



ASSESSMENT SERVICES

Request for Proposals

RFP#: 2026-CS-002

RFP Issue Date: September 1, 2026

RFP Closing: October 1, 2026 – 4:30 pm

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Corporate Services

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Summary

The County of Minburn is soliciting proposals from qualified accredited assessors/assessment companies to provide assessment services to the municipality.

Table of Contents

1.0	Request for Proposal.....	4
1.1	Invitation to Submit a Proposal	4
1.2	Definitions	4
2.0	Introduction & Background	5
2.1	Assessment Information.....	5
3.0	Services and Requirements	6
3.1	Commencement and Length of Service	6
3.2	Qualifications.....	6
3.3	Statutory Performance Requirements.....	7
3.4	Computer Assisted Mass Appraisal (CAMA)	7
3.5	Property Inspection.....	7
3.6	Unique Property Valuation.....	7
3.7	Public Relations	8
3.8	Defense of Complaints and Appeals	8
3.9	Additional Services.....	8
4.0	Format of Proposals.....	8
4.1	Proposal Overview.....	8
4.2	Proponent Experience.....	9
4.3	Proposed Methodology.....	9
4.4	Proponent References.....	9
4.5	Fee for Service	10
5.0	Terms and Conditions	10
5.1	Reservation Rights	10
5.2	Disclaimer of Liability and Indemnity.....	10
5.3	No Tender and No Contractual Relationship	11
5.4	Discretion of the County.....	11
5.5	Representation and Warranties.....	12
5.6	Information Disclosure and Confidentiality	12
5.7	Independent Determination	13
5.8	Disqualification	13

5.9	Law and Forum of Proposal.....	13
5.10	Appendices and Addenda.....	13
5.11	Review and Interpretation of Proposals.....	13
5.12	Insurance and WCB	14
5.13	Conflict of Interest	14
5.14	Proposal Submissions.....	14
5.15	Modification of Proposals	15
5.16	Withdrawal of Proposal	15
5.17	Incomplete Proposals.....	15
5.18	Opening of Proposals	15
5.19	Acceptance of Proposals and Contract.....	15
6.0	Proposal Evaluation and Selection Criteria.....	16
6.1	Evaluation Process	16
6.2	RFP Requirements.....	16
6.3	Rated Criteria.....	16
6.4	Short Listing.....	16
6.5	Unsuccessful Proponents	17
6.6	Proponent's Responsibility.....	17
6.7	The County's Responsibility.....	17
6.8	Ownership of Documents.....	17

1.0 Request for Proposal

1.1 Invitation to Submit a Proposal

This Request for Proposal (RFP) is an invitation to prospective Proponents to submit Proposals for the provision of Assessment Services as specified in this RFP for the County of Minburn, hereafter referred to as “the County.”

Proponents are invited to submit Proposals for the provision of Assessment Services.

RFP Title: 2026-CS-002 Assessment Services

RFP Issued: September 1, 2026, 12:00 p.m. local time

RFP Closing Date and Time: October 1, 2026, 4:30 p.m. local time

This RFP will be conducted with the objective of maximizing the benefit to the County, while offering Proponents a fair and equitable opportunity to participate. Proponents are advised that failure to satisfy any term or condition of this RFP may result in a Proposal being deemed unacceptable. The County reserves the right to accept a Proposal other than the lowest price Proposal without stating reasons.

This RFP does not commit the County to award a contract or pay any costs incurred in the preparation of a Proposal, or attendance at meetings with County staff.

1.2 Definitions

Throughout this Request for Proposal the following terminology will be used:

“Contract” means the written agreement between the successful Proponent and the County to provide the Assessment Services contemplated by this RFP.

“Evaluation Team” means individuals who will evaluate the Proposals on behalf of the County

“must”, “mandatory”, “required”, “shall” means a requirement that must be met in a substantially unaltered form in order for the Proposal to receive consideration.

“optional” means a requirement not considered essential, but for which preference may be given.

