



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

NOTES:

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

1. The County reserves the right to reject any and/or all quotes, to waive any technicalities in the quote, and to take whatever action is in the best interest of Washington County.
2. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 30001292.

**RETURN QUOTATIONS TO:**

WASHINGTON COUNTY DIVISION OF ENGINEERING  
 80 West Baltimore Street  
 Hagerstown MD 21740

Attention: Todd Moser -- Real Property Administrator

Telephone Number: 240-313-2410

## REQUEST FOR QUOTATION

DATE ISSUED

11/28/18

DESCRIPTION

**REAL ESTATE CONSULTING & BROKERAGE SERVICES for DISPOSITION of SURPLUS PROPERTY on BEHALF OF WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**  
*(See Attached Instructions & Specifications)*

PRICE (SEE FORM OF PROPOSAL)

**QUOTATION DUE: Wednesday, December 19, 2018, no later than 4:00 P.M.**

**QUOTATIONS TO BE ADDRESSED TO:** Washington County Division of Engineering and Construction Management, Attn: **Scott Hobbs, Washington County Division of Engineering, Washington County Administrative Annex, 80 West Baltimore Street, Hagerstown, Maryland 21740** and enclosed in a sealed opaque envelope marked "**QUOTATION – REAL ESTATE CONSULTING & BROKERAGE SERVICES for DISPOSITION of SURPLUS PROPERTY on BEHALF OF WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS.**"

SITES INCLUDE:  
 330 West Main Street, Sharpsburg, 11804 Partridge Trail, Hagerstown, 13529 Spriggs Road, Hagerstown and possible future properties.

Official Signature \_\_\_\_\_  
 Name Printed \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

Acknowledge Addenda # \_\_\_\_\_ Date \_\_\_\_\_  
 # \_\_\_\_\_ Date \_\_\_\_\_, # \_\_\_\_\_ Date \_\_\_\_\_

## NOTICE TO QUOTERS & INSTRUCTIONS

FOR

**REAL ESTATE CONSULTING & BROKERAGE SERVICES for DISPOSITION of SURPLUS PROPERTY on BEHALF OF WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**

**QUOTATION SUBMISSION:** Interested firms/persons shall submit one (1) original proposal form enclosed in a sealed opaque envelope marked "Real Estate Consulting & Brokerage Services for Disposition of Surplus Property" to the Office of Scott Hobbs – Director, Washington Division of Engineering, Washington County Administrative Annex, 80 West Baltimore Street, Hagerstown, Maryland 21740, no later than Wednesday **December 19, 2018 at 4:00 P.M.** after which time they will be publicly opened in the Washington County Administrative Annex, 80 West Baltimore Street, Hagerstown, Maryland. All interested parties are invited to be present.

**PRE-QUOTATION CONFERENCE:** A Pre-Quotation Conference will be held on **Wednesday, December 5th, 2018 at 1:00 P.M.** (local time) at the Washington County Administration Building Annex, 80 West Baltimore Street, Conference Room, Hagerstown, Maryland. Attendance at this conference is not mandatory but is strongly encouraged. A walk-through of the properties will immediately follow the meeting.

**SITE VISIT:** It is strongly encouraged that each Bidder submitting a quotation for this work plans to attend the walk-through of the property following the Pre-Quotation Conference. No allowance shall be made to any Bidder for negligence in this respect. It is the responsibility of the bidding listing Agent/Brokerage to be present for the walk through at the scheduled time allotted.

**AWARD OF CONTRACT:** The total base bid will be used as a basis for evaluation of quotations and award of the Contract. If an award of Contract is made, it will be made to the responsible Bidder who submits the lowest, responsive quotation. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. Erasures or changes in quotations must be initialed. It is The Board's intent to award the contract to the firm which is the most advantageous and is in the best interest of Washington County.

**DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Washington County Board of County Commissioners or authorized representative shall be final and binding on both parties.

