**TO SELL PROPERTY DEEMED TO BE SURPLUS:** There are four methods by which property may be sold. The following eleven steps apply to all methods, see K.S.A. 75-6609.

1. Agency/owner of property determines property is surplus and requests the Secretary of Administration declare the property to be surplus. Agency/owner notifies their respective Legislative liaisons. The agency must send a letter to the Department of Administration (DofA).

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. The Secretary of Administration request the Governor to declare property is surplus via a letter to the Governors office.

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Governor declares the property is surplus – notifies DofA via letter.

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Proposed sale of property must be presented to Joint Committee on State Building Construction (JCSBC).

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. DofA requests the Director of Property Valuation (KDOR) appoint an Appraiser(s) to appraise the property.

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Once an appraiser(s) has been appointed, DofA contacts appraiser(s) and makes arrangements for a meeting to discuss the type of appraisal required and negotiate fees. Appraiser(s) and DofA may sign a contract for services. The appraisal report will be filed with Real Estate & Leasing section of DofA. DofA pays for this appraisal service; DofA to be reimbursed from the sale proceeds.

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. If applicable, contact engineering firm for a survey. Meet with surveyor to discuss details, etc. A contract may be signed. DofA pays for this service; DofA to be reimbursed from the sale proceeds.

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Once documents have been received, post a notice to sell. Both must be published (Kansas Register and local newspaper) and also send out via DofA email notification system. (Potential bidders who’ve registered to receive email notifications of property sales, space search, etc.)

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Sale of property must be presented to State Finance Council for approval.

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Finalize closing documents, including sale agreement, HUD settlement statement, and title work.

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. DofA is reimbursed for the appraisal, survey, and any additional expenses during the process, and the remaining proceeds from each such sale deposited in the state treasury shall be credited to the agency that owned the surplus real estate.

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|[ ]  Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**SEALED BID PROCESS:**

1. Follow steps 1 through 9 in “TO SELL PROPERTY DEEMED TO BE SURPLUS”
2. Agency/owner or Procurement & Contracts drafts the Notice of Sale of Property document and posts on the Department of Administration Procurement and Contracts’ website. Notification is sent to any known vendor in the area 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 30 days (by Procurement and Contracts) and may be published in a local newspaper by agency/owner.
3. At this point, NO CONTACT may occur between the agency and any vendor – questions all come to DofA. 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). Specific questions may be addressed at the walk-through.
4. Questions submitted, and all issues raised at the pre-bid will be addressed in an e-mail which will be posted to P & C’s website and distributed via the DoA email notification system.
5. Bids will close – about a month after the pre-bid conference – and all bids are provided to DofA for review.
6. DofA may reject any and all bids.
7. Memo or e-mail is required for P&C file, indicating the recommendation for award.
8. Real Estate Section follows through with closing typically with title company.
9. DofA or agency will transfer utilities from State to buyer.

**AUCTION PROCESS:**

1. Follow steps 1 through 9 in “TO SELL PROPETY DEEMED TO BE SURPLUS”.
2. The Notice of Sale of Property document is drafted and posted by DofA in the Kansas Register prior to auction date, “Notice of Sell”.
3. DofA Real Estate Section contacts Auction company on contract and establishes an auction date, makes auction plans.
4. Agency/owner publishes sale in local newspaper(s) OR auction company handles publicity.
5. Auctioneer makes arrangements for a pre-bid/walk through if deemed necessary.
6. Auction held as scheduled – typically at property site.
7. DofA may reject any and all bids.
8. Anticipated sale of property must be presented to State Finance Council
9. Real Estate Section follows through with closing typically with title company.
10. Agency/owner will transfer utilities from State to buyer.

**PROPERTY LISTED WITH REAL ESTATE BROKER:**

1. Follow steps 1 through 9 in “TO SELL PROPERTY DEEMED TO BE SURPLUS”
2. The Notice of Sale of Property document is drafted and posted by DofA in the Kansas Register prior to listing date, “Notice to Sell”.
3. Agency/owner will publish property sale in local newspaper(s) or the Broker may take care of advertising.
4. DofA may reject any and all bids.
5. Real Estate Section follows through with closing typically with title company.
6. Agency/owner will transfer utilities from State to buyer.

**PROVISO:** (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. Real Estate Section and agency/owner follows through with closing typically with title company.
4. Agency/owner will transfer utilities from State to buyer.