



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302

Submittal Information

The bidder's attention is especially called to the items listed below, which must be submitted in full as part of the RFP. Failure to submit any of the documents listed below as a part of your RFP may be cause for rejection of the RFP.

- **Credentials and related experience:**
 - Provide the name of the Agency and Broker Owner who holds your license.
 - Submit resumes and proof of certificates and professional licensure of all key personnel who would be involved in this project.
 - Provide detailed experience with the sale and purchase of vacant, commercial, and residential properties, demonstrating experience in the affordable housing market within Boulder County.
 - Provide details of real estate transactions (buy/sale/lease) performed in support of government agencies.
 - Disclose any review or disciplinary action taken by the Colorado Real Estate Commission (or the equivalent board of another jurisdiction, if applicable) during the past ten (10) years regarding any certificates and professional licensure of all key personnel.
 - Describe understanding of BCHA's current portfolio and knowledge of relevant affordable housing funding mechanisms that affect properties to be sold.

- **Market approach:**
 - Describe methods you would use to market and list vacant, commercial, and residential properties for sale.

- **Compliance with contract terms and conditions:**
 - State your compliance with the Contract Terms and Conditions as contained in this RFP. Specifically list any deviations and provide justification for each deviation.
 - Provide (if any) samples of all contracts including listing and sales contracts that you would require the BCHA and/or Boulder County to enter into, if you are awarded this RFP.
 - Provide Insurance Certificate(s) or proof of ability to obtain required coverage(s).
 - Provide W-9 form.

- **Availability and capability for timely response:**
 - Provide proposed brokerage fee/pricing structure (i.e., commission-based or separate fee structure).
 - Provide information on current workload and availability to participate in this project.
 - Provide information on where you are located and the associated distance(s) from Boulder County offices.
 - Provide hours of operation and a timeframe of how much notice is needed to respond to inquiries from BCHA staff.