

REQUEST FOR PROPOSALS (RFP)

Sealed proposals for **REAL ESTATE BROKER SERVICES** for Conneaut School District (“CSD”) will be received by the Conneaut School District Administrative Offices located at 219 West School Drive, Linesville, PA 16424 **until Friday, May 31st, 2024 at 3:00 p.m.**

Any questions regarding the Request for Proposals should be directed to Christine Krankota, Business Manager, or emailed to: Christine.krankota@conneautsd.org. All interested firms or individuals are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals.

Conneaut School District

Submittal Signature for:

REAL ESTATE BROKER SERVICES

The firm submitting this proposal is required to submit those items listed in the RFP in full as a part of the 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 limitations, 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 can provide services as described in their response to this RFP.

Company: _____

Telephone Number: _____

Authorized Representative (Print): _____

Title: _____

Authorized Signature: _____

Date: _____

**GENERAL SPECIFICATIONS
FOR
REAL ESTATE BROKER SERVICES**

Conneaut School District (“CSD”) is seeking proposals from local real estate brokers/firms to sell real property owned by CSD, specifically the Conneaut Valley Middle School, 22154 Sate Route 18, Conneautville, PA 16406. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the District to supply real estate services as outlined herein.

A. SCOPE OF SERVICES

The successful firm or individual shall agree to contract with CSD to provide the following:

1. Performing market analysis,
2. Providing the Superintendent with monthly activity reports,
3. Provide Broker's Opinions for the Subject Property,
4. Provide Marketing materials for selected properties to be listed,
5. Negotiating with buyers on behalf of CSD,
6. Coordinating real estate appraisals,
7. Coordinating real estate transaction closings, and
8. Handling all other customary activities and services associated with real estate transactions.

Services will include consultation with CSD staff relating to reporting efforts/strategies to market real estate. Presentations at public meetings may be required.

B. BROKER'S QUALIFICATIONS — Respondents to this RFP shall have the following qualifications:

1. Must be licensed and in good standing with the Commonwealth of Pennsylvania.
2. Must have an excellent reputation in the real estate community.
3. Knowledge and experience with marketing and selling large commercial properties preferred.
4. Must be knowledgeable in the use of all public real estate records.
5. Must have familiarity with laws and practices applicable to municipal real estate matters, including relevant local land use and zoning controls for properties.
6. Having worked with other local municipalities is highly recommended although not required.

C. INSURANCE REQUIREMENTS — For proposal purposes, proposers must submit copies of certificates of insurance for professional liability. The successful contractor must provide original certificates prior to commencing services.

D. SCHEDULE OF WORK — CSD is prepared to vote to proceed upon acceptance of the best qualified proposal. CSD desires to list the Conneaut Valley Middle School property no later than

_____.

- E. **FEE SCHEDULE** —The proposed fee schedule shall include the following items:
1. State your commission rate for listing and selling properties.
 2. State your proposed method of compensation for representing CSD in negotiations.
 3. State any other costs that CSD may anticipate relating to the provided real estate services.
- F. **TERM OF CONTRACT** — The contract period for the successful broker/firm will be from date of award through the end of 12 months. The contract may be renewed at the sole discretion of CSD 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 CSD.
- G. **ORAL PRESENTATION/INTERVIEWS** — Firms submitting a proposal in response to this REP 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. Knowledge, reputation, and experience in marketing large commercial properties,
 5. Fee Schedule,
 6. Completeness of response to RFP as outlined in this solicitation, and
 7. Experience working with municipalities.
- I. **RFP SUBMITTAL REQUIREMENTS** — By submitting a proposal, you represent that you have (1) thoroughly examined and became familiar with the scope of services outlined in this RFP and (2) can perform quality work to achieve CSD'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 CSD; 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 comparable size entities, including all services for government agencies.
 5. List of at least three (3) references where and when your firm provided similar services.
 6. Please provide names and telephone numbers of contact persons for each reference,
 7. Additional services offered by your firm.
 8. Listing of current litigation, outstanding judgments, and liens.
 9. Proposals and prices must remain valid for three (3) months.

J. CANCELLATION

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by CSD for any other reason(s) upon 30 days written notice

K. ADDITIONAL TERMS AND CONDITIONS

1. Issuance of this RFP and receipt of proposals does not commit CSD to award a contract. CSD 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.
2. CSD will evaluate and consider all responsive proposals received by CSD. It should be noted that the contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the "best interest" of CSD. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award.
3. CSD reserves the right to reject any or all proposals, to waive informalities in the process, provided the informalities do not affect the price, quality, or performance, and to accept, modify or reject any item or combination of items. CSD reserves the right to contact any respondent, to conduct interviews or request additional information. If the respondent to whom the award is made does not execute a contract within 30 days from the award, CSD may give notice to such respondent of intent to award the contract to the next most qualified respondent, or to call for new proposals.
4. Proposals will be accepted from thoroughly competent, experienced, and financially qualified individuals or firms as determined solely by CSD. Respondents are responsible for submission of accurate, adequate, and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the respondent and shall be grounds for rejection.
5. This document is not an offer to contract but is an RFP. Neither the issuance of the RFP, preparation, and submission of a response, nor the subsequent receipt and evaluation of any response by CSD, will commit CSD to award a contract to any respondent even if all of the requirements in the RFP are met. CSD may modify these requirements in whole or in part and/or seek additional respondents to submit quotations. Only the execution of a written contract will obligate CSD in accordance with the terms and conditions contained in such contract.