



Charlotte Gensler, CPM  
Executive Director

Scott Elder  
Superintendent

DATE: 09/13/2023

RFP NUMBER: 24-017CG

RFP TITLE: Commercial Real Estate Broker Services

ADDENDUM NUMBER: 3

Extension of deadline for offers and Questions and Answers below.

RFP deadline for submittals is extended to Wednesday, September 20, 2023 at 3pm local (mountain) time.

Question 1) Under “Experience” The offeror is requested to list “all similar commercial sales and current listings that occurred any time during the three-year period beginning September 1, 2020, and ending September 1, 2023...”). Would you like only transactions where the broker was the listing broker for a property or all transactions where the broker was either the listing broker and/or the buyer’s broker?

Answer 1) Any and all relevant experience that would include a listing broker or buyer broker.

Question 2) Under the “Experience” paragraph, item #3 asks the offeror to provide the sales price for past closed transactions. Because we are bound by confidentiality agreements on some of our transactions, will it be acceptable to list the sale price as “CONFIDENTIAL”? Will we be penalized for listing the sale price as “CONFIDENTIAL”?

Answer 2) Documentation included in your offers becomes public information and has very limited application to deem information confidential. APS recommends keeping all confidential material confidential by not disclosing if there is a concern and indicating the reason for not disclosing in your offer. APS will need adequate detail of the transaction to be able to effectively evaluate the offeror's Experience.

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:**

**Addenda not signed and returned may consider the RFP non-responsive and may be rejected.**

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**COMPANY/FIRM NAME**

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**SIGNATURE**

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**DATE**