

**REQUEST FOR PROPOSAL:
PROPERTY MANAGEMENT and LEASING SERVICES
FOR
THE REALTOR® BUILDING
620 NORTH STATE STREET
JACKSON, MS 39202**

MAY 3 , 2016

TABLE OF CONTENTS

Section References

Section 1. General RFP Information

1.1 Contact Person for RFP Inquiries

Section 2. General Overview of 620 N. State Street

Section 3. General Overview of the Project

3.1 Project Overview

3.2 Expectations/Scope of Services

Section 4 Response Information

4.1 Response Format

4.2. Response Submission Instructions

4.3. Selection Process

Section 5 Costs

Section 1. General RFP Information

1.1. Contact Person for RFP Inquiries

The contact person for all inquiries concerning this RFP is:

Jo Usry, CEO

Central Mississippi REALTORS® Inc. (CMR)

Central Mississippi MLS Inc. (MLS)

620 North State Street

Jackson, MS 39202

601-948-1332

Jo@centralmsrealtors.org

Section 2. General Overview of 620 North State Street

620 North State Street is a 3 story building, a block from the Capitol in downtown Jackson comprising approximately 11,000 square feet.

Other specifics:

- Approximately 40 on-site, uncovered parking places
- An exit-only security gate at the North Street entrance
- There is an attractive front entrance facing North State Street not currently being used. The current entrance is in the alley on the left side of the building
- The first floor has two interior bathrooms
- The second and third floors have two common-area bathrooms
- In addition to the CMR and MLS occupying the entire first floor and one room on the 3rd floor, there are two tenants on the second floor and 3 tenants on the 3rd floor.
- There is a common conference room on the second floor for use by all tenant
- The building is 100% occupied on this date.
- CMR/MLS will consider moving making the entire floor floor available for lease* (See 3.1 of Project Overview below).

Section 3 – General Overview of the Project

3.1 Project Overview. Central Mississippi REALTORS® is requesting proposals for the management and leasing of the building located at 620 North State Street; **AND** a proposal for leasing the first floor currently occupied by the Central Mississippi REALTORS, Inc. and Central Mississippi MLS, Inc. and any additional space which may come available during management period.

3.2 Expectations/Scope of Services

The Property Manager's responsibilities shall include, but not be limited to, the following:

- Conducting ordinary and usual business affairs of owner relating to the management, leasing and operation of the premises and shall implement, or cause to be implemented, the policies of the owner for the conduct of such business affairs in accordance with the guidelines provided:
 - Contract for gas, electricity, water and such services as necessary for the proper operation of the premises;
 - Select, employ, pay, supervise, direct and discharge all employees necessary for the management, operation, maintenance of premises, in accordance with the annual budget.
 - Keep premises in clean and slightly condition and to make (or cause to make) all repairs, alterations, replacements, and installations, do all landscaping, and purchase all supplies necessary for the proper operation of the premises;
 - Notify owner's general liability insurance carrier and owner promptly of any personal injury or property damage occurring to or claimed by any tenant or third party with respect to premises;
 - To receive and collect rent and all other monies payable to owner by all tenants and licensees in the premises;
 - To institute all necessary legal actions or proceedings for the collection of rent or other income from the premises;
 - To notify owner immediately of any fire, accident, or other casualty, condemnation proceedings; rezoning or other governmental order, lawsuits or threat thereof;
 - To review owner's tax status and assist owner in efforts to reduce such taxes;

- Prepare and submit to owner monthly reports relating to the management and operation of the premises for the preceding calendar month;

- Maintain proper records with respect to leasing, management, and operation of the premises (i.e., receipts, disbursements, etc.)

- Ensure control over accounting and financial transactions as is reasonably required to protect owner's assets from loss or diminution;

- Prepare and submit to owner a proposed operating and capital budget for the promotion, leasing, operation, repair and maintenance of the premises for the forthcoming calendar year.

- Utilize best efforts to cause the premises to be rented and kept desirable to tenants

- Negotiate leases, renewals and extensions of leases and expansions at appropriate times
- Advertise the premises or portions thereof for rent by all means necessary including, but not limited to, electronic and internet marketing.
- Services performed to be held in confidence and not to use or disclose to others any confidential or proprietary information of owner including but not limited to data, information, plans, programs, processes, costs, etc.

Section 4. Response Information

4.1. Response Format. Proposals should include the following sections:

- a. Qualifications (include proposed methodology for accomplishing the tasks described in the RFP; experience with building operations (i.e., mechanical, electrical, fire alarms, plumbing and energy management, etc);
- b. Staff levels (include size and experience of staff: identify relevant/direct property management/real estate experience);
- c. A description of your errors and omissions insurance and commercial general liability coverages;
- d. Cost of services; and
- e. References

4.2. Response Submission Instructions

Proposers should email proposals to Jo Usry at jo@centralmerealtors.org no later than **Friday, May 13, 2016**.

4.3. Selection Process/Oral Presentation

A review panel led by the CMR Building Committee will analyze and evaluate the proposals received in response to the RFP. Finalists may be asked to make oral presentations to the Committee. A final decision will be recommended to the CMR Board of Directors for review and approval.

Section 5. Costs.

The costs proposal should include the annual management fee; leasing fees; leasing commission; and a detail listing of any other expenses or fees.

The costs should also include separate fees to lease the first floor in the event the current occupant chooses to vacate.