

**KETCHIKAN GATEWAY BOROUGH  
REQUEST FOR PROPOSALS**

**RELEASE DATE: April 28, 2017**

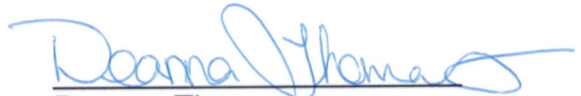
**THIS IS NOT AN OFFER**

The Ketchikan Gateway Borough is soliciting sealed proposals for:

**REAL ESTATE BROKER SERVICES**

To receive the Request for Proposals (RFP), please contact: 907-228-6637, Office of the Borough Manager, Ketchikan Gateway Borough, 1900 First Avenue, Suite 210, Ketchikan, Alaska 99901. Requests for the RFP documents may be emailed to [amyb@kgbak.us](mailto:amyb@kgbak.us). The RFP documents will also be posted on the Borough's website, <http://www.kgbak.us/>. Even though the RFP documents are provided online, each firm must register with the Borough each bidder must register with the Borough through the Borough's online bidder registration form: <http://www.kgbak.us/143/Procurement>. Proposals from unregistered respondents will not be accepted. No faxed or oral proposals will be allowed.

Proposal Submission Deadline: To be considered, a complete sealed proposal package in the format requested must be received at the Office of the Borough Clerk, 1900 First Avenue, Suite 115, Ketchikan, Alaska 99901 by 2:00 PM local time, May 24, 2016.



Deanna Thomas  
Assistant Borough Manager

## PROPOSAL CONTENT AND FORMAT

The Borough recognizes that respondents are likely to commit significant resources in preparation of their proposals. Further, it is in the Borough's best interest to have maximum competition among respondents to provide services in order that the Borough retains the best value respondent. As such, it is in the best interests of the Borough and each respondent to avoid any question whether the respondent's proposal is responsive to this RFP. Therefore, it is crucial that respondents thoroughly read this entire RFP and carefully follow all instructions. It is not uncommon for a proposal to be deemed non-responsive by the Borough because of what some might consider are inconsequential errors or omissions by a respondent. For example, proposals have been rejected by the Borough because they were not sealed or properly marked on the outside as specified in the RFP. Respondents should assume that the form and content requirements of this RFP will be rigorously applied by the Borough in determining the responsiveness of proposals. A checklist is included in this RFP to help respondents avoid errors and omissions.

Respondents should also allow adequate time for mailing or special delivery of proposals to the Borough Clerk. It is not uncommon for one or more respondents to be disqualified in submitting proposals to the Borough because the proposals were not received in a timely manner. For example, one of the four respondents for project manager services for the Aquatic Center project was disqualified because of a late proposal. USPS mail and special deliveries to Ketchikan may be delayed because of weather or other circumstances. Couriers should be given clear and accurate instructions in terms of the deadline and location for delivery of proposals.

Proposals must respond directly to the evaluation criteria for this project. Additional material (other than that requested below) is not required or desired. Clarity and brevity are encouraged. Limit submittals as follows:

Proposal Documentation	Use forms provided in RFP
Cover Letter	1 page suggested maximum
Response to Criteria	5 pages suggested maximum
Resumes	Provide resumes for key personnel, 1 page Suggested maximum each resume
Price proposal	Submit a Price Proposal in your own format.

The following sections address the specific content expected for each portion of the proposal.

### COVER LETTER

In the cover letter, the respondent should:

- A. state its understanding of the services to be performed,
- B. explain why the respondent firm is the best qualified to provide those services,
- C. state why the respondent firm is most likely to help the Borough achieve the goals outlined in the Project Scope of Work portion of this request for proposals; and,
- D. Provide the name and contact information of the individual who is authorized to make representations and commitments on behalf of the respondent.

## **RESPONSE TO CRITERIA**

The narrative response to the Selection Criteria should specifically and accurately address each criterion in the order listed in this proposal. Respondents are encouraged to limit the response to 5 pages. Project and individual experience must be verifiable by listed references. It is the responsibility of the proposer to make certain that contact information is current.

