

**CITY OF EVERETT
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS (RFP) # 26-40**

EVERETT CITY CLERK'S OFFICE
REC'D 2025 OCT 8 AM 10:49

The City of Everett invites sealed price and non-price proposals in accordance with M.G.L. c.30B, §6, for the following: **REAL ESTATE BROKERAGE SERVICES- 14 Christina Circle, Everett, MA 02149**

The Vendor must be a licensed real estate agent or broker within the Commonwealth of Massachusetts, shall not hold any elected or appointed office or employment with the City of Everett, and must comply with all applicable requirements under M.G.L. c.60, §64A.

Brokerage services will be retained for the disposition of City-owned property located at 14 Christina Circle, Everett, MA, acquired by the City through the M.G.L. c.60 tax foreclosure process. The property is confirmed as a legal two-family dwelling by the Building Department and Assessor's database. A third, illegal unit exists at the property and will be sold strictly "as-is," and the purchaser shall be responsible for bringing the property into compliance with all applicable laws, codes, and ordinances. The Vendor will be required to submit a market analysis or comparable comprehensive report to support the listing price prior to the listing date.

Contract Documents will be available beginning **October 8, 2025** via request by email at kiara.freeman@ci.everett.ma.us.


Proposal Deadline: Proposals will be received until **October 28, 2025, by 2:00 P.M.** at the Purchasing Department, Room 14, 484 Broadway, Everett, MA 02149. Proposals received after this deadline will not be accepted. Submitted proposals may not be corrected, modified, or withdrawn after the deadline.

Following the deadline, all timely proposals will be reviewed by a committee, and an award will be made to the most advantageous proposer, taking into consideration both price and non-price criteria. **The selected broker is expected to begin work immediately upon award, with the property to be listed no later than December 16, 2025.**

All proposals are subject to the provisions of M.G.L. c.30B, §6. Addenda will be posted to the City's website. It is the sole responsibility of each proposer to verify receipt of any/all addenda prior to submission. Failure to do so may result in the proposal being deemed non-responsive.

The City of Everett reserves the right to reject any or all proposals, to waive minor informalities, and to negotiate and amend the scope of services if deemed in the best interest of the City.

CITY OF EVERETT
Kiara M. Freeman, Chief Procurement Officer

Posted in accordance with the
provisions of Mass. General Laws
Chapter 30A - Sections 18-25
on Oct. 8 2025 at 10:49 AM
Attest: 
City Clerk