

**City Council Members**

Polly Singer Eardley  
David Lusby  
Tammy Lusby Mitchell  
Karen Tingle-Sames



**City Council Members**

Mark Showalter  
Todd Stone  
Connie Tackett  
Marvin Thompson

**TOM PRATHER, MAYOR**

**REQUEST FOR PROPOSALS  
214 N. COURT STREET, GEORGETOWN, KY  
REAL PROPERTY SURPLUS  
OPENING:  
AUGUST 18, 2020 AT 2:00 PM EASTERN TIME**

**SCOPE**

**The City of Georgetown is seeking proposals from individuals or businesses with interest in purchasing and improving the property located at 214 N. Court Street, Georgetown, KY 40324.**

**GENERAL COMPLIANCE**

NOTE TO PROPOSERS: Proposal submission does not constitute an agreement or a contract with the City of Georgetown.

At the time of submission, each proposer will be presumed to have inspected the site(s), if necessary, and to have read the RFP and to be thoroughly familiar with the property and information included in the RFP (including any and all addenda). The failure or omission of any proposer to examine any form, instrument, or document shall in no way relieve any proposer from any obligation with respect to this proposal.

All proposals and submitted information becomes the property of the City of Georgetown and will not be returned to the proposer.

PROPOSAL SUBMISSION: The City of Georgetown will accept proposals via email or mail. Whether submitted via email or mail, all proposals will remain sealed until the proposal opening time stated herein. All inquiries regarding the proposal shall be submitted via email to the City Clerk at [tracie.hoffman@georgetownky.gov](mailto:tracie.hoffman@georgetownky.gov). Emailed proposals shall be sent to the same email address for the City Clerk. Mailed proposals shall be mailed to the attention of the City Clerk at 100 N. Court St., Georgetown, KY 40324. Envelopes shall be marked on the exterior with "214 N. Court St. Proposal." All proposals, whether emailed or mailed, must be received by the opening date and time listed on this RFP. A virtual bid opening will be held via Zoom, a link for which may be obtained from the City Clerk by emailing [tracie.hoffman@georgetownky.gov](mailto:tracie.hoffman@georgetownky.gov).



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Typed quotation sheets are preferred; however, if hand-written, the sheets must be legible. Any proposed offer or intended use information that is illegible may result in the rejection of the proposal.

ANY PROPOSALS NOT RECEIVED PRIOR TO THE SCHEDULED OPENING DATE AND TIME MAY BE REJECTED.

**FAILURE TO SUBMIT REQUIRED DOCUMENTATION:** Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.

**LIABILITY:** City of Georgetown is not liable for any expenses incurred in connection with the preparation of proposals.

**KENTUCKY OPEN RECORDS LAW:** At the time a proposal is submitted to the City, proposer shall identify any information that is submitted as part of the proposal that is proprietary or confidential in nature and not subject to release for public inspection. The City of Georgetown will protect any proprietary or confidential information to the extent allowable under the Kentucky Open Records Act.

**COMPLIANCE WITH LAWS AND REGULATIONS:** Each proposer shall comply with all Federal, State & Local regulations concerning this type of service.

**METHOD OF AWARD:** The award will be based upon the weighted evaluation criteria established in the request. The City of Georgetown reserves the right to consider as a part of the proposal evaluation the monetary offer and the intended use of the property.

**The City of Georgetown reserves the right to reject any and all proposals** and/or to waive any irregularities or minor immaterial defects in any and all proposals. The right is also reserved to award proposals based on the best interest and/or most advantageous to the City.

Proposals shall remain firm and open to acceptance by the City of Georgetown for a minimum period of sixty (60) days after the proposal opening. If the time period has expired, the City of Georgetown may request a letter from proposers asking to extend the time period.

**PAYMENT:** City will coordinate attorney services for closing, but the winning proposer will be responsible for payment of closing costs.

**HOLD HARMLESS AGREEMENT:** The proposer covenants to save, defend, keep harmless, and indemnify the City of Georgetown and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fine, penalties, and costs including court costs and attorney's fees, charges, liability, and exposure however caused resulting from, arising out of, or in any way connected with the proposer's negligent performance or non-performance of the terms of the contract.

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AMBIGUITY, CONFLICT OR OTHER ERRORS IN RFP: If a proposer discovers any ambiguity, conflict, discrepancy, omission or other such error in the RFP, he/she shall immediately notify the City of Georgetown of such error in writing and request modification or clarification of the document if allowable by the City of Georgetown.

**ADDENDA AND INTERPRETATIONS:**      **No interpretation of the meaning of the plans, specifications or other pre-proposal documents will be made to any proposer orally.**

Every request for such interpretation should be submitted via email to the City Clerk at [tracie.hoffman@georgetownky.gov](mailto:tracie.hoffman@georgetownky.gov). **Any and all such interpretations and any supplemental instructions, if issued, will be posted in an addendum to the City of Georgetown website and emailed to prospective proposers.** Questions regarding the project will be due no later than **Friday, August 14, 2020 at 4:00 PM**. Failure of any proposer to receive any such supplementation or interpretation shall not relieve such bidder from any obligation under his/her proposal as submitted. All posts so issued shall become part of the contract documents.

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GENERAL REQUIREMENTS

The City is requesting proposals from individuals or businesses with interest in purchasing the property located at **214 N. Court. St., Georgetown, KY 40324.** The Georgetown City Council has approved the surplus of this property and proposals will be evaluated according to the criteria on the following page.

SPECIFICATIONS

Minimum Purchase Price: \$5,000.00  
Lot Size: Approximately 4240 square feet  
Improvements: None  
Neighborhood: Downtown Commercial  
Comprehensive Plan: Commercial  
Zoning: B3 – Central Business District  
PVA Parcel Number: 166-30-301.000  
Deed Book/Page: 407/060  
Date of Last Deed: 7/09/2019  
Owner: City of Georgetown

OTHER INFORMATION

- Please see Exhibits A and B for additional information regarding the surplus property.
- Sale of this property is subject to approval by the Georgetown City Council.

