

## **PUBLIC NOTICE REQUEST FOR PROPOSALS (RFP#2502)**

The Cuyahoga County Board of Developmental Disabilities (Cuyahoga DD) is soliciting proposals from licensed, experienced real estate agents or agencies (vendors) interested in providing real estate services to help us purchase and sell residential properties and establish fair market value for some properties.

Copies of the proposal specifications may be obtained from the office of Tom Majkrzak, (216) 210-3502 in the Finance Department of the Cuyahoga County Board of Developmental Disabilities, 1275 Lakeside Avenue, Cleveland, Ohio 44114 between the hours of 9:00 AM and 3:00 PM, Monday through Friday until the deadline for submitting proposals. Completed sealed proposals must be received at the Cuyahoga County Board of Developmental Disabilities, Cuyahoga County, 1275 Lakeside Avenue, Cleveland, Ohio 44114 by 12:00 PM on June 18, 2025. Late proposals will not be accepted.

The County Board of Developmental Disabilities reserves the right to accept or reject any proposal or any part or all parts of any proposal submitted and waive all technicalities.

Tom Majkrzak, Purchasing Manager



## **REQUEST FOR PROPOSAL REAL ESTATE AGENT SERVICES**

### **INTRODUCTION**

The Cuyahoga County Board of Developmental Disabilities (Cuyahoga DD) is soliciting proposals from licensed, experienced real estate agents or agencies (vendors) interested in providing real estate services to help us purchase and sell residential properties and establish fair market value for some properties. In 2025, we anticipate purchasing 1 and selling 2-4 homes. In 2026, we anticipate purchasing 1 and selling 4-7 homes.

### **CUYAHOGA COUNTY BOARD OF DD CONTACT INFORMATION**

This RFP is issued by the Cuyahoga County Board of Developmental Disabilities, 1275 Lakeside Ave. Cleveland, OH 44114. The point of contact for all questions is:

Melanie Rak, Chief Program Officer

(216) 931-7395

Rak.melanie@cuyahogabdd.org

### **PROJECT TIMELINE Key Project Timeline Dates**

RFP release date	June 3, 2025
Proposal deadline	June 18, 2025, 12:00PM
Selection and notification	June 20, 2025
Service period	June 23, 2025 – December 31, 2026

### **VENDOR EXPERIENCE, MINIMUM QUALIFICATIONS, AND CAPACITY**

Preference will be given to vendors with experience assisting county boards of developmental disabilities and/or non-profit housing corporations to purchase and sell residential property that meets the needs of individuals with developmental and physical disabilities throughout Cuyahoga County. Vendor must also be qualified to assist Cuyahoga DD establish fair market value of a couple current properties.

Vendor must employ sufficient qualified personnel (real estate agents licensed in the state of Ohio) to provide the services to fulfill requirements and address any problems that may arise during the entire course of the engagement.

## PREPARATION OF PROPOSAL

In responding to this RFP announcement, the vendor must furnish information under each of the sections outlined below. Failure to comply with this requirement may render the proposal incomplete and/or nonresponsive and may result in its rejection.

The entire proposal, inclusive of Sections 1 and 2, may not exceed 10 pages. Three (3) hard copies must be received or dropped off by the submission deadline: 12:00 PM on June 18, 2025. Costs for developing a response to this RFP are entirely the responsibility of the proposing party.

### Section 1: Experience and capacity

#### *Section 1.1 Agent/Company Profile and Key Personnel*

Provide the following company profile information:

- Agent/Firm name, year of establishment, address, phone number, website address
- Key contact; Include name, title and phone number and email address
- Areas of expertise

#### *Section 1.2 Experience*

Provide your experience assisting county boards of developmental disabilities and/or non-profit housing corporations to purchase and sell residential property that meets the needs of individuals with developmental and physical disabilities throughout Cuyahoga County. Provide your experience assessing fair market value of residential property.

