



City of Paducah Surplus Property Sale Sealed Bid Form



Date: _____

I/we propose to purchase property located at:

PROPOSAL SUBMITTED BY:

Legal Name(s): _____

Address: _____

Day-time Phone Number: _____ Mobile Number: _____

Email: _____

INTENDED USE

I/we propose to use the property for: Residential Commercial Both Commercial & Residential

If residential or combination; will the residential unit be your primary residence? Yes No

If no above, what do you intend to develop the property for: Rental Resale Other

If other, please explain _____

AGREEMENT & ACKNOWLEDGEMENT

I/we understand and agree to the following statements, as indicated by the initialing of each.

_____ If a building is on-site that is in need of repair or removal, the building must be removed or must be restored to stable structural integrity within 60 days of receiving of the property, or as otherwise delineated by the Paducah Fire Prevention Dept work progression order (timeline).

_____ The deed will include a clause stating that the property reverts back to the City of Paducah if substantial compliance with the accepted proposal are not met within 2 years or according to an agreed upon timeline.

_____ Required permits for the proposed improvements shall be obtained BEFORE work begins.

_____ Property owner must establish and maintain appropriate groundcover and plant at least one shade tree on the site; maintenance includes mowing and regular watering. Property MUST be secured at all times.

_____ Priority will be given owner-occupied buildings.

_____ Priority will be given to proposals that address the entire building and site, not just a portion.

_____ Priority will be to proposals that serve the highest and best use in the opinion of the board/Commission.

BID AMOUNT

I/we offer to pay the City of Paducah \$ _____ for the property (Minimum Bid: \$325.00 per lot).

IMPROVEMENTS

I/we propose to make the following improvements: _____

_____ (Attach pages/plans as needed)

Total value of all proposed improvements to the property: \$ _____

REQUIRED INFORMATION

Only complete, sealed bid proposals will be considered.

To be considered complete, the following initial documentation/ information **must** be submitted with the sealed bid proposal. Please indicate if the information is included with this submittal.

- Yes No **Completed Bid form.**
- Yes No **Total Investment** anticipated over the next 2 years.
- Yes No **Detailed description of the proposed improvements** and how the property will be used.
- Yes No Description of **landscape improvements.**
- Yes No **Project timeline.**

If the bid proposal is preliminarily selected, additional documentation/ information will be required to be submitted **within 30 days** for review and final consideration. Please indicate if this information is included with this submittal or will be submitted if selected.

- Yes Later **Large, clear detailed drawings** of the front, side and rear elevations for new construction. For rehab projects, large, clear, detailed photographs of the front, side and rear elevations with changes indicated.
- Yes Later **Cost Estimate** of improvements by a knowledgeable & experienced third-party professional, e.g. an engineer, architect or experienced contractor. Complex projects should be broken down by cost centers.
- Yes Later **Proof of financial ability** to complete the project. Proof may be letter of credit, loan commitment, or proof on cash on hand, or some other form as approved by the City. Grants or special financing must be listed but cannot be counted as proof of financial ability unless a copy of the award notice or other acceptable guarantee is provided.
- Yes Later **Landscape plan** drawings.

Once an acceptable proposal is received, the proposal will be forward to the Commission or URCDCA for final disposition.

This bid form (or a letter with equivalent information) along with all the attachments must be submitted in a sealed envelope with the words "SEALED BID" and the address of the property clearly printed on the outside of the envelope.

Mail or submit in person to: City of Paducah, Department of Planning
Attn: Nancy Upchurch
P.O. Box 2267, 300 South 5th Street
Paducah, KY 42002-2267

If you have additional questions, please contact
Nancy Upchurch by phone 270-444-8690 or at nupchurch@paducahky.gov