



REQUEST FOR PROPOSALS SALE OF REAL PROPERTY 500 W. Huron Street, Pontiac, MI

NOTICE TO BIDDERS

The City of Pontiac ("City") will open sealed bids on **Monday, August 28, 2017 at 2:00 p.m.** prevailing local time in the City Hall Lion's Den conference room at 47450 Woodward Ave for:

500 W. Huron Street

You are invited to submit a bid for this property. Sealed bids may be mailed or delivered to the CITY OF PONTIAC, CITY CLERK, 47450 Woodward Ave., Pontiac, MI 48342 by **2:00 PM, Monday, August 28, 2017**. Envelopes should include the name and mailing address of the bidder on the outside and be plainly marked:

500 W. Huron Street

No proposal submitted may be withdrawn for at least ninety (90) days after the actual opening of the proposal.

No pre-bid meeting will be held.

General specifications, description and conditions upon which the bid proposal is to be based are available at the City of Pontiac website:

Purchasing: <http://www.pontiac.mi.us/departments/finance/purchasing.php>

And at Michigan Intergovernmental Trade Network (MITN): <https://www.bidnetdirect.com/mitn>

Please refer to the website/MITN for any addenda that may be issued. Bidders who submit bids before the deadline are advised to continue to monitor the website for any addenda that may be issued. Bid packages will also be mailed upon request.

The City reserves the right to reject any or all bids, to waive any irregularities, and further reserves the right to accept any bid or parts of bids that it deems to best serve the interest of the City.

If you have any questions regarding this RFP, please contact the Purchasing Agent at (248) 758-3120 or send an email to MMcKenzie@pontiac.mi.us

INSTRUCTIONS TO BIDDERS

1.1 Bids to be Received

Sealed bids for the 500 W. Huron Street will be received at the Office of the City Clerk of the City of Pontiac, Michigan **until 2:00 PM, Monday, August 28, 2017**, and immediately thereafter will be publicly opened and read.

An original and four (4) copies of the bid proposal must be submitted in a sealed envelope and addressed to the City Clerk of the City of Pontiac. Each sealed envelope containing a bid must be plainly marked on the outside as:

“500 W. Huron Street”

and the envelope should bear on the outside the name of the bidder, his address, and the name of the property for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope marked “Proposal inside” addressed to the City Clerk, City of Pontiac at 47450 Woodward Avenue Pontiac, MI 48342.

Bids will be received during regular business hours at the place and up to the time stated in the advertisement. Any extension in time will be by official notification. Bids may be delivered in person or mailed, but their delivery is the bidder’s entire responsibility. Any bid received after the stated hour, even through the mail, will be returned unopened to the bidder.

1.2 Examination of Bid Documents

Before submitting a proposal, bidders shall carefully examine the description of the property and shall fully inform themselves as to all existing conditions and limitations of the property and shall indicate in the proposal the total bid price in their bid proposal.

1.3 Withdrawal of Bids

Any bidder may withdraw his proposal, in writing, at any time prior to the scheduled closing time for receipt of proposals. No bidder may withdraw a bid within ninety (90) days after the actual date of the opening thereof. Should there be a reason why a contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the City of Pontiac, herein after also referred to as the City, and the bidder.

1.4 Bid Form

Each bid proposal shall be made according to the requirements provided (see page 8) and shall be submitted in a sealed envelope bearing the title of bid and the name of the bidder, and shall be signed by an individual authorized to execute the proposal on behalf of the bidder (see page 9). Alternate written proposals will not be accepted.

1.5 Basis of Award

The intention of the City is to award a contract for the sale of real property commonly known as: 500 W. Huron St., situated in the City of Pontiac, County of Oakland and State of Michigan, described as follows:

Parcel ID: 64-14-30-478-054, 64-14-30-478-021, 64-14-30-478-022
64-14-30-478-037, 64-14-30-478-038

A supplementary map is provided to bidders in Appendix A and is intended to provide location of property only. A property description will be provided by a Title Company.

The successful proposal shall be the proposal that is deemed by the City to offer best value to the City for this property, and shall be the proposal that most closely meets the specifications, restrictions, terms and conditions set forth in this request for proposals. The City of Pontiac reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the City that such Proposer is properly qualified to carry out the obligations of the contract. Conditional Proposals will not be accepted.

Property is sold “as-is”, subject to zoning ordinances, covenants, easements and restrictions of record, and to existing tenancies, if any.

1.6 Contract and Minimum Price

The minimum acceptable price for the property known as 500 W. Huron Street will be set at **\$20,000.00** (US Dollars) not including taxes and other associated costs.