## **REQUIRED SIGNATURES**

**NOTE:** The price-proposal component forms must be signed and dated by a person who is authorized to bind the respondent.

In addition to the price-proposal component, the proposal itself must also be signed by a person who is authorized to bind the respondent. Specifically:

- A. A proposal by a corporation shall be executed in the corporate name by the president, vice-president, or other corporate officer. Evidence of authority to sign must also be provided. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- B. A proposal by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. Evidence of authority to sign may be in the form of a copy of the partnership agreement or other reliable evidence.
- C. A proposal by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- D. A proposal by an individual shall show the proposer's name and business address.

Failure to provide evidence of authority to sign on behalf of the respondent will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the respondent.

## **RESUMES**

Provide resumes for each managing member of the team (i.e., project manager for the prime contractor and each known or planned subcontractor) that will be assigned to this

project. List name, title, intended role and responsibilities for the duration of the contract, educational background, and specific qualifications related to role and responsibilities, past relevant experience, number of years of relevant experience, supervisory responsibilities if relevant, list of projects individual was associated with during the last five years including type of project and project cost.

For each managing member of the team, provide at least two Owner or two Firm references for recent relevant projects.

### **PROPOSAL DOCUMENTATION FORMS**

To be considered, respondents must complete, sign, and include the Proposal Documentation Forms provided in the RFP with submitted proposals.

## **SUBMITTALS**

### **DEADLINE**

All Proposals must be received by the Borough no later than the date outlined in this RFP.

### **SUBMITTALS**

All proposal documents must be submitted in a sealed envelope or box clearly marked on the outside to identify it as a proposal for the project specifically named in this RFP, and must be delivered to the Borough Clerk at the address outlined, and in the required format, on or before the deadline.

Each respondent must submit its complete proposal divided into 2 parts:

### **Part One: Proposal Exclusive of Price Proposal Component**

Part One consists of the complete proposal exclusive of the price-proposal component. Part One must be signed and dated by a person who is authorized to bind the respondent. Failure to properly sign and date the proposal will be grounds for rejection.

For the convenience of the Borough, respondents are asked to include 4 paper copies and 1 copy in electronic format (MS Word or text-searchable PDF-document on a CD) of the Part One proposal. Because the printed and electronic copies are for the Borough's convenience, failure to provide the requested copies will not be grounds for rejection. However, if a respondent does not provide the copies, that respondent's proposal will receive a lower score for the criterion dealing with the form and content of the proposal.

***Important note: The Part One Proposal and copies of Part One Proposal must exclude all price proposal information.***

### **Part Two: Price Proposal Component**

Submit 1 set of the Part Two price proposal component enclosed in a separate sealed envelope placed within the sealed envelope or box containing the Part One proposal.

***The Part Two Price Proposal Component shall be submitted on the forms provided in this RFP for the specified project.***

Each price-proposal component must be signed and dated by the person who prepares it. If that person is not authorized to bind the respondent, the price-proposal component must also be signed by a person who is authorized to bind the respondent.

Failure to properly sign and date the Part Two Price Proposal Component and to include it in a separate sealed envelope inside the sealed envelope or box containing the Part One proposal will be grounds for rejection.

The surety bond, if required, shall be included in the sealed envelope containing the price proposal component.

For the convenience of the Borough, respondents are asked to include 1 copy in electronic format (MS Word or text-searchable PDF-document on a CD) of the Part Two Price Proposal Component.

Important note: If a respondent provides the requested electronic copy of the Part Two Price Proposal Component, it must also be sealed with the Part Two Price Proposal Component. Failure to properly seal the copy of a Part Two Price Proposal Component will be grounds for rejection.

However, because the electronic copy is for the Borough's convenience, failure to provide the requested copy will not be grounds for rejection. If a respondent does not provide the copy, that respondent's proposal will receive a lower score for the criterion dealing with the form and content of the proposal.

The envelope containing the price proposal component (price proposal, electronic copy of the price proposal, and surety if required) must be clearly marked on the outside as the price proposal component.

