

# EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a contract with **Evans, Elder, and Brown** for **Real Estate Broker Services**.

Board Meeting Date: September 17, 2013  
Project Name/Contract#: Real Estate Broker Services  
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: \$250,000 over 5 years, agent commissions  
Additional \$ Previously Approved: \$n/a  
Invoices over last approval: \$n/a  
Percentage over last approval: n/a %  
Amount this Request: \$250,000 over 5 years, agent commissions

|                                     |  |
|-------------------------------------|--|
| <b>Funding Source:</b>              |  |
| <input checked="" 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:** \$250,000 over 5 years, plus other closing costs for transactions

**Contracting Method:**  
Method of Solicitation: Request for Proposals

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

If applicable, basis for exemption: n/a  
Term of Agreement: September 17, 2013-September 16, 2018

Option to Renew? No

Approval for purchases "as needed" for the life of the contract Yes

Narrative:

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

EWEB requires Real Estate Brokerage Services. Broker services required may include consulting, listing, marketing, facilitating negotiations, showing property, and assisting in the completion of transactions for the purchase, research, and sale of property.

EWEB issued a Request for Proposals in July 2013 to real estate brokerage firms in the Eugene/Springfield area. The solicitation notice was reviewed by five (5) firms. Proposals were received and evaluated from Evans, Elder, & Brown and from Windermere Real Estate. Staff determined that both firms are qualified and it is in EWEB's best interest to award each of them a contract. Each firm provides a unique service scope that will allow EWEB to complete a variety of real estate transactions. Both firms provide extensive experience, robust marketing strategies, fair pricing, and have the capacity to facilitate work required by EWEB. Notices of intent to award a contract to Evans, Elder & Brown and Windermere Real Estate have been issued, pending Board approval.

If awarded, this contract will begin upon contract execution and continue per the terms of the agreement for up to 5 years for services on an as needed basis. Closing costs and commissions paid to agents are contingent upon the closing of the transaction.

## ACTION REQUESTED:

Management requests Board approve a contract with **Evans, Elder, and Brown** for **Broker Services**. In addition to direct brokerage service fees for EWEB, the Board is asked to approve other fees and costs associated with Real Estate transactions. Other costs may include a listing or 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 or the budget as applicable.

**SIGNATURES:**

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

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

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

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

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

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