



WARREN COUNTY | OHIO

WAYNE
Township
WWW.WAYNETOWNSHIP.US

Date: Nov.10, 2025

Re: Sealed Bid for Wayne Township's Old Fire Station

NOTICE OF SEALED BID OF COMMERCIAL GOVERNMENT PROPERTY

Fire Station, Wayne Township, Warren County, OH
165 Miami Street
Waynesville, OH 45068

Date of Auction: [Sealed Bids] Due December 16th, 2025 at 5:00pm.

1. Introduction

The Wayne Township Board of Trustees are offering for sale the commercial property, located at 165 Miami Street, Waynesville, OH 45068. This auction will be conducted through a sealed bid process. All interested parties must submit their bids in accordance with the terms and conditions outlined in this document.

2. Property Description

The property being offered for sale contains 3 parcels. Bids may include one, two or all three parcels, in any combination.

The building was used as the main fire station for Wayne Township, Warren County, Ohio until being decommissioned in 2022. It includes the following key features:

- **Size:** 2 story commercial building, containing approximately 5,330 SF on main level, and approximately 4,170 SF on 2nd floor. No basement.
- **Parking:** 34 total parking spaces between all 3 parcels
- **Zoning:** NC Neighborhood Commercial
- **Improvements:** Windows replaced in 2022, roof replaced in 2010
- **HVAC:** A/C with [forced air/natural gas] heat
- **Electrical:** Two (2) 200 AMP Service Panels. One (1) 18 KW Standby Generator
- **Buried Tanks/EPA:** [attach EPA /tank removal ok forms]

- **Parcel C:** Contains a green space/gazebo area on Main St
- **Pre-Bid Visual Inspections:** [December 3rd 01:00 – 5:00 p.m.]

6050 N. Clarksville Rd. • Waynesville, OH 45068

T: (513) 897-3010 • F: (513) 897-3015



- A = Parcel ID 0906254002 0.17 acres
- B = Parcel ID 0906254003 0.07 acres
- C = Parcel ID 0906254013 0.42 acres

Additional details and relevant property information can be obtained on Warren County’s Auditor’s site, viewing at the visual inspection or by contacting Gus Edwards.

3. Eligibility Requirements

Only qualified bidders are eligible to participate in this auction. To be considered a qualified bidder, the interested party must meet the following criteria:

- Be a [eligible entity type, e.g., U.S. citizen, legal entity, or other qualification]
- Submit a completed Bidder Registration Form by [registration deadline]
- Provide proof of financial capacity to complete the transaction upon acceptance of the bid
- Agree to comply with all terms and conditions outlined in this auction

4. Bid Submission Process

Bids must be submitted in a sealed envelope, clearly marked with the title “Sealed Bid for Wayne Township 165 Miami St” and must include the following:

- **Bid Amount:** The total amount the bidder is willing to pay for the property
- **Property:** What parcel, or multiple parcels, the bid is for (A, B, C as indicated under Property Description above)
- **Bidder Information:** Full legal name, business address, and contact information

Bidder Information - If the Buyer is listed as an entity, the Bid must also include a copy of the signed Operating, Partnership, or Shareholder Agreement, the Entity EIN / Tax ID Number, a Certificate of Good Standing from the State of Ohio, and a signed and dated Resolution authorizing the purchase

of the Property, and designating which person(s) are authorized to sign the Purchase Contract and all Closing Documents, on behalf of the Entity.

- **Proof of Funds:** A bank statement, letter of credit, or other acceptable proof to demonstrate the bidder's financial capability
- **Signed Acknowledgment of Terms:** A signed statement confirming the bidder's understanding and acceptance of the terms and conditions of the auction

Bids must be submitted by [Bid Submission Deadline Date] **December 16th, 2025 at 5:00pm.**

Late or incomplete submissions will not be considered. The bidder is responsible for ensuring the sealed bid is delivered by the required date.

Bids should be delivered to:

Wayne Township Administrator, Gus Edwards
6050 N Clarksville Rd
Waynesville, OH 45068

5. Bid Opening and Evaluation

All bids will be opened on Tuesday, December 16th at 5:00pm, prior to the regular session of the Board of Trustees meeting. The opening will be conducted by Gus Edwards, Administrator, and will be a public event.

Bids will be evaluated in an executive session based on the following criteria:

- The amount of the bid
- The bidder's financial capability
- Compliance with the terms and conditions of the auction
- Any other relevant factors determined by the Wayne Township Board of Trustees

The highest conforming bid may not necessarily be accepted. The Wayne Township Board of Trustees reserves the right to reject any or all bids, for any reason or no reason or to withdraw the property from the auction at any time prior to final acceptance.

All bids must stipulate a minimum Earnest Money Deposit of not less than \$10,000 Minimum, which shall be deposited with a Title Company ("Escrow and Closing Agent"), licensed in Ohio, within 72 hours after the successful bidder has been notified. Upon delivery of the Earnest Money to the Escrow and Closing Agent, the Earnest Money Deposit shall be deemed non-refundable, except in the event of Seller's Default.

6. Payment Terms

The successful bidder will be notified on December 19, 2025 The full purchase price must be paid by [Final Payment Deadline Date] TBD.

Payment methods accepted: Wire Transfer Only, No Checks of any kind.

7. Property Transfer

The sale of the property will be completed through a Purchase and Sale Agreement, which shall be subject to review by Seller's legal counsel, and final approval by the Board of Trustees. The successful bidder will be required to execute a Purchase and Sale Agreement on or before February 3, 2026.

The property will be transferred "as-is," with no warranties or guarantees regarding its condition, environmental status, or any other factors. It is the responsibility of the buyer to conduct any due diligence, including inspections and title searches, before submitting a bid.

8. Additional Terms and Conditions

- The Wayne Township Board of Trustees reserves the right to amend, suspend, or terminate the auction process at any time for any reason.
 - The Wayne Township Board of Trustees reserves the right to accept any bid for any reason or no reason.
 - The Wayne Township Board of Trustees reserves the right to reject any bid or all bids for any reason or no reason.
 - All bidders are responsible for their own costs associated with the preparation and submission of bids.
 - The successful bidder is responsible for all costs related to the transfer of property, including but not limited to title, escrow, and recording fees.
 - The Wayne Township Board of Trustees will not be liable for any errors or omissions in the auction process.
 - The Property is being sold As-Is, Where-Is, with No Warranties Expressed or Implied. Buyers shall rely solely upon their own measurements, due diligence, and determinations .
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9. Contact Information

For further information regarding this auction or to request additional documentation, please contact:

Gus Edwards
Administrator
513-897-3010 Ext. 5
gusedwards@waynetownship.us

10. Acknowledgment of Terms

By submitting a bid, the bidder acknowledges having read, understood, and agreed to the terms and conditions set forth in this document.