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# State of Idaho

## Department of Administration

### Division of Public Works

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Design and Construction (208) 332-1900  
Facilities Management (208) 332-1933  
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[www.adm.idaho.gov](http://www.adm.idaho.gov)

### **REQUEST FOR BIDS – NOTICE OF SURPLUS PROPERTY**

TO: Real Estate Agents and Prospective Owners  
FROM: State of Idaho, Department of Administration, Division of Public Works  
DATE: May 20, 2013

**PLEASE FILL OUT FORM ATTACHED TO THIS REQUEST. BIDS ARE DUE JUNE 24, 2013.**

The State of Idaho is seeking bids for a party to relocate or de-construct for re-use, a two-story building currently located at 603 West Franklin Street in Boise, Idaho. This 2,165 square foot structure was built by G. D. Hoseley in 1905 and was converted to an owner-occupied office building in the 1980's. It could be feasible to continue to use the structure as an office building or it could be converted back to a residential use. The building has 1,070 square feet on the first floor and 1,095 square feet on the second floor. The structure is approximately 34' wide and 28' high. A 660 square foot basement has the mechanical equipment which can be taken as well.

The state fully understands that an acquisition bid might be for a nominal amount. In as much as possible, the state would prefer the structure be relocated to another location as this home is currently considered to be a contributing element to a historic district. All bids will be evaluated on a number of factors which have been assigned points, such as:

- Bidder's ability to fund the relocation and placement of structure at a new location as it may require a significant cash outlay by the ultimate buyer
- Acquisition of property by a governmental or non-profit organization
- Demonstrated ability to remove structure on or before December 31, 2013 – an earlier date would be preferable
- Current ownership of a lot suitable for the placement of a two-story building
- Proposed re-location of structure within the Hayes Street Historic District
- Proposed re-location of structure within the Near North End of Boise
- Proposed re-location of structure within a designated historic district

Final disposal of the building can only be made after the Division of Public Works receives written approval from the State Board of Examiners. A complete list of the factors and their associated point factors can be found on page 4.

### **GENERAL PROPERTY DESCRIPTION**

The structure is a two-story, Dutch Colonial Revival residential style building with gambrel roofs and flaring eaves. The design and type of construction is associated with the Boise's Hayes/Fort Street Historic Neighborhood, as well as the context of the Near North End and other period homes built in the early 1900's. The two distinctive features of the structure are the sandstone veneer and intersecting gambrel roofs. The entire perimeter of the exterior ground floor consists of large sandstone blocks which appear to be a local material. The second floor exterior consists of fanciful shingle siding, reflecting a Queen Anne style. Other features of the exterior façades include ornate wood trim at the doors, windows, cornices, and casings; an enclosed front porch and bay window at the first floor; gambrel end walls, sunroom, and small balcony at the second floor.

All items attached to the structure, along with the perimeter fencing, would be included with the building. Also included will be all personal property located in the building, such as an alarm system, a Merlin telephone system and all window coverings.

### **PROPERTY OFFERED “AS IS”**

The structure and all associated property are offered “AS IS.” The state of Idaho makes no representations or warranties, express or implied, including the condition of the property, its fitness for any particular purpose, or its merchantability. Buyer accepts the property solely at Buyer’s own risk.

### **DESCRIPTION AND COMPONENTS OF WORK**

There are certain challenges which are evident with the relocation of this building. The state encourages potential bidders to quantify potential costs before a bid is made.

- Buyer should establish structural integrity of structure prior to relocating or deconstructing the structure
- Buyer may be required to remove exterior sandstone and replace if structure is to be relocated.
- Buyer to remove structure and remove stem walls.
- The State shall collapse basement walls, fill and compact hole at site after buyer has completed his work, will cap off utilities prior to the commencement of the work and will demolish the single-car garage on the side.
- The State may agree to reimburse Buyer up to \$15,000 towards costs to relocate building.
- Tax credits might be available for the rehabilitation of certain buildings placed in use before 1936, provided it be for a non-residential use.
- The removal of the perimeter fencing is also an option. If it is not removed, the fencing shall be sold separately to the highest responsible bidder. Please indicate your fencing preferences on proposal form.
- An asbestos survey was performed in May 2013 and the bulk of the asbestos was removed from the property. A copy of the asbestos report and air quality report can be found in the information notebook kept at the building. Additionally, the building does have paint that contains lead. We urge all potential bidders to thoroughly investigate the building.
- All code requirements to place property in service at its new location shall be the responsibility of the buyer
- Financing the relocation of the building may require a significant cash outlay by the ultimate buyer or through a non-traditional lender. Please contact lenders to investigate potential funding sources prior to making a bid.

