



**REQUEST FOR PROPOSAL  
2026-09  
FOR THE SUPPLY OF REALTOR SERVICES**

**CLOSING DATE for submissions is Monday, July 6, 2026, at  
4:00pm**

**Proposals shall be submitted electronically to:**

Kelli Campeau  
General Manager of Corporate Services/Clerk  
[kcampeau@southglengarry.com](mailto:kcampeau@southglengarry.com)

**Inquiries related to this RFP shall be directed to:**

Joanne Haley  
General Manager of Planning, Building & Enforcement  
[jhaley@southglengarry.com](mailto:jhaley@southglengarry.com)

**RFP 2026-09**

**SUPPLY OF REALTOR SERVICES**

**BACKGROUND**

The Township wishes to procure the services of a realtor who has appropriate sales experience and market awareness to sell Township-owned lands, which have been declared surplus and are directed to be sold by the Council of the Township of South Glengarry.

The successful proponent shall be a realtor who can demonstrate a superior level of service and performance at a reasonable price. The successful proponent will be required to enter into a one (1) year agreement with the Township of South Glengarry. The agreement will be renewable, for up to three (3) additional years, with the approval of both parties.

**SUBMISSION**

Proposals must be on the form of submission provided on page 5 and submitted electronically to General Manager of Corporate Services/Clerk Kelli Campeau at [kcampeau@southglengarry.com](mailto:kcampeau@southglengarry.com). Proposals must also be accompanied by the documents identified in the Evaluation Criteria outlined on page 4. Proposals arriving after the stated closing time will not be considered.

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

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## **SCOPE OF WORK**

The work shall consist of the supply of realtor services on an as-needed basis for properties that have been declared as surplus to the needs of the Township, pursuant to the Township's Sale and Purchase of Land By-law (By-law No. 21-2021). The Township requires the services of an experienced realtor with knowledge of the local area, to provide recommendations and facilitate the sale of identified properties.

## **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 sale price per transaction. 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, for a minimum of one year.

## **AGREEMENT**

The Township will enter into an agreement with the selected proponent. The agreement will be for a one-year term and will be renewable for up to three (3) additional years, with the approval of both parties. The agreement will outline expected deliverables of the selected proponent such as; advertising and promotion of the listing(s), method of sales, etc.

## **ADVERTISING AND OTHER EXPENSES**

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

## **OTHER**

The Township reserves the right not to list all declared surplus properties with the selected proponent and the Township reserves the right to solicit request for proposals from buyers to demonstrate how they will develop the subject land(s).

**For further information, please contact:**

Joanne Haley  
General Manager – Planning, Building & Enforcement  
Township of South Glengarry  
[jhaley@southglengarry.com](mailto:jhaley@southglengarry.com)  
(613) 347-1166 ext. 2201

### **EVALUATION CRITERIA**

Each proponent shall submit a completed proposal including all of 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 and will recommend award to Council based on the proposal which attains the highest score out of the evaluation criteria listed below. Council will have final authority for the award of the proposal.

The proposal will be evaluated as follows:

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

#### **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 summary of the proponent's experience as well as three (3) references who may supply a reference speaking to the level of service provided by the proponent, related directly to realtor services, shall accompany the submission.

#### **Sales Methodology**

A one (1) page submission describing tactics and methods that will be employed to successfully complete sales. 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 SUBMISSION

**PROCUREMENT NAME: RFP 2026-09 Supply of Realtor Services**

<b>SUBMITTED BY:</b>	
<b>FIRM NAME:</b>	
<b>ADDRESS:</b>	
<b>PHONE NUMBER:</b>	
<b>EMAIL:</b>	

**TO: THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
6 Oak Street, Lancaster, Ontario K0C 1N0**

I/We, having carefully examined any and all sites of the proposed work and all documents relating thereto, do hereby submit and offer in accordance therewith to enter into an Agreement as and when required by the Township of South Glengarry, in strict accordance with the said documents and such further details as may be supplied and to supply all necessary labour, material, and plant to complete the work in the time specified and agree to be bound by the terms and conditions of this procurement process.

