



Addendum No. 3

To: Interested Parties
From: Todd J. Moser, Real Property Administrator
Division of Engineering
Date: Wednesday, December 12, 2018
Project: Real Estate Consulting & Brokerage Services for Disposition of Surplus Property

Acknowledge receipt of this **Addendum No. 3** by signing in the space provided below and returning with your bid.

Failure to sign and return with your bid may subject the Bidder to disqualification. This **Addendum No. 3** forms a part of the Bid Documents, its supplements and modifies them as outlined herein.

This **Addendum No. 3** consists of 13 pages, including this page.

I hereby acknowledge receipt of **Addendum No. 3**:

By: _____ Date _____
Signed Name

Typed Name

Title

For (Firm): _____

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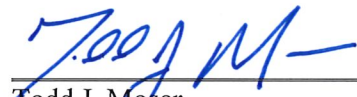
Addendum No. 3

Real Estate Consulting & Brokerage Services for Disposition of Surplus Property

Date Issued: Wednesday, December 12, 2018


Bids Due: Wednesday, December 19, 2018, 4:00 p.m., local time

The following addendum material is hereby made a part of the Bid Documents. Please note the following changes, information, and/or instructions in connection with the proposed work and submit proposals accordingly.



Todd J. Moser,
Real Property Administrator

By Authority of:
Board of County Commissioners
Washington County, Maryland



Scott Hobbs, P.E.
Director, Division of Engineering

Addendum No. 3

Item 3.01 Meeting Minutes

Pre-Bid Meeting Notes
Wednesday, December 5, 2018 at 1:00 p.m.

PB1. Welcome/Introductions

PB2. Overview

This contract is a one-year contract with the Board having the sole option to renew for three subsequent one-year periods. Future properties may include commercial properties, residential properties, and vacant land with restrictions. All properties will be sold "AS-IS" unless otherwise noted.

PB3. Process of Selling County Property

All offers will be presented to the Board. It may take several weeks for offers to be presented to the Board. Agents will be asked to attend the Board meetings with the County Real Property Administrator to present the offer. If the offer is accepted, the County will enter into contract with the potential buyer.

PB4- Addendums Posted

Addendum No. 1

Item 1.01 All necessary interpretations will be issued to all bidders in the form of addenda to the Specifications, and such addenda shall become part of the contract documents. Exceptions as taken in no way obligate the County to change the specifications. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his/her bid as submitted. The County will assume no responsibility for oral instructions or suggestions. ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY. Requests received after 4:00 P.M. (EST, local time), Friday, December 7, 2018 may not be considered.

Addendum No. 2

Item 2.01 Clarification: The Bidder must be a Real Estate Broker, Associate Broker, or Agent currently licensed by the Maryland Department of Labor, Licensing and Regulation. The Bidder shall ensure that its license remain valid throughout the base period and any renewal period of the contract resulting from

this RFQ. Per Attachment D, please provide current valid copies of any Real Estate/Brokerage Licenses and associated documents.

PB5. Addenda and Interpretations

Submit additional bid inquires in writing by 4:00 p.m. on Friday December 7, 2018, via email or fax to the attention of Todd Moser at ecbidquestions@washco-md.net; or faxed to 240-313-2401.

Contract addenda will be issued to all plan holders via email and will also be uploaded to EMaryland Marketplace. Addenda will include minutes from today's pre-bid conference meeting.

PB6- Site Visit

Site visits will follow today's meeting in the following order: 13529 Spriggs Road, Hagerstown; 11804 Partridge Trail, Hagerstown; and 330 West Main Street, Sharpsburg.

PB7- Bid Due Date and Location

Sealed bids, properly designated, are due by 4:00 p.m., Wednesday, December 19, 2018, after which time they will be publicly opened in a conference room located at 80 W. Baltimore Street, Hagerstown Maryland 21740. Bidders are encouraged to attend the public bid opening.

PB8- Questions

Question 1: Will Washington County be responsible for maintenance of the properties while on the market to include snow removal?

Answer: Washington County will not be responsible for snow removal. The County will continue to mow the grass and be responsible for general maintenance issues that occur. All homes have been winterized.

Question 2: Does the Partridge Trail and Main Street property have public water and sewer?

Answer: 11804 Partridge Trail has public water service with septic. 330 West Main Street has public sewer, Grinder Pump, with Public Water.

Question 3: Does realtor need to have both residential and commercial experience to win bid?