### **DUE DATES**

Bids are due by June 24, 2013 at the Division of Public Works and may be:

- Mailed to 502 N. 4th Street 83702, PO Box 83720 Boise, ID 83720-0072;
- Hand-delivered to 502 N. 4th Street, Boise (office closes @ 5:15 PM - there is no mail slot);
- Emailed to [Linda.miller@adm.idaho.gov](mailto:Linda.miller@adm.idaho.gov); or
- Faxed to (208 334-4031).

For further information on this process, contact Linda Miller, Leasing Manager, Department of Administration, Division of Public Works at (208) 332-1929.

The Division of Public Works is requiring the structure be removed on or before December 31, 2013

### **PROPERTY INSPECTION**

The property will be open for inspection from 10 AM through 5 PM on June 5 (Wednesday), June 10 (Monday) and June 15 (Saturday) from 10 A.M. through 5 P.M. If these times are not convenient, please call Linda Miller at (208) 332-1929 so another time can be established.

### **CONFIDENTIALITY**

All bids will remain confidential until a contract has been executed. Submitted bids will become the property of the State of Idaho and will not be returned.

### **PROCESS OF SELECTION**

**INITIAL EVALUATION.** A committee composed of several staff of the Idaho Division of Public Works, a staff member from the City of Boise Historic Preservation and other non-state personnel will evaluate each bid. Each bid will be evaluated based upon a number of rating factors; each rating factor is assigned a weight, or degree of importance. The rating factors can be found on page 4. **The division strongly encourages review of these factors prior to making a bid as they provide insight into the criteria for final selection.**

**INTERMEDIATE EVALUATION.** The committee may request additional information or clarification during the initial or intermediate evaluation from one or more of the respondents. Additional information or clarification requested may include a credit report, financial statements or an affidavit indicating that Offeror is not in default in payment of any taxes, excises or license fees due. If Lessor is a partnership or a corporation, Lessor may be required to submit evidence that the entity is authorized to do business in the state of Idaho. The committee may elect to visit lots to informally evaluate location and code issues. In certain cases, the committee may elect to conduct verbal interviews with the highest ranking bidders.

**FINAL EVALUATION.** Bids will be ranked and negotiations will begin with the top-ranked bid. If negotiations are successful, a purchase contract will be completed. Should negotiations with the top-ranked bid be unsuccessful, negotiations will be opened with the second ranking bid and so forth until a suitable arrangement can be obtained. The State reserves the right to disqualify all bids as unacceptable and to take any necessary action to remove the building from its existing location.

**ON-GOING REVIEW**

Within ten (10) days after execution of a contract, the buyer must obtain and provide to the Division of Public Works a one hundred percent (100%) performance and payment bond for the removal of the structure. The bond must be in a form acceptable to the State and issued by a surety licensed to conduct business in Idaho. If the State accepts a performance and/or payment bond that is obtained by a construction contractor or other entity different from the buyer, and that bond(s) does not name the State in a way to allow the State to demand surety performance under the bond(s), the buyer must cooperate with the State to the fullest extent possible to obtain complete protection for the project that the bond(s) is intended to provide.

Liquidated damages in the amount of \$1,500.00 per day may be assessed on a daily basis against the buyer in the event the structure is not removed according to the agreed upon schedule. In instances in which the buyer can demonstrate that the delay was a result of a force majeure, consideration will be given on a case by case basis.

If the removal will require a loan, the buyer must furnish to the Division of Public Works a copy of the lender's commitment on both the construction and the permanent loan, together with a copy of the title policy for the lot as soon as they can be made available, and in no event later than twenty (20) days from the execution of the purchase contract.

As a final condition, the buyer must provide subcontractor lien waivers and release of surety.

At the State's option, the State may require the buyer to provide insurance certificates prior to the commencement of any construction naming the State as an additional insured and may require the buyer to indemnify and defend the State against any claims and to warrant and guarantee material, equipment and workmanship.

