

RESOLUTION ORDERING PUBLICATION AND BIDS FOR THE SALE OF COUNTY OWNED REAL ESTATE LOCATED AT 3816 DONAHOE DRIVE, ASHTABULA TOWNSHIP

WHEREAS, the real estate property located at 3816 Donahoe Drive, being offered for sale by the Ashtabula County Commissioners is described on the records of the Ashtabula County Auditor, to wit:

Parcel No.: 030512000101

Property Address: 3816 Donahoe Drive, Ashtabula OH 44004

Property Description: The building is situated on one parcel of land fronting on the south side of Donahoe Drive terminus; Said terminus being a cul-de-sac. This parcel contains about 1.09 acres of land or about 47,480 square feet. This parcel has about 51.01' frontage on said Donahoe Drive cul-de-sac. A survey map of this parcel is available upon request.

Minimum Bid: \$25,000.00

Legal Publication: October 24 and 31, November 7 and 14, 2024

Bid Opening: November 20, 2024 at 2:00 p.m.

WHEREAS, the full legal description of the property is available upon request; and

WHEREAS, it is necessary to advertise for bids as required by Section 307.86 Ohio Revised Code; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio, that the bids be ordered, with the sealed bids be addressed to: Lisa Hawkins, Clerk of the Board, Ashtabula County Board of Commissioners, 25 West Jefferson St., Jefferson, OH 44047 with the bid opening being held at the office of the Ashtabula County Commissioners, 25 West Jefferson St., Jefferson, OH on the date and time listed above (unless extended by addendum). The Clerk of the Board is hereby ordered to advertise in the newspaper and post notice of said bid on the bulletin board as outlined above.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2024-489

October 22, 2024

RESOLUTION ORDERING PUBLICATION AND BIDS FOR THE SALE OF COUNTY OWNED REAL ESTATE LOCATED AT 3816 DONAHOE DRIVE, ASHTABULA TOWNSHIP

Upon the motion of Casey R. Kozlowski, seconded by J.P. Ducro IV.

VOTE:

**Kathryn L. Whittington
J.P. Ducro IV
Casey R. Kozlowski**

**Aye
Aye
Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

ASHTABULA COUNTY, OHIO



REQUEST FOR BIDS

FOR

ASHTABULA COUNTY DONAHOE DRIVE PROPERTY

BID

Issue Date: October 22, 2024

Inquiries: Ashtabula County Commissioners
Attn: Janet Discher, County Administrator
Old Courthouse, 2nd Floor
25 West Jefferson Street
Jefferson, OH 44047-1092
jldischer@ashtabulacounty.us

Due Date: November 20, 2024 by 2:00 p.m.

Submit to: Ashtabula County Commissioners
Attn: Lisa Hawkins, Clerk of the Board
Old Courthouse, 2nd Floor
25 West Jefferson Street
Jefferson, OH 44047-1092

NOTICE TO BIDDERS

Sealed bids will be received and opened by the Board of County Commissioners, Old Courthouse, 2nd Floor, 25 West Jefferson Street, Jefferson, Ohio 44047-1092 until 2:00 p.m. EST on the 20th day of November, 2024, for the purchase of County owned real estate located at 3816 Donahoe Drive, Ashtabula, Ohio. The Ashtabula County Board of Commissioners has determined that the real property shall be listed at a starting minimum bid of Twenty-Five Thousand and 00/100 Dollars (\$25,000.00). All bids shall be sealed and addressed to the Board of Ashtabula County Commissioners, Attn: Lisa Hawkins, Clerk, 25 W. Jefferson St., Jefferson, OH 44047 and marked, "**SEALED BID- 3816 DONAHOE DRIVE. PROPERTY SALE**", on the outside of the envelope.

The real estate property located at 3816 Donahoe Drive, being offered for sale by the Ashtabula County Commissioners is described on the records of the Ashtabula County Auditor as permanent parcel number 030512000101. The proposed full legal description of the property is available upon request and generally described as follows:

The building is situated on one parcel of land fronting on the south side of Donahoe Drive terminus; Said terminus being a cul-de-sac. This parcel contains about 1.09 acres of land or about 47,480 square feet. This parcel has about 51.01' frontage on said Donahoe Drive cul-de-sac. A survey map of this parcel is available upon request.

Subject to all legal highways, easements, and to all restrictions and conditions of record.

