

City of Concord, New Hampshire



PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET CONCORD, NH 03301

(603) 230-3664 FAX: (603) 230-3656

www.concordnh.gov/Purchasing

INTER OFFICE MEMO

W13-24

Permission is requested to waive the competitive solicitation process as follows:

<u>Department</u>	<u>Req. No.</u>	<u>Date</u>	<u>Item</u>	<u>Est. Cost</u>
Administration	NA	9.13.2023	Commercial Real Estate Broker Services	6% of Sale for developed 8% of Sale for vacant

JUSTIFICATION:

1. The City has used The Norwood Group dba NAI Norwood Group for Commercial Real Estate Broker Services since March 2015 when it was awarded a contract as a result of a competitive solicitation (RFP 24-15).
 - a. The contract originating from RFP 24-15 ran through FY20 and was subsequently extended via a bid waiver (W22-20)(see attached)
2. Our current agreement with The Norwood Group expired on 6/30/2023.
3. The Deputy City Manager – Development is requesting that the competitive solicitation process be waived so that the City can continue to utilize The Norwood Group, for commercial real estate broker services on an on-call, as needed basis for the following reasons:
 - a. They successfully represented the City in the sale of the former Allied Leather Tannery / Amazon Realty site (5 – 35 Canal St., Penacook) and the former New Hampshire Employment Security Building (32 – 34 South Main St.); and,
 - b. It is unlikely that a new solicitation would yield better results. The Norwood Group was the only respondent to RFP 24-15.
4. For all the above stated reasons, I respectfully request that, in the best interests of the City, the competitive solicitation process be waived so that City can continue to utilize The Norwood Group for Commercial Real Estate Broker Services on an on-call, as needed basis.

Reference Code of Ordinances 31-1-3 (e) 1.

SUBMITTED:

Tina M. Waterman

Tina M. Waterman
Purchasing Manager
Date: September 13, 2023

APPROVED:

Thomas J. Aspell Jr.

Thomas J. Aspell, Jr.
City Manager
Date: 9.14.2023

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INTER OFFICE MEMO

W22-20

Permission is requested to waive the competitive solicitation process as follows:

<u>Department</u>	<u>Req. No.</u>	<u>Date</u>	<u>Item</u>	<u>Est. Cost</u>
Administration	NA	2.28.20	Commercial Real Estate Broker Services	6% of Sale for developed 8% of Sale for vacant

JUSTIFICATION:

1. The City has used The Norwood Group dba NAI Norwood Group for Commercial Real Estate Broker Services since March 2015 when it was awarded a contract as a result of a competitive solicitation (RFP 24-15) (see attached).
2. Our current agreement with The Norwood Group is due to expire on March 24, 2020.
3. The Direct of Redevelopment, Downtown Services, & Special Projects is requesting that the competitive solicitation process be waived so that the City can continue to utilize The Norwood Group, for commercial real estate broker services for the remainder of FY20 – FY23 for the following reasons:
 - a. They successfully represented the City in the sale of the former Allied Leather Tannery / Amazon Realty site (5 – 35 Canal St., Penacook);
 - b. They are currently marketing the sale of the former New Hampshire Employment Security building (32 – 34 South Main St.); and,
 - c. It is unlikely that a new solicitation would yield better results. The Norwood Group was the only respondent to RFP 24-15.
4. For all the above stated reasons, I respectfully request that, in the best interests of the City, the competitive solicitation process be waived so that City can continue to utilize The Norwood Group for Commercial Real Estate Broker Services through FY23.

Reference Code of Ordinances 31-1-3 (e) 1.

SUBMITTED:

Tina M. Waterman

Tina M. Waterman

Purchasing Manager

Date: February 28, 2020

APPROVED:

Thomas J. Aspell, Jr.

Thomas J. Aspell, Jr.

City Manager

Date: 3.4.2020