



Southwest Applied Technology College is requesting bids for **real estate sales services** to assist the College in selling the project home constructed by its Building Construction program. The home is located at 111 West 2925 North Circle (Old Farm Subdivision) in Cedar City. The home has been appraised for \$308,000, but the College intends to list the home at a significantly lower price.

The home is approximately 3430 square feet (1728 sq. ft. on main floor and 1702 sq ft. unfinished basement). The lot measures .229 acre. Home details include:

- Open ranch style floor plan
- 3 bedrooms, 2 bathrooms
- Master suite with jetted tub and walk-in closet
- Custom maple cabinets
- Tile floors in kitchen, bathroom and laundry room
- Central air conditioning, high efficiency furnace, two water heaters
- Two car garage
- Large deck
- Stucco and stone exterior
- Stainless steel appliances

The College requests that the following information be included in your bid:

- Six month listing period
- MLS listing
- Advertising strategy
- Proposed commission rate
- Agent/broker qualifications, including sales history

If you, or someone in your office, would like to be the listing agent for this property, submit a bid and follow the vendor instructions.

**Bids must be received by Friday, July 11, 2008 at 12 pm. Public bid opening will be held the same day at 2 pm.**

Since Southwest Applied Technology College is a State agency, this formal bid process is required to ensure a Realtor is selected based on procurement guidelines. All qualified bidders have an equal opportunity to earn this listing.

Please contact Kathy Valdez or Kristie McMullin (435-586-2899) if you would like to arrange a tour of the home or need additional information to prepare your bid.

All bids must be received by July 11, 2008. Please mail, hand deliver or fax to Southwest ATC, c/o Kathy Valdez, 510 West 800 South, Cedar City, Utah, 84720. Fax number: 435-586-2873.

*Please review accompanying Vendor Instructions to Participate in Formal Bid.*



## **Vendor Instructions to Participate in Formal Bid**

- 6.1** Each vendor participating in the formal bid process must submit a signed, written proposal indicating comprehension of, and compliance with, the specifications by the date and time set by Southwest Applied Technology College Finance Manager.
- 6.2** Each potential vendor shall submit bids for all services listed on the specifications where ever possible. Preference will be given to vendors who can provide all products and/or services requested.
- 6.3** In order to be considered, substitutions or "equivalent to" bids must contain documentation with the bid showing how the substitution meets or exceeds the specifications in order to be considered.
- 6.4** Bids will include all services requested unless otherwise notes on the bid specification sheet. The intent of the bid document is to include all costs necessary for proper and complete services provided in the items bid.

Service providers are to abide by and comply with the true intent and meaning of all specifications taken as a whole and are not to avail themselves to the detriment of the work, through any manifestly unintentional error on omission, should any exist.

- 6.5** The SWATC, a Utah College of Applied Technology campus, is a division of state government under the Utah State System of Higher Education and is therefore, exempt from sales tax. A tax-exempt certificate will be provided to the selected vendor upon request.
- 6.6** All bids must be sealed. Bids that are faxed will be sealed by the Finance Manager upon receipt. Send or deliver the bid to the attention of the Finance Manager or designee as specified in the bid instructions.
- 6.7** Bids may be withdrawn prior to the time set for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.