“Proposal” means the Proponent’s response to this RFP and includes all the Proponent’s attachments and presentation materials.

“Request for Proposal”, “RFP” means the solicitation for Assessment Services.

“Services” means the functions, duties, tasks, and responsibilities to be provided by

the Proponent as described in this RFP.

“should”, “desirable” means a requirement having a significant degree of importance to the objectives of this RFP.

“Proponent” means an organization responding to this RFP with a Proposal.

2.0 Introduction & Background

The County of Minburn is located in east-central Alberta in the parkland area approximately one hour east of Edmonton. The County covers an area of approximately 55 miles (88 km) east to west and 30 miles (48 km) north to south, and consists of 694,304 acres, 75% of it being cultivated land.

The County has two major centres with the Town of Vegreville in the west and the Village of Mannville in the east. Smaller communities situated within the County boundary include the Hamlets of Lavoy, Ranfurly and Minburn, and the Village of Innisfree.

Highway 16 (Yellowhead Trans-Canada Highway), Highway 36 (Veteran's Memorial Highway), and a network of high-quality secondary highways and local roads provide easy access throughout the region.

The County has a diverse tax base with significant assessment coming from renewable energy, oil and gas, grain elevators and rail.

2.1 Assessment Information

Municipal assessment information is as follows:

Property Description	Assessment Year 2025
Taxable	
F Farmland	107,114,910
ME Machinery and equipment	19,371,470
NR Non-residential	61,436,660
R Residential	360,074,850
Taxable total:	547,997,890
Grant-In-Lieu	
NR Non-residential	1,047,880
Grant-In-Lieu total:	1,047,880
Municipal. Only	
R Residential	993,280
Municipal Only total:	993,280

Exempt	
F Farmland	34,370
NR Non-residential	23,806,670
R Residential	95,512,860
Exempt total:	119,353,900
Total:	669,392,950
Taxable & Grant-in-Lieu & Mun. Only	
F Farmland	107,149,280
ME Machinery and equipment	19,371,470
NR Non-residential	62,484,540
R Residential	361,068,130
Taxable & Grant-in-Lieu & Mun. Only total:	550,073,420
Parcels	6,103
Assessment Records	10,189

Population: 3,014 (2021 census)

Municipal Software System: SylogistGov (2026)

Electoral Divisions: 7

3.0 Services and Requirements

3.1 Commencement and Length of Service

The County anticipates that the assessment services provided by the Proponent will commence April 1, 2027.

The County anticipates that the initial assessment services contract will be for a five-year period to allow for the inspection of all properties based on a 20% inspection cycle. There will be the possibility of additional extensions to increase the initial five-year term by another five years.

3.2 Qualifications

All the assessment personnel of the Proponent must meet the qualifications as prescribed in the Qualifications of Assessor Regulation AR 233/2005. The Proponent must provide the name of the individual to be appointed by the County as the designated assessor in accordance with the Municipal Government Act.

3.3 Statutory Performance Requirements

The Proponent must:

- a) Prepare assessments in accordance with the Municipal Government Act and its attendant regulations, and adhere to any other policies or guidelines as issued from time to time by the Alberta Provincial Government;

- b) Provide completed assessments to the County in compliance with the statutory timelines prescribed in the Municipal Government Act and its attendant regulations;
- c) Provide assessment information as requested by the Minister of Municipal Affairs in compliance with the statutory reporting requirements prescribed in the Municipal Government Act and its attendant regulations; and
- d) Provide projected assessment changes for the coming year to aid in budgeting.

The assessment services covered by this RFP will not include the assessment of Designated Industrial and Linear properties assessed by the Provincial assessor.

3.4 Computer Assisted Mass Appraisal (CAMA)

The Proponent shall:

- a) Provide comprehensive computer assisted mass appraisal software (CAMA) and all subsequent hardware, at the Proponent's sole cost, required to provide the assessment service;
- b) Provide any data conversion at the Proponent's sole cost, which may occur because of differing versions of CAMA software;
- c) Provide the annual assessment electronically in a format compatible with the County's tax base software; and
- d) Provide security for all assessment data through regular backups. Any system malfunction that results in loss of assessment data or requires reentry of assessment data will be remedied at the sole cost of the Proponent.

