

Task Order #1-2015

RFP#11-2013, Commercial Real Estate Services

This Task Order, entered into this 26th of January, 2015, between the Moscow Urban Renewal Agency (hereinafter referred to as "AGENCY") and Palouse Commercial Real Estate (hereinafter referred to as the "PROPOSER", is subject to the provisions of the Agreement for RFP#11-2013, Commercial Real Estate Services, dated January 22, 2014 (hereinafter referred to as the "Agreement") and AGENCY Resolution 2014-01.

WITNESSETH:

WHEREAS, AGENCY desires Proposer to provide marketing and real estate brokerage services for Agency owned properties. Properties that are available for immediate marketing sale and/or lease under this Task Order are:

Parcel ID: RPM00270010020, 29,412/SF
Parcel ID: RPM00270020040, 38,885/SF
Parcel ID: RPM00270020020, 34,531/SF

Parcel ID: RPM00270010030, 28,370/SF
Parcel ID: RPM00270020030, 36,997/SF
Parcel ID: RPM00270020010, 35,029/SF

NOW, THEREFORE, AGENCY and PROPOSER in consideration of their mutual covenants herein agree in respect as set forth below.

Client Information and Responsibilities:

The AGENCY will provide PROPOSER the data and/or services as specified in the Agreement. In addition, the AGENCY will furnish to PROPOSER with GIS maps or other supporting documents as necessary.

Services to be furnished by PROPOSER(S):

PROPOSER will provide the following services:

- Marketing services for Agency owned properties.
- Provide and install marketing signage at the properties for sale /lease.
- Promote the properties regularly, as appropriate, in local and national marketing publications.
- Provide an aggressive Internet marketing presence.
- Create and distribute marketing fliers.
- Provide Agency with a monthly Marketing Status Report for each property being marketed, including:
 - Number of inquiries on the property.
 - Number of leads generated from inquiries.
 - Number of showings.
 - Number of Letters of Intent generated.
 - If ultimately not interested in occupying the property, prospects rationale for the loss of interest.

- Review Letters of Intent and Pro Forma of prospective purchasers.
- Provide recommendations as to the viability of prospective tenants.
- Assist in the negotiation of sale and/or lease terms.
- Review cost estimates for improvements.
- Land disposal and conveyance assistance services.
- Advisory Services.
- Coordination with Moscow Urban Renewal Agency staff.
- Other work related to commercial real estate disposition and/or leasing as it may occur.

PROPOSER will perform said services within 365 calendar days of the date of this Task Order.

Basis of Fee and Billing Schedule:

The AGENCY will pay PROPOSER for its services and reimbursable expenses as follows:

- SALES AND ACQUISITIONS: 6% of final sale price. Commission to be split evenly with Selling Agent/Broker.
- LEASING: 6% of total lease amount capped at five years, i.e. 6% of \$40,000 per year for 5 years = \$12,000.
- CONSULTING AND OTHER SERVICES: \$90 per hour for principals, \$35 for administrative assistants, \$25 for clerical (not to exceed \$300 per month unless negotiated through a separate Task Order).

PROPOSER will invoice the Agency on a monthly basis for hourly compensation and reconciliation of the expenditures will be paid within 45 days by the Agency.

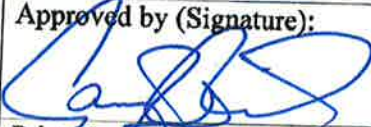
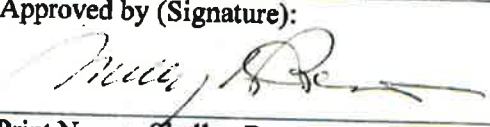
IN WITNESS WHEREOF, the Parties hereto have executed this Task Order Agreement as of the day and year first above written.

Moscow Urban Renewal Agency

Palouse Commercial Real Estate

Recommended for approval:
 Yes No

I hereby acknowledge receipt and acceptance of this Task Order for:

Approved by (Signature): 	Approved by (Signature): 
Print Name: Gary J. Riedner	Print Name: Shelley Bennett
Title: Interim Executive Director	Title: Owner/Broker
Date: 1/21/15	Date: 1/21/15