

# *City of Marseilles*

*200 Riverfront Drive*

*Marseilles, Illinois 61341*

*Phone: (815) 795-2133 Fax: (815) 795-6600*

[www.cityofmarseilles.com](http://www.cityofmarseilles.com)

*Jim Hollenbeck, Mayor*

*Bobby Kaminski, Accounts & Finance*

*Melissa Small, Public Health & Safety*

*Mike Scheib, Streets & Improvements*

*Jim Buckingham, Public Property & Water*

*Christina Cantlin, Attorney*

*Michael Etscheid, Engineer*

*Dan Lowe, Zoning Officer*

*Lesley Hart, City Clerk*

*Cheryl Gray, Asst. City Clerk/Treasurer*

## **CITY OF MARSEILLES**

### **INVITATION TO BID – MUNICIPAL PROPERTY TOWN OF MARSEILLES**

Property Address: **209 Lincoln Street Marseilles, IL 61341**

Parcel Number(s): **15-49-419-024**

Bid Packet Available any time after \_\_\_\_\_

Bid Submission Location: City Of Marseilles 200 Riverfront Drive Marseilles, Illinois 61341

### **NOTICE OF INVITATION TO BID**

The City of Marseilles is accepting sealed bids for the purchase of the municipal property located at: 209 Lincoln Street Marseilles, IL 61341

PIN(s): 15-49-419-024

Bid packets may be obtained at Marseilles City Hall, 200 Riverfront Drive, Marseilles, IL 61341. During regular business hours or by request via email. [cityclerk@cityofmarseilles.com](mailto:cityclerk@cityofmarseilles.com)

Sealed bids must be received no later than: \_\_\_\_\_

**Bids will be publicly opened on \_\_\_\_\_ and read aloud immediately, then presented to the City Council for approval.**

The City of Marseilles reserves the right to reject any or all bids, waive irregularities, and accept the bid deemed most advantageous to the City.

## **GENERAL INSTRUCTIONS TO BIDDERS**

- All bids must be submitted in a sealed envelope labeled: **Municipal Property Bid 209 Lincoln Street.**
- Late bids will not be accepted.
- Bids must include all required forms and attachments.
- Property sold AS-IS, WHERE-IS.
- No contingencies unless explicitly allowed.
- Closing required within 30–45 days of City Council approval.
- Proof of funds will be required.
- The City of Marseilles expressly reserves the right to refuse, reject, or decline any bid or all bids submitted, for any reason or no reason, at its sole discretion.

## **PROPERTY DESCRIPTION**

Address: 209 Lincoln Street Marseilles, IL 61341

Parcel Number(s): 15-49-419-024

Zoning: Mixed Use-Commercial-Residential

Lot/Building Size: 17,860 sq. ft.\ 10,759 sq. ft

### **ADDENDUM #2 Tenant Occupancy, Inspection Access, and Rent Reimbursement**

**Existing Tenant & Lease.** The Property is currently occupied by Marseilles Area Ambulance Service, Inc. under an active lease agreement. The Buyer acknowledges the presence of this tenant and the continuation of the lease through closing unless otherwise agreed in writing by all parties.

**Inspection Access.** The Tenant shall allow reasonable access for inspections in accordance with the terms of the existing lease. The City shall coordinate access with the Tenant to ensure timely completion of all Buyer-requested inspections.

**Rent Reimbursement Condition.** As a condition of sale, the City of Marseilles agrees to reimburse the Buyer for two (2) years of rental payments in the total amount of \$17,000.00. Payment shall be made at closing or as otherwise mutually agreed in writing between the City and the Buyer.

**MINIMUM BID**

Minimum acceptable bid: \$ 216,000.00.

Earnest Money Deposit (if required): \$ 20,000.00.

Accepted forms: Cashier’s Check, Certified Check, or approved equivalent.

**OFFICIAL BID FORM**

Bidder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Bid Amount: \$ \_\_\_\_\_

Acknowledgment of AS-IS condition and agreement to all terms.

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

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

**REQUIRED ATTACHMENTS**

- Photo ID
- Proof of funds
- Corporate resolution (if applicable)
- Building appraisal report (as provided by the City of Marseilles). The appraisal will be included in the bid packet, and bidders are responsible for reviewing it prior to submitting a bid.

**EVALUATION CRITERIA**

- Highest responsible bid
- Completeness of packet

- Ability to close within required timeframe
- Compliance with submission requirements

#### **TERMS & CONDITIONS OF SALE**

- Property sold AS-IS, WHERE-IS.
- Buyer responsible for all due diligence.
- Closing within 30–45 days of City Council approval.
- Earnest money may be forfeited if buyer fails to close.
- City Council approval required.
- The City of Marseilles retains the absolute right to refuse, reject, or decline any bid or all bids submitted, for any reason or no reason, at its sole discretion. Submission of a bid does not obligate the City to accept any proposal, including the highest bid, and no bidder shall have any claim against the City for the rejection of a bid.

#### **BID SUBMISSION INSTRUCTIONS**

Submit sealed bids to City Clerk

City of Marseilles

Attn: **Municipal Property Bid 209 Lincoln Street.**

200 Riverfront Drive

Marseilles, Illinois 61341

Deadline:

Envelope must be labeled: **Municipal Property Bid 209 Lincoln Street.**

ADDENDA

**Addendum #1:** Appraisal Mixed Use-Commercial-Residential Located at: 209 Lincoln Street, Marseilles, IL 61341

**Addendum #2:** Marseilles\_Area\_Ambulance\_Serv\_Inc