

Request for Proposals (RFP)

Property Management Services for Mobile Home Park on Municipal Property

City of Childress, Texas

RFP No. 11212025-BCL-PML

Issued: 11/21/2025

Bid Due Date: 12/08/2025

The City of soliciting proposals for **property management services on municipal property**.

Bids can be submitted via email or hand delivered and must be received by the **City Secretary's Office no later than 2:00 p.m. December 8th, 2025**. The email to submit proposals is: khodges@childresstexas.gov. Late bids will not be accepted.

The City reserves the right to reject any and all proposals, waive informalities, and accept the proposal deemed most advantageous to the City.

The City of Childress is seeking proposals from qualified individuals or firms to provide property management services for a mobile home park consisting of 12 full-time residents. The property encompasses approximately 37.58 acres and requires comprehensive management and oversight.

Scope of Work

The selected Property Manager will be responsible for:

- **Rent Collection:** Timely collection of rents due from all residents.
- **Budget Management:** Manage income and expenditures in a segregated and auditable manner.
- **Reporting:** Report regularly to City Council. This includes financial reports, management reports, and status reports.
- **Property Oversight:** Management and general oversight of the 39.82-acre property.
- **Utilities Management:** Coordination, monitoring, and maintenance of all utility lines servicing the property.
- **Nuisance Management:** Addressing and resolving nuisance complaints, including but not limited to property upkeep, resident concerns, and safety issues.

Term Length

The term of the contract will be **five (5) years**. Commencement Jan 1, 2026. Expiration December 31, 2030.

Termination Clause

Either party may terminate this contract with **60 days' written notice**. The City Council reserves the right to terminate the contract **with or without cause** with notice provided. The term of the contract will be **five (5) years** from the date of execution, with any extensions subject to mutual agreement.

Proposal Requirements

Proposals must include a **management plan** outlining the applicant's approach to property oversight, resident coordination, and maintenance. A **fee structure/pricing proposal** must also accompany the submission. To be considered, applicants must submit a complete proposal including the following:

1. **Proof of Age:** Applicant must be 18 years of age or older.

2. **Driver's License:** Copy of a valid driver's license.
3. **General Liability Insurance:** Proof of active general liability insurance with minimum coverage of **\$1,000,000.00**.
4. **Surety Bond:** Surety Bond for \$500,000.00 with Childress City Council as Obligee.
5. **Proof of Segregated Fund Accounting:** Provide Certified Financial Statements ensuring proper segregation of funds.
6. **Waiver of Indemnity:** Signed waiver of indemnity (form provided upon request).
7. **Referral Letters:** Any referral or recommendation letters, if available.

Submission Instructions

All proposals must be submitted to the City by the stated deadline. Proposals may be submitted electronically or in person. All submissions must include:

- Fee/pricing proposal,
- Annual lease payment figure,
- Bid deposit of \$500 (refundable to unsuccessful bidders),
- Management plan,
- Proof of liability insurance (minimum \$1,000,000.00 per occurrence),
- References,
- Sealed in an envelope marked "PROPOSAL – PROPERTY MANAGEMENT LEASE RFP No. **11212025-BCL-PML**"

Deliver completed proposal to:
City Secretary's Office
PO Box 1087/315 Commerce St.
Childress, Texas 79201

Email:
khodges@childresstexas.gov

Note that bids received after the stated deadline will not be accepted. Awarded Lessee will be responsible for obtaining a surety bond for \$500,000.00 with the City of Childress as obligee.

Property Information:

37.58 acres in Section 5, Block H AB&M, Tract 6, All of Sec 5 (Living area). Please see attached **Exhibit A** for maps and metes and bounds.

Site Visits: Site visits or property inspections may be arranged by contacting City Manager Kevin Hodges at 806-204-1799. All proposals must be submitted to the City/Town by the stated deadline. Proposals may be submitted electronically or in person.

Evaluation Criteria

Proposals will be publicly opened December 8th at 2:15 p.m. Proposals will be evaluated based on the following criteria:

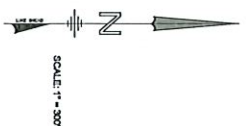
- Relevant experience in property management or related fields
- Demonstrated ability to manage utilities and large-acreage properties
- Completeness of the submission and adherence to requirements
- Strength of referrals and references (if provided)
- Overall suitability and capacity to meet the needs of the property and residents

Additional Information

The City of Childress reserves the right to reject any or all proposals, waive informalities, or select the proposal deemed to be in the best interest of the community.

For questions or additional documentation requests, please contact the City of Childress at 940-937-3683.

