

Mason County Support Services
411 North 5th Street
Shelton, WA 98584

REQUEST FOR PROPOSAL
Mason County Real Estate Professional Services

I. Purpose of Request

Mason County Support Services is requesting proposals for the furnishing of all staffing and services necessary to provide real estate services on a competitive level for 2019/2020. The Mason County Real Estate Professional contract will be issued no later than December 31, 2018 with an option for the County to extend the agreement for two years. The Mason County Real Estate Professional contractor and the Mason County Board of Commissioners will review the contractual arrangement at the conclusion of the first year to determine if the option will be exercised. The County's needs are outlined in the following Request for Proposal (RFP). Real Estate Services desired are for the contractor to market and offer for sale current Mason County surplus properties and additional services as might be deemed necessary.

II. Estimated Timeline (all dates except Deadline for Proposals are estimates)

<i>Issue RFP</i>	<i>October 2, 2018</i>
<i>Deadline for Submittal of Proposal</i>	<i>October 23, 2018</i>
<i>Selection</i>	<i>No later than December 31, 2018</i>

Proposers are invited to gain additional information by contacting Mason County Support Services (360) 427- 9670, ext. 530 and scheduling an appointment with Frank Pinter.

III. All proposals should be sent to:

Frank Pinter, Support Services Director
411 North 5th Street
Shelton, WA 98584
(360) 427-9670, ext. 530

- All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: **RFP-Mason County Real Estate Professional Services**. All proposals must be received by 4 p.m. on October 23, 2018. Two (2) copies of the RFP must be presented. No faxed or telephone proposals will be accepted.
- Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

All proposals must include the following information:

- The names of individuals from the firm who will be working on the project and their areas of responsibility.
- A proposal of any program requirements the proposer would recommend based on a one-year contract.
- Proposed financial agreement for real estate services.
- A sample property marketing and sales strategy.
- A short narrative of how the proposer intends to implement a real estate program for the County.
- An explanation of needs or requirements the contractor would need from the County.
- Acknowledgement that employees may be required to pass a criminal background check to access any County buildings, especially the courthouse.

- Disclosure of any conflict of interest.
- Current list of County Surplus Real Estate is available on request.
- Proposer to submit Attachment “A” Acknowledgement with proposal.

IV. Selection Criteria

The ultimate objective of this RFP is to provide quality and dependable services to the Mason County Board of Commissioners. Accordingly, the County will select the successful contractor after evaluation of the following RFP elements:

1. <u>Compensation to the County- financial proposal</u>	50%
Competitiveness of the proposed contract cost of the same or superior quality as those offered by competing proposers. Proposer should state the sales percentage of each sale the contractor desires form each transaction.	
2. <u>Marketing Plan for the sale of County Real Estate</u>	25%
3. <u>Experience of contractor and knowledge of local real estate market</u>	25%
<i>Total criteria weight</i>	<i>100%</i>

V. Terms and Conditions

- The County reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
- The County reserves the right to request clarification of information submitted and to request additional information from any proposer.
- The County reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- Any proposal may be withdrawn, up until the date and time set for opening of the RFP’s. Any RFP not so timely withdrawn shall constitute and irrevocable offer for a period of ninety (90) days, to sell to the County the services described in the attached specification, or until one or more of the proposals have been approved by the County Commissioners, whichever occurs first.
- The contract resulting from acceptance of a RFP by the County, shall be in a form supplied or approved by the County and shall reflect the specifications in this RFP. The County reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by Mason County.
- The County shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
- Failure to submit all required items in response to this RFP shall result in rejection of any proposal not so complying.

VI. Scope of Services

The proposer shall provide services of the highest quality and dependability, during the days and hours listed below:

Mason County Real Estate Professional Services: Work to be completed at discretion of the contractor

January 1, 2019 to December 31, 2020 with an option for the County to extend the agreement for two years.

VII. Compensation

- Please present detailed information on the firm's proposed fee schedule (percentage or per transaction) for the specifications proposed and for any variation for non-routine

services, inclusive of any other applicable governmental charges.

- In the event of a contract award, proposers shall be required to submit an itemized statement in the form specified by the County and approved by the appropriate County representative, which shall specifically set forth the services performed and the applicable fee charged by the contractor.

VIII. Contractor Insurance Requirements. All insurance provided shall be primary and non-contributory.

1. Commercial General Liability. Limits shall be no less than \$1,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregate;
2. Workers' Compensation. Workers' compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses;
3. Business Auto Coverage. \$1,000,000 combined single limit per accident for bodily injury and property damage;
4. Excess or Umbrella Liability Insurance. If used to meet the limit requirements, shall provide coverage at least as broad as specified for the underlying coverages.
5. Contractor Errors and Omissions Liability. \$1,000,000 per occurrence and as an annual aggregate.

IX. Independent Contractor

It is the intention and understanding of the County that the Contractor shall be an independent contractor and that the County shall be neither liable for nor obligated to pay sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax that may arise as an incident of employment. Contractor shall pay all income and other taxes as due. Industrial or other insurance that is purchased for the benefit of Contractor shall not be deemed to convert this Contract to any employment contract. It is recognized that Contractor may or will be performing services during the term of the Contract for other parties and that the County is not the exclusive user of the Contractor's services.

X. Equal Opportunity Employer

Mason County is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Attachments: Acknowledgment

Attachment A

**ACKNOWLEDGMENT OF CERTAIN CONDITIONS OF MASON COUNTY REAL ESTATE
PROFESSIONAL SERVICES**

In the event of a successful award of contract, proposer acknowledges that:

He/She will be able to comply with the insurance requirements of the Real Estate Services Contract and to provide in a timely manner, a certificate of insurance.

He/She will have in their possession, or will obtain prior to contract commencement, a valid business registration, as well as all other required permits or licenses required by the State of Washington, Mason County or any other lawful authority.

Proposer:

Signature

Date

Name (please print)

Company Name