

Bidder Guidance Note / Instructions

Client/Site:	Leeds City Council (LCC) – Land at St Cecilia Street, Leeds, LS2 7PA		
Sole selling agent:	Avison Young	Date:	May 2025

1. This document sets out the bidding process, the required format for offers, and the potential for interviews.
2. The land being marketed for sale is identified indicatively on the plan appended to this document, known as – **Land at St Cecilia Street, Leeds, LS2 7PA**

Bidding process / format for offers

3. Avison Young are acting as sole selling agent on behalf of the property's owner, Leeds City Council (LCC).
4. This property is being offered for sale by informal tender. Unconditional offers are being sought only.
5. **The deadline for offers is set for 12:00 noon on Thursday 17th July 2025. Bids received after this time may be rejected by the vendor.**
6. The Bidding Proforma (available in the dataroom) should be used to submit a bid alongside all relevant supporting documents that are detailed below.
7. The Bid Proforma should be submitted via **email only** to Jacob Clark (jacob.clark@avisonyoung.com) Dai Powell (dai.powell@avisonyoung.com), Joe Wherity (joe.wherity@avisonyoung.com) and Serena Patrick (serena.patrick@avisonyoung.com).
8. Covering emails should be headed '**Land at St Cecilia Street - Tender Submission – not to be opened until 12:00 on 17th July 2025.**'
9. Bids will be considered on their merits.
10. Bidders should clearly state what allowances and assumptions have been made relating to abnormal development costs, ground conditions, service connections etc.
11. If a bid is accepted the purchaser will be given a maximum of 4 weeks to agree Heads of Terms.
12. The purchaser will be expected to complete within 4 weeks of exchange of contracts.
13. All offers should be made exclusive of VAT. Please note that part of the site is opted for tax. Further details regarding this are included within the dataroom.
14. A 10% deposit will be required on exchange of contracts.
15. LCC requires the purchaser to meet the Council's professional services costs calculated at 4% of the gross price in respect of the disposal process.

16. LCC does not commit to accept the highest or any bid. Any accepted bid will be subject to LCC approval.
17. Several supporting technical studies, plans, surveys etc. are available to interested parties in the dedicated dataroom. These are provided on a 'for information only basis' and should not be relied upon.
18. A draft contract and CPSE Replies are included within the dataroom. These should be read and understood by parties.
19. In order to reach a decision, best and final bids may be requested from some/all bidders and interviews may be held.
20. Bidders should provide a description of the proposed scheme and use for the site.
21. Bidders should, where possible, evidence a track record of projects similar to their proposed scheme for this site.
22. The property will be sold with vacant possession.
23. Bidders should provide proof of funding alongside their offer.
24. Please note that LCC does not bind itself to accept the highest bid and reserves the right at its sole discretion to terminate, modify or suspend the bid process or the transaction at any time.
25. No representations or warranties will be given by the vendor and the property and assets are to be sold on an as seen basis.
26. For any queries please contact jacob.clark@avisonyoung.com, dai.powell@avisonyoung.com, joe.wherity@avisonyoung.com or serena.patrick@avisonyoung.com.