

CITY OF CROSSVILLE
REQUEST FOR PROPOSAL

THIS IS NOT AN ORDER

IMPORTANT: Read Instructions Carefully

RETURN QUOTATION TO:

City of Crossville

RFQ Professional Realtor

Date Issued: 11-8-2023

ATTN City Clerk/BIDS

For more information, call:

To be opened date/hour:

392 N Main St

Baylee Rhea, 931-484-5113

11/30/2023, 2 p.m. CST

Crossville TN 38555

or email baylee.rhea@crossvilletn.gov

NOTICE TO BIDDER:

THIS IS NOT AN ORDER. Please enter unit prices, extensions, and amount for items listed herein specified. Be sure the specifications are followed. If you are unable to supply any of the items, please quote on the nearest substitute either on this form, or attach a letter containing such description and it will be considered as part of your quotation. Prices quoted must include all delivery charges to points of delivery indicated hereon. **We reserve the right to accept or reject any or all bids.**

Bidder's Name

Bidder's Address

Bidder's Email

For further information, contact Baylee Rhea

or email: baylee.rhea@crossvilletn.gov

Please see information attached for specifications.

PLEASE SEE NEXT PAGE FOR INSTRUCTIONS

IMPORTANT INSTRUCTIONS TO BIDDERS

Page 2 of 2

1. Each Request for Quote should be in a SEPARATE SEALED ENVELOPE and have typed/noted on the envelope the **PROJECT NUMBER, ITEM, OPENING DATE, and TIME.**
2. All submissions must be sealed and properly marked as indicated in this packet. No electronic submissions will be accepted.
3. Specifications used in this request for proposal are intended to be open and non-restrictive. Reference to brand names, catalogs, etc., is to establish minimum standards of quality and does not preclude BUYER's consideration of proposals on comparable quality. All bidders state brand name and catalog number of product proposed.
4. All prices quoted should be on a delivered prepaid basis to the F.O.B. destination shown in the shipping instructions.
5. Insert time discount terms, in any, in space provided. Discounts are computed from date of delivery at destination or date of receipt of properly executed vendor's invoice at agency indicated above, whichever is later.
6. The City of Crossville, a municipality, is exempt from sales tax with respect to materials that it purchases for municipal projects; however, the contractor who installs, applies, or otherwise uses such materials, is liable for the use tax of those materials.
7. Unless otherwise indicated, quotations should be submitted on this form indicating unit price, total extension of each item, and grand total of quotation. In case of error in the extension prices, the unit price will govern.

This offer is for _____ calendar days
from the date the bid is opened.

NOTICE: PROPOSALS WILL BE REJECTED
UNLESS SIGNED IN INK

SIGNED BY: _____

Print Name: _____

Firm: _____

Address: _____

City: _____

State: _____ ZIP: _____

Date: _____ Phone: _____

EMAIL: _____

In submitting this bid, it is expressly agreed that upon proper acceptance by the City of Crossville of any or all items proposed, a contract shall thereby be created with respect to the items accepted.

PUBLIC NOTICE

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The City of Crossville provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The City also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Leah Crockett
Title VI Coordinator

Please sign and return to the City of Crossville verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.

Authorized Signature

Company

Print Name

Please return to: City of Crossville
 392 N. Main Street
 Crossville, TN 38555

IRAN DIVESTMENT ACT

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

I affirm, under the penalties of perjury, this statement to be true and correct.

Date

Signature of Bidder

Company

A bid shall not be considered for award nor shall any award be made where the foregoing certification has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The City of Crossville may award a bid to a bidder who cannot make the certification, on a case-by-case basis, if:

- (1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or renewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The City of Crossville makes a determination that the goods or services are necessary for the City of Crossville to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

RFQ FOR PROFESSIONAL REALTOR

The respondent must hold an active Tennessee Realtor License and be in good standing with the Tennessee Real Estate Commission, and provide copies of same. The lead broker(s) who will be assigned must each have a minimum of ten (10) years relevant commercial development experience similar to the scope of work described herein. The respondent must provide evidence of sufficient financial support, equipment, personnel and supplies to perform the required services. Insurance coverage will be required from awarded firm meeting the City of Crossville minimum requirements.

