

**TOWN OF FREEPORT, MAINE**  
Finance Department



**Request for Proposals**

**2025-011**  
**Realtor Services to Sell Tax-Acquired**  
**Properties**

04/30/2025

**Note:** *It is the applicant's responsibility to check the Town's website or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The Town shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

January 29, 2025

## **REQUEST FOR PROPOSALS**

### **Realtor Services to Sell Tax-Acquired Properties 2025-011**

The Town of Freeport is requesting proposals from qualified applicants for Realtor services to sell tax-acquired properties.

Proposals must be submitted and received no later than *4:30 p.m. on May 21, 2025*, at the site designated on the Proposal Information Sheet. Proposals received or delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The deadline for submission of written questions is *4:30 p.m. on May 12, 2025*. All written questions will receive a written response from the Town on or about *May 14, 2025*.

Any inquiries and requests regarding this RFP should be directed to **Jessica Maloy, Finance Director** at 30 Main St. Freeport, ME 04032, e-mail: [jmaloy@freeportmaine.com](mailto:jmaloy@freeportmaine.com).

## PROPOSAL INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: 2**

ALL PROPOSALS SHALL BE SUBMITTED AND RECEIVED NO LATER THAN May 21, 2025 at 4:30pm **at the Town of Freeport's Town Hall, 30 Main Street, Freeport, ME 04032.** Electronic and facsimile submissions will not be considered.

**All Mail-ins**

Town of Freeport  
Attn: *Jessica Maloy*  
30 Main St.  
Freeport, ME 04032

**All Drop-offs**

Town of Freeport  
Attn: *Jessica Maloy*  
30 Main St.  
Freeport, ME 04032

**RFP COORDINATOR**

*Jessica Maloy*  
*jmaloy@freeportmaine.com*

Proposals must be submitted in a sealed envelope marked:  
**Realtor Services to Sell Tax-Acquired Properties 2025-011**

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# **Section 1**

## **Administrative Overview**

## Section 1

### Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, additional information is added as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

#### 1.1 Procurement Timetable

**Note that the procurement timetable represents the Town's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	April 30, 2025
Distribution of RFP	April 30, 2025
Closing date for submission of written questions for written responses	May 12, 2025
Town's response to applicants' written questions	May 14, 2025
Proposal submittal deadline	May 21, 2025 @ 4:30pm
Proposal evaluation period	May 21 & 22, 2025
Provider selection	By June 4, 2025
Notice of statement of findings and decision	By June 4, 2025

#### 1.2 Website Reference

The Town of Freeport's RFP website is <https://www.freeporstmaine.com/357/Requests-for-Proposals>

#### 1.3 RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview:*** Provides applicants with an overview of the procurement process.

***Section 2, Project Specifications:*** Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions:*** Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation:*** Describes how proposals will be evaluated by the Town purchasing agent.

**Section 5, Attachments:** Provides applicants with information and forms necessary to complete the application.

## **1.4 Purchasing Agent**

The Purchasing Agent is responsible for overseeing the contract(s) resulting from this RFP. The Purchasing Agent is the Town Manager:

Sophia Wilson, Town Manager  
30 Main St. Freeport, ME 04032  
207-865-4743 x107  
[swilson@freeportmaine.com](mailto:swilson@freeportmaine.com)

## **1.5 RFP Contact Person**

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

**Jessica Maloy**  
30 Main St. Freeport, ME 04032  
[jmaloy@freeportmaine.com](mailto:jmaloy@freeportmaine.com)

## **1.6 Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 1.5. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The Town will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

**Date:** May 12, 2025      **Time:** 4:30pm      **EST**

Town responses to applicant written questions will be provided by:

**Date:** May 14, 2025

## **1.7 Submission of Proposals**

- A. **Proposal Application.** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable.

- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Compliance Requirements.** Providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety.
- E. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

*Note that price is not considered confidential and will not be withheld.*

- H. **Proposal Submittal.** All proposal must be submitted and received by the Town no later than the submittal deadline indicated on the attached Proposal Information Sheet, or as amended. Proposals shall be rejected when received either by mail or hand delivered after the designated date and time.