**EQUAL OPPORTUNITY:** The Board of County Commissioners of Washington County, Maryland does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**EXCEPTION:** The submission of a quote shall be considered an agreement to all items, conditions, and specifications provided herein and in the various quotation documents unless specifically noted otherwise in the proposal.

**INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Bidder find discrepancies in, or omissions from the documents or be in doubt of their meaning, or feel that the specifications are discriminatory, he/she should at once request an interpretation, in writing, from:

Scott Hobbs - Director  
 Washington County Division of  
 Engineering  
 Washington County Administrative Annex  
 80 West Baltimore Street  
 Hagerstown, MD 21740  
 E-mail: [ecbidquestions@washco-md.net](mailto:ecbidquestions@washco-md.net), [tmoser@washco-md.net](mailto:tmoser@washco-md.net)  
[ecbidquestions@washco-md.net](mailto:ecbidquestions@washco-md.net) Fax: 240-313-2401

All necessary interpretations will be issued to all bidders in the form of addenda to the specifications, and such addenda shall become part of the contract documents. Exceptions as taken in no way obligate the County to change the specifications. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his/her bid as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** Requests received after **4:00 P.M. (EST, local time), Wednesday, December 19, 2018** may not be considered.

**CONTRACT DURATION:** Bidder must agree to commence work within five (5) calendar days of receipt of written "Notice to Proceed" by the County. The Contract resulting from this RFQ shall be for a period of one (1) year, anticipated to begin on or about January 1, 2019 and ending one year from the actual start date of the contract with the Washington County Board of County Commissioners having the sole option to renew the initial contract for three (3) subsequent one-year extensions.

**INSURANCE:** The successful Bidder must show prior to the execution of the agreement evidence of appropriate Insurance as outlined in the attached copy of Washington County's Policy of Insurance Requirements for Independent Contractors (Attachment A).

**POLITICAL CONTRIBUTION DISCLOSURE:** In accordance with Maryland Code, State Finance and Procurement Article, §17-402, the Bidder shall comply with Maryland Code, Election Law Article, Title 14, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or any incorporated municipality, or their agencies during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.

**REGISTRATION WITH MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION:** Prior to contracting, private corporations must either be incorporated in the State of Maryland or registered to do business in the State of Maryland with the Maryland Department of Assessments and Taxation as a foreign corporation, must be in good standing, and shall remain so throughout the term of the Contract resulting from this bid. Proof of such standing is required prior

to the start of the contracting process.

**PAYMENT OF TAXES:** Effective October 1, 1993, in compliance with Section 1-106 (b) (3) of the Code of the Public Local Laws of Washington County, Maryland, "If a bidder has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the bidder's bid."

**RESERVATIONS:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all quotes, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Quoter for clarifications and may, at its sole discretion, allow a Quoter to correct any and all formalities, informalities and technicalities in the best interest of the Washington County.

**PRICES VALID:** All quoted prices shall be valid for ninety (90) consecutive calendar days after submission of quote.

## SCOPE OF SERVICES

FOR

### **REAL ESTATE CONSULTING & BROKERAGE SERVICES for DISPOSITION of SURPLUS PROPERTY on BEHALF OF WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**

#### **1. GENERAL SCOPE & OBJECTIVES**

The object of this solicitation is to obtain a 1-year initial contract for real estate services for Washington County Board of County Commissioners (The Board). The Board shall have the sole option to renew the initial contract for three (3) subsequent one-year extensions.

#### **2. BACKGROUND**

At this time, The Washington County Board of County Commissioners wishes to dispose of three surplus properties at 330 WEST MAIN STREET SHARPSBURG, MARYLAND 21782, 11804 PARTRIDGE TRAIL, HAGERSTOWN, MARYLAND 21742, 13529 SPRIGGS ROAD, HAGERSTOWN, MARYLAND 21742. 330 West Main Street is a two story single family home consisting of two bedrooms and one full bath with 1,268 SF living area built in 1881 and recently updated. 11804 Partridge Trail is a brick rancher style home consisting of three bedrooms and two full baths with 1,816 SF living area built in 1990. 13529 Spriggs Road is a brick rancher style home consisting of three bedrooms and one full bath with 1,296 sf living area built in 1962. The three properties are in various conditions from being vacant from anywhere from two to thirteen years. All properties will be sold "AS-IS" unless otherwise noted. Future surplus properties could consist of vacant land, commercial, and residential improved properties.