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Respondent

**NOTE:**

If the submission is submitted by or on behalf of a corporation, it must be signed in the name of such corporation by a duly authorized officer and the seal of the corporation must be affixed. If the submission is submitted by or on behalf of an individual or a partnership, a seal must be affixed opposite the signature of the individual or the partner.

<b>Commission Percentage on Final Sale Price</b>
_____ % of any final sale price agreed to by the Township of South Glengarry.

**TERMS AND CONDITIONS OF THIS PROCUREMENT PROCESS**

**RFP 2026-09**

**1. Time Limit for Bidding**

- 1.1. Submissions will be received electronically by Kelli Campeau, General Manager of Corporate Services/Clerk, at [kcampeau@southglengarry.com](mailto:kcampeau@southglengarry.com) at the time and date designated which shall be deemed to be the Date of Closing.
- 1.2. Late submissions will not be accepted.
- 1.3. The official opening of submissions will take place electronically and livestreamed to the Township of South Glengarry's YouTube channel at the time and date designated for this solicitation.

**2. Submissions**

- 2.1. All submissions must be upon the Form of Submission, if included therein, and must be accompanied by all information outlined in the Evaluation Criteria.
- 2.2. Each Respondent is solely responsible for any and all costs associated with preparing and submitting its submission.
- 2.3. All submissions become the property of the Township of South Glengarry. Details of submissions may be disclosed after the evaluation process and therefore shall not be treated as confidential unless expressly stated otherwise.
- 2.4. Upon closing, all submissions become irrevocable for 60 days from the closing time.
- 2.5. If e-mailed submissions are permitted, then the received date and time noted on the Township's equipment will be used as the received time for the

purposes of the closing cutoff, regardless of when they were actually sent, unless the Township determines there is an error in its equipment, in which case, the received date and time will be as determined by the Township.

**3. Declarations of Interests**

- 3.1. The Respondent shall clearly indicate any and all persons, firms or corporations, other than the Respondent, that has any direct or indirect interest in the Respondent being successful in this solicitation and describe the general nature of the interest.
- 3.2. The Respondent shall clearly indicate any Member of Council or employee of the Township that has any direct or indirect pecuniary interest in the Respondent being successful in this solicitation and describe the general nature of the interest.

**4. Ability and Experience of Respondent**

- 4.1. It is not the intent of the Corporation of the Township of South Glengarry to award this Contract to any Respondent who does not furnish satisfactory evidence that he/she has the ability and experience in this class of work and that he/she has sufficient capital and plant to enable him/her to prosecute and complete the Agreement.

**5. Collusion or Fraud**

- 5.1. The Respondent has ensured their submission is made without connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a submission for the same work and is in all respect fair and without collusion or fraud.

**6. Written Agreement**

- 6.1. This solicitation is subject to a formal Agreement being prepared and executed.
- 6.2. The Township shall not be obligated to any Respondent whatsoever unless a written Agreement has been executed relating to an approved submission.
- 6.3. The successful Respondent will be required to execute the Agreement within ten (10) business days from the date of e-mailing of the notice to the Respondent, according to the e-mail address given in the submission, that the Contract is ready for signature.

6.4. Unless specifically stated otherwise in any Agreement arising from this procurement process, any service, good or claim made in a Respondent's submission shall be considered to be part of the Agreement arising from this procurement process.

7. **Rights of Respondents**

7.1. By submission of a clear and detailed written notice, a Respondent may amend or withdraw its submission prior to the closing date and time.

7.2. Based on an approved invoice submitted to the Township Treasurer, the Contractor shall be entitled to be paid following the closing date of any real estate transaction that falls within the agreement, for which the respondent provided the procured service.

7.3. The Respondent shall be entitled to simple interest calculated at ½ percent per month on late payments.

7.4. Submissions and correspondence of Respondents are subject to the Municipal Freedom of Information and Protection of Privacy Act.

