

# CITY OF OSAWATOMIE



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*L. Mark Govea, Mayor*

REQUEST FOR PROPOSALS ('RFP')

## FOR SALE OF REAL PROPERTY IN THE CITY OF OSAWATOMIE

The City of Osawatomie, Kansas is seeking proposals for the sale of City owned real property.

The properties for sale include,

1. 121 East Walnut Avenue (Residential)
2. 820 3<sup>rd</sup> Street (Residential)
3. 308 Reed Avenue (Residential)

The Properties are being offered as is, with all defects, known and unknown. You may bid on one or multiple properties, the bids must be on separate bid forms. **EACH property must have its own bid.**

Terms and conditions:

1. Proposals must be made in the name of a firm or individual and must be signed by a person or persons authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
2. The proposer agrees to be governed by the terms and conditions set forth in this RFP. Any exceptions must be clearly identified in the last section of the proposer's response.
3. If material errors are found in a proposal, or if a proposal fails to materially conform to the requirements of the RFP, the proposal may be rejected. Data and information submitted in the proposal should be prepared in a manner designed to provide the City with a straightforward presentation of the proposer's capability of satisfying the requirements of this RFP.
4. The proposer shall be responsible for acquainting themselves with the condition of the Property, including conditions that may affect a proposer's ability or capacity to utilize or develop the Property. Failure or omission of any proposer to acquaint itself with existing conditions shall in no way relieve it of any obligation with respect to this RFP, if awarded.
5. Every proposal shall be binding upon the proposer for sixty (60) calendar days following the deadline date for the submission of proposals. Proposals will be on file and open to public inspection. A successful proposal, if any, is subject to the approval of the City Council of the City of Osawatomie, Kansas. The successful proposer shall have thirty (30) days following the date of approval to enter into a written agreement with the City.

INSTRUCTIONS

- A. Proposals will be received until 2:00 p.m. on April 30, 2021. Proposals received after this time and date will be rejected and not considered. Proposals may be delivered in person, by United States mail, or other couriers. Facsimile and electronically transmitted (e-mail) proposals are not acceptable. It is the proposer's responsibility to insure that its proposal is mailed or delivered in sufficient time to arrive at the City Clerk's office by the submission deadline. Proposals must be submitted in a sealed envelope or package and plainly marked "Proposal for Purchase of City Property."

Proposals mailed by U.S. Mail should be addressed to the Office of City Clerk, City of Osawatomie, Kansas, P.O. Box 37, Osawatomie, Kansas 66064; or if hand-delivered or by other courier, to the City Clerk's Office, City Hall, 509 5<sup>th</sup> Street, Osawatomie, Kansas. All proposals will be opened on April 30, 2021 at 2:00 p.m.

- B. Each proposer's response to this RFP must include a completed Response Form, which is attached hereto. Failure to submit a completed Response Form may result in the rejection of a proposal.
- C. Proposer's response to the RFP must include the following:
- i. The address of the property you wish to bid on.
  - ii. The proposed purchase price for the Property.
  - ii. The nature of the proposed use and/or development of the Property.
  - iii. A time schedule of the intended use and/or development.
- D. Questions concerning the RFP must be submitted in writing on or before April 23, 2021 to Tammy Seamands City Clerk, City of Osawatomie, P.O. Box 37, Osawatomie, Kansas 66064.

This RFP does not commit the City to accept any proposal(s). Any award made shall be in the best interests of the City, as solely determined by the City. The City reserves the right to accept or reject any and all proposals, to waive any informalities in a proposal, and unless otherwise specified in writing by the proposer to accept any items in the proposal.

The City may require oral presentation of one or more proposers for the purposes of discussion or clarification. The award document will be a real estate purchase agreement, which is subject to the approval of the City Council. Only proposals from financially responsible organizations, as determined by the City, will be considered. All responses become a matter of public record. The City accepts no responsibility for maintaining the confidentiality of any information submitted in response to the RFP whether labeled as confidential or not.

#### REQUEST FOR PROPOSALS RESPONSE FORM

In compliance with this Request for Proposals, the undersigned acknowledges that he/she

has read and understands all of the conditions imposed herein and offers and agrees to perform in accordance with the attached proposal or as mutually agreed upon by subsequent negotiation. The undersigned represents that he/she is authorized to submit the foregoing proposal on behalf of the proposer's company or business entity and to offer the terms and provisions described therein.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

FOR EACH ITEM LISTED BELOW PROVIDE THE INFORMATION REQUESTED:

1. Address of property:

\_\_\_\_\_

2. Purchase Price for Property:

\_\_\_\_\_

3. Proposed Use and/or Development of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If applicable, Development Schedule:

\_\_\_\_\_

a. Commencement Date: \_\_\_\_\_

b. Completion Date: \_\_\_\_\_

Attach a list of three references, including the names, addresses and telephone numbers of the appropriate contact persons.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

TERMS FOR THE SALE OF REAL PROPERTY

1. A single-family or multi-family residence shall be built to the 2006 International Residential Code standards within 12 months (with an additional three [3] month administrative extension possible) of conveyance of the property to Buyer or the land will revert back to the City of Osawatomie.
2. Prior to conveyance of the described property, Buyer shall demonstrate to the reasonable satisfaction of the City Manager or his/her designees, that he/she has adequate financial means in place or committed to ensure that the construction of the residence on the property can be commenced and completed according to the time line established by this resolution.
3. All utilities shall be installed (electric, water, wastewater, and gas as applicable).
4. Should Buyer fail to comply with the terms of the agreement, Buyer agrees to give the Seller a Quit Claim Deed reverting the property back to the Seller, Buyer releases any further claim or interest in property including any partial construction.
5. No refund of monies will be given if the Buyer fails to comply with any terms of the agreement.