The City of Pontiac will not consider selling the property in smaller parcels or other configurations.

The successful purchaser also will be responsible for the City’s reasonable costs and expenses of this request for proposals and the City’s usual and reasonable closing costs and expenses, including but not limited to deed and transfer taxes and recording fees.

1.7 Proposal Submission

An original and four (4) copies of the bid proposal and other required documents must be submitted sealed in an opaque envelope clearly marked with the name of the Proposal and the name and address of the person or company submitting the proposal. Proposals will remain valid until the execution of a contract by the City of Pontiac, unless otherwise rejected or withdrawn consistent with this RFP.

The Bid Proposals submitted will be the document upon which the City will make its selection.

Those submitting Proposals do so entirely at their sole cost and expense. There is no express or implied obligation by the City to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the City, or for participating in any selection interviews.

Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.

The City of Pontiac reserves the right to waive any and all informalities and to disregard all nonconforming, non-responsive or conditional Proposals. The City reserves the right to reject any and all Proposals, in whole or in part, submitted in response to the RFP and to withdraw this RFP at any time prior to acceptance. The City may, at any time by written notification to all proposal holders, change any portion of the RFP described and detailed herein.

The bidder must submit a proposed development plan for the property in their bid proposal.

Proposals will be examined and evaluated by an Advisory Committee of the City of Pontiac. The members of the Advisory Committee are the Deputy Mayor, Economic Development Director, Finance Director, Deputy Community Development Director and Purchasing Agent. The members of the Advisory Committee shall review the proposals and make a recommendation to the Mayor. The Mayor will present the recommendation for final consideration to the City Council. The Pontiac City Council will grant final approval and offer acceptance. It is anticipated that such final approval and offer acceptance shall be made by resolution at a City Council meeting at a date to be determined.

During the evaluation of proposals, the City may require clarification of information or may invite the proposers to an oral presentation to amplify and/or validate proposal contents.

All questions concerning this RFP shall be submitted to the Purchasing Agent at (248) 758-3120 or send an email to MMcKenzie@pontiac.mi.us. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the RFP. Questions received less than four (4) days prior to the date of the submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations will be without legal effect.

All material submitted in response to this RFP shall become the property of the City.

1.8 Qualification of Purchaser

Material submitted in response to this RFP must:

Provide a statement of Purchasers qualifications including:

Name and title of person(s) authorized to bind the Proposer, together with the main address, and telephone number (including area code).

The City is seeking Proposal from persons financially able to complete the transaction in a timely manner.

The City may reject multiple proposals from an individual, firm, or corporation under the same or different name, or where one proposer has a financial interest in another that has submitted a proposal.

In addition, the City may make such investigations it deems necessary to determine the ability of the Proposer to meet the financial obligations of this purchase. The Proposer shall furnish to the City, within five (5) days of a request, all such information and data for this purpose as may be requested.

The City reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the City that such Proposer is properly qualified to carry out the obligations of the contract. Conditional Proposals will not be accepted.

The prospective purchaser must be able to obtain a certificate of occupancy within six months of the sale. If the bidder fails to obtain a certificate of occupancy, their bid amount can be forfeited.

1.9 Proposal Submission Requirements

In order for the City to conduct a uniform review process of all proposals, the proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the City's evaluation process:

SECTION I:

Title Page – The title page should reflect the Request for Proposal, Sale of Real Property – Community Center property, name of the Proposer, address, telephone number and contact person.

SECTION II:

Qualification – This section must address Proposer's qualifications and provide details to demonstrate the ability to successfully enter into this contract.

SECTION III:

Proposal – This section should include the following:

1. An offer in the amount of at least **\$20,000.00** (US Dollars) and any restrictions and conditions. This offer is binding.
2. A Certified Check in the amount of your bid needs to be included in your bid proposal.
3. A business and management plan for the property. Please give a detailed plan and a broad picture of the proposed use of the property by your organization. Please indicate any changes and improvements you envision. We realize that this is a short time frame to come up with this kind of information, but the more information you can provide, the better.
4. A description of your qualifications to successfully execute your plan.
5. Any other relevant information that would support the proposal.

1.10 Bid Proposal Evaluation

Proposals will remain valid until the execution of a contract by the City of Pontiac, unless otherwise rejected or withdrawn consistent with this RFP.

Proposals shall be examined and evaluated by the Advisory Committee from the City of Pontiac. As noted above, the Advisory Committee shall including the following: The Deputy Mayor, the Economic Development Director, the Finance Director, the Deputy Community Development Director and the Purchasing Agent.

