

**Real Estate Services**

Lake County seeks proposals from local real estate brokers/firms to sell real property the County has an interest in. It is the intent of this RFP to have the successful broker/firm enter a Professional Services Contract with the County to supply real estate services as outlined.

**1. SCOPE OF SERVICES**

1.1. The successful firm will contract with the County to provide the following:

1.1.1. Strategy development for sale of properties;

1.1.2. Negotiation with sellers or buyers on behalf of the County;

1.1.3. Coordination of real estate transaction closings;

1.1.4. Use of the County's closing agent;

1.1.5. All other customary activities and services associated with real estate transactions;  
and

1.2. The contractor will agree not to use the County's Logo or other information in promotional materials.

1.3. The properties listed in the attached exhibit are not exclusive, and the County reserves the right to add or remove properties as need at the County's sole discretion.

1.4. Services will include consultation with County staff. Presentations at executive sessions and public meetings may be required.

1.4. The use of Real Estate Broker Services for the County will be coordinated through the County Attorney's Office.

**2. BROKER'S QUALIFICATIONS**

2.1. Must be licensed and in good standing with the Florida Real Estate Commission.

2.2. Must have an excellent reputation in the real estate community.

2.3. Must be knowledgeable in the local real estate market and have experience with unimproved land.

2.4. Must be knowledgeable in the use of all public real estate records maintained by the Lake County Tax Collector and Lake County Clerk of the Circuit Court.

2.5. Knowledge regarding tax deed sales and escheatments is required.

2.6. Knowledge and experience in the sale of government owned property is required.

2.6.1. Pursuant to Section 125.35, Florida Statutes, the Lake County (County) Board of County Commissioners (BCC) has declared the certain County-owned parcels as surplus and is offering them for sale.

2.6.2. The properties are sold "AS-IS."

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- 2.6.3. County staff will NOT provide any research.
- 2.6.4. County makes no representations or warranties of marketable title or that the parcel is free of any taxes, liens or assessments. It is the buyer's sole responsibility (as the buyer) to pay any outstanding taxes, liens or assessments and to check with the appropriate agencies to determine if there are any taxes, liens or assessments against the parcel.
- 2.6.5. It is recommended that the buyer contract with the appropriate professionals to conduct any research needed or to obtain a title search on the property. The buyer shall bear any cost associated with such research services.
- 2.6.6. The price paid by the buyer to the County is solely to purchase the County's interest in the property.
- 2.6.7. Pursuant to Section 125.411, Florida Statutes, conveyance of title to buyer shall be by County Deed.
- 2.6.8. The County will not contribute towards any costs. Broker Fee to be deducted from sale.

**3. FEE SCHEDULE**

3.1. The proposed fee schedule will include:

3.1.1. Your commission rate for listing and selling of properties.

3.1.2. Any other costs the County may anticipate relating to the real estate services to be provided.

3.2. Payments to the successful contractor will be based on actual services received.

**4. EVALUATION AND AWARD PROCESS**

**The Evaluation Committee will base their selection on the following criteria:**

- 4.1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP including the range of services offered,
- 4.2. Experience, qualifications and references,
- 4.3. Local real estate market and government real estate knowledge,
- 4.4. Local reputation,
- 4.5. Fee schedule, and
- 4.6. Completeness of response to RFP as outlined in this solicitation package.

**5. RFP SUBMITTAL REQUIREMENTS**

**The following information must accompany your proposal:**

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- 5.1. List years in business, previous names of the firm, if any.
- 5.2. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the County, staff experience and training, including a brief resume for each key person listed.
- 5.3. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
- 5.4. Experience in assisting similar-sized entities, including any and all services for government agencies.
- 5.5. List of at least three references where and when your firm provided similar services.
- 5.6. Listing of current litigation, outstanding judgments and liens.
- 5.7. Fee schedule.
- 5.8. Your commission rate for listing and selling of properties.
- 5.9. Any other costs the County may anticipate relating to the real estate services to be provided.
- 5.10. Compliance with all submittal requirements must be strictly adhered to.

[NOTHING FOLLOWS]