



# Chappaqua Central School District

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## **CHAPPAQUA CENTRAL SCHOOL DISTRICT**

### **REQUEST FOR PROPOSALS**

**CCSD RFP # 2020-11**

**REAL ESTATE BROKERAGE SERVICES**

**August 2020**

# Chappaqua Central School District

## **REQUEST FOR PROPOSALS CCSD RFP #2020-11 REAL ESTATE BROKERAGE SERVICES**

**August 2020**

### **Overview**

The Chappaqua Central School District is accepting proposals from Real Estate firms to provide real estate brokerage services. Firms must submit a proposal to the District by **2:00 p.m. on Thursday, September 10th, 2020.**

### **Scope**

The selected brokerage firm will be expected to represent the District in marketing a piece of real estate property and will make a recommendation to the District as to the selection of the purchaser for this property.

### **Description of the Property**

The property has been owned by the District since the 1970's and is located off Button Hook Road and Sabina Road (off Gary Drive), Chappaqua, New York. The parcel ID # is 81.12-1-8. The lot size is 20.36 acres.

Below you will find the following documents:

- [Site Plan 1](#)
- [Site Plan 2](#)

The District received preliminary approval from the New Castle Planning Board to subdivide the property into 6 (six) buildable lots.



# Chappaqua Central School District

## RFP Requirements

The proposal should clearly address the following areas:

- Firm overview
- Current market overview
- Data on developer relationships and past representations
- CMA analysis
- Suggested marketing plan
  - Photography
  - Video
  - Advertising locally and regionally
  - How are you going to reach developers in the tristate area
  - Renderings
- Suggested price and associated defense of that price
- Pricing strategy
- Contract terms (duration, exclusivity, etc.)
- Commission structure

## Evaluation of Proposals

**THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.**

All proposals will be opened publicly at the above-mentioned deadline time.

All proposals received will be kept on file in the office of the Purchasing Agent.

Proposals will be distributed as follows: Superintendent of Schools, Board of Education, Selected Members of the Facilities Committee, and the Assistant Superintendent for Business.

Scoring criteria will be based on the information each firm provided in the Requirements section of this RFP.



# Chappaqua Central School District

## Results and Contract Award Process

After the evaluation of all proposals, The Board of Education, administrators and consultants may elect to interview a group of selected firms before the award of the contract.

It is the intent of the Board of Education to award a contract for Real Estate Brokerage Services within a reasonable time after the RFP deadline. An award by the Board of Education shall be subject to successful contract negotiations.

## Questions regarding the RFP

Please direct your questions to Mike Trnik, Purchasing Agent  
at (914)238-7200 Ext. 1013 or [mitrnik@ccsd.ws](mailto:mitrnik@ccsd.ws)

## Proposal Submission Instructions

All proposals must be received by the Purchasing Agent no later than **Thursday, September 10th, 2020 at 2 p.m.** Any proposals received after this deadline will be returned unopened to the firm. Please note "CCSD RFP # 2020-11 Real Estate Brokerage Services" on the submittal email.

**Each firm shall submit a proposal electronically to:**

**Mike Trnik**

**At**

[mitrnik@ccsd.ws](mailto:mitrnik@ccsd.ws)

**CCSD RFP # 2020-11: REAL ESTATE BROKERAGE SERVICES**



# Chappaqua Central School District

## **NON-COLLUSIVE CERTIFICATION FORM**

FIRM NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DATE OF PROPOSAL \_\_\_\_\_

### **Non-Collusive Certification**

By submission of this proposal, the vendor certifies that it is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

“(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly discussed by the bidder and will not knowingly



# Chappaqua Central School District

be disclosed by the bidder prior to opening directly or indirectly, to any other bidder or to any competitor;

- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

“(b) A bid shall not be considered for award nor shall award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more a disclosure within the meaning of subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the



# Chappaqua Central School District

bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.”

Authorized Signature\_\_\_\_\_

Title\_\_\_\_\_

