



# 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 \_\_\_\_\_

\_\_\_\_\_

### IMPROVEMENTS

In consideration for the City of Paducah transferring the property, I/we propose to make the following improvements. (Provide a detailed description of the project outlining intended use of the property with a description of rehabilitation, renovation, modifications or new construction):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Attach pages as needed)

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

### BID AMOUNT

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

## REQUIRED INFORMATION

To be considered complete, the following documentation/ information must be submitted. Please indicate if the information is included with this submittal. Only complete proposals will be considered.

- Yes  No **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  No **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  No **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  No Description of **landscape improvements**: plan drawings may be necessary.
- Yes  No **Project timeline**.

## AGREEMENT

Please indicate that you understand and agree to the following statements by initialing each.

- \_\_\_\_\_ 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 receiving of the property, or as otherwise delineated by the Paducah Fire Prevention Department 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 provisions of the proposal are not met within two years or according to an agreed upon timeline.
- \_\_\_\_\_ Required permits for the proposed improvements shall be obtained prior to work beginning.
- \_\_\_\_\_ New property owner must establish and maintain appropriate groundcover and at least one shade tree on the site, which includes mowing and watering. Property MUST be secured at all times.
- \_\_\_\_\_ Priority will be given to proposals that address the entire building/site, not just a portion.
- \_\_\_\_\_ Priority will be given owner-occupied buildings.
- \_\_\_\_\_ Priority will be to the proposal which serve the highest and best use of the property in the opinion of the board/Commission.

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**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  
Post Office Box 2267, 300 South 5<sup>th</sup> Street  
Paducah, KY 42002-2267

If you have additional questions, please contact  
Nancy Upchurch by phone 270-444-8690 or at [nupchurch@paducahky.gov](mailto:nupchurch@paducahky.gov)

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