

# **City of Danville**

## **Request for Proposal**

**422 Duncan Hill Road**

**March, 2026**

**PO Box 670**  
**Danville KY 40422**

## Request for Proposals

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Separate sealed proposals will be received at the City Engineer's Office, City Hall, 445 West Main Street, Danville, Kentucky until **2:00 PM, Tuesday, March 17<sup>th</sup>, 2026**. The proposals shall be evaluated based on selection criteria identified in the project documents. The bids requested are for:

### **The proposal to purchase the vacant lot, 0.341 acres, located at 422 Duncan Hill Road**

Requirements for the proposals may be obtained from the City Engineer's Office at City Hall, 445 W. Main Street, Danville, Kentucky 40423-0670. (859) 238-1200.

### **SCOPE OF PROPOSAL**

Surplus real property for sale consisting of 0.341+/- acres, located at 422 Duncan Hill Road, Danville KY. Additional information is provided on Exhibit 1. Proposals will be accepted for the sale of the above property in compliance with the "Sealed Bid Form of Proposal" herewith.

At this time, the City is considering the possibility of selling the Property to assist the City in meeting the goal of increasing the housing stock inventory in Danville. To that end, the City is seeking prospective bidders ("Bidders") to make proposals for the purchase and development of the Property in accordance with the requirements set forth herein ("Proposals").

### **INSTRUCTIONS TO BIDDERS**

#### **Proposal Submission Procedures**

1. Sealed Proposals must be received on or before the Due Date (**2:00 PM, Tuesday, March 17<sup>th</sup>, 2026**). Proposals received after the Due Date will not be considered.
2. Bidders shall submit one (1) clearly marked original and one (1) photocopies. Proposals must be received in one envelope or box marked "**PROPOSAL – City of Danville, 422 Duncan Hill Road**" and addressed to:

Josh Morgan, City Engineer  
City of Danville  
445 West Main Street  
Danville KY 40422

#### **Proposal Packages must include:**

- A letter of introduction
- A proposed development plan outlining the proposed use of the Property.

- A proposed timeline for taking occupancy of the Property under the development plan
- An offer of payment for the Property
- A document providing evidence of Bidder's financial capability to complete the purchase and development plan
- A statement indicating how your Proposal represents the highest price and/or highest value to the City in terms of direct or indirect financial, economic, or community benefits.

Please review the evaluation criteria when responding.

Failure to provide any of the above requested information may result in disqualification of Proposal. The City reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the Request for Proposal. Proposal documents, including the Offer of Payment, must be signed by persons authorized to contractually bind the Bidder.

#### Questions Regarding Request for Proposal

Questions regarding the RFP must be made in writing and submitted electronically to [jmorgan@danvilleky.gov](mailto:jmorgan@danvilleky.gov) Questions are due no later than Wednesday, March 11<sup>th</sup> at 5:00 PM. All questions and answers will be provided by addendum (published to all bidders in receipt of RFP packet) to the RFP document no later than Thursday March 18<sup>th</sup> at 5:00 PM.

Official Contact Information: Josh Morgan, City Engineer  
City of Danville  
445 West Main Street  
Danville KY 40422  
859-238-1200  
[jmorgan@danvilleky.gov](mailto:jmorgan@danvilleky.gov)

## **METHOD OF AWARD AND SELECTION CRITERIA**

Complete responses to this RFP will be evaluated by City staff and will be reviewed by the City Commission. Decisions to sell the Property are at the sole discretion of the City Commission. This RFP process shall not create a binding obligation on the part of the City Commission to sell the Property unless and until a Purchase and Sale Agreement has been executed and the pertinent City requirements have been satisfied.

The selection criteria shall include, but not be limited to, the following:

- Completeness of the Proposal Packet
- Proposal recognizes the highest price and/or highest value to the City of Danville
- Development Proposal meets the City's goal of housing development
- Development Proposal demonstrates readiness and proof that site can be operational within proposed time-frame
- Development Proposal satisfies requirements of current and proposed zoning regulations

