

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

PROPOSAL DUE DATE – October 19, 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 720 Murdock Street, Sedro-Woolley, Washington and includes City Hall and a small parking strip located across the alley to the North of City Hall. City Hall is a multi-story structure that is currently used as office space and includes a courtroom, a theatre and an occupied apartment. The property is available for viewing upon request.

Resolution 756-07 which declares the building surplus is attached and includes the legal description for the property as well as the authority for this RFP process. The building will be occupied by the City through April 15, 2008. It is the City's intent to list it for sale in October, 2007.

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, a CMA including the proposed listing price, 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, October 19, 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.

RESOLUTION NO. 756-07

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY DECLARING
CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION**

WHEREAS, the City has purchased the property and/or equipment identified herein; and

WHEREAS, the property and/or equipment identified is surplus to the needs of the City; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AS FOLLOWS:

Section 1. The City Council does hereby declare the following to be surplus:

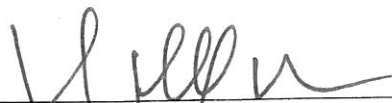
The building and property located at 720 Murdock Street, Sedro-Woolley, Washington, and legally described on Exhibit A attached hereto.

Section 2. The City Supervisor is directed to request proposals from qualified real estate professionals; evaluate their proposals on the basis of proposed commissions, proposed marketing plan and strategy, and experience with this type of listing.

Section 3. The City Supervisor is authorized to select from the proposals identified in Section 2 herein the most qualified person, entity or firm to represent the City in selling this property and to execute listing agreements with that person, entity or firm.

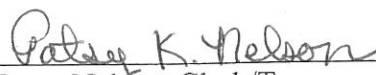
Section 4. The City Council reserves the right to approve any purchase and sale agreements that may be negotiated by the Mayor or the City Supervisor; any transfer of this property shall be subject to the City's right to use and occupy the structure through April 15, 2008.

PASSED by majority vote of the members of the Sedro-Woolley City Council
this 12th day of September, 2007



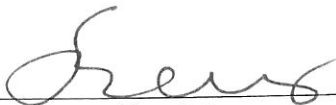
Mike Anderson, Mayor

Attest:



Patsy Nelson, Clerk/Treasurer

Approved as to form:



Eron Berg, City Attorney

Exhibit A

Lots 10, 11, 12, 13, 14 and the East 28 feet of Lot 15, Block 5,
"Woolley, the Hub of Skagit County, Washington" as per plat recorded in
Volume 2 of Plats, Page 92, records of Skagit County, Washington,
EXCEPT the North 70 feet of said Lots 10, 11 and 12.

