

LEGAL NOTICE TOWN OF NORTON

REQUEST FOR PROPOSALS

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The Town of Norton invites sealed proposals from qualified firms for Tax Possession Auction Services for a Sale of Real Property acquired through Foreclosure of Tax Titles. The Request for Proposals and the list of properties, will be available by April 19, 2023 on www.nortonma.org or by calling the Tax Custodian's Office at 508-285-0226. A contract will be awarded for the period from May 4, 2023 through June 30, 2024 with two one-year options to renew. Option year one shall begin July 1, 2024 and end June 30, 2025. Option year two shall begin July 1, 2025 and end June 30, 2026.

Written proposals consistent with the terms of the Request for Proposals must be delivered to the Tax Custodian's Office at Town Hall, 70 East Main St, Norton, MA 01824 by 4:00 PM on May 3, 2023 and clearly marked "Tax Possession Auction Services Proposal." The Town reserves the right to waive informalities in proposals, and to reject any and all proposals.

Paula M Linhares, Tax Custodian, Treasurer/Collector

April 14, 2023

Posted: Town Hall Bulletin Board (4/18/2023)
The Sun Chronicle (4/19/2023)
CommBuys (4/18/2023)
Town website (www.nortonma.org)



Request for Proposals:

**Tax Possession Auction Services for
A Sale of Real Property Acquired Through
Foreclosure of Tax Titles**

April 19, 2023

Town of Norton
70 East Main St
Norton, MA 02766

Paula M Linhares
Tax Custodian

TOWN OF NORTON
REQUEST FOR PROPOSALS:
TAX POSSESSION AUCTION SERVICES
FOR
A SALE OF REAL PROPERTY ACQUIRED THROUGH FORECLOSURE OF
TAX TITLES

A. Overview

1. Overview: The Town of Norton wishes to receive proposals for professional services that relate to the marketing and subsequent sale of real estate acquired through foreclosure of tax titles. The desired services are to be provided in two phases: first through the marketing of the properties and advertisement of the sale, and then conducting the actual sale by public auction. It is anticipated that the fee for these services will be paid at least in part through the proceeds of the sale. All terms and conditions governing the sale must comply with the purposes and intent of M.G.L. Chapter 60 and all other applicable laws of the Commonwealth. A contract shall be awarded for the period from May 4, 2023 through June 30, 2024 with two one-year options to renew. Option year 1 shall begin on July 1, 2024 and end June 30, 2025. Option year two shall begin on July 1, 2025 and end June 30, 2026.

Currently, the Town of Norton owns several tax possessions that are suitable for public auction. Approximately 25 properties are being considered for an auction at this time. The Town of Norton may add or delete properties from this list at any time prior to the auction.

2. A proposal shall remain valid through the award date of the contract for the services herein sought.
3. The Town of Norton may cancel this Request for Proposals (RFP), in whole or in part, at any time whenever such an act is deemed to be in its best interest.
4. The Town of Norton will not be responsible for any costs incurred by a proposer in preparing and submitting a proposal in response to this RFP.
5. Any questions pertaining to the services required by the Town of Norton or the technical aspects of this RFP should be directed to Paula M. Linhares, Tax Custodian, Town of Norton, at (508) 285-0226 or by email at: PLinhares@NortonMaUS.com.

B. Proposal - Submission Procedures

1. The submission and review of such proposals must comply with the purposes and intent of M.G.L. Chapter 30B and all other applicable laws of the Commonwealth. Acceptance of any proposal and fee quotation to provide such services is subject to the availability of funding.

2. A sealed envelope must clearly identify the party submitting the proposal and indicate that it contains information for Tax Possession Auction Services. *An original and two copies must be contained in the submission.*

The proposal must be submitted to:

*Paula M Linhares, Tax Custodian
Town Hall
70 East Main St
Norton, MA 02766*

Re: TAX POSSESSION AUCTION SERVICES

3. **Proposals must be received no later than 4:00 P.M. on Wednesday, May 3, 2023.** Proposals and/or quotations may be changed or withdrawn prior to but not subsequent to this date and time. Changes or corrections may be made by submission of such change in writing in a sealed envelope, which identifies the submitting party and indicates that it contains a change or correction to the proposal for TAX POSSESSION AUCTION SERVICES.
4. The Town of Norton reserves the right to accept or reject any or all proposals if it is deemed to be in the best interest of the Town to do so.
5. The fee quotation shall include adequate provision for all proposed services including any direct reimbursable expenses.