The number of copies required is located on the Proposal Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. Electronic and facsimile submissions will not be considered.

## **1.8 Opening of Proposals**

Upon the Town's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the Town and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **1.9 Additional Materials and Documentation**

Upon request from the Town, each applicant shall submit additional materials and documentation reasonably required by the Town in its evaluation of the proposals.

## **1.10 RFP Amendments**

The Town reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

## **1.11 Cancellation of Request for Proposal**

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the Town.

## **1.12 Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.

## **1.13 Rejection of Proposals**

The Town reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and comply with the project specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

## **1.14 Notice of Award**

A decision shall be provided to each responsive and responsible applicant by mail or e-mail upon completion of the evaluation of the proposals.

Any agreement arising out of this solicitation is subject to the approval of the Purchasing Agent.

## **1.15 Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Purchasing Agent and is subject to the availability of funds.

## **Section 2**

# **Project Specifications**

## **Section 2**

# **Project Specifications**

### **2.1 Introduction**

#### **A. Project Overview**

The Town of Freeport is seeking realtor services, as defined in this Request for Proposals (RFP) document, from a licensed real estate agent or broker to sell tax acquired real estate. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the Town of Freeport (Town) and the awarded Bidder. The Town of Freeport is responsible for the assessment and collection of property tax within the Town of Freeport, Maine. The Town annually acquires properties through the foreclosure of tax liens for nonpayment of property taxes. The Town has historically listed and sold these properties through a sealed bid process. Due to recent legislative changes, see 36 M.R.S. §943-C, the Town is now required to list and sell these tax-acquired properties via a licensed real estate agent or broker

#### **B. Project Description**

The Town is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period of June 15, 2025 to June 14, 2028. The dates are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

The Town anticipates making one (1) award as a result of the RFP process.

An interested party must be a real estate broker or agent licensed by the State of Maine under 32 M.R.S. Chapter 114 at the time of bid submission and must maintain that licensure throughout the term of the contract.

Bids from a firm, agency, or other type of company are acceptable, as long as the firm includes or employs a licensed real estate broker or agent, and that broker or agent will be the one responsible for listing and selling the properties under the contract.

Any person employed by the Town or holding an elected or appointed position within the Town is not eligible to submit a bid.

## **2.2 Scope of Work**

The Scope of work encompasses the following tasks and responsibilities:

**Project Activities:** Provide realtor services for all tax-acquired properties in the Town of Freeport. These services will include:

1. Working with the Town to determine the highest reasonable prices at which the properties are anticipated to sell;
2. Listing the properties for sale;
3. Promoting and marketing sales of the properties;
4. Communicating with prospective buyers about the properties;
5. Facilitating communication between the Town and prospective buyers if necessary;
6. In consultation with the Town, negotiating sales of the properties; and
7. Coordinating sales of the properties, including sale closings.

## **2.3 FINANCIAL**

### **a. Compensation**

This is a cost plus structure where the Town pays the applicant for budgeted agreed-upon costs that are actually incurred in delivering the project specified which may include a percentage or flat fee component.

### **b. Method of Payment**

Payments will be made in accordance with the Town's Warrant Schedule upon submission of Invoice. Initial payments can be made for retainer/deposits for purchase of supplies as negotiated.

