



**Request for  
Expression of Interest (EOI)  
Realtor Services  
ACADIA UNIVERSITY  
Wolfville, Nova Scotia B4P 2R6**

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**General Information**

Acadia University was founded in 1838 and is located in Wolfville, Nova Scotia. The University has an annual enrolment of approximately 3,500 full-time students and presently employs 585 educators, administration and support staff.

Acadia University is looking for realtor organizations or individuals to express their interest in supplying professional services for the purposes outlined in the Nature and Scope section of this document.

**Background**

Acadia University has been donated a private home on White Point Road in Cape Breton, NS. The property was donated to the University with the knowledge that the property would be sold. The property has been listed since 20<sup>th</sup> September 2016 with Acadia University as the owner and listed privately before that time with the original owner.

**Property Details**

1090 White Point Road, Cape Breton, NS

For additional information, please refer to: <http://www.viewpoint.ca> Ref: 85056117

**Nature and Scope of Work**

The University is seeking a number of real estate companies to provide a response to this Request for Expressions of Interest (EOI). The firm selected will be engaged by the University for a period of time (to be detailed in the contract). All firms will be provided the opportunity to view the property upon request. Please provide responses to the following requirements.

## Requested Information

1. Provide a general description of your firm including a description of management team, area of focus, and current number of holdings within Cape Breton.
2. Given the property, describe your firm's recommended approach.
3. Please identify your recommended listing price.
4. Describe the resources that your firm will utilize to support this approach.
5. Specify your firm's recommended length of contract.
6. Please specify your firm's fee rate.
7. Please provide a sample of your typical contract.
8. Please provide at least 3 relevant references.

## Tentative Schedule:

Request for Expressions of Interest published	Wednesday	June 7, 2017
Receipt of Proposals end date	Friday	June 23, 2017
Proposal Evaluations	Monday	June 26, 2017
Award of Realtor Services engagement	Thursday	June 29, 2017
Signature of Agreement	Friday	June 30, 2017

## Confidentiality

This document may not be used for any purpose other than the submission of an expression of interest for this engagement.

All proposals submitted will be held in the strictest confidence. Information submitted by a firm will not be shared with any other unless the third party signs a release permitting the University to share such information.

## Evaluation Criteria

The qualifying supplier will be the one that provides the best overall value to Acadia. Value will be determined not only by quoted price, but also by the response to Acadia's needs. ***Acadia is under no obligation to award the engagement to the lowest priced or to any supplier.***

Responses will be reviewed and evaluated by a university committee. Qualifications will be evaluated based on, but not limited to, the following factors and not necessarily in the order shown below.

- The experience and accreditation of the realtor proposed.
- The proposed overall costs of the engagement.
- The vendor's performance and experience on similar projects in particular with higher education.

## Response Submission

Responses must be submitted no later than **4:00 pm A.D.T., Friday June 23, 2017** to:

Garry McIver,  
Purchasing Services  
Business Office  
University Hall, Third Floor  
Acadia University  
Wolfville, Nova Scotia  
B4P 2R6  
Telephone: 1-902-585-1624 Fax: 1-902-585-1079  
E-Mail: [garry.mciver@acadiau.ca](mailto:garry.mciver@acadiau.ca)

***Submissions that are not received by Acadia University by this date and time will not be considered.*** It is the supplier's responsibility to ensure that their submission is delivered to Acadia University by the date and time indicated. Telephone and facsimile submissions will not be considered.