



WESTWOOD PUBLIC SCHOOLS COMMONWEALTH OF MASSACHUSETTS

REQUEST FOR QUOTES

Westwood Personal Property Revaluation Quote # BOS-24-Q-001

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Quotes must be delivered no later than **2:00 pm on July 13, 2023** to Westwood Procurement Department.
- Quotes shall be emailed to mmiller@townhall.westwood.ma.us. Emailed Quotes should be titled “*Personal Property Revaluation Quote.*”
- Questions concerning this Request for Quotes (RFQ) must be submitted in writing to: Procurement Department, mmiller@townhall.westwood.ma.us.
- Any and/or all work is subject to available funds. The Town reserves the right to waive any informalities in, or to reject, any or all bids should the Town deem it to be in the Town’s best interest to do so.
- The Town of Westwood may cancel this RFQ, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.
- Below is a list of all Attachments. Bidders should note that Attachments A-C **must be completed and be submitted** with the bid documents.
 - Attachment A – Bid Pricing Sheet
 - Attachment B – Tax Compliance Certificate
 - Attachment C – Signature Page

II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE

The Town of Westwood requires a Revaluation of all Personal Property and Utility Appraisal Services for Fiscal Year 2024. The Contractor shall update Vision Program of all Real Property in the Town of Westwood. Must comply with the Department of Revenue requirements.

- Calculations of valuations for each new and existing account through the complete personal property listing at each location, coupled with the implementation of a new pricing manual reflecting current prices as of January 1st. Through this process, each individual item of personal property on every account will be valued and depreciated.



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- Review of all Forms of List to extract pertinent information relative to the personal property tax base for each existing account.
- Out of business accounts are identified, verified and removed from the tax file.
- New personal property growth will be provided in a growth report format, by account.
- Applications for abatement will be reviewed and, if necessary, visited, and then recommendations on how to proceed will be made.
- Full telephone support pertaining to any personal property questions.
- Creation of an updated data file that reflects all account activity over the course of the year.
- Review and valuation of wireless and cable accounts.
- Provision of all personal property certification reports to the DOR and assistance in the certification process.
- Work to commence upon contract award and to be completed no later than September 30, 2023.

III. PRICING AND PAYMENT

- The Town reserves the right to increase or decrease the scope of the Contract work by up to and including twenty-five percent (25%) of the original scope without adjusting the lump sums or unit prices.

IV. QUALITY REQUIREMENTS

- All deliveries must comply with the Specifications identified above in Section II, Purchase Description/Scope of Supplies/Services.
- Bidders must have satisfactory performance under different contracts similar in size to the proposed contract.



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ATTACHMENT A

**QUOTE PRICING SHEET
PERSONAL PROPERTY REVALUATION**

BIDDER: _____

BIDS MUST BE TYPED OR LEGIBLY WRITTEN

TOTAL PRICE \$ _____

Please specify all specifications for the above quoted item

The bid price for each item on the form shall be stated in figures. Discrepancies between indicated sum of any column(s) and the correct sum of any column(s) will be resolved in favor of the correct sum. Please Attach Additional Sheets if necessary.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Business Phone Number

Email of individual submitting bid or proposal



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**ATTACHMENT 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 that, to the best of my knowledge and belief, I am compliant with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signed under the penalties of perjury.

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Bidder (if different than name))

(Date)



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**ATTACHMENT C
SIGNATURE PAGE**

This Quote must bear the written signature of the Bidder or authorized agent of the Bidder. If the Bidder is a corporation or a partnership, the Quote must be signed by a duly authorized officer of such corporation or by a partner; the title of such officer must be stated.

Signature

Name of Corporation, Company or Individual

Printed Name of Person Authorized to Sign

Title

Email Address