

PORT WASHINGTON POLICE DISTRICT

REQUEST FOR PROPOSALS

REAL ESTATE BROKER SERVICES

Summary

The Port Washington Police District (the “District”) requests proposals from qualified real estate brokers to assist with the sale of a certain piece of District-owned residential real property known as 4 Derby Road, Port Washington, New York.

The District seeks brokers with experience in marketing and selling residential properties in the North Shore area of Nassau County, particularly in and around Port Washington. The chosen broker should be acutely familiar with the current real estate market conditions in Port Washington and in position to maximize the achievable sales price for the premises. The chosen broker should have familiarity with the local land use and zoning laws set forth in the Town of North Hempstead zoning code, as well as any covenants and restrictions that may impact the premises.

Scope of Work

The chosen broker shall be responsible for providing residential broker services, representing the District’s interests in the marketing and sale of the premises, providing advice regarding property valuation, engaging in strategic planning for the sale of the premises, and maintaining regular contact with District representatives to advise of potential buyer interest and/or progress or status in negotiations.

The chosen broker may also be required to make at least one (1) presentation at a public meeting; consult with District counsel and engage in all customary services involved in traditional and municipal real estate transactions.

Schedule of Work

The chosen broker should be prepared to list the premises and commence marketing activity no later than January 18, 2021.

Award Criteria

Proposals will be evaluated according to the following criteria:

Commission Structure: 50%

Experience and Qualifications: 50%

Proposals will be evaluated by assigned District personnel and a recommendation will be made to the District Board of Police Commissioners (the “Board”). The Board will award the broker services agreement to the broker that submitted the proposal deemed to be in the best interest of the District. The District anticipates that the selection will be made by January 13, 2021.

Responding brokers are responsible for submitting accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall constitute grounds for rejection of the entire proposal.

The District reserves the right to reject any or all proposals, to waive informalities or defects in the responses (provided they do not affect the pricing, quality or performance), and accept, modify or reject any item or combination of items. The District reserves the right to contact any responding broker, conduct interviews, and/or request further information.

This Request for Proposals is *not* an offer to contract. Neither its issuance nor the preparation and submission of a response or responses shall commit the District to award a contract to any responding broker even if all the requirements in the Request for Proposal are met. The District reserves the right to withdraw this Request for Proposals at any time without penalty or consequence and bears no liability or responsibility to any responding broker unless and until a written agreement with the prevailing broker, approved by the District, is fully executed by both parties.

Proposal Format and Requirements

The proposal must be submitted in the following format:

Firm Description: Location, specialization(s), identification of assigned staff.

Staff Experience: Brief description of assigned staff's qualifications and experience in providing residential real estate services in the North Shore area of Nassau County and particularly in the Port Washington real estate market. Identify municipal real estate experience, if any.

Marketing Strategy: Identify strategy and anticipated timeline for valuation, marketing, and sale of property.

Fee Schedule: Identify the proposed term of the agreement and your commission rate. Describe how that rate might vary if there is another broker involved in the transaction. If you propose to bill the District for any costs other than your earned commission, identify the nature and amount of such costs.

Nature of Listing: Set forth the nature of your proposed listing agreement, *i.e.*, multiple or exclusive, and describe why your proposed listing is most beneficial to the District.

Responding brokers must submit four (4) copies of their proposal in a sealed envelope clearly marked "Response to Real Estate Broker RFP" by January 8, 2021 at 3:30 P.M. Responses may be mailed or delivered in person to Police Headquarters, 500 Port Washington Blvd., Port Washington, New York 11050, Attn: Chief Robert DelMuro.

Any questions concerning this Request for Proposals should be addressed to the Chief of Robert DelMuro at rdelmuro@pwpd.ny.gov

Insurance Requirements

The chosen broker shall provide proof of the following insurance coverages:

Workers Compensation, meeting statutory requirements

New York State Disability, meeting statutory requirements

General Liability/Property Damage, \$2,000,000 combined single limit policy

Contractual Liability-set forth on certificate of insurance

Errors and Omissions- \$1,000,000

Certificates of Insurance shall name the Port Washington Police District as additional insured and shall state that all coverage provided thereunder is primary to any District coverage.

Conditions

Fee Schedules must remain valid for six (6) months.

The chosen broker shall comply with all federal, state and local statutes, codes, rules and regulations pertinent to the scope of work detailed herein, including all labor and wage laws.