



# TOWN OF BUCKFIELD

34 TURNER STREET  
PO BOX 179  
BUCKFIELD, ME 04220

**PHONE: (207) 336-2521    FAX: (207) 336-3733**

March 25, 2025

Sir/Madam:

The Town of Buckfield 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 properties per Maine State Law Title 36, Part 2, Chapter 105, Subchapter 9, Article 2, 943-C "Sale of Foreclosed Properties".

Sealed bids will be accepted at the Town Office until **May 6, 2025**, at **5:00 PM** at which time they will be opened publicly and read. No bids received after that point will be considered. The Select Board reserves the right to accept or reject all proposals.

Please use a 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 Cameron Hinkley, Town Manager/Treasurer, at [townmanager@townofbuckfield.org](mailto:townmanager@townofbuckfield.org).

Sincerely,

Cameron Hinkley  
**Town Manager**

# TOWN OF BUCKFIELD, MAINE

## REQUEST FOR PROPOSAL

### Realtor Services

RFP#: 25-01

**BID DEADLINE: May 6, 2025 @ 5:00 PM**

### INVITATION TO BID

#### 1.SCOPE OF SERVICES

A.The successful firm shall agree to contract with the Town of Buckfield 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 Treasurer to negotiate parcel sales with buyers and prospects
- iv. Coordinating real estate appraisal
- v. Coordinating with Treasurer real estate transaction closings, and
- vi. Handling all other customary activities and services associated with real estate transactions.

B. Services may include consultation with Town staff and Select Board 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 Buckfield 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 Treasurer.

#### 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 the 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 Select Board will evaluate RFP submissions based on the following criteria:

- 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 Buckfield, 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.

**REQUEST FOR PROPOSAL**  
**Realtor Services**  
**RFP#: 25-01**  
**BID DEADLINE: May 6, 2025 @ 5:00 PM**

PROPOSAL FORM

TO: Cameron Hinkley, Town Manager/Treasurer  
Town of Buckfield  
PO Box 179  
Buckfield, Maine 04220

By submitting a proposal, you state 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 Town's objectives.

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

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

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

Website: \_\_\_\_\_

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

Years in business: \_\_\_\_\_

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:

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

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Marketing budget, tools and resources available:

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

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

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Additional relevant services offered through your firm:

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Listing of current litigation, outstanding judgments and liens:

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

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Any additional information that you would like to provide the Select Board in considering your proposal:

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Signature

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Date