



**County of Lennox & Addington**

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**Request for Proposal No. 2021-09**

**REALTOR SERVICES – LEASE OF PROPERTY**

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**March 2021**

# Introduction

## General Introduction

The County of Lennox and Addington invites Proponents to participate in a Request for Proposal (RFP) to provide professional real estate services for the lease of property at the County Memorial Building. This 2,200 sq.ft space consists of seven offices, kitchen and two bathrooms. The address of the property is 41 Dundas Street, Napanee, Ontario, K7R 1Z5.

## Scope of Work

The successful Proponent will:

- Develop a marketing plan for the lease of the property using conventional processes;
- Recommend the minimum lease price as well as projected timeline for lease at various listing prices;
- Recommend the listing price based on marketability;
- Advertise the property for lease;
- Show the property for lease;
- Provide regular status reports including:
  - Date and listing of when the property was advertised;
  - Listing of contacts made, either in response to realtor initiatives or specific inquiries;
  - Assessment of marketing effort, sales climate;
  - Suggestions, if any, on how to improve or change the marketing plan;
- Work with County staff to ensure accountability and transparency throughout the process.

The County of Lennox and Addington reserves the right to change the scope of work at any time during the course of the project and shall provide written notice to the Proponents as required.

## Addendum

An addendum shall be issued in all cases where questions result in changes or clarification to bid documents. **Proponents must consider and include all addenda (signed) when preparing its submission.**

## Timetable

This timetable is provided for general guidance only. Other than the submission date and time, the following dates and steps are subject to change without necessity of addendum.

Date	Event
March 10, 2021	RFP Issued
March 19, 2021	Deadline for Questions, Reporting of Errors/Omissions
March 26, 2021	Submission Closing
By April 6, 2021	Anticipated Award Issue

## Questions/Inquiries

It is the responsibility of the Proponent to seek clarification on any matter in this RFP considered to be unclear, ambiguous or inconsistent. The County of Lennox & Addington shall not be responsible for any misunderstanding on the part of the Proponent concerning this RFP. Proponents who fail to raise issues and questions they may have, do so at their own risk.

To provide equal and fair opportunity for all, Proponents' questions shall not be accepted by phone, nor sales visits permitted until after award. Responses shall be shared with all Proponents, without identifying the parties inquiring.

Questions must be in writing by electronic mail with the subject line of any electronic transmission stating "Inquiry- RFP Realtor Services".

Questions shall not be received after March 19, 2021 at 3:00 pm EST to allow all Proponents ample time to prepare their submissions.

All questions are to be directed in writing to:

Alyssa, Project Technologist, Property Services  
Email: [acolasante@lennox-addington.on.ca](mailto:acolasante@lennox-addington.on.ca)

No phone calls shall be accepted.

## RFP Submission Requirements

Proponent shall submit a maximum of five (5) pages and include, at a minimum:

- Firm's name, address, telephone, fax, email, website address, if available;
- Brief history of the firm and brief résumé of key real estate professional(s) to be assigned to this project, including identification of professional designations;
- Relevant information that supports the marketing and lease experience of commercial/institutional properties within a short timeframe, specific with examples;

- Outline of a marketing plan for the lease of the property;
- State the proposed commission-based compensation that shall include all fees, disbursements, travel, meetings, advertising, etc. including HST;
- Confirmation that the firm has the ability to carry out the required work;
- Confirmation that the firm does not have a conflict of interest in taking on this work on behalf of the County (Appendix A);
- Minimum of three (3) client references within the last five (5) years;
- Proof of valid commercial, professional liability and vehicle insurance of not less than \$2,000,000 per incident/annual aggregate; and
- Any other relevant information that supports the evaluation criteria identified below.

**Note:** The bid submission is irrevocable for a period of ninety (90) days from date of closing.

The County of Lennox & Addington shall not be liable for any costs incurred by any Proponent for the preparation of its submission.

## **FORMAT OF SUBMISSION**

### **Quantity and Deadline**

Submissions by email from qualified organizations, will be received by the undersigned no later than March 26, 2021 at 3:30 pm EST.

All submissions should be submitted to:

The County of Lennox & Addington  
 97 Thomas Street  
 Napanee, Ontario  
 K7R 4B9

Attention: Alyssa Colasante  
[acolasante@lennox-addington.on.ca](mailto:acolasante@lennox-addington.on.ca)

### **Evaluation Criteria**

A rated evaluation will be based on the following criteria:

<b>Criteria</b>	<b>Weighting - %</b>
Fees for services	55
Level of services proposed in marketing plan	25

Demonstrated ability for selling the property	10
Realty experience within the area	10

The County of Lennox & Addington reserves the right to cancel this RFP in whole or in part without penalty and/or to reject any or all bids received.

**Miscellaneous**

The County of Lennox & Addington shall, upon award:

- Provide access to existing resources and documents including surveys, appraisals and maintenance and capital work histories;
- Provide access to staff to work with the realtor(s) as may be required;
- Provide stakeholder and other community and government contacts which may be required; and
- Arrange access to the property.

## Appendix A - Conflict of Interest Declaration

Each Proponent shall declare to the County of Lennox & Addington as part of their bid submission any situation that may be either a conflict of interest or a potential or perceived conflict of interest with the contractual obligations of their bid.

### Declaration

I agree to perform the work in compliance with all the terms and conditions stated in the RFP package and addenda, if applicable. I hereby certify that:

1. I am duly authorized to execute this bid and bind the corporation (affix corporate seal, if available).
2. I am not party or privy to any deceit to mislead the County of Lennox & Addington into accepting this bid as a truly competitive bid whether to the prejudice, injury or benefit of the County of Lennox & Addington. I am not in a conflict of interest situation.
3. The prices contained in the bid are quoted in good faith without any collusive arrangement with any other person or entity.
4. I have no financial interest in any other entity, which is submitting a bid for this work.
5. I agree that the County of Lennox & Addington has the right to correct mathematical errors based on the unit price as shown and to accept the price as corrected.
6. At the time of submitting this bid, I am in compliance with all tax statutes administered by the Ministry of Finance for Ontario. In particular, all returns required to be filed under all provincial tax statutes, have been filed and all taxes due and payable under those statutes, have been paid or satisfactory arrangements for their payments have been made and maintained.

Business Name: \_\_\_\_\_

Signing Officer: \_\_\_\_\_

Print Name

Title

\_\_\_\_\_  
Signature

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021