



**THE CORPORATION OF TOWNSHIP OF SOUTH GLENGARRY
6 OAK STREET, P.O. BOX 220
LANCASTER, ONTARIO**

**REQUEST FOR PROPOSAL
NO. 19 - 2020
FOR THE SUPPLY OF REALTOR'S SERVICES**

CLOSING DATE for submission of Proposal is 3:00 p.m. on September 24, 2020

The Township wishes to select a Realtor to provide services in the areas contained within this RFP. Documents are available on the Township's website at www.southglengarry.com

You are invited to submit an electronic proposal for the supply of realtor's services. **Your proposal should be submitted to Kaylyn MacDonald, Deputy Clerk** kmacdonald@southglengarry.com

All inquiries should be directed to Ewen MacDonald, GM of Infrastructure Services.

Attn: Mr. Ewen MacDonald,
General Manager of Infrastructure Services
Township of South Glengarry
6 Oak Street, Box 220
Lancaster, ON K0C 1N0
613 347-1166
Email: emacdonald@southglengarry.com

INFORMATION TO BIDDERS

1. BACKGROUND

It is in the best interest of the Township to procure the services of a local realtor who has appropriate sales experience and market awareness to sell identified current and future surplus properties. Securing real estate services will reduce the burden on municipal and legal staff, will provide consistency to the process of divesting lands and will ensure that municipal land assets are being utilized most effectively. It will also ensure value for taxpayers' dollars by providing efficient and timely marketing and transactions.

It is the intention of this request to select a realtor who can demonstrate a superior level of service and performance at a reasonable price. The successful bidder will be required to enter into a one year agreement with the Township of South Glengarry. The agreement would be renewable, for up to a one year period, with the approval of both parties.

2. SUBMISSION

Proposals must be submitted electronically with all required documentation. Please indicate "Supply of Realtor's Services" in the subject line of the email.

All proposals received must remain valid for acceptance for up to 60 days beyond the closing date.

3. PROCESS SCHEDULE

The Corporation of the Township of South Glengarry intends to utilize the following schedule in completion of this process. The Township reserves the right to amend the schedule should it be deemed necessary.

Schedule of Events	
Issuance of RFP	September 4th, 2020
Closing date	September 24th, 2020
Evaluation commences	September 28 th , 2020
Council Award	October 5 th , 2020
Notification of award	October 6 th , 2020
Required documentation to Township (signed agreement, WSIB, insurance, etc.)	October 16 th , 2020
Commence service	October 18 th , 2020

4. CLARIFICATION

Should a bidder find discrepancies in, or omissions from, the proposal documents, or should there be any doubt as to their meaning, inquiry should be made with the General Manager Infrastructure Services at emacdonald@southglengarry.com or Phone No. 613-347-1166, Ext. 228. Should a correction, explanation, or interpretation be necessary or desirable, an electronic addendum will be posted on the Township website. All addenda

issued during the bidding period will form part of the submission.

5. RESERVATIONS

The Township reserves the right to accept any proposal, in whole or in parts thereof judged most satisfactory, without liability on the part of the Township.

The Township reserves the right to reject any or all proposals. The lowest proposal will not necessarily be awarded a contract.

In addition to cost, the Township shall consider other criteria in the award of this proposal, as noted in the 'Proposal Evaluation' section.

Proposals which are incomplete, conditional, or obscure or which contain additions not called for, erasures, alterations and irregularities of any kind may be rejected as informal.

6. QUALIFICATIONS OF BIDDERS

The Township expects that all bidders will be able to furnish satisfactory evidence that they have the ability, experience, capital, and plant to enable them to complete the contract successfully. The bidder must be a licensed realtor and authorized to do business in the Province of Ontario.

7. PAYMENT

Payment shall occur upon successful completion of the land transaction.

8. CONFLICT OF INTEREST

- A. The bidder declares that no person, firm or corporation with whom or which the bidder has an interest, has any interest in this bid or in the proposed contract for which this bid is made.
- B. The bidder further declares that no member of the Council of the Township of South Glengarry and no officer or employee of the Township of South Glengarry will become interested directly or indirectly as a contracting party, partner, shareholder, surety, or otherwise in or in the performance of the contract or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived therefrom.
- C. Should the bidder feel that a conflict of interest or potential conflict of interest exists; the bidder must disclose this information to the Township of South Glengarry prior to the submission of a proposal. The Township may, at its discretion, delay any evaluation or award until the matter is resolved to the Township's satisfaction. The Township of South Glengarry may allow a conflict of interest or potential conflict of interest to exist if it is satisfied that there are adequate safeguards in place and if the Township determines that it is in its best interests to do so.

- D. The Township of South Glengarry reserves the right to disqualify a bid where the Township believes a conflict of interest or potential conflict of interest exists.

9. DESIGNATED OFFICIAL

For the purpose of this contract, the General Manager of Infrastructure is the “Designated Official” and shall perform the following functions:

Releasing, recording, and receiving proposals; recording and checking of submissions; answering queries from perspective bidders; and considering extensions of time. In addition, assisting in: reviewing of bids received; ruling on those not completely meeting requirements; and coordinating the evaluation of the responses.

11. LIMITATION OF LIABILITY

The Township of South Glengarry enforces strict code of ethics standards and attempts to always be fair in evaluating and awarding contracts resulting from any bidding process. By submitting a proposal, bidders agree that the Township will not be held liable for any amount in excess of the amount required to prepare and submit a quotation in the event that the Township is found to have erred in any manner in the award of any contract resultant from this process.

