

CITY OF SEDRO-WOOLLEY
REQUEST FOR PROPOSALS (RFP)
FOR
REAL ESTATE SALES AGENT FOR SALE OF PROPERTY

PROPOSAL DUE DATE – June 22, 2007

I. Introduction/Request

The City of Sedro-Woolley is soliciting proposals to provide the City with real estate sales services to market and represent the City in the sale of real property located in Skagit County, Washington.

Property for sale is located at 23805 River Road, Sedro-Woolley, Washington and includes approximately two acres of land, a home, a detached garage and carport, a barn with accessory dwelling unit (occupied by renter), and an additional outbuilding. A current appraisal of the subject property is available via email upon request. The property is available for viewing.

The proposal should include the proposed real estate commission, marketing plan, any additional fees for marketing, a statement of experience regarding sales of similar properties (including examples), a statement of qualifications and at least three references.

II. RFP Administrative Requirements

A. Contacts

All communications concerning this RFP should be directed to:

Eron Berg
City Supervisor/City Attorney
City of Sedro-Woolley
720 Murdock Street
Sedro-Woolley, WA 98284
Telephone: (360) 855-1661 FAX: (360) 855-0707
Email: eberg@ci.sedro-woolley.wa.us

Candidates responding to this RFP should provide the following information (i.e., by submitting a photocopy of a business card) at the time they respond:

Name of contact person
Name of firm
Mailing address
Telephone number
FAX number
E-mail address

B. Delivery of Proposals

Proposals must be received by the City Attorney for the City of Sedro-Woolley, at City Hall, 720 Murdock, Sedro-Woolley, WA no later than 12:00 p.m. PST on Friday, June 22, 2007. Proposals may be accepted by email or fax.

Candidates are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service will not be grounds for an extension of the proposal due date and time. Proposals received after the due date and time will be returned unopened.

C. Cost of Proposal

This RFP does not commit the City to pay any costs incurred by any candidate in the submission of a proposal. The candidate is responsible for all costs associated with its response to this RFP.

D. Rejection of Proposal

The City reserves the right to reject any or all proposals at any time with no penalty and/or to waive immaterial defects and minor irregularities in proposals.

III. Selection Criteria

Proposals will be evaluated on the basis of the following:

1. Proposed commissions;
2. Proposed marketing and sales plan;
3. Proposed additional fees or costs;
4. Candidate's experience selling similar properties; and
5. Candidate's qualifications, including references.