



## **Request for Proposals for Commercial Real Estate Services**

April 24, 2017

Re: Sale of properties at 307 and 309 E Commerce

The City of Jacksonville is seeking to enter into a professional services contract with a commercial real estate broker to assist the City in selling properties at 307 and 309 E Commerce, Jacksonville, TX 75766. Current appraisals for both properties are available.

Proposals should include the following:

1. Statement of Qualifications including related experience
2. Proposed services
3. Proposed Cost of Services (not sole basis for consideration)
4. Sample Contract
5. List of related references

Proposals must be received no later than May 8, 2017 by 3:00p. Proposals may be submitted electronically to [tandi.dickey@jacksonvilletx.org](mailto:tandi.dickey@jacksonvilletx.org) or physically at the following address: Tandi Dickey, City of Jacksonville, 215 E Rusk, Jacksonville, TX 75766.

Proposals will be reviewed and evaluated using the following criteria:

<u>Criteria</u>	<u>Points</u>
Qualifications	30
Experience	30
Proposed Cost	20
References	20

If the cost of the proposed services will exceed \$50,000, the profit (either % or actual cost) must be identified and negotiated as a separate element of the contract. In this case, the bidder must disclose and certify in its proposal the percentage of profit being used.

The City of Jacksonville reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act.