The Advisory Committee will review/evaluate proposals from buyers with a focus on the following criteria:

Price: (a) Willingness of the buyer to meet and pay at least the asking price. Although price will be an important consideration, it will not be the deciding factor.

Proposed Use: The prospective purchaser must submit, as a part of the proposal to purchase, a plan describing the intended use of the property. Priority will be given to those proposals where the proposed use of the property is best suited to accomplish the goals set forth in the City of Pontiac Master Plan and Zoning Ordinance; and which best addresses the needs of the said property.

1.11 Bid Award

The Advisory Committee will review all proposals received. If a satisfactory proposal is determined, the Advisory Committee will make a recommendation through the Purchasing Agent. The recommendation will be presented to the City of Pontiac City Council. The City Council will review the proposal and recommendation. The City Council will need to take

formal action to accept/deny the bid. If the bid is found acceptable, City Council will finalize the offer. If there are two or more proposals with the same bid amount, the City will notify the parties and a lottery will be held of only those similar proposals.

1.12 Indemnification

To the fullest extent permitted by laws and regulations, the Bidder shall indemnify and hold harmless the City and its officers, directors, employees, agents, and consultants from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of, or resulting from the performance of the work or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss, or damage: (i) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from; or, (ii) is caused in whole or in part by any act or omission of the Bidder, any subcontractor, any supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by any act or omission of a person or entity indemnified hereunder or whether liability is imposed upon such indemnified party by laws and regulations regardless of the negligence of any such person or entity.

In any and all claims against the City or any consultants, agents, officers, directors, or employees of the City by any employee (or the survivor or personal representative of such employee) of the Bidder, any subcontractor, any supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Bidder or any such subcontractor, supplier or other person or organization under workers' compensation acts, disability benefit acts, or other employee benefit acts. Insurance coverage required of the Bidder constitutes the minimum requirements and those requirements shall in no way lessen or limit the liability of the Bidder under the terms of the contract. The Bidder shall procure and maintain at Bidder's own cost and expense any additional claims or amounts of insurance that, in the judgment of the City, may be necessary for Bidder's proper protection in the prosecution of the work.

FORM OF PROPOSAL

To: City of Pontiac, Michigan _____, 2017

To All Here Present:

Having carefully examined the bid for the sale of real property, and being fully informed in regard to the conditions to be met in the prosecution and completion of the sale, and having read and examined the Instructions to Bidders pertaining to this purchase and agreeing to be bound accordingly, the undersigned proposes to furnish a bid proposal and in full accordance with and conformity to the specifications for this purchase.

NOTE: This proposal is solicited on a lump sum price for the sale of real property.

THIS BID PROPOSAL MUST BE SUBMITTED BACK TO THE CITY OF PONTIAC IN ITS ENTIRETY AS PART OF THE BID SUBMISSION. MAKE SURE THAT ALL PAGES ARE COMPLETELY FILLED OUT AND THAT ALL INFORMATION REQUESTED IS COMPLETE. FAILURE TO DO SO MAY BE CAUSE TO REJECT YOUR BID PROPOSAL.

SECTION I: Title Page – The title page should reflect the Request for Proposal, Sale of Real Property – 500 W. Huron St., name of the Proposer, address, telephone number and contact person.

SECTION II: Qualification – This section must address Proposer’s qualifications and provide details to demonstrate the ability to successfully enter into this contract.

SECTION III: Proposal – This section should include the following:

1. An offer in the amount of at least **\$20,000.00** (US Dollars) and any restrictions and conditions. This offer is binding.
2. A Certified Check in the amount of your bid needs to be included in your bid proposal.
3. A business and management plan for the property. Please give a detailed plan and a broad picture of the proposed use of the property by your organization. Please indicate any changes and improvements you envision. We realize that this is a short time frame to come up with this kind of information, but the more information you can provide, the better.
4. A description of your qualifications to successfully execute your plan.
5. Any other relevant information that would support the proposal.

NOTE TO REMEMBER: The prospective purchaser must be able to obtain a certificate of occupancy within six months of the sale. If the bidder fails to obtain a certificate of occupancy, their bid amount can be forfeited.

The Undersigned hereby declares that he/she or they are the only person(s), firm or corporation interested in this bid as principal, and that it is made without any connection with any other person(s), firm or corporation submitting a bid for the same.

The Undersigned hereby declares that they have read and understand all conditions are outlined in the Request for Proposals and that the bid is made in accordance with same.

The Undersigned hereby declares that any person(s) employed by the City of Pontiac Michigan who has direct or indirect personal or financial interest in this bid or in any portion of the profits that may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this bid. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

BIDDER ACKNOWLEDGES RECEIPT OF ANY ADDENDUM: (if issued) ADDENDUM NO: _____ Dated: _____

Note: Bids must bear the handwritten signature of a duly authorized representative, member or employee of the entity submitting a bid.

