

CITY OF FITCHBURG

PROCEDURE FOR SALE OR LEASE OF CITY OWNED PROPERTY (NOT TAX-TITLE OR SIDE-YARD SALES)

Petition to Property Committee for determination of availability

Property Committee initiates an Excess Needs Survey for Municipal Purposes

If no Municipal Purpose, reported to Property Committee for vote to declare available

If City Council votes in affirmative, referred back to Property Committee for determination of minimum bid/reuse restrictions

Property Committee refers item to Procurement Office for RFP/IFB.
>\$35k value requires 30-day advertising.

CPO provides results to Property Committee who makes recommendation to City Council.

City Council considers and votes. If affirmative, vote also authorizes Mayor to complete the sale or lease.

City Solicitor completes the purchase and sale agreement or lease agreement with other party and/or their counsel.