



TOWN OF OLD ORCHARD BEACH

REQUEST FOR PROPOSAL

Personal Property Revaluation

The Town of Old Orchard Beach is soliciting bids to conduct a Personal Property Revaluation Project by providing an accurate inventory of all taxable business and commercial personal property located within the Town of Old Orchard Beach, Maine 04064 (**TOWN**).

Bids must be submitted on the Bidding Form (see Exhibit B) in a sealed envelope marked "Personal Property Revaluation Project".

Bids will be accepted until **2:00 pm Friday January 17, 2025**, to Diana H. Asanza, Town Manager, Town of Old Orchard Beach, 1 Portland Ave, Old Orchard Beach, Maine, 04064 or by email to dasanza@oobmaine.com. All bids will be reviewed and awarded by **January 31, 2025**. Bid specifications and scope of work can be found as Exhibit A. Any questions regarding the bid specifications should be directed to:

Karen Fortier at kfortier@oobmaine.com , or by calling (207) 937-5612.

The Town of Old Orchard Beach reserves the right to accept or reject any or all bids or negotiate with particular bidders following the opening without right or recourse by bidders, if it is in the best interest of the Town to do so.

Town of Old Orchard Beach Personal Property Revaluation Project

Bid Specifications

Estimated Account List – See Exhibit C

Work should be completed by July 18, 2025.

The scope of work includes:

- 2025 Personal Property Declaration review
- Door-to door inspection of all active accounts (approx. 425)
- Identify & Inspect NEW accounts
- Establish just value appraisals with an effective date of April 1, 2025, for all taxable business and commercial personal property within the **TOWN**.
- Develop depreciation tables as needed.
- Data entry into Vision System
- Identifying and correcting address changes

Bid Alternate: BETE & BETR Application Review Project - Qualify and complete BETE and BETR applications for Assessor's approval and signature.

Bid form should be filled out by person authorized to commit work and should include:

1. Total project cost based on 425 estimated accounts
2. Cost per account (Final cost based on actual account total)
3. At least three (3) references of similar work
4. Schedule of work to include substantial and final completion dates.
5. Proof of insurance
6. List how long the proposal is valid.

Bid Alternate: BETE & BETR Application Project

**Town of Old Orchard Beach
Personal Property Revaluation Project**

Bid Form

1. Provide description of work: Attach a separate sheet of paper with the detailed description of the work.

2. Total Project Cost for Personal Property Revaluation Project.

\$_____

3. Bid Alternate: Total Project Cost for BETE & BETR Application Project.

\$_____

4. List any/all exceptions to the specifications:

Company Name: _____

Address/City/Zip: _____

Telephone: _____

Authorized Signer: _____

Print Name: _____

Date: _____

Town of Old Orchard Beach
Personal Property Revaluation Project

Exhibit C

Personal Property Totals By State Business Type
OLD ORCHARD BEACH, ME

Code	Description	Count	Total Appraised	Total Assessed
101	ACCOUNTING OFFICE	1	6000	6000
102	AMUSEMENT	5	950150	950150
80	APARTMENTS	20	315440	315440
100	ATTORNEY OFFICE	2	31900	31900
111	AUTO SALES	1	1100	1100
106	BANKS/FINANCE	2	279360	279360
104	BEAUTY/BARBER SHOP	7	15990	15990
90	CABIN RENTALS	5	68880	68880
115	CAMPGROUND	8	1728880	1728880
112	CARWASH	1	0	0
70	CONDO RENTALS	5	269310	269310
109	CONVENIENCE STORE	2	168850	168850
134	FURNITURE/APPLIANC E	1	9030	9030
103	GARAGE REPAIR	9	170590	170590
202	GAS STATION	1	115500	115500
50	GENERAL RENTALS	38	210560	214900
210	GOLF COURSE	1	69940	69940
211	HARDWARE STORE	1	54740	54740
220	HEALTH/GYM	1	39970	39970
221	INDUSTRIAL	3	383320	383320
230	INSURANCE	2	1290	1290
355	JEWELRY STORE	2	2750	2750
301	LAUNDRY	2	72000	72000
300	LEASED EQUIPMENT	53	1485820	1485820
356	MAILING SERVICE	1	0	0
302	MOTELS/HOTEL	96	5171830	5171830
60	OOB CAMPERS	NA	38358030	38361880
313	PHOTO STUDIO	3	18420	18420
312	PRIVATE BUSINESS	23	322470	322470
311	PROFESS BUSINESS	6	74750	74750
504	PUBLIC UTILITIES	2	1188390	1188390
318	REAL ESTATE OFFICE	3	42900	42900
315	RESTAURANT/FOOD	66	1952490	1952490

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Personal Property Revaluation Project

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Personal Property Totals By State Business Type
 OLD ORCHARD BEACH, ME

Code	Description	Count	Total Appraised	Total Assessed
314	RETAIL STORE	52	1059710	1059710
361	SOCIAL/ENTERTAINMT	3	66970	66970
321	TANKS	1	54000	54000
322	TOWERS	1	24080	24080
323	UTILITIES	3	258820	258820

TOTAL 433