



**REQUEST FOR PROPOSAL**  
**LONG TERM LEASE**  
**OF REAL PROPERTY LOCATED AT**  
**429 W. ALGER**  
**SHERIDAN, WYOMING. 82801**



**(ADJACENT TO THE SHERIDAN FULMER PUBLIC LIBRARY)**

**PROPOSAL DUE DATE: MAY 15, 2018**

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## **1 SUMMARY STATEMENT**

Sheridan County is requesting proposals from qualified respondents for a long-term lease that demonstrates the highest and best use of the building located at 429 W. Alger Street, Sheridan, WY. The property is adjacent to the Sheridan Fulmer Public Library. 429 Alger consists of an approximate 1,650 square foot building along with a small garage sitting on approximately 10,000 square feet of land. The property is zoned R-3.

Respondents should clearly illustrate the potential use of the property, including plans for present use and how the property will be preserved and maintained for the future.

### **1.1 General Procedures**

This request for proposal (RFP) does not commit Sheridan County to pay any costs incurred in the preparation of or response to any proposal or information relative to the RFP. Sheridan County may, at its discretion, award the lease to the responsible respondent submitting the best proposal that complies with this RFP. Sheridan County may, at its own discretion, reject any and all proposals received.

Sheridan County requests that each respondent guarantee the terms of their proposal for a period not to exceed sixty (60) days from the submission deadline.

Once a proposal has been submitted it may be modified or withdrawn only by appropriate notice to Sheridan County. Such notice will be in writing under the signature of the respondent.

## **2 GENERAL INFORMATION**

### **2.1 Instructions to Respondents**

All inquiries, questions, and requests for information related to the property or to the preparation of the response to the RFP should be submitted no later than 5:00 pm on Tuesday, May 8, 2018, addressed to:

Contact Name: Renee Obermueller – Administrative Director  
Entity: Sheridan County  
Address: 224 South Main Street, Sheridan, Wyoming 82801  
Phone Number: 307-675-2910  
e-mail address: robermueller@sheridancounty.com

The RFP will be available through the Sheridan County website (<http://www.sheridancounty.com/>) as a downloadable file on April 25, 2018. All responses to this RFP must be received at the above e-mail address by 5:00 p.m. on May 15, 2018.

## 2.2 Current Situation

The building located at 429 W. Alger was originally built around 1900 with two separate additions in subsequent years. The property was purchased by the Sheridan County Library Foundation in the early 2000's for the benefit of the Sheridan County Public Library System. It was leased to various entities over the years with the last tenant leaving in late 2015. The building has been vacant since November 2015 and was winterized with the utilities shut off in April 2016. The Board of County Commissioners considered selling the property in 2016-2017, but decided that selling the land and building would not be in the best interest of the County or the Library System. Demolition of the building is also being considered.



## 2.3 Tentative Timeline

Event	Date
Request for Proposal Issued	April 25, 2018
Required Onsite Visit of Building	2:00 p.m. on May 2, 2018
Last Day of Questions/Clarifications	5:00 p.m. on May 8, 2018
Request for Proposal Submission Due	5:00 p.m. on May 15, 2018
Tentative Decision Date	May 31, 2018

### **3 REQUIREMENTS**

#### **3.1 Required Onsite Visit**

An onsite visit of the Alger property will be required for all respondents and is currently scheduled for 2:00 p.m. on Wednesday, May 2, 2018. The onsite visit will provide respondents an opportunity to view the building, ask relevant questions, and meet the minimum requirements outlined in this RFP.

To allow adequate time for the County to meaningfully respond to all inquiries, the last day to ask questions will be Tuesday, May 8, 2018.

#### **3.2 Alger Property – Terms, Conditions and Proposed Uses**

Respondents shall undertake their own review and analysis (due diligence) concerning the physical and environmental condition of the premises, applicable zoning and other land use laws, required permits and approvals and other legal considerations pertaining to the premises. Respondents shall be responsible to apply for and obtain all approvals and permits required for the project with the consent of Sheridan County.

No Sheridan County funds will be available to the lease of the property. Sheridan County will not make any repairs or improvements to the property prior to or during the lease term.

Respondents are urged to physically inspect all aspects of the property prior to submitting a proposal. Under no circumstances will failure to inspect be considered grounds for a claim or grounds for a violation of the lease.

A tour of the building will be conducted at 2:00 p.m. on Wednesday, May 2, 2018. Interested respondents should meet at the site (429 W. Alger). A representative from Sheridan County will be available to answer questions. *Respondents are advised to do their own due diligence and neither Sheridan County nor any of its component units or representatives is responsible for representations made regarding the physical condition of the site.*

Sheridan County reserves the right to reject any and all proposals and to negotiate the terms and conditions of any proposal with any particular respondent. Sheridan County also reserves the right to interview and or all respondents with respect to the proposals and to waive any error, or informality or technical defect in the proposal. This RFP does not in of itself constitute an offer but is rather an invitation to interested parties to submit offers.

Sheridan County will consider offers of a long-term lease up to a term of 20 years. The buildings and surrounding premises (to be established), is to be leased “as is”. It is the intention of Sheridan County to maintain ownership of the property for the future use of the Library and/or the County.

### **3.3 Submission of Proposals**

Respondents must submit (7) copies of their proposal and letter of intent to Renee Obermueller, Sheridan County Administrative Director, 224 South Main Street, Sheridan, Wyoming 82801 by Tuesday, May 15, 2018 before 5:00 p.m. Proposals will not be accepted after the deadline.

Proposals should include but are not limited to the following information:

1. Formal letter stating the offer for the long-term lease of the subject property. The letter should clearly describe the terms of the offer, including but not limited to, price and description of all conditions to which the offer may be subject.
2. Respondent's contact information including name, address, telephone number, and email address.
3. Narrative explaining the proposed or intended use of the property.
4. Intended plans for renovation of the building at 429 W. Alger.
5. Estimated schedule for any contemplated renovations with estimated completion date.