**SCHEDULING SITE PREPARATION AND STRUCTURE REMOVAL**

The buyer shall provide the state with no less than fourteen (14) days notice prior to the date the building is to be removed. Said notice shall include:

1. Written notice of intent to remove the building and the projected timeline for the work;
2. Copies of such governmental approvals or permits required for disconnecting utilities, removing and transporting the building;
3. Evidence of insurance reasonably acceptable to the state insuring personal injury and property damage arising from the work. The buyer shall indemnify, defend and save harmless the State of Idaho, the Department of Administration, its officers, agents and employees from and against any and all liability, claims, damages, losses, expenses, actions, attorneys' fees and suits whatsoever cause by or arising out of buyer's negligent or wrongful performance acts or omissions in the work or failure to comply with any statute, laws, regulation or rule applicable to the work.

**HOW TO MAKE A PROPOSAL**

All bid information must be summarized on the Bid Proposal Form attached to this Request for Bids. A pdf version of the form can be obtained by accessing the Division of Public Works web page at [leasing.idaho.gov](http://leasing.idaho.gov) or at [dpw.idaho.gov/construction](http://dpw.idaho.gov/construction). A copy can also be sent to you upon request by contacting Tracy Whittington at (208) 332-1933. **PLEASE PROVIDE TWO COPIES AND DO NOT BIND BIDS. Incomplete items may cause the bid to be disqualified.**

**RATING FACTORS**

**Removal of Building at 603 West Franklin Street, Boise, Idaho**

RATING	FACTOR	EXPLANATION OF FACTOR
1	Purchase Price	This could be a nominal amount.
3	Buyer	Acquisition of property by a governmental entity or non-profit organization
1	Reimbursement Funds Requested	\$. _____
15	Historic Considerations/Fort	Proposed re-location of structure within the Fort (Hayes) Street Historic District
10	Historic Considerations//North End	Proposed re-location of structure within the Near North End of Boise
7	Historic Considerations/Boise	Proposed re-location of structure within a designated historic district of Boise
4	Historic Considerations/Idaho	Proposed re-location of structure within a designated historic district in Idaho
8	Historic Considerations/Intact	Agreement to move structure intact
25	Property Removal/Financial	Financial ability to fund relocation or deconstruction of structure
8	Property Removal/Lot	Currently own a lot or have an option to purchase on a suitable lot
3	Property Removal/Financing	Evidence of construction & permanent financing after improvements have been completed
2	Qualifications	Experience to remove structure, construction experience
8	Timeline	Timeline presented is viewed to be achievable.
3	Property Removal/Due Diligence	Amount of due diligence shown
1	Property Removal/Salvage	Ability to salvage materials for re-use
1	Quality	Are there any incomplete or any inconsistent items?
TOTALS		

**SAMPLE SCORING SHEET** Score:5=Exc,4=Good,3=Fair,2=Poor,1=Unacceptable RANKED BY: \_\_\_\_\_

Bidder Name & Phone Number							
Proposed Street Address							
RATING	FACTOR	Proposal #1	Score	Score x Rating	Proposal #2	Score	Score x Rating
1	Purchase Price						
3	Buyer						
1	Reimbursement \$ Requested						
15	Historic Considerations/Fort Hayes						
10	Historic Considerations//North End						
7	Historic Considerations/Boise						
4	Historic Considerations/Idaho						
8	Historic Considerations/Intact						
25	Property Removal/Financial						
8	Property Removal/Lot						
3	Property Removal/Financing						
2	Qualifications						
8	Timeline						
3	Property Removal/Due Diligence						
2	Property Removal/Salvage						
1	Quality						
TOTALS							

Instructions: Each bid is judged by a number of rating factors; each factor is assigned a weight, or degree of importance. Each different factor is assigned a value (score). The rating factor is multiplied by the score. The results are totaled for each bid.

**BID TO REMOVE STRUCTURE AT 603 WEST FRANKLIN, BOISE, IDAHO**

Est. Date of Completion of Removal: \_\_\_\_\_ Proposed Location (if to be relocated): \_\_\_\_\_

**THE BIDDER**

BID SUBMITTED BY \_\_\_\_\_ (Company)  
\_\_\_\_\_  
(Contact Person)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, ZIP)  
\_\_\_\_\_  
(Phone/Fax/Email)

**CREDIT REFERENCES (Please provide two (2) verifiable references as noted below):**

BANK REFERENCE: \_\_\_\_\_ (Company)  
\_\_\_\_\_  
(Contact Person)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, ZIP)  
\_\_\_\_\_  
(Phone/Fax/Email)

CONSTRUCTION/R.E. REFERENCE: \_\_\_\_\_ (Company)  
\_\_\_\_\_  
(Contact Person)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, ZIP)  
\_\_\_\_\_  
(Phone/Fax/Email)

**QUALIFICATIONS (Please provide information as noted below):**

RESIDENTIAL AND/OR COMMERCIAL DEVELOPMENT EXPERIENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please provide brief narrative detailing size and nature of properties developed and locations. If applicable, a copy of your company's brochure may be attached to this proposal as additional information.)

