

**Baldwin County School District**

110 N ABC Street  
Milledgeville, Ga. 31061  
(478)453-4176 Phone  
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**Request for Proposal**

**#020-2020**

**Request for Proposal (RFP) for Real Estate Services**

**PERTINENT DATES**

January 30, 2020	Request for Proposal Issued
February 5, 2020	10:00AM Site Visit Meet at the Baldwin County School District 110 N ABC Street, Milledgeville GA 31061
February 18, 2020	10:00AM Proposals due

# **Baldwin County School District**

<p><b>REQUEST FOR PROPOSAL</b> <b>#020-2020</b> <b>Real Estate Services</b></p>
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## **Invitation and Overview of Project**

The Baldwin County School District (the “District”) is seeking qualifications and proposals from licensed real estate firms and their designated agents to provide real estate services for the purpose of selling a property currently owned by the district.

The property consists of a building, also known as “Old Carver School”, and land located at 330 Walton Street, Milledgeville Georgia. The district is expected to sell the property at top dollar.

## **Information to Potential Proposers**

The District desires to enter into a Professional Services Contract with a real estate firm to supply real estate services as outlined herein.

The real estate firm will be paid strictly on a commission basis and will be expected to work closely with the district personnel and provide bi-weekly reports to the Deputy Superintendent and Director of Procurement.

## **Scope of Services**

The successful firm shall agree to contract with the district to provide the following:

- Perform market analysis
- Develop strategies for sale of property
- Listing property for sale
- Work with the district Director of HR to negotiate the sale of the property with buyers/prospects,
- Coordinate real estate appraisals
- Coordinate real estate transaction closings
- Handle all other customary activities and services associated with real estate transactions. Attendance and presentation at the Baldwin County School District Board meetings may be required.

## **Qualifications**

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the Georgia Real Estate Commission
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with commercial property.

### **Term of Contract**

The contract period for the successful firm will be for one year. The contract may be terminated by either party with 60(sixty) days prior notice.

### **Fee Schedule**

The proposed fee schedule shall include the following items:

- State your commission rate for selling properties for all situations.

### **Evaluation and Award Process**

Issuance of this RFP and receipt of proposals does not commit the district to award a contract. District may reject proposals that are substantially incomplete or lack key information and reserves the right to reject any and/or all proposals. District reserves the right to negotiate with any of the firms submitting an RFP, or to cancel all or part of this RFP.

### **Evaluation Criteria**

1. Letter of Interest
2. Structure, focus and capacity of proposing firm - describe organizational structure, real estate specializations, commercial and residential experience and capacity of proposer.
3. Fee schedule
4. References

### **Schedule of Events**

Below is an estimated Schedule of Events; any necessary changes to days/times will be announced through addendum and posted on Baldwin County School's website.

Post advertisement for Real Estate Services	January 30, 2020
Site Visit	10:00AM February 5, 2020 Location: 110 N ABC Street Milledgeville, GA 31061
Deadline for questions and clarifications of RFP	10:00AM February 12, 2020
Response to RFP due	10:00AM February 18, 2020
RFP Awarded	March 10, 2020

### **Submittal Format**

Each proposal should contain the following information for review and consideration. Percentages represent the category's worth in the overall scoring process to be used to determine the most advantageous real estate firm.

- Letter of Interest
- Structure, focus and capacity of proposing firm - describe organizational structure, real estate specializations, commercial and residential experience and capacity of proposer.
- Fee schedule
- A minimum of three professional references.

### **Submission of Proposals**

Proposals will be received until 10:00 a.m., on February 18, 2020. To be accepted, all proposals are to be submitted, via e-mail titled "Response to RFP for Real Estate Services #020-2020". Proposals must be e-mailed to [RFP@baldwin.k12.ga.us](mailto:RFP@baldwin.k12.ga.us) No proposals will be accepted via fax transmission regardless of time of delivery.

Questions concerning the RFP should be emailed titled "Question(s) for RFP for Real Estate Services #020-2020" to [RFP@baldwin.k12.ga.us](mailto:RFP@baldwin.k12.ga.us).

District intends to award the Professional Services Contract to the most qualified firm based on the evaluation criteria listed above. Should the District and the first firm selected fail to negotiate mutually acceptable fees for service, the District shall abandon negotiations with the first firm and initiate negotiations with other firms in rank order, however the District reserves the right to reject any or all proposals if deemed to be in the best interest of the District.

**Contractor Affidavit under O.C.G.A. § 13-10-91(b) (1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.O.A, § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Baldwin County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.O.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.O.A, § 13-10-91(b), Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_201\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state),

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,

NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_