

# INVITATION TO BID

## SALE OF REAL PROPERTY

### LEGAL NOTICE

The City of West Burlington is the owner of that parcel of real property (“Property”) locally known as 1110 W. Mount Pleasant Street (Parcel No. 10-26-453-007) in the City of West Burlington, Des Moines County, Iowa, containing approximately 0.97 acres of land, more or less, and legally described as follows:

ALL OF LOT NUMBER 13, EXCEPT THE NORTH 30.57 FEET OF THE WEST 170 FEET THEREOF, AND EXCEPT THE SOUTH 50 FEET THEREOF, IN JULIUS H. POHREN'S SUBDIVISION IN THE SOUTH PART OF THE SW $\frac{1}{4}$  OF THE SE $\frac{1}{4}$  OF SECTION 26, TOWNSHIP 70 NORTH, RANGE 3 WEST OF THE 5<sup>TH</sup> P.M., IN THE CITY OF WEST BURLINGTON, DES MOINES COUNTY, IOWA.

**The Property is being sold “as is.”** The winning bidder will be required, at the winning bidder’s sole expense, to commence construction of a residential structure upon the Property suitable for human habitation, occupancy, or use, compliant with all applicable ordinances of the City of West Burlington within six (6) months of taking title, with construction to be completed within eighteen (18) months of taking title (subject to any mutually agreed extensions). Failure to comply with the foregoing requirements shall result in title to the Property reverting to the City.

No survey has been performed. All inspections must take place prior to bidding. The Property is vacant and available for viewing at bidders’ convenience.

The Property will be sold to the bidder whose bid is most advantageous to the citizens of West Burlington, as determined by City Council in its sole discretion upon reviewing each bid, including but not limited to bid amount, proposed use, and estimated investment, which shall be included in writing as part of the bid. The City reserves the right to reject any or all bids and to waive any irregularities or informalities. All bids must be cash transactions and may not be conditioned on financing. The City Council has established a **minimum bid of \$5,000.00** for the Property. The winning bidder will also be responsible for all closing costs (including but not limited to the City’s reasonable attorney fees to facilitate the Property’s sale).

Parties interested in bidding on the Property may submit a sealed bid to the City Clerk at City West Burlington City Hall, 122 Broadway Street, West Burlington, Iowa, until **3:00 P.M. on August 15, 2025**. Instructions to Bidders and Bid Blanks may be obtained from the City Clerk.

## INSTRUCTIONS TO BIDDERS

1. **Description of Property:** The Property to be sold (“Property”) consists of that parcel of real property (“Property”) locally known as 1110 W. Mount Pleasant Street (Parcel No. 10-26-453-007) in the City of West Burlington, Des Moines County, Iowa, containing approximately 0.97 acres of land, more or less, and legally described as follows:

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2. **Receipt of Bids:** Bids will be received by the City Clerk until **3:00 P.M. on August 15, 2025**. The City Council may consider non-responsive any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the receipt of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation with respect to a submitted bid.

3. **Contents of Bids:** Each bid must be submitted on a fully completed bid blank containing the full legal name of the person or entity bidding on the Property, with a telephone number, physical address, email address, and signature of an individual with requisite authority to legally bind the bidder; and be submitted in an opaque sealed envelope marked “BID FOR PARCEL NO. 10-26-453-007.” No faxed or emailed bids will be accepted. The bid shall include all additional documents required in these Instructions to Bidders. Failure to submit all required bid items may result in the bid being deemed non-responsive.

4. **Duration of Bids; Award of Bid:** Bids shall be considered firm offers to purchase the Property and will be held open for a period of sixty (60) days from the above-referenced deadline for submission. The bid will be awarded to the bidder whose bid is most advantageous to the citizens of West Burlington, as determined by City Council in its sole discretion upon reviewing each bid, including but not limited to the bid amount, proposed use of the Property, and estimated investment in the Property, which shall be included as part of the bid. If a Purchase Agreement prepared by the City, in substantially the form enclosed herewith, is not executed by the winning bidder and submitted to the City within fifteen (15) business days of City Council awarding the bid, or if the transaction otherwise fails, the bid will be deemed null and void and the City Council will proceed to award the bid to the bidder with the next most advantageous bid, as determined by City Council in its sole discretion. No Purchase Agreement will be binding upon the City until executed by the Mayor as authorized by City Council.

5. **Condition of Property.** The Property is being sold “as is.” Each bidder may inspect the Property at the bidder’s convenience prior to bidding and shall judge for himself/herself all the circumstances affecting the Property, assuming all patent and latent conditions or defects in connection therewith. Each bidder will be presumed to have inspected the Property and examined title thereto.

6. **Notice of Special Conditions:** Bidders are notified of the following special conditions of sale, which shall be considered in determining the “responsibility” of bidders:

- a. Each bid shall be accompanied by a narrative summary of the bidder's plan for developing the Property including the total amount the bidder intends to invest in development of the Property.
- b. Each bid shall further be accompanied by a summary of the bidder's experience with projects similar to that described in the bidder's proposed development of the Property.
- c. The winning bidder will be required, at the winning bidder's sole expense, to commence construction of a residential structure upon the Property suitable for human habitation, occupancy, or use, compliant with all applicable ordinances of the City of West Burlington, within six (6) months of taking title, with construction to be completed within eighteen (18) months of taking title (subject to any mutually agreed extensions). **Failure to comply with the foregoing requirements shall result in title to the Property reverting to the City.**

7. **Bidder Questions/Addenda:** Upon the deadline for the submission of bids, each bidder will be presumed to have inspected the Property and to have received answers to all questions regarding the Property. The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation with respect to a submitted bid. All questions prior to bid award shall be directed in writing to City Administrator, Gregg Mandsager, at 319-752-5451 or by email to [cityadministrator@westburlingtoniowa.gov](mailto:cityadministrator@westburlingtoniowa.gov).

Questions must be received at least five (5) days prior to the date fixed for the submission of bids. No response will be made to any bidder individually. Any and all responses and any supplemental instructions will be in the form of written addenda to this Invitation to Bid posted at City Hall three (3) days prior to the date fixed for submission of bids and may also be obtained from the City Clerk. Failure of any bidder to receive any such addendum shall not relieve such bidder from any obligation under his/her bid as submitted.

8. **Signing Bid:** By signing its bid, bidder acknowledges reading these Instructions and agreeing to the same.

## **BID BLANK**

I, \_\_\_\_\_, personally, or as authorized representative for and on behalf of the entity named below, submit this bid and hereby offer to purchase the residential real property ("Property") consisting of that parcel of real property ("Property") locally known as 1110 W. Mount Pleasant Street (Parcel No. 10-26-453-007) in the City of West Burlington, Des Moines County, Iowa, containing approximately 0.97 acres of land, more or less, and legally described as follows:

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which constitutes a firm offer in the following amount, subject to all terms and conditions of the City of West Burlington's Instructions to Bidders (as incorporated herein by this reference):

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

Narrative Summary of Plan for Residential Construction (bidder may attach additional sheets):

Summary of Bidder's Experience with Residential Properties: (bidder may attach additional sheets):

Amount Bidder intends to invest in rehabilitating the Property: \$ \_\_\_\_\_

**This offer shall remain open without modification for a minimum period of sixty (60) days from the date of the deadline for bid submission.**

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Name/Title

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Company (if applicable)

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Signature

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Date

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Address

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Telephone

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City, State, Zip

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Email

**Submit bid to:**

City Clerk  
122 Broadway Street  
West Burlington, IA 52655