

RFP FOR REAL ESTATE MARKETING AND BROKERAGE SERVICES

The Town of Jerome (“Town”) is hereby requesting proposals from qualified real estate brokerage firms specializing in Verde Valley / Jerome area residential real estate to provide brokerage and marketing services for a property(ies) owned by the Town. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the Town to supply real estate services as outlined herein.

The firm is expected to meet the objective of the Town to sell a residence(s). The firm is expected to market the property(ies) to potential purchasers of residential property for the purpose of owner occupied, or for the owner to use as a long-term rental. There will be a deed restriction prohibiting short-term rental of the property.

RESPONSE - REQUEST FOR PROPOSALS

To be considered, five (5) copies of the proposal must be received by the Town by 4:00 p.m. April 1, 2026; clearly marked on the outside “Proposal – Real Estate Brokerage Services.”

SCOPE OF SERVICES

A. The following property(ies) is included in the Listing Agreement:

Parcel Number	Address Locally Known As
1. 401-07-080A and 401-07-080	655 Holly Avenue Jerome, AZ, 86331

1. Broker agrees to list the property(ies).
2. Broker to place signs on the site(s) above.
3. Broker to produce a professional brochure that incorporates the property.
4. Broker to develop strategy on marketing to qualified parties.

BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with residential properties.
- Must be knowledgeable in the use of all public real estate records.

INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of current certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

FEE SCHEDULE

Each proposal must include a fee schedule which identifies the following items:

- State your commission rate as a percentage or flat fee for selling residential properties. Proposers stated fee must be all-inclusive whether a percent or flat fee.

TERM OF CONTRACT

The contract period for the successful broker/firm will be from date of award for six-months with renewable options up to three additional six-month terms. The contract may be terminated by either party with 60 (sixty) days prior notice.

EVALUATION, SELECTION CRITERIA AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the Town to award a contract.

The Town reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

The evaluation process will consist of the following items, including but not limited to: demonstrated knowledge of the local real estate market; experience and in particular, experience in the Verde Valley and Jerome area; clarity, completeness and responsiveness of proposal; marketing plan, and fee schedule.

PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to provide a presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted.

RFP SUBMITTAL REQUIREMENTS

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the Town's objectives.

The following information must accompany your proposal:

1. List years in business, and previous names of the firm, if any.
2. Description of your firm, including size of firm, location, number and nature of the professional staff to be assigned; staff experience and training, including a brief resume for each key person listed.

3. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.

4. Experience in assisting similar size entities, including any and all services for government agencies.

5. List of at least three references where and when your firm provided similar services.

Please provide names and telephone numbers of contact persons for each reference.

6. Additional services offered through your firm.

7. Listing of current litigation, outstanding judgments and liens, if any.

8. The standard agreement your firm utilizes and would propose to the Town if your firm is selected.

The Town Council may conduct interviews of top candidates and make the final selection, or make the final decision based on the proposals received. The Town Council may also delegate the final decision to the Town Manager. The Town Manager will negotiate the final contract in consultation with the Town Attorney.

The Town of Jerome is an equal opportunity provider and employer.