



Racine County Finance Department – Purchasing Division

Racine County Courthouse
730 Wisconsin Avenue
Racine, WI 53403-1274
Phone (262) 636-3706
Fax (262) 636-3763

Kenneth J. Schmidt
Purchasing Coordinator

October 6, 2016

Dear Prospective Bidder:

The County of Racine invites qualified agencies to submit a bid for providing **Real Estate Appraiser Services** of In-Rem Properties for Racine County Treasurer's office in accordance with the attached specifications.

Bids are due on or before 2:00 p.m., local time Thursday, October 27, 2016. Racine County, through its duly authorized representatives reserves the right to reject any or all bids, waive all technicalities, and to choose the offer deemed most advantageous to Racine County.

Special Instructions:

1. Place the signature page on top as page 1.
2. Clearly label your sealed envelope containing your bids: "**Appraiser, Due: October 27, 2016 at 2:00 p.m.**", in the lower left-hand corner.
3. Mail to: Kenneth J. Schmidt
Purchasing Coordinator
Racine County Courthouse 4th floor
730 Wisconsin Avenue
Racine, Wisconsin 53403

General questions may be directed to Jane Nikolai, Treasurer, at (262) 636-3831 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Sincerely,

Kenneth J. Schmidt

Kenneth J. Schmidt
Purchasing Coordinator

Encl: Bid Package

INVITATION FOR BID
REAL ESTATE APPRAISER SERVICE
FOR IN-REM PROPERTIES

Bid #16-TR-001

A. PURPOSE

Racine County is seeking bids from qualified licensed Real Estate Appraisers to provide appraisals of properties received by the County by the tax foreclosure (In-Rem) process.

B. INSTRUCTIONS TO BIDDERS

1. BIDDER'S QUESTIONS

Bidders are reminded to carefully examine the bid and specifications upon receipt. If the Bidder does not fully understand the Invitation For Bid (IFB) or is in doubt as to the County's ideas or intentions concerning any portion of the Work/Bid, he/she shall contact Jane Nikolai, County Treasurer at 262-636-3831 with any/all questions

2. ADDENDA

Any changes made as a result of a request will be issued via bid addenda to all prospective bidders and if necessary, an extension will be made to the bid opening date. Addenda will be posted to the Racine County website located at <http://racinecounty.com/government/finance/purchasing-rfps-and-bids> under the Purchasing RFPs and Bids section of the website. Bidders are responsible for checking this website for any future addenda, etc. prior to the opening date. All addenda must be signed and returned with your bid as specified in the addenda. Bidders who do not return the addenda may have their bids rejected. If you are unable to access the internet, please contact Racine County Finance Department - Purchasing Division at 262-636-3706 for a hard copy of this solicitation.

3. METHOD OF BID

Bidders will submit their responses to the IFB on the Bid Form provided. Bids written in pencil or in a format other than the attached worksheets will be rejected. Erasures or corrections of mistakes on Bid Form will be initialed or signed by bidder. Failure to meet any requirements listed in this bid document may be cause for disqualification of the bid.

Each copy of the bid shall include the Certification of Vendor page and acknowledgement of addendum(s), if any. A legally authorized representative of the bidder will sign the Certification of Vendor page.

All information required by the IFB must be supplied to constitute a complete, regular bid. Failure to meet any requirements listed in Section D. SCOPE OF SERVICES of this bid may be cause for disqualification of the bid. Bids written in pencil or on a form other than the attached Bid Form will be rejected. Failure to meet any requirements listed in this bid document may be cause for disqualification of the bid.

4. INCURRED COSTS

Racine County is not liable for any costs incurred in replying to this IFB.

5. ONE ORIGINAL & TWO COPIES ARE REQUIRED

Unless otherwise specified, one (1) original and two (2) copies of your Bid shall be submitted.

6. DUE DATE

Your bid response is to be received by 2:00 p.m. local time on Thursday, October 27, 2016 in the office of the Racine County Purchasing Coordinator. The bids will then be publicly opened and read aloud. Sealed bids received after 2:00 pm central time as dictated by www.time.gov will be considered late, will not be accepted and will be returned unopened.

