

Umatilla County, Oregon  
216 S.E. Fourth Street  
Pendleton, OR 97801

Request for Proposals  
Professional Real Estate Activity

Issuing office, point of contact for information and office where copies of this Request for Proposals (RFP) may be obtained:

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Umatilla County  
216 S.E. Fourth Street  
Pendleton, OR 97801  
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1. Description of Project

Umatilla County is requesting proposals from real estate licensees to provide professional real estate activity for the sale of county owned property. The county will select an individual or firm to list and to sell county owned surplus property in the following three areas: (1) West County, including Hermiston area; (2) Central County, including Pendleton area; (3) East County, including Milton-Freewater area. It is the intent to select a licensee from each of the three areas, although the county may not currently have surplus property in each of the three areas. To be qualified, the proposer must be a real estate licensee licensed by the State of Oregon, a member of multiple listing service, and a Realtor. The initial term of contract will be two years, with options to renew for additional periods.

2. General Information

To be considered, three copies of the proposal must be submitted by mail or courier no later than 4:00 p.m., to Board of Commissioners, Room 121, Umatilla County Courthouse, 216 S.E. Fourth Street, Pendleton, OR 97801. Proposals received by facsimile or electronically are not acceptable.

3. Schedule of Activities

RFP Issued: October 28, 2010

Proposal Submission Deadline: Must be received in room 121 of the

Umatilla County Courthouse by 4:00 p.m., November 16, 2010

Public Bid Opening: November 16, 2010, 4:00 p.m.

On Site Presentation (optional): One or more individuals or firms may be asked to make an in person presentation about their firm's qualifications to the Board of Commissioners.

Award of Contract: As soon as possible after opening

Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission or electronically will not be accepted.

4. Incurred Cost

Umatilla County will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

5. Instructions to Proposers

a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Real Estate Activity." Respondents must submit a complete and concise response to this RFP. Proposals should provide complete details concerning the proposers ability to meet the requirements of this RFP.

b. Proposals. All proposals shall be typed and comply in every manner with the requirements of this solicitation. Each proposal must be signed in ink. If the proposal is made by a corporation, it must be signed in the name of such corporation by a person that is authorized to bind the proposer.

c. Withdrawal of Proposals. Proposals may be withdrawn, by written or telegraphic request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

1. Specifically rejects the proposal or;
2. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days.

d. Modifications. Any proposer may modify their proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition or subtraction or other modification so that the final price or terms will not be known until the sealed proposal is opened.

e. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time . Until such time as a contract is executed with the successful bidder, Umatilla County may cancel all or any part of this RFP. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected.

f. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

g. Nondiscrimination. The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

h. The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder.

i. Proposers further agree to the following: To comply with all Federal, State, and County laws, ordinances and rules, and to the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.

j. Employees not to Benefit. No employee or elected official of Umatilla County shall be admitted to any share or part of these proposals or to any benefit that may arise therefrom; but this provision shall not be construed to extend to proposals made by a corporation for its general benefit.

## 6. Evaluation Criteria

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

a. Qualifications, licenses, competence, and specific examples of past experience, including number of annual listings and sale for 2008 and 2009.

b. Adequacy and completeness of the proposal with regard to the information provided and specific activities that will be accomplished.

c. Willingness to negotiate on contract terms.

d. Ability to work with and advise the county as a team to best represent the interests of the citizens of Umatilla County and to obtain quality services and sale of properties.

e. Immediate availability upon selection.

f. Cost, including commission rate.

## 7. Protests

Any protests under this request for proposals shall follow the protest procedures set forth in OAR Division 137-47.