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EVALUATION CRITERIA

Every effort will be made to evaluate the proposals as objectively as possible. The best proposal will be determined by Committee that provides the best combination of factors relating to the following criteria:

PARAMETER	% WEIGHT
Purchase Price	50
Intended Use of Property	50

EVALUATION COMMITTEE

The Evaluation Committee may include the following:

- Director of Finance
- City Attorney
- Chief Administrative Officer
- Other member(s) deemed necessary as determined by the Finance Director

The Committee reserves the right to seek clarification of responses via written or telephone inquiries.

**Committee members shall not be contacted by the Proposer during the proposal preparation and selection process, unless otherwise noted herein.**

The Committee shall be the sole judge of the best proposal and the resulting negotiated agreement.

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SUBMISSION REQUIREMENTS

Proposers shall include their qualifications using the following format:

1. **Cover Letter** which includes a summary of the Proposer's ability to purchase the property, intended use of the property, and ability to enter into a contract with the City. The cover letter must be signed by a person having the authority to commit the agency to a contract.
2. **Offer Amount** – Proposer to use the Proposal Response Form.

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PROPOSER RESPONSE FORM

PROPOSAL AMOUNT:        \$ \_\_\_\_\_

NAME OF BUYER:        \_\_\_\_\_

ADDRESS:                \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME (Type or Print):    \_\_\_\_\_

TELEPHONE:            \_\_\_\_\_

EMAIL:                 \_\_\_\_\_

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

    Date:                \_\_\_\_\_

\* Signature certifies the ability to meet all requirements outlined in this proposal.

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Proposer Acknowledges receipt of Addendum as noted: (mark N/A if none)

# \_\_\_\_\_            Dated \_\_\_\_\_

# \_\_\_\_\_            Dated \_\_\_\_\_

# \_\_\_\_\_            Dated \_\_\_\_\_

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ADDITIONAL INFORMATION (OPTIONAL)

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AFFIDAVIT

Comes the Affiant, \_\_\_\_\_, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is \_\_\_\_\_ and he/she is the individual or the authorized representative of \_\_\_\_\_ (hereinafter referred to as "Proposer"), and is authorized to submit the Proposal Response Form, equal opportunity agreement and Vendor's Statement Pursuant to KRS 45A.343 attached hereto and incorporated herein by reference.
2. Proposer will pay all taxes and fees, which are owed to the City of Georgetown at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a City of Georgetown business license, if applicable, prior to award of the contract.
4. Proposer authorizes the City of Georgetown to verify the above-mentioned information with the Division of Revenue and to disclose that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 2 of the City of Georgetown Code of Ordinances, known as "Ethics Act."
7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

\_\_\_\_\_  
Affiant

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was subscribed, sworn to and acknowledged before me by \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE

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CHECKLIST FOR REQUIREMENTS

\*\*Initial "\_\_\_\_\_" for all below as indicated or bid may be rejected. \*\*

\_\_\_\_\_ Proposer received and understands the Request for Proposals Package

\_\_\_\_\_ Cover Letter attached.

\_\_\_\_\_ Additional Requested Information attached (IF APPLICABLE).

\_\_\_\_\_ PROPOSER RESPONSE FORM completed and attached.

\_\_\_\_\_ AFFIDAVIT signed and attached.

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Exhibit A

PHOTOS



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Exhibit B

LEGAL DESCRIPTION

214 NORTH COURT STREET

A certain house and lot lying and being in Georgetown, Scott County, Kentucky, on the east side of Court Alley, and more particularly described as follows:

Beginning at a point exactly half way between the west side of the house located on the property herein described and the west side of the house located on the property shown on tract #1 in Deed Book 72, page 127, Scott County Clerk's Office, which point is two feet and two and one-half inches between the west lines of the said two houses; thence in an easterly direction along a line exactly half way between the said two houses to the east line of said lot #1 in Deed Book 72, page 127, which is also the southwest corner of the property now owned by Lucille Samuels, and which is about 45 feet east of Court Alley. Thence along the south property line in an easterly direction of the said lot of Lucille Samuels about 20 feet to the corner with property now owned by Rhodes White; thence in a southerly direction along the property line of property now owned by Rhodes White about 39 feet to the north property line of real estate owned by John Sleet McAllister; thence in a westerly direction about 65 feet to Court Alley; thence in a northerly direction along Court Alley about 39 feet to the intersection of a line extended westerly from the point of beginning, which line is a continuation of line half way between the two houses above mentioned; thence in an easterly direction along the continuation of line a point half way between the houses, about 8 feet to the point of beginning.

Being in the City of Georgetown, Scott County, Kentucky, and being more particularly described as follows:

Beginning at a corner between the west lot line of the said Rhodes White and wife and the north property line of the said Clayton Hall and wife. Said point being a newly made division line between the parties hereto, and further said point being in the west lot line of White, and a corner to Hall, 117.26 feet south of Jefferson Street; thence with said line of White N 7° 5' W 40 feet corner to Hall; thence S 82° 20' E 37.50 feet to a corner; thence N 8° 00' E 41.00 feet to a new corner in the line of White, said point being 115.50 feet south of Jefferson Street; thence with a newly made line N 81° 15' W 38.15 feet to the beginning containing 0.035 acres.

Being the same property conveyed to Mary Sharp and Billy Sharp, her husband, by deed from Peggy J. Moon, a single person, dated January 24, 2008, and of record in Deed Book 315, Page 416, in the Scott County Clerk's Office, Scott County, Kentucky.