



417-861-1585

bheintz@murney.com

To: Whom it may concern

Re: Christian County RFP #2022-9

I would like to be considered for the RFP to provide Commercial Real Estate Services for Christian County. The following information hopefully satisfies your needs to include me in your evaluation of candidates.

Who am I? My name is Brett Heintz and I am a Real Estate Agent licensed in the state of Missouri, license number #2014005951. This is my ninth year as a licensed Real Estate Professional. My production volume for 2021 was \$7,460,000. My current active commercial listing total is over 4.2 million dollars. In addition to my profession I have personally invested in income producing real estate and businesses for over 30 years. I hold my license under the Brokerage of Murney Associates Realtors (Springfield, MO) who started business in 2002. Murney is the largest producing real estate firm in the area with a sales volume of over 1 billion dollars. In addition to myself I will have the assistance of Jason Nunn, also a MO licensed Real Estate Agent, license #2021016963. Jason was a former client and over a year ago began his career in Real Estate. Real Estate is not a new thing for Jason as he grew up with and has been involved in his family's real estate business of acquiring and managing income producing properties. In his tenure he has proven to understand the business and the dedication it takes to be successful and produce satisfied clients.

Services & Fees:

- A real estate commission of 6% will be charged on all Christian County owned real estate listings where I will act as a Seller's Agent for Christian County. This fee is only due upon a successful closed and funded transaction. Additionally this fee is split in half, 3% going to the listing agent; Brett Heintz (Murney Associates); and 3% going to the selling agent which could be Brett Heintz (Murney Associates) or another cooperating broker. Again, no commission is due unless a transaction occurs and has successfully closed and been funded. If a property is listed and does not sell there are no fees incurred.
- In the event Christian County wants me to be their Buyer's Agent there is a 3% commission on a closed and funded transaction. IMPORTANT: Most Christian County real estate purchase transactions will result in the Seller paying my 3% commission so Christian County will incur no fees for my services. There are exceptions to this and they will be DEFINED as a property is identified so that all parties understand who is funding the Buyer's Agent commission prior to any contractual obligation.
- Below is an outline of my responsibility in the role as a Seller's Agent or Buyer's Agent



murney.com
417.823.2300



BRETT HEINTZ
REALTOR®

- Perform a market analysis on any property identified to sell or buy ensuring there is clear understanding of my opinion of true market value. Under certain circumstances Christian County may deem it necessary to order a professional appraisal. In this instance there would be additional fees paid by the county directly to the certified appraisal company. My services include identifying qualified appraisers, working with the selected appraisal company to coordinate the appraisal and any other aspects necessary to provide the Professional Appraisal to Christian County.
- List any properties for sale in the Great Springfield Board of Realtors MLS System. This includes authoring marketing remarks, photography and having available all necessary documents for prospective buyers. Also showing properties and fielding phone calls and inquiries for the properties.
- Procuring and placing proper signage on any properties listed for sale to ensure good visibility to the public.
- Marketing properties for sale in not only the MLS system but also on commercial property websites like www.loopnet.com and www.crexi.com There is no additional cost to Christian County for these marketing services and website inclusions.
- Presenting Offers received on County listings to the appropriate parties in a timely manner. Making recommendations to the County on acceptance or possible counter offers.
- Searching for suitable properties to purchase that meet Christian Counties immediate need.
- As both a Seller's Agent or Buyer's agent representing Christian County I will essentially follow a transaction from beginning to end working with other agents, lenders, appraisers, inspectors, title companies, attorneys and any other necessary parties to ensure a transaction is smooth and expedient.
- As a contractor for Christian County I will be a resource to any County representatives to assist in all aspects of real estate evaluation, answer questions and follow all transactions including post transaction action items or necessary follow up. In summary, a real estate consultant for Christian County.
- Per page 23 of this RFP item "A", I have had no Arbitration or Litigation on any projects or services I have provided in the last 3 years, or ever for that matter.

Brett Heintz
5/5/2022



MURNEY ASSOCIATES
REALTORS®

murney.com
417.823.2300



Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417) 582-4300

Ralph Phillips
Presiding Commissioner

Lynn Morris
Eastern Commissioner

Hosea Bilyeu
Western Commissioner

ADDENDUM NUMBER 01 REQUEST FOR PROPOSAL #2022-9 COMMERCIAL REAL ESTATE SERVICES

CONTACT: Kim Hopkins-Will, NIGP-CPP, CPPO, CPPB
Purchasing Agent
ADDRESS: Christian County Government
100 W. Church St., Room 100
Ozark, MO 65721
PHONE: (417) 582-4309
EMAIL: khopkins@christiancountymmo.gov

TO PROSPECTIVE BIDDERS: The original Invitation to Bid documents remain in full force and effect except as revised by the following changes which take precedence over anything to the contrary in the Bidding Event document.

