

**REQUEST FOR PROPOSAL  
COMMERCIAL REAL ESTATE AGENT**

Ozark School District  
1600 West Jackson St  
Ozark, MO 65721

DUE DATE/TIME: September 22, 2023/ 12:00 pm

Ozark Schools (“District”) is seeking a commercial realtor/agent (“Agent”) to sell/purchase land and facilities. All properties are to be located within the District boundaries.

**AGENT QUALIFICATIONS**

Agent(s) must:

- Have a minimum of ten (10)-years experience working in commercial real estate transactions or development
- Demonstrate relevant experience in marketing commercial and mixed-use properties
- Have an active – valid real estate agent or brokerage license within the state of Missouri
- Have or obtain any and all necessary insurance, including liability insurance

**PREFERRED QUALIFICATIONS:**

National firm or affiliated with a national Commercial Real Estate firm

**SCOPE OF SERVICES:**

Responsibilities, though not inclusive, are as follows:

- Advertise and market the properties through various media and approaches to garner significant interest in the properties
- Present offers to the District and relay counter offers to the interest parties
- Provide the District with a list of contacts made, either in response to inquiries or Agent-initiated
- Research and propose suitable properties to meet the needs of the District
- Represent the District on offers of potential purchases
- Assist in the Title - Escrow process

**REQUIRED PROPOSAL CONTENT**

All proposals must consist of the items referenced below:

- Company History, Staff Experience, & Resumes – all proposals shall provide a brief history of the company, including experience and resumes and accomplishments that are relevant to the scope of work stated in this proposal.
- Work Plan – All proposals shall provide a detailed work plan explaining how services outlined in the SCOPE OF SERVICES section of this proposal will be

accomplished and delivered to the District.

- References – All proposals shall include the name, address, and telephone number of three clients for whom real estate services have been performed in the past two years. Include any public school districts represented in the past two years.
- Conflict of Interest Statement & Supporting Documentation – Proposals shall disclose any professional or personal financial interests that could be a possible or perceived conflict of interest in representing the District.

### **SUBMITTAL REQUIREMENTS**

The District will receive submissions at the Ozark Central Office  
1600 West Jackson St Ozark, MO 65721 for REQUEST FOR PROPOSAL – COMMERCIAL AGENT. Proposals will be accepted until 12:00 p.m. on September 22, 2023. Proposals submitted after that time will not be accepted. For more information, please contact Dr. Curtis Chesick at 417-582-5952 or by email at [CurtisChesick@OzarkTigers.org](mailto:CurtisChesick@OzarkTigers.org).

Ozark School District reserves the right to reject any or all proposals and to waive irregularities or informalities as may be deemed in the District's interest. It is the District's intent to offer the listing contract to the Agent with the best overall qualifications, which will assist the District in disposing of and purchasing properties at their fairest value.

### **EVALUATION CRITERIA**

It is the intent of the District to conduct a fair and comprehensive evaluation of all proposals received. The contract for listing will be awarded to the proposal that is most advantageous to Ozark Schools. All proposals will be evaluated based on the following criteria listed in order of importance:

- Demonstrated ability to satisfy SCOPE OF SERVICES.
- Professional qualifications of individuals assigned to the project.
- References

### **SELECTION PROCESS**

Proposals will be reviewed by the Ozark Schools' administration per the evaluation criteria stated above.

Interviews may or may not be scheduled. All proposers shall be notified of the status of their proposal via letter or phone call no later than November 30, 2023.

### **ADDITIONAL INFORMATION**

The District will not be responsible for any costs associated with the preparation of responses to this RFQ.