***Respondent's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation. Proposals submitted by fax will not be accepted.***

#### **INQUIRY DEADLINE**

Questions, objections, or protests relating to defects, errors, omissions regarding the project or this RFP should be submitted in writing no later than the date and time specified in this RFP. Substantive issues will be addressed in a written addendum to the RFP.

Address questions to:

**Borough Procurement Officer  
Amy Briggs  
Telephone: 907-228-6637  
Fax: 907-228-6684**

**E-mail: amyb@kgb.ak.us**

### **DELIVERY INSTRUCTIONS**

Proposals must be received by the Borough Clerk by the deadline specified in this RFP.

Be aware that Ketchikan is considered a remote location and, as such, mail and special deliveries by couriers to Ketchikan are commonly delayed beyond the advertised guaranteed arrival of carriers and couriers.

Proposals must be delivered to:

**Borough Clerk  
Kacie Paxton  
Ketchikan Gateway Borough  
1900 First Avenue, Suite 115  
Ketchikan, Alaska 99901**

## **INSURANCE AND LEGAL REQUIREMENTS FOR SELECTED CONTRACTOR**

### **INSURANCE**

Before execution of a contract, and during the entire period of the project, the contractor shall provide the types of insurance listed below. All policies shall have a mandatory 30-day cancellation clause. The Borough shall be named as additional insured on all insurance policies except professional liability policies. Insurance certificates will be required to be submitted for review by the Borough's Risk Manager before the Borough will issue a notice to proceed. Unless specifically marked "not applicable" or "n/a" below, the following insurances are required:

Workers' compensation as required by law and employer's liability coverage at a minimum of \$1,000,000. The Workers' compensation policy shall include a Waiver of Subrogation in favor of the Ketchikan Gateway Borough.

Commercial general liability insurance, not excluding explosion, contractual liability or product/completed operation liability insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate.

Comprehensive automobile liability, bodily injury and property damage, including all owned, hired and non-owned, automobile - \$1,000,000 per each accident.

**LICENSES AND REGISTRATION:** Before execution of a contract, the successful bidder or proposer must have a current State of Alaska business license and general contractors license; must have a current sales tax registration on file with the Borough, and must be in good standing in terms of sales tax, property tax, and all other taxes, fees, and monies due to the Borough.

**COMPLIANCE WITH LAWS:** The Contractor shall observe and abide by all applicable laws, regulations, ordinances and other rules of the State of Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed, and further agrees to indemnify and save the Borough harmless from any and all liability or penalty which may be imposed or asserted by reason of the Contractor's failure or alleged failure to observe and abide thereby.

**CANCELLATION OF SOLICITATION:** The Ketchikan Gateway Borough reserves the right to cancel the solicitation, without penalty, at its sole discretion.

## **SELECTION CRITERIA**

Responsive proposals to this RFP will be reviewed by a Proposal Review Team (PRT) appointed by the Borough Manager. The Borough Manager, at his discretion, may replace members of the PRT at any time. The top-ranked respondents may be short-listed. The PRT may, at its discretion, decide to interview the short-listed firms. The PRT will present its rankings of the respondents to the Borough Manager for consideration. After reviewing the PRT's recommendations, the Borough's financial resources, and following a 5-day protest period, the Borough Manager will present a recommendation to the Borough Assembly for its consideration. The goal is to award the contract to the Proposer that best meets the selection criteria set out in this RFP. Final action will be solely at the discretion of the Borough Assembly.

The selection will be made on the basis of qualifications and price offered in accordance with the criteria listed in this RFP. The Borough reserves the right to cancel this procurement effort. The Borough will not reimburse respondents for any costs of preparation or submission of proposals.

All interested firms who plan to submit a proposal must register with the Borough by sending an email to the Procurement Officer stating the company name, address, telephone number, and fax number.

A confirming email will be sent within one working day of registration. Potential respondents who do not receive this confirmation should contact the Borough via phone to complete the registration process.