C. Modifications to Proposals

1. Modifications to proposals or fee quotations may be submitted prior to the date and time specified for receipt of proposals.
2. An original and two copies must be submitted together with a transmittal letter signed by an authorized official of the firm.
3. Modifications must be submitted in sealed envelopes, clearly marked "TAX POSSESSION AUCTION SERVICES - Modification No. ___".

D. Submission Requirements: The following shall be considered to be the minimum requirements for submission.

1. Each proposal submitted shall contain the following:
 - a. Responses to Comparative Evaluation Criteria (See Section G). You should type the question prior to each response and then explain how each of the criteria is met.
 - b. Certificates of non-collusion, non-discrimination and affirmative action, and compliance.
 - c. A list of at least three (3) references.
 - d. A list of ten (10) similar sales completed within the past ten (10) years.
 - e. The name and title (if any) of all persons who will be assigned to this activity.

2. If any part of the scope of services under this RFP is to be completed by a subcontractor, the proposer will provide a complete description of the services to be subcontracted, along with a complete description of the qualifications and capabilities of the subcontractor. As part of the contract award for services, the Town of Norton reserves the right to approve or disapprove of any and all such subcontractors and to revoke any approval previously given.

E. Quality Requirements: The following shall be considered minimum standards necessary to perform the scope of work. Acceptable evidence or certification must be provided to demonstrate the minimum standards are being met. Failure to meet the minimum standards as described below shall result in a rejection of the proposal.

1. Licensed Real Estate Salesperson in the Commonwealth of Massachusetts for at least five years.
2. Completion of five (5) tax possession sales of similar scope within the past two (2) years.
3. Completion of at least ten (10) tax possession sales of similar scope within the past five (5) years.
4. Staff or subcontractors assigned to the project must have at least five (5) years of directly related experience, and there must be at least one (1) staff member employed full time in the auction business for five (5) years.

F. Scope of Services: The services will be carried out in two phases as outlined below.

Phase I – Marketing:

- Meet with representative(s) of the Town of Norton to discuss objectives of sale.
- Develop plan to broadly advertise and market the property to inform and contact the highest potential pool of qualified bidders.
- Meet or exceed all legal requirements for advertising a sale of municipal real property acquired through foreclosure of tax titles.

Phase II – Conduct sale:

- Confirm qualifications and eligibility of prospective bidders.
- Receive bid deposits on behalf of the Town.
- Provide services of qualified and experienced auctioneer to conduct the sale.
- Oversee return of bid deposits to unsuccessful bidders at conclusion of sale.

G. Comparative Evaluation Criteria

Each proposer must indicate if and how they meet the following **Comparative Evaluation Criteria**. Responses to each of these criteria will be judged in four (4) rating categories:

- Highly Advantageous**
- Advantageous**
- Not Advantageous**

A composite rating for each proposal will be based on the rating of each of the following Comparative Evaluation Criteria.

To what extent are the following met?

1. Experience in tax possession sales over the past ten years.

- Highly advantageous* More than two hundred (200) properties sold of similar scope over the past ten (10) years.
- Advantageous* Greater than one hundred (100) but less than two hundred (200) similar sales.
- Not Advantageous* Equal to or less than one hundred (100) similar sales.

2. Experience in tax possession sales for the Town of Norton or for other Municipalities surrounding the Town of Norton.

- Highly advantageous* Extensive experience in tax possession sales for the Town of Norton or surrounding municipalities.
- Advantageous* Limited experience in tax possession sales for the Town of Norton or surrounding municipalities.
- Not Advantageous* No previous experience in tax possession sales for the Town of Norton or surrounding municipalities.

