



City of Biddeford Finance Department

Michael S. Wilson, Finance Director

RFP 2017-002

Sale of: Property off of West Street, Map 4, Lot 16-3; 587 South St., Map 1, Lot 19; 223 River Road, Map 6, Lot 14-2; 46 Meetinghouse Road, Map 9, Lot 37; 9 Joshua Drive, Map 80, Lot 27; and 8 Piersons Lane, Map 41, Lot 126

December 6, 2016

Sir/Madam:

Sealed proposals will be received in the office of the Finance Director on **Friday, February 3, 2017, by 10:00 a.m.** for the **Sale of: Property off of West Street, Map 4, Lot 16-3; 587 South St., Map 1, Lot 19; 223 River Road, Map 6, Lot 14-2; 46 Meetinghouse Road, Map 9, Lot 37; 9 Joshua Drive, Map 80, Lot 27; and 8 Piersons Lane, Map 41, Lot 126.** The bids will be opened and read in public in the Finance Department on February 3, 2017, at 11:00 a.m.

The City of Biddeford City Council reserves the right to accept or reject any and all proposals.

Please use a clearly marked envelope with "RFP 2017-002" when submitting your proposal. **Only sealed proposals will be accepted. Faxed proposals will not be considered.**

Sincerely,

A handwritten signature in black ink that reads "Michael S. Wilson". The signature is written in a cursive style.

Michael S. Wilson
Finance Director

CITY OF BIDDEFORD, MAINE

SALE OF: PROPERTY OFF OF WEST STREET, MAP 4, LOT 16-3; 587 SOUTH STREET, MAP 1, LOT 19; 223 RIVER ROAD, MAP 6, LOT 14-2; 46 MEETINGHOUSE ROAD, MAP 9, LOT 37; 9 JOSHUA DRIVE, MAP 80, LOT 27; AND 8 PIERSONS LANE, MAP 41, LOT 126

RFP #: 2017-002

PROPOSAL DUE DATE: February 3, 2017, by 10:00 a.m.

This is an invitation for proposals to purchase the following properties:

Property off of West Street, Map 4, Lot 16-3;
587 South St., Map 1, Lot 19;
223 River Road, Map 6, Lot 14-2;
46 Meetinghouse Road, Map 9, Lot 37;
9 Joshua Drive, Map 80, Lot 27; and
8 Piersons Lane, Map 41, Lot 126

SECTION I: GENERAL INSTRUCTIONS

- 1.1 A complete written purchase proposal shall be submitted to the City of Biddeford, attention of the Finance Director, City Hall, 205 Main Street, Biddeford, Maine 04005, not later than **10:00 a.m. on Friday, February 3, 2017**. Proposals received after that time and date shall not be accepted.
- 1.2 Interested parties may bid on all, some or one of the properties.
- 1.3 The City of Biddeford City Council will review and award or reject proposals within sixty (60) days of their submission.
- 1.4 Each proposal submitted shall be accompanied by a certified check, cashier's check or bond made payable to the City of Biddeford in the amount of **ten (10%) percent** of the total amount offered. The required proposal deposit shall be applied to the purchase price for the successful proposal or shall be returned within ten (10) days of the selection of a proposal. If any proposer fails to abide by his/her proposal, the bid security will be forfeited to the City.
- 1.5 Each proposal shall include the legal name of the prospective purchaser and a statement whether the prospective purchaser is an individual, sole proprietor, a partnership, or a corporation. If a corporation, the corporation shall also give the state of incorporation and have a corporate seal affixed.
- 1.6 Each proposal shall be signed by the person or persons legally authorized to bind the prospective purchaser to a contract.
- 1.7 The prospective purchaser, in his/her proposal, shall signify that he/she has read and understands all conditions concerning the reuse of the site, as outlined in this invitation for proposals and that his/her proposal is made in accordance with the invitation.

- 1.8 The prospective purchasers, in submitting the proposal, shall agree and so state in the proposal that no person acting for or employed by the City of Biddeford has a direct or indirect financial interest in the proposal or in any portion of the profits which may be derived therefrom.
- 1.9 No prospective purchaser will be permitted to withdraw a proposal for a period of sixty (60) days. All proposals will remain valid and binding for that period of time.
- 1.10 For questions regarding proposal requirements and to arrange a site visit, contact Michael Wilson, Finance Director at Telephone: (207) 284-9333 ext. 4138; or e-mail mwilson@biddefordmaine.org.
- 1.11 The City of Biddeford reserves the right to select a proposal and sell the subject property based upon its determination of the highest and best use of the property. The City Council reserves the right to refuse any and all proposals.

SECTION II: INFORMATION FOR INTERESTED PARTIES

- 2.1 The properties being offered for sale are described as follows:

Item 1:

| | |
|----------------------------|--------------------|
| Property: | Off of West Street |
| Approximate Acreage | 4.70 acres |
| Map/Lot | 4/16-3 |
| Zoning | RF |
| Assessed Value | \$6,800 |

Item 2:

| | |
|----------------------------|------------------|
| Property: | 587 South Street |
| Approximate Acreage | 25.65 acres |
| Map/Lot | 1/19 |
| Zoning | RF |
| Assessed Value | \$36,700 |

Item 3:

| | |
|----------------------------|----------------|
| Property: | 223 River Road |
| Approximate Acreage | 15,246 Sq. Ft. |
| Map/Lot | 6/14-2 |
| Zoning | RF |
| Assessed Value | \$4,300 |

Item 4:

| | |
|----------------------------|----------------------|
| Property: | 46 Meetinghouse Road |
| Approximate Acreage | 16.50 acres |
| Map/Lot | 9/37 |
| Zoning | RF/SR1 |
| Assessed Value | \$71,300 |