RESIDENTIAL AND/OR COMMERCIAL CONSTRUCTION EXPERIENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please provide brief narrative detailing size and nature of properties remodeled, re-located or built. If applicable, a copy of your company's brochure may be attached to this proposal as additional information.)

**PURCHASE OFFER**

Structure: \$ \_\_\_\_\_ Offer includes removal of fence: Yes No

ITEMS EXCLUDED FROM OFFER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED NEW LOCATION**

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

Is lot vacant? Yes No Do you own the lot? Yes No If not, do you have an option on the lot? Yes No

LOT SIZE: \_\_\_\_\_ CURRENT ZONING: \_\_\_\_\_

LOT DIMENSIONS: \_\_\_\_\_ X \_\_\_\_\_

PROPOSED ZONING \_\_\_\_\_ Will zoning or lot preparation present any timing issues: Yes No If yes, please explain: \_\_\_\_\_

N/A-Plan to store structure until suitable lot can be secured. N/A-Plan to disassemble the structure, not relocate (deconstruction).

**CAUTION: Any incomplete items in this bid form may cause bid to be discarded.**

**PLEASE DETAIL PROPOSED SUBCONTRACTORS & ESTIMATED TIMETABLE BELOW. STATE N/A IF NOT APPLICABLE**

**PROPOSED SUB-CONTRACTORS (if structure to be relocated):**

Task	Name	Company	Contact Information
Architect/Engineer			
Planning and Zoning Approval			
Preparation of Lot & New Foundation			
Preparation of Exterior			
Transportation Permit			
Move Structure to New Lot			

**PROPOSED SUBCONTRACTORS (if structure to be stored):**

Task	Name	Company	Contact Information
Preparation of House to be Removed			
Move House to Storage Site			

**PROPOSED SUBCONTRACTORS (if structure to be deconstructed):**

Task	Name	Company	Contact Information
Develop Lead-Based Paint Protocol			
Remove All Salvageable Items			
Demolish Balance of Structure			

**PROPOSED LENDERS:**

Task	Name	Company	Contact Information
Lot Acquisition Loan (if cash, note cash)			
Construction Loan (if cash, note cash)			
Permanent Funding (if cash, note cash)			

**PROPOSED TIME SCHEDULE (if structure to be relocated):**

Task	Duration	Start Date	Finish Date	Comments
Acquire Lot (if applicable)				
Planning and Zoning Approval				
Demolition of Structures on New Lot				
Construction of Foundation				
Install Utility Connections				
Preparation of Interior				
Preparation of Exterior				
Move House to New Lot				

**PROPOSED TIME SCHEDULE (if structure to be stored):**

Task	Duration	Start Date	Finish Date	Comments
Preparation of House to be Removed				
Move House to Storage Site				

Storage Site: Do you own the storage site?  Yes  No If not, do you have an option on the storage site?  Yes  No

**PROPOSED TIME SCHEDULE (if structure to be deconstructed):**

Task	Duration	Start Date	Finish Date	Comments
Develop Lead-Based Paint Protocol				
Remove all interior salvageable items				
Remove all exterior salvageable items				
Demolish Balance of Structure				

**ADDITIONAL INFORMATION**

Please detail what your investigation into codes, lot, and other requirements that led you to believe that this will be a feasible project.

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Could you provide any additional Information which will demonstrate your ability to complete the removal of this structure within the time constraints detailed in the state's request?: \_\_\_\_\_

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**REIMBURSEMENT OF COSTS TO RELOCATE BUILDING**

The State may agree to reimburse Buyer up to \$15,000 towards costs to relocate building.

Reimbursement Amount Requested:	\$ _____
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**CERTIFICATIONS**

1. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation or association making this bid and that all statements made in this document are true and correct to the best of my knowledge.
2. I understand and agree to be bound by the conditions contained in the Request for Bids and shall conform to all requirements of the Request for Bids.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ (Please Print) Title: \_\_\_\_\_

*CAUTION: Any incomplete items in this bid form may cause bid to be discarded.*