



RFP1249

Broker/Agent of Record- Real Estate Services

Issue Date: 6/22/2026

Questions Deadline: 7/3/2026 04:00 PM (CT)

Response Deadline: 7/6/2026 04:00 PM (CT)

Contact Information

Contact: David Niemi

Address: 1917 Dean Avenue

Des Moines, IA 50316

Email: david.niemi@dmschools.org

Event Information

Number: RFP1249
Title: Broker/Agent of Record- Real Estate Services
Type: Request for Proposal
Issue Date: 6/22/2026
Question Deadline: 7/3/2026 04:00 PM (CT)
Response Deadline: 7/6/2026 04:00 PM (CT)
Notes: The Des Moines Public School District is seeking proposals from qualified firms or brokers specializing in commercial real estate sales. The intent of this RFP is for the successful firm/broker to enter into a professional services contract with the District. Knowledge of the local market and experience in the purchase and sale of properties in the Des Moines Iowa area is essential for this project. Please review the attachment, attribute, and response attachment tabs for information regarding scope of work and proposal expectations.

Addendum: The recommendation to rebid this RFP is based on two important requirements that were not included in the original solicitation: (Community benefit considerations and broker performance expectations). Because District-owned property serves the public, the RFP should require the broker to consider equitable outcomes by engaging mission-aligned buyers, including nonprofits, affordable housing developers, community land trusts, minority-owned businesses, and governmental entities. The broker should also summarize outreach efforts and advise the District on disposition strategies that support community goals where appropriate. The revised RFP should also establish clear service expectations, including timely responses to District inquiries, quarterly performance updates, participation in annual reviews when requested, and maintenance of professional licensure in good standing. Re-bidding will allow the District to include these requirements, improve accountability, and ensure the selected broker is aligned with District priorities and community interests.

Ship To Information

Contact: David Niemi
Address: 1917 Dean Avenue
Des Moines, IA 50316
Email: david.niemi@dmschools.org

Billing Information

Address: Accounts Payable
DMPS - Accounts Payable
2100 Fleur Dr
Des Moines, IA 50321
Phone: 515 (242) 3221
Email: dmps.payables@dmschools.org

Bid Attachments

SOA.pdf

Offenders Acknowledgement

[View Online](#)

General Terms and Conditions v11.2021.pdf

General Terms and Conditions

[View Online](#)

Iowa Code Chapter 22-Examination of Public Records.pdf

Download

Iowa Code Chapter 22 - Examination of Public Records

RFP1249 Broker Agent of Record- Real Estate Services Rebid Recommendation.docx

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RFP1249 Recommendation to Rebid

RFP1249_Scope_of_Services_Enhanced (002).docx

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RFP1249 Scope of Services ammended

RFP1249 Submission Information and Proposal Expectations.docx

Download

RFP1249 Submission Information and Proposal Expectations

RFP1249 Broker Agent of Record- Real Estate Services Document.docx

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RFP1249 Broker Agent of Records Real Estate Bid Document to Sign

Requested Attachments

Certificate of Insurance
(Attachment required)
Upload certificate of insurance here

RFP Response
(Attachment required)
Upload proposal here

Declaratory Order - Injunction
(Attachment required)
If you included confidential or proprietary information in your proposal, upload a proof seeking the entry of declaratory order and/or injunction to protect and keep confidential such portion of its proposal.

Sex Offender Acknowledgement (SOA)
(Attachment required)
Upload a signed SOA Certification

Bid Attributes

1

Primary Contact Name and Title

(Required: Maximum 1000 characters allowed)

2

Primary Contract Phone Number

() -

ext:

(Required)

3

Primary Contract Email Address

(Required: Email address)

4 Former DMPS Employees

Before services can begin, please advise if you have any former DMPS employees servicing this contract on site? Please note, this will not affect your ability to be awarded the contract.

☐ Yes ☐ No ☐ NA

(Required: Check only one)

5 Names of Former DMPS Employees

If you plan to have former DMPS employee(s) service this contract, please provide their full name(s).

(Optional: Maximum 4000 characters allowed)

6 Iowa Code Chapter 22: Public Examination of Proposals

The laws of Iowa require that Proposals/Bids be placed in the public domain at the conclusion of the Proposal/Bid opening and be open for inspection by interested parties. The District does not wish to receive confidential or proprietary information. Proposers are not to supply such information except when it is necessary. Only trade secrets or proprietary information that are recognized as such and are protected by law or other information deemed confidential under the law, may be marked as confidential. Iowa Code Chapter 22 governs the District's release of information. Do you understand and comply to this request?

☐ I agree

(Required: Check only one)

7 Iowa Code Chapter 22: Declaratory Order / Injunction

If you intend to include confidential or proprietary information please provide proof seeking the entry of declaratory order and/or injunction with Polk County District Court to protect and keep confidential such portion of its proposal. Absent such action by a proposer requesting confidentiality, and absent the entry of court order declaring such portions of the proposal confidential, the entire proposal will be released for public examination. Do you understand and comply to this request? The declaratory order and/or injunction shall be uploaded on the Response Attachment Tab.

☐ I agree

(Required: Check only one)

8 Iowa Code Chapter 22: Non-Responsive - Disqualification

The District does not wish to receive confidential or proprietary information. Proposers are not to supply such information except when it is necessary. Identification of the entire proposal submission as confidential will be deemed non-responsive and disqualify the proposal submission. Do you understand and agree to this term?

☐ I agree ☐ Please select

(Required: Check only one)

9 Bid Submission

By submitting your bid your are electronically "signing" your response and are binding your company to the submission. Do you understand and will comply with this condition?

☐ Yes ☐ No

(Required: Check only one)

1
0**Debarment**

By submitting this bid I acknowledge that I have reviewed the online information, documents and any addenda associated with this bid, that I am authorized to legally bind the company that I represent to the offer that I have presented, and that I accept the terms and conditions presented. In addition the respondent certifies, that neither it nor its principals are presently debarred, suspended, proposed from debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

☐ Yes ☐ No*(Required: Check only one)*1
1**Additional Costs**

Does your proposal/bid include all delivery and miscellaneous costs? No additional costs will be accepted post award.

☐ Yes*(Required: Check if applicable)*1
2**Purchase Commitment**

The quantities listed and bid on are an estimate only. The District may adjust the final order volume based on awarded pricing per unit. Do you agree to this term?

☐ Yes*(Required: Check if applicable)*1
3**Reference #1: Company Name**

*(Required: Maximum 1000 characters allowed)*1
4**Reference #1: First and Last Name**

*(Required: Maximum 1000 characters allowed)*1
5**Reference #1: Phone Number** ext: *(Required)*1
6**Reference #1: Email Address***(Required: Email address)*1
7**Reference #2: Company Name**

(Required: Maximum 1000 characters allowed)

18	Reference #2: First and Last Name
	<input type="text"/>
	<input type="text"/>
	<i>(Optional: Maximum 1000 characters allowed)</i>

19	Reference #2: Phone Number
	<input type="text" value="(____) _____ - _____"/> ext: <input type="text"/>

(Required)

20	Reference #2: Email
	<input type="text"/>

(Required: Email address)

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

By submitting this bid I acknowledge that I have reviewed the online information, documents and any addenda associated with this bid, that I am authorized to legally bind the company that I represent to the offer that I have presented, and that I accept the terms and conditions presented. In addition, the respondent certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

Print Name

Signature