### **c. Other Financial Related Materials**

When applicable, include Proof of Insurance to guarantee the applicant is insured. When applicable, the awarded applicant must file with the Town, certificates of insurance prior to commencement of work. The Town must be listed as additionally insured with the following minimum coverage:

- Liability Insurance: If selected, the applicant shall furnish, pay for, and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by the proposer, their agents, representatives, employees or subcontractors.
- Comprehensive General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
- Workers' Compensation: A Certificate of Insurance in the amount of no less than \$500,000 will be maintained for the life of this contract.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the Town using the prescribed format outlined in this section.*
- *RFP identification information on the top right-hand corner of each page should be included.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section.*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application.*
- *A written response is required for each item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*

### The Proposal Application is comprised of the following sections:

- *Proposal Cover Page*
- *Table of Contents (if applicable)*
- *Responsible Applicant Certification*
- *Organization Qualifications and Experience*
- *Proposed Services*
- *Cost Proposal*
- *Other (if applicable)*

### 3.1 Proposal Cover Page

Applicant must complete Appendix A (Proposal Cover Page). Applicant shall give an introduction and may contain information not shown elsewhere in the submittals. It is critical that the cover page show the applicant address(es) and other identifying details. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.

### 3.2 Responsible Applicant Certification

Applicants must complete Appendix B (Responsible Applicant Certification). The Responsible Applicant Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Applicant. Applicant must also provide documentation to demonstrate eligibility by providing a copy of State of Maine real estate professional license under 32 M.R.S. Chapter 114.

### **3.3 Organization Qualifications and Experience**

*Overview:* Applicant shall include their qualifications and skills to provide the requested services in the RFP. Applicants must include three (3) examples of projects which demonstrate their experience and expertise in performing these services, as well as highlighting the Applicant's stated qualifications and skills.

*Organizational Chart:* Applicants must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

*Litigation:* Applicants must attach a list of all current litigation in which the Applicant is named and a list of all closed cases that have closed within the past five (5) years in which the Applicant paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

### **3.4 Proposed Services**

Applicants must submit a cost proposal that covers the contract period starting June 15, 2025 and ending on June 14, 2028.

The cost proposal must include the costs necessary for the Applicant to fully comply with the contract terms, conditions, and RFP requirements.

No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Town, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

### **3.5 Cost Proposal**

#### **A. Pricing Structure**

Applicant shall submit a cost proposal. The cost proposal shall be attached to the Proposal Application. (Appendix C)

## **Section 4**

# **Proposal Evaluation**

## **Section 4**

# **Proposal Evaluation**

### **4.1 Introduction**

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially.

### **4.2 Evaluation Process**

The Purchasing Agent or a committee of designated reviewers selected by the Purchasing Agent shall review and evaluate proposals.

## **Section 5**

## **Appendix**

Appendix A – Proposal Cover Page

Appendix B – Responsible Applicant Certification

Appendix C –Cost Proposal Form

APPENDIX A

**Town of Freeport  
Proposal Cover Page  
Realtor Services to Sell Tax-Acquired Properties**

**Applicant's Organization Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Organization Street Address:** \_\_\_\_\_

**Organization City/State/Zip:** \_\_\_\_\_

*(Provide information requested below if different from above)*

**Lead Point of Contact for Proposal Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Organization Street Address:** \_\_\_\_\_

**Organization City/State/Zip:** \_\_\_\_\_

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Town, either directly or indirectly, in any activities relating to the preparation of the Applicant's proposal.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit a proposal.
- The above-named organization is the legal entity entering into the resulting contract with the Town if they are awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the abovenamed organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission*

**Applicant's Name:** \_\_\_\_\_

**Applicant's Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

APPENDIX B

# Town of Freeport Responsible Applicant Certification Realtor Services to Sell Tax-Acquired Properties

**Applicant's Organization Name:** \_\_\_\_\_

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.
- d. Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default.
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Applicant's Name:** \_\_\_\_\_

**Applicant's Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Organization: \_\_\_\_\_  
RFP No: \_\_\_\_\_

APPENDIX C

**Town of Freeport  
Cost Proposal Form  
Realtor Services to Sell Tax-Acquired Properties**

**Applicant's Organization Name:** \_\_\_\_\_

Applicants must provide a rate, in the table below for Gross Sale Commission to include but not be limited to, advertising, marketing, coordination of additional or ancillary services, travel, and all tasks deemed necessary for the sale.

**Bidder Proposed Gross Sale  
Commission Rate (Percentage)**

\_\_\_\_\_ %