



**THE** Montessori  
SCHOOL OF CAMDEN

## **Request for Proposal**

2 Montessori Way  
Camden, South Carolina 29020  
Phone: 803.432.6828 Fax: 803.432.6422

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## **Realty Services**

**FY 2023-2024**

**Issue Date: October 16, 2023**

**Issued By: The Montessori School of Camden**

### **Proposals to be Received By**

Date: November 2, 2023

Time: 3:00PM

Contact: Deborah Cyrier

Email: [hos@montessori-camden.com](mailto:hos@montessori-camden.com)

PROPOSER INFORMATION

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal ID or Social Security Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Toll-Free Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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*I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.*

Authorized Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_ Title: \_\_\_\_\_

# Purpose of the Request for Proposal

The Montessori School of Camden (MSC) is seeking a firm to provide realty services as we work to procure a new location for our campus.

MSC is accepting proposals in response to this Request for Proposal (RFP) in order to find a qualified firm to provide this service. The objective of this RFP is to locate a firm that will provide the best overall value to MSC. While price is a significant factor, other criteria will inform the basis of our award decision, as more fully described in the Evaluation Factors section below.

## Instruction and Information to Proposers

The deadline for submission of a comprehensive proposal is 3:00pm local time, Thursday, November 2, 2023. Proposals will be accepted via email at [hos@montessori-camden.com](mailto:hos@montessori-camden.com) or physically mailed. If mailing your proposal should be delivered or addressed to Deb Cyrier, Head of School, The Montessori School of Camden, 2 Montessori Way, Camden, SC 29020. Please indicate on the envelope that a "Proposal for Realty Services" is enclosed. Any proposals received later than the specified time will not be considered.

Evaluation of each proposal will be made as soon as possible with the award contingent upon approval of the Board of Directors of The Montessori School of Camden. The Montessori School of Camden reserves the right to reject any or all proposals or to cancel this request in its entirety.

Any questions relating to this proposal must be submitted in writing (FAX is acceptable, 803-432-6422 or via email [hos@montessori-camden.com](mailto:hos@montessori-camden.com)) through October 27, 2023. A listing of questions and answers will be supplied to all proposers upon request.

*Award:* These services are not exempt from the competitive sealed bidding or proposal requirements of the school's Procurement Policy. The project will be awarded based upon the requirement as outlined in the school's Procurement Policy, with the proposal that the Head of School / Board of Directors determines best suits the needs of the Institute based on a rubric. The cost is not the only deciding factor when determining the award.

*Termination:* Subject to the provisions below, the contract may be terminated for any reason by the Head of School with a thirty (30) day advance notice in writing to the firm.

*Termination for Convenience:* In the event that this contract is terminated or canceled upon request, and for the convenience of the Montessori School of Camden without the required thirty (30) days advance written notice, the Montessori School of Camden may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the Montessori School of Camden for cause, default, or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) days advance notice requirement will be waived and the default provision in this bid shall apply.

In case of duplicate, similar, or equal proposals, the decision of The Montessori School of Camden will be final.

## **Project Scope:**

The Montessori School of Camden (MSC) is seeking a firm to provide realty services as we work to procure a new location for our campus. We specifically are seeking the following:

- Six (6) Month relationship for buying & selling real estate in Kershaw County for the following criteria:
  - along 601 Corridor; capturing City of Camden & Lugoff community
  - Greenfield site
  - 10 to 15 acres
  - Zoning for Commercial/Institutional Use
  - No restrictive covenants on deed
  - No easements impacting buildable area or use of property
  - Water/sewer/power/fiber/telecom/gas availability & sufficient capacity to service building
  - Not in floodplain
  - No creeks/streams through the property
  - Free of federal/state/local wetlands
  - Sited away from roads identified in transportation improvement plans/corridors
  - 10 to 20 ft of relief across the site to provide onsite stormwater management

## **Description of the Montessori School of Camden**

The mission of The Montessori School of Camden began its existence in 1979 as the Early Childhood component of Joseph Kershaw Academy and became an independent 501(c)(3) entity in 1986. A licensed childcare facility, in 2018 it received a charter as a public school from the Charter Institute at Erskine.