8. **Rights of the Township**

8.1. Notwithstanding anything herein, if it is deemed most favourable in the interest of the Township of South Glengarry, then the Township reserves the following rights, to be exercised at its sole discretion, in order to select a submission that provides the greatest value based on quality, service and price:

8.1.1. to accept corrections to a submission after the closing date for obvious clerical errors except those that would vary the bid price;

8.1.2. to reject any or all submissions;

8.1.3. to accept non-compliant submissions where such non-compliance relates purely to a matter of form, is of a trivial nature, or has no effect upon the relative standing of the submissions.

8.2. Notwithstanding anything herein, the Township reserves the following rights in all cases, to be exercised at its sole discretion:

- 8.2.1. to reject any or all submissions based on one or more of the following factors: safety, financial stability of the Respondent, previous problems with the Respondent in delivering goods or services, the benefits of diversifying the Township's sources of supply, reliability of a Respondent, and other commercially relevant considerations;
  - 8.2.2. to reject any submission that has an all-inclusive cost that is more than 40% below or more than 40% above the average prices submitted and evaluated;
  - 8.2.3. to reject any or all submissions if the fairness or legitimacy of the procurement process could reasonably be called into question because of interests any and all persons, firms or corporations have in a Respondent's submission;
  - 8.2.4. to modify, extend, suspend, postpone or cancel any part of this solicitation or any subsequent processes without any liability to anyone;
  - 8.2.5. to issue, prior to the closing date, addenda for any part of the procurement process, including: guidelines, plans, specifications, scope of work; requirements, timelines, etc.;
  - 8.2.6. to cancel any Agreement arising out of this procurement process, without liability to the Township, if it is found that the successful Respondent provided information as part of this procurement process that it should have known to be incorrect and, in such circumstances, the Respondent will be liable for any damages incurred by the Township resulting from the cancellation of any such Agreement;
  - 8.2.7. in the event of any emergency or pending emergency, to cancel the solicitation and accept, at any time, the submission that best meets the needs of the Township given the emergency;
  - 8.2.8. the Township may contact any Respondent before, during and/or after this procurement process, including to clarify or gather additional information regarding a submission.
- 8.3. In the event that two or more submissions are ranked as equal, the Township reserves the right to break the tie in a manner it deems appropriate.

- 8.4. Where a stepped or ranked scoring process is used, the Township reserves the right to score one or more submissions for any criteria as tied or to use a ranking for any criteria that exceeds the total number of submissions.
- 8.5. The Township reserves the right, at its sole discretion, to restrict a Respondent from participating in future solicitations if, at any time, they fail to follow any part of this procurement process.
- 8.6. The Township reserves the right to determine the existence of an emergency situation, and when such an emergency situation is deemed to exist, the Township may instruct the Respondent to take action to remedy the situation. If the Respondent does not take timely action, or if the Respondent is not available, the Township may direct others to remedy the situation.

9. **Other**

- 9.1. A Respondent must be prepared, if requested, to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily, the requirements set forth or implied in the procurement process, regardless of whether this is a requirement of the procurement process.
- 9.2. If this solicitation is a “request for information”, “request for expression of interest”, “request for qualifications”, or similar request, then this process does not give rise to any contractual rights or obligations.
- 9.3. The Respondent agrees to indemnify the Township for costs or third-party claims incurred due to the Respondent’s improper use of intellectual property.
- 9.4. Where the Respondent fails to correct a default within the time specified by the Township, or where the Contractor fails to comply with the terms of the Procurement or Contract Documents, the Township, without prejudice to any other right or remedy the Township may have, may terminate the Respondent’s right to continue the work in whole or in part by giving written notice to the Respondent.
- 17.1. The term “should” when used in this document does not have the same meaning as “shall”. Instead, the term “should” means “ought to”; that is, the condition that the “should” applies to is not an absolute requirement but a submission could be ruled as non-compliant, at the Township’s sole discretion, if the condition is not met.