

Scott County Administration
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030

REQUEST FOR QUOTATION

Scott County Requisition No. **19431**

Bidders need to complete and submit this form.

Submission Date 4/5/2019	10:00 a.m.
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Qty	Description
	Scott County is seeking:
	Commercial Real Estate Broker/Agent Services
	Scope of work is attached
	Submit responses to www.publicpurchase.com
	Please register at www.publicpurchase.com
	price quotation good for 60 days
	Delivery Included
	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, www.scottcountyiowa.com

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: 3/11/2019

Title

Time: 11:30 a.m.

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- PROFESSIONAL SERVICES

Commercial Real Estate Broker/Agent Services Project FSS 2019-0301

Scott County Facility and Support Services is requesting proposals from commercial real estate brokers and agents. Scott County intends to contract with a licensed, qualified firm or individual to provide commercial real estate services for negotiation and lease or purchase of property located in Scott County IA. Firms or individuals may express interest and request consideration for said project by making submittal as outlined herein. It is anticipated that services will be expected to start on or around June 30, 2019, but may be needed earlier.

COMMERCIAL REAL ESTATE SERVICES

Facility & Support Services intends to retain a qualified real estate broker/agent/firm to provide full service real estate services. Services required include, but may not be limited to:

- 1) Negotiate with property owners to facilitate lease or purchase of property.
- 2) 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 lease and/or purchase property in the Quad City area.
- 3) 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.

Questions regarding this request should be submitted through the vendor website www.publicpurchase.com so that all prospective firms can view the questions and associated answers.

SUBMISSION INSTRUCTIONS

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 agent. Include any business alias information, real estate license information, and any proposed sub-contracting arrangements. Include physical addresses, contact person(s), phone numbers and e-mail addresses.
- B) Experience- include specific information regarding the proposed agent's experience in successfully working with a buyer to obtain an option on property and seeing that through to a successful lease and/or sale.

- C) Fees – fully identify all commissions, fees, reimbursable expenses that will be paid to the agent or broker. Identify and clearly define said expenses including a schedule of expenses to Scott County 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 expenses to the buyer 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.

PROJECT SUBMISSION DEADLINE

Submissions must be received by www.publicpurchase.com, **no later than April 5, 2019 at 10:00 a.m. (local time)**.

Proposals received after the deadline will not be considered. Incomplete proposals that do not fully address this RFP will be considered non-responsive and will not be considered.

Scott County is not responsible for any delivery delays or logistical issues including but not limited to: internet delays or interruptions, computer failure, strikes, weather delays, etc.

SUBMISSION REQUIREMENTS

RFP submissions must be via Public Purchasing at www.publicpurchase.com. Registration is required, however Scott County does not require you to select a subscription service of any type, nor will Scott County be responsible for any costs incurred if you opt for any type of subscription other than the “free” selection. Questions regarding Public Purchasing should be directed to them through their chat feature.

Verification of receipt may be made to the purchasing office at 563-326-8793. Please note that office hours conclude at 4:30pm sharp! Submittal and verification should be made well in advance of the deadline to avoid late delivery.

INAPPROPRIATE CONTACT PROHIBITED

Do not attempt to contact or respond to any staff or officials of Scott County, outside of this RFP selection process. Any attempt to circumvent or influence the selection outside this process, whether intentional or incidental will be considered as grounds for disqualification of the submission.

SELECTION PROCESS

The Scott County Team intends to evaluate all submissions through the review of qualifications, experience, expertise and costs. Scott County reserves the right to reject any and all bids. All decisions are final and are not subject to appeal.