

City of Geneva
47 Castle Street
Geneva, NY 14456

Bid Form

All Bids Must Be Submitted To:

The Office of the Assessor
City Hall
47 Castle Street
Geneva, NY 14456

All Bids must be in the Assessor's office by 4:00 p.m. and will be reviewed monthly.

I, _____ hereby submit a bid for the purchase of _____, Geneva, New York in the Amount of \$_____.
A \$100.000 deposit has been paid to the City of Geneva. This deposit will be refunded if I am not the successful bidder. Also enclosed is my proposal outline and purchase affidavit for this property.

I agree, to the following conditions, if my proposal is accepted by the City Council:

I will execute the Bid for Purchase and make payment to the City of Geneva in the amount of \$_____, (25% of proposed purchase price less \$100.000 deposit) within 3 days from receipt of the preliminary proposal acceptance. I understand that failure to comply with these conditions will result in forfeiture of all deposits.

I hereby state that I have submitted copies of the proposal outline and the purchaser's affidavit and further agree that I will abide by the terms and conditions of those documents.

WITNESS _____

Signature of Purchaser

DATE _____

Date

Address of Purchaser

Telephone Number

**CITY OF GENEVA
PROPOSAL OUTLINE**

PROPERTY ADDRESS _____

PURCHASER _____

DATE _____

PROPOSED PURCHASE PRICE _____

A. **PROPOSED USE** – Indicate number of units and whether they will be leased or owner-occupied. Indicate the specific uses of stores, offices, and industrial space, i.e. beauty salon, restaurant, etc.

1. Apartments _____

2. Store _____

3. Offices _____

4. Industrial _____

5. Parking Lot _____

6. Other _____

B. Time required to complete development or rehabilitation will be ____ months from conditional closing.

C. Façade Plan (applicable to commercial or mixed-use structures only where exterior building work is proposed). – Describe in detail the proposed street façade of the building. Attach additional information, if necessary.

1. Exterior siding materials;

2. Type, size and number of windows and doors;

3. Proposed color of exterior;

4. Exterior lighting plan;

5. Security measures, if any; and

6. Size, location and number of exterior signs.

Please note that the Façade Plan must be submitted and approved prior to the transfer of title.

D. EXPERIENCE – Describe in detail previous experience in completing similar projects. Include addresses, scope of projects, references and photographs if possible.

E. DEVELOPMENT OR REHABILITATION PLAN (if applicable)

Please develop an itemized estimate of anticipated rehabilitation or construction costs based on the Cost Estimate Outline below. Additional information may be necessary.

<u>EXTERIOR</u>	<u>ESTIMATED COST</u>
1. Chimneys – point or rebuild	_____
2. Roof – repair or replace	_____
3. Cornice and trim repairs	_____
4. Siding – repair or replace	_____
5. Gutters & downspouts	_____
6. Exterior door – repair or replace	_____
7. Steps & porch repairs	_____
8. Foundation wall pointing & repair	_____
9. Exterior protective covering	_____
10. Storms & screens	_____
11. Accessory building repairs	_____
12. Service walks repairs	_____
13. Driveway/parking lot	_____
14. Landscaping	_____
15. Fence	_____
16. Other	_____

SUBTOTAL EXTERIOR: \$ _____

INTERIOR

17. Joist or beam repairs	_____
18. Wall changes	_____
19. Electric	_____
20. Heating	_____
21. Plumbing	_____
22. Window repairs	_____
23. Door repairs	_____
24. Stairway & railings	_____

H. ADDITIONAL PROPOSAL REQUIREMENTS (if applicable)

1. Parking Lot Proposals: SUBMISSION OF A SITE PLAN IS REQUIRED.
2. New Construction: SUBMISSION OF DRAWINGS OR SKETCH OF PROPOSED BUILDING IS REQUIRED. This should include a front elevation so that compatibility (as indicated in "B" below) can be evaluated. SUBMISSION OF SITE PLAN IS REQUIRED. (Information regarding site plans can be obtained from the Code Enforcement Office at 789-5311).
3. Demolition: SUBMISSION OF POST-DEMOLITION PLANS IS REQUIRED. Information regarding demolition permits can be obtained from the Code Enforcement Office at 315-789-5311.

EVALUATION CRITERIA

In evaluating the merits of the proposals submitted for this property, the following items will be among the factors considered. The order of importance or magnitude is not necessarily reflected in the order given below.

- A. Proposed Plan: The overall quality of the proposed physical elements of the development plan and the degree to which the plan will contribute to the continued redevelopment of the immediate neighborhood.
- B. Compatibility: The compatibility of the proposed plan with community plans, existing zoning, land use, density, and building rehabilitation standards. Will your new construction be compatible with existing structures in the neighborhood?
- C. Developer's Timetable: The developer's timetable for the project, including evidence of his capability to carry out the project in an expeditious manner.
- D. Financing Plan: The developer's commitments for permanent financing of the proposed project, as well as the equity he has for the project.
- E. Preservation: The developer's interest in the retention and preservation of (all) structure(s) and/or the degree to which the proposed re-use preserves the existing character of the site and structure(s).
- F. Revenue to City: This is reflected in the purchase price and anticipated future payments of property and/or sales taxes.

For Office Use Only

Date Received by City of Geneva: _____ Signature _____

PURCHASER AFFIDAVIT

PROPERTY PROPOSED TO PURCHASE

TAX PARCEL NUMBER

ADDRESS OF PROPERTY PROPOSED TO PURCHASE (if different than above)

INSTRUCTIONS:

PLEASE ANSWER ALL QUESTIONS COMPLETELY. IF THE ANSWER IS "NONE", WRITE "NONE". DO NOT LEAVE A BLANK SPACE. IF THE QUESTION DOES NOT APPLY, THEN WRITE "NA" IN THE SPACE PROVIDED. USE ADDITIONAL SPACE ON THE BACK IF NECESSARY.

1. NAME _____ (Individual, Corporate or Assumed)
2. ADDRESS: _____ ZIP CODE: _____
3. TELEPHONE: _____
4. SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH _____
5. EMPLOYER: _____
6. If the purchaser is a corporation, names of all officers:

 - a. Are any of these corporate officers in any other corporation: _____
 - b. If so, list the corporations: _____
7. Do you represent a tax-exempt organization? _____
8. Do you own any property with delinquent taxes in the City of Geneva?
YES _____ NO _____ If yes, list addresses:

9. Has the City of Geneva taken title to any property owned by you via In-Rem Tax Foreclosure proceedings? YES _____ NO _____ If yes, list address:

10. Do you own any properties currently cited for code violations: YES _____ NO _____
If yes, give addresses:

11. Do you own any properties currently vacant: YES _____ NO _____ If yes, give
addresses and reason for vacancy:

12. Do you own property under any other name: _____

13. For purposes of lead abatement, will there be children under seven years of age who will
be frequent visitors to the house (more than two weeks throughout the year)?
YES _____ NO _____

I swear under penalties of perjury that I have answered the questions asked on this affidavit
completely and accurately. I understand that failure to complete the questions completely and
accurately could result in my forfeiture of the property in question and the loss of my deposit.

DATE _____ SIGNATURE(S) _____