#### **3. PLAN DESIGN**

Upon being awarded the Contract for REAL ESTATE CONSULTING & BROKERAGE SERVICES for DISPOSITION of SURPLUS PROPERTY the awarded Bidder will prepare a comprehensive marketing plan and materials, advertise on the Multiple Listing Service, prepare signage for property, solicit potential buyers for the surplus property, arrange for site inspections, respond to prospective purchaser's inquiries, and assist The Board with the disposition of the surplus properties according to all applicable State or local policies, regulations and laws.

The Bidder shall include in its comprehensive marketing plan, a description of the method, duration, extent, and where placement of advertising will be located. The impending sale will also be advertised on the County website at no cost to the awarded Contractor.

The contractor will perform all the necessary duties to ensure a prompt sale of the property.

#### **4. REPORTS**

Additionally, once awarded, the Contractor shall provide a monthly activity report to **Washington County Division of Engineering, Attn: Todd Moser, Real Property Administrator** outlining the efforts made to sell the property. The report shall include the following information.

- a. Advertising sources (CoStar, Loopnet, MLS, CIMLS, etc.)
- b. Dates for each form of advertising (News print, social media, signage, collateral, etc.)
- c. Number of lead generations and showing or broker event activity
- d. Follow up activity on each response

5. **COMMISSIONS**

If the Listing Agent/Contractor acts as a Dual Agent on the transaction, they will receive the total amount for both sides of the sale. Cooperating Listing Agent/Contractor and Buyer's Agent/Contractor will split the commission, which is based on one written dollar amount per \$100,000 of the sale price of the property. Bidders shall complete the Financial Proposal Form (Attachment C). The financial offer shall be a fully-funded rate for all services provided.

6. **CONTRACTOR REPRESENTATIVE**

Once awarded, the Contractor shall assign a Contractor Representative who will be responsible for the Contractor's daily management functions of the Contract.

7. **CONTRACTOR EXPERIENCE**

The Bidder must be familiar with Washington County property sales and have successful experience providing services similar in size and scope to those requested in this RFQ. The Bidder shall have a minimum of five (5) years of residential and commercial real estate sales, three (3) of which in Washington County. The Bidder is expected to have an intimate knowledge of Washington County with regard to its geography, demographics, real estate market, and economic climate, as well as any and all local laws, regulations, rules, rules and customs regarding the sale of real estate.

8. **LICENSURE**

The Bidder must be a real estate broker currently licensed by the Maryland Department of Labor, Licensing and Regulation. The Bidder shall ensure that its license remain valid throughout the base period and any renewal period of the contract resulting from this RFQ. Per Attachment D, please provide current valid copies of any Real Estate/Brokerage Licenses and associated documents.

9. **COMPARATIVE MARKET ANALYSIS**

It is standard practice for Washington County to receive formal appraisals from licensed appraisers on all County-owned properties. It is typical for the County to buy and sell property within 10% of the appraised value. Realizing real estate market conditions fluctuate regularly, the County would like to see a comparative market analysis for each property. Each Bidder should prepare this document and include it with your Bid. (Attachment G).

10. **TIE BIDS**

A. **Definition** – Tie Bids are responsive Bids from responsible Bidders that are identical in price, terms and conditions and which meet all the requirements and evaluation criteria set forth in the Invitation to Bids.

B. **Award** – **Unless otherwise specified**, if identical low Bids are received from an in-County and out-of-County Bidder, the award shall be made to the in-County Bidder. If identical low Bids are received from in-County Bidders or from out-of-County Bidders, a drawing shall be conducted, and a witness shall be present to verify and certify the result.

