

Scott County Facility and Support Services Department  
Purchasing Division  
600 West Fourth Street, Davenport, Iowa 52801-1030  
Phone: (563) 326-8793  
Fax: (563) 328-3245  
E-Mail: purchasing@scottcountyiowa.com

**REQUEST FOR QUOTATION**

**Scott County Requisition No. 18826**

**Bidders need to complete and submit this form.**

<b>Submission Date: 9/16/2011</b>	<b>No Later Than:10:00am</b>
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Qty	Description
1	Project #FSS1108-02
	Commercial Real Estate Broker/Agent Services
	Mississippi Valley Welcome Board would like to contract for commercial Real estate listing services for the sale of property commonly known as the Mississippi Valley Welcome Center,900 Eagle Ridge Road, LeClaire, IA
	Detailed scope of work attached (3 additional pages)
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.com/fss/purchasing.php">www.scottcountyiowa.com/fss/purchasing.php</a>

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:  
(Scott County Use Only)

\_\_\_\_\_  
Name

Date: 9/1/2011

Time: 10:00am

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**PLEASE NOTE:**

**Bidders must provide an estimated delivery date in their bid response!**

\_\_\_\_\_  
Date

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”

## **REQUEST FOR PROPOSALS**

### **Mississippi Valley Welcome Center Board**

### **Commercial Real Estate Broker/Agent Services**

#### **PROJECT #FSS1108-02**

At the direction of the Mississippi Valley Welcome Center Board (MVWCB), the Scott County Facility and Support Services Department is requesting proposals of commercial real estate brokers and agents. MVWCB intends to contract with a licensed, qualified firm or individual to provide commercial real estate listing services for the sale of the property commonly known as the Mississippi Valley Welcome Center, located in LeClaire, IA. Firms or individuals may express interest and request consideration for said project by making submittal to the Scott County Purchasing Division as outlined herein.

#### **BACKGROUND INFORMATION**

The MVWCB is charged with the disposition (sale) of the real estate property currently operating as the Mississippi Valley Welcome Center in LeClaire, Iowa. The MVWCB together with the Quad City Convention and Visitor Bureau (CVB - which operates the Center) have collectively determined that ceasing operation of the Welcome Center in the current location is the best fiscal interests of the CVB as well as the members of the CVB that have a stake in the Welcome Center (cities of Davenport, Bettendorf, LeClaire and Scott County). Each of those stakeholders hold a seat on the MVWCB.

Current plans call for the operations of the Welcome Center to cease in their current form and location at the end of the current calendar year (December 30, 2011). The MVWCB wishes to immediately begin to market said property for sale. There is no interest in continued ownership as a leased property.

The MVWCB is currently working to secure a commercial appraisal of the structure and land as well as updating the land survey to properly represent the parcel to prospective buyers. The Board wishes to enter into contract for with a commercial real estate agent or broker no later than September 30, 2011.

#### **COMMERCIAL REAL ESTATE SERVICES**

The MVWCB has appointed the Scott County Facility and Support Services Department as project manager for this endeavor. As such, FSS intends to retain a qualified real estate broker/agent/firm to provide full service real estate listing services. Services required include, but may not be limited to:

- 1) Real Estate Listing – properly document the physical attributes of the property and include with a detailed listing with local and regional listing services. Attributes include, but are not limited to: detailed description,

- dimensions, photos, features, location, possible commercial uses, etc. Said listing should appear within 7 calendar days from the execution of contract.
- 2) Marketing – creatively market said property to prospective buyers. A list of preferred uses and prohibited uses will be provided by the MVWCB at the time of contract execution.
  - 3) Consulting – Advise the MVWCB in matters relating to the sale of the property including pre-listing advice, sale strategy, periodic updates to the project manager and/or Board, negotiating strategies, post-sale logistics, etc.
  - 4) Other Real Estate Services – provide any other real estate services normally and routinely provided or accepted as best practices as part of a contract to list commercial property in the Quad City area.
  - 5) Compliance – realtor shall comply with all rules, laws, regulations and ethical standards generally accepted or in force for the real estate industry.

### REQUEST FOR PROPOSALS

Interested firms, individuals, agents or brokers may express consideration for this effort by making submission as outlined herein. Informal submissions, lobbying or other forms of expressing interest will not be considered and will be summarily rejected. Do not attempt to contact members of the Mississippi Valley Welcome Center Board, the Quad City Convention and Visitors Bureau or member entities (cities of Davenport, Bettendorf, LeClaire or Scott County) about this solicitation.

Proposal submissions should be organized in the following manner and include information regarding:

- A) Identifying Information – identify the firm, individual, broker or agent that will serve as the listing agent. Include any business alias information, real estate license information, any proposed sub-contracting arrangements. Include physical addresses, contact person(s), phone numbers and e-mail addresses.
- B) Experience – describe the experience that the firm, individual, broker or agent has in the “successful” sale of commercial real estate in the Iowa Quad Cities. Include information about “non-traditional” (non-office, non-warehouse, etc.) commercial properties successfully marketed. Include information about successful commercial listings in areas other than primary population centers.
- C) Fees – fully identify all commissions, fees, reimbursable expenses that will be paid to the listing agent or broker. Identify and clearly define said expenses including a schedule of expenses to the lister for both the buyer and seller. All expenses should be clearly denoted as either a fixed fee, a percentage of the selling price or an estimate. Part of the selection will be determined by the expense of listing as weighed against the experience of the seller – be specific!
- D) Authorization – proposals must contain the signature of at least one individual who authorizes the proposal. Said signatory must have authority within the submitting firm – typically as a firm officer, primary agent or owner.

### SUBMISSION INSTRUCTIONS

Submissions should be placed in a sealed envelope, clearly marked as follows:

Sealed Proposal  
Project #FSS1108-02

MVWC Real Estate Listing  
Scott County Purchasing Division  
600 W. 4<sup>th</sup> Street  
Davenport, IA

Submission envelopes may be hand delivered or sent via carrier.

In lieu of hard copy submissions, electronic proposals will be accepted. Electronic submissions should be made in Adobe PDF™ format, with all parts of the submission contained in one file. Electronic submissions may be made to:

[purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com)

### SELECTION PROCESS

The MVWCB Team intends to evaluate all submissions through the review of qualifications, experience, expertise and costs. All decisions and selections of the MVWCB are final and are not subject to appeal.

Please do not attempt to contact any staff or officials of any participating agencies outside of this RFP selection process. Due to the number of interested firms for this project we are unable to grant individual meetings or interviews at this point in the selection process.

### RFP DEADLINE

Deadline for this request is **Friday, September 16, 2011 at 10:00 a.m. Central time.** Submittals must be received at the above e-mail address or physically delivered to the above address before the aforementioned time and date. Submissions received after this time will not receive consideration. The MVWCB is not responsible for delivery delays. Confirmation of receipt can be made by contacting:

Barb Schloemer  
Scott County Purchasing Specialist  
[bschloemer@scottcountyiowa.com](mailto:bschloemer@scottcountyiowa.com)  
563-326-8793