

**RE-ADVERTISING  
REQUEST FOR QUALIFICATIONS  
FOR  
REAL ESTATE PROPERTY AUCTIONEER  
FOR THE  
TOWNSHIP OF GLOUCESTER**

**DATE ISSUED: April 10, 2018**

**Issued by:**

**Township of Gloucester**

Physical Address: 1261 Chews Landing Road,  
Laurel Springs, NJ 08021

Mailing Address: P.O. Box 8,  
Blackwood, NJ 08012

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY  
ESTABLISHED QUALIFICATION CRITERIA**

The Township of Gloucester solicits statements of qualifications for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the positions sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the **Office of the Township Clerk, P.O. Box 8, 1261 Chews Landing Road, Blackwood, NJ 08012, no later than 11:00AM, Wednesday, April 25, 2018.** The Township requires two copies of each response as well as one response on disc. All responses shall be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2018 and subject to the execution of an appropriate contract.

The Township of Gloucester reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

## **TOWNSHIP OF GLOUCESTER**

### **REQUEST FOR QUALIFICATIONS FOR REAL ESTATE PROPERTY AUCTIONEER**

#### **GENERAL CONDITIONS**

##### **1.0 INTRODUCTION**

The Township of Gloucester (“Township”) is soliciting Qualifications from interested persons and/or firms for the provision of **Real Estate Property Auctioneer**, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in this RFQ. The Township will review Qualifications only from those firms that submit all the information required to be included as described herein (in the sole judgment of the Township). The Township intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of the Township of Gloucester. The Township of Gloucester reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

##### **1.1 Minimum Requirements**

All Professionals must submit documentation within their proposal to demonstrate that they meet all of the following minimum requirements:

- A. Professional must have a minimum of five (5) years’ experience providing auctioneer services.
- B. Professional has at least three (3) years’ experience providing said services to a governmental entity.
- C. Professional must be a licensed New Jersey Real Estate Broker.
- D. Professional must have graduated from Auctioneers School.
- E. Professional must be a member in good standing with the New Jersey State Society of Auctioneers.

## 2.0 **SCOPE OF SERVICES**

Professional shall provide the following services to the Township of Gloucester in connection with the listing and auctioning of the properties the TOWNSHIP OF GLOUCESTER desires to sell during the term of this Agreement:

- (a) Advertise the Auction in media deemed most effectual and appropriate by Professional.
- (b) Furnish a qualified Auctioneer.
- (c) Post and circulate promotional material on the properties promoting the Auction.
- (d) Take any and all other action reasonably calculated in conformance with TOWNSHIP OF GLOUCESTER procurement policy to effectuate an advantageous sale of the properties in accordance with the terms of this Agreement.
- (e) Professional must be a New Jersey Licensed Real Estate Broker
- (e) **Terms of Sale of Properties**
  1. The terms and conditions of sale will be more particularly set forth in a Contract of Sale, prepared by the TOWNSHIP OF GLOUCESTER's counsel, which documents shall be distributed by Professional to prospective purchasers prior to the Auction.
  2. The Contract of Sale shall notify prospective purchasers that the three (3) day attorney review period will **not** apply to this transaction.
  3. TOWNSHIP OF GLOUCESTER reserves the right to accept or reject any/or all bids. TOWNSHIP OF GLOUCESTER will give notice of acceptance or rejection of bid no later than 15 days following the auction. Any reserve price established by the TOWNSHIP OF GLOUCESTER will be non-published and be held confidential between the TOWNSHIP OF GLOUCESTER and Professional until the conclusion of the Auction.
  4. Professional, a New Jersey licensed real estate broker, shall hold all deposit money. In case of forfeiture by a prospective purchaser of any earnest money payment upon the above described properties, said deposit money shall be divided equally between the parties hereto, one-half to the TOWNSHIP OF GLOUCESTER and one half to the Professional, except Professional's portion shall not exceed the regular commission due.
  5. The closing of title shall take place within forty-five (45) days of TOWNSHIP OF GLOUCESTER's acceptance of the bid.

### **3.0 SUBMISSION REQUIREMENTS**

The applicant/proposer shall in response to the Township's RFQ, at a minimum, include the following information:

- A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Township's RFQ. Qualifications, at a minimum, shall include requirements defined as follows:
  1. Name and contact information for the firm submitting the RFQ, and the name of the key contact person.
  2. List and/or organizational chart identifying key personnel.
  3. Resumes of key personnel. Resumes should include post-high school education, professional affiliations and memberships, and relevant experience.
  4. Copies of current professional licensure and certifications, including Professional Engineer and LSRP licenses.
  5. A description of the firm's overall experience in providing the type of services sought in the RFQ.
  6. References, including dates served and contact information
  7. Identification of proposed subcontractors and description of services to be provided.
  8. New Jersey Business Registration Certificate.

### **4.0 EVALUATION CRITERIA**

Qualifications will be evaluated by the Township on the basis of the most advantageous, all relevant factors considered. The Township will solicit Proposals from the firms deemed most qualified. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Township and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Township; and
4. Other factors demonstrated to be in the best interest of the Township.