

**FAIRFIELD COUNTY COMMISSIONERS**  
210 East Main Street  
Lancaster, OH 43130

**REQUEST FOR BIDS**  
**For**  
**SALE OF COUNTY REAL ESTATE**  
Pursuant to ORC 307.09 and 307.10

**1 GENERAL STATEMENT**

**1.1 Purpose**

The Fairfield County Commissioners are requesting bids for the purchase of County owned real estate located at 1587 Granville Pike, Lancaster, Ohio. For the purpose of this Request for Bids (“RFB”), the property available for sale is known as The Clarence E. Miller Building situated on approximately 5.939 acres. The property includes a primary building which is a 3-story brick structure containing approximately 32,000 SF, six (6) additional outbuildings, and three(3) asphalt parking lots.

**1.2 Estimated Key Dates**

The following are the estimated key dates associated with the RFB process. Bids received after 9:00 a.m. EDT on the Proposal Due Date (as defined below) will not be considered.

<b>RFB NOTIFICATION:</b>	<b>Thursday, October 30, 2014</b>
<b>INQUIRY PERIOD BEGINS:</b>	<b>Tuesday, November 4, 2014, 8:00 a.m. EDT</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>Monday, November 24, 2014, 3:00 p.m., EDT</b>
<b>BID DUE DATE:</b>	<b>Tuesday, December 2, 2014, 9:00 a.m., EDT</b>
<b>BID OPENING DATE:</b>	<b>Tuesday, December 2, 2014, 9:15 a.m., EDT</b>

There are references in this RFB to the Proposal Due Date, which shall mean the date, and time that the Offeror’s response is due at the Fairfield County Commissioners Office in Lancaster, Ohio. Bids received after 9:00 A.M. on the Due Date will not be evaluated.

The Fairfield County Commissioners reserve the right to reject any or all bids in response to this RFB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFB.

**1.3 Additional Estimated Dates**

**SALE AWARD NOTIFICATION: Tuesday, December 9, 2014**

**PAYMENT DUE TO COUNTY: Monday, December 29, 2014**

**SALE CLOSING DATE: Monday, December 29, 2014**

**1.4 Location for Response Opening**

The following is the site for the public opening of Offeror's response(s).

**Fairfield County Commissioners  
Third (3<sup>rd</sup>) Floor Hearing Room  
210 East Main Street  
Lancaster, OH 43130**

**2 EXECUTIVE SUMMARY**

**2.1 Purpose**

This document is a request for bids to purchase County owned real estate under Section 307.09 of the Ohio Revised Code. The Fairfield County Commissioners are soliciting competitive, sealed bids for the purchase of this County owned property in the Lancaster, Ohio area. The purchase contract will be awarded to the highest responsible bidder, however the Fairfield County Commissioners reserve the right to reject any and all bids.

Upon determination of the highest responsible bidder, a real estate purchase agreement shall be prepared by the Fairfield County Commissioners and submitted to the selected Bidder. This RFB provides details on what is required to submit a bid for purchase of the property, and what will be required of the buyer to execute the real estate purchase agreement with the Fairfield County Commissioners. As used herein, the term "the Fairfield County Commissioners" shall also include any of their employees, agents, or representatives.

This RFB also gives the estimated key dates for the various events that are part of the submission process, selection process, and sale commencement. While these dates are subject to change, the Fairfield County Commissioners will make efforts to adhere to the dates contained herein. Once awarded, the successful bidder shall have seven (7) days to execute the real estate purchase agreement once it is received from the Fairfield County Commissioners.

**2.2 Calendar of Events**

Significant dates in connection with this RFB are shown above and are subject to change. The Fairfield County Commissioners may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to

this RFB. It will be the responsibility of the prospective bidder to check his/her email on a regular basis for posted addendums, changes and other RFB information.