3.5 Property Inspection

The Proponent shall provide a schedule of property inspections, including cyclical inspection, of existing properties and an annual review of properties affected by building permits, sub-divisions, sales, reported changes, assessment inquiries, and other indicators that property characteristics may have changed. The Proposal must identify a proposed inspection plan that encompasses these considerations.

3.6 Unique Property Valuation

The Proponent will be responsible for any unique and difficult to value properties that are within the municipality. The Proposal must identify an inspection and valuation plan to accurately assess and maintain these property types.

3.7 Public Relations

The Proposal must include information on how ratepayer assessment questions and concerns will be addressed.

The Proponent shall:

- a) Address ratepayer assessment questions and concerns, in a timely manner;
- b) Provide direct communication (telephone or email) to address day-to-day questions from ratepayers;
- c) Conduct onsite interviews with ratepayers on request; and
- d) Deal with the media only in concert with representatives from the County
- e) Attend Municipal Open Houses, Annual General, Council and Committee meetings as requested by the County.

3.8 Defense of Complaints and Appeals

The Proponent shall provide defense of any assessment complaints before the Assessment Review Board and any assessment appeals before the Land and Property Rights Tribunal in compliance with the statutory timelines established as prescribed in the Municipal Government Act.

The Proponent shall provide expert witnesses as required at the Proponent's sole cost. Legal representation will be the responsibility of the County.

3.9 Additional Services

The Proponent shall provide a list of services that can be provided that would supplement municipal operations including things such as the determination of reserve pricing for tax sales, review of industrial assessment, etc. It should be made clear how these services will be provided and if and how these services will be billed.

4.0 Format of Proposals

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the County requests that Proponents provide detailed information for the itemized list below and follow the same format and numbering system. Proponents are asked to provide a reply to each point throughout the RFP and the Proponent must identify any specific provisions with which it is unwilling or unable to comply.

4.1 Proposal Overview

The Proposal shall include a cover page referencing the RFP title, a table of contents, and a cover letter.

The cover letter shall:

- a) Be signed by an authorized person to legally bind the Proponent to the statements made in response to this RFP;

- b) Provide a summary of the services to be provided;
- c) Provide a general overview of the Proponent, its structure, size, and capability to perform the work required;
- d) Include the location of the Proponent's head office and service centers; and
- e) Include a Proponent contact authorized to participate in contract negotiations. The contact information should include the person's title, address, including email, and telephone number.

4.2 Proponent Experience

This section should specifically highlight recent and relevant assessment experience that demonstrates the Proponent's suitability to undertake the scope of work. This section should be no more than three (3) pages in length.

The Proposal must include:

- a) A brief introduction of the Proponent;
- b) The full legal name of the Proponent;
- c) The location of the Proponent's head office and service centres;
- d) A Proponent contact for all questions and clarifications arising from the Proposal. The contact information should include the person's title, address including email, telephone and facsimile number;
- e) A Proponent contact authorized to participate in contract negotiations. The contact information should include the person's title, address including email, telephone and facsimile number;
- f) A description of the education, qualifications, and experience of the Proponent and key staff; and
- g) Details of all subcontracting arrangements proposed by the Proponent.

4.3 Proposed Methodology

The Proposal shall clearly describe in detail the proposed methodology, considering all requirements of this RFP. This section should address the delivery of the service. The proposed methodology should also identify any potential options, or changes in the outlined approach that could be advantageous to the County. Any such optional work should be identified specifically or outlined in a separate section and must include costs.

4.4 Proponent References

The Proposal must include corporate references from at least three (3) municipalities in which the Proponent has provided services that are similar in scope and complexity to the services described in this RFP. References must include the name of the municipality and official contact person and should include a street address, email address, and telephone number. The County may contact these or other references without prior notice to the Proponent. Proponents who, in the opinion of the County, receive unsatisfactory references may have their Proposal rejected.