Any questions regarding this bid can be directed in writing or email to Janet Discher, County Administrator, Ashtabula County Commissioners, 25 W. Jefferson St., Jefferson, OH 44047, jldischer@ashtabulacounty.us. NO PHONE CALLS ACCEPTED!

The Bid notice may be obtained via the internet at <http://www.ashtabulacounty.us/bids>.

The Board of Commissioners reserves the right to waive any and all informalities and the right to reject any and all bids. The Board of Ashtabula County Commissioners has resolved to sell the property identified herein to the highest responsible bidder.

By order of the Board of Commissioners of Ashtabula County, Ohio: Kathryn Whittington, J. P. Ducro IV, Casey R. Kozlowski.

Lisa Hawkins
Clerk of the Board

Publish date: 10/24,10/31,11/7 & 11/14

**REQUEST FOR BIDS For
SALE OF COUNTY REAL ESTATE**
Pursuant to ORC 307.09 and 307.10

1 GENERAL STATEMENT

1.1 Purpose

The Ashtabula County Commissioners are requesting bids for the purchase of County owned real estate located at 3816 Donahoe Drive, Ashtabula, Ohio. For the purpose of this Request for Bids (“RFB”), the property available for sale is known as The Donahoe Drive Building situated on approximately 1.09 acre of land or approximately 47,480 square feet. The property includes a primary office building which is a 1-story structure on a slab foundation. The property is connected to the Donahoe Complex which property is dedicated to the construction, maintenance and use of facilities by private non-profit or public agencies engaged in health, public welfare, public education and information and similar human resources activities.

1.2 Estimated Key Dates

The following are the estimated key dates associated with the RFB process. Bids received after 2:00 p.m. EDT on the Bid Due Date (as defined below) will not be considered.

RFB NOTIFICATION:	October 24, 2024
INQUIRY PERIOD BEGINS:	October 24, 2024
MANDATORY WALK-THRU:	November 18, 2024 at 11:00 a.m.
INQUIRY PERIOD ENDS:	November 19, 2024 by 12:00 p.m.
BID DUE DATE AND OPENING:	November 20, 2024 by 2:00 p.m.

There are references in this RFB to the Bid Due Date, which shall mean the date, and time that the Offeror’s response is due at the Ashtabula County Commissioners Office in Ashtabula, Ohio. Bids received after 2:00 P.M. on the Due Date will not be evaluated.

The Ashtabula County Commissioners reserve the right to reject any or all bids in response to this RFB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFB.

1.3 Additional Estimated Dates

SALE AWARD NOTIFICATION:	November 27, 2024
PAYMENT DUE TO COUNTY:	December 20, 2024
SALE CLOSING DATE:	January 15, 2025

1.4 Location for Response Opening

The following is the site for the public opening of Offeror's response(s).

**Ashtabula County Commissioners
25 W. Jefferson St., 2nd Floor Old Courthouse
Jefferson, OH 44047**

2 EXECUTIVE SUMMARY

2.1 Purpose

This document is a request for bids to purchase County owned real estate under Section 307.09 of the Ohio Revised Code. The Ashtabula County Commissioners are soliciting competitive, sealed bids for the purchase of this County owned property in the Ashtabula, Ohio area. The purchase contract will be awarded to the highest responsible bidder, however the Ashtabula County Commissioners reserve the right to reject any and all bids.

Upon determination of the highest responsible bidder, a real estate purchase agreement shall be prepared by the Ashtabula County Commissioners and submitted to the selected Bidder. This RFB provides details on what is required to submit a bid for purchase of the property, and what will be required of the buyer to execute the real estate purchase agreement with the Ashtabula County Commissioners. As used herein, the term "the Ashtabula County Commissioners" shall also include any of their employees, agents, or representatives.

This RFB also gives the estimated key dates for the various events that are part of the submission process, selection process, and sale commencement. While these dates are subject to change, the Ashtabula County Commissioners will make efforts to adhere to the dates contained herein. Once awarded, the successful bidder shall have seven (7) days to execute the real estate purchase agreement once it is received from the Ashtabula County Commissioners.

2.2 Calendar of Events

Significant dates in connection with this RFB are shown above and are subject to change. The Ashtabula County Commissioners may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this RFB. It will be the responsibility of the prospective bidder to check his/her email on a regular basis for posted addendums, changes and other RFB information.

3 GENERAL INSTRUCTION

3.1 Purpose

The following sections provide details on how to respond to this Request for Bids (RFB). All responses must be complete and in the prescribed format subject to the right of the Ashtabula County Commissioners

to waive any irregularities, nonconformities, or noncompliance with the terms of this RFB as set forth above.

