

INSTRUCTIONS TO BIDDERS

FLOYD COUNTY REDEVELOPMENT COMMISSION

**Office of the Director of Redevelopment
2524 Corydon Pike, #202
Pine View Government Center
New Albany, IN 47150**

1. GENERAL:

The Redevelopment Commission of Floyd County, Indiana (hereafter the "Commission") in accordance with Floyd County Redevelopment Commission at their March 20, 2018 approved offering for sale certain real properties (hereafter the "Properties") in Floyd County, Indiana listed in Exhibit A.

The disposal of said real estate was duly advertised in the New Albany News and Tribune. The disposal of said properties will be governed by the procedures which have been established by the Commission in accordance with the applicable regulations and statutes of the State of Indiana, and all offers to qualify for consideration by the Commission must be prepared and submitted in accordance with these procedures stated below and utilizing the appropriate forms provided.

The Commission has cause to prepare an Offering Packet for each property being sold. Offering Packets identifying the parcel and the minimum offering purchase price required by statute applies. The Commission reserves the right to accept, reject or reject in part all bids that are presented. This Commission will consider all completed bid packages for the highest and best bid.

Offering Packets will include the tax identification number for the real property and other pertinent information. In order to be considered a complete bid, the packet must be filled out completely and contain information for each of the following exhibits.

- Offer Sheet
- Proposal for Redevelopment
- Affidavit of Non-collusion Form

Individuals wishing to bid may contact the Floyd County Redevelopment Director, Don Lopp, 2524 Corydon Pike Suite 202 Pine View Government Center New Albany, Indiana 47150 for bid forms and exhibits. Bidders can also download forms from the Floyd County Government Website at www.floydcounty.in.gov.

2. ADVERTISEMENT:

Pursuant to I.C. 36-7-14-22(d) and I.C. 5-3-1-2(e), a notice offering for sale and requesting sealed written offers has been advertised in the News and Tribune.

3. SEALED OFFERS:

Sealed written offers, in accordance with these procedures, and on forms provided in the Request for Proposals, will be received by the Commission, in the office of the Director of Operations 2524 Corydon Pike Suite 202 Pine View Government Center New Albany, IN, until 4:00 p.m. (local time) on Monday, October 15, 2018.

Each bidder shall submit one original proposal and six complete copies. Fax or email transmissions are not acceptable. Proposals submitted or received after that date/time will not be accepted or considered. At 9AM on Tuesday, October 16, at the Pine View Government Center Assembly Room 104 , New Albany, Indiana, the Commission will publicly open and consider all written offers.

Applicant can submit any exhibits, drawings, renderings, and other material used in presentations that are in addition to the sealed bid such additional documents shall be deposited by each bidder at the time of the submission of the written offers and shall be retained by the Commission until the date of selection of the successful bidder. These supplemental items should provide any additional information that the bidder deems necessary for the commission to understand the proposed redevelopment of the property.

After an award is made, any unsuccessful bidder shall pick up these supplemental exhibits within ten (10) days, upon which date all remaining materials will be disposed of. All exhibits and graphics of the successful bidder remain the property of the Commission. A successful bidder, however, may arrange to borrow graphics for other presentations.

4. FORM OF OFFER:

Every offer must be made upon the Proposal for Redevelopment forms. The Proposal shall clearly state the name in which the title will be held, in the event of acceptance of the proposal, and further shall include the names and addresses of each person, firm or corporation proposed to have an interest in the title of the Property being offered.

5. REJECTION OR ACCEPTANCE OF OFFER:

The Commission reserves the right to reject any or all offers or make award to the highest and best bidder. If the Commission accepts an offer, the successful bidder shall execute a Development Agreement in a form acceptable by the Commission within a reasonable period of time from the date of said approval.

6. **EARNEST MONEY AND DISPOSITION OF DEPOSIT:**

The successful bidder will be required to provide the Commission with a certified check or a cashier's check made payable to the order of the Floyd County Redevelopment Department, in the amount of Five Hundred Dollars (\$500) which shall be applied to the purchase of the Property at closing within thirty (30) business day of successful bid notification. Said deposit will be forfeited and surrendered to the Commission as an agreed amount of liquidated damages in case of failure by the accepted bidder to enter into the Development Agreement as above described, or to complete the purchase of the Property on time as agreed upon in the Development Agreement.

