



REQUEST FOR PROPOSAL AND QUALIFICATIONS

Property Management Services

Issuer: Berkeley County Development Authority (BCDA)

Date: April 9, 2022 Submissions must be confirmed received via email or in-person by **noon EST Monday, May 2, 2022.**

Solicitation: Request for proposal and qualifications for property management services for 300 and 400 Foxcroft Avenue, Martinsburg, West Virginia to collect rent, pay expenses, oversee maintenance of the properties, prepare reports of all activities related to the properties, and market property vacancy, as needed.

Property management services shall include monthly reports, as indicated above, for review by the BCDA Property Management Committee and others as needed. A representative will be required to attend the monthly Board of Director's meeting, as well as committee meetings.

Term of Contract: Contract will be for a three (3) year period beginning July 1, 2022 through June 30, 2025.

Qualifications: The following information shall be submitted with the proposal:

- an outline of previous applicable property management experience
- the name, professional qualifications, and specific, relevant experience of the individual (s) assigned to our properties
- the Property Management Group's professional affiliations
- the cost or fees associated with the required services

Awarding: Award for property management services shall be made based on experience, professional qualifications, performance, and cost. The cost is one criterion utilized; however, the award is NOT determined solely by cost.

Termination: The BCDA reserves the right, by written notice, to terminate, in whole or part, any such bid award when (1) necessary or convenient, due to legal, financial, or operational conditions within the BCDA or county or (2) because of failure of the successful bidder to fulfill contract obligations in regard to quality of work, timeliness of deliverables, or other conditions found to be unsatisfactory by the BCDA.

Physical Address:

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The Berkeley County Development Authority is an equal opportunity employer.