

# TODD-WADENA COMMUNITY CORRECTIONS

State of Minnesota  
Todd and Wadena Counties

## **Request for Proposal (RFP) for Realtor/Marketing Agent**

### **Summary**

Todd-Wadena Community Corrections is seeking a realtor/marketing agent for the sale of its office building in Staples, MN.

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. Selection will be primarily based on the qualifications of the realtor to perform the services outlined below.

Todd-Wadena Community Corrections is prepared to enter into a listing agreement for one year for the property.

### **Role of Realtor**

The realtor should have experience in marketing vacant commercial property. Responsibilities are as follows. The following list should not be considered as all inclusive.

- A. Recommend the listing price of the site based on its marketability, similar sales in the area, and statutory requirements.
- B. Recommend a projected timeline for the sale.
- C. Develop a marketing plan for the sale of the property.
- D. Advertise the property for sale.
- E. Present offers to Todd-Wadena Community Corrections with recommendation for acceptance or refusal.
- F. Provide Todd-Wadena Community Corrections with a quarterly status report listing:
  1. Date and listing of when the property was advertised.
  2. Listing of contacts made, either in response to specific inquiries or realtor initiated.
  3. Impression as to progress of marketing effort.
  4. Suggestions, if any, as to how to change or improve the marketing plan.

Items A-C must be submitted to Todd-Wadena Community Corrections within one week of notification of the award of the proposal. Todd-Wadena Community Corrections will notify the realtor of the listing price within one week of the submission of the marketing plan. Property will be on the market within two weeks of award of the proposal.

### **Description of the Property to be Sold**

The property to be sold is located at 610 SE 6<sup>th</sup> Street, Lots 11 and 12, Block 2, Kennedy Addition, in the city of Staples, Minnesota. The property consists of a 3000 square foot (approximate) building previously used as office space. Minnesota statute requires that the property not be sold for less than 90% of the value of the property as determined by the county's assessed value. The 2012 assessed value is \$47,700.

### **Submission Requirements**

The Todd-Wadena Community Corrections Executive Board will consider only complete written proposals delivered or received no later than 12:00 p.m. on December 12, 2011, at Todd-Wadena Community Corrections, 239 Central Avenue, Long Prairie, Minnesota, 56347. Electronic proposals will be accepted. To submit proposals electronically, send them to Kathy Langer, Director, at [kathy.langer@co.todd.mn.us](mailto:kathy.langer@co.todd.mn.us) by the date and time listed above.

A complete proposal shall be submitted to contain the following items:

- A. Cover Letter – A cover letter summarizing the offer being proposed to Todd-Wadena Community Corrections and the realtor's commitment.
- B. Specific Details of the Proposed Services
  1. Proposed commission rate.
  2. A list of the multiple listing publications in which the property will be listed.
  3. A detailed description of experience marketing vacant commercial property.
  4. A list of at least two references for the sale of comparable properties sold.
  5. Description of marketing program including an indication of money to be spent by realtor on the approved marketing plan.
  6. A statement spelling out the relation between the realtor and any parent company or subsidiary that might also be involved in marketing the property.
  7. Names and backgrounds of any other persons, firms, or organizations proposed by the realtor to be involved in the marketing of the property.

### **Further Information**

The Todd-Wadena Community Corrections Executive Board reserves the right to reject any and all proposals. Todd-Wadena Community Corrections will not be responsible for any costs associated with the preparation of responses to this RFP. If you have any questions regarding this RFP, please contact Kathy Langer, Director, Todd-Wadena Community Corrections at 320-732-6165.

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