



PARCEL 300+ AUCTION PARCELS BID FORM, ALBANY COUNTY, NY



Mail or Deliver Completed Forms to:
Albany County Division of Finance
Room 800 112 State Street
Albany, NY 12207

For more information contact the Division of Finance at
Phone: (518) 447-7071; FAX: (518) 447-5516; email at
auctioninfo@albanycounty.com; Ten (10) pages to this FORM

AUCTION PARCEL #: _____

PARCEL ADDRESS: _____

TOWN/CITY: _____

1. BID AMOUNT: \$ _____
(Amount offered to County for purchase of subject property/parcel)

2. MATERIAL COSTS PROJECTED: \$ _____
(Page 3 Sub-Total)

3. LABOR COSTS PROJECTED: \$ _____
(Page 3 Sub-Total)

TOTAL PROPOSED INVESTMENT: \$ _____
(Sum of #1-#3 above)

*Bids are evaluated for long term value to the County. The high bid amount (#1 above)
may not be the successful bidder approved for closing.*

BID SUBMISSION DEADLINE: Monday, OCTOBER 24th, 2011 12:01 PM (Noon)

Must be RECEIVED in the Division of Finance, Room 800, 112 State Street by this time
Please submit bids in sealed envelopes. Do not submit deposits at this time!

Sensitive Parcel Condition, Bid Consideration

(please mark **ALL** conditions that apply to your this parcel bid):

- Potential Environmental Contamination/Remediation Cost
- Historic District, Contributing Property
- Economic Impact Status—job creation/retention
- Project Creating Affordable Housing, ADA Compliant*
- Supports Existing Neighborhood Revitalization Plan

Other, Specify: _____

- I have made an on-site inspection of this property;
- I have reviewed the County's Property Folder in Room 800, 112 State Street.

*ADA: American Disabilities Act accessibility standards/handicap accessible

PROPOSED USE – Indicate proposed use: residential, commercial, or not-for-profit. If there will be commercial tenants, please list their corporate name(s), attach pages as needed to provide sufficient detail for evaluation.

Parcel will be owner-occupied:

- YES NO UNKNOWN

Use conforms to existing zoning and/or planning:

- YES NO UNKNOWN
-

Knowledge of Neighborhood – Indicate experience and/or knowledge of neighborhood where this property is located (Adjacent Owner, Residential Homeowner, Non-residential Property Owner, Landlord, Tenant, etc.)

I neither own nor occupy property in this neighborhood

Knowledge of Municipality – Indicate experience and/or knowledge of city/town where this property is located (Residential Homeowner, Non-residential Property Owner, Landlord, Tenant, etc.)

I neither own nor occupy property in this town/city

REHABILITATION PLAN BUDGET

Please develop an itemized estimate of anticipated rehabilitation or construction costs based on the **Cost Estimate Outline** below. Material Costs must be provided separately from labor costs. Additional expenses may be added, as needed:

EXTERIOR ESTIMATED COSTS	MATERIAL COST	LABOR COST
Exterior Walls/Cornice	_____	_____
Roof	_____	_____
Landscaping	_____	_____
Other:	_____	_____
INTERIOR		
Joist or beam repairs	_____	_____
Wall & ceiling repairs	_____	_____
Electric	_____	_____
Heating	_____	_____
Plumbing	_____	_____
Window repairs	_____	_____
Door repairs	_____	_____
Stairways & railings	_____	_____
Attic/sidewall	_____	_____
Floor repairs	_____	_____
OTHER _____	_____	_____

ESTIMATED MATERIAL COSTS: \$ _____
(Please enter this sum as directed to RFB page one)

ESTIMATED LABOR COSTS: \$ _____
(Please enter this sum as directed to RFB page one)

(PLEASE ATTACH ADDITIONAL PAGES AS NEEDED TO EXPLAIN INVESTMENT PLAN)

FINANCING - SOURCE OF FUNDS

- 1. Personal Funds: \$ _____
- 2. Company or Partnership Funds \$ _____
- 3. Bank Financing: \$ _____
- 4. Grant Funds/Donations \$ _____

REHABILITATION PLAN TIMELINE

Please estimate the length of time needed to complete this project

- Project will be completed within 6 months of deed transfer (1/2 year)
- Project will be completed within 12 months of deed transfer (1 year)
- Project will be completed within 18 months of deed transfer (1½ years)
- Project will be completed within 24 months of deed transfer (2 years)

OTHER timeframe specified: _____

Final Project will provide affordable housing, based on neighborhood data:

- YES NO UNKNOWN

Final Project will be handicap accessible per Federal ADA guidelines:

- YES NO UNKNOWN

QUALIFICATIONS/EXPERIENCE—State in detail previous experience in completing similar projects. Include key personnel involved in project, references and, if possible, provide photographs.

EVALUATION CRITERIA—In evaluating the merits of the proposals submitted for this parcel, the following items will be among the factors considered. The magnitude of importance is not necessarily reflected by the order of this list.

Bid Price—primary consideration will be given to the development plan that returns the best value to the County of Albany

Proposed Plan—the overall quality of the proposed physical elements of the development plan and the degree to which the project will preserve the historic nature of the neighborhood, create jobs, increase property values will be considered.

Compatibility: The compatibility of the proposed plan with existing zoning, land use, density, and building rehabilitation standards

Schedule: The timetable for the project, including evidence of capability to carry out the development plan in an expeditious manner

Financial Capability: Evidence of financial ability to complete development plan

Use of Property: The proposed use of parcel

Knowledge of Neighborhood—demonstrated knowledge of property ownership in the area will be considered

RIGHT TO REVIEW AND REJECT PROPOSALS

The County reserves the right to reject any and all proposals for any reason. All proposals are subject to approval by the County Legislature, which also can reject any proposal for any reason.

