
RES-X
GIS ID: 90-1-8

SUPPLEMENTAL DATA
PCT-RES .0000
PCT-COM .0000
OPEN PKG
WARD/PRC 1-3
CENTRACT

ASSOC PID#

VISION

239
SOMERVILLE, MA

CITY OF SOMERVILLE

RECORD OF OWNERSHIP

BR-VOL/PAGE

SALE DATE

q/u

v/i

SALE PRICE

V.C.

Yr. Code

Assessed Value

Yr. Code

Assessed Value

Yr. Code

Assessed Value

Yr. Code

Assessed Value

Yr. Code

Assessed Value

EXEMPTIONS

Year

Type

Description

Amount

Code

Description

Number

Amount

Comm. Int.

OTHER ASSESSMENTS

Year

Type

Description

Amount

Code

Description

Number

Amount

Comm. Int.

EXEMPTIONS

Year

Type

Description

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Number

Amount

Comm. Int.

OTHER ASSESSMENTS

Year

Type

Description

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Comm. Int.

EXEMPTIONS

Year

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OTHER ASSESSMENTS

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EXEMPTIONS

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OTHER ASSESSMENTS

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OTHER ASSESSMENTS

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B Use	Code	Description	Zone	D Front	Depth	Units	Unit Price	I Factor	S.A. Disc	C Factor	ST. Adj.	Notes	Adi	Special Pricing	S Adj	Adi	Unit Price	Land Value
1	9340	MUNICIPAL EDUCATI	RB			43,927	SF	16.64	1.0000	G	1.0000		1.01		1.00		16.81	738,400

Total Card Land Units: 43,927 SF Parcel Total Land Area: 43,927 SF																		
Total Land Value: 738,400																		

BUILDING PERMIT RECORD

VISIT/ CHANGE HISTORY

ASSESSING NEIGHBORHOOD

APPRAISED VALUE SUMMARY

EDGERLY CENTER

NOTES

Appraised Bldg. Value (Card) 6,578,900
Appraised XF (B) Value (Bldg) 267,600
Appraised OB (L) Value (Bldg) 0
Appraised Land Value (Bldg) 738,400
Special Land Value 0
Total Appraised Parcel Value 7,584,900
Valuation Method: C
Adjustment: 0
Net Total Appraised Parcel Value 7,584,900

Account # 99738060

CONSTRUCTION DETAIL

CONSTRUCTION DETAIL (CONTINUED)

Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	83		Schools-Public				
Model	94		Commercial				
Grade	03		Average				
Stories	3						
Occupancy	1						
Exterior Wall 1	20		Brick/Masonry				
Exterior Wall 2							
Roof Structure	01		Flat				
Roof Cover	04		T&G/Rubber				
Interior Wall 1	03		Plastered				
Interior Wall 2							
Interior Floor 1	05		Vinyl/Asphalt				
Interior Floor 2							
Heating Fuel	02		Oil				
Heating Type	05		Hot Water				
AC Type	01		None				
Bldg Use	9340		MUNICIPAL EDUCATION				
Total Rooms							
Total Bedrms	00						
Total Baths	0						
Extra Kitch'							
Heat/AC	00		NONE				
Frame Type	03		MASONRY				
Baths/Plumbing	02		AVERAGE				
Ceiling/Wall	06		CEIL. & WALLS				
Rooms/Ptns	02		AVERAGE				
Wall Height	12						
% Conn Wall	0						

OB-OUTBUILDING & YARD ITEM(S) / XF-BUILDING EXTRA FEATURES(B)

Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rr	Cnd	%Cnd	Apr Value
ELV1	ELEV-PASS 2-			B	1	86,000.00	1993	2			100	49,900
CLR1	WALK-IN CO			B	1	14,000.00	1993	2			100	8,100
CLR2	WALK-IN FRI			B	1	12,000.00	1993	2			100	7,000
SPR2	WET/CONCE/			B	91,923.80	1993		2			100	202,600

BUILDING SUB-AREA SUMMARY SECTION

Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
BAS	First Floor	30,640	30,640	30,640	123.40	3,780,976
FUS	Upper Story, Finished	61,280	61,280	61,280	123.40	7,561,952
Tot. Gross Liv/Lease Area:		91,920	91,920	91,920		11,342,928

MIXED USE		Percentage
Code	Description	
9340	MUNICIPAL EDUCATI	100

COST/MARKET VALUATION

Adj. Base Rate:	123.40
Net Other Adj:	11,342,928
Replace Cost	0.00
AYB	11,342,928
EYB	1920
Dep Code	1993
Remodel Rating	A
Year Remodeled	
Dep %	42
Functional Obslnc	0
External Obslnc	0
Cost Trend Factor	1
Condition	
% Complete	
Overall % Cond	58
Apprais Val	6,578,900
Dep % Ovr	0
Dep Ovr Comment	
Misc Imp Ovr	0
Misc Imp Ovr Comment	
Cost to Cure Ovr	0
Cost to Cure Ovr Comment	

