TOWN OF LISBON

300 LISBON STREET
LISBON, MAINE 04250

January 15, 2025

Sir/Madam:

The Town of Lisbon is soliciting bids for qualified licensed realtors specializing in residential and commercial real estate to assist with listing, marketing, and selling various tax-acquired residential and commercial properties per Town Code Section 92-8 Maine State Law Title 36, Part 2, Chapter 105, Subchapter 9, Article 2, 943-C "Sale of Foreclosed Properties".

Sealed bids will be accepted in the office of the Finance Director until **February 11, 2025** at **10:00 am** at which time they will be opened publicly and read**.** No bids received after that point will be considered.

The Town Council reserves the right to accept or reject any and all proposals.

Please use sealed clearly marked envelope with the bid name and number when submitting your bid. The proposal, if mailed should be clearly marked. Only sealed bids will be accepted. Faxed or electronic bids will not be considered.

Inquiries concerning this request for proposals should be directed to Samantha Bryant, Finance Director, at sbryant@lisbonme.org.

Sincerely,

Samantha Bryant
Finance Director

TOWN OF LISBON, MAINE

REQUEST FOR PROPOSAL
Realtor Services
RFP#: 2025-001
BID DEADLINE: February 11, 2025 @ 10:00 am

INVITATION TO BID

1.SCOPE OF SERVICES
A.The successful firm shall agree to contract with the Town of Lisbon to provide the following:
i.Perform market analysis and values for parcels
ii.Develop and execute strategies for the sale of properties, including but not limited to advertising, signage, and onsite walkthroughs
iii.Work with Finance Director to negotiate parcel sales with buyers and prospects
iv.Coordinating real estate appraisal
v.Coordinating with Finance Director real estate transaction closings, and
vi.Handling all other customary activities and services associated with real estate transactions.
B.Services may include consultation with City staff and City Council relating to the sale of real estate.
C.Presentations at public meetings may be required.

2.AWARD OR REJECTION OF BID
A.The Town may in its sole discretion consider any bid not prepared and submitted in accordance with the provisions of this bid request, and may waive any formalities, prior to the above scheduled time of opening of bids or the authorized postponement of such opening. Notwithstanding the foregoing, noncompliance with instructions may result in the bid being rejected for that reason alone. Any bid received after the time and date specified will not be considered. No bid may be withdrawn within thirty (30) days after the actual date of the opening of the bid.
B.Award shall be based on the most responsive, advantageous, and responsible bid, as determined wholly within the discretion of the Town.
C.The Town of Lisbon reserves the right to accept or reject any and all bids in its sole discretion, to waive any or all formalities in the bidding, to evaluate bids, to investigate the references of any and all bidders, to negotiate with one or more bidders and to otherwise act as it deems to be in the best interests of the Town.

3.MINIMUM QUALIFICATION OF BIDDERS
A.Licensed and in good standing with the State of Maine
B.Have an excellent reputation in the real estate community
C.Knowledgeable in the local real estate market and have experience with small and large residential and commercial properties
D.Knowledgeable in the use of all public real estate records

4.PREPARATION OF PROPOSAL
A.Proposals must be submitted on the actual Proposal Form furnished with this bid request. All blank spaces for prices must be completed in ink.
B.Proposals must be submitted in a sealed envelope bearing on the outside the name of the bidder, his/her address, and the name of the project. If forwarded by mail, the sealed envelope, containing the proposal and marked as directed above, must be enclosed in another envelope, addressed as specified in the proposal form.
C.All proposals and information submitted will be incorporated, in part or in whole, into and made a part of any final contract with the Town.
D.The Town is not responsible, nor shall the Town reimburse any costs incurred by a bidder in the preparation and submission of a bid response, or to procure a contract for any services. The Town will furnish no materials or labor.

5.ADDENDA AND INTERPRETATION
A.No interpretation of the meaning of the specifications or other documents will be made by the Town to any bidder orally. Every request for such interpretation should be in writing, addressed to the Finance Director.

6.OBLIGATION OF BIDDERS
A.The failure or omission of any bidder to receive or examine any form, instrument or documents shall in no way relieve any bidder from any obligation in respect to its bid.