## **BID CONDITIONS**

1. All bids received by the due date and time will be considered for this property. Bidders must include an approval letter from a lending institution for the amount of their bid or a letter verifying that the funds are available if a cash transaction is preferred.
2. BID DEPOSIT: Each bid must also be accompanied by a deposit in the form of a certified check, cashier's check, or money order made payable to the City of Danville in the amount of 1% of bid amount or \$1,000.00, whichever is greater, as a guarantee of good faith; cash will not be accepted. The good faith deposit of all unsuccessful bidder(s) will be returned by mail as soon as possible once the bids have been opened and a contract awarded. The deposits of all bidders will be returned if all bids are rejected.
3. The successful bidder's good faith deposit will be retained and applied toward the purchase price, if it is determined that the property will be sold. Payment of the balance of the purchase price must be made payable to the City and is due at the time of delivery of the deed. Closing shall occur no later than 60 days from the date of the bid acceptance. The successful bidder's good faith deposit will be forfeited to the City should the successful bidder fail or refuse to consummate the purchase of the property. The City does not certify the amount of acreage or square footage to be sold and a survey of the property will be the responsibility of the winning bidder. The property will be sold "AS-

IS” with no guarantees or warranties. Should the Bidder or lending institution require an inspection of the property, this is the sole responsibility of the Bidder.

4. Should you be a prospect and wish to view the property, the site is vacant and accessible and should be viewed during normal business hours. A guided visit can be made by scheduling through the City Engineer’s office should the bidder desire.
5. It shall be the responsibility of the prospective bidder(s) to inspect the property prior to submitting a bid to determine pertinent factors of access, zoning, utilities, and easements, etc. No refunds or adjustments will be made because the property fails to meet standards of quality or conditions expected, nor will failure to inspect the property be grounds for any claim for relief from bid.
6. A good marketable title to the property will be conveyed by deed containing covenant of special warranty. This sale is subject to the approval of the City Commission.
7. The successful bidder or his/her successor in title will be responsible for the payment of all taxes falling due on the property after delivery of the deed, including the deed recording fees.
8. A bid will only be considered valid when completed on the attached “form of proposal.” it must be signed and submitted with the bid deposit as specified in a sealed envelope with the invitation title boldly written on the outside of the envelope. Bids must be delivered to the receiver on or before the designated bid opening. Faxed or emailed bids will not be accepted.
9. Upon selection of a Proposal, the City shall enter into negotiations with the successful Bidder for a Purchase and Sale Agreement with terms and conditions acceptable to the City. Until the execution of a contract, the City is under no obligation to sell the Property and it reserves the right to cease negotiations at any time and retain title to the Property. Except with respect to matters of title, the Property shall be conveyed to the party acquiring the same “AS IS” and without warranty as to quality, physical condition or environmental condition.
10. The City reserves the right to refuse or reject any and/or all submittals for any reason or for no reason whatsoever. The City will accept the best evaluated proposal and the criteria for evaluating the proposals includes but is not limited to:

“Location and serviceability of the bidder, versatility of the equipment and services, apparent dependability of equipment and services, generally accepted reliability of manufacturer and services and reputation of bidder.”

**SWORN STATEMENT REGARDING CAMPAIGN FINANCE LAWS PURSUANT TO KRS 45A.110 KRS 45A.115**

The undersigned hereby swears or affirms, under the penalty prescribed by law for perjury, that neither she/he, individually, nor, to the best of her/his knowledge and belief, the corporation, partnership, or other business entity which she/he represents in connection with this bid has knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky, and that the award of a contract to her/him, individually, or to the corporation, partnership, or other business entity which she/he represents, will not violate any provision of the campaign finance laws of the Commonwealth.

BIDDER: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

(TITLE)

\_\_\_\_\_  
(NAME OF COMPANY)

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

The foregoing statement was sworn to me this \_\_\_\_\_ day of \_\_\_\_\_,  
2026, by \_\_\_\_\_

\_\_\_\_\_.

NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

**FORM OF PROPOSAL (SEALED BID)**

TO: City of Danville  
445 West Main Street  
Danville KY 40422

BID OPENING: March 17<sup>th</sup>, 2026

AT: 2:00 PM

BID FORM

Subject to the instructions, terms and conditions, an Authentication of Bid and Affidavit of Non-Collusion and Non-Conflict of Interest, I propose to pay the City of Danville the following amount for the property described in this bid package as approved on the attached letter:

\$ \_\_\_\_\_

Should I be the successful bidder, make deed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(with) (without) Survivorship Clause

SIGNED BY: \_\_\_\_\_

SIGNED: (Type or Print) \_\_\_\_\_

(Address, Street & Number) \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip)

(Telephone) \_\_\_\_\_

IMPORTANT: Complete this Bid Form in duplicate and mail the original with good faith bid deposit and lending approval to the address shown herein. Bids signed by an agent are to be accompanied by evidence of his/her authority, unless such evidence has been previously furnished to the agency representative.