

LIVE OAK COUNTY APPRAISAL DISTRICT

PO BOX 2370
GEORGE WEST, TEXAS 78022

REQUEST FOR PROPOSALS

MIUP / Residential / Commercial

Appraisal Contract

INTRODUCTION

It is the intention of the Board of Directors of the Live Oak County Appraisal District (George West ISD, Three Rivers ISD, Mathis ISD) to select an independent appraisal contractor to perform appraisals on property within the district for ad valorem purposes. The appraisals will be utilized in developing the appraisal and tax rolls for the 2026 and 2027 tax years.

- I. Live Oak County Appraisal District (LOCAD) was established by the state legislature in 1979 and is responsible for appraising property in Live Oak County for ad valorem tax purposes.
- II. The financial administration and operations of the district are established under Section 6 of the Texas Property Tax Code
- III. The Live Oak County Appraisal District is a political subdivision of the State of Texas, and is governed by a five-member Board of Directors elected by certain taxing jurisdictions within the district.

APPRAISAL PROPOSAL RESPONSES

Responses to the proposal should be addressed to Irene Gonzales, Chief Appraiser, Live Oak County Appraisal District, PO Box 2370 George West, Texas 78022 and are due no later than 2:00 p.m., September 30, 2025. Two (2) copies of bound and sealed proposals are required. The proposals will be analyzed and an award made by October 15, 2025

Proposals will be accepted only from parties that:

1. Are free of all obligations and interests that might conflict with the best interest of the Live Oak CAD, and
2. Have the capacity to provide services in a complete and timely manner.

Additionally, Live Oak CAD will not be liable for costs incurred in the preparing proposals or associated travel costs. The respondents shall furnish the Live Oak CAD such information as they may reasonably require. Live Oak CAD reserves the right to conduct pre-contract negotiations with any or all potential respondents.

SCOPE OF APPRAISALS

Appraisal services for Commercial, Residential and MIUP property within Live Oak County Appraisal District shall be appraised for ad valorem tax purposes as provided by applicable law. Appraisal records, notices, and reports shall be created, maintained, and provided to the appraisal district within statutory requirements and deadlines (or in accordance with the appraisal district internal calendar specifications).

The following types of property will be appraised by contractor:

Mineral Producing – All Interests in producing oil and gas leases, including working interest, oil payments, overriding royalties, and royalty interests (to include division order maintenance),

Mineral Personal Property – All personal property related to oil and gas production, collection, processing, and distribution; as well as supply stores, service companies, pipe yards, oil company production yards, drilling equipment, dirt contractor equipment, construction equipment, etc.,

Real and Personal Properties owned by Regulated Utility Companies – All real improvements on/to land (ACAD shall value the land), pipelines, pump stations, compressor stations, telephone companies, electric companies, gas distribution companies, cable television, water plants, etc.

Industrial Property – All manufacturing plants' improvements on/to land (ACAD shall value the land) and all related personal property and inventory.

Residential and Commercial property

All proposals, attachments to proposals and/or documents submitted with a proposal, must be signed by an individual who is authorized to act on behalf of the bidder.

Any corporation conducting business with the Appraisal District shall be on file with the Secretary of State, State of Texas, as being incorporated under the Texas Business Corporation Act. Proposers shall provide their certificate or registration number on the proposal.

Proposers are expected to thoroughly examine the specifications and all instruction.

Proposals will be opened as indicated on the attached notice.

Any inquires from parties concerning this proposal shall be submitted in writing to: Irene Gonzales, Chief Appraiser, Live oak County Appraisal District, PO Box 2370 George West, Texas 78022

Two copies of each proposal must be received by the Appraisal District no later than 2:00 p.m., September 30, 2025. Request for extension of the bid closing date or time will not be granted. Proposals arriving late will not be considered. Proposers should allow sufficient mailing time to insure the timely receipt of proposals. All proposals shall be plainly marked on the outside of the sealed envelope "Appraisal Contract Services"

Each proposal shall be prepared simply and economically, providing a straight forward, concise delineation of proposer's ability to satisfy the requirements of the RFP. Emphasis in each proposal shall be on completeness and clarity of content.

Proposers desiring to submit proposals in response to this RFP must comply with all mandatory submission requirements set out in this document. Failure to comply with any part of the RFP may subject the proposal to immediate rejection.

Proposers shall include a list of at least eight (8) clients having property similar to that being proposed for evaluation. This list shall include the client's address, telephone number and contact individual's name.

All proposer's must submit information about its organization that will be useful in indicating to the Appraisal District whether or not the proposer is capable of providing the services proposed.

All proposers must have a minimum of 10 years experience as a fully integrated Appraisal Firm.

It should be anticipated that the appraisal of all property included in this proposal should be made following accepted guidelines or proper mass appraisal techniques. No appraisal methodology shall be used that does not produce a realistic estimate of the true market value of the property.

Any requirements as to evaluating properties which have been legally enacted by the Texas Legislature or new rules promulgated by the Property Tax Division of the State Comptroller's Office and in effect on or before January 1, 2025 shall be followed by the proposer so as to enable the Appraisal District to be in strict compliance with all tax laws.

Proposers should anticipate completing their work in a timely manner as outlined by the Property Tax Code.

- A. Estimates of the total appraised value of all properties included in this proposal for each taxing unit in the Appraisal District shall be delivered to the Chief Appraiser on or before May 1, unless otherwise agreed in writing by Chief Appraiser.
- B. It should be anticipated that any other dates or deadlines required in the Property Tax Code or by the Texas Legislature or the Property Tax Division shall be met by the proposer in such a manner as to enable the Appraisal District to be in strict compliance with the law.

It should be anticipated that the successful proposer will be expected to make an extensive effort to discover as well as value all property that is included in the proposal and has taxable situs in the Appraisal District as of January 1, 2026.

The successful proposer will agree to furnish a sufficient number of competent and experienced personnel, to meet with the Appraisal Review Board, qualified to furnish such expert testimony as may be required by the Board while in formal session. The proposer will also have such personnel available in the Appraisal District's office for interviews with property owners before and during the Appraisal Review Board meeting.

In the event of litigation involving values found by the proposer, expert company witnesses will be provided at no additional fee.

The successful proposer will provide toll-free telephone service to its main office for the use of the Appraisal District employees.

The contract will be awarded for a two-year period.

Proposals should include a suggested payment plan that would be required for the anticipated consideration.

Proposer's will furnish the Appraisal District a Certificate of Insurance for minimum limits of \$ 1,000,000.00 covering general liability, automobile liability, and worker compensation and employers' liability.