

INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION

DATE: October 25, 2021
TO: BOARD OF COUNTY COMMISSIONERS
THROUGH: Jason E. Brown, County Administrator
Kristin Daniels, Budget Director
FROM: Jennifer Hyde, Purchasing Manager
SUBJECT: Award of RFP 2021011 for Real Estate Broker Services

BACKGROUND:

On March 3, 2020, the Board adopted ordinance 2020-004, enacting chapter 106 (Real Property Disposition Procedures) of the Code of Indian River County, Florida, in order to establish alternative procedures for the disposition of real property, to include authorizing the use of a licensed real estate broker to dispose of real property.

A request for proposals (RFP) was released on July 30, 2021 for real estate broker services. Notice was placed in the Indian River Press Journal, and the RFP released online via Demandstar.com and the county purchasing web site via the vendorregistry.com platform.

RFP RESULTS:

Advertising Date: July 30, 2021
RFP Opening Date: August 24, 2021
Demandstar Broadcast to: 128 Subscribers
Vendor Registry Notified: 10 Subscribers
Replies: 1 Firm

Proposing Firm	Location
Colliers International Florida, LLC	West Palm Beach

ANALYSIS:

A committee consisting of the Public Works Director, Facility Manager, Interim Utility Director, Land Acquisition Specialist, and Parks and Recreation Director, independently reviewed the proposal for responsiveness and responsibility in relation to the criteria identified in the RFP. The committee met to discuss the proposal, and determined the firm to be qualified.

While the firm is not based in Indian River County, the Project Principal and Brokerage Associate proposed for our account are both county residents. Colliers provides similar services to many Florida agencies, including the City of Port St. Lucie, the City of Fort Pierce, and St. Lucie County Public Schools.

FUNDING:

The broker fee proposed by Colliers is 4% of the purchase price or rental rate. That fee will be deducted from the proceeds of a sale or rental.

RECOMMENDATION:

Staff recommends the Board award the RFP to Colliers International Florida, LLC, and authorize the Chairman to execute the Sample Agreement after review and approval by the County Attorney as to form and legal sufficiency.

ATTACHMENTS:

Sample Agreement