



Bid Packet to Repair
535 Elma Street Ottumwa, Iowa



[CITY OF]
O T T U M W A

INVITATION TO BIDDERS

The City of Ottumwa will accept sealed bids until **2:00 P.M. on the 9th day of May 2024** in the office of the City Clerk located on the Second floor of City Hall, 210 W Main, Ottumwa, IA 52501 for the real property legally described as H BEAVERS SUB OF WMS 6TH ADD LOT 3 Wapello County, Iowa, also known as 535 Elma Street. This property consists of one lot with a placarded house, located in Ottumwa in an R-2 two-family residential zoning district. The City is selling this property to be repaired to at least the minimum standards of the City's Housing, Building, Electrical, HVAC and Plumbing codes, as applicable or the house may be demolished. **The placarded house cannot be occupied until repaired and released.** A complete copy of the deficiency list is available from the City's Building and Code Enforcement Department. These repairs may include, but are not limited to, the following:

1. Update electrical system which may include new service and hardwired smoke detectors
2. Update missing plumbing.
4. Replace missing or damaged siding.
5. Repair or replace worn, damaged or missing deck boards on porch.
6. Dispose of all construction or building material waste and debris in the yard and in the house.

The property is offered for sale subject to the following conditions:

A bid security in the form of a certified check or cash in the amount of 10% of the bid price is required to be submitted with the bid. The successful bidder is required to submit a repair plan to the Building and Code Enforcement Department with a six month time line to repair the house or submit a statement that the house will be demolished within 90 days. The property will be transferred by Quit Claim deed, and the buyer will pay the costs of conveyance. **All** bid securities will be held until the property has been paid for in full by the winning bidder.

Bids shall be mailed or delivered to the City Clerk's office located on the Second floor of City Hall, 210 W Main Street, Ottumwa, IA 52501 in a sealed envelope and plainly marked **Bid for 535 Elma Street before 2:00 P.M. on May 9, 2024.** Bids will be opened at that time. A bid report, with a recommendation, will be presented to the City Council at the regular meeting on **May 21st, 2024.** The house will be open for inspection from 3:00 pm– 4:00 pm on **May 2, 2024.**

Bid packets can be obtained by going online to <http://www.cityofottumwa.org/property>.

**PURCHASE AGREEMENT BID FORM
FOR
535 ELMA
OTTUMWA, IOWA**

This proposal is for a City owned property located at **H BEAVERS SUB OF WMS 6TH ADD LOT 3 City of Ottumwa, Wapello County, Iowa** legally known as 535 Elma Street. The property is located in an R-2 zoning district and must be used in that regard.

The property is offered for sale subject to the following conditions:

A bid security in the form of a certified check or cash in the amount of 10% of the bid price is required to be submitted with the proposal. The property will be transferred by **Quit Claim Deed with no abstract** and the buyer will pay the costs of conveyance as well as any property taxes owed.

It is understood that the City of Ottumwa reserves the right to accept or reject any or all proposals, to disregard any formality in connection therewith, or to accept any proposal which in its opinion is in the best interest of the City.

Bidders also understand that the costs of conveyance (publishing the public hearing notice, recording fees and preparation of the deed) and any property taxes owed are costs that are in addition to the total purchase price offered for the property.

It is understood and agreed that a Purchase Agreement Form, once submitted and opened, cannot be withdrawn without the consent of the City of Ottumwa.

\$

TOTAL PURCHASE PRICE OFFERED FOR THIS PROPERTY

If my proposal is accepted, I the undersigned further agree to keep the property free of any and all nuisances and to keep the grass cut below 10" in height.

NAME OF BIDDER (PRINTED)

TELEPHONE NUMBER

MAILING ADDRESS

SIGNATURE

DATE

EMAIL ADDRESS



[CITY OF]
O T T U M W A

Date of Placard Inspection: 4/18/ 2024
DEFICIENCY LIST-535 Elma

Exterior

1. **Repair or replace all damaged siding. 304.6**
2. **Scrape and repaint all chipping and peeling paint, or provide exterior protection from the elements, siding, trim, soffit and fascia. 304.6**
3. **Repair all damaged / rotted or missing soffit and fascia. 304.6**
4. **Repair or replace damaged or missing storm doors. 20-7-15**
5. **Repair or replace damaged or missing windows. 304.13**
6. **Repair or replace damaged or missing storm windows and screen unless windows are weather resistant material. 304.13 20-7-15**
7. **Replace broken exterior light bulb. 604.3**
8. **Repair loose, worn or damaged deck boards, railings, steps, etc. 304.15**
9. **Trim back all overgrown plant growth in yard. Dispose of any yard waste or tree debris. 302.1**
10. **Repair roof to code to prevent any leaking. 304.7**
11. **Keep the property secure from any unauthorized persons and from harboring vermin. 20-3-L**
12. **Keep the grass kept below 10" 24-3-10**

Interior

1. **Provide all required utilities. 404.1, 505.4, 602.2, 505.1**
2. **Do not allow occupancy for sleeping or dwelling in any rooms without meeting fire egress requirements. 702**
3. **Have licensed electrician bring electrical system to current electrical code, including hardwired smoke alarms. 604.3**
4. **Have licensed plumber bring plumbing system to current code and make any changes to plumbing system. 504.1**
5. **Have licensed HVAC technician bring HVAC system to current code and make any changes to the HVAC system. 603.1 607.1**

~~This is an initial inspection only, further inspections will be required to release the placard.~~

No one is to be in this placarded property without the express written permission from the Director. Violation of this standard will result in legal action being taken, including arrest and prosecution.

This unit must be inspected and meet minimum housing code standard before it can be released and occupied. Application for a building permit on a placarded house must be accompanied by an updated deficiency list. No structure will be released from the tag list without the necessary permits being taken out before construction starts. Repair or replace all rot, decay or dilapidation that may occur until the structure is released.

Electrical, Plumbing, Heating and certain Building repairs require permits. Check with the Health Department at 641-683-0650 or by coming to room 203 in City Hall before doing any work that might require a permit.