3.2 Contacts

The following individual will be the representative of the Ashtabula County Commissioners who may be contacted in connection with this RFB.

Janet Discher, County Administrator
Ashtabula County Commissioners
25 W. Jefferson St.,
Jefferson, OH 44047
jldischer@ashtabulacounty.us

Bidders may obtain complete copies of the Request for Bids (RFB) at the office of the Ashtabula County Board of Commissioners, 25 W. Jefferson St., 2nd Floor Old Courthouse, Jefferson, Ohio 44047 or via the internet at <https://www.ashtabulacounty.us/bids>.

3.3 Inquiries

Bidders may make inquiries regarding this RFB any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Bidders must use email to make their inquiries. All inquiries must be addressed to and sent to: jldischer@ashtabulacounty.us . The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

3.4 Scope

3.4.1 The purpose of this RFB is to solicit bids for the purchase of County owned real estate property as described herein.

3.4.2 The terms and conditions included in this request are as indicated under Section 3.5 PROPERTY DESCRIPTION and Section 4 SUMMARY, and its subsections.

3.5 Property Description

The real estate property located at 3816 Donahoe Drive, being offered for sale by the Ashtabula County Commissioners is described on the records of the Ashtabula County Auditor as permanent parcel number 030512000101. The full legal description of the property is available upon request. The property is generally described as follows:

The property is located at 3816 Donahoe Drive, Ashtabula, Ohio 44004.

The building is situated on one parcel of land fronting on the south side of Donahoe Drive terminus; Said terminus being a cul-de-sac. This parcel contains about 1.09 acres of land or about 47,480 square feet. This parcel has about 51.01' frontage on said Donahoe Drive cul-de-sac. A survey map of this parcel is available upon request.

The parking lot is owned by Donahoe Corporation and use of the parking lot may be conditioned upon a separate agreement with Donahoe Corporation. For the purpose of valuation it is assumed that the subject property has access to the parking lot.

The subject property is surrounded by woods on all sides. Approximately 500' northeasterly through the woods is the Ashtabula County Children Services building. Southwesterly, Southerly, and Southeasterly it is heavily wooded for approximately 1300' or more to Norfolk Railroad tracks through parcels owned by Home Depot, Donahoe Corp, and R. and B. Newbold. Approximately 260' to the West Northwest is the Home Depot building.

There are no other easements, encroachments or other adverse conditions noted.

3.6 BASIS OF RFB

- 3.6.1 Submit a lump sum cash purchase amount in accordance with the RFB Form requirements. The minimum bid is \$25,000.00.

3.7 BID SUBMISSION

- 3.7.1 Submit bid on the original RFB Form furnished by the Ashtabula County Commissioners.
- 3.7.2 Sign Bid with name printed below signature.
- 3.7.3 An RFB submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the RFB.
- 3.7.4 Show all bid amounts in both words and figures. In the case where the words and figures are not identical in form or amount, the amount shown in words shall govern.
- 3.7.5 Oral, telephonic, facsimile or telegraphic Bids in response to this RFB will not be accepted.
- 3.7.6 Submit sealed bids in an opaque envelope plainly marked on the outside with the project title "Donahoe Drive Building", bid date and time, and name of the bidder.
- 3.7.7 If the bid is mailed, the sealed bid shall be enclosed in a separate mailing envelope with the notation "SEALED RFB ENCLOSED" on the face of the RFB envelope.
- 3.7.8 Mailing and delivery address for submission of bids is:
ASHTABULA COUNTY BOARD OF COMMISSIONERS
ATTN: Lisa Hawkins
25 W. Jefferson St., 2nd Floor Old Courthouse
Jefferson, Ohio 44047
- 3.7.9 Bidder shall be solely responsible for the timely delivery of their bid in response to this RFB in the manner and time prescribed. No bid shall be considered if it arrives after the time scheduled, as determined by the Ashtabula County Commissioners.

- 3.7.10 Bids in response to this RFB that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind may, at the Ashtabula County Commissioners discretion, be declared unacceptable.

3.8 RFB BID EVALUATION CRITERIA AND PROCEDURES

- 3.8.1 The Ashtabula County Commissioners will award a Sale Contract for the purchase of the 3816 Donahoe Drive property, to the selected bidder.
- 3.8.2 The Sale Contract will be awarded to the highest responsible bidder, as determined by the Ashtabula County Commissioners.
- 3.8.3 The Ashtabula County Commissioners reserve the right to reject any and all bids in response to this RFB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFB.

