



## THE WEST INDIAN SOCIAL CLUB OF HARTFORD, INC.

ADDRESS: 3340 MAIN STREET. HARTFORD, CONNECTICUT 06120

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February 22, 2026

### RE: REQUEST FOR PROPOSALS (RFP)

#### Commercial Real Estate Services for Property Rental and Management

**Issued By:** West Indian Social Club of Hartford, Inc

**Address:** 3340 Main Street, Hartford, CT 06120

**Contact Person:** Errol A. Smith, Trustees

**Phone:** 860-247-5659 ext. 404

**Email:** [trustee3001@wiscoh.org](mailto:trustee3001@wiscoh.org)

**Issue Date:** February 22, 2026

**Proposal Due Date:** March 22, 2026

## 1. Introduction

The West Indian Social Club of Hartford, Inc (WISCOH) is seeking proposals from qualified commercial real estate firms and/or licensed commercial realtors to provide professional services to support the rental, leasing, and management of our commercial property. The firm selected will assist in marketing available space, securing qualified tenants, advising on lease terms, and providing ongoing property management support as needed.

Our goal is to maximize occupancy, ensure effective tenant relations, and maintain the property in a professional and financially sustainable manner.

## 2. Organizational Overview

The West Indian Social Club of Hartford, Inc (WISCOH) is a community-based organization committed to serving the local community through cultural, educational, social programming, and affordable housing initiatives. Our facility includes commercial rental spaces that generate revenue to support our programs and operational sustainability.

## 3. Scope of Services

The selected commercial realtor/firm will be expected to provide some or all the following services:

### A. Leasing & Marketing

- Evaluate rental market conditions and provide pricing recommendations
- Market spaces available through appropriate commercial channels
- Develop and implement a leasing strategy
- Conduct property tours and showings
- Identify and attract qualified tenants
- Screen prospective tenants

## **B. Negotiation & Administration**

- Assist in structuring lease terms and conditions
- Support lease negotiations on behalf of the organization
- Prepare or coordinate preparation of lease documentation
- Track lease renewals and expirations
- Recommend tenant retention strategies

## **C. Property Management Support (if applicable)**

- Serve as liaison between tenants and property owner
- Coordinate maintenance and service requests
- Assist with rent collection procedures
- Provide regular occupancy and performance reports
- Advice on property improvements to enhance marketability

## **D. Strategic Advisory**

- Provide market analysis and rental rate guidance
- Recommend strategies to increase occupancy and revenue
- Identify opportunities for long-term property value growth

# **4. Property Description**

Provide a summary of the property to be leased/managed:

- Property Name/Location: The West Indian Social Club of Hartford, Inc (WISCOH)
- Type of Property: mixed-use, event space, etc.
- Total Square Footage: 17,000
- Available Spaces: walk-through
- Parking Availability: in the back
- Current Occupancy Rate: n/a

# **5. Proposal Requirements**

Interested firms should submit a proposal that includes the following:

## **A. Firm Information**

- Company name and address
- Year established
- Description of services offered
- Office location(s)
- Primary contact person

## **B. Experience & Qualifications**

- Experience in commercial leasing and property management
- Experience with similar property types
- Resumes of key personnel who will service this account
- Knowledge of the local commercial real estate market

## **C. Marketing Approach**

- Proposed strategy for marketing available space
- Platforms and networks used to attract tenants
- Tenant screening process

## **D. Fee Structure**

Provide a clear description of all fees, including:

- Leasing commission rates
- Property management fees (if applicable)
- Administrative or additional service charges
- Any performance-based incentives

## **E. References**

- At least three (3) current or recent clients with similar property types
- Include contact name, organization, phone, and email

## **6. Evaluation Criteria**

Proposals will be evaluated based on:

- Demonstrated experience and qualifications
- Knowledge of local commercial rental market
- Marketing strategy and approach
- Fee structure and overall value
- References and past performance
- Ability to meet organizational needs and goals

## **7. Timeline**

- RFP Issued: February 22, 2026
- Questions Due: March 6, 2026, via email
- Proposal Submission Deadline: March 20, 2026
- Review Period: March 30, 2026
- Interviews (if applicable): April 10, 2026
- Selection Notification: TBD
- Contract Start Date: TBD

## 8. Submission Instructions

Proposals must be submitted electronically or in hard copy no later than:

**Deadline:** March 20, 2026

**Submit To:**

Errol A. Smith  
Trustee3001@wiscoh.org  
West Indian Social Club of Hartford, Inc (WISCOH)  
3340 Main Street, Hartford, CT 06120  
Email Address – trustee3001@wiscoh.org

Late submissions may not be considered.

## 9. Terms & Conditions

- The West Indian Social Club of Hartford, Inc reserves the right to accept or reject any and all proposals.
- The organization may request additional information or interviews prior to final selection.
- This RFP does not commit to the organization to award a contract or pay any costs incurred in proposal preparation.
- The selected firm will be required to enter into a formal service agreement.

## 10. Questions

All questions regarding this RFP should be directed to:

Errol A. Smith  
Trustee  
[trustee3001@wiscoh.org](mailto:trustee3001@wiscoh.org)

**We appreciate your interest and look forward to reviewing your proposal.**