

THE CITY OF HAWK POINT  
REQUEST FOR SEALED BIDS

1. Request for Bids

The City of Hawk Point, (hereinafter known as the “City”), Lincoln County, Missouri, is selling the property described as 220 W. Lincoln, Hawk Point, MO 63349, by sealed bid. Bids may be submitted until 3:00 p.m. on Monday, June 6, 2022.

**PLEASE NOTE: THIS REAL ESTATE IS THE FORMER CITY CIVIC CENTER. THERE IS A RESTRICTION ON THE REAL ESTATE SO THAT IT CANNOT BE USED AS A FUNERAL HOME. ALL OTHER INQUIRIES AND CONCERNS REGARDING THE CONDITION OF THE REAL ESTATE SHOULD BE MADE TO THE SATISFACTION OF BIDDER PRIOR TO BIDDING. THE PROPERTY WILL BE SOLD “AS IS”.**

3. Inquiries

All inquiries regarding this process should be directed to:

City of Hawk Point  
Samantha Shelton, City Clerk  
P.O. Box 302-Mailing  
121 West Lincoln-Physical  
Hawk Point, MO 63349  
636-338-4377

4. Time Schedule

Due Date and Bid Opening:	Monday, June 6, 2022 at 3:00 p.m.
Bid Opening	Monday, June 6, 2022 at 6:00 p.m.
Award of Contract:	Tuesday, June 7, 2022
Closing Date:	no later than September 30, 2022

5. Sealed Bids shall be delivered to:

City of Hawk Point  
Samantha Shelton, City Clerk  
P.O. Box 302-Mailing  
121 West Lincoln-Physical  
Hawk Point, MO 63349  
636-338-4377

Sealed proposals shall be received by the City of Hawk Point at the above address until 3:00 p.m. on Monday, June 6, 2022, and shall be publicly opened and read aloud for the proposed awarding of a contract for sale of the real estate. Sealed envelopes should be clearly labeled “Sealed Bid for Civic Center”, with Buyer’s name on outside. Bids received prior to the time of opening will be kept and remain unopened.

5. Withdrawal of Proposal

If Buyer wishes to withdraw a bid, Buyer must submit a written notification of withdrawal to the City prior to the deadline of the bid. Failure to do so may result in forfeiture of the deposit.

6. Rights of the City

City will evaluate bids based on terms offered. City reserves the right to reject any or all bids, to waive informalities or irregularities, and to determine the most reasonable price and terms for the real estate. City also reserves the right to make its selection based on the terms of the offer (i.e., contingencies) rather than price.

7. Bid Package

Each potential Buyer should provide the following:

- A. Contact Information and Official Signature completed in full by Buyer (below)
- B. Proposed Contract for the Sale of Real Estate with Paragraphs A, B, C, and D completed in full by Buyer (attached)
- C. Bid Deposit (see paragraph 8)

8. Format for Proposal Submissions

All forms requiring signatures must be properly signed in ink. A bid deposit shall accompany each bid. The deposit may be in the form of a certified check or a bank cashier's check in the amount of 10% of the bid and should be made payable to Tri County Title. Bids submitted without the required deposit will be rejected. If your contract is accepted the deposit will be applied to the purchase price. If your contract is rejected, the deposit will be returned no later than June 10, 2022.

**CONTACT INFORMATION AND OFFICIAL SIGNATURE**

INDIVIDUAL OR COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BUSINESS HOURS CONTACT NAME: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

Authorized Official Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_