



Attachment 5

Request for Bids (RFB) Appraisal Services

RFB issue date:	
Appraisal services number:	
Service type:	
Project title:	
Address:	
Project description:	
Report delivery date:	
Requesting department:	Real Estate Division, City's Administrator's Office
Deadline for questions:	To ensure fair and equal access to information about this RFB, Contractors shall submit questions in writing to the <u>RFB Contact</u> by [time] on [date]. Responses to questions received will be delivered via email to all RFB participants.
Bid due date:	

RFB Contact:

Name, Title:

Phone Number:

Email Address:

Real estate property officer:

Name, Title:

Phone Number:

Email Address:

1. Introduction

Your Umbrella Agreement with the City and County of San Francisco, City's Administrator's Office, Real Estate Division ("RED"), which is incorporated as though fully set forth herein. All work under this ADDENDUM is to be performed in accordance with all the terms under the Master Agreement for STATED Services, including but not limited to the CMD goals, licenses, and workers training, as applicable.

RED will award this ADDENDUM to the lowest responsive and responsible bidder who is able to provide the services described herein. The Director of Real Estate may accept other than the lowest quotation if, in his or her discretion, the public interest would best be served.

2. Submit bid quotations for only the parked parts of the contracts:

- ☐ Independent appraisal report
- ☐ Appraisal lot line
- ☐ Appraisal review
- ☐ Witness testimony

3. Submissions

A. Time and place for submission of bids. RED must receive bids by the time and date indicated on the cover page. RED will not accept late submissions or bids. Bidders shall submit bids by email to the RFB contact, please clearly identify the title of this RFB.

B. Bid clarification deadline. Bidders shall bid per the specifications and shall not alter or submit exceptions or conditions to their quotations. Any clarifications sought by bidder must be in writing to the RFB contact and by the deadline indicated on the cover page; and clarification will be issued to all invited bidders.

4. General requirements

A. Appraisal coordination. Appraiser shall coordinate its work hereunder with the Director of Property or any other agents or contractors of City.

B. Standards. Appraiser shall complete the appraisal in accordance with the Uniform Standards of Professional Appraisal Practice and the Code of Professional Ethics of the American Society of Appraisers.

5. Protests

A. Change Notices. RED may modify the RFB, including the scope of work, prior to the bid due date by issuing Change Notices and forwarding same via email to all invited bidders. Appraiser shall be responsible for

ensuring that its bid reflects any and all Change Notices issued prior to the bid due date regardless of when the bid is submitted.

B. Errors and Omissions in Bids. Failure by RED to object to an error, omission, or deviation in the bid will in no way modify the bid or excuse the Appraiser from full compliance with the specifications of the RFB or any contract service award pursuant to the RFB.

C. Protests of Contract Award. Within five working days of the City's issuance of a Notice of Intent to Award, any appraiser that has submitted a responsive RFB and believes that the City has incorrectly selected another bidder for award may submit a written notice of protest via email to the RFB contact. The objection shall set forth with specificity the grounds for the objection including the law, rule, local ordinance, procedure or RFB provision on which the protest is based. The email subject line shall include the word "PROTEST." The failure of a bidder to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection. The bidder shall be notified in writing of the decision regarding the objection.

EXHIBIT A

Description of property / work

[see attached]

DRAFT

EXHIBIT B

Bid form

Bid due date and time:

Appraisal services number:

Service type:

Project title

To: City & County of San Francisco, Real Estate Division,
25 Van Ness Avenue, Suite #400, San Francisco, CA 94102

The undersigned hereby declares that they have carefully reviewed all documents included in the bid package and fully understand the requirements of the appraisal services to be performed. The undersigned agrees to provide all services necessary to complete the appraisal and to pay all associated costs, expenses, and any applicable taxes required by law, at and for the price(s) stated below regardless of any subsequent changes in project costs. The Contractor in submitting its bid guarantees the following prices for ninety (90) days.

Base bid

Bid dollar amount	\$
Appraisal services completion date	
Responsible personnel	
CA License number and expiration date	
Appraisal Institute MAI designated	

Alternate bid items (if applicable). Information only; will not be included in the base bid during evaluation.

--

Bidder information

Bidder's name	
Bidder's address	
Bidder's telephone number	
LBE designated and expiration date	

Signature

Signature of authorized person

Name and title of authorized person