

**City of Jefferson City, Tennessee**

**REQUEST FOR PROPOSALS**

Sealed proposals for **REAL ESTATE BROKER SERVICES** for the City of Jefferson City, Tennessee will be received by the City Recorder's office, P.O. Box 530, Jefferson City, Tennessee, 37760 **UNTIL ----- P.M., ----- 2009.**

Any questions regarding this Request for Proposal should be directed to -----  
-----, or emailed to: -----.

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

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**Jefferson City**

**Submittal Signature for:**

**REAL ESTATE BROKER SERVICES**

The firm submitting this proposal is required to submit those items listed in this RFP in full as a part of the proposal package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitation, condition or provision not requested, may be cause for rejection of your proposal.

By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the firm indicated below is capable of providing services as described in their response to this RFP.

<b>COMPANY</b>	<b>TELEPHONE NUMBER</b>
<b>AUTHORIZED REPRESENTATIVE (PRINT)</b>	<b>TITLE</b>
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>

**GENERAL SPECIFICATIONS**  
**FOR**  
**REAL ESTATE BROKER SERVICES**

Jefferson City is seeking proposals from local real estate brokers/firms to sell real property owned by the City. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the City to supply real estate services as outlined herein.

**A. SCOPE OF SERVICES**

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

- Services required involve performing market analysis,
- Developing strategies for sale of properties,
- Negotiating with buyers on behalf of the City,
- Coordinating real estate appraisals,
- Coordinating real estate transaction closings, and
- Handling all other customary activities and services associated with real estate transactions.

Services may include consultation with City staff and City Councilmembers relating to the sale of real estate. Presentations at public meetings 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 of Tennessee.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with small and large commercial properties.
- Must be knowledgeable in the use of all public real estate records.

**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 the selling of properties.
- State any other costs the City may anticipate relating to the real estate services to be provided.

Payments to the successful contractor will be based on actual services received.

**E. TERM OF CONTRACT**

The contract period for the successful broker/firm will be from date of award through -----. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the broker/firm and the City of Jefferson City.

**F. EVALUATION AND AWARD PROCESS**

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City 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**

**Selection of a broker/firm will be made based on the following criteria:**

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP,
2. Experience, qualifications and references,
3. Knowledge of local real estate market,
4. Local reputation,
5. Fee schedule, and
6. Completeness of response to RFP as outlined in this solicitation.

**I. RFP SUBMITTAL REQUIREMENTS**

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the City's objectives.

**The following information must accompany your proposal:**

1. List years in business, previous names of the firm, if any.
2. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the City; staff experience and training, including a brief resume for each key person listed.
3. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
4. Experience in assisting similar size entities, including any and all services for government agencies.

5. List of at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
6. Additional services offered through your firm.
7. Listing of current litigation, outstanding judgments and liens.
8. Fee schedule:
  - State your commission rate for listing and selling of properties
  - State your proposed method of compensation for representing the City in negotiations for purchasing properties
  - State any other costs the City may anticipate relating to the real estate services to be provided.