12. RIGHT TO DENY BIDDING ON FUTURE REQUESTS FOR SERVICE

The Township reserves the right to deny any successful bidder the right to respond to any future request for quotation, tender or proposal in the event of poor performance. For greater clarity, the Township will monitor the performance of any successful bidder and shall provide written notice of any deficiencies of service. Should deficiencies be persistent or of a significant nature, in addition to the right to terminate the contract, the Township will advise the successful bidder that their poor performance has rendered them ineligible to compete for similar future requirements on any future initiative.

13. INSURANCE REQUIREMENTS

The successful bidders shall carry public liability and property damage insurance in the amount of \$2,000,000.00 (any one accident) and shall protect the Township against all claims arising out of his actions by having the Township named as additional insured. A “Certificate of Insurance” from the successful proponent’s insurance company shall be supplied to the Township upon award.

14. W.S.I.B.

The successful proponent shall at all times pay, or cause to be paid, any assessment or compensation required to be paid, pursuant to the Workplace Safety & Insurance Act. The proponent shall also be required to supply the Township with a “Certificate of Clearance” issued by the Workplace Safety & Insurance Board. This certificate, along with the insurance certificate, must be received by the Township upon award.

REQUIREMENTS

1. SCOPE

The Township is seeking the services of an experienced and proven realtor to provide Opinions of Value on lands declared surplus to the needs of the municipality from time-to-time and to list and sell these lands at the request of the municipality. The Township cannot guarantee the quantity or frequency of surplus properties to be listed and the Township reserves the right to list any, all or none of the properties declared surplus to Township needs. This RFP relates only to lands declared surplus by the municipality and does not include Industrial Park lands.

Further, the Township will occasionally seek advice from the successful agent on all items that would typically be covered in a real estate transaction such as but not limited to asking price, need for appraisals, closing dates, marketing avenues, inspections and the like.

The Township reserves the right to accept a property sale price at lower than fair market value if it is deemed to be in the best interest of the municipality. This request does not create, and should not be construed as creating, any contractual relationship or obligations between the Township and any candidate.

2. PRICING

Proposals must include a proposed price to perform this service including all expenses required to complete the sale.

Prices shall be stated in the form of a percentage of the agreed sale price of the individual parcel. Bidder's offer **must** include listing using the Multiple Listing Service.

Prices shall be considered firm for the length of any agreement which might be entered into as a result of this request.

3. AGREEMENT

The Township will enter into an agreement with the selected bidder allowing them to become the Township's agent for the sale of the specific real property listed above. The agreement will last for a period of one year and be renewable for up to an additional one year terms, with the consent of both parties.

4. THE FACILITY/PROPERTY

Please see attached map and spreadsheet listing all surplus land.

5. ADVERTISING AND OTHER EXPENSES

Proposals received shall include the cost of all advertising, office and overhead costs including telephone, duplicating and travel costs.

6. PROPOSED LISTING PRICE

Bidders are asked to submit with their proposal a proposed listing price for the property. This proposed price should be based upon the bidder's previous experience with similar types of property, market conditions and existing permitted uses. The Township reserves the right to consider the proposed listing price in its determination of the most appropriate proposal to accept. The Township further reserves the right to use other information in determining the appropriate listing price. Therefore, the Township may, at its discretion, adjust the proposed listing price of any successful bidder.

PROPOSAL EVALUATION CRITERIA

Each proponent shall submit a completed proposal including all the required information as outlined within the proposal document. The Township may elect to interview one or more of the respondents to further evaluate their experience, ability or understanding of the proposed work. Township staff will review and score proposals based on a consensus approach and will recommend award to Council based on the proposal which attains the highest score out of the evaluation criteria listed below. Township Council will have final authority for the award of the proposal.

The proposal will be evaluated as follows:

Category	Points Available
Commission % on final sale price	50
Experience / References	20
Sales Methodology	30
Total Available Points	100

Commission % on Final Sale Price

Full points will be awarded to the lowest commission % on sale price.

Experience / References

A one (1) page submission providing a list of experiences as well as a list of references shall accompany the completed 'Form of Proposal'. This page shall list similar properties which have been successfully sold by the bidder during the past twenty-four (24) months including general details of each sale. Also to be included on this page is a list of at least three other companies, organizations or individuals (along with contact phone nos.) who might supply a reference to the level of service provided.

Sales Methodology

A one (1) page submission describing tactics and methods will be employed to successfully complete the intended sale. Information about advertising media that will be

used, effective methods to be employed and any additional information which may aid in the decision making process shall be included on this page.

**FORM OF PROPOSAL
For the Supply of Realtor's Services**

I/We, the undersigned, herewith propose to supply realtor's services, in accordance with the specifications issued by the Township of South Glengarry, at the following price:

Prices Using Complete MLS Listing
<p style="text-align: center;">_____ % of any final sale price agreed to by the Township of South Glengarry</p>

Proposed Listing Price
<p>The proposed listing price of the property is suggested to be \$ _____</p>

Name of Realtor/Agent:	
Name of Realtor Company:	
Company's Address:	
Office Phone No.:	Fax:
Realtor/Agent's Cell No.:	Email:
I am authorized to bind the firm. Authorized signature: _____	Date: _____

Electronic proposal submissions must also include the following:

- 1) Experience / References (as outlined on previous page) - Maximum 1 page.
- 2) Sales Methodology (as outlined on previous page) – Maximum 1 page.

This page is to be returned with proposal.