

City of Mesquite, Nevada Real Estate Representative Selection Process

Intent: To provide an equitable process to allow the selection of a qualified real estate agent to represent the City on future land purchases. Real estate representatives would be paid via traditional Seller commission arrangements so no cost is borne by City.

Responsible Department: The Economic Development Department will undertake the solicitation, verification and development of the list, as well as the drawing of numbers and direction to the selected firm, with concurrence of the City Manager.

Qualifications: Brokers/firms shall respond to a Request for Statement of Interest every two years that will require at a minimum:

- Short statement of interest in participating, acceptance of selection process, and understanding that City reserves right to reject any agent offered by broker/firm to represent without question or protest;
- Verification of appropriate Nevada and local licenses;
 - o Maintenance of good standing throughout participation period.
- Verification of physical office in Mesquite;
- Verification of Mesquite Chamber membership;
- Statement of qualifications for staff of brokerage in areas of:
 - o Commercial, industrial, residential real estate transactions;
 - o Transactions involving large, undeveloped tracts;
- Confirmation of confidentiality of brokerage/agents during and until conclusion of transaction.

Process: Every two years, the City shall seek interested brokers/firms through local notice in a newspaper, on the City's website, as well as direct mailing to past participants/interested parties, and notice given to Mesquite Board of Realtors. Once the list has been verified as it relates to the submitters adherence to qualifications previously established, then the selection of an eligible broker/firm shall be as follows:

- The brokers/firms shall appear on a master list, publicly posted, and assigned a number;
- When the City Council instructs Staff to secure a property, Staff shall place the numbers on equally sized, individual pieces of paper (or other item), and place in a basket or other receptacle that will ensure a random draw. A number shall be drawn at random, and if that broker/firm is still in good standing, will be given first opportunity to represent the City.
- Once a broker/firm has represented the City, it will be removed from consideration for the remaining duration of the list, until such time that the list has been exhausted.
 - o If the list is ever exhausted during the pre-established life of the same, then all brokers/firms on the original list shall again become eligible until the expiration of the list.

Right of Refusal/disqualification: The City shall reserve the right to refuse any suggested agent from the selected broker/firm, and shall not need to divulge any reason for the same. If during the duration of the list a broker/firm violates any qualification, or State/local law, they shall be disqualified and stricken from the list for the duration of the same.