8. **TRANSFER OF TITLE/POSSESSION:**

Title and possession to the Property herein offered will be transferred to the successful bidder at the time of closing and in accordance with the terms and conditions to be set forth in the Development Agreement.

9. **SELECTION CRITERIA:**

The Commission will consider all proposals for properties. The Commission will consider the reuse of the properties as single-family housing. The Commission will consider all supplemental information given as part of the bid package as well.

Request for Proposals, when completed should include a general statement of the firm and staff who would participate in the scope of the prescribed activities. A bid submitted by a trust [as defined in IC 30-4-1-1(a) must identify each beneficiary of the trust and each settler empowered to revoke or modify the trust. Compliance with this requirement will be considered in determining the best bid.

PROPOSAL FOR REDEVELOPMENT

**FLOYD COUNTY
REDEVELOPMENT COMISSION**

**Director of Redevelopment
2524 Corydon Pike, #202
Pine View Government Center
New Albany, IN 47150
(812) 948.4110**

The undersigned having familiarized itself with the present conditions on the real property identified herein in Packet, hereby offers to purchase from the Floyd County Redevelopment Commission, Indiana,

Upon being selected as the successful bidder by the Floyd County Redevelopment Commission (the "Commission"), a certain parcel of real property situated in the County of Floyd, Indiana, and further identified as offer packet number _____ for the sum of _____ ; provided, however, that in the event that this offer is not accepted within sixty (60) days of the date the Commission is presented with offer, the undersigned shall have the option of withdrawing the offer.

In submitting this proposal to purchase, it is understood that the right to reject this proposal is reserved by the Commission.

I agree that in the event my proposal is accepted, and contingent upon the adoption of a resolution by the Commission formally accepting such proposal as required by law, I will complete and submit an appropriate Statement of Financial Disclosure or such other forms as the commission may reasonably request within ten (10) days of the date the Commission approves this offer and will thereafter execute a Development Agreement within thirty (30) days of the date the Commission approves this offer.

In the event that I either fail to complete the requested forms or execute the Development Agreement within the time prescribed by the Commission, I agree and understand that the Commission shall have the option of terminating my offer.

Attached hereto and to be considered a part of this Proposal for Development is the following:

- Exhibit 1 – Offering Sheet
- Exhibit 2 – Bidder's Affidavit of Non-Collusion

I understand and agree that the terms and provisions of the proposal will be incorporated into the applicable form of Development Agreement, which I agree to execute in the event this proposal is accepted.

I certify that should the proposal be accepted, the title will be held in the name of:

_____ and I further certify that I am authorized to represent the bidder.

Acceptance or rejection of the proposal shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage pre-paid, return receipt required or delivered personally to the bidder at the address set forth below.

IN WITNESS WHEREOF, the undersigned has caused its name and seal to be subscribed this _____ day of _____, 20_____.

RESPECTFULLY SUBMITTED,

BIDDER:

WITNESS OF ATTEST:

Name of Firm or Individual
(type or print)

Signature in Ink

Signature in Ink
(type name after signature)

Type or Print Name

Address (type or Print)

Address (type or print)

City State

City State

Telephone Number

Email

EXHIBIT
TO
PROPOSAL FOR DEVELOPMENT

BIDDER'S AFFIDAVIT OF NON-COLLUSION

STATE OF INDIANA)
) SS:
COUNTY OF FLOYD)

being first duly sworn, deposes and says that:

- 1) He is _____
 (owner-partner-officer-representative-agent)

of _____
 (Bidder who has submitted the attached offer)
- 2) He is fully informed respecting the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
- 3) Such offer is genuine and not a collusive or sham offer.
- 4) Neither said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham offer or refrain from making an offer in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication to conference with any other bidder, firm or person to fix the price, or profit, or cost element of the offering price or the offering price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Floyd County Redevelopment Commission or any person interested in the proposed contract; and
- 5) The price or prices quoted in the attached offer are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Signed _____

SUBSCRIBED AND SWORN BEFORE ME

THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC _____ COUNTY _____

MY COMMISSION EXPIRES: _____

SEAL