



Notice is published in Palestine Herald-Press in the Saturday, November 17, 2018, and Saturday, November 24, 2018, editions. Sealed bids will be accepted and will close on Monday, February 25, 2019, at 3:00 p.m. Bids will be opened during the Palestine City Council meeting on Monday, February 25, 2019 at 5:30 p.m., at which time the City Council will open the proposals received and will award the winning bidder at a future meeting.

**PUBLIC NOTICE**  
**REQUEST FOR PROPOSALS FOR**  
**COMMERCIAL REAL ESTATE BROKER SERVICES**

The City of Palestine (City) is requesting a proposal for services of a Commercial Real Estate Broker (Broker) to help in the evaluation and sale of commercial property currently owned by the City.

Your proposal shall be governed by the following schedule:

**02/14/2019 5:00 p.m., Central Standard Time ("CST")**  
**Deadline for inquiries, questions, or requests for information.**  
**All questions must be submitted in writing.**

**02/25/2019 3:00 p.m., CST**  
**Written proposals due at Palestine City Hall**  
**Proposals received after this time will not be considered**

**02/25/2019 5:30 p.m., CST**  
**Opening of sealed RFPs during the Palestine City Council meeting**

To be considered for this engagement your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Mailing Address and Hand Delivery Address:      Teresa Herrera, City Secretary  
504 N. Queen Street  
Palestine, TX 75801

Services provided will include but are not limited to:

- Compare commercial space and area with similar properties that have recently sold, in order to determine its competitive market price.
- Market available commercial space through electronic media and non-electronic media.



- Act as an intermediary in negotiations with potential buyers over purchase prices and other details.

Qualifications:

- Must have a Texas Real Estate License and have knowledge of laws, legal codes, government regulations, and agency rules that would apply to leasing commercial property in Texas.
- Must include proposed fee/commission schedule in proposal.

**The City reserves the right to reject any and all bids, and to waive any minor irregularities and technicalities.**

Bids will remain in effect for 90 days. Bids cannot be altered or amended after the submission deadline. Any interlineations, alterations, or erasures made before opening must be initialed by the signer of the bid, guaranteeing authenticity.

Bid packages will be available on Friday, November 16, 2018, from the City Secretary's Office, 504 North Queen Street, Palestine, TX or on the City of Palestine's webpage: [www.cityofpalestinetx.com](http://www.cityofpalestinetx.com).

**Bids should be submitted in a sealed envelope to with the following words typed on the exterior of the envelope:**

**COMMERCIAL REAL ESTATE SERVICES  
SEALED RFP-04-18  
TO BE OPENED: FEBRUARY 25, 2019**

**Sealed bids should be submitted to:**

Any questions relating to this Invitation for Bid must be submitted in writing to:

City of Palestine  
Attn: Teresa Herrera, City Secretary  
504 North Queen Street  
Palestine, TX 75801  
Email: [therrera@palestine-tx.org](mailto:therrera@palestine-tx.org)  
Sealed Bid RFP-04-18 Commercial Real Estate Services

Any interpretation, corrections, or changes to this Invitation to Bid will be made by addenda. The sole issuing authority of addenda shall be vested in City of Palestine City Secretary. Addenda will be mailed to all who are known to have received a copy of this Invitation to Bid. Bidders shall acknowledge receipt of all addenda.