Okoboji Community Schools
1205 7th Street
Milford, Iowa 51351
712-338-4757

November 13, 2026

REQUEST FOR PROPOSALS
Real Estate Brokerage and Marketing Services
Okoboji Community School District

1. Purpose

The Okoboji Community School District (the "District") requests proposals from qualified, Iowa-licensed real estate brokers or agents to provide brokerage and marketing services in connection with the potential sale of the District's former Elementary School and Administration buildings located at 1205 7th Street, Milford, Iowa (the "Property").

The District seeks an experienced agent to assist in marketing the Property, identifying prospective purchasers, and facilitating a potential sale.

2. Scope of Services

The selected agent will be expected to:

- Evaluate the Property and recommend an appropriate asking price and marketing strategy.
- Prepare proposed marketing materials, including photographs, property descriptions, and listing information, for District approval.
- Market the Property through appropriate commercial real estate platforms, professional networks, and other channels.
- Identify and communicate with prospective purchasers and coordinate property showings.
- Promptly communicate all inquiries, expressions of interest, and offers to the District.
- Provide regular reports regarding marketing activity, prospective purchasers, and other relevant developments.
- Assist the District in evaluating and negotiating offers and coordinating an approved transaction through closing.

The agent must promptly notify the District if a prospective purchaser is an educational institution as defined in Iowa Code section 297.24.

3. Proposal Requirements

Proposals should include:

- A description of the agent's or firm's experience marketing and selling comparable commercial, institutional, or educational properties.

- The proposed marketing strategy, including anticipated marketing channels and efforts to identify prospective purchasers.

- The agent's recommended asking price or approach to establishing a recommended asking price, including any supporting market analysis.

- The proposed listing term and whether the agent requests an exclusive or nonexclusive engagement.

- The proposed commission, expressed as a percentage of the purchase price or other clearly stated compensation structure. The proposal must separately identify any cooperating-broker compensation, transaction fees, marketing expenses, or other anticipated charges.

- The name, qualifications, and Iowa real estate license number of the individual who would serve as the District's primary contact, along with the brokerage firm's designated broker.

- Disclosure of any actual or potential conflicts of interest, including any existing relationships with known prospective purchasers or anticipated representation of prospective purchasers.

4. Selection and Brokerage Agreement

The District will evaluate proposals based on relevant experience, proposed marketing strategy, familiarity with the local real estate market, and proposed compensation. The District reserves the right to request additional information, interview respondents, negotiate terms, reject any or all proposals, and select the proposal determined to be in the District's best interests.

Any engagement will be subject to a separate written brokerage agreement approved by the District. The District anticipates negotiating the terms of that agreement, including compensation, listing term, exclusivity, termination rights, and any post-termination commission protection period.

The District prefers a nonexclusive arrangement but will consider proposals for an exclusive engagement. Any exclusive engagement should have an initial term not exceeding 120 days, with extensions only by mutual written agreement.

The brokerage agreement must provide that:

- The District may terminate the engagement without cause upon 30 days' written notice.

- No commission or other compensation is payable unless a sale is consummated and closed, and the District receives the purchase proceeds.

- Any post-termination commission protection period must be expressly agreed upon in writing, limited to prospective purchasers specifically identified by the agent in writing before termination, and not exceed 90 days.

- No marketing expenses, transaction fees, cooperating-broker commissions, or other charges may be incurred or offered without the District's prior written approval.

5. District Retained Rights

The District retains sole authority to determine whether, when, and on what terms to sell the Property. The District reserves the right, in its discretion, to:

- Establish or change the asking price.
- Accept, reject, or negotiate any offer.
- Communicate and negotiate directly with prospective purchasers.
- Consider unsolicited offers and prospective purchasers identified independently of the agent.
- Market the Property independently or through other agents or means.
- Suspend or discontinue marketing efforts at any time.

The agent will have no authority to bind the District, accept offers, make commitments, authorize expenditures, or otherwise act on behalf of the District without express written authorization.

The District will not owe a commission on a transaction with a purchaser independently identified by the District or another source, unless the purchaser is specifically identified in the brokerage agreement as a protected prospect and the agreed commission conditions are satisfied.

The agent must disclose any proposed dual agency or multiple representation and may not represent both the District and a prospective purchaser without the District's prior written consent.

All marketing materials and representations concerning the Property must be approved by the District before publication or distribution.

6. Applicable Law and Sale Process

Any eventual sale will remain subject to applicable Iowa law, including Iowa Code sections 297.22 and 297.24, required board approvals, and any applicable rights of the electors under Iowa Code chapter 278.

The District retains exclusive authority to determine the appropriate disposition process, including any required public hearing, notice, solicitation of offers, and approval of a purchase agreement.

The agent will be expected to cooperate with the District in complying with applicable legal requirements but will have no authority to determine or establish the District's disposition process.

7. Submission

Proposals must be submitted electronically to Will Dible at wdible@okobojischools.org no later than 5:00 pm on November 30, 2026.

Questions regarding this RFP should be directed to Will Dible at wdible@okobojischools.org or 712-338-4757.

8. Additional Conditions

Issuance of this RFP does not obligate the District to select an agent, list or sell the Property, accept any offer, or enter into a brokerage agreement. The District reserves the right to modify or withdraw this RFP at any time.

All proposals and related communications may be subject to disclosure under Iowa's public records laws. Respondents should identify any information for which they claim a specific statutory basis for confidential treatment and provide the legal basis for that claim. The District makes no representation that any submitted information will be treated as confidential.

The selected agent must maintain all licenses and insurance required to perform the proposed services and comply with applicable laws and regulations, including Iowa Code chapter 543B and applicable fair housing requirements.