4.5 Fee for Service

The Proposal must contain an all-encompassing fee showing the annual fees over the five year term for provision of assessment services based on the 20% inspection cycle and includes all other costs to provide this service. This submission may also include a payment schedule for instalments throughout the year.

In addition, any billable rates for services offered outside of the core assessment services should be clearly identified and include details of when such rates would be in effect or applied.

Similarly, if there are any value added services that are to be included in the fee for core assessment services they should be clearly noted.

Annual cost to complete the assessment service must be quoted in Canadian dollars (CAD) and exclusive of Goods and Service Tax (GST).

Any specific costs that are to be borne by the municipality in carrying out the assessment services contract should also be noted.

5.0 Terms and Conditions

5.1 Reservation Rights

The fee will be only one of the determinants for acceptance of a Proposal by the County. The lowest fee Proposal will not necessarily be accepted, and the County reserves the right to reject any or all Proposals at its sole and unfettered discretion.

The County also reserves the right to accept conditions to be offered by and/or negotiated with the successful Proponent which are not specifically contained in this RFP.

At all times, the County reserves the right to seek written clarifications from a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal and be binding upon the Proponent.

5.2 Disclaimer of Liability and Indemnity

The County, its directors, officers, servants, employees, agents and consultants expressly disclaim any and all liability for representations, warranties (express or implied), errors or omissions in the RFP package or in any written or oral information transmitted or made available at any time to a Proponent or on behalf of the County

By submitting a Proposal, a Proponent agrees:

- (a) To be responsible for conducting its own due diligence on data and information upon which its Proposal is based.

- (b) That it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming.
- (c) That it has gathered all information necessary to perform all its obligations under its Proposal.
- (d) That it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its proposal.
- (e) To hold harmless the County, its elected officials, officers, employees, insurers, agents or advisors and all their respective successors and assigns from all claims, liability and costs related to all aspects of the RFP process.
- (f) That it shall not be entitled to claim against the County, its elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the County or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner or from in which the information is provided) is incorrect or insufficient.
- (g) That the County will not be responsible for any costs, expenses, losses, damages, or liability incurred by the Proponent because of or arising out of submitting a Proposal or due to the County's acceptance or non-acceptance of its Proposal.

5.3 No Tender and No Contractual Relationship

This selection process is not a tendering process. It is part of an overall selection process intended to enable the County to identify a potential successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the County and any Proponent. For greater certainty, by submission of its Proposal, the Proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations as between the County and the Proponent arising from this RFP or the submission of a Proposal. Further, the Proponent acknowledges and agrees that this service procurement is not a tender but a Request for Proposal.

5.4 Discretion of the County

Notwithstanding any other provision of this RFP to the contrary, the provisions in this section prevail, govern, and override all other parts of this RFP. The County is not bound to accept any Proposal. At any time prior to execution of the Contract, the County may, in its sole and unfettered discretion, or for its own convenience, terminate the selection process, cancel the Project, and proceed with the Project on different terms. All of this may be done with no compensation.

The County reserves the right to accept or reject all Proposals, without giving reasons, not necessarily accepting the lowest priced Proposal, and not accepting any Proposal.

The County reserves the right to determine, in its sole and unfettered discretion, whether any Proposal meets the mandatory requirements.

Selection of the Successful Proponent, if any, is at the sole and unfettered discretion of the County.

The County is not bound to negotiate or grant an interview with any Proponent.

The County reserves the right, at its sole and unfettered discretion, to:

- (a) Negotiate the specific contractual terms and conditions, including but not limited to the cost.
- (b) Waive any formality, informality, or technicality in any Proposal, whether of a minor and inconsequential nature, or of a substantial or material nature.
- (c) Negotiate with any or all Proponents.
- (d) Receive, consider, negotiate, and/or accept any Proposal, regardless of whether it complies either in material or non-material manner within the requirements of the RFP.

