

REQUEST FOR PROPOSAL: REAL ESTATE AND BROKERAGE SERVICES

Institution seeks a real estate firm to provide brokerage and marketing services for residential property owned by the College located just out of (Your City).

It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with **Institution** to supply real estate services as outlined herein.

The property consists of one house with approximately six acres located at (Address). **Institution** is expected to sell the house at top dollar so as to provide additional funding to meet future needs.

Request for Proposals

To be considered, five (5) copies of the proposal must be received by (**Contact Person, Title, Address**) by **Time and Date**; clearly marked on the outside “*Proposal – Real Estate Services*”. Selection will be made by **Date**.

The real estate firm will be paid strictly on commission basis and will be expected to work closely with **Institution** personnel and provide weekly reports to the Vice President for Business Operations.

Institution reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of **Institution**.

An informational meeting and tour of the house can be held before the deadline by calling (**Contact Person, Title, Phone, Email**).

A. SCOPE OF SERVICES

The successful firm shall agree to contract with **Institution** to provide the following:

- Perform market analysis,
- Develop strategies for sale of property,
- Work with the **Institution** executive staff to negotiate the sale of the property with buyers/prospects,
- Coordinate real estate appraisals
- Coordinate real estate transaction closings
- Handle all other customary activities and services associated with real estate transactions. Attendance and presentations at meetings of Board of Regents meetings of **Institution** may be required.

B. BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the **State** Real Estate Commission.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with residential properties.

C. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

D. FEE SCHEDULE

The proposed fee schedule shall include the following items:

- State your commission rate for selling properties for all situations.

E. TERM OF CONTRACT

The contract period for the successful broker/firm will be from date of award for one year with renewable options up to three additional one year terms. The contract may be terminated by either party with 60 (sixty) days prior notice.

F. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit **Institution** to award a contract. **Institution** reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

G. ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

H. SELECTION CRITERIA

1. Knowledge of local real estate market and surrounding region.
2. Residential real estate experience, qualifications and references.
4. Proven real estate track record.
5. Knowledge of various selling techniques.
6. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
7. Fee schedule