

	Request for Offer
Contracting, Purchasing and Risk Management	

Request for Offers Electronic Offer shall be accepted. Offers may be emailed to Debra.Cisneros@nau.edu or delivered to Attn. Associate Vice President of Procurement, Contract, Purchasing and Risk Management, Northern Arizona University, Building 98B, Box 4124, 545 E Pine Knoll Drive, Flagstaff, AZ 86011-4124

Due Date Responses to this Request for Offers must be received on or before Wednesday, October 14, 2026, by 4:00 p.m. Arizona Time.

The University is seeking a qualified real estate professional to assist with the marketing and sale of property located at Coconino County APNs 104-02-064 and 104-02-133, which will be combined prior to listing the property for sale.

1. Realtors and Brokerage Services

Interested realtors and brokerages are invited to submit an offer that may include the following:

- Proposed commission rate or fee structure
- Marketing strategy for the property
- Relevant experience with similar residential property sales
- Estimated timeline for listing and sale
- Any additional services included as part of the proposed commission
- References or supporting information demonstrating qualifications and expertise

The selected firm or individual will be responsible for marketing the property, coordinating showings, facilitating negotiations, and assisting the University through closing.

2. Commission Rate

The University seeks competitive commission rates while ensuring professional representation, broad market exposure, and a successful sales process.

3. Contract for Services

The firm or individual selected through this solicitation will be required to enter into a written agreement with the University for the provision of brokerage services. The resulting agreement will incorporate the University's standard [Terms and Conditions](#), including the mandatory terms and conditions which will govern the performance of the services and form part of the final contract.

The firm or individual submitting an offer will be responsible for reviewing and understanding the University's Terms and Conditions prior to submitting an offer. Offers conditioned upon changes to these mandatory terms and conditions may be considered non-responsive and may be rejected. Any requested exceptions must be clearly identified and fully described in the Offeror's submission for the University's review and consideration.

For questions regarding this request, contact:

Debra Cisneros
 Director, Purchasing
 Email: Debra.Cisneros@nau.edu
 Phone: (928) 523-5285

The University reserves the right to reject any or all offers, waive informalities, and select the firm determined to be in the best interest of the University.