



TOWN OF LOS GATOS

REQUEST FOR PROPOSAL

Real Estate Broker Services

Release Date: December 6, 2016

Due Date: January 6, 2017

Town of Los Gatos
Request for Proposal
Real Estate Broker Services

Overview

The Town of Los Gatos is seeking proposals from real estate brokers to sell or lease four properties owned by the Town. Two properties will be for sale and two properties will be available for lease.

The selected broker will be required to enter into a Professional Services Agreement with the Town to provide real estate services as outlined in the RFP.

Proposal

The following information must be provided in your proposal:

Provide a cover letter indicating your interest in serving as the Town's real estate broker to sell or lease the four Town-owned properties described in the section under **Property Descriptions**.

1. A brief description of your business, including years in business, size, and location.
2. Describe experience your firm has in marketing, selling or leasing similar properties.
3. Describe the marketing materials and strategy for presenting these properties to the marketplace.
4. Fee Schedule
 - a. State your commission rate for listing, leasing, and selling properties;
 - b. State any other costs the Town may incur relating to the real estate services provided;
 - c. Quoted fees shall be valid for a minimum of 60 days.
5. References: Provide a list of three applicable references. Include name, title, and contact information for each reference and a brief description of the services you provided.
6. A Los Gatos business license must be obtained prior to initiating service.

General Instructions

1. The proposal must be submitted in a sealed envelope marked **Real Estate Broker Services** to the City Clerk's Office, 110 Main Street, Los Gatos, CA 95030 on or before 5:00 p.m. Friday, January 6, 2017, at which time they will be forwarded to the Town Manager's Office for review and selection. *Applicants are responsible for ensuring that their proposal is received on time and at the specified location.*
2. To be considered, brokers must submit a complete response to the RFP providing the information requested. Firms not responding to all items requested may have their submittals rejected.

3. The Town of Los Gatos reserves the right to reject any and all proposals, or any parts thereof, if it is in the best interest of the Town of Los Gatos. All proposals and other documents submitted shall become the property of the Town of Los Gatos. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
4. All questions should be directed to Kay Winer, Interim Assistant Town Manager, kwiner@losgatosca.gov or (408) 354-6832.

Requirements

Respondents to the RFP shall meet the following qualifications:

1. Licensed and in good standing with the State of California as a real estate broker;
2. Excellent reputation in the real estate community;
3. Knowledgeable about the regional real estate market and have experience leasing and selling properties in the Los Gatos area.

Selection Criteria

Selection of the broker will be made based on the following criteria:

1. Ability of the broker to meet or exceed requirement in the RFP;
2. Depth of experience;
3. Knowledge of surrounding real estate market and ability to market to prospects
4. Strength of marketing strategies
5. Fee Schedule.

Property Descriptions:

The four properties are listed below. More detailed information and maps for each property are attached to this RFP.

1. For Sale: Vacant Parcel 14850 Winchester Blvd at Lark Avenue (Attachment A)
2. For Sale: Vacant Parcel 20 Dittos Lane (Attachment B)
3. For Lease: New York Avenue (The Venue) (Attachment C)
4. For Lease: 75 Church Street (Forbes Mill) (Attachment D)