
Request for Proposal
Sale of Real Property
Grant County, Wisconsin



Overview

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for the sale of the following County-owned Real Property:

246-01277-0000 commonly known as the former Job Center at 925 N Madison St, Lancaster, WI
246-01278-0000 commonly known as a vacant lot at 901 N Madison St, Lancaster, WI
246-01298-0000 commonly known as a vacant lot at 910 N Adams St, Lancaster, WI
246-01299-0000 commonly known as a vacant lot at 920 N Adams St, Lancaster, WI
246-01274-0010 commonly known as a parking lot adjacent to City Limits Rd, Lancaster, WI
246-01302-0000 commonly known as a parking lot on the corner of City Limits Rd and Adams St, Lancaster, WI

Timeline

RFP Issue Date	RFP Deadline Date	RFP Deadline Time
June 3, 2019	July 8, 2019	3:00 P.M. Central Time (*Late proposals will be rejected)
Method for Submission of RFP		
Email: rkeeney@co.grant.wi.gov		
In-Hand: Grant County Board Chair (Administration Building 2 nd Floor)		
Mail: Grant County Board Chair, Attn: Robert Keeney, PO Box 529, Lancaster, WI 53813		
Sale Date		
July 16, 2019 – pending approval by the appropriate county committees and full county board		

Introduction

The County intends to sell the property, which is made up of 6 parcels. The landscape of the property is gently rolling with areas that have asphalt pavement and buildings. These parcels contain vacant lots and the former Job Center. The job center is an older, smaller block building along Madison St in fair condition. Residential and commercial size access points exist on Madison St, City Limits Rd and Adams St. (Please refer to Exhibit "1" for a reference map.)

Majority of the property is zoned C-1 General Business. There are two areas that are zoned U – Utility and R-2 Two-Family. The Respondent shall be responsible for determining whether his or her intended use of the property complies with the County and/or City ordinances and regulations and seeking any zoning relief, if applicable.

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The County will continue to own the parcels 246-01300-0000 and 246-01301-0000 which the current Law Enforcement facility is located on; these properties may become available for sale at a later time.

Respondents may bid on any parcel or any combination of parcels. Respondents shall make clear what parcel(s) the bid is for and what amount is being bid for each parcel(s) or as a whole.

The County reserves the right to sell the property as consolidated or as individual parcels. Please specify in your proposal what parcel(s) you are submitting a bid for accompanied by your intent of use.

Conditions Governing the Sale of the Property

Offer	<ul style="list-style-type: none">- All Respondents must submit their proposal indicating the amount offered for the property as either consolidated or by individual parcel(s).- All valid responses shall remain open for 60 days from the opening date of the RFP and the County reserves the right to formally accept or reject any offer at that time.- All Respondents should be advised that Grant County intends to sell the Property “as is” “where is” and therefore the County makes no representation about the condition of the Property or the Property site. Further, both the County and any potential successful bidder agree to waive the Real Estate Condition Report requirement as outlined in Wisconsin Statute 709.02.
Purchase Price	The purchase price must be paid by cash, money order or cashier’s check at the time of closing.
Title Costs	The County shall be responsible for paying all transfer fee costs. A Quit Claim Deed will be given to the successful bidder unless stated otherwise in your proposal. If a Warranty Deed is requested in the successful proposal, costs and conditions will be discussed prior to the time of closing between parties.
Earnest Money Deposit	Within 5 business days after the County’s acceptance of the offer(s), the successful respondent(s) shall be required to sign an Offer to Purchase and to deposit 10% of the accepted offer amount, as earnest money. The money shall be non-refundable.

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Submission of Proposal	To be considered, proposals must be submitted to the County no later than 3:00 p.m. on July 8, 2019. Please refer back to the Timeline instructions on page 2.
Provision of Contact Information	Those interested in submitting a proposal are encouraged to provide contact information to the Personnel Office at rkeeney@co.grant.wi.gov . This will allow for proper notification in the event that there are any changes to this RFP. Those who do not submit contact information will be solely responsible for verifying any changes.
Questions	All questions or requests for clarification should be submitted to rkeeney@co.grant.wi.gov by June 17, 2019. The County shall not be responsible for the delay of any in the transmission of any request for clarification or other communication.
Schedule	<ul style="list-style-type: none">- June 3, 2019 Request for Proposals Open- June 17, 2019 Questions Due- July 8, 2019 Proposals Due

Documents

Please provide the following list of information with proposal

Cover Letter	The respondent must submit a cover letter committing them to purchasing the property on the terms and conditions set forth in this RFP. It must also include information regarding the respondent's intended use of the property.
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Award

Grant County will award the proposal(s) that is determined to be in the best interest of the County and/or City of Lancaster; and to support the highest and best use of the property. The sale of the property is subject to the approval of the appropriate committee(s) and full County Board.

Grant County reserves the right to accept or reject any or all proposals and waive irregularities or technicalities in any proposal when in the best interest of the County.

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Respond

Proposals will be accepted until 3:00 p.m. CT July 8, 2019. Since this is a proposal, there will be no formal opening.

The County reserves the right to contact some or all of the respondents to clarify aspects of their offers.

Interviews

The County may, at our sole discretion, invite potential buyers and financial institution(s) for an onsite interview after review of their proposal. If they are deemed necessary, those dates will be chosen and the proper notification will be sent to the qualifying respondent(s).

No Liability for Costs

The County is not responsible for costs or damages incurred by interested parties in connection with the RFP process.