



REQUEST FOR PROPOSAL

RFP 2021-002

for

REAL ESTATE SERVICES

Issue Date: February

Closing Date: March 19, 2021 (12 Noon)

Contact: Chris Wray, AMCT
Town Manager
Township of Black River-Matheson
429 Park Lane
Matheson, ON P0K 1N0

Telephone 705-273-2313 Ext. 321

Email townmanager@blackriver-matheson.com

Background

It is in the best interest of the Township to procure the services of a local realtor who has appropriate sales experience and market awareness to dispose of Council-identified current and future surplus properties. Securing real estate services will reduce the burden on municipal staff, will provide consistency to the process of divesting lands and will ensure that municipal land assets are being utilized most effectively. It will also ensure value for taxpayers' dollars by providing efficient and timely marketing and transactions.

Scope

The Township is seeking the services of an experienced and proven realtor to provide Opinions of Value on lands declared surplus to the needs of the Township from time-to-time and to list and sell these lands at the request of the Township. The Township cannot guarantee the quantity or frequency of surplus properties to be listed and the Township reserves the right to list any, all or none of the properties declared surplus to Township needs. This RFP relates only to lands declared surplus by the Township. Industrial Park lands may be considered in the near future.

The Township will occasionally seek advice from the successful agent on all items that would typically be covered in a real estate transaction such as but not limited to asking price, need for appraisals, closing dates, marketing avenues, inspections and the like.

The Township reserves the right to accept a property sale price at lower than fair market value if it is deemed to be in the best interest of the Township. This request does not create, and should not be construed as creating, any contractual relationship or obligations between the Township and any respondent.

Instructions to Proponents

The proponent will supply 2 copies plus 1 electronic (CD or USB) copy of the proposal to be submitted via email clearly labelled with proponent name and marked "Real Estate Services" in the email header. Proposals are to be received by no later than 12:00 (noon) local time, on March 19th, 2021 and submitted to:

**Katie Browne
Deputy Clerk
Township of Black River-Matheson
429 Park Lane
Matheson, ON P0K 1N0**

(Phone) 705-273-2313 (ext. 316)

Email – deputyclerk@blackriver-matheson.com

Website – www.black-river-matheson.com

Questions via email is the preferred method of contact. All questions and answers will then be distributed to all respondents.

Proposals received after the closing date and time will be returned to the proponent and will be deemed ineligible.

Should a Bidder find discrepancies in or omissions from the proposal documents, or should there be any doubt as to their meaning, inquiry should be made with Katie Browne, Deputy Clerk, 705-273-2313, ext. 316, deputyclerk@blackriver-matheson.com. Should a correction, explanation, or interpretation be necessary or desirable, a written addendum will be issued to all bidders to ensure fairness. Any addenda issued during the bidding period shall form part of these Proposal Documents.

Bidders are assumed to have made themselves familiar with and will abide by the Sale of Surplus Lands Bylaw (attached), all Municipal, Provincial and Federal laws, rules and regulations. A claim of misunderstanding will not be accepted.

Please be sure to include a signed “Statement of Interested Firm/Individual” included in this package.

Proposal Overview

The submission should include the required information needed to properly evaluate your proposed solution as per the RFP requirements set out in the document. Please provide concise but comprehensive responses at a length specified in each component.

The proposal must contain the following:

REALTY FEES (Up to one typed page, single spaced)

Outline of realty fees stated in the form of a percentage of the agreed sale price, including taxes where applicable.

Total realty fees and all other fees associated including overhead costs must be identified and broken down in the submission.

EXPERIENCE & REFERENCES (Up to two typed pages, single spaced)

Outline the experience and qualifications of the broker of record/principal and any other personnel who will be directly involved in the listing sale and price. Provide examples of any services provided to municipalities, other levels of government or similar organizations. Be sure to identify any potential conflicts of interest you and/or your firm may have in providing services to the Township.

Provide three (3) references of organizations or individuals who can attest to the level and quality of service provided.

METHODOLOGY (Up to Two Typed Pages, Single Spaced)

Proposals should include a description of the methods which will be employed in marketing the properties for sale. You may include information about but not limited to Multiple Listing Service (MLS), Open houses, professional and informal networks to be accessed/utilized, newspaper advertising and additional media used to attract buyers.

STATEMENT OF INTERESTED FIRM / INDIVIDUAL

I/We have read and understand all the requirements of the request for proposal contained in this document.

I/We acknowledge that I/we have the power to bind the corporation and have set my/our hand and seal below.

Dated at _____ this ____ day of _____, 2021.

Respondent Name	Signature
Witness Name	Signature
Witness Affiliation with Respondent	

Please include a completed version of this form with your submission.