



Request for Proposal
Realtor Services – Sale of a Property

November 2020



Introduction

General Introduction

Prince Edward-Lennox & Addington Social Services invites Proponents to participate in a Request for Proposal (RFP) to provide professional real estate services for the sale of a property owned by the Prince Edward-Lennox & Addington Local Housing Corporation in the Town of Greater Napanee, Ontario. This property is a two bedroom, one bathroom, single story detached and the address of the property is 215 First Avenue, Napanee, Ontario, K7R 2K6.

Scope of Work

The successful Proponent will:

- Develop a marketing plan for the sale of the property using conventional processes;
- Recommend the minimum sale price as well as projected timeline for sales at various listing prices;
- Recommend the listing price based on marketability;
- Advertise the property for sale;
- Show the property for sale;
- 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 Prince Edward- Lennox & Addington Social Services staff to ensure accountability and transparency throughout the process.

Prince Edward-Lennox & Addington Social Services 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
November 17, 2020	RFP Issued
November 25, 2020	Deadline for Questions, Reporting of Errors/Omissions
December 4, 2020	Submission Closing
By December 18, 2020	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. Prince Edward-Lennox & Addington Social Services 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 fax or electronic mail with the subject line of any electronic transmission stating "Inquiry- RFP Realtor Services".

Questions shall not be received after November 25, 2020 at 3:00pm EST to allow all Proponents ample time to prepare their submissions.

All questions are to be directed in writing to:

Connor Dorey, Manager, Social Services
Email: cdorey@lennox-addington.on.ca
Fax: 613-354-1224

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 selling experience of residential properties within a short timeframe, specific with examples;
- Outline of a marketing plan for the sale of the house;
- 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 Local Housing Corporation (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.

Prince Edward-Lennox & Addington Social Services 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, mail or in person, from qualified organizations, will be received by the undersigned no later than December 4, 2020 at 3:30pm EST.

All submissions should be marked “Confidential” and submitted to:

Prince Edward-Lennox & Addington Social Services
95 Advance Avenue
Napanee, Ontario
K7R 3Y5

Attention: Connor Dorey
cdorey@lennox-addington.on.ca

Evaluation Criteria

A rated evaluation will be based on the following criteria:

Criteria	Weighting - %
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

Prince Edward-Lennox & Addington Social Services reserves the right to cancel this RFP in whole or in part without penalty and/or to reject any or all bids received.

Miscellaneous

Prince Edward-Lennox & Addington Social Services 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.

The Local Housing Corporation shall need specific conditions (i.e. “as is” clause) to be included in the agreement of purchase and sale as required by the Province of Ontario.



Appendix A - Conflict of Interest Declaration

Each Proponent shall declare to Prince Edward-Lennox & Addington Social Services 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 Prince Edward-Lennox & Addington Social Services into accepting this bid as a truly competitive bid whether to the prejudice, injury or benefit of Prince Edward-Lennox & Addington Social Services. 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 Prince Edward-Lennox & Addington Social Services 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 _____, 20_____