Additional information and clarification of submitted materials may be requested, as needed.

The County may withdraw this request for Sealed Bids at any time without additional notice.

All costs incurred by the bidder in the preparation and submission of bids will be solely at the expense of the bidder, at no point shall the County become responsible for any of these costs.

Any bid will be rejected if the bidder, or any entity for which that bidder is a shareholder, is delinquent in the payment of real property taxes or has previously been blocked as a bidder at the Albany County Public Auctions; will be rejected if any bidder, or entity in which that bidder is a shareholder, has been delinquent in the payment of real property taxes or has previously been blocked as a bidder at the Albany County Public Auctions or has defaulted in the performance of any contract with Albany County, or is deemed to be a financially or technically incapable respondent.

The County reserves the right to waive any minor informality, defect, or deviation from this bid form that is not, in the County's sole judgment, material to the proposal.

All informational aids provided by the County in connection with this sale, such as slides, tax maps, deeds, photos, auction listings, auction catalogs, auction signs, property record cards, etc., are for identification purposes only and are not intended as, nor do they constitute, a representation, guarantee, or warranty as to condition, location, dimensions, parcel use and/or size. This property is offered for sale and sold "AS IS" without representation or warranty of any kind as to the condition, excepting where applicable any disclosures required by law. Bidders are encouraged to have a property inspector[s], architect[s], and/or engineer[s] examine the parcel[s] prior to bidding. Bidders are also encouraged to consider a title search and survey of this parcel done prior to bidding.

This parcel will be conveyed by the County of Albany to the purchasers free and clear of all property and school taxes collectable prior to **January 1, 2012**. The bidder is responsible for the entire 2012 Property Tax Bill issued in January 2012. The County has paid the **2011-2012** school taxes payable **September 1, 2011 and will not prorate that amount for these parcels**; the bidder is responsible for any street, sewer or other special assessments unpaid or payable to the municipality in which the parcel is situated and any water and sewer charges at the time of closing or payable thereafter.

Amounts due to the Water Board must be paid by the bidder to the Water Board after closing. See notices posted on-line at the auction main page.

CLOSING

A non-refundable* deposit of 20% of the bid amount may be required prior to submission of bids for Legislative approval. Deposits must be in bank check, certified funds or cash.

The approved bidder must pay the balance of the purchase price by bank check, certified check or cash to the Commissioner of Management and Budget at the County Office Building, 112 State St., Albany NY, 12207 within thirty (30) days from the date of a letter which will be mailed to the approved bidder by the Albany County Division of Finance stating that the bid has been approved by the County Executive and County Legislature.

In addition to the purchase price, the approved bidder must pay closing costs consisting of any taxes, fees and charges required by law to be paid to the County Clerk in connection with recording the deed and filing any related documentation. Closing costs will also include the title search fee paid by the County (currently \$185).

If the approved bidder fails to timely pay the balance of the purchase price, the down payment will be forfeited and the parcel offered for re-sale to another bidder.

The bidder will be required to provide the information necessary to complete, and shall execute the necessary forms and documents required, for recording the deed in the County Clerk's Office.

All sales shall be final, absolute and without recourse, and in no event shall Albany County be or become liable for any defects in title or for any cause whatsoever, and no claim, demand or suit of any nature shall exist in favor of the purchaser, their heirs, successors or assigns, against Albany County arising from this sale.

****The deposit will be returned in the event that the County rejects the bid proposal.***

CAUSE FOR DISQUALIFICATION

Applicants or principals identified on attachment #1, or any principal, partner or officer with ownership of more than 10% of the shares of the organization will be disqualified for an adverse finding with respect to:

1. Any prior delinquent real property tax foreclosure proceeding or current delinquent real property tax due and owing to the County of Albany;
2. Ownership or management interest in any property that was taken by the County or any delinquent real property tax arrears;
3. Ownership or management of any property within the County that are in violation of the local building, health or zoning code or are the subject of any code enforcement actions;
4. In the last 5 years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings;
5. In the last 5 years, failed to file any required tax returns, or failed to pay any applicable Federal, State, County or City taxes or other charges.

ATTACHMENT #1—CONTACT INFORMATION

BIDDER'S NAME (specify whether Bidder is an individual, partnership, joint venture or corporation. If joint venture, list name, address, & and telephone number and percentage of interest of each joint venture)

BIDDER'S ADDRESS: _____
(Street Address/PO BOX Number)

(City) State ZIP

BIDDER'S CONTACT NUMBER(S)

() _____ - _____ (OFFICE)

() _____ - _____ (HOME)

BIDDER'S CONTACT PERSON

(Name) (Title)

Email address: _____

PROPERTY OWNERSHIP DISCLOSURE--ATTACHMENT #2

Comprehensive List of Properties Owned by Applicant*: You must list all properties that you own, as well as any property owned by any business in which you have at least a 10% interest. Failure to list all properties owned may result in rejection of bid.

Name on Deed: _____

Single Owner Multiple Owners Business Interest _____ %

Street Address of Parcel City/Town

Tax Map Number Class Code

Name on Deed: _____

Single Owner Multiple Owners Business Interest _____ %

Street Address of Parcel City/Town

Tax Map Number Class Code

Name on Deed: _____

Single Owner Multiple Owners Business Interest _____ %

Street Address of Parcel City/Town

Tax Map Number Class Code

****Attach as many pages as needed to fully disclose properties owned in Albany County.***