7. ADDRESSING OF BIDS

Bid responses shall be submitted in a sealed envelope. The sealed envelope shall be clearly marked with bidder's return address and addressed as follows:

TO: Kenneth J. Schmidt
Purchasing Coordinator
Racine County Courthouse 4th Floor
730 Wisconsin Avenue
Racine, WI 53403

In the lower left-hand corner write:
"Appraiser Services, Due: October 27, 2016"

8. LATE BIDS

Formal bids, amendments thereto, or requests for withdrawal of bids received by Racine County after time specified for bid opening will not be considered. Any late bids shall be returned to the submitting vendor unopened.

9. WITHDRAWAL OF BIDS

A written request for the withdrawal of a bid or any part thereof will be granted if the request is received by the Racine County Purchasing Department prior to the specified time of opening.

10. BIDS BINDING 30 DAYS

Unless other specified, all formal bids submitted shall be binding for thirty (30) calendar days following bid opening-date.

C. TERMS AND CONDITIONS

1. DURATION OF CONTRACT

The selected appraiser will be the County's designated appraiser for In-Rem properties during a two (2) year period commencing on January 1, 2017 and ending on December 31, 2019 with up to two (2) additional two (2) year extension periods, at Racine County's sole option, based on the percentage increases indicated in the bid. As an alternate, the bidder is asked to provide the percentage increases for each of two additional two year extension periods which will be at Racine County's sole option and will be subsequent to the

extensions, if any, pursuant to the base bid. The Treasurer may enter negotiations with the appraiser, 120 days prior to the expiration, for an additional two-year term, without the requirement for competitive "bids" to provide the County with appraisal services, subject to action by the Racine County Board.

2. TERMINATION OF CONTRACT

Either party may at any time, upon thirty (30) days prior written notice to the other party, terminate this contract. The County shall pay for any and all work performed up to the termination date. The County shall not pay any termination expenses or costs if the contract is terminated regardless of the reason for termination.

3. EXECUTION OF AGREEMENT

If an appraiser does not execute an agreement within thirty (30) days after being notified of selection, the County may give notice to the appraiser of the County's intent to select the next most qualified bidding appraiser or call for new bids, depending upon which course of action the County deems most appropriate.

4. INDEPENDENT CONTRACTOR

Neither the appraiser nor any of the appraiser's employees shall be considered employees of Racine County. Appraiser shall assume liability for, indemnify, defend and save Racine County harmless against any loss, damage, or expense arising from any actual or claimed death, injury to person or damage to property which results from, or arises in connection with, the performance of this contract.

5. INSURANCE

Appraiser shall maintain insurance coverage for Workers' Compensation, General Liability, and Automobile Liability and shall provide certificates of insurance to the County.

Certificate of Insurance under this contract showing: the name of the service provider, the name of the Insurance Company, the type of insurance, the policy number, the effective date, the expiration date, the limits of liability and a description of the operation to which the coverage applies, shall be furnished to the Racine County Treasurer within thirty (30) days of the beginning of the contract. This certificate of insurance shall contain a provision requiring a minimum of ten (10) days notice of cancellation or material change. If any change or cancellation is made, the County shall be notified in writing.

6. COMPENSATION

Compensation shall be provided in the form of direct fee basis. Racine County shall pay for all services monthly based on a detailed billing of charges.

7. PRICING

All prices for services that are accepted in the bid shall remain fixed for the entire length of the contract, unless modification of services is requested.

8. AFFIRMATIVE ACTION

Racine County is committed to fulfilling its role as an Affirmative Action/Equal Opportunity Employer. We request your vigorous support of our Affirmative Action efforts. Our relationship with your agency is based upon your willingness to accept and comply with Executive Order 11246, as amended, and other federal laws requiring equal employment opportunity without regard to race, religion, color, national origin, sex, disability or veteran status. By signing the Certification of Vendor page, you indicate your acceptance and compliance.

D. SCOPE OF SERVICES

1. APPRAISAL NEEDS

This IFB is for the appraisal of properties taken by Racine County through tax foreclosure action (In-Rem). Once a year, Racine County acquires on average 15-30 properties from the In-Rem process. All properties must be appraised and appraisal reports received before the County may offer them for sale to the general public.

2. APPRAISAL AREA

This IFB is for all of Racine County. Historically, bids have been submitted with different costs for properties on the east and west sides of Racine County with I-94 being the boundary. However, the bidder is now expected to do both. 95% of the properties are usually east of I-94.

