

RFP EVALUATION REPORT MODB2302

Description of RFP

This RFP is to obtain Real Estate Services, for a 3-year period, for the sale of surplus municipal properties.

Details of Invitation

RFP invitation method: Open RFP posted on the Nova Scotia Procurement website and on social media.

RFP invitation date: February 27, 2023

RFP closing date: March 22, 2023

Proposal packages were opened on March 30, 2023. In attendance: Chris Frotten (Chief Administrative Officer) and Lesa Rossetti (Municipal Clerk)

Proposals Received

Number of Proposals Received: 2 Details of Proposals Received:

Proponents	Cost
EXIT Realty Inter Lake	\$1.00 – \$50,000 of value - \$3,000 flat fee. \$50,001 and over -6% of the list price + HST
GovDeals	5% of the final auction price

Compliance with RFP Specifications

Proponents	Compliance with RFP specifications	Details of any non-compliance
EXIT Realty Inter Lake	Yes	N/A
GovDeals	No	No Real Estate License confirmation as required in Section 4.1

Budget Implications

Some properties do not hold much value. Therefore, the budget may be affected by the cost of legal fees required to prepare the property for sale and the cost of finalizing the sale. In some cases, these costs will be covered from the sale of the property.

Recommendation

The response to this RFP was evaluated by municipal staff to determine the degree to which it responded to the requirements as set out in the RFP. The evaluation was based on the following criteria:

1. Cost of Service (40 points);
2. Experience and Qualifications of Team (40 points); and
3. Quality of proposed approach based on the Municipality's specification and needs, ease of implementation and quality of product (20 points).

Based on this evaluation criteria, it is recommended that the proposal submitted by Bobbi Maxwell, EXIT Realty Inter Lake, be accepted.