Please note that the opening date has been **extended to Friday, May 6, 2022, at 2:00 p.m.**

The following are questions submitted by prospective bidders and the official response from Christian County.

Question 1: Are there any properties that you wish to sell now?

Answer 1: Over the next 12 to 18 months the County will be exploring the option of selling multiple commercially zoned properties. The County Commission's intention is to have a realtor selected and prepared to market those properties immediately when a decision is made to move forward.

Question 2: Are there any properties that you wish to buy now?

Answer 2: No

All else remains the same.

ACKNOWLEDGMENT: Acknowledge this Addendum 01 by signing below and returning it with your bid.

Company Name: Murney Associates - Brett Heintz

c/o: Brett Heintz

(Name of Agent or Sales Rep)

Title: Realtor

Signature: Brett Heintz

Date: 5/4/22

END OF DOCUMENT



Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417) 582-4300

Ralph Phillips
Presiding Commissioner

Lynn Morris
Eastern Commissioner

Hosea Bilyeu
Western Commissioner

COMPETITIVE REQUEST FOR PROPOSAL #2022-9

COMMERICAL REAL ESTATE SERVICES

**April 2022
Christian County Missouri**

C. SUPPLEMENTAL PROCUREMENT DOCUMENTS

Procurement Documents for RFP #2022-9, complete with detailed specifications, drawings and bid form, can be viewed and downloaded by navigating to the following website:

[ChristianCountybiddingproposal](#)

Or go to

www.christiancountymo.gov and follow these links:

- Commission (top of page)
- Bidding/Proposals Opportunities

You will have access to open, print, and/or save pdf file(s).

D. SUMMARY SCOPE OF WORK

Purpose

Christian County is requesting proposals from qualified vendors who specialize in commercial real estate transactions

E. PROPOSAL OPENING

All proposals must be in the hands of the Purchasing Department of Christian County, per one of the approved submittal methods in RFP Section I-G (Proposal Submittal Methods), by the Proposal Opening date and time, which is:

RETURN BID NO LATER THAN: April 28, 2022, at 2:00 p.m. CST

Proposals will be opened publicly, 2:00 p.m. on April 28, 2022. Only the names of the offerors will be read aloud at the proposal opening. Evaluations of proposal(s) will be made available upon award of contract.

RETURN BID TO: Christian County Employee Services
Purchasing Department
202 W. Elm Street
Ozark, Missouri 65721
Attn: Purchasing Agent

NOTE: Please provide (4) four copies and one unbound original for a total of five (5) documents of your detailed bid proposal

The bidder hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions for this proposal. The bidder further agrees that the language of this RFP shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when an Agreement for Contract Services is certified by the Christian County Auditor, a binding contract shall exist between the Proposer and the County of Christian, State of Missouri.

Christian County maintains a list of vendors interested in bidding on products and services for Christian County. It is the vendor's responsibility to update contact information. The Christian County Commission office is not obligated to send invitations to vendors. Due to the volume of request and postage costs, the Commission Office does not send bids to all interested vendors. Christian County fulfills its legal requirements by posting a notice in the local paper.

F. PROPOSAL SUBMITTAL METHODS

Mail/ Express Mail/ Hand Deliver:

All proposals must be received by Christian County Purchasing Department by the opening date and time stated in this document or its addenda, if applicable. Please return this entire document with your bid submission. Proposals submitted via mail/express mail or hand delivered shall be sealed in an opaque envelope or package that is clearly marked on the outside.

Mark your sealed envelope as:

“RFP #2022-9 COMMERCIAL REAL ESTATE SERVICES – BID DOCUMENTS – DO NOT OPEN”.

Sealed Bids:

Sealed bids must be received at the Christian County Purchasing Department by the return date and time.

Fax and email responses are not accepted.

All bids shall be submitted during regular business hours of the county Commission Monday through Friday from 8:30 AM to 4:30 PM, and that bids submitted during non-regular hours will not be considered as an attempted delivery.

