

Purchasing Summary

EVENT # 6085	TITLE: Brokerage Services	COST: Not to exceed 3 percent
TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>

CONTRACT TERM (IF APPLICABLE)
AUGUST 16, 2018 - DECEMBER 31, 2018

DBE (IF APPLICABLE)
No numerical DBE goals were established for this project, but proposers were encouraged to achieve the highest possible DBE participation and were allotted a maximum of 10 points in the evaluation criteria. The recommended proposer did not have DBE participation.

MATRIX (IF APPLICABLE)

Proposer	Proposer's Qualifications and Experience (30 points)	Examples of Experience (25 points)	Fees (10 points)	DBE Participation (10 points)	Local Vendor Participation (5 points)	Total (100 points)
Colliers International	29.6	24.2	10	0	5	68.8
Whitley & Associates	18.4	17.8	7.5	0	5	48.7
Austin Hill Realty	18.2	14	5	0	0	37.2

NOTES

Recommend approval to award an annual contract for brokerage services to Colliers International in an amount not to exceed three percent of property sale revenue. The Real Property Services Department will use these services to assist in the disposition of City-owned real property. These services will be valuable given the extensive networks, contacts, and resources of professional brokerages, and will potentially lead to higher exposure of the property sales. The recent changes in Georgia law allow municipalities the option of engaging a professional real estate broker when disposing of real property.

The method used for this procurement was the request for proposal (RFP), which evaluates criteria in addition to cost. The criteria evaluated for this RFP were qualifications and experience, examples of experience, fees, DBE participation, and local vendor participation. The recommended proposer proposed a range of commission percentages based on the estimated amount of a given parcel sale, if the sale is accepted by Council. The recommended proposer offered a three percent commission rate on properties with a value of up to \$1,000,000.00; a two-and-a-half percent commission rate on properties with a value between \$1,000,000.01 and \$5,000,000.00; and a two percent commission rate on properties with a value exceeding \$5,000,000.01. The fee proposal points were assessed for the recommended proposer based on the highest rate of commission to be assessed. The recommended proposer shall not charge a fee to the City in the event that Council rejects a sale of a given property. The typical listing agreement as proposed by the recommended proposer will be 180 days in length.

The proposal was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The proposers were:

B.P.	Colliers International (Savannah, GA) ^(B)	3 percent
	Whitley and Associates, Inc. (Savannah, GA) ^(B)	4 percent
	Austin Hill Realty (Chatham County, GA) ^(D)	6 percent

A pre-proposal conference was conducted and two vendors attended. (B) Indicates local, non-DBE owned business. (D) Indicates non-local, non-DBE owned business. Recommend approval.

Local Available: Yes

Total Sent: 595

Total Received: 3

DBE Received: 0

Vendor Federally Debarred/Suspended: No