



100 S. State Street, Suite M-4
Hart, MI 49420
Phone (231) 873-4835; Fax (231) 873-5914

Tracy L. Byard
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Jessica LaPointe
Financial and Human Resources
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Brittany Bostrom
Accounts Payable – Administrative Asst.

REQUEST FOR PROPOSALS

Equalization Services for Oceana County

Submission Deadline: Friday, May 16, 2025

Introduction

Oceana County invites proposals for the purpose of Equalization Service, GIS Services and Local Unit Assessment Administration

Submission Procedure

All proposals are to be submitted to the **Oceana County Administrator/Fiscal Officer, 100 State Street, Suite M-4, Hart, Michigan 49420 no later than Friday, May 16, 2025, at 5:00 P.M.** in a sealed envelope clearly marked “Sealed Bids – “Equalization Services”.

Bids are to be opened and read at the **Regular Meeting of the Oceana County Board of Commissioners on Thursday, May 22, 2025, at 11:30 P.M.**

The Oceana County Board of Commissioners reserves the right to reject any or all proposals submitted, to request additional information from any bidder and to waive any irregularities in the bidding process if it is in the best interest of the County. The Oceana County Board of Commissioners also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

Evaluation and Contracting

All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offeror(s) best fulfills the needs of the county. The Oceana County Board of Commissioners anticipated entering into a contract with this/these offeror(s) to execute the proposed work. This Request for Proposals, however, does not commit the Oceana County Board of Commissioners to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Oceana County Board of Commissioners reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interest of the owner to do so. The decision of the owner shall be final.

Official County Website: <http://www.oceana.mi.us>



“This institution is an equal opportunity provider”



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PROPOSED SCOPE OF WORK:

1. Provide Oceana County with an Equalization Director, with the necessary certification, to assist in the duties necessary to complete the annual studies and to certify the annual studies and reports required by the State Tax Commission according to their calendar.
2. Provide staff needed to conduct the Equalization Study Appraisals for the Agricultural, Commercial, and Industrial Property Class and the Verification Review of the Personal Property Class for all Oceana County jurisdictions.
3. Provide requirements for office staff to maintain the Equalization Department office hours for the purpose of customer service needs of the County.
4. Maintain mailing addresses by coordinating with the County Treasurer and local treasurers.
5. Maintain and update the GIS system or propose vendor to do so.
6. Provide customer service regarding new property addresses, map requests and property information requests.
7. Provide oversight of department activities related to the preparation of the Agricultural, Commercial, Industrial and Residential studies.
8. File all forms and reports with the County Board of Commissioners, the State Tax Commission and other agencies as required.
9. Sign as the Assessor of Record for any local unit that contracts with Oceana County for Assessing Services.

Insurance

The successful bidder will be required to provide certificates of insurance to the owner for general liability and workers' compensation as required by law.

For questions only (231) 873-4835 or tbyard@oceana.mi.us

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