5.5 Representation and Warranties

The County makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP. Information referenced in this RFP or otherwise made available by the County or any of its elected officials, officers, employees, agents, or advisors as part of the selection process, is provided for the convenience of the Proponent only.

The Proponent is required to immediately bring forth to the County any conflict or error that it may find in the RFP.

Proponents are hereby required to be satisfied as to the accuracy and/or completeness of the information provided in this RFP.

5.6 Information Disclosure and Confidentiality

All documents submitted to the County will be subject to the protection and disclosure provisions of the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA).

ATIA allows persons a right of access to records in the County's custody or control. It also prohibits the County from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 19 and 20 of ATIA. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its

disclosure. However, the County cannot assure Proponents that any portion of the Proponent's documents can be kept confidential under ATIA.

5.7 Independent Determination

A Proposal will not be considered by the County if it was not arrived at independently without collusion, consultation, communication, or agreement as to any matter, such as prices, with any other Proponent.

5.8 Disqualification

The failure to comply with any aspect of this RFP (either in a material way or otherwise), including, but not limited to, the instructions to the Proponent, shall render the Proponent subject to such actions as may be determined by the County including disqualification from the selection process, suspension from the selection process, and imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

5.9 Law and Forum of Proposal

The law to be applied in respect of the RFP shall be the law of the Province of Alberta and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a Proposal, the Proponent is taken to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.

5.10 Appendices and Addenda

The Appendices to this RFP (if applicable) and any subsequent Addenda are incorporated into and form part of this RFP. The information and data contained in the Appendices and any subsequent Addenda may form the basis upon which the contract will be concluded with written Addenda issued by the County will be the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP

The County reserves the right to issue Addenda up to the RFP closing date and time. The date set for submitting Proposals may be changed if, in the County's opinion, more time is necessary to enable Proponents to revise their Proposals. Addenda will state changes to the RFP closing date and time.

5.11 Review and Interpretation of Proposals

Each Proponent will be solely responsible for examining all the RFP documents, including any Addenda and issues during the RFP period and for independently informing itself with respect to any and all conditions that may in any way affect the Proposal, before the Proposal is submitted.

Each Proponent will review all RFP documents and will promptly report and request

clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein.

Any such request must be submitted to the County's representative by email, no later than September 21, 2026.

Where such requests result in a change or clarification to the requirements of the RFP, the County will prepare and issue an Addendum to this RFP.

5.12 Insurance and WCB

The Proponent shall obtain and continuously hold for the term of the Contract, insurance coverage with the County listed as "Additional Named Insured", the minimum limits of not less than those stated below:

- a) Commercial General Liability – not less than \$5,000,000 per occurrence
- b) Vehicle Third Party Liability – not less than \$2,000,000 per occurrence
- c) Error & Omissions Insurance – not less than \$500,000 per occurrence

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of Alberta and must be in good standing during the term of any Contract entered into from this process.

5.13 Conflict of Interest

At no time during the Proposal stage, evaluation stage, after award, or during the preparation of the response shall a County employee or Council member, or appointed Authority, of Committee be in any way connected with the Proponent. Proponents are to include, with their initial Proposal, and at any subsequent time where requested to do so by the County, full details of any employee, person, firm, or corporation that could be considered at conflict with the County

5.14 Proposal Submissions

The Proposal should be labeled with the Proponent's name and RFP title and should include a cover letter signed by a person authorized to legally bind the Proponent to the statements made in the response to this RFP.

The Proponent must submit the Proposal in a single PDF file to the County attention to Jason Warawa at pprocurement@minburncounty.ab.ca (Note the 2 - p's) on or before the closing date and time.

The County will confirm receipt of submissions upon request from the Proponent. The Proponent bears all risk that the Proposal is received on time.

The County reserves the right to waive irregularities and to reject any or all Proposals.

