

## INVITATION TO BID

Notice is hereby given that sealed bids will be received at the City Clerk's Office, City Hall, 1005 Baker Avenue, Whitefish, Montana, 59937 until 3:00 p.m., Thursday, December 8, 2016 and will be opened and publicly read at that time. As soon thereafter as is possible, the City Council will consider the bids and a sale of the following property by the City of Whitefish, via a bill of sale will be made:

Purchase and removal of the office building in Depot Park at 510 Railway Street in the City of Whitefish, Flathead County, Montana.

Bidders must state payment and closing dates. Building will be available for relocation in early to mid-April, 2017. There are no minimum bids on the building. The City desires prompt payment and may take into account promptness offered by each bidder in determining the highest and best bid.

Bidders shall bid only on City-provided bid proposal forms, addressed to the City Clerk's Office, City of Whitefish, enclosed in a sealed envelope marked plainly on the outside, "Bid for Purchase of Depot Park building - Opening December 8, 2016".

Each bidder shall submit cash, a certified check, bid bond, cashier's check, bank money order or bank draft payable to the City Clerk, Whitefish, Montana, and drawn and issued by a national banking association located in the State of Montana or by any banking corporation incorporated under the laws of the State of Montana for an amount of \$500.00 as a good faith deposit. Personal checks not accepted.

The City reserves the right to reject any and all bids and if all bids are rejected, to re-advertise under the same or new specifications, or to make such an award as in the judgment of its officials best meets the City's requirements and the public interest. The City reserves the right to waive any technicality in the bidding which is not of a substantial nature.

Any objections to published specifications must be filed in written form with the City Clerk prior to bid opening at 3:00 p.m., December 8, 2016.

Bidders shall obtain further information and bid proposal forms and packets from the Whitefish City Manager at the above address or by calling (406) 863-2406.

Michelle Howke  
City Clerk

PUBLISH:    October 19, 2016  
                  October 26, 2016  
                  November 30, 2016

## INTRODUCTION

The City of Whitefish desires to sell the office building in Depot Park at 510 Railway Street for relocation and re-use. Therefore, the City is soliciting bid proposals from qualified buyers to purchase and relocate the building. The City would prefer someone move and re-use the building rather than have the City demolish the building. The City will accept bids until 3:00 PM on December 8, 2016 at which time the City Clerk will open the bids. Thereafter, City officials will review the bids and will award the sale of the buildings.

**PLEASE NOTE:** The City reserves the right to reject any and all bids and if all bids are rejected, to re-advertise under the same or new specifications, or to make such an award as in the judgment of its officials best meets the City's requirements. The City reserves the right to waive any technicality in the bidding which is not of a substantial nature. The City is under no obligation to sell the building, so the building may not be sold unless the price bid is deemed sufficient.

The City of Whitefish acquired the Depot Park office building in 2009 from the Park Side Credit Union. The City also desires that the buildings, materials, and contents be re-used to the fullest extent possible rather than being disposed in the landfill. The building was apparently built in 1976 and remodeled in 2002. There are two portions to the building and only the eastern portion of the building has a crawl space under it that allows moving it. Bidder can bid to buy either or both sections of the building. The sections of the building are:

Westernmost section – Front foyer and office building including a steel, bank vault door. Bidders may also consider bidding only for the vault door. The vault door and steel frame is a LeFebure model. This section is on a slab foundation with no crawl space. It is listed as 1,680 square feet.

Easternmost section – This is the back office area and the kitchen. There is a crawl space under this area so it can be moved off the site intact. This area is 2,368 square feet. This easternmost section has a full kitchen and there are also two half bathrooms in this section.

The City will hold a tour of the building prior to bidding so interested buyers can inspect the building and ask questions. This tour will occur at 3:00 p.m. on Thursday, November 10<sup>th</sup> at 510 Railway Street.

Successful bidders must remove the building and contents from the property by May 31, 2017. The building should be available for removal as early as April 10, 2017. The City will pay for any utility disconnection costs.

