

## **TO SELL PROPERTY DEEMED TO BE SURPLUS:**

There are four methods by which property may be sold. The following ten steps apply to all methods.

1. Agency/owner of property determines property is surplus and requests the Secretary of Administration declare the property to be surplus.
2. The Secretary of Administration request the Governor to declare property is surplus.
3. Governor declares property is surplus – notifies Department of Administration.
4. D of A requests Judicial Administrator appoint an Appraiser to appraise the property.
5. Once an appraiser has been appointed, D of A contacts appraiser(s) and makes arrangements for a meeting to discuss the type of appraisal required and negotiate fees. Appraiser and D of A may sign a contract for services. The appraisal report will be filed with Real Estate section of D of A.
6. D of A pays for this service; D of A to be reimbursed from sale proceeds.
7. Contact engineer firm for a survey. Meet with surveyor to discuss details, etc. A contract may be signed. D of A pays for this service; D of A to be reimbursed from sale proceeds.
8. Once documents have been received, post a notice of intent to sale 30 days prior to posting notice to sale. Both must be published (Kansas Register and local newspaper) and also sent out via the Lyris email notification system.
9. Sale of property must be presented to JCSBC.
10. Sale of property must be presented to Finance Council for approval.

## **SEALED BID PROCESS:**

1. Follow steps 1 through 10 in “TO SELL PROPERTY DEEMED TO BE SURPLUS”
2. Procurement & Contracts drafts the Notice of Sale of Property document and posts on the Procurement and Contracts’ website. Notification is sent to any vendor you specifically ask us to alert– as well as any we know of in the area and feel would be interested – and will also be advertised in the Kansas Register for 10 days (by Procurement and Contracts) and may be published in the local newspaper (by D of A). D of A sends notification out via the LYRIS email notification program. (Potential bidders register or subscribe to receive email notifications of property sales, space search, etc.) Answers to any questions are also distributed via this method.
3. At this point, NO CONTACT may occur between the agency and any vendor – questions all come to D of A. Specific questions may be addressed at the walk-through. In addition to the above methods of advertising the sale, we usually have a pre-bid conference/walk through of the property approximately 10 – 12 days after the bid goes out (bidder attendance is NOT mandatory).
4. Questions submitted and all issues raised at the pre-bid will be addressed in an e-mail which will be posited to P & C’s website and distributed via the Lyris email notification system.
5. Bids will close – about a month after the pre-bid conference – and all bids are provided to D of A for review.

6. D of A may reject any and all bids.
7. Anticipated sale of property must be presented to JCSBC.
8. Anticipated sale of property must be presented to the Finance Council.
9. Memo or e-mail is required for P&C file, indicating the recommendation for award.
10. Real Estate Section follows through with closing typically with Kansas Secured Title.
11. D of A may be responsible for transfer of utilities from State to buyer.

## **AUCTION PROCESS:**

1. Follow steps 1 through 10 in "TO SELL PROPERTY DEEMED TO BE SURPLUS".
2. D of A Real Estate Section drafts the Notice of Sale of Property document and posts in the Kansas Register of Deeds 30 days prior to auction date, "Notice of Intent to Sale".
3. D of A publishes sale in local newspaper OR auction company handles publicity.
4. D of A Real Estate Section contacts Auction company on contract and establishes an auction date, makes auction plans.
5. Auctioneer makes arrangements for a pre-bid/walk through if deemed necessary.
6. Auction held as scheduled – typically at property site.
7. D of A may reject any and all bids.
8. Anticipated sale of property must be presented to JCSBC.
9. Anticipated sale of property must be presented to Finance Council.
10. Real Estate Section follows through with closing typically with Kansas Secured Title.
11. D of A may be responsible for transfer of utilities from State to buyer.

## **PROPERTY LISTED WITH REAL ESTATE BROKER:**

1. Follow steps 1 through 10 in "TO SELL PROPERTY DEEMED TO BE SURPLUS"
2. D of A Real Estate Section drafts the Notice of Sale of Property document and posts in the Kansas Register of Deeds 30 days prior to listing date, "Notice of Intent to Sale".
3. D of A Real Estate Section may publish property sale in local newspaper(s) or the Broker may take care of advertising.
4. D of A may reject any and all bids.
5. Anticipated sale of property must be presented to JCSBC.
6. Anticipated sale of property must be presented to Finance Council.
7. Real Estate Section follows through with closing typically with Kansas Secured Title.
8. D of A may be responsible for transfer of utilities from State to buyer.

## **PRIVSO: (Legislative designation for buyer)**

1. Follow steps 1 through 7 in "TO SELL PROPERTY DEEMED TO BE SURPLUS".
2. Legislation must occur designating specific buyer for specific property.
3. Anticipated sale of property must be presented to JCSBC.
4. Anticipated sale of Property must be presented to Finance Council.
5. Real Estate Section follows through with closing typically with Kansas Secured Title.
6. D of A may be responsible for transfer of utilities from State to buyer.