The County also reserves the right to negotiate with the selected Proponent in the event that the price exceeds available funds.

5.15 Modification of Proposals

Modifications to Proposals already submitted will be allowed if submitted in writing prior to the closing date and time.

5.16 Withdrawal of Proposal

Proposals may be withdrawn by written notice, provided such notice of withdrawal is received prior to the closing date and time.

5.17 Incomplete Proposals

No Proposal shall be altered, amended, or withdrawn after the closing date and time of this RFP. Negligence on the part of the Proponent in preparing the Proposal confers no right for withdrawal of the Proposal after it has been opened.

While the County has made considerable efforts to ensure an accurate representation of information in each respective RFP, the information contained in this RFP is supplied solely as a guideline for the Proponent and is not necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their own opinions and conclusions in respect to the matters addressed in this RFP.

The County expressly reserves the right to reject or accept any Proposal whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the County may request clarification where, in the opinion of the County, the Proponent's intent is unclear.

5.18 Opening of Proposals

Proposals will NOT be opened in public. Proposals may be opened by the County at any time after the submission deadline. All Proposals satisfying the requirements of this RFP will be evaluated to establish which of the Proponents best fulfils the needs of the County.

5.19 Acceptance of Proposals and Contract

Proposals shall be final and binding on the Proponent for 90 days from this RFP's closing date and time. By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the County of Minburn. This complete Proposal form, terms, conditions, instructions, specifications, and any attachments will become part of a Contract entered between the successful Proponent and the County.

The County reserves the right to accept or reject any and all Proposals received as a

result of this RFP, to negotiate with all qualified Proponents or to cancel this RFP, if it is in the best interests of the County to do so. The County also has the right to accept the Proposal that is deemed most advantageous to the County.

The County reserves the right to award this Proposal in whole or in part and retains sole discretion not to award at all. The decision of the County shall be final.

6.0 Proposal Evaluation and Selection Criteria

6.1 Evaluation Process

The Evaluation Team will evaluate Proposals based on the rated criteria identified below. During the evaluation process, Proponents may be required to provide additional information to clarify statements made in their Proposals. Each Proposal shall be evaluated separately against this RFP's requirements.

6.2 RFP Requirements

Proponents must provide sufficient detail in their Proposal to substantiate compliance with this RFP's mandatory requirements. In addition, Proponents must provide cross references to any parts of the Proposal that contain information that they wish to be considered in the evaluation of any given requirement.

6.3 Rated Criteria

Ratings shall be confidential, and no totals or scores of such ratings shall be released to any party.

<u>Category</u>	<u>Details</u>	<u>Weight</u>
Proponent	Education, qualifications, and experience of the Proponent, its key staff especially with respect to working in rural communities	15
Methodology	Understanding of scope of work and Deliverables and clearly demonstrating the process on how the work will be undertaken.	20
References	Minimum three (3) references relating to experience.	15
Value Added Services	Additional service level offerings that will supplement municipal services and/or the assessment process	10
Fees and Value-Added Services	Overall value to the County including price to provide assessment services in the first five years of contract plus any value added services being offered.	40

6.4 Short Listing

A short list of Proponents may be established. Short listed Proponents may be requested to

make formal presentations regarding their Proposal to the Evaluation Team. Key Proponent management and technical personnel will be expected to participate in presentations. These presentations will be given at no cost to the County.

6.5 Unsuccessful Proponents

The County may offer a debriefing to unsuccessful Proponents, on request, at a mutually agreeable time.

6.6 Proponent's Responsibility

It is the responsibility of the Proponent to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this Proposal at their own initiative. The County reserves the right to share, with all Proponents, all questions and answers related to the RFP. The Proponent will be responsible for presentations to elected officials as required, and printing, collating, and distributing materials, as necessary.

6.7 The County's Responsibility

The County will provide the successful Proponent with information available that may be required to achieve the goals and objectives described herein.

6.8 Ownership of Documents

All documents and materials submitted in response to this RFP shall become the property of the County.