7.INSURANCE
A.For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

8.TERM OF CONTRACT
A.The contract period for the successful broker/firm will be from date of award until either party chooses to discontinue the contract. Either party with sixty (60) day prior notice may terminate the contract.

9.SELECTION CRITERIA
A.The Finance Committee will evaluate RFP submissions based on the following criteria to recommend a top firm to the Town Council, tasked with making the award to contract for Realtor Services.
i.Knowledge of local and State of Maine real estate market
ii.Global reach for marketing the property
iii.Residential and Commercial real estate experience, qualifications and references
iv.Proven commercial real estate track record
v.Various industry sector knowledge
vi.Local reputation
vii.Fee schedule
viii.Completeness of response to RFP as outlined in this solicitation.

10.INDEMNIFICATION
A.The bidder shall defend, indemnify, and hold harmless the Town of Lisbon, its employees and agents, from and against any and all liabilities, causes of action, judgments, claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) for personal injury (including death) or property damage arising out of, or in consequence of, any negligent or

intentional act or omission of the bidder, its employees, agents, or subcontractors.

TOWN OF LISBON, MAINE

REQUEST FOR PROPOSAL
Realtor Services
RFP#: 2025-001
BID DEADLINE: February 11, 2025 @ 10:00 am

PROPOSAL FORM

TO: Samantha Bryant, Finance Director
Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the City's objectives.

Name: _____Tiana Lacombe_____

Address: ___730 Center Street Unit 4B Auburn Maine 04210

Telephone: _____207-312-9649_____

Website:
_____https://tianalacombe.hearthandkeyrealty.com/_____

Email: _____Tianalacomberealty@gmail.com_____

Years in business: _____6 years_____

Description of your firm including size of firm, location, number and nature of the professional staff, staff experience and training, including a brief resume for each key person listed that will be assigned to service the Town if awarded including the individual real estate license information:

Our Agency have a total of 45 agents at our office. Our Leadership team consist of 4 Owners (Jeff Emmert -managing broker, Tiana Lacombe/self – Marketing director, Blake Fecteau – Compliance Coordinator, Mike Emmert – Director of Networking), Our designated broker Cheri Thurston (a total of 39 years' experience) and Sue Emmert who coordinates our front office. My MLS number is 020094 and the agency number is 3427.

Describe qualifications and experience (minimum five years previous experience) your firm has as a licensed residential and commercial realtor:

__In 2024 we closed a total of 358 units and were the top producing agency in volume and units 3 out of the last five months. I personally closed just under 8M in production in 2024. I am a certified member of the Institute of Luxury Home Marketing which requires a certain number of sales volume by an individual agent.

Marketing budget, tools and resources available:

___I (and we as a company) have access to a large database of realtors, potential buyers and investors, outside of the traditional MLS. The marketing budget for listings is included in my commissions. I have used CRMs of over 3,000 contacts, a large social media following, local networking groups, and many in-house resources through our branding and marketing kits.

List of at least three (3) references, provide names and telephone numbers of contact persons:

___Jeff Emmert – 207-577-2851
Michael Emmert – 207- 577-2847
Debbie Bodwell – 207- 754 -3962

Provide examples of recent marketing efforts for similar property for sale or sold by your firm:

__I recently listed a Home in Richmond Maine (36 Kimball Street). I provide professional photos, video tours, personal property websites, social media marketing (Facebook, Instagram, YouTube, LinkedIn and more). I provide open houses and postcards & mailers (coming soon and just listed).

Additional relevant services offered through your firm:

I am a full-service realtor, who can offer connections with vendors such as: title work specialist, attorneys, contractors, lenders, inspectors, electricians, plumbers and much more. I have a transaction coordinator that works personally to make sure I never skip a beat on any listing.

Listing of current litigation, outstanding judgments and lines:

NONE

State firm's all-inclusive commission rate for services (Note: listing and marketing expense are the realtor's responsibility):

Commission rate is 6% for residential listings and 7% for commercial. This commission rate allows me to spend the necessary marketing dollars to get top dollar for any listing.

Tiana Lacombe

Signature

1/24/2025

Date