RFP's must be delivered no later than fifteen (15) minutes before bid opening time mentioned above. If the Purchasing office receives a container which is not identifiable as a bid/proposal, the container will be opened in order to determine the contents. If the contents are determined to be a bid/proposal, the container will be resealed, and the date and time received will be noted on the outside. All bids will remain sealed until they are opened and read aloud at the time and date specified at the Purchasing Office. Bids which are not received in the Purchasing Office at least 15 minutes prior to bid opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be presented or opened, except as stated below. At the time fixed for opening of proposals, the content will be made public for the vendor and other interested persons. Vendors are cautioned to review their bid very carefully. Any additional information, specifications, drawings, etc. should be attached. Bids should be signed and dated. It shall be the responsibility of persons submitting bids to acquire the necessary specifications.

For Construction Services:

All on site employees of vendors and sub vendors must complete required safety training. Required safety training is OSHA 10 training. (A ten (10) hour course in construction safety and health taught by an OSHA approved instructor), or similar program at least as stringent as OSHA 10 training. For more information contact the Missouri Division of Labor Standards. Christian County requires documentation showing that the on-site employee/s have completed the required training.

Vendor's Personnel Qualifications:

Christian County reserves the right to approve or disapprove the vendor's personnel providing services for Christian County Government. Christian County also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the personnel requires immediate replacement, the vendor shall be allowed at least fourteen (14) days after notification to replace unsatisfactory personnel.

If requested, the vendor shall provide a list of names, social security numbers, and dates of birth for each such personnel who will be providing services at Christian County buildings. In addition, the vendor must notify Christian County of any additions or changes to the list. Christian County reserves the right to accept or reject any of the vendor's personnel assigned to the contract to provide services.

Discount applicable:

Vendor will provide information on any quantity discounts that may apply to the equipment or services utilized in developing their pricing structure. State the length of time the discounts are available post-installation.

G. SCHEDULE OF EVENTS

EVENTS	DATE/TIME
RFP Distribution	04/04/22
Proposal Due Date	04/28/22@ 2:00 p.m.
Target Date for Review of Proposals	05/03/22
Anticipated decision and recommendation to Commission	05/10/22

EVALUATION CRITERIA

In evaluating the proposals, Christian County will use the following evaluation factors to determine the lowest and best proposal. Deviation from the requirements will be evaluated, but may, in the discretion of the Purchasing Agent, result in rejection of a proposal.

Evaluation Criteria

Understanding of Services	15	Max Points
Past Performance	15	Max Points
Personnel Qualifications	15	Max Points
Proposed Fee Structure	35	Max Points
General Experience of Firm/References	10	Max Points
Accessibility of Firm & Staff	10	Max Points
Total Points Available to be Awarded		100

Bidders should consider these factors when preparing their proposals and should provide a specific response to each of the evaluation factors.

Based on the evaluation process described, the Evaluation Committee comprised of Christian County employees, will review the proposals.

D. BIDDER'S RESPONSIBILITIES

By submitting a proposal, each bidder represents that he is familiar with, assumes full responsibility for having familiarized himself with, and will comply with the content of the Contract Documents, the nature of the work, the locality, permits, licenses, and all local conditions, together with all applicable Federal, State, and local laws and ordinances.

It is the responsibility of the bidder to have the proposal submitted on or before the deadline stated in this packet on the proper forms.

It is the responsibility of the bidder to examine and review projects and specifications. All bidders are responsible to verify the quality, availability, and schedule of any products that they may need for this proposal.

It is the responsibility of the bidder to provide all the required documents requested in this RFP.

contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The vendor shall understand that Christian County reserves the right to allow the substitution of any new or different product/system offered by the vendor. Christian County shall be the final authority as to the acceptability of any proposed substitution. Any item substitution shall require a formal contract amendment authorized by Christian County Commissioners prior to Christian County acquiring the substitute item under the contract. The vendor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the vendor.

Non-Exclusivity:

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements to acquire equal or like goods and/or services from other vendors. The County may make multiple awards from a single solicitation document when such awards are in the best interest of the county.

Billing and Payments:

Invoices will be submitted to **Christian County Commission, 100 W Church St, Room 210, Ozark, MO 65721**. It is estimated there are 25 various offices and departments requiring separate billing (if applicable to bid products offered). Vendor shall provide the department with invoices and statements of accounts on a monthly basis noting any amounts and invoices past due. Invoices should be delivered with the materials and packing slip. Payment will be made within 30 days from receipt of an accurate invoice.