During the evaluation process, the Borough reserves the right, where it may serve the Borough's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions

## **PROPOSAL SCORING**

Each proposal will be initially rated independently by each member of the PRT. The PRT members will then meet to discuss the proposals and initial scores. PRT members may change their scores following the meeting of the PRT. Scores may be further modified as a result of oral interviews. The final score will be based on the average of all final scores by the individual members of the PRT. The Proposer whose proposal is scored the highest may be asked to either negotiate a final Agreement or, if required, clarify their

current proposal into a best and final offer. If negotiations are not successful with the top rated Proposer, negotiations may commence with the next highest rated Proposer until an Agreement is reached, or the Borough, at its sole discretion, elects to cancel the solicitation. The Borough will rate all proposals according to the form and content submitted. The Borough reserves the right to award a contract solely on the written proposal or through negotiations. The Borough further reserves the right to reject any and all proposals submitted.

The total score of all criteria combined will dictate the ranking of offers. Each offer will be evaluated based on the criteria provided below. The maximum weight (score) for each criterion is also provided.

0.9 - 1.0	Outstanding
0.7 - 0.8	Excellent
0.5 - 0.6	Good
0.3 - 0.4	Fair
0.1 - 0.2	Poor
0.0	Unsatisfactory

Evaluators may investigate and discuss factual knowledge of Proposers' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, et cetera, and may contact listed references or other persons knowledgeable of a Proposer's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed.

### **ORAL INTERVIEWS**

The Borough reserves the right to request oral interviews with the highest ranked/rated firms. The purpose of the interviews is to allow expansion upon the written responses. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all PRT member scores achieved on the second rating. The same criteria and point ranges will be used during the second evaluation.

### **CONTRACT NEGOTIATIONS**

If contract negotiations are unsuccessful with Proposer(s) selected for negotiation, the Borough may either cancel the solicitation or negotiate with other Proposers in the order of ranking. After completion of successful negotiations, a Notice of Award/Protest will be provided to all Proposers.

In the manner provided in the request for proposals, the manager may negotiate with those responsible proponents whose proposals are determined by the manager to be reasonably responsive to the request for proposals. Negotiations shall be used to clarify and assure full understanding of the requirements of the request for proposals. The manager may permit proponents to revise their proposals after submission and prior to award to obtain best and final offers. Proponents deemed eligible for negotiations shall be treated equally regarding any opportunity to clarify and revise proposals. In conducting

negotiations or requesting revisions, neither the manager nor any other borough officer or employee shall disclose any information derived from proposals of competing proponents.

## **EVALUATION CRITERIA**

### **REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA:**

The narrative portion and the materials presented in response to this Request for Proposal shall be submitted in the same order as requested and must contain at a minimum, the following:

#### **1. FIRM QUALIFICATIONS**

- A. List brokers and agents to provide services under this contract with following qualifications; licensed for the sale of real estate by the State of Alaska, current State of Alaska business license, registered for sales tax to conduct business within the Borough, and must be current on all sales and real property taxes.
- B. Demonstrate your firm's knowledge of the local real estate market and the Ketchikan Gateway Borough.

#### **2. RELEVANT EXPERIENCE**

- A. Experience summary: Describe your firm's pertinent real estate experience (minimum five years previous experience with proven effectiveness). Identify areas of firm specialty or individual specialty (e.g. vacant land sales, commercial land sales, etc.) of the firm and any key firm members who will provide services under this contract.
- B. Provide all relevant examples of consultation with real estate developers in the development of real property for sale.

#### **3. MARKETING STRATEGY**

- A. Marketing methods: Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting a site to the marketplace.

***NOTE: The PRT will not review Price Proposals until after Evaluation Criteria 1- 3 have been reviewed and scored.***

#### **4. COMMISSION STRUCTURE**

*Your firm's Price Proposal component must be drafted and submitted in your own format as Part Two of this proposal.*

- A. State your commission rates for sales listings and for securing commercial tenants. State your proposed method of compensation for representing the Ketchikan Gateway Borough in negotiations for leasing/purchasing space/properties.