The scope of work to be performed under the Contract includes, but is not limited to:

- Negotiate the purchase/sale/lease of all parcels assigned to the Contractor by the City.
- Obtain executed purchase agreements in accordance to the form and content as directed by the City.
- Advise the City, and its staff, in matters regarding the purchase, offers, claims, counteroffers, discussions, and issues pertaining to the purchase/sale/lease of the assigned property(ies).
- Attend closings scheduled on purchases/sales by the City, at the request of the City.
- Attend meetings and/or public hearings with City staff, their agents, City officials, property owners, and other parties involved in the project, at either the request of the City or as part of the Contractor's work effort.
- Assist the City with efforts of obtaining plans, right-of-way maps, title searches, title commitments, owner's title policies, appraisals, acquisition and/or eminent domain use in a project.
- Provide other real property services requested by the City to plan, implement, negotiate, purchase, sell, lease and acquire the property assigned by the City.
- Maintain professional courtesy in all contacts with property owners.
- Provide the City with the original and/or a copy of all documents produced by the Contractor as a result of the work assigned, if requested

The Contractor is required to possess the correct occupational licenses, professional licenses, and any other authorizations necessary to carry out and perform the work required by the project pursuant to all the applicable Federal, State, and Local law, statute, ordinances, and rules and regulations of any kind. Copies of required licenses must be submitted with the bid response indicating that the entity proposing are properly licensed to perform the activities or work included in the contract documents.

RFQ Professional Realtor Response

1) Title Page

Show the name of Respondent's agency/firm, address, telephone number, fax number, name of contact person, e-mail address, date, and the subject: "RFQ – Professional Realtor."

2) Table of Contents

3) Letter of Transmittal (Limit to two pages)

This letter will summarize in a brief and concise manner that the Respondent understands the scope of services and makes a positive commitment to provide the services within the anticipated time period in a professional manner. The letter should name all of the person(s) who will be authorized to make representations for the Respondent, their titles, street addresses, e-mail addresses, and telephone/fax numbers. The letter shall be signed by a representative who is authorized to contractually bind the company and shall include the agent's title or authority.

4) Qualifications, Experience and Background

For each item listed below, please provide a statement and describe in detail the firm's ability to meet the criteria.

a. General information about Proposer

1. Provide the name(s) and resume(s) of key personnel that will be involved with the services outlined in this RFQ.
2. Describe the firm's ability in providing real estate services similar to those detailed in this RFQ, as well as knowledge and experience working in the Crossville/Cumberland County market.
3. Identify the qualifications, skills, duties, education, training, licenses and certifications for all personnel listed. Please enclose copies of all licenses.
4. Provide the firm's number of years in business and if the firm is national, statewide or local.
5. Identify the firm's home office and the office that will provide oversight of the project including the number of years that each of those offices have been in existence.

b. Provide a list of the firm's experience in providing successful real estate brokerage services for unimproved commercial/mixed use properties within the last five (5) years, grouped by year.

For each sale, please provide the following information:

1. Client Name
2. Client Contact and telephone number
3. Contract dates
4. Contract Price and Fees
5. Size and type of Property (i.e. retail, industrial, office, residential)
6. Location of property

c. Describe the methods of identifying target user groups.

d. Describe the marketing methods and strategy for presenting the properties to a regional and national marketplace (when appropriate).

e. Describe additional relevant/unique services offered through your firm.

f. Financial Information

1. Bank, Insurance Company, etc. - provide name, contact and phone number of each.
2. Provide current Annual Report, audited financial statement and/or Dunn & Bradstreet information.
3. Provide proof of ability to provide insurance.

g. List any regulatory or license agency sanctions. If there are none, so state.

h. Litigation

1. Provide information related to legal judgments involving your firm. Provide a list and summary of all claims made against the firm or any subsidiary firms during the past ten years. Include only those claims that are related to the services provided by you and your team members (i.e., do not include unrelated matters such as employment litigation). If there are none, so state.
2. Provide information related to any contract default claims for the last ten years

5) Fee Schedule

The proposed fee schedule shall include the following items:

- a. State your commission rate for listing and selling of properties.
- b. State your contract rate for managing the leasing of properties.
- c. State your fee for evaluation of properties.
- d. State any other costs the City may anticipate relating to the real estate services to be provided.

*NOTE: Payments to the successful contractor(s) will be based on actual services received.

6) Acceptance of Conditions

Indicate any exceptions to the general terms and conditions of the RFQ, and to insurance requirements or any other requirements listed in the RFQ. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

7) Documents

- Professional Certifications/Licenses
- Affiliations and/or memberships
- Signed copy of the Iran Divestments Act
- Sign copy of the Title VI of the 1964 Civil Rights Act