

REQUEST FOR PROPOSALS FOR REALTOR SERVICES

FOR SALE OF 410 LAFAYETTE STREET, SALEM, MA

Salem State University Assistance Corporation

Invitation to Bid

The Salem State Assistance Corporation (“SSUAC”) is seeking proposals from experienced and qualified realtors to sell a single family home located at 410 Lafayette Street, Salem, MA.

SSUAC was created by a special act of the legislature in 1994 as a vehicle to allow Salem State University to purchase what is now known as its central campus. Since its enabling legislation, and subsequent amendments thereto, SSUAC has acquired and owned other properties for the benefit and use of Salem State University, including 410 Lafayette Street, Salem, MA.

1. Proposal Requirements

In your proposal, please provide the following information:

- interest working as the exclusive realtor for the sale of 410 Lafayette Street, Salem, MA;
- firm’s profile including number and description of realtors;
- copies of professional realtor(s) license(s);
- resume or statement of qualifications of lead realtor(s) assigned to work on the sale;
- description of experience in marketing residential property;
- methods of advertising and promoting the sale of property;
- breakdown of fees and expectations for payment including detailed invoice form ;
- names and contact information of two (2) business references;
- financial statements to demonstrate sound financial condition;
- copy of certificate of liability insurance;
- certificate of tax compliance in Massachusetts;
- copy of engagement letter or other contract used to secure services;
- range of asking price for the property;
- Please answer yes or no: is the bidder currently the subject of any criminal investigation, indictment, debarment or other litigation against the firm which might adversely affect its ability to act as the exclusive agent for SSUAC?

The successful Bidder must be able to provide the following services:

- recommend an asking price that meets with the approval of SSUAC;
- promptly put the property on the market for sale;
- exhibit the utmost integrity and fair dealing when marketing the property and negotiating its sale;
- hold open houses and otherwise show the property to prospective buyers;
- manage all of the paper work required to carry-out the sale of the property;
- keep SSUAC apprised of the general status of the sale and of all offers to buy the property;
- perform all other duties in the regular course of a realtor’s responsibilities that are not otherwise enumerated here.

A walk-through of 410 Lafayette Street is scheduled for 2 pm on May 10, 2019.

2. Instructions for Submission of Responses (see timeline below)

Bidders must acknowledge understanding and compliance with each section of this RFP. If the bidder’s document conflicts with this RFP, the RFP’s language takes priority.

This is a closed-bid submission. Bids will be opened and examined according to the timetable set forth

below.

Bids must be submitted BEFORE the posted deadline and will not be accepted after. Bids must be bound in some manner (3-ring, stapled, pressure-plate, etc.) and not submitted as loose pages, whether in an envelope or folder pocket. Electronic submissions via email will be accepted; however, the submission must either be electronic or hard copy (combination electronic and hard copy is not acceptable). Bidders will submit three (3) copies (electronic submissions will be in Microsoft Word or PDF format).

Please note that this is an anticipated calendar and may be subject to change:

- RFP will be released on **Monday, May 6, 2019**;
- A walk-through of the property will be held on **Friday, May 10, 2019 at 2 pm**;
- Questions about the RFP should be directed in writing to Rita P. Colucci at rcolucci@salemstate.edu by **5 pm on May 15, 2019**.
- Responses to bid questions will be posted at <https://records.salemstate.edu/rfp> pm on **Monday, May 17, 2019**.
- Bid Responses should be addressed to Rita P. Colucci at rcolucci@salemstate.edu or Office of the General Counsel, Salem State University, 352 Lafayette Street, Salem, MA and submitted no later than 3 pm on Friday, May 24, 2019.
- Bids will be opened on **Friday, May 24, 2019, at 3:15 pm**.
- If selected as a finalist, interviews will be conducted on **Wednesday, May 29, 2019** during the hours of **11 am to 1 pm**. Responders should plan to be available during that time.
- Notification to Bidders of award will be on or before **5 pm on Friday, June 7, 2019**.
- Start date of contract will be **June 10, 2019**.

Release of RFP	May 6, 2019
Walk-through of Property	May 10, 2019 at 2 pm
Questions submitted by	May 15, 2019
Responses to Questions by	May 17, 2019
Bid Responses Due	May 24, 2019
Bid opening	May 24, 2019
Interview finalists	May 29, 2019
RFP Anticipated Award	Week of June 3, 2019
Contract Offer	Week of June 3, 2019
Contract Signing	Week of June 3, 2019
Start date	June 10, 2019

3. Evaluation of Proposals

All responses will be evaluated based upon its ability to meet the specifications (delineated above), as well as the following:

- a. the greatest value with respect to the bidders' response and its material content and responsiveness to the requirements of the RFP;
- b. the quality of the services offered;
- c. the general reputation of the firm;
- d. the quality of the references provided (only finalists);
- e. the experience and qualifications of the personnel assigned to work on the project;
- f. the bidder's functionality, performance, flexibility, and ability to meet SSUAC's needs and timetable.

4. Single Contract Award

This RFP will award a single contract to complete this project only and does not imply any further project awards from SSUAC. Any bid that does not specifically address the RFP will not be considered a valid bid-response.

5. Costs for Proposal Preparation

Any costs incurred by bidders in preparing or submitting a proposal shall be the bidder's sole responsibility.

6. Disqualification of Proposals

SSUAC reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements specified in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP shall be disqualified without further notice. A Bidder shall be disqualified and the proposal automatically rejected for any one or more of the following reasons:

- The proposal shows any noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
- The Bidder is debarred or suspended.
- The Bidder is in default of any prior contract or for misrepresentation.

7. Rights Reserved

SSUAC reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of SSUAC will be served. Should the university determine that only one Bidder is fully qualified, or that one Bidder is more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Bidder.

8. Inspection of Proposals

Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties.

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BIDDER IDENTIFICATION (must be completed and attached to proposal submission)

Company Name: _____

DBA: _____

Company's Federal ID Number: _____

Address: _____

Remit To Address: _____

City _____ State _____ ZIP _____

Telephone: _____

Fax: _____

Email: _____

Web address: _____

Name _____

Title _____

Authorized Signature _____

Date: _____

Main Contact: _____

Person responsible for response (if different)