- B. State any other costs the Borough should anticipate relating to the real estate services to be provided.
- C. State any required 'carry-over compensation' for your firm – meaning, compensation after the date that the real estate service agreement expires.
- D. State how your firm compensates real estate firms representing buyers and whether this compensation would increase costs to the Borough.

The least-cost proposal will be awarded the maximum points. Higher cost proposals will receive a reduced award of points. The minimum score for the price criterion is zero points.

$$\text{Proposer's Score} = ([\text{Maximum Points Available}] \times ([\text{Lowest Price Received}] / [\text{Proposer's Price}]))$$

*EXAMPLE:* Price Receives 50 points.

Firm A proposes \$50,000; Firm B proposes \$60,000 and Firm C proposes \$70,000.

$$\text{Firm A: } (50 \times (50,000 \div 50,000)) = 50 \text{ points}$$

$$\text{Firm B: } (50 \times (50,000 \div 60,000)) = 41.667 \text{ points}$$

$$\text{Firm C: } (50 \times (50,000 \div 70,000)) = 35.714 \text{ point}$$

	EVALUATION CRITERIA	POINTS	PRT SCORE	WEIGHTED SCORE
	<b>Firm &amp; Individual Qualifications, Relevant Experience, Marketing Strategy, and Price: Evaluation will examine the Contractor's qualification, experience and resources in conducting the Project. The maximum total score is 100 points.</b>			
1.	<b>FIRM QUALIFICATIONS : 25 points</b>			
	<b>a)</b> List brokers and agents to provide services under this contract with following qualifications; licensed for the sale of real estate by the State of Alaska, current State of Alaska business license, registered for sales tax to conduct business within the Borough, and must be current on all sales and real property taxes.	10		

	EVALUATION CRITERIA	POINTS	PRT SCORE	WEIGHTED SCORE
	b) A demonstrated knowledge of local real estate market and the Ketchikan Gateway Borough.	15		
2.	<b>RELEVANT EXPERIENCE: 35 points</b>			
	a) Broker or firm's pertinent real estate experience	25		
	b) examples of consultation with real estate developers.	10		
3.	<b>MARKETING STRATEGY: 10 points</b>			
	a) Marketing Strategy	10		
4.	<b>COMMISSION STRUCTURE: 30 points</b>			
	a) Commission rate and detailed costs to the Borough.	30		

## PROJECT OVERVIEW

### PROJECT DESCRIPTION

The Ketchikan Gateway Borough is in search of Real Estate Broker Services from brokers/firms to sell real property located in the Ketchikan Gateway Borough.

### PROJECT SITE

The properties, located within the Ketchikan Gateway Borough boundaries will be disposed of by the Assembly with set listing prices, including foreclosure properties.

### PROJECT SCHEDULE

**Note:** *Project schedule may change after closing.*

- Request for Proposals Issued: April 28, 2017
- Proposals Due: 2:00 pm, May 24, 2017
- Proposal Review Meeting: May 25, 2017
- Interviews (If held): May 25, 2017

- Notice of Intent to Award: May 25, 2017
- Deadline for Appeal of Proposed Award (5 days): June 2, 2017
- Approval of Contract Award by Assembly: June 5, 2017

## **SCOPE OF WORK**

A. The broker/firm shall provide general realty services as follows:

1. Upon request broker shall attend Assembly meetings to provide progress updates and in relation to received offers.
2. Provide a monthly report to the assigned staff contact about current/new marketing efforts, contact/leads, and other developments.

B. The broker/firm shall provide realty services for the sale of Borough-owned property as follows:

1. Provide comparative market analysis on properties listed for sale by the Borough Assembly. Consult with Borough staff on the recommendation of listing prices to the Borough Assembly.
2. Develop a sales and marketing strategy for review and approval by the Borough Manager or designee, which will include; inspecting the properties, taking photos, placing signage, drafting marketing descriptions, researching all necessary documents on properties, and develop a detailed information sheet on each property.
3. Brokers/firms shall design and pay media advertisements called for in the approved marketing strategy for all Borough properties that are listed for sale.
4. Brokers/firms shall collect earnest money and draft offers and proposed purchase agreements for any sale and present to the Borough Manager for consideration. The broker/firms shall ensure that earnest money amounts, offers and purchase agreements are accurate and in conformance with established Borough codes and policies or specifically identify any deviations.
5. Upon acceptance of offers the brokers/firms shall work closely with the purchaser, lenders, and the Borough for a timely closing of the transaction.
6. Brokers/firms shall provide expertise on the local real estate market to determine which properties should be added to the list of Borough properties offered for sale and the timing of such additions with the objective of maximizing Borough revenues.

