

INVITATION TO BID

Assessment Services – Cyclical Reassessment & Annual Updates
Randolph County, Indiana

1. Invitation to Bid

Randolph County, Indiana, by and through the Randolph County Assessor, hereby issues this Invitation to Bid for Assessment Services related to the Cyclical Reassessment and Annual Updates per Indiana Code § 6-1.1-4 and the requirements of the Indiana Department of Local Government Finance (“DLGF”).

2. Project Summary

This Invitation to Bid is for the comprehensive reassessment of all real property within Randolph County, Indiana, including annual trending and maintenance, as required for the assessment years 2027 through 2030. Services also include the preparation of Land Orders and support for appeals.

3. Bid Documents

Specifications and detailed project requirements are outlined in the accompanying Request for Proposals (RFP), which may be obtained from:

Randolph County Assessor’s Office
100 S. Main Street, Room 102
Winchester, Indiana 47394
Office Hours: 8:00 AM – 3:30 PM (Monday–Friday, excluding holidays)

4. Bid Submission

- Sealed proposals shall be submitted in triplicate (3 copies) clearly labeled “Assessment Services Proposal.”
- All proposals must be received by 3:30 PM (EDT) on August 12th, 2025, at the address above.
- Proposals received after the deadline will be rejected.
- Telephone, facsimile, or emailed submissions will not be accepted.
- Bidders assume full responsibility for timely delivery.

5. Legal Compliance

All proposals must strictly conform to Indiana Code § 6-1.1 and all regulations established by the DLGF. Noncompliant or incomplete proposals may be deemed unresponsive and rejected.

6. Bid Evaluation and Award

The County reserves the right to:

- Reject any or all proposals;
- Waive informalities or minor defects;
- Award in whole or in part;
- Accept the proposal that is in the best interest of Randolph County, Indiana.

7. Contact for Inquiries

All inquiries and correspondence shall be directed exclusively to:

George L. Caster, Level III Assessor/Appraiser

Randolph County Assessor

Phone: 765-584-2907

Email: gcaster@randolph.in.gov

No contact with other County officials or employees regarding this Invitation to Bid is permitted during the active bidding process. Any violation of this provision may result in disqualification.