

REQUEST FOR FEE QUOTE FOR PROFESSIONAL SERVICES
COMMERCIAL REAL ESTATE BROKERAGE SERVICES
RFQ 11-0007-1

Chatham County, Georgia, is seeking to enter into a contract for commercial real estate brokerage services. Interested brokers will pre-qualify by demonstrating an active broker's license with the Georgia Real Estate Commission and by confirming proven experience of at least \$3 million in commercial sales within the past 10 years. As Chatham County's broker of record, the broker (not a sales agent) will assist Chatham County in the sale and purchase of property (except for road and drainage purposes). Specific services include 1) Providing an opinion of value based on comparable sales of similar properties for purposes of an offer or to set a minimum bid for sale (sales must be conducted as a sealed bid in accordance with Georgia law); 2) Develop offering packages for the sale of property, assist in writing and placing legal advertising and market the property for sale; 3) Provide property inspections and serve as the contact for questions related to the sale of property as well as procedural requirements of sales under Georgia law ("County Property Generally"); 4) Review terms of the purchase agreement and assist in negotiating final terms; 5) Review surplus county properties and remnants and advise as to marketability for sale; 6) Assist in negotiating lease rates for rental properties based on an analysis of market rates for similarly located or similar use properties. Payment will be by commission as committed on this bid form and incorporated into the contract (no agency agreement). The lowest rate of a qualified broker will be awarded the contract.

Please provide the following no later than 2:00 p.m. on Thursday, August 4, 2011 delivered in a sealed envelope and marked as BROKERAGE SERVICES BID, RFQ 11-0007-1 to Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, GA 31406.

_____ Name of Broker

_____ License Number

_____ Initial to confirm at least \$3 million in sales and purchases during the past 10 years.

_____ % Fee Quote

LEGAL NOTICE
CC NO. 165035

Invitation to Submit
Fee Quote For Professional Services
Commercial Real Estate Brokerage Services
RFQ 11-0007-1

Sealed Bids will be received until **2:00 P.M. on August 4, 2011** and publicly opened in the Chatham County Purchasing & Contracting Department, at **The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406**, for COMMERCIAL REAL ESTATE BROKERAGE SERVICES, RFQ 11-0007-1

Bid Packages are available from the office of the Chatham County Purchasing & Contracting Department at the above address.

The Bid Package can be downloaded and printed from the County Purchasing and Contracting website <http://purchasing.chathamcounty.org>.

All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Peggy Joyner at (912) 790-1626.

CHATHAM COUNTY HAS THE AUTHORITY TO REJECT ALL BIDS AND WAIVE MINOR FORMALITIES.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

MARGARET H. JOYNER, CPPO,
PURCHASING AGENT

SAVANNAH NEWS/PRESS INSERT: July 22, 2011

Please send affidavit to:
Chatham County Purchasing & Contracting Department
P.O. Box 15180
Savannah, Georgia 31416
(912) 790-1620