



# City of Paducah Sealed Bid Form Property Available for Investment



Date: \_\_\_\_\_

I/we propose to purchase property located at:

## BID AMOUNT

I/we offer to pay the City of Paducah \$ \_\_\_\_\_ for the property.

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

## PROPOSAL SUBMITTED BY:

Legal Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Day-time Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

## INTENDED USE

The goal of the sale of surplus property for residential development is to provide quality, affordable, owner-occupied housing. All proposed housing developments must be site built, conventionally framed construction. Priority will be given to owner-occupied development.

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, what do you intend to develop the property for:  Rental  Resale  Other

If other, please explain \_\_\_\_\_

Timeline: Expected completion Date: \_\_\_\_\_

**Note:** Only if extenuating circumstances can be documented will extensions be granted to any applicant who fails to have the development out of the ground and showing substantial progress by the end of one year. Additionally, failure to submit a written request for an extension explaining the cause of the delay will jeopardize any grant funding that may have been anticipated in connection with the development of this property. It is essential that you communicate any delays to the city immediately if you anticipate that you will not meet the expected project completion date. \_\_\_\_\_ Please initial that you understand and agree.

## 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)

## REQUIRED INFORMATION

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

- Yes  No **Detailed construction plans.** All changes and improvements necessary both to meet code requirements as well as to provide for the intended use must be specified and detailed.
- 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 of 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.

**AGREEMENT-Please initial beside each statement indicating you understand and agree:**

- \_\_\_ All property is sold **as is** and with no implied warranty of clear title. The buyer is responsible for insuring clear title prior to purchase. If the purchaser decides to purchase without the benefit of a title exam, a quitclaim deed will be granted.
- \_\_\_ The deed will include a clause stating that the property reverts to the City of Paducah if substantial compliance with the provisions of the proposal is not met within one year or according to a mutually agreed timeline. **Property will only be sold if immediate development is proposed and the probability of such activity is high.**
- \_\_\_ To be considered for the properties the bidders must be current on City taxes and have no existing code enforcement liens on any property currently owned in the City of Paducah,
- \_\_\_ If a structure on the site needs repair or removal, the building must be removed, or structural integrity reached within 60 days of receiving the property, or as otherwise outlined by the Paducah Fire Prevention Division of the Fire Department work progression order (timeline).
- \_\_\_ Required permits for the proposed improvements shall be obtained prior to work beginning. New property owners must establish and maintain appropriate groundcover and at least one shade tree on the site, which includes mowing and watering. Property **MUST** be always secured.
- \_\_\_ Priority will be given to proposals that address the entire building/site, not just a portion.
- \_\_\_ Priority will be given to owner-occupied buildings.

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**Acknowledgement:** By signing below I acknowledge that I have read and agree to all the requirements for the sale of City of Paducah/Urban Renewal and Community Development Agency owned property and further agree to abide by the terms outlined in my proposal.

**I further agree that in addition to the offer price for the property I will pay for the preparation and recording of the deed. (Approximately \$200)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This bid form along with all the attachments must be submitted in a sealed envelope with the words “SEALED BID”, the address of the property, your name and contact information 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)

*All bids will be evaluated by a point system as outlined below. Any bid scoring less than 100 will be considered incomplete. Incomplete bids will be rejected and returned to the bidder. Use the column for “Bidders self-scoring” to evaluate your bid to insure it meets the minimum requirements to be accepted as a complete bid package.*

<b>Scoring Criteria For Acceptance of Submittals</b>	<b>Possible Points</b>	<b>Bidders self-score</b>	<b>Points Awarded (for office use only)</b>
<b>Property Developed for Residential Use</b>			
First-time Property Buyer/Homeowner Occupied	30		
Owner Occupied (not first-time owner)	20		
Development for Resale	10		
<b>Property Developed for Business/Commercial Uses</b>			
Development will create new jobs paying above minimum wage	30		
Development will create new jobs paying minimum wage	20		
Development will not create new jobs	10		
<b>Timeline to Complete the Project</b>			
Within one year	20		
Between 1 to 2 years	10		
<b>Landscape improvements including at least 1 new tree</b>	20		
<b>Cost Estimates</b>			
Detailed 3 <sup>rd</sup> party estimates/bid	30		
Bidder estimated costs with no 3 <sup>rd</sup> party back-up	20		
<b>Proof of Financial Ability/Letter from Financial Institution</b>	30		
<b>Drawings of Plans</b>			
Detailed plans including elevations, floor plans, facades	30		
Sketches of plans to be developed	20		
Detailed description with no drawings.	10		
<b>If the property contains a structure</b>			
Complete rehab of the structure	20		
Address major issues, minimal rehab	10		
<b>Comprehensive Plan Compliance</b>	20		
<b>Total Project Score (minimum score 100)</b>			

***The City of Paducah reserves the right to reject any or all proposals submitted.***