



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 \$1.00 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. A professional, third-party estimate by a knowledgeable & experienced engineer, architect, or contractor of the entire cost of the rehabilitation of an existing building or any proposed new construction. 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.
8. Timeline. A restriction will be included in your deed that states that the property will revert back to the City if you do not complete the project as outlined in your bid. You will be expected to complete your project within one year. You may request up to one-year extension if substantial progress has been made on your project at the end of one year.

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.

Please note: At this time the City has no homes for sale. All properties are vacant lots.

If a structure is on-site that needs 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

In addition to bid amount, proposals will be considered in accordance with the following scoring criteria.

Scoring Criteria* For Acceptance of Submittals	Possible Points
Property Developed for Residential Use	
First-time Property Buyer/Home Owner Occupied	40
Owner Occupied (not first-time owner)	30
Develop for Resale	20
Develop as Rental Property	10
Property Developed for Non-Residential Uses	
Development create new jobs	30
Development will not create new jobs.	20
Timeline to Complete the Project	
Within one year	30
Between 1 to 2 years	20
More than 2 years but less than 3 years	10
Landscape improvements including at least 1 new tree	20
Cost Estimates	
Detailed 3 rd party estimates/bid	30
Bidder estimated cost with no 3 rd party backup	20
Proof of Financial Ability/Letter from Financial Institution	30
Drawings of Plans	
Detailed plans including elevations, floor plans, facades	30
Sketches of plans to be developed	20
Detailed description with no drawings	10
If the property contains a structure	
Complete rehab of the structure	20
Address major issues, minimal rehab	10
Comprehensive Plan Compliance	20
Total Project Score (minimum score 100)	

Property will ONLY be sold if immediate development, repair or rehabilitation is proposed and the probability of such activity is high. The City of Paducah reserves the right to reject any or all bids.

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