Services or goods must be received before payment can be made. The vendor shall submit all reports required herein and a copy of each invoice as supporting documentation with the monthly statement. Other than the payments and reimbursements specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

Notwithstanding any other payment provision of the contract, if the vendor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, Christian County may withhold payment or reject invoices under the contract.

Final invoices are due no later than thirty (30) calendar days after the expiration of the contract. Christian County shall have no obligation to pay any invoice submitted after such date. If a request by the vendor for payment or reimbursement is denied, Christian County shall provide the vendor with written notice of the reason(s) for denial.

If the vendor is overpaid by Christian County, upon official notification by Christian County, the vendor shall provide Christian County with a check payable as instructed by Christian County in the amount of such overpayment. The vendor shall submit the overpayment to Christian County at the address specified. The vendor shall agree and understand that Christian County shall be solely responsible for payment for only those services requested by Christian County.

Return of Goods:

Christian County may cancel any purchase at any time for a full credit.

Management of Materials:

The vendor shall permit the County Auditor or authorized representatives of Christian County or any other division of government to have access, for the purpose of auditing or examination, to any of the vendor's books, documents, papers, records, recording receipts and disbursements of any of the funds paid to the vendor. The vendor further agrees that any audit exception noted by governmental auditors shall not be paid by Christian County and shall be the sole responsibility of the vendor. However, the vendor shall have the right to contest any such exception by any legal procedure the vendor deems appropriate. Christian County will pay the vendor all amounts which the vendor may ultimately be held entitled to receive as a result of any such legal action.

The vendor shall agree and understand that if contract monitoring reveals that an audit is warranted, Christian County reserves the right to require the vendor to have an audit of financial records, accounting records, and related contract documentation performed by an independent Certified Public Accountant (CPA) in accordance with generally accepted auditing standards. Christian County's determination of the need for the audit shall be final and without recourse.

Liquidated Damages:

The vendor agrees and understands that the provision of the services in accordance with the schedules and requirements stated herein and in accordance with the Christian County Commissioner's approval are considered critical to the efficient operations of Christian County. Since the amount of actual damages would be difficult to establish in the event the vendor fails to comply with the schedules and requirements, the vendor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances:

In the event the vendor fails to perform the services, the vendor shall be assessed liquidated damages in the amount of ten percent (10%) of the price for the services for each twenty-four (24) hour period thereafter in which the identified requirement is not completed. If the fault lies with Christian County, no assessment shall be made. The vendor shall also agree and understand that such liquidated damages shall either be deducted from the vendor's invoices pursuant to the contract or paid by the vendor as a direct payment to Christian County at the sole discretion of Christian County. The vendor shall agree and understand that all assessments of liquidated damages shall be within the discretion of Christian County and shall be in addition to, not in lieu of, the rights of Christian County to pursue other appropriate remedies.

Excused Performance:

Any failure or delay in performance or payment due to contingencies beyond either party's reasonable control, including strikes, riots, terrorist acts, compliance with applicable laws or governmental orders, fires, and acts of God, shall not constitute a breach of this agreement.

Cancelling Service:

The Christian County Commission reserves the right to discontinue service at any time by giving a 30-day notice. The vendor shall agree and understand that the vendor shall terminate the services upon written notification from Christian County. The decision by the Christian County Commissioners shall be final and without recourse.

Contacting bid evaluators or any other person who may have influence over the award, without authorization from the County Commission, for the purpose of influencing the award of a contract; or giving gifts, meals, trips or any other thing of value or a monetary advantage for personal benefit, directly or indirectly, to an employee of the county or to any evaluator of bids/proposals.

The vendor may appeal suspension or debarment by submitting a written request to the County Commission within fifteen (15) calendar days after receipt of the formal notice. The vendor must provide specific evidence and reasons why the suspension or debarment is not necessary. On the basis of this information, the suspension may be modified, rescinded, or affirmed. The decision shall be final and mailed to all parties.

E. PROPRIETARY INFORMATION

Proprietary Information: Pursuant to Section 610.021.15 R.S. Mo, Christian County may close records that relate to scientific and technological innovations in which the owner has a proprietary interest. If you plan to submit such information with your bid and wish to keep it confidential, please submit it in a separate envelope with your bid and clearly mark it , “CONFIDENTIAL AND PROPRIETARY SCIENTIFIC AND/OR TECHNOLOGICAL INFORMATION.” This information must not include prices, terms and conditions, Bidder’s qualifications, or any other information submitted in response to this Request for Proposal that is not exempted under Section 610.021.15. Any information that does not fall within Section 610.021.15 or other exception to Missouri’s Sunshine Law (Section 610.021 R.S. Mo., et seq) is a public record and will be disclosed upon request.

