

Request for Proposals

RFP# ESD 112-14-18

Issued by:



**2500 NE 65th Ave
Vancouver, WA 98661**

Request for Proposals for:

**Real Estate
Brokerage Services**

Issue Date:

June 6, 2018

PROPOSALS ARE DUE BY 2:00 PM ON June 19, 2018



BRIEF SCOPE OF WORK

ESD 112 is requesting proposals from licensed Real Estate Brokers in the State of Washington, to provide professional brokerage services for the marketing, listing and selling of approximately 5 acres of light industrial property located on the southwest corner of SE 1st Street and SE Olympia Drive in Vancouver, WA 98684.

PROJECT TIMETABLE

RFP Release	Wednesday, June 6, 2018
Proposals Due	2:00 p.m. - Tuesday, June 19, 2018
Possible Interviews	June 20 and 21, 2018

SUBMITTAL OF PROPOSAL

Submit one (1) digital (email) one (1) unbound original, and three (3) complete copies to the address listed below:

BY MAIL:

Educational Service District 112
Jeff Strunk, Purchasing Manager
2500 NE 65th Avenue
Vancouver, WA 98661-6812

DIGITAL COPIES BY EMAIL:

Jeff Strunk, Purchasing Manager
Educational Service District 112
Jeffrey.Strunk@esd112.org

All questions shall be addressed in writing to:

Jeff Strunk, Purchasing Manager
Educational Service District 112
Jeffrey.Strunk@esd112.org

ESD 112 RFP SITE:

All questions and answers will be posted on [our website](#).

Please email us if you plan on participating in this RFP process so we can add you to the plan holders list. We will then be able to include you on any future emails regarding questions and answers or addenda.

SCOPE OF SERVICES

ESD 112 is requesting proposals from licensed Real Estate Brokers in the State of Washington, to provide professional brokerage services for the marketing, listing and selling of approximately 5 acres of light industrial property located on the southwest corner of SE 1st Street and SE Olympia Drive in Vancouver, WA 98684. Appraisals of the property are available; please contact Jeff Strunk at Jeffrey.Strunk@esd112.org for copies.

QUALIFICATIONS/REQUIREMENTS

A broker must hold a valid real estate broker's license and should have a minimum five years' experience marketing and selling real estate in the State of Washington, while offering a competitive commission rate. The applicant must have demonstrated experience in selling light industrial real estate in the State of Washington. The broker will be required to:

- Provide a Comparative Market Analysis (CMA).
- Offer advice and guidance on preparing property for sale, as well as, on the marketing of the property.
- List property accordingly (online, etc.) and provide a copy of the listing to ESD 112.
- Advertise the property in local publications and/or through appropriate on-line or social media resources.

EVALUATION CRITERIA

- **Experience** - Demonstrated experience in preparing, marketing and selling properties in the State of Washington (30%)
- **Commission Structure** - Competitiveness of commission proposal. (30%)
- **Marketing Proposal** - Outlines how the properties will be marketed – MLS listing (including listing price), signage, advertisements, social media, etc. – as well as recommendations for preparing the property for sale (20%)
- **Office Location** - Preference given to brokers who have a physical office within a 25-miles radius of the City of Vancouver (20%)

OTHER CRITERIA

The relationship to ESD 112 of the successful respondent will be that of an independent contractor. As an independent contractor, the broker or the broker's employees will not claim to be an officer or employee of ESD 112.

- ESD 112 agrees to pay the broker for services rendered based on the agreed-upon commission rate. The commission will be payable upon the closing of the property.
- All purchase offers are subject to review by ESD 112, and its Superintendent, and must be approved by the ESD 112 Board of Directors.

PROPOSAL SUBMISSION

Proposals must be received no later than the date, time and location specified on the cover of this document.

Submission Materials:

- Copy of a State of Washington Real Estate Broker's license.
- Resume of the broker along with a description of any real estate entity by which you are employed or with which you are affiliated – including location, number and nature (full-time, part-time) of professional staff, years in business, and professional associations or designations.
- List of closed sales (address, purchase price and closing date) brokered in the State of Washington during the past two years. Respondents should also submit a list of active listings or pending sale within the City of Vancouver. The broker should clearly indicate any sales or listings that qualify as distressed properties (foreclosures, bank-owned, short sales, etc.)
- Proposed commission rate or fee schedule for selling properties and any fee split policy when working with another broker.

An evaluation of the responses will serve as a basis of selection of the Real Estate Broker who is best suited to meet ESD 112's needs. This may or may not be the Real Estate Broker who offers the lowest commission rate.

ESD 112 may interview Real Estate Brokers as part of this selection process. However, selection may take place without such interviews. Proposers are urged to submit proposals as complete as possible on their initial submission. Proposers may be asked to submit additional information, if deemed warranted. Please inform us of your availability on June 20th or 21st to conduct an in person or teleconference interview.