EXHIBIT A



DESCRIPTION:

A 37.58 acre tract of land situated in Section 5, Block H, A.B. & M. Survey, Childress County, Texas, and being described by the metes and bounds as follows:

Commencing at the Southeast corner of said Section 5;

THENCE North 05 degrees 48 minutes 09 seconds East, with the East line of said Section 5 a distance of 5410.01 feet to the most easterly Southeast and BEGINNING CORNER of this tract;

THENCE North 85 degrees 11 minutes 37 seconds West a distance of 170.00 feet;

THENCE South 00 degrees 00 minutes 00 seconds West a distance of 200.01 feet, the most westerly Southeast corner of this tract;

THENCE North 4 degrees 48 minutes 13 seconds East a distance of 170.00 feet, the most westerly Southeast corner of this tract;

THENCE North 05 degrees 01 minutes 30 seconds West a distance of 572.17 feet, the most westerly Southeast corner of this tract;

THENCE North 27 degrees 14 minutes 43 seconds East a distance of 602.38 feet;

THENCE East a distance of 100.00 feet;

THENCE South 15 degrees 02 minutes 00 seconds East a distance of 171.12 feet;

THENCE North 87 degrees 50 minutes 50 seconds East a distance of 602.31 feet;

THENCE South 89 degrees 25 minutes 30 seconds East a distance of 400.07 feet;

THENCE South 45 degrees 30 minutes 15 seconds East a distance of 300.15 feet;

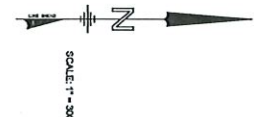
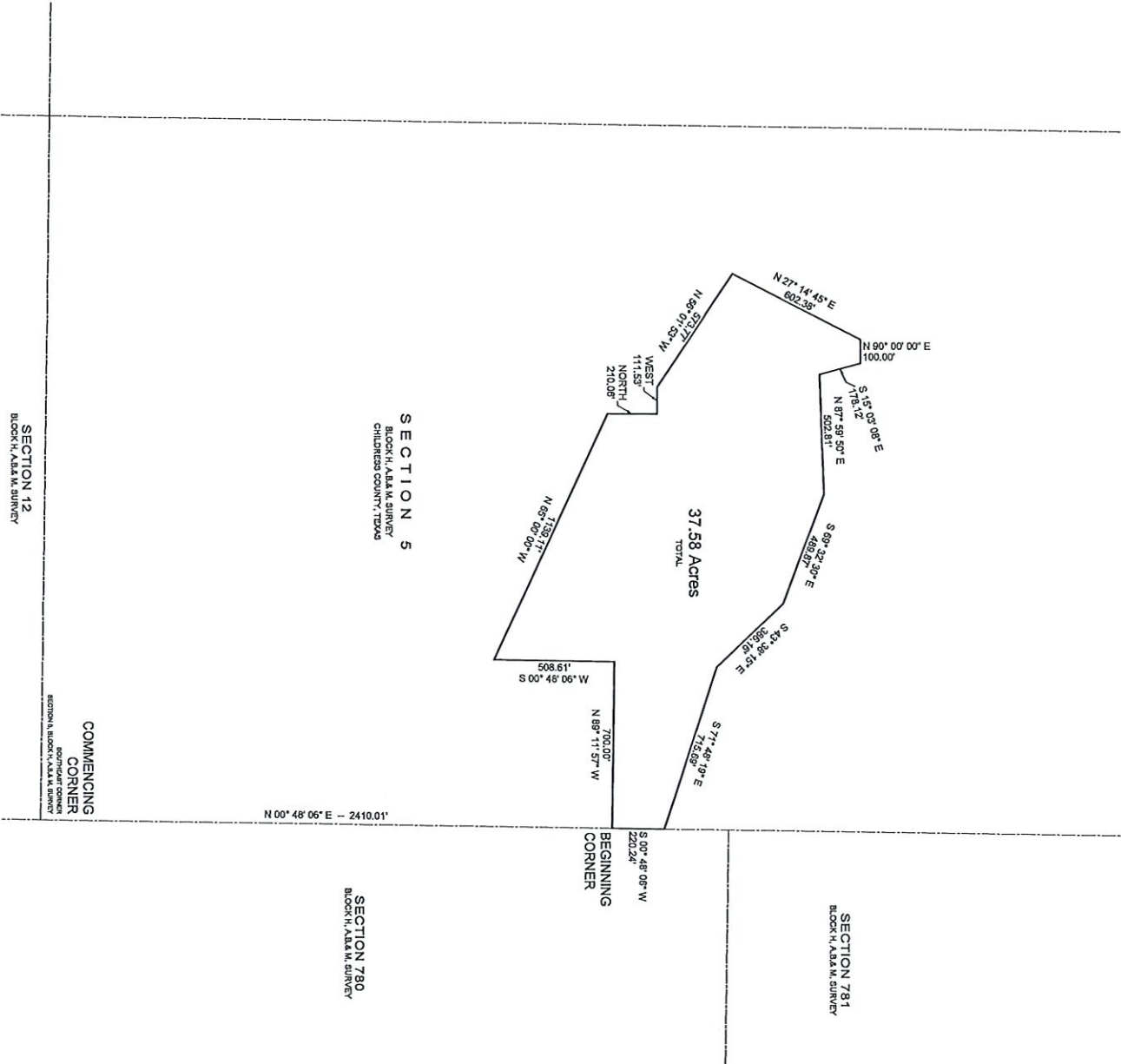
THENCE South 71 degrees 46 minutes 19 seconds East a distance of 171.00 feet to said East line of Section 5, the Southeast corner of this tract;