3. Qualifications of professional staff/subcontractors employed by the firm.

Respond to those that apply:

Massachusetts Real Estate Licensed Salesperson

- Highly advantageous* Fifteen (15) or more years experience.
- Advantageous* Greater than or equal to ten (10) but less than fifteen (15) years experience.
- Not Advantageous* Greater than or equal to five (5) but less than ten (10) years experience.

Licensed and Bonded Massachusetts Auctioneer

Highly advantageous Fifteen (15) or more years experience.
Advantageous Greater than or equal to ten (10) but less than fifteen (15) years experience.
Not Advantageous Greater than or equal to five (5) but less than ten (10) years experience.

4. Completeness of proposal.

Highly advantageous All requested items satisfactorily addressed.
Advantageous One (1) or two (2) requested items not included or unclear.
Not advantageous More than two (2) requested items not included or unclear.

Final acceptance of a proposal will be based on the information gathered from compliance with Quality Requirements, responses to the Comparative Evaluation Criteria, and proposed fee.

H. Rule of Award

The Town of Norton will review the proposals and then make an overall evaluation, rating each proposal as either highly advantageous, advantageous or not advantageous. Those proposals failing to meet the Quality Requirements shall be deemed as non-responsive and shall be rejected.

The Town of Norton will evaluate the qualifications and capabilities of each proposer, taking into consideration the proposer's ability to perform the required services as set forth in this RFP. The Town shall arrive at a composite rating for the comparative evaluation criteria for each proposal received. In this manner, all proposals will be ranked. In determining the best overall proposal, the Town will consider whether or not all of the above questions are answered in a satisfactory manner. It will also consider whether or not the minimum requirements as set forth in these specifications are met; the demonstrated ability of the firm to perform the services desired; responses from references; and the proposed fee for services. In this way the Town will ultimately choose the most appropriate responsive and responsible proposer to provide these services for the Town.

As previously noted, the Town reserves the right to reject any proposal that, in its sole judgment, fails to meet the minimum requirements of this RFP; that is incomplete, conditional, or obscure; that contains additions or irregularities; in which errors occur, or if it is deemed to be in the best interests of the Town to do so.

The Town reserves the right to waive minor discrepancies or permit a proposer to clarify such discrepancies and so conduct discussions with all qualified proposers in any manner necessary to serve the best interests of the Town.

The Town of Norton, Tax Custodian, will be the awarding and contracting authority.

TOWN OF NORTON

REQUEST FOR PROPOSALS:

TAX TITLE AUCTION SERVICES

FOR

**A SALE OF REAL PROPERTY ACQUIRED THROUGH FORECLOSURE OF
TAX TITLES**

**ATTACHMENT B: NON-DISCRIMINATION AND AFFIRMATIVE ACTION
CERTIFICATION**

The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The Town of Norton shall not be liable for any costs associated with the Contractor's defense of claims of discrimination.

Signature

Name of Person Signing Proposal

Name of Firm

Date

TOWN OF NORTON

REQUEST FOR PROPOSALS:

TAX POSSESSION AUCTION SERVICES

FOR

**A SALE OF REAL PROPERTY ACQUIRED THROUGH FORECLOSURE OF
TAX TITLES**

ATTACHMENT C: COMPLIANCE CERTIFICATION

Qualification and Taxes: The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Pursuant to MGL C.62C, S.49A, under the penalties of perjury that, to the best of its knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance: Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies compliance with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

Additional Income Disclosure: The Contractor certifies that the following amounts (attach list if applicable) represent all income due, or to become due, to the Contractor, for services rendered to the Commonwealth, any political subdivision or public authority, during the period of this contract.

