



**CITY OF CHEBOYGAN, MICHIGAN
REQUEST FOR PROPOSALS
ASSESSING SERVICES**

The City of Cheboygan is seeking proposals for Independent Contracted or potential employee Assessor Services to fulfill certain duties of property assessment administration. Qualified applicants must have a State of Michigan MCAO license or higher, should possess excellent computer skills and must have knowledge and experience with BS&A Equalizer Software, both Pervasive and .net databases. Must also have experience with APEX software and knowledge of Geographic Information Systems Management.

The City of Cheboygan has 2,454 residential properties, 347 commercial, 42 industrial and 387 real property parcels and 172 exempt parcels. The 2024 State Equalized Value (SEV) for the City is \$97,917,575. The required duties of the contracted assessor or potential employee will be assessing roll maintenance, drawing and photo updates, building permit assessments, and required field work for reappraisal data. Gathering assessing roll certification and required State of Michigan reporting. For further information contact Daniel Sabolsky, City Manager, at 231-627-9931. The City of Cheboygan is an Equal Opportunity Employer.

The City of Cheboygan reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City of Cheboygan.

Please send proposal, including certifications to: Daniel Sabolsky, City Manager, City of Cheboygan, 403 N. Huron Street, PO Box 39, Cheboygan, Michigan 49721 or to amartin@cheboygan.org no later than 4:00 p.m., December 16, 2024. The RFP with additional information can be found at - [Bids & Requests for Proposals \(RFPs\) | City of Cheboygan](#)