7. Brokers/firms shall provide expertise on the local real estate market to determine the best subdivision strategy with the greatest return on investment for the Borough.
- C. The broker/firm shall provide marketing and realty services for the unoccupied spaces within the Borough-owned White Cliff Building as follows:
1. Establish a marketing strategy, for review and approval by the Borough Manager, that employs multiple types of advertising including, but not limited to, showing the property, internet exposure, signs, trade publication strategies, etc.
  2. Advise and assist the Borough Manager negotiations with prospective lessees concerning lease rate and terms.
  3. Perform due diligence on customers prior to bringing offers from them to the Borough. Due diligence will include an opinion on the feasibility of the financial capacity of the offerer to sustain the business or occupancy.

## PROPOSAL CHECKLIST

This Proposal Checklist is a summary of the forms and materials required as part of your firm's proposal. Respondents are urged to thoroughly read the entire proposal. It may be helpful to use this checklist to help ensure compliance with the submission requirements.

**Place a check mark (✓) in the box next to each qualification when completed.**

### PROCEDURAL QUALIFICATIONS

- Respondents must register as indicated in this solicitation.
- Proposals must be received in the Office of the Borough Clerk no later than the date and time indicated in solicitation.

### FORM AND CONTENT OF PROPOSALS

- Proposals must be in a sealed envelope or box clearly marked with the name of the project on the outside of the envelope or box in order to be considered responsive.
- The proposal (exclusive of the price-proposal component) must be submitted.
- At least four printed copies of the proposal (exclusive of the price-proposal component) are requested for the convenience of the Borough (one of the copies should be suitable for copying, specifically it should not be bound and it should be printed on one side of 8.5-inch by 11-inch white paper).
- At least one copy of the complete proposal (exclusive of the price-proposal component) in electronic format (MS Word or text-searchable PDF-document on a CD) is requested for the convenience of the Borough.
- Respondents must list and acknowledge receipt of each Addendum on the Proposal Documentation form by signing in the space provided and listing the date that it was received.
- Respondents must fill out the Subcontractors List included in the Proposal Documentation indicating the name(s) of any anticipated subcontractors for the proposed project. Use multiple pages if necessary. For portions of the work where a subcontractor will be selected by competitive proposals at a later date enter the type of Work to be subcontracted followed by "To be Determined". For example: "Electrical – To Be Determined". **If the use of subcontractors is not anticipated, "N/A" or "NONE" is to be written on the form.**
- The Proposal Documentation Forms must be signed by an individual authorized to bind the respondent. All proposers, other than individuals, must include evidence of authorization to sign on behalf of the corporation, partnership, limited liability Company, or other organization. Failure to provide evidence of authority to sign on behalf of the respondent will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the respondent.

- The Price Proposal must be submitted in a separate sealed envelope marked as the price proposal component. The separate sealed and marked envelope containing the price proposal must be placed within the sealed envelope or box containing the proposal. Price proposals must be submitted on the forms supplied.
- One electronic copy (CD) of the Price Proposal is requested for the convenience of the Borough. If provided, the CD must be included in the separate sealed envelope marked as the price proposal component.
- Proposals must respond directly to the evaluation criteria for this project as specified in the Select Criteria Section and must include the contents specified in the Proposal Content and Format section. (Note: The determination whether a proposal responds directly to the evaluation criteria for this project will not be made by the Borough Clerk or designee at the time of the opening of the proposals. Instead the Proposal Review Team or the Borough Manager will, during the proposal review process, determine whether each proposal responds directly to the evaluation criteria.) Proposals that do not meet that requirement will be considered non-responsive.