### Section 2: Service Fees

Provide an itemized list of service fees or formula for calculation of service fees for selling residential property, identifying and purchasing residential property, assessing fair market value of residential property, any additional costs or service fees that may apply.

## EVALUATION OF PROPOSALS

Cuyahoga DD intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP.

Proposal Evaluation Process - All Proposals will be examined to determine whether they meet all the requirements of the RFP. A point and weight system will be used to evaluate the Proposals by taking the points assigned to a category item and multiplying by the category item's weight (listed below).

Each category item will be assigned a point range of 0 to 4.

#### CATEGORIES WEIGHT

Related Experience	50%
Capacity	20%
Cost	30%
TOTAL:	100%

## **INDEMNIFICATION**

The vendor shall assume the defense of, indemnify, and save harmless the Cuyahoga DD, including employees, Board Members and agents, receiving services and /or supplies under this contract from any and all claims, damages, lawsuits, costs, judgments, expenses, and any other liabilities that may arise from the related contractors performance of the work required under this contract including contractors employees and agents.

## **INSURANCE**

By acceptance of these specifications, the successful vendor agrees to furnish to Cuyahoga DD proof of:

Comprehensive General Liability Insurance (includes products liability coverage, when applicable) \$1,000,000 per occurrence with an annual aggregate limit of \$3,000,000.

Vehicle Liability Insurance - \$1,000,000 combined single limit coverage.

Workers' Compensation Insurance - as required by State statutes. The Cuyahoga DD shall be named as an Additional Insured on the above-captioned coverage, as respects their interest under this contract.

All insurance policies shall provide for a minimum of thirty (30) days written notice of any policy change or cancellation.

Insurance shall be in a form and written through companies acceptable to Cuyahoga DD and shall include those endorsements which are necessary to extend coverage which is appropriate to this contract. Each insurance policy required by this contract, except Worker's Compensation, shall contain the following clauses:

"The Cuyahoga County Board of Developmental Disabilities, its Board Members, officers, employees, and volunteers are added insured as respects operations and activities, of or on behalf of the named insured, performed under contract with the Cuyahoga County Board of Developmental Disabilities."

"It is agreed that any insurance maintained by the Cuyahoga County Board of Developmental Disabilities shall apply in excess of and not contribute with insurance provided by vendor's policy."

Prior to commencement of any activity under contract, the vendor shall deliver to Cuyahoga DD insurance certificates confirming the existence of the insurance required by the contract, including applicable clauses referenced above.

## **CONTRACT AWARD**

A contract for services will be awarded to the vendor that best satisfies the overall requirements of the RFP. Cuyahoga DD is not obligated to accept the lowest price or most technologically advanced proposal.

Cuyahoga DD has no obligation to reveal the basis for contract award or to provide any information to vendors related to the evaluation or decision-making process. All vendors will be notified of RFP acceptance or rejection by June 20, 2025.

**PROPOSAL RESPONSE DELIVERY**

All vendors must submit three (3) hard copies of their RFP response by the submission deadline: 12:00 PM on June 18, 2025. The entire proposal, inclusive of Sections 1 and 2, may not exceed 10 pages.

Proposals must be submitted in a sealed envelope bearing on the outside the name of the respondent, their address, and the name of the project. If submitted by mail, the sealed envelope containing the bid must be enclosed in another envelope.

**Return Proposal to:**

Cuyahoga County Board of Developmental Disabilities  
1275 Lakeside Avenue  
Cleveland Ohio 44114

**ATTN: RFP#2502 Residential Real Estate Services**

Lobby hours are 8:00 AM - 4:00PM Monday – Friday

The Cuyahoga County Board of Developmental Disabilities reserves the right to cancel this RFP and accept or reject any proposal or any part or all parts of any proposal submitted, and waive all technicalities when in the best interest of Cuyahoga DD.

**DEADLINE TO RESPOND IS 12:00 PM ON JUNE 18, 2025.**

Any proposals received after 12:00 PM on June 18th will be rejected and returned unopened to the respondent.