4 SUMMARY

4.1 Additional Requirements

In addition to any other requirements herein, the Buyer shall comply with the requirements listed below:

- a. General requirements
- b. Proposed Use of Property

4.2 General Requirements

- 4.2.1 The Buyer shall consider the purchase of the property to be “as is” with no further obligation by the County for existing conditions.
- 4.2.2 The Buyer shall comply with all applicable ordinances, laws, and regulations, for all future use of the property. The Buyer shall obtain and pay for any and all required permits and inspections if needed for occupancy and future development or improvements to the property.

4.3 Proposed Use of Property

- 4.3.1 Over forty years ago, Ashtabula County began a collaboration with what is now the Donahoe Corporation to provide health, public welfare, public information and education and similar human resource activities on behalf of Ashtabula County residents. The Ashtabula County Commissioners desire that the property continue to be used for health, public welfare, public information and education or similar human resource activities and that the Buyer be willing to continue to collaborate with the county departments and agencies and other private entities currently occupying the Donahoe Complex as well as with Donahoe Corporation to further such ends.

Therefore, the Ashtabula County Commissioners request that the bids for purchasing the property contain a description of the intended use of the property by the Buyer to assist

in the determination of whether such a sale would be in the interests of Ashtabula County. The Ashtabula County Commissioners reserve the right to consider any intended use that is not strictly for health, public welfare, public information and education or similar human resource activities provided that such use is compatible with and not interfere with the human resource activities of the current occupants of the Donahoe Complex properties and is in the best interests of Ashtabula County pursuant to ORC 307.09(A).

BID FORM

BID FROM: _____

MAILING ADDRESS: _____

TOTAL AMOUNT OF PURCHASE PRICE IN RESPONSE TO RFB (in numbers):

\$ _____

TOTAL AMOUNT OF PURCHASE PRICE IN RESPONSE TO RFB (in words):

RFB TO: The Ashtabula County Board of Commissioners
25 W. Jefferson St.,
2nd Floor Old Courthouse
Jefferson, Ohio 44047

PROJECT: REQUEST FOR BIDS FOR SALE OF MAIN AVENUE BUILDING

In submitting this RFB, the undersigned acknowledges that the representations in this bid are binding and agrees:

1. To enter into a Purchase Agreement with the County Commissioners, if awarded on the basis of this bid and the attached RFB, and to furnish all requirements of this RFB.

ATTACHMENTS: I HAVE ATTACHED THE FOLLOWING DOCUMENTS TO THIS BID:

1. Vendor Affidavit Form

NOTE: All RFB's submitted to the Board of Ashtabula County Commissioners must follow the guidelines in section 3.7.

Signature of BIDDER: _____

Print Name of BIDDER: _____

Date: _____

VENDOR AFFIDAVIT FORM

PROJECT NAME: Property sale

NON-DELINQUENCY OF PERSONAL PROPERTY TAXES:

The undersigned, being duly sworn, if a contract is awarded you, states that we (the Vendor) are not charged at the time the bid was submitted with delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent property taxes on any such tax list. Nor do I have any debt owed to the State of Ohio.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

That we do not and shall not discriminate against any employee or applicant for employment because of race, religion, color, or national origin. If awarded the bid and/or contract under this bid, said party shall take affirmative action to ensure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex, or national origin. If successful as the lowest and best bidder under the foregoing bid this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this affidavit. Furthermore, said party agrees to abide by the assurances found in Section 153.59 of the Ohio Revised Code in contract provisions with the owner if selected as the successful bidder by the Owner.

NON-COLLUSION:

That the bid being submitted is genuine and not collusive or sham; that we/I have not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person, to submit a sham bid, or refrain from bidding; have not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder; to secure advantages against the County of Ashtabula or any person or persons interested in the proposed contract; that all statements contained in said bid are true, and that, such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any other potential information or date relative thereto to any other potential bidder. Further, Affiant affirms that no county employee has any financial interest in this company or the bid being submitted.

That we do hereby affirm the above statements to be true and in consideration of the award of the aforementioned contract, the above statements are incorporated in said contract as a covenant of the undersigned.

Company Name

Company Tax I.D. Number

Bidder/Vendor Signature

Print Name & Title

Sworn to before me and subscribed in my presence this _____ day of _____, 20____.

Notary Public Signature

Date Commission Expires