



Great Falls Public Schools

REQUEST FOR QUALIFICATIONS

Real Estate Agent – Sale of Existing Properties

Applicants shall submit the following information:

- Documentation on significant projects of similar scope, with project description and professional involvement.
- Evidence of experience in sale of school, public buildings, and or commercial property.
- Submit resume for each person or persons proposed to work on the sale and define the scope of responsibilities for each person's role.
- Submit all applicable licensure and certification required by law.
- All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.
- Insurance Requirements - The Proposer certifies that they can comply with the minimum insurance requirements of:
 1. Workers' compensation and employer's liability coverage as required by Montana law.
 2. Commercial general liability, including contractual and personal injury coverage's -
-\$1,000,000 per claim and \$2,000,000 per occurrence.
 3. Commercial automobile liability -- \$1,000,000 per accident.
 4. Professional liability in the amount of \$1,000,000 per claim.

The District shall be named as an additional insured on CGL and Commercial Auto liability.

With the exception of resumes, submit the above information in 10 pages or less.

Please mail or deliver three paper copies and a digital copy to:

Brian Patrick, Director of Business Operations
1100 4th Street South
PO Box 2429
Great Falls, MT 59403

brian_patrick@gfps.k12.mt.us

Deadline for Submission:
September 13, 2021