**Completion of this checklist does not guarantee that a proposal will be considered to be responsive. The checklist is provided strictly as a courtesy to respondents.**

# PROPOSAL DOCUMENTATION FORMS

## REAL ESTATE BROKER SERVICES

Award of Project. The Borough shall have the right to reject this proposal and such proposal shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its closing.

Notice of Acceptance. Notice of acceptance and award of the project or requests for additional information may be addressed to the undersigned Respondent at the business address set forth in this proposal.

Minimum Standards. The required work and/or specifications attached herein shall be considered as the minimum standards acceptable to the Borough. Any deviations, modifications, or alternatives proposed shall be specified and clarified by the respondent on the provided form as an EXCEPTION SUMMARY. Insufficient information pertaining to exceptions shall be at the respondent's risk and may result in rejection of the proposal.

Respondent certification.

By signature on this proposal documentation, the undersigned respondent certifies that:

- A. The respondent will comply will all insurance requirements in this RFP;
- B. The respondent will comply with all applicable local, state, and federal laws, including but not limited to, wage and hour laws and non-discrimination laws;
- C. The respondent will comply with all terms and conditions set out in this RFP;
- D. The respondent's proposal was independently arrived at, without collusion, under penalty of perjury; and
- E. The proposal will remain open and valid for at least 60 days from the closing date of the RFP.

Receipt of Addenda. Receipt of the following Addenda to the RFP Documents is hereby acknowledged.

ADDENDUM NO.	DATE OF RECEIPT OF ADDENDUM	SIGNED ACKNOWLEDGMENT
1	_____	_____
2.	_____	_____
3.	_____	_____

(Note: Failure to acknowledge receipt of each addendum will be considered an irregularity and will result in rejection of the proposal.)

**RESPONDENT:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Alaska Business License No. \_\_\_\_\_

Company/Firm Name \_\_\_\_\_

Telephone \_\_\_\_\_

Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Business Address \_\_\_\_\_

Email \_\_\_\_\_

Pursuant to and in compliance with the Request for Proposals, the undersigned respondent, being fully familiarized with all the terms of the specifications hereby proposes and agrees to deliver, within the time and in the manner stipulated in the proposal for the following:

**REAL ESTATE BROKER SERVICES**

\_\_\_\_\_  
Signature of Individual Authorized to Bind the Respondent

\_\_\_\_\_  
Printed Name and Title of Individual Authorized to Bind the Respondent

\_\_\_\_\_  
Date

**PRICE PROPOSAL**

Your firm's Price Proposal must be submitted in your own format.

**SUBCONTRACTOR LIST**

SUBCONTRACTORS: The respondent may not subcontract greater than fifty percent of this project without prior written approval of the Borough. List all subcontractors who will be providing greater than 5 percent of the project work and an approximate percentage of their individual participation by discipline. **”. If the use of subcontractors is not anticipated, “N/A” or “NONE” is to be written on the form.** Use additional copies of this form as needed.

SUBCONTRACTORS:

Company/Firm Name \_\_\_\_\_

Estimated percentage of subcontractor's participation by discipline \_\_\_\_\_

Telephone \_\_\_\_\_

Fax No. \_\_\_\_\_

Business Address \_\_\_\_\_

Company/Firm Name \_\_\_\_\_

Estimated percentage of subcontractor's participation by discipline \_\_\_\_\_

Telephone \_\_\_\_\_

Fax No. \_\_\_\_\_

Business Address \_\_\_\_\_







**INDIVIDUAL ACKNOWLEDGMENT (If applicable)**

STATE OF \_\_\_\_\_ )  
 ) ss.  
\_\_\_\_\_ JUDICIAL DISTRICT )  
COUNTY OF \_\_\_\_\_ )

**THIS IS TO CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, duly commissioned and sworn, personally appeared \_\_\_\_\_ to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed the same freely and voluntarily for the uses and purposes therein mentioned.

**WITNESS** my hand and official seal the day and year in this certificate above written.

(Seal)

\_\_\_\_\_  
**NOTARY PUBLIC FOR** \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_