### **3 GENERAL INSTRUCTION**

#### **3.1 Purpose**

The following sections provide details on how to respond to this Request for Bids (RFB). All responses must be complete and in the prescribed format subject to the right of the Fairfield County Commissioners to waive any irregularities, nonconformities, or noncompliance with the terms of this RFB as set forth above.

#### **3.2 Contacts**

The following individual will be the representative of the Fairfield County Commissioners who may be contacted in connection with this RFB.

Dennis R. Keller  
Facilities Manager  
740-652-7097  
[drkeller@co.fairfield.oh.us](mailto:drkeller@co.fairfield.oh.us)

Bidders may obtain complete copies of the Request For Bids (RFB) at the office of the Fairfield County Board of Commissioners, 210 East Main Street, Third Floor, 210 East Main Street, Lancaster, Ohio 43130.

#### **3.3 Inquiries**

Bidders may make inquiries regarding this RFB any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Bidders must use email to make their inquiries. All inquiries must be addressed to and sent to: [drkeller@co.fairfield.oh.us](mailto:drkeller@co.fairfield.oh.us). The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

#### **3.4 Scope**

- 3.4.1** The purpose of this RFB is to solicit bids for the purchase of County owned real estate property as described herein.
- 3.4.2** The terms and conditions included in this request are as indicated under Section 3.5 PROPERTY DESCRIPTION and Section 4 SUMMARY, and its subsections.

### **3.5 Property Description**

The real estate property known as the Clarence E. Miller Building being offered for sale by the Fairfield County Commissioners is described on the records of the Fairfield County Auditor as permanent parcel number 0533181100 and the adjoining portion of 0533800500. The existing Infirmary Cemetery area of 2.164 acres will be retained by the County and subdivided from parcel 0533181100. The proposed full legal descriptions of the property are available upon request. Refer to the attached survey plat for clarification. The property is generally described as follows:

- 3.5.1** The property is located at 1587 Granville Pike, Lancaster, Ohio 43130
- 3.5.2** The total land area is approximately 5.939 acres, including approximately 647 feet of road frontage on Granville Pike (SR 37).
- 3.5.3** The subject property is the historical Old County Home, also known as the Clarence E. Miller Building, constructed in three phases between 1825 and 1865, containing 32,250 square feet of gross building area, not including 3,982 square feet of attic space, situated on approximately 5.939 acres of land.
- 3.5.4** The property is serviced by City of Lancaster utilities for water, sewer, and gas. Electric, telephone, and cable service is also available.
- 3.5.5** Current Zoning Classification: OM, Office Medium Intensity District
- 3.5.6** Existing buildings present include the primary 3-story brick structure containing approximately 32,000 SF, and six (6) additional outbuildings.
- 3.5.7** Three (3) existing paved parking areas are located on the property capable of parking approximately 90 vehicles.
- 3.5.8** The existing County Home Infirmary Cemetery grounds of 2.164 acres located in the SW corner (rear) of the property is not included as part of the Clarence E. Miller building property offered for sale, and will be removed as a separate parcel.

### **3.6 BASIS OF RFBS**

- 3.6.1** Submit a lump sum cash purchase amount in accordance with the RFB Proposal Form requirements.

### **3.7 PROPOSAL SUBMISSION**

- 3.7.1** Submit proposal on the original RFB Proposal Form furnished by the Fairfield County Commissioners.