THENCE South 05 degrees 48 minutes 09 seconds West, with said East line of Section 5, a distance of 5410.01 feet to the BEGINNING CORNER.

37.58 Acre Tract situated in
Section 5, Block H, A.B. & M. Survey
Childress County, Texas

OJD Engineering, LLC
Consulting Engineers & Surveyors

Drawn By: L. Sprad
Date: 8/05/2023
Job No.: 25-ADW772
808-352-2117
3601 Eastway Dr.
Arlington, TX 76010
Print No.: 10000000



DESCRIPTION:

A 37.58 acre tract of land situated in Section 5, Block H, A.B.M. Survey, Childress County, Texas, and being described by the metes and bounds as follows:

Commencing at the Southeast corner of said Section 5:

Thence North 05 degrees 48 minutes 59 seconds East, with the East line of said Section 5, a distance of 2410.01 feet to the most easterly Southeast and BEGINNING CORNER of this tract;

THENCE North 05 degrees 11 minutes 57 seconds West a distance of 730.00 feet;

THENCE South 05 degrees 48 minutes 59 seconds West a distance of 202.51 feet, the most southerly Southeast corner of this tract;

THENCE North 05 degrees 27 minutes 00 seconds West a distance of 1130.11 feet, the most southerly Southeast corner of this tract;

THENCE NORTH a distance of 730.00 feet;

THENCE WEST a distance of 111.53 feet;

THENCE North 06 degrees 01 minutes 33 seconds West a distance of 373.17 feet, the most southerly Southeast corner of this tract;

THENCE South 27 degrees 14 minutes 42 seconds East a distance of 602.36 feet;

THENCE EAST a distance of 100.00 feet;

THENCE South 15 degrees 03 minutes 08 seconds East a distance of 1718.12 feet;

THENCE North 07 degrees 50 minutes 50 seconds East a distance of 602.51 feet;

THENCE South 09 degrees 22 minutes 30 seconds East a distance of 402.07 feet;

THENCE South 45 degrees 36 minutes 15 seconds East a distance of 205.16 feet;

THENCE South 74 degrees 46 minutes 10 seconds East a distance of 715.69 feet to said East line of Section 5, the Southeast corner of this tract;

THENCE South 05 degrees 48 minutes 59 seconds West, with said East line of Section 5, a distance of 2503.14 feet to the BEGINNING CORNER.

A 37.58 acre tract of land situated in Section 5, Block H, A.B. & M. Survey, Childress County, Texas, and being described by the metes and bounds as follows:

Commencing at the Southeast corner of said Section 5;

Thence North 00 degrees 48 minutes 06 seconds East, with the East line of said Section 5, a distance of 2410.01 feet to the most easterly Southeast and BEGINNING CORNER of this tract;

THENCE North 89 degrees 11 minutes 57 seconds West a distance of 700.00 feet;

THENCE South 00 degrees 48 minutes 06 seconds West a distance of 508.61 feet, the most southerly Southeast corner of this tract;

THENCE North 65 degrees 00 minutes 00 seconds West a distance of 1139.11 feet, the most southerly Southwest corner of this tract;

THENCE NORTH a distance of 210.06 feet;

THENCE WEST a distance of 111.53 feet;

THENCE North 56 degrees 01 minutes 53 seconds West a distance of 573.77 feet, the most westerly Southwest corner of this tract;

THENCE North 27 degrees 14 minutes 45 seconds East a distance of 602.38 feet;

THENCE EAST a distance of 100.00 feet;

THENCE South 15 degrees 03 minutes 08 seconds East a distance of 178.12 feet;

THENCE North 87 degrees 59 minutes 50 seconds East a distance of 502.81 feet;

THENCE South 69 degrees 32 minutes 30 seconds East a distance of 489.87 feet;

THENCE South 43 degrees 38 minutes 15 seconds East a distance of 366.16 feet;

THENCE South 71 degrees 48 minutes 19 seconds East a distance of 715.69 feet to said East line of Section 5, the Northeast corner of this tract;

THENCE South 00 degrees 48 minutes 06 seconds West, with said East line of Section 5, a distance of 220.24 feet to the BEGINNING CORNER.