

# EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a contract with **Evans, Elder & Brown** for **Sale of Light Industrial Property**.

Board Meeting Date: July 16, 2013  
Project Name/Contract#: Sale of Light Industrial Property  
Primary Contact: Steven Newcomb Ext. 7391  
Secondary Contact: Roger Gray Ext. 7130  
Purchasing Contact: Sarah Gorsegner Ext. 7348

<b>Action Requested:</b>	
<input checked="" type="checkbox"/>	Contract Award
<input type="checkbox"/>	Contract Renewal
<input type="checkbox"/>	Contract Increase
<input type="checkbox"/>	Other

**Contract Amount:**  
Original Contract Amount: \$60,000, listing agent commission  
Additional \$ Previously Approved: \$n/a  
Invoices over last approval: \$n/a  
Percentage over last approval: n/a %  
Amount this Request: \$60,000, listing agent commission

<b>Funding Source:</b>	
<input type="checkbox"/>	Budget
<input type="checkbox"/>	Reserves
<input type="checkbox"/>	New Revenue
<input type="checkbox"/>	Bonding
<input checked="" type="checkbox"/>	Other-real estate transaction proceeds

**Resulting Cumulative Total:** \$60,000, plus buyer agent commission and closing costs

<b>Form of Contract:</b>	
<input type="checkbox"/>	Single Purchase
<input type="checkbox"/>	Services
<input checked="" type="checkbox"/>	Personal Services
<input type="checkbox"/>	Construction
<input type="checkbox"/>	IGA
<input type="checkbox"/>	Price Agreement
<input type="checkbox"/>	Other

**Contracting Method:**  
Method of Solicitation: Informal Request for Proposals  
If applicable, basis for exemption: n/a  
Term of Agreement: July 16, 2013-initial listing term 90 days  
Option to Renew? Yes  
Approval for purchases "as needed" for the life of the contract No

### Narrative:

The Board is being asked to approve a new contract with **Evans, Elder & Brown** for **providing Broker Services**.

EWEB requires commercial real estate brokerage services for the sale of surplus property located on West 3<sup>rd</sup> Ave. Broker services required include consulting, listing, marketing, facilitating negotiations, and assisting in the completion of transactions for the sale of the property.

EWEB issued an Informal Request for Proposals in May 2013 to qualified commercial firms in the Eugene/Springfield area to provide brokerage services for the sale of this property. The solicitation was sent to seven (7) firms. Two (2) proposals were received and evaluated. Evans, Elder & Brown of Eugene, Oregon was selected as the highest ranked offeror based on the evaluation criteria. Evans, Elder & Brown offers extensive experience, proposed a robust marketing plan, and has the capacity to facilitate this transaction. They were also the lowest priced offeror. A notice of intent to award a contract to Evans, Elder & Brown has been issued, pending Board approval.

If awarded, this contract will begin upon contract execution and continue per the terms of the agreement. Closing costs and commission to both the buyer and listing agents are contingent upon the closing of the transaction.

### ACTION REQUESTED:

Management requests Board approve a contract with **Evans, Elder & Brown** for **Sale of Light Industrial Property**. In addition to the listing agent commission, the Board is asked to approve other fees and costs associated with selling the property. Other costs may include a buyer agent commission (up to 3% of the selling price), inspections, property taxes, title fees, etc. These costs will be determined during escrow and will be based on the offers received for the property. Funds for these costs will come from the proceeds of the sale.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Manager: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

General Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Secretary/Assistant Secretary verification: \_\_\_\_\_