Answer: Yes. This was under scope of services under the original RFQ. The Bidder must be familiar with Washington County property sales and have successful experience providing services similar in size

and scope to those requested in this RFQ. The Bidder shall have a minimum of five (5) years of residential and commercial real estate sales, three (3) of which in Washington County. The Bidder is expected to have an intimate knowledge of Washington County with regard to its geography, demographics, real estate market, and economic climate, as well as any and all local laws, regulations, rules, rules and customs regarding the sale of real estate.

Question 4: Are any floorplans or plats available?

Answer: No.

Question 5: What was the former use of each property prior to purchasing?

Answer: The properties were all used as single family dwellings before being purchased by Washington County.

Question 6: Why were the three properties left unoccupied?

Answer: The properties were purchased for future County projects.

Question 7: Please provide itemization of any remodeling, repair, maintenance performed on all three properties since purchasing.

Answer: The only maintenance completed on the homes were winterization.

Question 8: Please provide the Explanation of lowest bidder. Lowest market value of each property or lowest commission rate?

Answer: The lowest bidder for this contract will be the contractor with the lowest combined commission and administrative fee. The lowest bidder must also have the required commercial and residential experience stated above.

Question 9: Are the three houses to be offered and sold by the County as a package or sold and settled separately?

Answer: The properties are to be marketed and sold separately.

Question 10: Is the Workman's Comp Insurance a firm requirement? Or is it waived for real estate licensees, who are independent contractors and non-employees?

Answer: The workman's Comp Insurance is a requirement. This policy can be under the Agency the agent works for.

Question 11: Please verify the appraised values for each property along with the dates of completion.

Answer: 330 West Main Street was appraised at \$130,000.00 on 10/12/2018. 11804 Partridge Trail was appraised at \$240,000.00 on 11/5/2018. 13529 Spriggs Road was appraised at \$100,000 on 2/9/2013.

Question 12: Who completed the appraisals on the properties?

Answer: Bowers Appraisal Service completed the appraisals on all three properties.

Question 13: Please explain the commission process. It is a dollar amount per \$100K, but what happens if we sell at \$125K or \$150K? Is it a percentage or do you have to reach the next level – *i.e.*, 100K = 6K and 200K = 12K does 150K = 9K?

Answer: Commission will be calculated by percentage.

PB9. Meeting Adjournment

1:20 p.m.

Item 3.03 Request of Previous Experience

Please provide several Residential and Commercial properties you have sold in Washington County over the last five years in your bid package.

Item 3.04 Brokers Submitting Bids on behalf of Agents

Brokers submitting bids on behalf of agents are required to submit the agent's name and experience of the agent who will be selling the property. The Broker cannot supplement the required experience for the agent. The same agent will be required to list and sell all surplus properties for the County. The Board has final approval of any and all agents that are submitted by Broker.

Attachments

- A. Pre Bid Meeting Agenda
- B. Pre Bid Meeting Sign in Sheet
- C. Property Boundaries



Real Estate Consulting & Brokerage Services for Disposition of Surplus Properties

Pre-Bid Meeting Agenda

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PB8- Questions

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WASHINGTON COUNTY ENGINEERING
ATTENDANCE SIGN-IN SHEET FOR PRE-BID CONFERENCE
FOR

Real Estate Consulting & Brokerage Services for Disposition of Surplus Property

Representative Name, Title	Firm/Agency	Phones, Office & Cell /Fax /E-mail
Todd Moser Real Property Administrator	Washington County MD Division of Engineering	O: 240.313.2410 Fax: 240.313.2401 tmoser@washco-md.net
Kim Lewis, Realtor Coldwell Banker Innovator	Coldwell Banker Innovations	240-291-8116 301-745-1515 klewis@cbimove.com
Jody Bell, Realtor Re/Max Realty Plus	Re/Max Realty Plus	240.674.3937 301.831.5600 jodybell@remax.net
Jeff Miles Keller Williams Premier Realty	Keller Williams Premier Realty	240-625-0441 301-745-4450 Miles-Jeff@gmail.com
Lisa M. Carter Residential Realty Brown	Residential Realty	off. 443-485-5858 cell. 410-499-2588 fax 443-485-5875 LCarter@residentialrealty.com USA.COM
Kim Greenfield Realtor Keller Williams	KWREP	301-845-5800 admin@homequestrealty.com Kimgreenfield@gmail.com
SYDNEY MACHAT, BROKER Bryan Miracle	MACHAT TAYLOR Keller Williams Premier Realty	(301) 432-5466 (o) (301) 305-8999 (c) SYDNEYMACHAT@qmail.com
Karen Horejs	Keller Williams Premier Realty	301-745-4450 office 717-372-6218 cell 301-745-4450 office 717-816-2224 cell

