



CITY OF WAYCROSS  
REQUEST FOR PROPOSALS FOR REALTOR SERVICES  
RFP # FY22-14  
September 24, 2021

Summary

City of Waycross is seeking a licensed commercial realtor to sell certain City owned properties. Contract shall be for a period of 6 months and additional properties may be added during this time.

Responses will only be considered from firms which are regularly engaged in the business of providing and performing similar services requested in this solicitation, and who have verifiable evidence of a consistent satisfactory record of performance.

RFP Due Date

Proposal will be accepted until **11:00, Thursday, October 14, 2021**. You may mail or deliver these to:

City of Waycross  
Purchasing Department  
417 Pendleton Street  
Waycross, GA 31501

Questions are due no later than **10:00 a.m., Friday, October 8, 2021**. All Questions must be emailed to [ljones@waycrossga.com](mailto:ljones@waycrossga.com) prior to this time. All questions will be answered in the form of an addendum. If you have obtained the RFP packet and wish to receive an addendum, send request to the same email and it will be sent to you. Addendum will also be attached to bid documents on the City Website and Georgia Procurement Registry.

Properties to be Considered for Sale:

- Jane Street 0.16 acre B71 L5 WA0307195 R-50 Residential
- Jane Street 0.32 acre B71 L6.7 WA0307 196 R-50 Residential
- Francis Street 1.04 acre B71 L14-24 PT 25 WA03047 200A R-50 Residential
- Commons Street 1.61 acre B28 L9-L16 WA1906 251 R-75 Residential
- City Blvd 1.96 acre B14 L3 WA1902 036 R-75 Residential
- Ossie Davis Parkway 3.07 acre B7 ALL WA0602 082 GI General Industrial
- 1507 Grove Avenue 1.23 acre B281 L3 WA1502 056 M-Medical
- Grove Avenue 0.80acre B281 L4A WA1502 057 M-Medical

### Evaluation Criteria

City will select the firm considered most qualified to provide the required services.

Significant evaluation criteria and ratings are:

1. Experience: Firm's experience with Commercial Property Sales 40%
2. Price/Commission 40%
3. Years Licensed Realtor 20%

### Submittal

RFP's are due no later than **11:00 a.m., Thursday October 14, 2021**. Submittal responses shall include 1 (one) original and 3 (three) copies.

- Executive Summary of your firm including how your company will assist the City to achieve the goals listed in this RFP
- Include any differentiators that set your solution apart from your competitors
- Company Profile including legal name of company, history, highlights, number of years in business, number of employees, names, phone, address and emails of main point of contact
- Name and define the different roles in your company's project team, how they will communicate with the City and keep track of the development process
- A quote sheet has been provided for you. You must detail all fees/commissions/charges associated with the sale of these properties. There shall be no hidden charges. The City will only pay stated fees.

Submittals will be evaluated by a selection board composed of City staff. Interviews and oral presentations may be requested of any, all or none of the respondents at the discretion of the selection board. Final determination on award of a contract will be made by the City Commission at a date and time to be determined.

The City reserves the right to enter into a contract with the selected firm that the City deems to offer the best overall qualifications and experience. The City of Waycross reserves the right to accept or reject any and/or all proposals, to negotiate for additional services and to waive informalities and technicalities and to make an award that is in the best interest of the City. The City of Waycross is an Equal Opportunity Employer. Further in accordance with Section 504 of the Rehabilitation Act of 1973 as amended, the City of Waycross does not discriminate on the basis of handicapped status in the administration or operation of its programs.



# City of Waycross

## P.O. Drawer 99

### Waycross, GA 31502

| REQUEST FOR QUOTATION  |                          |
|--|--------------------------|
| BID #:   | FY22-14 Realtor Services |
| DATE:  | September 29, 2021       |
| THE ABOVE NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE. |                          |
| <b>THIS IS NOT AN ORDER</b>  |                          |
| CHARGEABLE ACCOUNT NUMBER  |                          |

|  |                 |                     |
|--|-----------------|---------------------|
| QUOTE NOT LATER THAN<br>11:00 a.m., October 14, 2021 | REQUISITION NO. | DATE OF REQUISITION |
|  |                 |                     |

PLEASE QUOTE ON THIS SHEET IN SPACES INDICATED BELOW FOR THE ARTICLES DESCRIBED. NOTE DELIVERY REQUIRED AND IN QUOTING, ADVISE DEFINITE DELIVERY. BASE YOUR QUOTATION ON THE TERMS AND CONDITIONS PRINTED AND/OR TYPED HEREON.

# This is not an order

| WE QUOTE YOU AS BELOW |      |
|-----------------------|------|
| NAME OF COMPANY       |      |
| BY (SIGNATURE)        |      |
| OFFICIAL TITLE        | DATE |

| DELIVERY REQUIREMENT |          | DELIVERY PROMISED                              | TERMS  | F.O.B.             |        |
|----------------------|----------|--|--------|--------------------|--------|
| ASAP ARO             |          |  | % Days | Waycross, GA 31501 |        |
| ITEM                 | QUANTITY | DESCRIPTION                                    |        | UNIT PRICE         | AMOUNT |
|                      |          | Quote Per Attached Proposal to Sell Properties |        |                    |        |
|                      |          |  |        |                    |        |
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|                      |          |  |        |                    |        |
|                      |          | Total Commission/Fees                          |        |                    | \$     |

|   |   |
|---|---|
| <p>This quote sheet is provided for your convenience. Please return completed form with your bid.</p> | <p><b>LINDA E. JONES, CPPB</b><br/><b>PURCHASING DIRECTOR</b></p> |
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QUOTATION REQUEST