### http://townofplattsburghrecreation.com/s/cc_images/cache_1247767404.jpg?t=1287080187 Town of PlattsburgH

**Michael S. Cashman**

**Supervisor**

**Meg E. LeFevre Deputy Supervisor/Councilor**

**James J. Coffey**

**Town Attorney**

**Department of Assessment**

**151 BANKER ROAD**

**PLATTSBURGH, NEW YORK 12901-7307**

**(518) 562-6820**

**FAX # (518) 563-8396**

**TDD (800) 662-1220**

**Thomas E. Wood Charles A. Kostyk Barbara E. Hebert Kevin M..Patnode Matthew Favro**

Councilor Councilor Councilor Town Clerk Deputy Town Attorney

## *CONTRACT FOR DATA COLLECTION SERVICES*

This agreement, entered into 2/6/2020, by and between the Town of Plattsburgh, NY a municipal corporation organized and existing under the laws of the State of New York with offices at 151 Banker Road, Plattsburgh, NY 12901, and Appraisal Services, with office at 9 Maple Ridge Drive, West Chazy, NY 12992.

The Town of Plattsburgh and Appraisal Services, for the consideration hereinafter named, agree as follows:

Appraisal Services shall provide services in accordance with the proposal dated January 14, 2020.

The services to be rendered under this Contract shall be performed on dates set forth in the proposal. Time and quality of performance is of the essence of this Agreement.

Appraisal Services shall file with the Assessor an itemized tally/voucher and the Town of Plattsburgh will pay Appraisal Services.

Appraisal Services is responsible for any and all insurance requirements, liability, E&O, etc. needed to perform the Agreement.

Appraisal Services is responsible for transportation in order to complete the Agreement.

Appraisal Services represents and warrants:

a) Appraisal Services is an independent contractor and shall not be considered and employee or agent for the Town

b) That Appraisal Services and their representatives are experienced in and competent to perform the scope of work within the Agreement.

c) That Appraisal Services and their representative are familiar with all federal, state, municipal and assessment laws, ordinances and regulations which may in any way affect the work or those employed therein.

The Town of Plattsburgh shall have the right to stop work or terminate the Contract if:

1. Appraisal Services fails to complete said work in manner set forth.
2. Appraisal Services is hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or the right, title or interest herein.

Appraisal Service agrees to provide the following service:

Collect and verify physical real property improvements, residential and/or commercial, for the Town of Plattsburgh in accordance to New York State Office of Real Property Tax Services protocol; including update of the property record card in accordance to NYS ORPTS and RPSv4 guidelines and provide photo with cross reference for each parcel.

Scope of work to include:

* Pick up property record cards at the Town of Plattsburgh.
* Review the property record card information with front and rear physical inspection.
* Measure and make corrections for each property as needed.
* Sketch or re-sketch inventory on card or new card as needed.
* Enter initials and date of site visit on the front of the Property Record Card in the Audit Control section.
* Take front photo, 2 sides if possible, and any unusual characteristics of the property and maintain a reference for the photos.
* Provide the Town of Plattsburgh with media device of all photos with cross reference.
* Return the Property Record Card with changes noted by an “x” next to the field that was amended.
* Provide the Town of Plattsburgh with a signed tally of work performed on a monthly basis.

The Town of Plattsburgh agrees to provide the following:

* Make available all Property Record Cards.
* Provide a cross reference listing by name, address and tax map number.
* Provide blank Property Record Cards and blank Sketch cards as needed.
* Provide access to tax maps and other related documents necessary to fulfill the contract.
* Provide monthly payment in full for services rendered within 14 days of receipt of signed tally.
* Provide the public relations and public notification of impending site visit.

The method of data collection and photograph collection is to be decided by Appraisal Services.

Compensation for completion of data collection for each parcel is:

Residential: $35.00 per parcel

Commercial: $45.00 per parcel

New Construction Rate: $30.00 per hour

Beginning data of contract: Upon acceptance and approval by the Town of Plattsburgh Town Board resolution.

End date of contract: December 31, 2022

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lawrence D. Cromie Date

Contractor

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Michael S. Cashman Date

Supervisor, Town of Plattsburgh