Signature

Name of Person Signing Proposal

Name of Firm

Date

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ATTACHMENT D: CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

Name of Person Signing Proposal

Name of Firm

Date

TOWN OF NORTON
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ATTACHMENT E: FEE QUOTATION

I/we _____, agree to provide all services
(Name of firm or appropriate individual)

requested under the above referenced RFP to the Town of Norton for a set fee of:

_____ % of gross auction proceeds (Buyer's Premium)
(State fee in numbers.)

_____ Percentage of gross auction proceeds (Buyer's Premium)
(State fee in words.)

Signature

Name of Person Signing Proposal

Name of Firm

Date

FORECLOSED PROPERTIES (TOWN OWNED)

Map	Lot	Owner of Record	Location	BOOK	Value	Recorded	Foreclosed	Decree	Auction FY23	COMBO SALES	Comments
1	6	J McQuade, Pollis, Rubin, Lewis	Kensington Rd - Rear		1,848.84	04/01/08	03/13/08	Judgement	Y		
3	669	Dorrance, Melvin & Brask, David	Hawthorne Rd		7,854.59	07/09/10	06/15/10	Judgement	Y?		
3	672	Cartie, Elzear & Lena	Hawthorne Rd	18,321.46	1,008.57	07/22/92	05/28/92	Judgement	Y		
4	18	Blanchard Robert & Julie A	12 Sylvan Rd		62,040.15	12/03/21	11/19/21	Judgement	Y		
4	259-01	J Pollis, Rubin, McQuade, TRS Kn	Kensington Rd - Rear	-	3,273.71	03/03/10	01/14/10	Judgement	Y		
9	150	Carter, Amanda	289 Norton Gve	244.54	5,895.91	11/22/83	09/21/83	Decree	Y	9/150 & 10/331	
9	151	Delisle, Theodore & Della	Patten Rd	-	4,228.34	09/21/83	09/30/76	Decree	Y		
9	170	Hallenbeck, Robert E.	Mayflower Road		2,083.82	08/27/10	08/06/10	Judgement	Y		
9	263	Teixeira, Frank J Jr	Mansfield Ave		18,301.34	01/19/22	12/27/21	Judgement	Y		
9	271-01	Kraska, Richard S (John Pino)	Mansfield Ave		32,403.40	02/05/07	01/05/07	Judgement	Y		
10	275	Stone, Jr., Kenneth	Alder Rd.	443.27	266.77	08/06/92	06/30/92	Judgement	Y	10/275 & 10/276	
10	276	Trabucco, Joseph & Ethel	Alder Rd.	653.49	1,203.28	08/12/93	06/24/93	Judgement	Y	10/275 & 10/276	
10	304	Celli, Dora A.	Woodbine Rd.	850.80	440.37	02/22/96	03/18/94	Judgement	Y	10/304 & 10/305	
10	305	Tetreault, Donat	Norton Grove	508.74	335.08	10/27/83	10/17/1983	Treasurer's Deed	Y	10/304 & 10/305	
10	331	Carter, Amanda	9 Patten Rd	462.38	955.71	11/02/92	08/03/92	Judgement	Y	9/150 & 10/331	
10	348	Wilder, Edward J.	Woodbine Rd.	4,583.83	777.38	05/11/92	03/13/92	Judgement	Y		
10	494-7	Meyers, Annie	N.Washington St	2,790.32	4,583.83	06/17/93	04/02/93	Judgement	Y		
10	57	Dorrance, Melvin & Brask, David	Acre Rd		3,390.11	01/29/10	12/31/09	Judgement	Y		
10	63	Dorrance, Melvin & Brask, David	Acre Rd		3,390.11	01/29/10	12/31/09	Judgement	Y		
12	19-1	Unknown Owner	Burt St	521.52	2,790.32	08/16/99	06/15/99	Judgement	Y		
12	52	Angelo Pasqualino/Teddy Realty T	Bay Road		1,325.20		12/30/11	Judgement	Y		
20	143	Casa Realty Co.	off Guy St	320.76	3,031.21	08/25/87	07/20/87	Decree	Y		

FORECLOSED PROPERTIES (TOWN OWNED)

4/18/2023 9:20 AM

Map	Lot	Owner of Record	Location	BOOK	Value	Recorded	Foreclosed	Decree	Auction FY23	COMBO SALES	Comments
20	159	Casa Realty Co.	Edward ST	401.07	1,173.04	07/21/86	07/07/86	Decree	Y		
20	24	Dorrance, Melvin & Brask, David	Noyes St		3,061.69	01/29/10	12/31/09	Judgement	Y		
25	30	Berube, Alice	0 Samoset	2,391.55		11/04/82	09/30/82	Decree	Y		