



October 30, 2013

TO: All ITQ 357I01 Qualified Vendors

**SUBJECT: NOTICE TO RENEW- CONTRACT 357I01  
INVITATION TO QUALIFY (ITQ) "APPRAISAL SERVICES"**

The Department of Transportation is exercising its option to (1) extend the current Appraisal Services ITQ for an additional term of five years under its current terms and conditions, and (2) renew each contract currently executed pursuant to the ITQ in accordance with the contract renewal clause in Exhibit "A" – Terms and Conditions, Section 3 – Renewal Option. The renewal period will be effective February 1, 2014 and terminate January 31, 2019. This is the first and only renewal.

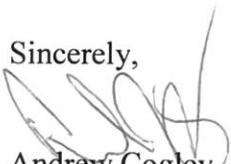
Appraisers already qualified under the ITQ do not need to renew their qualifications for this renewal. The renewal of the ITQ and an Appraiser's contract does not guarantee work from the department.

As a reminder, an appraiser must still fill out and submit to the Department an Exhibit "E" – Qualification Application Update Form if the appraiser wishes to:

- qualify or remove additional appraisers
- qualify for or remove appraisal categories
- add or remove location of service counties
- or to change contact information (i.e., name change, address change, change email, etc.)

Attached with this letter are a copy of the renewed contract and a copy of the recent Change Notice #1. Please keep a copy of these documents for your files.

Sincerely,



Andrew Cogley, Sr.  
ITQ Administrator

Attachments

cc: Phillip Doherty, Chief of Appraisals and Appraisal Review  
File