

Offering Sheet

Request for Offers to Purchase Real Property—611 South Lombardy Dr.

St. Joseph County Public Library

Offering Price/Minimum Bid: \$745,200

The St. Joseph County Public Library ("SJCPCL") hereby offers the property commonly known as 611 South Lombardy Drive, South Bend, IN 46619 (the "Property"), on the specified terms and conditions.

Description

The Property is commercial commonly known as 611 South Lombardy Drive, South Bend, IN 46619, or the Western Branch of SJCPCL, and more particularly described as follows:

Lot 1 South Bend Public Library WESTERN BRANCH Minor Sub RP9532 11-28-07.

Proposal Evaluation Criteria

SJCPCL reserves the right to reject any and all bids, to waive any non-substantive formalities, and to make the award to the highest and best bidder. SJCPCL shall take into consideration the following factors:

1. The best interest of the community (i.e., retention of public use, not for profits, childcare facilities, creation of local jobs, alignment with adopted neighborhood plans, letters of support from local community organizations, etc.).
2. The bidders plan for the Property.
3. The proposed purchase price.
4. The experience, financial, and organizational capacity of the bidder.
5. Overall quality of the submission.

Upon execution of a contract providing for the sale of the real estate to the successful bidder, a certified check representing the full payment, made payable to St. Joseph County Public Library shall be provided to SJCPCL for the purpose of securing the sale of the subject real estate and shall be submitted with the contract.

All bids must be submitted to the offices of the St. Joseph County Public Library 3rd Floor Administrative Offices at 304 S. Main St., South Bend, IN 46601. Bids will be accepted from September 16, 2026, through November 15, 2026, and will be opened at regular meetings of the SJCPCL Board. The Board reserves the right to reject any and all offers and to accept offers ahead of November 15, 2026. For questions, please contact Stephanie Murphy, Executive Director, at (574) 282-4604.

SCPL may contract with a bidder in regard to these factors listed, and the contract may provide for the deposit of surety bonds, the making of good faith deposits, liquidated damages, the right of repurchase, or other rights and remedies if the bidder fails to comply with the contract.

Content of Proposal

Proposals should be submitted in the following order:

1. A completed, approved *Bid Cover Sheet*.
2. An Executive Summary describing the bidder, the intended use of the Property and how the intended use will benefit the community. If the bid is submitted by a trust (as defined in Ind. Code §30-4-1-1(a), the bid must identify: (A) the beneficiaries of the Trust; and (B) the settlor empowered to revoke or modify the trust.
3. Description of the bidder's qualifications and experience.
4. Description of any significant, intended improvements or renovations to the Property.
5. Proposed timetable for any improvements, renovations and use of the Property.
6. Proposed financing for the purchase, renovation and use of the Property.
7. Proposals MUST be in a sealed envelope, which is clearly marked:

SEALED BID FOR PURCHASE OF 661 S. LOMBARDY DR.

Bidders are encouraged to thoroughly review the *Notice to Bidders* and this *Offering Sheet* prior to submitting their bids. All bids are open for public inspection after bids are opened at SJCPL's regular board meetings.

Bid Cover Sheet

Legal Name of Bidder:

Address of Bidder's Principal Office:

Bidder's Contact Person

Name:

Address:

Email:

Offered Property: 611 South Lombardy Drive, South Bend, IN 46619

BID AMOUNT: \$_____

By signing below, I certify that all the following are true:

- 1.) I understand that the property is being offered "AS-IS, WHERE IS."**
- 2.) I have read Indiana Code § 36-1-11-16 (the "Code").**
- 3.) According to the Code, the Bidder is not prohibited from bidding on, purchasing or receiving the offered property.**

SIGNATURE:_____

PRINTED:_____

TITLE AND AUTHORITY:_____