

CITY OF CHIPLEY, FLORIDA  
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL  
REAL ESTATE SERVICES  
RFQ NO. 2025-03

The City of Chipley, herein referred to as the “City”, is seeking statements of qualifications from individuals or firms interested in providing Professional Real Estate Services to the City of Chipley. The contract for services shall be for a one-year period, with possible one-year extensions if needed.

All questions must be submitted in writing to Mrs. Patrice Tanner, City Administrator, and may be emailed to [ptanner@cityofchipley.com](mailto:ptanner@cityofchipley.com). A complete copy of the RFQ may be downloaded at [www.cityofchipley.com](http://www.cityofchipley.com). All Statements of Qualifications will be ranked on an individual and equal basis.

To be considered, Firm/Team must submit one (1) original and three (3) copies of Statement of Qualifications in a sealed envelope or package, clearly marked with the Firm/Team’s or individual’s name and address, and the words “RFQ No. 2025-03 – PROFESSIONAL REAL ESTATE SERVICES FOR CHIPLEY”. Statements of Qualifications will be received by either hand delivery to the City of Chipley - City Clerk’s Office located at 1442 Jackson Avenue, Chipley, Florida or by mail at City of Chipley, Attention: City Clerk’s Office, Post Office Box 1007, Chipley, Florida 32428 by the closing date.

**RFQ Deadline: March 28 2025, at 2:00 p.m., local time.**

Late submittals received after the aforementioned deadline date, either by mail or otherwise, will not be considered and will be returned unopened. The time of receipt will be determined by the time received in the City of Chipley City Hall – City Clerk’s Office. It is the sole responsibility of the firm for assuring that the RFQ is received in the City Clerk’s Office by the designated date and time. No faxed, electronic or oral RFQ will be accepted.

Award will be made to the best responsive Firm, but the City reserves the right to reject any or all Statements of Qualifications. The City of Chipley reserves the right to reject the Statement of Qualifications of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or of a firm who, in the sole opinion and discretion of the City of Chipley is not in a position to perform the contract.

**SPECIAL NOTE:**

The City requires a business license to be purchased for the privilege of engaging in any business within the city limits. Please contact the City of Chipley Finance Office for a fee schedule.

**EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION**

Advertised: February 26, 2025 and March 5, 2025