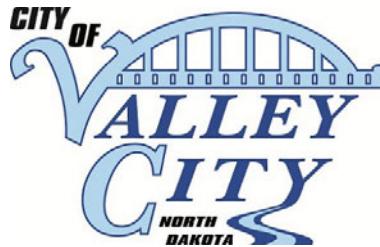


City Hall  
254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072-0390



ph: 701-845-1700  
[www.valleycity.us](http://www.valleycity.us)

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### REQUEST FOR QUOTE – RESIDENTIAL APPRAISAL SERVICES

The City of Valley City is seeking the services of a certified residential appraiser for the purpose of appraising properties under the Valley City Voluntary Flood Acquisition Program.

**Form:** The quote should include, at a minimum:

- Name of Firm
- Name of contact person
- Firm address
- Firm phone
- Firm description and background
- Firm experience with residential flood buyout appraisals, if any
- Professional staff assigned to contract, including experience and qualifications
- Client references
- Time to complete inspection and report following request from City
- Appraisal methodology
- Cost of services
- Amendments to proposed terms, if applicable

**Deadline:** May 9, 2025, 4:00pm

**Submit to:** City Hall  
254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072  
[jhintz@valleycity.us](mailto:jhintz@valleycity.us)

**Terms:**

1. Contract approval date: On or before May 30, 2025.
2. Contract performance date: Upon request.
3. Scope of performance: Inspection/evaluation of residential properties identified for buyout under the Voluntary Flood Acquisition Program, written appraisal report which states the current “as-is” FMV of property as of date of appraisal.
4. Initial term: Three years.
5. Renewal terms: maximum of two one-year extensions.
6. Payment will be made within 30 days of receipt of appraisal report and invoice.
7. Firm will provide and maintain general public liability insurance coverage appropriate for the services provided and must include the City as an additional insured thereunder and provide the City with a certificate of such insurance.
8. Firm will indemnify and hold the City harmless from and against all liabilities, damages, costs, claims, suits or actions, whether for injuries to Firm or other persons, or loss of life, or

damage to property, resulting from the groundskeeping operation including the use and operation of equipment.

9. The Firm agrees that it shall make no individual claims whatsoever against any elected official, appointed official, authorized representative, agent or employee of the City for, or on account of, anything done or omitted to be done in connection with the Agreement.
10. The City maintains a Drugfree Workplace. Sale, distribution, possession, use or being under the influence of alcohol and/or drugs at the workplace poses a serious threat to the health and safety of employees and to the City, and independent Firms performing work in or on city property are prohibited from engaging in these acts. The City will take appropriate action based on reasonable suspicion of a violation of this provision.
11. Valley City is an Equal Opportunity Employer. In addition, no person shall be denied access to any program or activity of the City on the basis of sex, age, race, color, national origin, mental or physical disability, or income level. Firm agrees to comply with City's Nondiscrimination Plan.
12. Smoking is not permitted on or within 20 feet of City property at any time.
13. The City may terminate the Agreement for any reason with 30 days' prior written notice. In the event of non-performance, breach or default of the Agreement, the City may in its sole discretion terminate the Agreement immediately. Outstanding payments for services due to Firm at the time of termination will be paid unless said services have been deemed by the City to constitute the basis for the non-performance, breach or default. Examples of non-performance, default or breach include but are not limited to:
  - a. Unreasonable delay or failure to complete an appraisal.
  - b. Failure to fully comply with all the provisions, terms, specifications and requirements of the Agreement.
  - c. Dishonesty, theft, criminal act(s) or other such action(s) by the Firm and/or employees or agents of the Firm.
  - d. Failure to provide an excellent level of service after notification by the City.

**Factors considered:**

- Cost of services
- Experience of Firm
- Ability to complete work on time

The City Administrator reserves the right to reject any or all quotes or parts of quotes, to negotiate modifications of quotes submitted, to negotiate specific work elements with a Firm into a project of lesser or greater magnitude than described in the Request For Quote or the Firm's reply.