

TOWN OF RAYMOND, MAINE REQUEST FOR PROPOSALS

Realtor/Broker Services for Sale of Tax-Acquired and Surplus Real Property

RFP #:	2026-01
Issue Date:	March 19, 2026
Proposals Due:	April 17, 2026, by 10:00 a.m.
Bid Opening:	April 17, 2026, at 10:00 a.m. Town of Raymond Broadcast Studio 401 Webbs Mills Road, Raymond, Maine 04071
Submit To:	Town of Raymond Attn: Town Manager 401 Webbs Mills Road Raymond, Maine 04071

1. PURPOSE

The Town of Raymond is seeking proposals from qualified, licensed real estate brokers to provide professional services related to the marketing and sale of tax-acquired and/or surplus residential and commercial properties.

The Town intends to establish a contractual relationship with one or more brokers to assist in the disposition of real property in accordance with Maine Revised Statutes, Title 36, §943-C (Sale of Foreclosed Property) and any other applicable municipal authority.

2. SCOPE OF SERVICES

The selected broker(s) shall provide services including, but not limited to:

1. Conducting market analyses and recommending listing prices.
2. Advising on optimal disposition strategies (MLS listing, sealed bid, auction, etc.).
3. Marketing properties locally, regionally, and nationally.
4. Preparing professional marketing materials and photography.
5. Coordinating showings and property access.
6. Vetting prospective buyers and negotiating offers in coordination with the Town Manager.
7. Coordinating with the Town's legal counsel and closing agents.
8. Assisting with public presentations to the Select Board, if requested.
9. Providing periodic written status reports.

The Town reserves the right to:

- Reject any offer
- Negotiate sale terms directly
- Withdraw property from the market at any time
- Sell property through alternate methods

3. MINIMUM QUALIFICATIONS

Proposers must meet all of the following requirements:

- Be licensed and in good standing in the State of Maine.
- Have at least five (5) years of experience in residential and/or commercial real estate.
- Demonstrate experience with distressed, municipal, or tax-acquired properties (preferred).

- Have knowledge of the Cumberland County real estate market.
- Carry required insurance coverage.

4. SUBMISSION REQUIREMENTS

Proposals must be submitted in a sealed envelope clearly marked “RFP #2026-01 — Realtor/Broker Services” on the outside of the envelope. Proposals received after the deadline will not be accepted or considered, regardless of postmark. Facsimile or electronic submissions will not be accepted.

Each proposal must include the following components:

A. Firm Information

- Legal name and business address
- Years in operation
- Broker license number
- Key personnel assigned to the Town account

B. Experience

- Description of experience with municipal or similar property sales
- Examples of comparable listings
- Three (3) professional references

C. Marketing Approach

- Description of marketing strategy
- Digital platforms utilized
- Regional and national exposure capability

D. Fee Proposal

- Proposed commission structure
- Any additional fees
- Confirmation that marketing costs are included in commission

E. Insurance

- Certificate of general liability insurance
- Workers' compensation coverage (if applicable)

5. SEALED BID OPENING

All proposals must be submitted in a sealed envelope. Only sealed proposals will be accepted. Proposals will be opened publicly at 10:00 a.m. on April 17, 2026, at the Town of Raymond Broadcast Studio, 401 Webbs Mills Road, Raymond, Maine 04071. The public is welcome to attend the bid opening.

Late proposals, unsealed proposals, and proposals submitted by facsimile or electronic means will be rejected without consideration. The Town assumes no responsibility for proposals delayed or lost in transit.

Proposers or their authorized representatives may, but are not required to, attend the public opening. The Town will record the names of all proposers and the general terms of each proposal at the time of opening. Proposals will thereafter be reviewed by Town staff and evaluated in accordance with Section 7 of this RFP.

6. TERM OF CONTRACT

The contract shall be effective upon award and remain in effect for an initial term of one (1) year, with the option for renewal upon mutual agreement.

The Town may terminate the agreement with thirty (30) days' written notice.

7. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience and qualifications
- Knowledge of the local market

- Marketing capability
- Commission structure
- References
- Responsiveness to RFP requirements

The Town is not required to award the contract to the lowest-cost proposer. The Select Board retains final authority to award or reject any and all proposals.

8. GENERAL CONDITIONS

- The Town reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal, and to accept the proposal deemed to be in the best interest of the Town.
- The Town may negotiate with one or more proposers.
- All proposals become the property of the Town of Raymond upon submission.
- The Town is not responsible for any costs incurred by proposers in the preparation or submission of proposals.
- Proposals may be subject to public disclosure under the Maine Freedom of Access Act (FOAA), Title 1 M.R.S.A. §401 et seq.
- Issuance of this RFP does not commit the Town to award a contract.
- The Town reserves the right to cancel this RFP at any time without obligation.

9. INDEMNIFICATION

The selected broker shall indemnify and hold harmless the Town of Raymond, its officers, employees, and agents from any claims, damages, or liabilities arising out of the negligent or intentional acts of the broker, its employees, or subcontractors.

10. CONFLICTS OF INTEREST

All proposers must comply with 30-A M.R.S.A. §2605 (Conflicts of Interest). The selected broker shall also be required, as a condition of contract, to comply with the Town of Raymond Code of Ethics for Municipal Officials, a copy of which is available from the Town Manager’s office. Any known conflict or potential conflict of interest must be disclosed in writing at the time of proposal submission.

11. PROPOSAL FORM — SIGNATURE PAGE

I hereby certify that I am authorized to submit this proposal on behalf of the named firm, that all information provided herein is accurate and complete, and that the proposer is in compliance with Section 10 of this RFP.

Firm Name:	_____
Authorized Representative:	_____
Signature:	_____
Date:	_____
Phone:	_____
Email:	_____