

**REQUEST FOR PROPOSALS
TOWN OF DUNDEE, FL**

Sealed proposals for **REAL ESTATE BROKER SERVICES** for the Town of Dundee, FL will be received by the Town Clerk, P. O. Box 1000, 202 E. Main Street, Dundee, FL, 33838 **UNTIL 3 P.M., FEBRUARY 10, 2012.**

Any questions regarding this Request for Proposal should be directed to Joe DeLegge, Town Clerk, or emailed to: townclerk@townofdundee.com

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

**Town of Dundee
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.

COMPANY	TELEPHONE NUMBER
AUTHORIZED REPRESENTATIVE (PRINT)	TITLE
AUTHORIZED SIGNATURE :	DATE :

The Town reserves the right to reject any and all proposals and to re-advertise the Request for Proposal or not to re-advertise as the Town determines is in its best interest.

**GENERAL SPECIFICATIONS
FOR
REAL ESTATE BROKER SERVICES**

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

A. SCOPE OF SERVICES

The successful firm shall agree to contract with the Town in a form of contract/agreement acceptable to the Town to provide the following services including but not limited to:

- Developing strategies for sale of properties,
- Negotiating with buyers on behalf of the Town,
- Coordinating real estate appraisals,
- Coordinating real estate transaction closings, and
- Handling all other customary activities and services associated with real estate transactions in the State of Florida.

Services may include consultation with Town staff and Town Council members and the Town Attorney 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 as determined solely by the Town:

- Must be licensed and in good standing with the State of Florida.
- 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 acceptable to the Town. The successful contractor must provide original certificates prior to commencing services showing the Town as an additional insured.

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 Town may anticipate relating to the services to be provided.
- Payments to the successful contractor will be based on actual services received and in an amount and manner as may be agreed upon between the Town and the successful

contractor.

E. TERM OF CONTRACT

The contract period for the successful broker/firm will be from date of award through January 2013. The contract/agreement 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 Town of Dundee.

F. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the Town to award a contract/agreement. The Town 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 as it determines is in the Town's best interest.

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 as determined solely by the Town.

H. SELECTION CRITERIA

Selection of a broker/firm will be made based on the following criteria as determined solely by the Town:

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 Town'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 Town; 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 and e-mail addresses 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 Town in negotiations for purchasing properties; and
- State any other costs the Town may anticipate relating to the real estate services to be provided.