



Notice is published in Palestine Herald-Press in the Saturday, December 21, 2019, and Saturday, December 28, 2019, editions. Sealed bids will be accepted and will close on Monday, January 27, 2020, at 3:00 p.m. Bids will be opened during the Palestine City Council meeting on Monday, January 27, 2020 at 5:30 p.m., at which time the City Council will open the proposals received and will award the winning bidder at a future meeting.

**PUBLIC NOTICE
REQUEST FOR PROPOSALS FOR
COMMERCIAL REAL ESTATE BROKER SERVICES
RFP 2020-004**

The City of Palestine (City) is requesting a proposal for services of a Commercial Real Estate Broker (Broker) to help in the evaluation and sale of commercial property currently owned by the City.

Your proposal shall be governed by the following schedule:

01/24/2020 at 5:00 p.m., Central Standard Time (“CST”)

Deadline for inquiries, questions, or requests for information.
All questions must be submitted in writing.

01/27/2020 at 3:00 p.m., CST

Written proposals due at Palestine City Hall. Proposals received after this time will not be considered

01/27/2020 at 5:30 p.m., CST

Opening of sealed RFPs during the Palestine City Council meeting

To be considered for this engagement your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Mailing Address and Hand Delivery Address:

Teresa Herrera, City Secretary
504 North Queen Street
Palestine, Texas 75801

Services provided will include but are not limited to:

- Compare commercial space and area with similar properties that have recently sold, in order to determine its competitive market price.
- Market available commercial space through electronic media and non-electronic media.
- Act as an intermediary in negotiations with potential buyers over purchase prices and other details.

Qualifications:

- Must have a Texas Real Estate License and have knowledge of laws, legal codes, government regulations, and agency rules that would apply to leasing commercial property in Texas.
- Must include proposed fee/commission schedule in proposal.

Evaluation Process

The City reserves the right to reject any and all bids, and to waive any minor irregularities and technicalities. The City does not guarantee that a contract will be awarded as a result of the RFP.

Bids will remain in effect for 90 days. Bids cannot be altered or amended after the submission deadline. Any interlineations, alterations, or erasures made before opening must be initialed by the signer of the bid, guaranteeing authenticity.

Bid packages will be available on Friday, December 20, 2019, from the City Secretary's Office, 504 North Queen Street, Palestine, TX or on the City of Palestine's webpage:

<http://www.cityofpalestinetx.com/departments/finance/purchasing/>

Bids should be submitted in a sealed envelope to with the following words typed on the exterior of the envelope:

**SEALED RFP 2020-004 - COMMERCIAL REAL ESTATE BROKER SERVICES
TO BE OPENED: JANUARY 27, 2020**

Any questions relating to this Invitation for Bid must be submitted in writing to:

City of Palestine
Attn: Teresa Herrera, City Secretary
504 North Queen Street
Palestine, Texas 75801
Email: therrera@palestine-tx.org
903-731-8414

Sealed Bid RFP 2020-004 Commercial Real Estate Broker Services

Any interpretation, corrections, or changes to this Invitation to Bid will be made by addenda. The sole issuing authority of addenda shall be vested in City of Palestine City Secretary. Addenda

will be mailed to all who are known to have received a copy of this Invitation to Bid. Bidders shall acknowledge receipt of all addenda.