F. ERRORS IN PROPOSALS

Each bidder must carefully examine his proposal prior to submission. Failure to do so is at the bidder’s risk. He is responsible for any errors therein. Claim of oversight is not a basis for permitting withdrawal of a proposal after opening. There shall be no erasures in any proposal. Any changes must be made by striking the portion to be changed with the change noted above the deleted portion.

Any bid can be withdrawn up to **March 15, 2022, at 1:45 p.m.** for any reason without penalties, but any proposal not withdrawn by this time will be subject to honor the pricing and services stated within that bid.

G. CONDITIONS AFFECTING THE WORK

Each bidder should take such steps as he thinks necessary to ascertain the nature and location of the work any peculiar local conditions which can affect the work or its cost. Failure to do will not relieve the bidder of his responsibility for proper estimation of the difficulty or cost of the work. Christian County assumes no responsibility for any understanding or representation made by any person at any time, unless it is included in the Contract Documents, including addenda.

H. REQUIRED AFFIDAVIT FOR CONTRACTS OVER \$5000 DOLLARS (US)

Section 285.530(2) RSMo. and 292.675 RSMo. Affidavit.

Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. from the commencement until the termination of this Agreement. For any contract over \$5,000.00 and for any

J. TRANSIENT EMPLOYER LAW

Any nonresident or foreign companies who employ people in Missouri must provide:

1. A certificate from the Missouri Director of Revenue showing compliance with the Transient Employer Law (285.230 R.S.Mo. et seq.); or
2. Proof of exemption from Section 285.230 R.S. Mo.

A Certificate of Compliance or proof of exemption must be submitted to Christian County in regards to the transient employer law. Questions? See <http://dor.mo.gov/business/register/> or call (573) 751-0459.

K. CONTRACT DOCUMENTS

The entire agreement will consist of the Contract Documents. The Contract Documents will consist of (listed in order from highest to lowest precedence): Change Orders, Agreement, Response to BAFO, Request for BAFO, Addenda to RFP, RFP, and the proposal (but not the exceptions). There will not be a BAFO or Request for BAFO if Christian County accepts the Response to RFP without change. There will be no contract between the parties unless and until Christian County issues a Notice of Award accepting the BAFO or Response to RFP and the parties sign the Agreement. **EXCEPTIONS IN THE RFP WILL NOT BE PART OF THE CONTRACT DOCUMENTS UNLESS INCORPORATED INTO THE AGREEMENT OR A CHANGE ORDER.**

All contracts MUST be approved by the county commission.

Change Order – a change to the Contract Documents in a written document signed by the parties after they have signed the Agreement.

BAFO – the Best and Final offer of the Contractor that is in response to the Request or BAFO.

Request for BAFO – The document issued by Christian County that incorporates the terms negotiated by the parties following the opening of the Response to RFP and requests Contractor to make his best and final offer.

END OF SECTION

- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

BIDDERS NAME: Brett Heintz

CONTRACTOR REFERENCE INFORMATION

List three (3) business references with similar scope and size of this project:

1st

Company Name: Morris Properties Representative Name: Brandon Jenkins
Address 4319 S National Ave #122 City Springfield State MO Zip 65810
Business Phone 417-849-4238 Business Fax Cellular Phone 417-849-4238
email address if available bjenkins@morrisprop11c.com

2nd

Company Name: O'Reilly Development Representative Name: Denise Heintz
Address 5051 S. National Ave Suite 4-100 City Springfield State MO Zip 65810
Business Phone Business Fax Cellular Phone 417-300-4050
email address if available denise@oreillydevelopment.com

3rd

Company Name: Global Expedition Vehicles Representative Name: Mike Van Pelt
Address 444 W Tampa St City Springfield State MO Zip 65806
Business Phone 417-582-5050 Business Fax Cellular Phone 417-861-1200
email address if available

IV. BID FORM

The bidder proposes to furnish at his sole risk, cost, and expense all labor, tools, equipment, materials, supplies, facilities, transportation, bonds, insurance, and other means necessary to perform the work as set out in this RFP in strict accordance therewith, for the prices reflected below.

Services & Fees

1. Submit your proposed terms and fee schedule, including commission rates and any other costs associated with the sale of properties;
2. Any fees not associated with item 1 under Services & Fees.