DATE: Wednesday, December 5, 2018, 1:00 p.m. local time

WASHINGTON COUNTY ENGINEERING
ATTENDANCE SIGN-IN SHEET *FOR* PRE-BID CONFERENCE
FOR

Real Estate Consulting & Brokerage Services for Disposition of Surplus Property

Representative Name, Title	Firm/Agency	Phones, Office & Cell /Fax /E-mail

13529 Spriggs Road

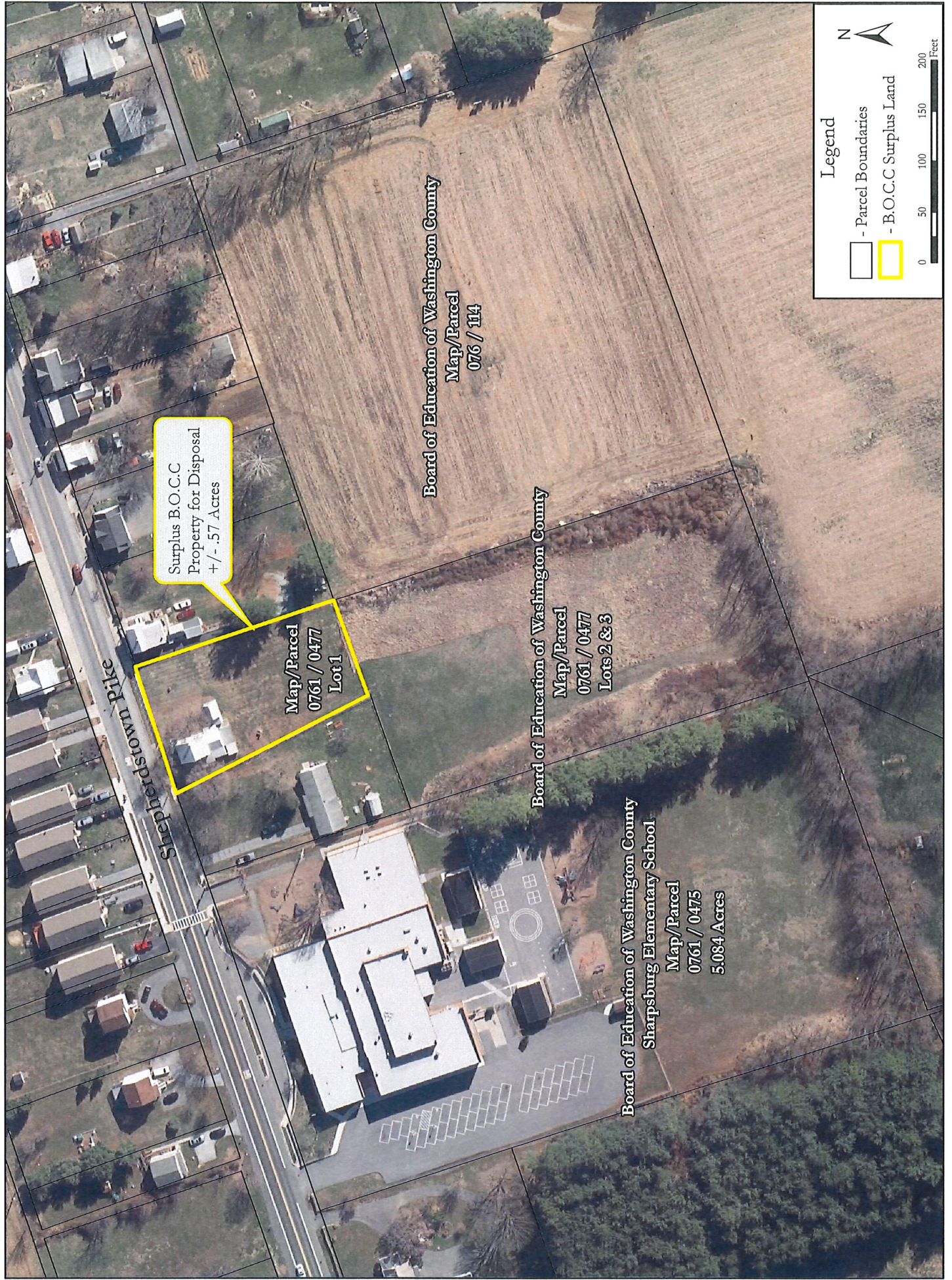


Legend

- Parcel Boundaries
- 13529 Spriggs Road

0 5 10 15 20 Feet

330 West Main Street



11804 Partridge Trail



Legend

- 11804 Partridge Trail
- Parcel Boundaries

0 125 250 375 500 Feet

N