

PUBLIC NOTICE

City of Brewer Realtor Services to Sell Tax-Acquired Properties

The City of Brewer is seeking proposals for realtor services with a licensed real estate broker or agent who will be responsible for listing and selling tax-acquired residential properties in the City of Brewer.

A copy of the RFP and all related documents can be obtained at: www.brewermaine.gov.

Proposals must be submitted by mail to:

City Manager
80 North Main Street
Brewer, Maine 04412
Attn: Realtor Services to Sell Tax-Acquired Properties

Or by email to: eglidden@brewermaine.gov
With subject line: Realtor Services to Sell Tax-Acquired Properties

Proposal submissions must be received no later than **2pm local time, Friday, June 13**
Proposals will be opened immediately after the submittal deadline.

City of Brewer

Realtor Services to Sell Tax-Acquired Properties

PART I INTRODUCTION

A. Purpose and Background

The City of Brewer is seeking realtor services, as defined in this Request for Proposals (RFP) document, from a licensed real estate agent or broker to sell tax acquired residential real estate. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the City of Brewer (City) and the awarded Bidder.

From time to time, the City acquires residential properties through the foreclosure of tax liens for nonpayment of property taxes. The City has historically listed and sold these properties through a sealed bid process. Due to recent legislative changes, see [36 M.R.S. §943-C](#), the City is now required to list and sell these tax-acquired properties via a licensed real estate agent or broker.

B. General Provisions

1. From the time the RFP is issued until award notification is made, all contact with the City regarding the RFP must be made through the City Manager. No other person/ City employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the City's discretion.
2. Issuance of the RFP does not commit the City to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the City. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements" section of the RFP.
4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the City will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal City information of previous contract history with the Bidder (if any). The City also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities.
5. The proposal must be signed by a person authorized to legally bind the Bidder and must

contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.

6. The RFP and the awarded Bidder's proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the City.
7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](#) et seq.). City contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder's claim of confidentiality. In the event that the City receives a FOAA request that includes submissions marked as confidential, the City shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA's definition of public record. If the City determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
9. The City, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
10. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

1. An interested party must be a real estate broker or agent licensed by the State of Maine under [32 M.R.S. Chapter 114](#) at the time of bid submission and must maintain that licensure throughout the term of the contract.
2. Bids from a firm, agency, or other type of company are acceptable, as long as the firm includes or employs a licensed real estate broker or agent, and that broker or agent will be the one responsible for listing and selling the properties under the contract.
3. Any person employed by the City or holding an elected or appointed position within the City is not eligible to submit a bid.

D. Contract Term

The City is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period of one year. The actual contract start date will be established by a completed and approved contract. Following the initial term of the contract, the City may opt to renew the contract for two (2) renewal periods, and subject to continued availability of funding and satisfactory performance.

PART II SCOPE OF SERVICES TO BE PROVIDED

- A. Provide realtor services for all tax-acquired residential real estate properties in the City that the City Council declares as surplus. These services will include:
1. Working with the City to determine the highest reasonable prices at which the properties are anticipated to sell;
 2. Listing the properties for sale;
 3. Promoting and marketing sales of the properties;
 4. Communicating with prospective buyers about the properties;
 5. Facilitating communication between the City and prospective buyers if necessary;
 6. In consultation with the City, negotiating sales of the properties; and
 7. Coordinating sales of the properties, including sale closings. Per State statute, any property sold must be conveyed by quitclaim deed.

PART III KEY RFP EVENTS

A. Questions

1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
 - a. Bidders and other interested parties should use **Appendix D** (Submitted Questions Form) for submission of questions.
 - b. Questions must be submitted by e-mail to City Manager Eric Glidden at eglidden@brewermaine.gov no later than Friday, June 6, 2025.
 - c. The RFP Title must be included in the subject line of the e-mail containing the submitted questions. The City assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the [City of Brewer RFP page](#) by Tuesday, June 10, 2025. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

B. Amendments

All amendments released in regard to the RFP will also be posted on the [City of Brewer RFP page](#). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

C. Proposal Submission

1. **Proposals Due:** Proposals must be received no later than 2 p.m. local time, on Friday, June 13, 2025.
 - a. Any e-mails containing original proposal submissions or any additional or revised proposal files received after the deadline will be rejected without

exception.

