



## Request for Proposals

### Realtor Services

RFP SSU 2026-02 For the Sale of 66 Loring Avenue, Salem, MA 01970

Salem State University Assistance Corporation

### Invitation to Bid

The Salem State Assistance Corporation ("SSUAC") is seeking proposals from experienced and qualified realtors to sell a commercial property located at 66 Loring Avenue, Salem, MA.

SSUAC was created by a special act of the legislature in 1994 as a vehicle to allow Salem State University to purchase what is now known as its central campus. Since its enabling legislation, and subsequent amendments thereto, SSUAC has acquired and owned other properties for the benefit and use of Salem State University, including 66 Loring Avenue, Salem, MA.

#### 1. Proposal Requirements

In your proposal, please provide the following information:

- interest working as the exclusive realtor for the sale of 66 Loring Avenue, Salem, MA;
- firm's profile including number and description of realtors.
- copies of professional realtor(s), broker of record, and firm licenses.
- resume or statement of qualifications of lead realtor(s) assigned to work on the sale.
- description of experience in marketing commercial property.
- methods of advertising and promoting the sale of property.
- **breakdown of fees and expectations for payment** including detailed invoice form.
- names and contact information of two (2) business references.
- financial statements to demonstrate sound financial condition.
- copy of certificate of liability insurance.
- certificate of tax compliance in Massachusetts.
- copy of engagement letter or other contract used to secure services.
- a market analysis including the range of asking price for the property.
- Please answer yes or no: is the bidder currently the subject of any criminal investigation, indictment, debarment or other litigation against the firm which might adversely affect its ability to act as the exclusive agent for SSUAC?

The successful Bidder must be able to provide the following services:

- recommend an asking price that meets with the approval of SSUAC
- promptly put the property on the market for sale
- exhibit the utmost integrity and fair dealing when marketing the property and negotiating its sale

- show the property to prospective buyers
- manage all of the paperwork required to carry out the sale of the property;
- keep SSUAC apprised of the general status of the sale and of all offers to buy the property.
- perform all other duties in the regular course of a realtor's responsibilities that are not otherwise enumerated here.

**A walk-through of 66 Loring Avenue is scheduled for 10:00 am on August 25, 2025.**

2. Instructions for Submission of Responses (see timeline below)

Bidders must acknowledge understanding and compliance with each section of this RFP. If the bidder's document conflicts with this RFP, the RFP's language takes priority.

This is a closed-bid submission. Bids will be opened and examined according to the timetable set forth below.

Bids must be submitted BEFORE the posted deadline and will not be accepted after. Bids must be bound in some manner (3-ring, stapled, pressure-plate, etc.) and not submitted as loose pages, whether in an envelope or folder pocket. Electronic submissions via email will be accepted; however, the submission must either be electronic or hard copy (combination electronic and hard copy is not acceptable). Bidders will submit three (3) copies (electronic submissions will be in Microsoft Word or PDF format).

Please note that this is an anticipated calendar and may be subject to change:

- RFP will be released on **Friday, August 8, 2025.**
- A walk-through will be held on **Monday, August 25, 2025, at 10 am.**
- Questions about the RFP should be directed in writing to Reynaldo Ramos, AVP of Purchasing and Auxiliary Services at [rmos@saalemstate.edu](mailto:rmos@saalemstate.edu) by **12:00 pm on Thursday August 28, 2025.**
- Responses to bid questions will be sent to bidders by **Friday, September 5, 2025.**
- Bid Responses should be sent electronically via email to Reynaldo Ramos, AVP of Purchasing and Auxiliary Services at [rmos@saalemstate.edu](mailto:rmos@saalemstate.edu) submitted no later than 12:00 pm on Wednesday, September 10, 2025 when bids will be opened online.
- If selected as a finalist, interviews may be conducted on **Wednesday, September 17, 2025**, during the hours of **11 am to 1 pm.** Responders should plan to be available during that time.
- Notification to Bidders of award will be on or before **5 pm on Friday, Sept 19, 2025.**
- Start date of contract will be **September 22, 2025.**

Release of RFP	August 8, 2025
Walk-through of Property	Mon, Aug 25, 2025, at 10:00 am

Questions submitted by	Thursday Aug 28, 2025 by 12:00pm to <a href="mailto:r.rramos@saalemstate.edu">r.rramos@saalemstate.edu</a>
Responses to Questions by	Sept 5, 2025
Bid Responses Due	Sept 10, 2025, at 12pm
Bid opening	Sept 10, 2025, at 12pm online
Interview finalists, if necessary	Sept 17, 2025, 11am-1pm
RFP Anticipated Award	By Sept 19, 2025
Contract start date	Week of Sept 22, 2025

### 3. Evaluation of Proposals

All responses will be evaluated based upon their ability to meet the above specifications, as well as the following:

- a. the greatest value with respect to the bidders' response and its material content and responsiveness to the requirements of the RFP.
- b. the quality of the services offered.
- c. the general reputation of the firm.
- d. the quality of the references provided (only finalists).
- e. the experience and qualifications of the personnel assigned to work on the project.
- f. the bidder's functionality, performance, flexibility, and ability to meet SSUAC's needs and timetable.

### 4. Single Contract Award

This RFP will award a single contract to complete this project only and does not imply any further project awards from SSUAC. Any bid that does not specifically address the RFP will not be considered a valid bid-response.

### 5. Costs for Proposal Preparation

Any costs incurred by bidders in preparing or submitting a proposal shall be the bidder's sole responsibility.

### 6. Disqualification of Proposals

SSUAC reserves the right to consider acceptable only those proposals submitted in accordance with all requirements specified in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP shall be disqualified without further notice. A Bidder shall be disqualified and the proposal automatically rejected for any one or more of the following reasons:

- The proposal shows any noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.

- The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
- The Bidder is debarred or suspended.
- The Bidder is in default of any prior contract or for misrepresentation.

#### 7. Rights Reserved

SSUAC reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of SSUAC will be served. Should the university determine that only one Bidder is fully qualified, or that one Bidder is more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Bidder.

#### 8. Inspection of Proposals

Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties.

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**BIDDER IDENTIFICATION (must be completed and attached to proposal submission)**

Company Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Company's Federal ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Web address: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

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

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