Now an award winning, accredited Montessori program in the state of South Carolina, the mission of the school is to engage students to become peaceful citizens of the global community using the Montessori approach to nurture in them an enthusiasm for learning, resourcefulness, a sense of responsibility for their actions, and respect for themselves, others, and their environment.

Currently enrolling approximately 150 students age 6 weeks - Grade 8 we are projecting growth in the next 5-10 years to a total of approximately 450 students.

## **Submission Guidelines and Requirements:**

The following submission guidelines and requirements apply to this Request for Proposal:

- First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
- Bidders intent on submitting a proposal must notify the representative identified on the cover page no later than November 2, 2023.
- The proposal should include:
  - Commission Fee Structure
    - We are specifically interested in a step approach based on sell price (i.e. <\$1MM is\_%; \$1MM to \$2MM is\_%; >\$2MM is \_%)
  - How Property Listed with Another Brokerage is Handled
    - i.e. Total Fee is split between Proposing Firm and other brokerage; Proposing Firm portion of Total Fee less than \_% is negotiated or capped at \_%
  - How Property Located by Another Entity, Agent, or Brokerage is Handled, please address:
    - If applicable Total Fee split similar to Property Listed
    - Depending on the efforts to assist from contact zoning, easements, coordination to Close is negotiated or capped at \_%
- Proposals must be signed by a representative that is authorized to commit the bidder's company.
- If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- Proposals must be received by 3:00PM, Local Time on Thursday, November 2, 2023 to be considered.
- Provide key person's contact information (email and direct phone number) to answer questions regarding the submitted proposal.
- All proposals must be accompanied by a complete W-9 form and COI.
- All proposals must be valid for a period of at least 3 months.

# Proposal Packet

In setting forth its qualifications, each firm submitting a proposal shall:

- Complete PAGE 2 from this Request for Proposal
- Provide the name of the firm, how long the firm has been in business, the length of its experience as well as a brief description of its business activities and history;
- Identify the specific contacts who will be involved in this engagement, the experience each possess, and the location of the office from which they work and provide a detailed biography and/or resume outlining the experience and credentials;
- Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes);
- Detail the experience the firm and its staff have in working with school districts and public sector clients; describing how needs specific to the school district/public sector were met and highlighting any experience specific to school districts;
- Provide client references, including contact names, addresses and telephone/cell phone numbers;
- Clearly describe the scope of the required services to be provided.
- And provide any additional information that you feel would distinguish your firm in its service to the school.

## RFP & Project Timelines:

All proposals in response to this RFP are due no later than 3:00 pm Local Time on Thursday, November 2, 2023. Evaluation of each proposal will be made as soon as possible after the close of the proposal period. The Montessori School of Camden may elect to interview representatives from selected firms. The contract should be awarded no later than December 2023.

## Proposal Evaluation Criteria

The evaluation of the proposals will be based on the following criteria. To ensure consideration for this Request for this Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and presented in a clear organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Value and Cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- MSC reserves the right to award the bidder that presents the best value to MSC as determined by MSC in its absolute discretion.

### **No Obligation**

The submission of a proposal shall not in any manner oblige the Montessori School of Camden to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

### **Agreement of Non-Disclosure**

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of the Montessori School of Camden solely for the benefit of The Montessori School of Camden.

### **No Guarantee**

The Montessori School of Camden makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

### **Right to Protest**

Any actual propose who claims to be aggrieved in connection with a specific solicitation process may submit a protest in writing to the Head of School within seven (7) calendar days after he or she knows or should have known the facts giving rise to the protest.

Any issues raised by the protesting party after the seven (7) day calendar period shall not be considered as part of the protest.

***All offertories must visibly mark as “Confidential” each part of their proposal, which they consider to contain proprietary information.***