

CENTRAL GREENE SCHOOL DISTRICT
REQUEST FOR PROPOSAL
REAL ESTATE BROKER SERVICES

RESPONDENT (Please complete below)

CONTACT NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PROPOSALS DUE: 3:30 P.M. Prevailing Time, Wednesday, October 12, 2022

CENTRAL GREENE SCHOOL DISTRICT RFP FOR REAL ESTATE BROKER SERVICES

Enclosed is the Request for Proposal (RFP) for Real Estate Broker Services. The Central Greene School District has identified the need to obtain the services of a real estate broker.

All interested parties must submit Proposals by Wednesday, October 12, 2022 before 3:30 P.M., prevailing time. **No late proposals will be accepted.** The Central Greene School District Board of Directors reserves the rights to accept or reject any or all proposals, to waive any irregularities, and to accept the proposal that is in the best interest of the District. The District shall be held harmless for any failure to solicit proposals from potential brokers.

Respondents are to submit (3) originals of their response to the RFP. Proposals shall be delivered in sealed envelopes clearly marked as “**RFP – Real Estate Broker**” and mailed/delivered to:

Valerie Brooks, Board Secretary
Central Greene School District
250 South Cumberland Street
Waynesburg, PA 15370

All communications concerning the RFP should be directed to the Board Secretary via email at vbrooks@cgsd.org.

IMPORTANT DATES

Issue Date: September 26, 2022,
Return Date and Time: October 12, 2022 prior to 3:30 P.M.

All proposals submitted must be delivered to the Business Office before 3:30 PM on October 12 2022 to be considered for evaluation. Proposals received after this time may not be accepted and may be returned to the vendor unopened.

Overview

The Central Greene School District is hereby requesting proposals from qualified and licensed, real estate brokers to assist with the sale of Greene County Tax Parcel Number 07-08-157, containing 16.972 acres, located in Franklin Township, Greene County, Pennsylvania. It is the intent of this Request for Proposal to have the successful broker enter into a Professional Services Contract with the District to provide real estate services as outlined herein. The potential sale of the aforementioned parcel shall be by private sale pursuant to Section 707(3) of the Public School Code and shall comply with all requirements noted therein, including those associated with advertisement, required affidavits and approval by the Court of Common Pleas of Greene County, Pennsylvania. Pursuant to the Public School Code, Section 707(6), a selected Respondent shall only be paid a brokerage commission upon the actual consummation of sale by said Respondent/Broker.

Scope of Work

General scope of services:

1. Recommend the listing price of the property based on marketability and similar/comparable sales in the area.
2. Recommend a minimum sales price for the District to consider and projected timeline for sales at various listing prices.
3. Develop a marketing plan for the sale of the property.
4. Advertise the property for sale in compliance with Section 707 of the Public School Code.
5. Present offers to the District with recommendation for acceptance or refusal.
6. Assist in closing sale of the property (including if necessary information or testimony required for court approval of the sale)

District Terms

1. Proposals will be date and time stamped upon receipt by the Central Greene School District.
2. The District reserves the right to waive minor technical defects in a proposal, reject all proposals, reject any part of the proposal, or advertise for new proposals, and to select the selected Respondent determined to be in the best interests of the District as determined in its sole discretion.

3. The District reserves the right to design the evaluation criteria to be used in selecting the selected Respondent.
4. The District reserves the right to provide the final contract for mutual consideration and agreement.
5. Should any differences arise as to the meaning or intent of the specifications, the District's decision is final and conclusive.
6. The District reserves the right to reduce or increase the amount of services for the original request for proposal.
7. Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any agreement or contract may violate these laws, ordinances or policies. Any such portion of the agreement or contract that does violate these laws, ordinances and policies will be considered null and void.

Award Criteria

Proposals will be evaluated on the following criteria as determined by the District:

1. Commission Structure;
2. Licensure, Key Personnel and Resources;
3. Marketing Strategies;
4. Commercial Real Estate Experience;
5. Contract Terms; and
6. Best Interest of the District.

Contract

Include with the proposal your proposed listing contract. Proposed listing contracts shall note that brokerage commissions shall only be tendered upon sales actually consummated by the Respondent subsequent to approval of the Court of Common Pleas of Greene County, Pennsylvania.

Instructions to Firms

Three copies should be submitted.

The proposal must contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

- Letter of Interest
- Profile and Experience

- Project Budget
- Litigation History

Letter of Interest

The proposal should be introduced with a letter of interest that includes a synopsis of the company's services and highlight the capacity to perform the work. The letter should be signed by the individual Respondent or, in the case Respondent is a business entity, the duly authorized agent of said entity.

Profile and Experience

Outline the company history, scope of services offered, size of firm and location. Please include an organizational chart that indicates the project's key personnel and their responsibilities; Provide for each of the key personnel related work experience, education, training and any other pertinent information that would demonstrate competence and experience specifically related to the sale of commercial real estate.

Project Budget

Please provide the total cost of brokerage services, including but not limited to the commission rate that the firm will require on sale.

Litigation History

List all litigation in the last five years, filed against the Respondent firm or firm's employees. With respect to each matter of litigation; state whether the action is pending or finalized. Regarding actions which have finalized through final judgment or settlement, provide the terms of said judgment or settlement.

General Conditions

Additional Information

Information may be provided to potential Respondents for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Prospective Respondents shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals.

Submission of Proposal

Proposals are to be sealed and submitted prior to the date and time indicated. At such time, all proposals received will be formally opened. The opening will consist of only the name and

address of each Respondent. Proposals received after the date and time indicated will not be considered. Proposals may be withdrawn or modified in writing prior to the proposal submission.

Termination

Provisions on termination will be included in the listing contract.

Disclaimer of Liability

The District will not hold harmless or indemnify any firm for any liability whatsoever.

Hold Harmless

The selected Respondent shall agree to protect, defend, indemnify and hold the School Board, the Central Greene School District, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages settlements, charges and professional fee/other expenses or liabilities of every kind and character resulting from error, omission or negligent act of the selected Respondent, its agents, employees or representatives, in the performance of the selected Respondent's duties under any agreement resulting from award of this proposal.

Applicable Laws and Jurisdiction

Any agreement entered by and between the District and the selected Respondent shall be subject to, governed by and construed according to the laws of the Commonwealth of Pennsylvania. The Court of Common Pleas of Greene County, Pennsylvania shall retain jurisdiction with respect to any dispute, action or controversy which arises pursuant to any agreement entered by the District.

Anti-Discrimination Clause

As a condition of doing business with the District, the selected Respondent shall not in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, origin or religious creed. Selected Respondents shall comply with all Federal laws, state statutes and executive orders pertaining to non-discrimination.

Conflicts of Interest

By submission of a response to proposal, all Respondents do declare that no conflicts of interest exist as to the revenues derived from the results or recommendations made on behalf of the Respondent. No salaried officer or employee of the District and no member of the School Board shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Selected Respondent further covenant that in the performance of any contract entered as a result of this request for proposal, no person having such interest shall be employed to work on this project.

Non-Collusion

By Submission of a proposal, all Respondents do declare that the only person or entity interested in this proposal as principal or principals is/are named therein and that no other person or entity other than therein mentioned has any interest in this proposal or contract to be entered into; that this proposal is made without connection with any other person, company or parties making a proposal, and that it is in all respects fair and in good faith without collusion or fraud

Costs

All costs incurred in the preparation of the response to this request for proposal shall be the sole responsibility of the firm.