



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
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www.northkawartha.ca

October 6, 2026

Request for Quotation – Real Estate Brokerage Services

RFQ-06-26

Proposal Closing

Date: Thursday, October 22, 2026
Time: 2:00 p.m. (14:00 hours) local time
Location: The Corporation of the Township of North Kawartha
P.O. Box 550
280 Burleigh Street
Apsley, ON K0L 1A0
Attn: Shannon Hunter, CAO
Envelopes Should Be Clearly Marked “RFQ-06-26”
Late Submissions Will Not Be Accepted

The Township of North Kawartha invites submissions from qualified and licensed real estate brokerages to provide real estate brokerage services on an as-required basis for a period of two (2) years.

Services may include the listing, marketing, sale, leasing, and acquisition support of municipal properties. During the term of the agreement, assignments may include the marketing and leasing of municipal-owned commercial space, the sale of surplus municipal lands, and related real estate advisory services.

The Township anticipates a limited number of assignments during the contract term. Selection under this RFQ does not guarantee any minimum amount of work.

2. Township Overview

The Township of North Kawartha is a rural municipality located in Peterborough County with a mix of residential, commercial, waterfront, rural, and environmentally sensitive lands. From time to time, the Township requires professional real estate services to assist with property transactions and market analysis.

3. Term of Agreement

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The term of the agreement shall be for a period of two (2) years.

The Township reserves the right to extend the agreement for an additional two (2) year term upon mutual agreement of both parties.

4. Scope of Services

The successful proponent may be required to provide some or all of the following services.

Property Sales

- Market analysis and pricing recommendations;
- Preparation of listing and marketing materials;
- MLS and Realtor.ca listings;
- Property advertising and promotion;
- Property showings;
- Offer management and negotiation support;
- Reporting to Township staff;
- Assistance through transaction closing.

Commercial Leasing

- Market rental analysis;
- Preparation of marketing materials;
- Advertising and promotion of available space;
- Coordination of property viewings;
- Property showings;
- Assistance with lease negotiations;
- Recommendations regarding lease rates and terms.

5. Proponent Qualifications

Proponents shall provide the following information.

Brokerage Information

- Legal name of brokerage;
- Business address;

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- Contact information;
- Years in operation;
- Name of Principal Broker.

Licensing

Confirmation that the brokerage:

- Is licensed to operate in Ontario;
- Maintains all required registrations and certifications;
- Is in good standing with the applicable regulatory authority.

Insurance

Confirmation of:

- Errors and Omissions Insurance;
- Commercial General Liability Insurance with a minimum limit of \$5,000,000 per occurrence.

Proof of insurance shall be provided prior to award.

6. Experience and Qualifications

Proponents shall demonstrate experience in the following areas:

- Commercial leasing assignments;
- Rural property sales;
- Vacant land sales;
- Municipal or public sector real estate transactions, where applicable.

Proponents are encouraged to provide examples of similar assignments completed within the last five (5) years.

Proponents should also describe their knowledge and experience within North Kawartha, Peterborough County, and surrounding rural real estate markets.

7. Key Personnel

Identify the personnel who would be assigned to Township projects, including:

- Lead Broker/Sales Representative;
- Supporting agents;

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- Administrative support staff.

Include relevant qualifications and experience.

8. Marketing Approach

Proponents shall provide a brief description of their marketing approach for municipal real estate assignments, including:

- Marketing of commercial lease opportunities;
- Marketing of vacant land and surplus municipal properties;
- MLS and Realtor.ca exposure;
- Digital and social media advertising;
- Professional photography, drone imagery, and virtual tours, where available;
- Signage and print advertising;
- Other strategies used to maximize market exposure and attract prospective purchasers or tenants.

9. Fee Proposal

Proponents shall provide their proposed fee structure, including:

Property Sales

- Listing commission rate;
- Co-operating commission offered to buyer representatives.

Commercial Leasing

- Leasing commission structure;
- Any fees associated with lease renewals or extensions.

Additional Costs

Identify any additional charges, including but not limited to:

- Photography;
- Drone imagery;
- Advertising;
- Signage;

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- Administrative fees;
- Other disbursements.

The Township prefers pricing that clearly identifies all potential costs.

10. References

Provide a minimum of three (3) references from clients for whom similar services have been provided.

References should include:

- Organization name;
- Contact person;
- Telephone number;
- Email address;
- Description of services provided.

Municipal and public-sector references are preferred.

11. Evaluation Criteria

Submissions will be evaluated using the following criteria:

Experience and Qualifications – 25%

Demonstrated experience with commercial leasing, rural property sales, vacant land sales, and other similar real estate transactions.

Marketing Approach – 25%

Quality and comprehensiveness of proposed marketing services.

Commercial Leasing Experience – 20%

Experience marketing and leasing commercial properties.

Local and Regional Market Knowledge – 20%

Knowledge of North Kawartha, Peterborough County, and surrounding rural real estate markets.

Fee Structure – 10%

Overall competitiveness and clarity of proposed fees.

12. Assignment of Work

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The successful proponent shall be considered the Township's preferred real estate brokerage for the duration of the agreement.

Engagements shall be assigned on a project-by-project basis at the sole discretion of the Township.

Notwithstanding the foregoing, the Township reserves the right to:

- Assign work on a project-by-project basis;
- Seek independent market appraisals;
- Obtain alternate services where deemed necessary;
- Decline to proceed with any assignment.

Selection under this RFQ does not constitute a guarantee of work.

13. No Exclusive Right to List

Nothing in this RFQ or any resulting agreement shall be interpreted as granting the successful proponent the exclusive right to market all Township-owned properties.

The Township reserves the right to determine the most appropriate marketing approach for each property and may retain alternative real estate professionals or services where deemed to be in the Township's best interest, or where required by Township policies, by-laws, or applicable legislation and regulations.

14. Freedom of Information

Information submitted in response to this RFQ may be subject to disclosure in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

15. Conflict of Interest

Proponents shall disclose any actual or potential conflict of interest that may arise in connection with the provision of services to the Township.

16. Reservation of Rights

The Township reserves the right to:

- Accept or reject any submission;
- Reject all submissions;
- Waive informalities or minor irregularities;
- Request additional information;

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- Cancel this RFQ at any time.

The lowest fee proposal will not necessarily be accepted.

17. Submission Requirements

Submissions shall include:

1. Cover Letter;
2. Proponent Information;
3. Qualifications and Experience;
4. Key Personnel;
5. Marketing Approach;
6. Fee Proposal;
7. References;
8. Proof of Licensing;
9. Any additional information deemed relevant.

18. Submission Deadline

Submissions must be received no later than:

Date: Thursday, October 22, 2026

Time: 2:00 p.m. (14:00 hours)

Submission Method

Submissions shall be submitted to:

The Corporation of the Township of North Kawartha
P.O. Box 550
280 Burleigh Street
Apsley, ON K0L 1A0

Attn: Shannon Hunter, CAO

Envelopes should be clearly marked "RFQ-06-26"

Late submissions will not be accepted.

19. Inquiries

Questions regarding this RFQ shall be directed to:

The Corporation of the Township of North Kawartha
Proposal #: RFQ-06-26

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Edward Hilton
Economic Development Officer
Township of North Kawartha
Email: e.hilton@northkawartha.ca
Telephone: 705-656-5152