

**City of Vidor, Texas**  
**APPRAISAL REPORTS– FEMA Federal Mitigation Assistance (FMA) Grant Program**  
**(FY2019)**

The City of Vidor (City) has been awarded a FEMA FMA grant that requires current fair market value appraisals for up to four (4) single family, residential properties located in the City of Vidor to be used to obtain fee simple titles. The City is requesting a written quote on firm letterhead and signed as well as a copy of the firm's professional liability insurance, a copy of an active System of Awards Management (SAM) report, a copy of the Texas House Bill 1295 electronic vendor certification and a copy of the appraiser's license/certification to perform appraisal services in the State of Texas. Each appraisal must be completed by an independent, state-certified, licensed general real estate appraiser. The following will be required for the selected APPRAISER:

- The acquisition type will be fee simple title for the acquisition of residential properties in the City of Vidor.
- The appraiser must give the property owner(s) the opportunity to be present at the site inspection. This opportunity must be documented by the appraiser with a certified mail receipt of the notification.
- One (1) site visit is anticipated.
- Preparation of one (1) appraisal report for each parcel assignment. Appraiser will be required to provide two (2) hard copies of the appraisal report and an electronic copy of the report.
- All correction for errors, omissions and clarifications by the appraiser will be performed at the expense of the appraiser. No additional compensation will be considered.
- The selected appraiser (individual or firm) will be required to perform the appraisal services in accordance with the Uniform Standards for Professional Appraisal Practice (USPAP) standards, and will be required to coordinate any and all information needs and/or revisions as requested by the City or the review appraiser for final determination of property value(s).
- The selected appraiser will have thirty (30) calendar days to complete and submit the appraisal report to the City for each parcel assignment.

Your firm must be registered with the System for Award Management (SAM). Free registration is available at <https://www.sam.gov/>.

**COMPLETE PACKAGE SUBMISSION AND AWARD**

1. Award of Quote: The City will award the contract on the basis of lowest individual unit price. In case of a tie, the award shall be awarded based on prior experience.
2. Please provide a lump sum not-to-exceed fee for preparing the required appraisal reports on a per-parcel basis. The City will select the lowest qualified bidder. If interested in submitting a quote, please complete this package and submit to Cheryl Ray, City of Vidor, by June 17, 2021, by 2:00 pm to:

City of Vidor  
Cheryl Ray  
1395 N. Main St.  
Vidor, Texas 77662

3. Please make sure to include a copy of the firm's quote sheet, appraisal license, professional liability insurance, Electronic Vendor Certification and SAMS report.

4. For any questions regarding this quotation request, please contact: Cheryl Ray 409-769-5473

## **TEXAS HOUSE BILL 1295 VENDOR CERTIFICATION**

Texas House Bill 1295 Requirements - Effective January 1, 2016, any contract approved by the City Council must comply with Texas House Bill 1295. Texas House Bill 1295 requires an electronic vendor certification. Please see the section of Texas House Bill 1295 for further information.

The Form 1295 Certificate of Interested Parties form is completed on the Texas Ethics Commission web site at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

**PLACE COPY OF  
VENDOR  
CERTIFICATE  
HERE**

**PLACE COPY OF  
TEXAS STATE  
CERTIFIED  
RESIDENTIAL  
REAL ESTATE  
APPRAISER  
LICENSE  
HERE**

PLEASE PLACE HERE  
A PHOTOCOPY OF  
CURRENT PROFESSIONAL  
LIABILITY INSURANCE

PLEASE PLACE HERE  
A PHOTOCOPY OF  
PROOF OF SAM\*

\* Bidders must be registered with the System for Award Management (SAM) at the time of bid award.  
Free registration available at <https://www.sam.gov/>

**PLEASE PLACE ON FIRM LETTERHEAD**

**City of Vidor, Texas  
REQUEST FOR QUOTE  
APPRAISAL REPORTS– FMA Program**

**PROPOSAL FORM – SCHEDULE OF PRICES**

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

DUNS: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The undersigned promises to furnish the City of Vidor with services as specified herein for the below amounts:

The undersigned declares that he/she has read the Scope of Services attached, that he/she has determined the conditions affecting the quote and agrees, if this quote is accepted, to furnish and deliver the services per the below quote.

Appraisal Review Report (Flat Rate Per report) \$ \_\_\_\_\_

Total for Up to Four (4) Reports \$ \_\_\_\_\_

Written Amount (Flat Rate per Report): \_\_\_\_\_

Written Amount (Total for up to 4 Reports): \_\_\_\_\_

I certify that:

The prices on the Quote Form are accurate.

I have reviewed the quote in its entirety.

I have the authority to sign on behalf of **TYPE FIRM NAME**

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title