Item 5:

| | |
|----------------------------|----------------|
| Property: | 9 Joshua Drive |
| Approximate Acreage | 15.89 acres |
| Map/Lot | 80/27 |
| Zoning | RF |
| Assessed Value | \$75,900 |

Item 6:

| | |
|----------------------------|-----------------|
| Property: | 8 Piersons Lane |
| Approximate Acreage | 5,253 Sq. Ft. |
| Map/Lot | 41/126 |
| Zoning | MSRD 2 |
| Assessed Value | \$116,000 |

- 2.2 Reuse or redevelopment of property must comply with all applicable City ordinance requirements, including Zoning and Land Use codes.
- 2.3 The proposed reuse strategy for the subject property may be a principal determining factor in judging what the City deems to be the most acceptable proposal.
- 2.4 Closing on all sales transactions will be within 30 days of award unless otherwise requested and approved by the City prior to award of bid.
- 2.5 If prospective purchasers require additional information contact:

Michael Wilson, Finance Director
City Hall, 205 Main Street
Biddeford, Maine 04005
Tel. #: 207-284-9333 ext. 4138
e-mail: mwilson@biddefordmaine.org

Questions will be answered or confirmed in writing. Proposers should not rely on any statements, oral or written, which are not made as an addendum to this "Request for Proposals".

SECTION III: CONTENTS OF THE PROPOSAL

- 3.1 The proposal shall contain the price being offered for the purchase of each property and also shall include the proposed use of the parcel being bid. Persons interested in multiple properties must price each property separately.
- 3.2 Submitted proposals shall provide specific details on the proposed reuse of the site. Additional data, exhibits, statements, drawings, etc. are recommended to insure a total understanding and proper evaluation of each proposal by the City.
- 3.3 The proposal shall include proof of the submitter's financial ability to undertake said proposal.

SECTION IV: NEGOTIATION AND EXECUTION OF CONTRACT

- 4.1 Negotiation is intended to result in a contract for the sale of a site deemed to be most

beneficial to the public and in the best interest of the City.

- 4.2 The contract for the sale of a site will be executed only after, and is subject to, final approval by the City of Biddeford City Council. The successful bidder may be required to undergo Development Review before the Biddeford Planning Board or Development Review Committee as a condition of conveyance of the property.
- 4.3 **At closing, the City will deliver a quit-claim deed with certain conditions, if applicable, which will cover negotiated requirements.**

SECTION V: RESERVATION OF RIGHTS

- 5.1 The City reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.
- 5.2 The City reserves the right to accept or reject any or all proposals received.

CITY OF BIDDEFORD, MAINE

SALE OF: Property off of West Street, Map 4, Lot 16-3; 587 South Street, Map 1, Lot 19; 223 River Road, Map 6, Lot 14-2; 46 Meetinghouse Road, Map 9, Lot 37; 9 Joshua Drive, Map 80, Lot 27; and 8 Piersons Lane, Map 41, Lot 126

RFP #: 2017-002

PROPOSAL DUE DATE: February 3, 2017 by 10:00 AM

PROPOSAL FORM

TO: Michael Wilson, Finance Director
City of Biddeford
City Hall, 205 Main Street
Biddeford, ME 04005

Dear Sir:

The undersigned hereby declares that he/she has carefully examined the proposed Sale of City Owned property items and that he/she proposes and agrees, if the proposal is accepted, to complete the transaction on the item(s) proposed.

ITEM 1:

| | |
|---|---|
| Location Address | Property off of West Street, Map 4, Lot16-3 |
| Price Offered | \$ |
| Reuse of Property (use separate sheet if applicable) | |
| | |
| | |

ITEM 2:

| | |
|---|---------------------------------|
| Location Address | 587 South Street, Map 1, Lot 19 |
| Price Offered | \$ |
| Reuse of Property (use separate sheet if applicable) | |
| | |
| | |

ITEM 3:

| | |
|---|---------------------------------|
| Location Address | 223 River Road, Map 6, Lot 14-2 |
| Price Offered | \$ |
| Reuse of Property (use separate sheet if applicable) | |
| | |
| | |

ITEM 4:

| | |
|---|-------------------------------------|
| Location Address | 46 Meetinghouse Road, Map 9, Lot 37 |
| Price Offered | \$ |
| Reuse of Property (use separate sheet if applicable) | |
| | |
| | |

ITEM 5:

| | |
|---|--------------------------------|
| Location Address | 9 Joshua Drive, Map 80, Lot 27 |
| Price Offered | \$ |
| Reuse of Property (use separate sheet if applicable) | |
| | |
| | |

ITEM 6:

| | |
|---|----------------------------------|
| Location Address | 8 Piersons Lane, Map 41, Lot 126 |
| Price Offered | \$ |
| Reuse of Property (use separate sheet if applicable) | |
| | |
| | |

Bid Deposit Amount: \$ _____ (minimum 10% of the total amount of bid) include appropriate security: Certified Check, Cashier's Check or Bond (personal and business checks not accepted). Sign the proposal form in ink before returning it to the Finance Director. Please return in a clearly marked sealed envelope with Bid Name and Number on the front.

The City Council reserves the right to accept or reject any and all proposals.

| | |
|---------------------------|--|
| NAME | |
| SIGNATURE | |
| PRINTED/TYPED NAME | |
| TITLE | |
| LEGAL ADDRESS | |
| | |
| MAILING ADDRESS | |
| | |
| DATE | |
| TELEPHONE # | |
| FAX # | |
| E-MAIL ADDRESS | |

Please attach any other supporting materials required by the request for proposal or which you believe would be helpful in the evaluation of your proposal.