



SURPLUS OR PROJECT PROPERTY SALE BID PROPOSAL REQUIREMENTS

Proposed bids must be sealed, the words "Sealed Bid" written on the outside of the envelope, and include the following:

1. Purchase price offer for the property of at least \$325.00 per lot.
2. Statement describing the intended use of the property and improvements to be made.
3. Commitment to the date in which those improvements will be completed.
4. Commitment to establish and maintain appropriate groundcover and at least one tree on the site.
5. Name, address, and other contact information of person making the bid.

For all proposed structural improvements, the following shall be provided;

1. Detailed plans for any new construction submitted to Department of Planning and the Fire Prevention Division. Any drawings/renderings must be legible and detailed.
2. Detailed write up of changes and improvements necessary to meet code requirements for the repair or replacement of existing structures
3. Detailed description or illustration, including use of space, for new construction or proposed changes to existing structures
4. Front, side and rear elevations of exterior facades including any significant architectural details for any new construction or proposed changes to the exterior of existing structures.
5. Description of landscape improvements: plan drawings may be necessary.
6. If an existing building is on-site, a professional, third-party estimate by a knowledgeable & experienced engineer, architect, or contractor of the entire cost of the rehabilitation of the building. Estimate should be broken down by cost centers and include a total.
7. Proof of financial ability to complete the project in an amount matching the estimated costs. Proof must be in the form of a letter of credit, loan commitment, proof of cash on hand, or some other proof of financial ability acceptable to the City. Grants or special financing must be listed, but cannot count toward financial ability unless a copy of the award notice or other acceptable guarantee is provided.

Depending on the proposed use and improvements on the property, additional items may be recommended to adequately convey the extent of the proposal. Past experience with similar projects should be noted.

In addition to bid amount, proposals will be considered in accordance with:

- Priority for properties that address the entire building.
- Priority for owner-occupied properties.
- Priority for uses which serve the highest & best use of the property in the opinion of the board.

If a structure is on-site that is in need of repair or removal, the building must be removed or structural integrity of the structure must be reached with 60 days of receipt of the property. Further, repair or removal of a structure that has a repair or condemnation order requires additional coordination with the Fire Prevention Department regarding the project timeline and clearly defined benchmarks of work completion. Failure to comply with Fire Prevention Department work progression order may result in the demolition of the structure and a lien being filed on the property. Property **MUST** be secured at all times

Property will ONLY be sold if immediate development, repair or rehabilitation is proposed and the probability of such activity is high.

NOTE: New property owner must maintain the premises including mowing. Property **MUST** be secured at all times.