

DOUGLAS COUNTY

REQUEST FOR PROFESSIONAL SERVICES FOR REAL ESTATE BROKERAGE SERVICES

**PROPOSAL DUE:
TUESDAY, NOVEMBER 1, 2011, AT 10:30 AM**

I. Introduction and Request

Douglas County, Washington, is soliciting proposals to provide the County with real estate sales services to market and represent the County in the sale of real property located in Chelan County, Washington.

The County's property for sale is located at 2415 Number One Canyon, Wenatchee, Washington. Parcel One includes a multi-level structure that is currently vacant but includes living space, kitchen areas, out buildings and approximately one (1.53) acres of grounds in a secluded country setting. Parcel Two is unimproved, approximately ten (10) acres in size, and adjacent to Parcel One. The property is available for viewing upon request.

Resolution No. C.E. 10-49-B, which declares the properties surplus, is attached and includes the legal description for the property. It is the County's intent to list the properties for sale in November, 2011.

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.

The County has additional properties in Chelan County which it may declare surplus in the future and, if such properties do not sell at County auction or sealed bid proceedings, then the County may elect to market one or more of the properties through the real estate brokerage firm submitting the Proposal for Professional Services accepted by the County.

II. Response Requirements

A. Inquiries.

All inquiries and other communication concerning this Request for Professional Services should be directed to: Mr. James R. Barker, Director of Administrative Services, 140 19th Street N.W., East Wenatchee, WA 98802, (509) 884-7173.

B. Content of Proposal.

Real estate brokerage firms responding to this Request for Professional Services shall include the following in the Proposal submitted to the County:

- Firm:**
1. Name of Firm
 2. Street Address of Firm
 3. Mailing Address of Firm
 4. Telephone Number
 5. Fax Number
- Broker:**
1. Name of Firm's Licensed Broker
 2. Copy of Broker License issued by the State of Washington
 3. Broker Cell telephone Number
 4. Broker Email Address
- Agent:**
1. Name of Listing Agent Responsible for Sale and Marketing
 2. Copy of Agent License issued by the State of Washington
 3. Listing Agent Cell Telephone Number
 4. Listing Agent Email Address
- Proposal:**
1. Compensation, e.g. Real Estate Commission
 2. Marketing Plan
 3. Expenses, if any, for Marketing
 4. Statement of Experience Marketing Similar Properties (examples)
 5. Statement of Qualifications
 6. Current Market Analysis, including the proposed Listing Price
 7. Minimum of three (3), or more, references.

The Proposal shall be signed and dated by the Broker and Listing Agent representing the real estate brokerage firm.

C. Delivery of Proposals

Proposals shall be submitted in triplicate and must be received by the Board of County Commissioners, at the Douglas County Courthouse, Commissioner's Chambers, 213 S. Rainer, P.O. Box 747, Waterville, Washington 98858-0747, **no later than November 1, 2011, at 10:30 am.** Proposals received after the due date and time will not be considered by Douglas County and shall be returned unopened. Proposals submitted electronically by email or by fax shall not be considered.

Real estate brokerage firms submitting Proposals are solely responsible for ensuring receipt by the Board of County Commissioners prior to the due date and time and bear

the risk of delays caused by the delivery service or method selected by the real estate brokerage firm.

D. Rejection of Proposals

The County reserves the right to reject all Proposals for any reason. The County shall reject any Proposal that fails to comply with this Request for Professional Services, but may, in its sole discretion, waive immaterial defects and minor irregularities. The County shall not pay or reimburse the costs and expenses incurred by any real estate brokerage firm submitting a Proposal.

E. No Contract Formation

The receipt, acceptance or award of any Proposal shall not constitute a contract, express or implied. Any real estate brokerage services provided to the County by the apparent successful real estate brokerage firm shall, as a condition of services, require negotiation and execution of a Professional Services Contract.