A. QUESTIONS/REQUESTS FOR SUBMITTAL

Bidder shall include with submission of proposal sufficient and detailed responses to the following questions and/or requests for submittals. Responses should be submitted in a clear form that corresponds to the numbering format contained herein. Failure to provide this information as instructed may result in rejection of proposal:

1. Bidder to provide complete details as to how their firm is qualified to perform the work identified within this RFP. Details should include, but not necessarily be limited to:
 - Applicable job/contract history including references (complete with owner contact information) from jobs/contracts similar in scope to this RFP.
 - Provide the project manager name, contact information and provide a copy of his resume.
 - Details, experience and/or resumes for employees that will work on this contract (include training programs, certifications, etc. as applicable to this RFP).
 - Provide any certifications you may have for the industry standards.
 - General company information (years in business, name changes, etc.)
 - Information on applicable prior projects completed for Christian County Commission.
- A. Arbitration/Litigation: List all projects undertaken in the last 3 years which have resulted in partial or final settlement of the contract by arbitration or litigation. Provide for each project:
 - a. Name of client and project
 - b. Original contract amount.
 - c. Total claims arbitrated or litigated
 - d. Amount of settlement of claims.

These items are addressed in attached letter.

V. BID SPECIFICATIONS

Vendor must be in business for no less than five years in the real estate industry, specifically selling and buying commercial real estate. Background checks may be required.

The responses should be as detailed as possible in addressing how all services are to be provided and by whom including services to be performed by third parties, but which may be coordinated by the Respondent.

Please provide details regarding how the Respondent will:

1. Identify properties;
2. Evaluate the financial and physical condition of properties;
3. Provide market analysis;
4. Market properties for sale and identify potential purchasers or lessees;
5. Determine public or private incentives;
6. Assist in transaction negotiations; and
7. Assist in post-transaction activities.

Qualifications, Experience & References

Please provide the following information in your submittal:

1. Broker must be a licensed Real Estate Broker in good standing with the State of Missouri;
2. Broker must have a local office located within 30 miles of Ozark, Missouri;
3. Describe the Respondent's historical experience, if any, in working with or serving Christian County Government;
4. Describe the Respondent's experience in working with other state or federal governmental entities in carrying out tasks similar in nature as the services to be conducted under this RFP;
5. Respondent must provide Christian County with a minimum of two (2) references from entities for which Respondent has performed research and/or consulting work in the past.

Other Information

1. Detail and discuss any other information not specifically covered or requested by this RFP which Respondent requests Christian County's consideration in selection.

If your firm would like to be considered for these consulting services, you may express your interest by responding to the Christian County Purchasing Agent's Office. Limit your letter of interest to **no more than eight (8) pages**. This letter should include a statement to indicate your firm's understanding of the needs of Christian County. It should also include any other information which might help us in the selection process, including key personnel, and the backgrounds of those individuals, experience with Government and/or public sector real estate services.

NOTICE: For the purpose of transparency and in an effort to prevent any real or perceived unfair advantage, all questions or requests for additional information submitted to Christian County regarding this RFP and the corresponding answers will be published on Christian County's website or otherwise made available to all Respondents.

VI. EXHIBITS

A. E-VERIFY AFFIDAVIT OF COMPLIANCE

B. ANTI-DISCRIMINATION AGAINST ISRAEL ACT AFFIDAVIT

FINAL MANDATORY COMPLIANCE CHECKLIST:

Please use the below table to ensure your bid is fully compliant before you seal it for submission. If you have any questions regarding any of these items, please call:

Kim Hopkins-Will – Purchasing Agent

(417) 582-4309

khopkins@christiancountymtmo.gov

FINAL COMPLIANCE CHECKLIST	(✓)
I am submitting my bid prior to the specified deadline. (Page 4)	✓
I understand that no faxed or electronically transmitted bids will be accepted. (Page 5)	✓
I have filled out, signed, and dated the declaration page, and I understand that failure to do so will result in rejection of my bid. (Page 20)	✓
E-Verify Affidavit (requested upon award) EXHIBIT A	/
E-Verify MOU Signature Page (requested upon award)	/
Anti-Discrimination Against Israel Act Affidavit (requested upon award) EXHIBIT B	/
I am including one (1) unbound original and four (4) copies of my bid for a total of five (5) documents.	✓
I have filled out the BID FORM (Page 23)	
I am enclosing my bid in a sealed envelope, and I am marking the envelope "RFP #2022-9 REAL ESTATE SERVICES– BID DOCUMENTS - DO NOT OPEN". (Page 5)	✓

END OF DOCUMENT