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## Procedures for Sale of Surplus Real Property

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. Once the Governor declares the property surplus the Department of Administration (DOA) is notified.
3. DOA requests the Judicial Administrator appoint an Appraiser to appraise the property and a surveyor to survey the property.
4. Once an appraiser has been appointed, the DOA Asset Management Office arranges a meeting to discuss the type of appraisal required and negotiate fees. The fee must be under \$5,000, and will be paid by the Department of Administration UNLESS the agency listing the property as surplus pays for it. Appraiser and DoFA sign contract for services and the appraisal report will be filed with the DOA Asset Management Office.
5. Once the appraisal and survey have been received, a notice of intent to sale is posted 30 days prior to posting notice to sale. Both must be published (Kansas Register and local newspaper) and also send out Lyris emails. (LYRIS Program: Allows potential bidders to register or subscribe to receive email notifications of property sales, space search, etc. Answers to any questions are also distributed via this method.)

### PROCUREMENT TIMELINE:

1. Procurement office drafts the Notice of Sale of Property document and posts on the Procurement and Contracts' website. Notification is sent to any vendor requesting alert to this type of sale, as well as any in the area and the DOA thinks would be interested, notification is also advertised in the Kansas Register for 10 days (by Procurement and Contracts) and in the Capitol Journal. At this point, NO CONTACT may occur between the agency and any vendor – questions all are directed to the Asset Management Office. Specific questions may be addressed at the walk-through. In addition to the above methods of advertising the sale, notifications are sent via the LYRIS program.
2. Generally a pre-bid conference/walk through of the property is held approximately 10 – 12 days after the bid goes out (bidder attendance is NOT mandatory).
3. In general, questions submitted, and all issues raised at the pre-bid will be addressed in an e-mail which will be posted to the P&C website.
4. Once the bids are closed they are reviewed by the OFPM Asset Management Office.
5. The recommendation for award documentation is required for P&C file,

## **Sale State Real Estate**

### **Survey: KSA75-6611**

Prior to the State of Kansas disposing of any land a survey is to be conducted by a licensed land surveyor. The survey shall establish the precise legal description and is a condition precedent to final closing.

### **Appraisal: KSA75-3043a**

Prior to the State of Kansas disposing of any real property by deed, mortgage, or gift the property shall be appraised by three disinterested appraisers appointed by the judicial administrator to determine the market value of such property.

### **Sale: KSA75-6609**

After consultation with the agency head; approval by the Governor; consultation with the Joint Committee on State Building Construction; and approval by the State Finance Council the Secretary of Administration may offer property for sale by public auction, listing the property with a licensed real estate broker, or by sealed bid.

### **Proceeds: KSA75-6609**

After expenses 20% of the sale proceeds go to the state agency that owned the property. Proceeds from the sale of real estate at a mental health institution or mental retardation institution are credited to the institution. The remaining 80% is to be credited to the State General Fund. Department of Transportation and gifts to a state educational institution are exempt.

Specific legislation can be enacted that addresses the sale, gifting, and disposition of a particular piece of property.