- 3.7.2 Sign Proposal with name printed below signature.
- 3.7.3 An RFB submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the RFB.
- 3.7.4 Show all proposal amounts in both words and figures. In the case where the words and figures are not identical in form or amount, the amount shown in words shall govern.
- 3.7.5 Oral, telephonic, facsimile or telegraphic Bids in response to this RFB will not be accepted.
- 3.7.6 Submit sealed bids in an opaque envelope plainly marked on the outside with the project title "Clarence E. Miller Building", bid date and time, and name of the bidder.
- 3.7.7 If the proposal is mailed, the sealed proposal shall be enclosed in a separate mailing envelope with the notation "SEALED RFB ENCLOSED" on the face of the RFB envelope.
- 3.7.8 Mailing and delivery address is:  
FAIRFIELD COUNTY BOARD OF COMMISSIONERS  
ATTN: DENNIS KELLER, FACILITIES MANAGER  
Third Floor, Room 300  
210 East Main Street  
Lancaster, Ohio 43130
- 3.7.9 Bidder shall be solely responsible for the timely delivery of their proposal in response to this RFB in the manner and time prescribed. No bid shall be considered if it arrives after the time scheduled, as determined by the Fairfield County Commissioners.
- 3.7.10 Bids in response to this RFB that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind may, at the Fairfield County Commissioners discretion, be declared unacceptable.

### **3.8 RFB BID EVALUATION CRITERIA AND PROCEDURES**

- 3.8.1 The Fairfield County Commissioners will award a Sale Contract for the purchase of the Clarence E. Miller property, to the selected bidder.
- 3.8.2 The Sale Contract will be awarded to the highest responsible bidder, as determined by the Fairfield County Commissioners.

3.8.3 The Fairfield County Commissioners reserve the right to reject any and all bids in response to this RFB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFB.

3.8.4 The Fairfield County Commissioners may consider any bid not prepared and submitted in accordance with the provisions hereof, and may waive any formalities or irregularities in the bids submitted.

#### **4 SUMMARY**

##### **4.1 Additional Requirements**

In addition to any other requirements herein, the Buyer shall comply with the requirements listed below:

- a. General requirements
- b. Proposed Use of Property

##### **4.2 General Requirements**

**4.2.1** The Buyer shall consider the purchase of the property to be “as is” with no further obligation by the County for existing conditions.

**4.2.2** The Buyer shall comply with all applicable ordinances, laws, and regulations, for all future use of the property. The Buyer shall obtain and pay for any and all required permits and inspections if needed for occupancy and future development or improvements to the property.

##### **4.3 Proposed Use of Property**

**4.3.1** The Fairfield County Commissioners are interested in achieving the best future use possible for this historical property. The Fairfield County Commissioners request that the bids for purchasing the property contain a description of the intended use of the property by the buyer to assist in the determination of whether such a sale would be in the interests of Fairfield County pursuant to ORC 307.09(A).

End of Section

# **BID FORM**

BID FROM: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TOTAL AMOUNT OF PURCHASE PROPOSAL IN RESPONSE TO RFB (in numbers):

\$ \_\_\_\_\_

TOTAL AMOUNT OF PURCHASE PROPOSAL IN RESPONSE TO RFB (in words):

\_\_\_\_\_

RFB TO:                               The Fairfield County Board of Commissioners  
  Third Floor  
  210 East Main Street  
  Lancaster, Ohio 43130

PROJECT:               REQUEST FOR BIDS FOR SALE OF MILLER BUILDING

In submitting this RFB, the undersigned acknowledges that the representations in this proposal are binding and agrees:

1. To enter into a Purchase Agreement with the County Commissioners, if awarded on the basis of this bid and the attached RFB, and to furnish all requirements of this RFB.

ATTACHMENTS: I HAVE ATTACHED THE FOLLOWING DOCUMENTS TO THIS PROPOSAL:

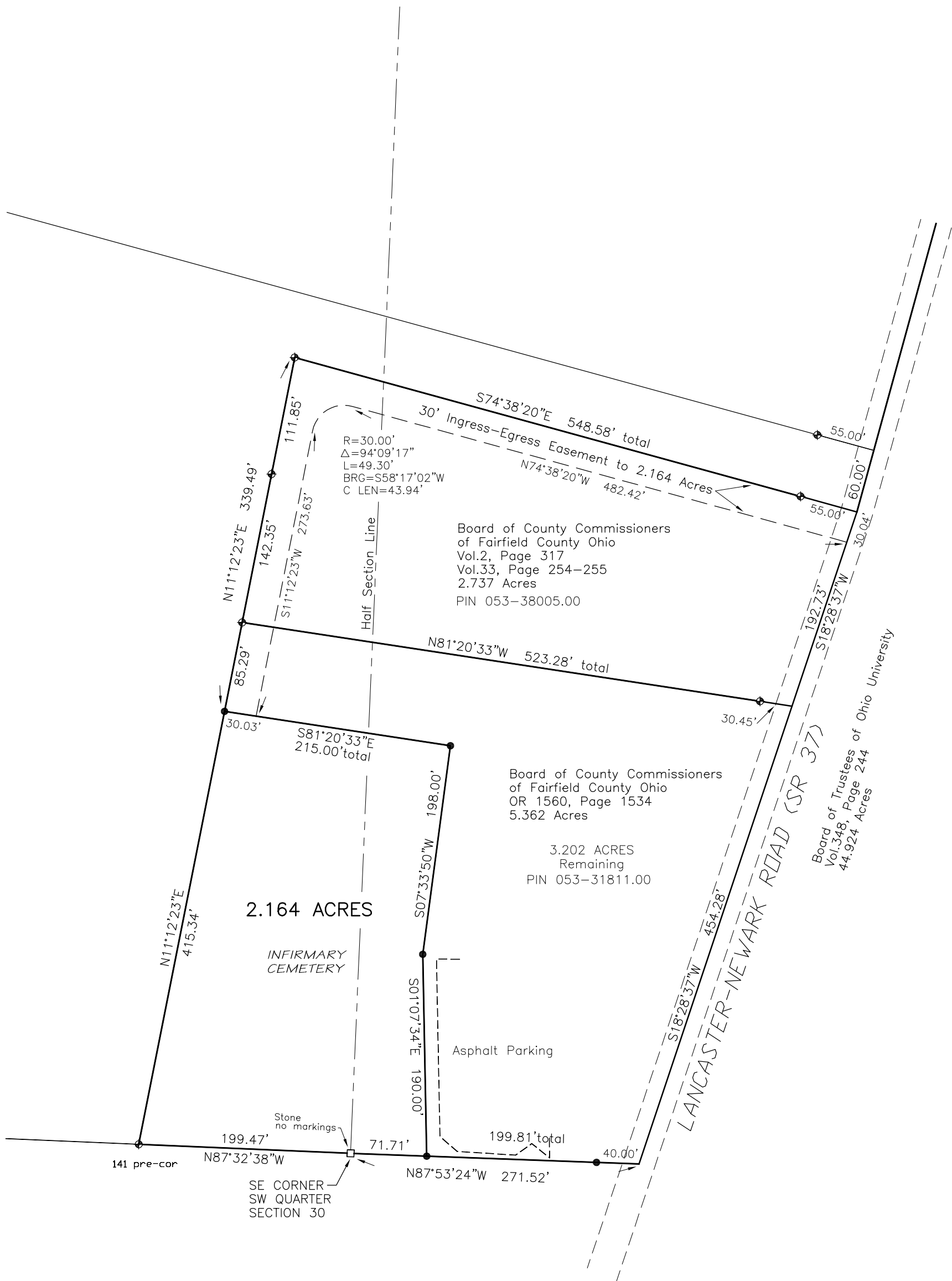
1. NON-COLLUSION AFFIDAVIT
2. AFFIDAVIT OF PERSONAL PROPERTY TAX LIABILITY

NOTE: All RFBS submitted to the Board of Fairfield County Commissioners must follow the guidelines in section 3.7 **PROPOSAL SUBMISSION**.

**Signature of BIDDER:** \_\_\_\_\_

**Print Name of BIDDER:** \_\_\_\_\_

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



GRAPHIC SCALE 1 INCH = 100 FEET

TOBIN-McFARLAND SURVEYING INC.

111 West Wheeling Street

Lancaster, Ohio 43130

Ph. 740-687-1710 Fax 740-687-0877