BIDDERS NAME, ADDRESS AND PHONE NUMBER:

Dated and signed at _____, MI on _____
(City) (Date)

Name of Respondent: _____

Signature of Respondent: _____

Address of Respondent: _____

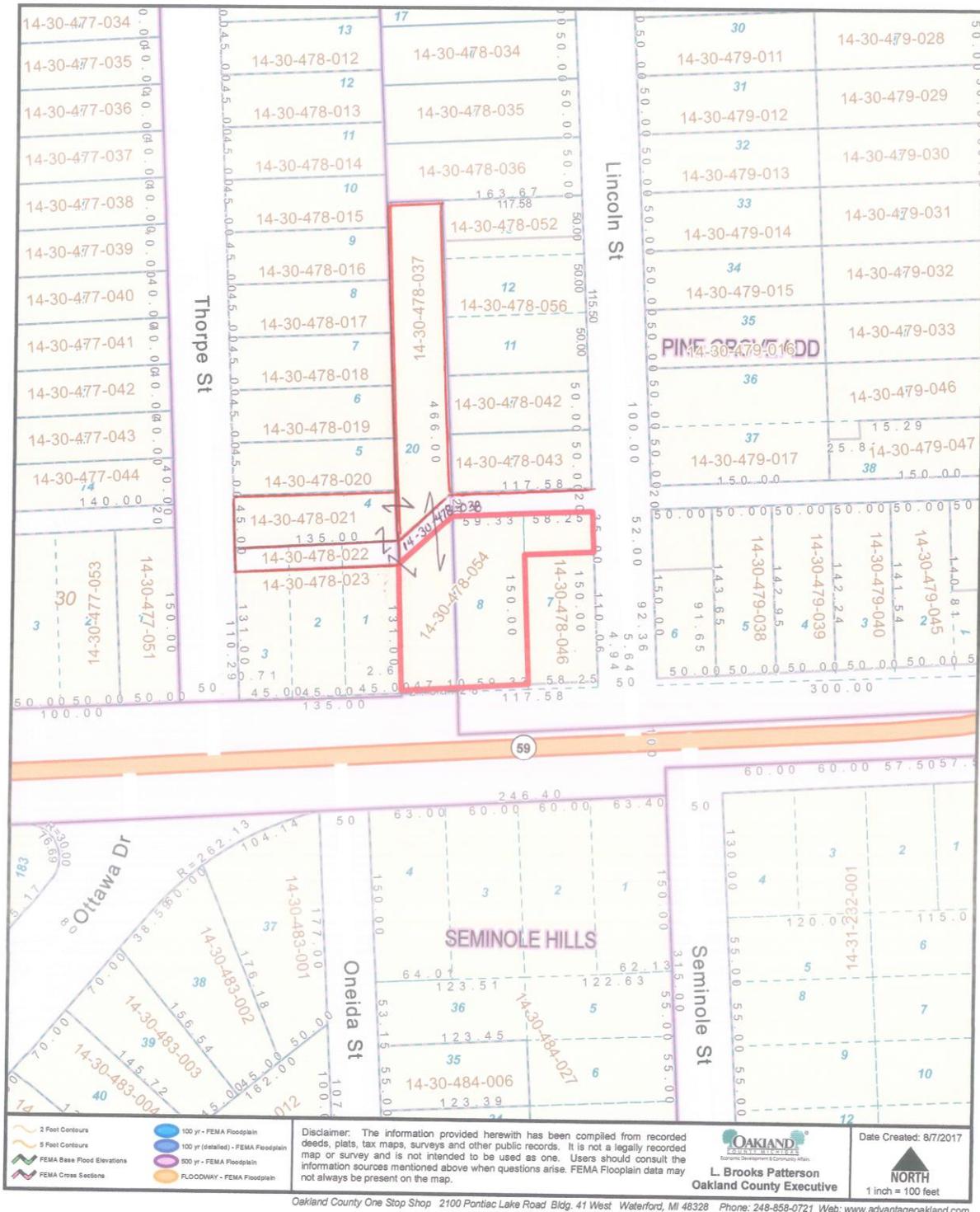
By: _____ Title: _____

Office # _____ Cell # _____

FAX# _____ FEDERAL TAX I.D. NUMBER (_____)
(If applicable)

Appendix A

500 W Huron Street



Parcel Sketch View

City of Pontiac (64)

Page Print Layout: 2 per page

PIN: 14-30-478-054

PRINT DATE: 8/7/2017

