



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 propose complete rehabilitation or new construction
- _____ Priority will be given owner-occupied buildings.
- _____ Priority will be to the proposal which serve the highest and best use of the property in accordance with the Comprehensive Plan and the opinion of the board/Commission.

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. The City of Paducah reserves the right to reject any or all bids.

Mail or submit in person to: City of Paducah, Department of Planning
Attn: Nancy Upchurch
Post Office 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
