

COMMUNITY CORRECTIONS

State of Minnesota
Todd and Wadena Counties

November 28, 2011

To Whom It May Concern:

Todd-Wadena Community Corrections invites the submission of proposals for a realtor/marketing agent to assist in the sale of the Todd-Wadena Community Corrections vacant office building in Staples, Minnesota.

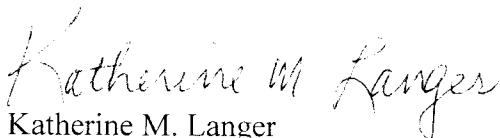
Proposals are invited from interested realtors to market and take offers on the property on behalf of Todd-Wadena Community Corrections. This solicitation is competitive, designed to enable Todd-Wadena Community Corrections to select the best offer from the realtor best suited to market and sell the property. Selection will be made by the Todd-Wadena Community Corrections Executive Board. The Board reserves the right to reject any or all proposals not deemed acceptable. Selection will be primarily based on the qualifications of the realtor to perform the services outlined in the attached Request for Proposals (RFP).

The deadline for submitting proposals is December 12, 2011, at 12:00 p.m. The project date for commencing the listing agreement is within one-week of awarding the proposal.

All questions and correspondence pertaining to this proposal should be directed to the attention of Kathy Langer, Director, Todd-Wadena Community Corrections at 239 Central Avenue, Long Prairie, Minnesota, 56347, 320-732-6165, kathy.langer@co.todd.mn.us.

Thank you.

Sincerely,



Katherine M. Langer
Director

cc: File

- LONG PRAIRIE OFFICE - 239 Central Avenue, Long Prairie, MN 56347 (320-732-6165)
- WADENA OFFICE – 415 S. Jefferson, Courthouse – Lower Level, Wadena, MN 56482 (218-631-7618)
- STAPLES OFFICE – 200 First Street NE, Staples, MN 56479 (218-894-6300)

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