



## REQUEST FOR PROPOSALS

Sealed proposals for **REAL ESTATE BROKER SERVICES** for the Village of Maywood will be received by the Village Clerk's office, 40 West Madison, Maywood, IL 60153 **until March 31, 2016 at 3:00p.m.**

Any questions regarding this Request for Proposal should be directed to Angela Smith, Coordinator of Business Development, or emailed to: [asmith@maywood-il.org](mailto:asmith@maywood-il.org). All interested firms or individuals are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

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**Village of Maywood  
Submittal Signature for:  
REAL ESTATE BROKER SERVICES**

The firm submitting this proposal is required to submit those items listed in this RFP in full as a part of the proposal package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitation, condition or provision not requested, may be cause for rejection of your proposal. By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the firm indicated below is capable of providing services as described in their response to this RFP.

<b>COMPANY</b>	<b>TELEPHONE NUMBER</b>
<b>AUTHORIZED REPRESENTATIVE (PRINT)</b>	<b>TITLE</b>
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>

**GENERAL SPECIFICATIONS  
FOR  
REAL ESTATE BROKER SERVICES**

Maywood is seeking proposals from local real estate brokers/firms to sell real property owned by the Village. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the Village to supply real estate services as outlined herein.

**A. SCOPE OF SERVICES**

The successful firm or individual shall agree to contract with the Village to provide the following:

1. Performing market analysis
2. Providing Village Manager and Board of Trustees with monthly activity reports
3. Provide Broker's Opinions for all attached properties
4. Provide Marketing materials for attached properties
5. Developing strategies for sale of properties,
6. Negotiating with buyers on behalf of the Village
7. Coordinating real estate appraisals
8. Coordinating real estate transaction closings
9. Handling all other customary activities and services associated with real estate transactions.

Services will include consultation with Village staff and Village Board members relating to reporting efforts/strategies to market real estate. Presentations at public meetings may be required.

**B. BROKER'S QUALIFICATIONS** - Respondents to this RFP shall have the following qualifications:

1. Must be licensed and in good standing with the State of Illinois.
2. Must have an excellent reputation in the real estate community.
3. Must be knowledgeable in the local real estate market and have experience with small and large commercial properties.
4. Must be knowledgeable in the use of all public real estate records.
5. Work with other local municipalities is highly recommended although not required.

**C. INSURANCE REQUIREMENTS**- For proposal purposes, proposers must submit copies of certificates of insurance for professional liability. The successful contractor must provide original certificates prior to commencing services.

**D. FEE SCHEDULE** - The proposed fee schedule shall include the following items:

1. State your commission rate for the selling of properties.
2. State any other costs the Village may anticipate relating to the real estate services to be provided.
3. Payments to the successful contractor will be based on actual services received.

**E. TERM OF CONTRACT**

The contract period for the successful broker/firm will be from date of award through April 30, 2017. The contract may be renewed for at the sole discretion of the Village for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the broker/firm and the Village of Maywood.

**F. EVALUATION AND AWARD PROCESS**

Issuance of this RFP and receipt of proposals does not commit the Village to award a contract. The Village reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

**G. ORAL PRESENTATION/INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

**H. SELECTION CRITERIA**

Selection of a broker/firm will be made based on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP,
2. Experience, qualifications and references,
3. Knowledge of local real estate market,
4. Local reputation,
5. Fee schedule, and
6. Completeness of response to RFP as outlined in this solicitation.
7. Experience with working with municipalities.

**I. RFP SUBMITTAL REQUIREMENTS**

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the Village's objectives.

**The following information must accompany your proposal:**

1. List years in business, previous names of the firm, if any.
2. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the Village; staff experience and training, including a brief resume for each key person listed.
3. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
4. Experience in assisting similar size entities, including any and all services for government agencies.
5. List of at least three references where and when your firm provided similar services.

RFP for Real Estate Brokerage Services

Please provide names and telephone numbers of contact persons for each reference.

6. Additional services offered through your firm.

7. Listing of current litigation, outstanding judgments and liens.

8. Fee schedule:

- a) State your commission rate for listing and selling of properties
- b) State your proposed method of compensation for representing the Village in negotiations for purchasing properties
- c) State any other costs the Village may anticipate relating to the real estate services to be provided.