3. APPRAISER QUALIFICATIONS

a) Professional Qualifications

The bidder shall be and shall continue to be a Wisconsin Licensed Appraiser and provide written narrative that will be in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

b) Location

The bidder is preferred to be located within Racine County.

c) Services

The bidder must be able to offer full services required by this IFB.

4. MODIFICATION OF SERVICES

During the term of the contract, Racine County and the appraiser may mutually agree to modify specified services or processing procedures whereby a contractual agreement has been established in order to remedy and adjust the pricing. Negotiations for such change(s) must be made in written form and in good faith at a minimum of 60 days prior to implementation.

E. EXPERIENCE

Each bidder must provide information with their bid that will certify they are experienced with or meet the requirements of this IFB. (See page 7) A copy of the bidder's Wisconsin License shall be included with the bid.

F. EVALUATION / AWARD

1. CRITERIA FOR SELECTION

Racine County will select a vendor based on the factors outlined below:

- a. That legal and other professional qualifications have been met
- b. Turnaround time for appraisals
- c. Location of Vendor
- d. Description of vendor's capabilities and available services
- e. Price

2. SERVICE EVALUATION

All bids from qualified appraisers that pass the legal criteria, completeness test and provide for a satisfactory service level will then be considered based upon least total costs to the County. The bidder must bid using a fee rate.

3. AWARD

The County of Racine, through its duly authorized agents, reserves the right to reject any or all bids, to waive all technicalities, and to accept the bid deemed most advantageous to Racine County. All bidders, by submission of their respective bids, agree to abide by the rules, regulations and decisions of Racine County.

4. TIED BIDS

If two or more bidders submit identical bids, the decision of the County to make award to one or more of such bidders shall be final. Cash discount for prompt payment will be taken into consideration in determining award.

5. DISQUALIFICATION

Awards will not be made to any person, firm, or company in default of a contract with Racine County, or to any bidder having as its sales agent, representative, or any member of the firm, any individual previously in default or guilty of misrepresentation.

6. NOTICE OF ACCEPTANCE

Racine County will notify the selected vendor as soon as practical of the selection. Written notice of award to bidder in the form of a letter, contract or otherwise, mailed or delivered to the address shown on the bid, will be considered sufficient notice of acceptance of bid.

7. BID RESULTS

Bidders may secure information pertaining to results of the bids by request to the Racine County Purchasing Department, Monday through Friday, between 8:00 a.m. and 5:00 p.m.

CERTIFICATION OF VENDOR

SIGNATURE PAGE

REAL ESTATE APPRAISER SERVICE FOR IN-REM PROPERTIES

Bid #16-TR-001

I fully understand the requirements of the County of Racine and certify on behalf of my company that we can meet the requirements stated above.

SIGNATURE: _____

PRINT/TYPE NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE #: _____ FACSIMILE #: _____

E-MAIL: _____ DATE: _____

BID FORM

REAL ESTATE APPRAISER SERVICE FOR IN-REM PROPERTIES

Bid #16-TR-001

BASE BID

Based on the information provided in Racine County's Invitation For Bid, dated, October 6, 2016, concerning appraisal services for Racine County In-Rem properties, we submit the following:

We agree to charge the following fixed rate per appraisal for all properties:

East of I-94	\$ _____
West of I-94	\$ _____

CONTRACT EXTENTIONS

Indicate percent increase per term for the optional contract extensions:

Second Term – January 1, 2020 thru December 31, 2020 - _____%

Third Term – January 1, 2021 thru December 31, 2021 - _____%

WISCONSIN APPRAISER LICENSE

Bidder shall include a copy of his/her Wisconsin appraiser license.

EXPERIENCE / QUALIFICATIONS

Please complete as part of Bid Requirements

1. Explain legal and other professional qualifications – if applicable, attach copy of official document(s):

2. Please indicate business location(s) within Racine County:

3. List the estimated turnaround time from receiving notification of properties to be appraised to Treasurer's Office receiving documentation:

<u># Appraisals</u>	<u>Response Time</u>
15 appraisals	_____
20 appraisals	_____
27 appraisals	_____
30 appraisals	_____
35 appraisals	_____

4. Describe and/or submit a listing to include available services and the extent of service capabilities:
