

# REQUEST FOR PROPOSAL

## Designated Assessor

By Lapeer County

255 Clay Street,

Suite 301 Lapeer, MI 48446

Phone: (810) 667-0366/Fax: (810) 667-0369

<http://lapeercountyweb.org>

Approved by the Lapeer County Board of Commissioners

September 3, 2020

# **NOTICE—COUNTY OF LAPEER REQUEST FOR PROPOSAL COUNTY DESIGNATED ASSESSOR**

The County of Lapeer will receive proposals from qualified individuals for the position of County Designated Assessor as required by MCL 211.10g(4).

Proposals, along with schedule of fees required, will be received until **12:00 p.m.** prevailing Eastern Time, Wednesday, **September 30, 2020**.

Proposals shall be addressed as follows:

County of Lapeer Administrator's Office 255 Clay Street, Suite 301 Lapeer, MI 48446.

ENVELOPES/SHIPPING BOXES MUST BE PLAINLY MARKED: "RFP—COUNTY DESIGNATED ASSESSOR", and MUST BEAR THE NAME OF THE PROPOSER.

The County reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to vary from the qualifications; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the County, in its sole discretion, to be in the best interest of the County of Lapeer.

Notice dated:

September 3, 2020

## **Seeking Proposals for Designated Assessor**

As required by MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020.

On behalf of its 3 cities, 18 townships and 7 villages, Lapeer County is seeking a qualified individual to serve as a **Designated Assessor**, which will be designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County.

The Designated Assessor must be an individual qualified and certified in good standing by the State Tax Commission as an Advanced Assessing Officer or Master Assessing Officer. The appointment of an individual as Designated Assessor does not create an employment or paid contractual relationship with the County.

The services per guidelines provided by the State Tax Commission for the Designated Assessor to the contracting Assessing District include but not limited to: preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District

The individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

Applications for this contracted position will be taken until it is approved by a majority of the Assessing Districts.

Any interested parties should submit a proposal to:

Lapeer County Administration  
255 Clay Street, Suite 301  
Lapeer MI 48446

The deadline for submitting a proposal is **12:00 noon on September 30, 2020**. This document in its entirety is also available on the county's website at:

<http://lapeercountyweb.org>