2. **Delivery Instructions:** Bids may be submitted by email or by first-class mail. E-mail proposal submissions must be submitted to the City Manager at eglidden@brewermaine.gov, with subject line: Realtor Services to Sell Tax-Acquired Properties

Mailed proposal submissions must be sent to:

City of Brewer
80 North Main Street
Brewer, ME 04412
Attn: Realtor Services to Sell Tax-Acquired Properties

- a. The City assumes no liability for assuring accurate/complete e-mail transmission and receipt.
- b. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
- c. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
- d. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.

3. **Email Submission Format:**

- a. Bidder's proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
 - **File 1 [Bidder's Name] – Preliminary Information:**
PDF format preferred
Appendix A (Proposal Cover Page)
 - **File 2 [Bidder's Name] – Organization Qualifications and Experience:**
PDF format preferred
Appendix B (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.
 - **File 3 [Bidder's Name] – Proposed Services:**
PDF format preferred
All required information and attachments stated in PART IV, Section III.
 - **File 4 [Bidder's Name] – Cost Proposal:**
PDF format preferred
Appendix C (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The City seeks detailed yet succinct responses that demonstrate the Bidder's qualifications, experience, and ability to perform the requirements specified throughout the RFP.

Failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The City, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Bidders must include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

Proposal Format and Contents

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

2. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated, which includes a copy of a State of Maine real estate professional license under [32 M.R.S. Chapter 114](#)

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix B** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (3) examples of projects which demonstrate their experience and expertise in performing these services, as well as highlighting the Bidder's stated qualifications and skills.

2. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

3. Licensure/Certification

Bidders must provide documentation of licensure by the State of Maine as a real estate broker or agent under [32 M.R.S. Chapter 114](#).

4. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Section III Proposed Services (File #3)

1. Services to be Provided

Bidders must discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved.

Section IV Cost Proposal (File #4)

1. General Instructions

- a. Bidders must submit a cost proposal that covers the initial contract period, and all renewals for years two and three.
- b. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
- c. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the City, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

2. Cost Proposal Form Instructions

Bidders must fill out **Appendix C** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in disqualification or reduction in scoring of the cost proposal, at the discretion of the City.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals will be accomplished as follows:

A. Evaluation Process – General Information

1. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications.
2. The City reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received.
3. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.

B. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the City subject to approval by the Brewer City Council.
2. Notification of conditional award selection or non-selection will be made in writing by the City.
3. Issuance of the RFP in no way constitutes a commitment by the City of Brewer to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The City reserves the right to reject any and all proposals or to make multiple awards.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The City recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the City Council.
2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the City of Brewer.

B. Payment

1. Payments and Other Provisions

The City anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

Appendix A – Proposal Cover Page

Appendix B – Qualifications and Experience Form

Appendix C – Cost Proposal Form

Appendix D – Submitted Question Form

APPENDIX A

City of Brewer PROPOSAL COVER PAGE Realtor Services to Sell Tax-Acquired Properties

Bidder's Organization Name:			
Chief Executive - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/City/Zip:			
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/City/Zip:			

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the City or any other City agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The above-named organization is the legal entity entering into the resulting contract with the City if they are awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX B

City of Brewer QUALIFICATIONS and EXPERIENCE FORM Realtor Services to Sell Tax-Acquired Properties

Bidder's Organization Name:

Present a brief statement of qualifications. Describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.

Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Contract history with the City of Brewer, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.

If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder's general capabilities.

Project One	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

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Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX C

City of Brewer
COST PROPOSAL FORM
Realtor Services to Sell Tax-Acquired Properties

Bidder's Organization Name:	
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Bidders must provide a rate, in the table below for **Gross Sale Commission** to include but not be limited to, advertising, marketing, coordination of additional or ancillary services, travel, and all tasks deemed necessary for the sale.

Bidder Proposed Gross Sale Commission Rate (Percentage)
%

APPENDIX D

City of Brewer
SUBMITTED QUESTIONS FORM
Realtor Services to Sell Tax-Acquired Properties

This form should be used by Bidders when submitting written questions about the RFP, as defined in Part III.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

Organization Name:

RFP Section & Page Number	Question