## LOCATION OF PROPERTY

The City property is located at 510 Railway Street in Whitefish, Montana. As public property, prospective bidders are welcome to go on the property to inspect the exterior of the buildings. We ask that interior inspection of the property be done during the tour on Thursday, November 10<sup>th</sup> at 3:00 p.m. Exhibit A contains pictures of the building with a short description.

## FINANCIAL INFORMATION AND BIDDING REQUIREMENTS

A bid bond, money order, or other suitable security (see requirements in Invitation to Bid) for \$500.00 is required as security on the bid. Personal checks not allowed. The bid bond or other security shall be cashed for failure to complete a transaction if a bid is accepted by the City Council. The City will retain the bid bond as a performance bond for the successful bidders. The buyer will forfeit the performance bond if trash or debris is left at the site or if the building is not removed.

Exhibit B is the bid submittal sheet. Exhibit B contains the necessary conditions on which the City will award a bid and the bidder must sign and attest to all of these conditions.

## CONCLUSION

If there are any additional questions, please call Chuck Stearns, City Manager, at the City of Whitefish, area code 406-863-2406. Bids will be accepted until 3:00 PM on December 8, 2016 and the City Council will make a decision on sales as soon thereafter as possible.

INVITATION TO BID ON SALE AND REMOVAL OF BUILDINGS IN WHITEFISH

Notice is hereby given that sealed bids will be received at the City Clerk's Office, City Hall, 1005 Baker Avenue, Whitefish, Montana, 59937 until 3:00 p.m., Thursday, December 8, 2016 and will be opened and publicly read at that time. As soon thereafter as is possible, the City Council will consider the bids and a sale and removal of the following property by the City of Whitefish, via a bill of sale will be made:

Office building located in Depot Park at 510 Railway Street in the City of Whitefish, Flathead County, Montana.

There is no minimum bid on the building. Bidders shall obtain required forms, further information, and bid packets from the City Clerk at the above address or by calling City Manager Chuck Stearns at (406) 863-2406.

PUBLISH IN CLASSIFIEDS

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                  October 26, 2016  
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**EXHIBIT A  
PICTURES AND BRIEF DESCRIPTIONS**



The view of the building at 510 Railway Street from the west. This view shows the front entrance.



This view is from south of the building.



This view is from the southeast of the building.



This view is from the rear of the building.



This view is from the north.



This picture is of the kitchen which is the eastern section of the building which has the crawl space underneath it.



This picture is of the LeFebure vault door and frame.

**EXHIBIT B**  
**BID PROPOSAL - PURCHASE OF CITY OFFICE BUILDING AT 510 RAILWAY STREET**  
**PAGE 1 OF 1**

The undersigned bidder, having examined all the requirements and Exhibits A through b, hereby proposes to purchase from the City of Whitefish the City office building at 510 Railway Street in Whitefish, Montana and remove the building from the premises.

The undersigned bidder further agrees that the only persons or parties interested in this proposal are in all respects fair and without fraud; that it is made without collusion with any officials or employees of the City of Whitefish, and that the proposal is made without any connection or collusion with any person making another proposal.

Enclosed herewith is a \_\_\_\_\_  
(personal or company checks not acceptable) as bid security in the amount of \$500.00 which the undersigned agrees is to be forfeited to and become the property of the City of Whitefish as liquidated damages, should this proposal be accepted and the contract awarded to buyer and buyer fails to deliver the payment in the form prescribed. The City shall retain the bid bonds as a performance bond to ensure the removal of the building, contents, and trash. Otherwise, the security shall be returned to the undersigned upon completion of removal of the building(s).

In submitting this bid, it is understood that the City of Whitefish reserves the right to reject any and all bids or to award such sale as City officials determine is in the best interest of the City of Whitefish.

I/we \_\_\_\_\_ hereby propose to purchase the following buildings and fixtures from the City of Whitefish for the prices indicated. I/we will be able to make payment and close on the transaction on \_\_\_\_\_, 201\_\_\_\_.

East Section of 510 Railway Street Building	\$ _____
West Section of 510 Railway Street Building	\$ _____
LeFebure vault door and steel frame	\$ _____
 Total Bid	 \$ _____

Submitted by: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

State of Incorporation (if applicable) \_\_\_\_\_

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