## Commerical Properties for Realtor

#	PIN14	ADDRESS	SELL Type	Buildable Sq. Ft.	Zoning
1	15113520040000	815-817 South 5th Avenue	MLS Realtor	6600	C-2
6	15102320020000	1220 St. Charles Road	MLS Realtor	37194	BIP
7	15102320030000	1208 St. Charles Road	MLS Realtor	38813	BIP
8	15102320040000	1312 St. Charles Road	MLS Realtor	38714	BIP
9	15111320250000	4 North 8th Avenue	MLS Realtor	33941	M-1
10	15111320260000	4 North 8th Avenue	MLS Realtor	29943	M-1
11	15111320270000	4 North 8th Avenue	MLS Realtor	29943	M-1
12	15111320320000	4 North 8th Avenue	MLS Realtor	29943	M-1
13	15111350100000	3 North 6th Avenue	MLS Realtor	5498	C-2
15	15113190110000	408 South 5th Avenue	MLS Realtor	3125	C-2
16	15113190120000	408 South 5th Avenue	MLS Realtor	3125	C-2
17	15141020090000	1002 6th Avenue	MLS Realtor	18750	C-2
18	15141020100000	1002 6th Avenue	MLS Realtor	18750	C-2
19	15141020110000	1002 6th Avenue	MLS Realtor	18750	C-2
20	15141020120000	1002 6th Avenue	MLS Realtor	18750	C-2
21	15141020130000	1002 6th Avenue	MLS Realtor	18750	C-2
22	15141030160000	1023 South 5th Avenue	MLS Realtor	37285	C-2
23	15141180050000	1209 South 7th Avenue	MLS Realtor	36161	R-4
24	15141180060000	1217 South 7th Avenue	MLS Realtor	36162	R-4
25	15141180120000	1212 South 6th Avenue	MLS Realtor	36163	R-4
26	15141180130000	1215 South 7th Avenue	MLS Realtor	36163	R-4
27	15141200010000	1201 South 5th Avenue	MLS Realtor	36161	C-2
28	15141200150000	1243 South 5th Avenue	MLS Realtor	36923	C-2/R-5
29	15141300010000	1307 South 3rd Avenue	MLS Realtor	38714	R-5
30	15141300050000	1312 South 2nd Avenue	MLS Realtor	37307	R-5
31	15141200150000	1243 S. 5th Ave	MLS Realtor	29966	C-2
32	15141510140000	1616 South 5th Avenue	MLS Realtor	37622	R-2
33	15141520010000	1601 South 5th Avenue	MLS Realtor	40277	R-2
34	15141520020000	1601 South 5th Avenue	MLS Realtor	40277	R-2
35	15141520030000	1601 South 5th Avenue	MLS Realtor	40277	R-2
36	15152010030000	1510 Madison Street	MLS Realtor	6250	C-2
37	15152080010000	1030 South 17th Avenue	MLS Realtor	3125	OS
38	15103310270000	1719 Madison St.	MLS Realtor	29,000	R4
41	15113190150000	402 South 5th Avenue	MLS Realtor	3125	C-2

42	15141280020000	1309 South 5th Avenue	MLS Realtor	6600	C-2
43	15145010030000	1315 South 3rd Avenue	MLS Realtor	38714	R-5
44	15141270140000	1304 S. 5th Ave.	MLS Realtor	4379	C-2
46	15111360060000	11 N. 5th Ave.	MLS Realtor	2007	C-2
47	15111360050000	13 N. 5th Ave.	MLS Realtor	2007	C-2
48	15111350070000	800 South 5th Avenue	MLS Realtor	33,000 blk	C-2
49	15113510080000	802 South 5th Avenue	MLS Realtor	33,000 blk	C-2
50	15113510090000	806 South 5th Avenue	MLS Realtor	33,000 blk	C-2
51	15113510100000	806 South 5th Avenue	MLS Realtor	33,000 blk	C-2
52	15113510110000	812-818 South 5th Avenue	MLS Realtor	33,000 blk	C-2
53	15113510120000	820 South 5th Avenue	MLS Realtor	33,000 blk	C-2
54	15141270120000	1314 South 5th Avenue	MLS Realtor	38896	C-2
55	15113590150000	507-509 Madison	MLS Realtor	40413	C-2
56	15113360030000	601-615 S. 5th	MLS Realtor	20000	C-2
57	15113440060000	601-615 S. 5th	MLS Realtor	20000	C-2
58	15113360180000	601-615 S. 5th	MLS Realtor	20000	C-2
59	15113360200000	601-615 S. 5th	MLS Realtor	20000	C-2