**ATTACHMENTS**

**ATTACHMENT A** – Insurance Requirements for Independent Contractors

**ATTACHMENT B** – Form of Proposal

**ATTACHMENT C** – Financial Response Form

**ATTACHMENT D** – Copy of Current Real Estate License Documents

**ATTACHMENT E** – Street Views of Properties

**ATTACHMENT F** – Comparative Market Analysis

ATTACHMENT A

**POLICY TITLE:** Insurance Requirements for Independent Contractors

**POLICY NUMBER:** P-4

**ADOPTION DATE:** August 29, 1989

**EFFECTIVE DATE:** September 1, 1989

**FILING INSTRUCTIONS:**

**I. PURPOSE**

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

**II. ACTION**

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

1. **Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation -	Statutory
Employers Liability -	\$100,000 (Each Accident)
	\$500,000 (Disease - Policy Limit)
	\$100,000 (Disease - Each Employee)

2. **Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Washington County on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services



arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.

**Policy P-4**

2. **Comprehensive General Liability Insurance** (continued)

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

**Certificate(s) of Insurance:** The Contractor shall provide certificates of insurance requiring a 30 day notice of cancellation to the Insurance Department, Board of County Commissioners of Washington County prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

**General Indemnity:** The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date: August 27, 1991

Effective Date: August 27, 1991

Revision Date: March 4, 1997

Effective Date: March 4, 1997

ATTACHMENT B  
FORM OF PROPOSAL

TO:

FROM:

The Board of County Commissioners  
of Washington County, Maryland  
c/o Washington County Division of Engineering  
Washington County Administrative Annex  
80 West Baltimore Street  
Hagerstown, MD 21740

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

QUOTATION DUE: Wednesday December 19, 2018 (4:00 P.M.)

Ladies/Gentlemen:

We hereby submit our proposal for:

**REAL ESTATE CONSULTING & BROKERAGE SERVICES for DISPOSITION of SURPLUS  
PROPERTY on BEHALF OF WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**

Having examined the site and being familiar with pertinent local conditions affecting the work and having carefully examined the contents of this Quotation Package bearing the project title, and dated **December 19, 2018**, including

Addenda (if any):

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labor, materials and equipment called for by the said documents for the entire work, in strict accordance with the specifications and have stipulated all associated costs in detail on Attachment C.

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_ )  
Written Figures

FIRM NAME AND ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BY (Signature): \_\_\_\_\_

NAME AND TITLE (Printed): \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER: \_\_\_\_\_

**ATTACHMENT C**  
**FINANCIAL RESPONSE FORM**

FOR

**REAL ESTATE CONSULTING & BROKERAGE SERVICES for DISPOSITION of SURPLUS  
PROPERTY on BEHALF OF WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**

**The Firm Of :**

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<b><u>Description (with/Written Unit Price)</u></b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>
Amount of Sales Price to Listing Agent/Contractor and Buyer's Agent/Broker* <hr/> Dollars Written	Per	\$100,000	\$
Administrative Fee** <hr/> Dollars Written	Per	1	\$
Total <hr/> Dollars Written			\$

\* If the Listing Agent/Contractor acts as a Dual Agent on the transaction, they will receive the total amount for both sides of the sale. Cooperating Listing Agent/Contractor and Buyer's Agent/Contractor will split the commission, which is based on one written dollar amount per \$100,000 of the sale price of the property.

\*\*Administrative Fee for each property sold.

ATTACHMENT D  
COPY OF CURRENT REAL ESTATE LICENSE DOCUMENTS  
PLEASE ATTACH

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**ATTACHMENT E**  
**STREET VIEWS OF PROPERTIES**

(Attached)

13529 Spriggs



10/25/2018

330 West MAIN



10/25/2018



11804 Partridge Trail



10/25/2018

**ATTACHMENT F**  
**COMPARATIVE MARKET ANALYSIS**  
**PLEASE ATTACH**

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