

# INVITATION TO BID

## SALE OF REAL PROPERTY

### LEGAL NOTICE

WHEREAS, the City of Donnellson is the owner of that real property ("Property") situated in the City of Donnellson, County of Lee, and State of Iowa, locally known as 202 Burlington Street (Parcel No. 01-33-07-33-306-0030), the same being legally described as follows:

LOTS ONE (1) AND TWO (2) IN BLOCK ELEVEN (11) IN THE TOWN  
OF DONNELLSON, LEE COUNTY, IOWA.

**The Property is zoned Residential and is being sold "as is."** The winning bidder will be required, at the winning bidder's sole expense, to rehabilitate the Property by demolishing the secondary dwelling and making such interior and exterior repairs and improvements to the primary dwelling as necessary to render the primary dwelling habitable within eighteen (18) months of taking title, including but not limited to repairing or replacing broken windows; replacing missing siding; repairing damaged soffits; repairing or replacing the roof; repairing or replacing the gutters; restoring utility and sanitary services; and facilitating such interior repairs as necessary to render the Property suitable for human habitation and compliant with all applicable ordinances of the City of Donnellson, as determined by the City's Code Official. Alternatively, the winning bidder may, at the winning bidder's sole expense, elect to demolish both the primary and secondary dwellings, and to construct a new residential dwelling on the Property within eighteen (18) months of taking title. If the winning bidder does not complete rehabilitation of the Property, in either of the aforesaid manners, within eighteen (18) months of the winning bidder taking title (subject to any mutually agreed extensions), title to the Property shall revert 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 Donnellson, 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 no minimum bid for the Property.

Parties interested in bidding on the Property may submit a sealed bid to the City Clerk at City Donnellson City Hall, 802 Pershing Avenue, Donnellson, Iowa, until 4:00 P.M. on July 11th, 2025. Instructions to Bidders and Bid Blanks may be obtained from the City Clerk.



## **INSTRUCTIONS TO BIDDERS**

**Description of Property:** The Property to be sold ("Property") consists of a two-story primary residential dwelling and a single-story secondary residential dwelling situated on an approximately 100' x 138' parcel within in the City of Donnellson, County of Lee, and State of Iowa, locally known as 202 Burlington Street (Parcel No. 01-33-07-33-306-0030), the same being legally described as follows:

LOTS ONE (1) AND TWO (2) IN BLOCK ELEVEN (11) IN THE TOWN  
OF DONNELLSO, LEE COUNTY, IOWA.

The Property is zoned residential. No survey has been performed.

2. **Receipt of Bids:** Bids will be received by the City Clerk until 4:00 P.M. on July 11th, 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 202 BURLINGTON STREET." 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) calendar days from the above-referenced deadline for submission. If a Purchase Agreement prepared by the City 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 whose bid is the next most advantageous to the citizens of Donnellson as determined by City Council in its sole discretion, reject all bids, or re-let the Property in its discretion. The Purchase Agreement will require the winning bidder to pay all customary closing costs attributed to buyers and will further provide that if the winning bidder does not complete rehabilitation of the Property by making such interior and exterior repairs and improvements as necessary to render the Property habitable within eighteen (18) months of taking title (subject to any mutually agreed extensions), title to the Property shall revert to the City. No Purchase Agreement will be binding upon the City until executed by the Mayor following approval and authorization by the City Council following a duly noticed public hearing as prescribed by law.

5. **Condition of Property.** The Property is being sold "as is" and will be conveyed by Quit Claim Deed. 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 rehabilitating the Property including the total amount the bidder intends to invest in the Property.
- b. Each bid shall further be accompanied by a summary of the bidder's experience rehabilitating residential properties in the manner described in bidder's narrative summary (as described above).
- c. Rehabilitation of the Property shall comply with applicable laws, rules, and regulations.
- d. The winning bidder will be required, at the winning bidder's sole expense, to demolish the secondary dwelling and make such interior and exterior repairs and improvements to the primary dwelling as necessary to render the primary dwelling habitable within eighteen (18) months of taking title; or to demolish both the primary and secondary dwellings, and to construct a new residential dwelling on the Property within eighteen (18) months of taking title, as more fully set forth in the Invitation to Bidders.

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 Clerk, Rebecca Schau, at (641) 319-835-5714 or by email to [rschau@donnellsoniowa.org](mailto:rschau@donnellsoniowa.org).

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 a two-story primary residential dwelling and a single-story secondary residential dwelling situated on an approximately 100' x 138' parcel within in the City of Donnellson, County of Lee, and State of Iowa, locally known as 202 Burlington Street (Parcel No. 01-33-07-33-306-0030), the same being legally described as follows:

LOTS ONE (1) AND TWO (2) IN BLOCK ELEVEN (11) IN THE TOWN OF  
DONNELLSON, LEE COUNTY, IOWA.

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

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

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

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

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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.**

\_\_\_\_\_  
Name/Title (if applicable)

\_\_\_\_\_  
Company (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

Submit bid to:  
City Clerk  
802 Pershing Avenue  
Donnellson, IA 52625