



ALBANY COUNTY PUBLIC AUCTION SEALED BID FORM

OCTOBER 2014

Special points of interest:

- BIDS ON VACANT BUILDINGS, SECTION ONE, pp. 2-3
- BIDS ON VACANT LOTS, SECTION TWO, pp. 4-5
- BIDDER INFO and BACKGROUND, SECTION THREE, pages 6-7
- LIST OF PROPERTIES OWNED BY BIDDER, SECTION FOUR, page 8
- EVALUATION CRITERIA, page 8
- ATTACH ADDITIONAL INFORMATION AS NEEDED

Instructions to Bidders

Welcome to the Albany County Public Auction Sealed Bid Process.

In order to combat contributing factors to blight and decay, bidders are required to be pre-qualified and provide details of project plans, intended property use, and completion timelines per Resolution 80 of 2008 and subsequent amendments.

Please fill in only the sections of this form that apply to your proposed bid and intended use (building or vacant lot).

Attach additional details as needed. Incomplete or non-compliant bids will be rejected.

BIDDER INFORMATION—Contact and DEED Info

Bidder Name as it will appear on County Deed if your Bid is Approved:

Bidder Name(s) as it will appear on DEED

NUMBER/STREET

CITY/STATE ZIP

Phone Number: (_____) _____ - _____

PARCEL INFORMATION—Amount Bid/Investment

PARCEL # _____

ADDRESS: _____

Bid Amount: _____

Funds to be paid over to County at closing

Investment Amount: _____

Amount in addition to BID AMT that will be needed to complete project

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

Bid Forms Due in Room 800 at 112 State Street by 4:30 PM, OCTOBER 15, 2014



ALBANY COUNTY PUBLIC AUCTION SEALED BID FORM

SECTION ONE—Complete this Section if Bidding on a BUILDING

Check all that apply:

Do you own any buildings located within Albany County?

- Yes, I own buildings located within Albany County, NY (provide number of structures)
 - _____ buildings are currently vacant
 - _____ buildings are currently occupied
- No, I do not currently own any buildings located within Albany County, NY

Are you a bidding on behalf of an LLC, Non-profit, or other Corporation?

- Yes, my tax ID is _____
- No, I am bidding for private ownership

Project Description (check all that apply):

- Rehabilitation/Repair Planned
- Demolition of Structure Planned
- Project result will be Owner Occupied
- Project result will be Rental Property
- Property will be used for Commercial Purposes (explain below)
- Building will remain vacant 12+ months after purchase from County

(Provide Short Description of Proposed Project, attach additional materials as needed)

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ALBANY COUNTY PUBLIC AUCTION SEALED BID FORM



SECTION ONE—Complete this Section if Bidding on a BUILDING

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 your investment plan)

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ALBANY COUNTY PUBLIC AUCTION SEALED BID FORM

SECTION TWO—Complete this Section if Bidding on a VACANT LOT

Check all that apply:

Do you own any properties located within Albany County?

Yes, I own property located within Albany County, NY (provide number)

_____ vacant lots

_____ buildings

No, I do not currently own any property located within Albany County, NY

Are you a bidding on behalf of an LLC, Non-profit, or other Corporation?

Yes, my tax ID is _____

No, I am bidding for private ownership

Project Description (check all that apply):

Merger of Lot with Abutting Parcel New Construction Planned (explain below)

Residential Use Planned Commercial Use Planned Green Space Use Planned

Planned Use will be off-street parking Lot will be used "as is"

Community Garden, Public Access Space Planned (explain below)

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ALBANY COUNTY PUBLIC AUCTION SEALED BID FORM



SECTION TWO—Complete this Section if Bidding on a VACANT LOT

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:

ESTIMATED COSTS	MATERIAL COST	LABOR COST
Vacant Lot Improvements Planned		
Landscaping	_____	_____
Paving	_____	_____
Other:	_____	_____
New Construction		
Site Preparation	_____	_____
Water/Sewer Hookups	_____	_____
Permits	_____	_____
Pre-Built Structure	_____	_____
On-site Construction	_____	_____
Other Planned Use/Proposed Costs	_____	_____

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

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

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

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SECTION THREE—Bidder Information

All Bidders MUST fill in this section:

Have you previously purchased a property from Albany County? Check all that apply:

- Yes, I still own that property (ies):
 - _____ now owner-occupied (enter number)
 - _____ now rental property (enter number)
- Yes, but I have sold that property. Date of Sale: _____
- No, I am a first-time bidder at the Public Auction

Parcel Bid Information (check all that apply):

- I own the Abutting Parcel I own a property in this neighborhood
- I own a property within the town/city where this parcel I located
- This is my first investment in this Town/City

Construction and Rehabilitation Background (check all that apply):

- I am an experienced rehab/construction worker I am a licensed contractor
- I am a certified home inspector I own my own construction company/firm
- OTHER: _____

If bidding as an LLC, or other incorporation

- I am authorized to bid on behalf of this entity (attach approval on Company Letterhead)
- I am the sole owner/operator of this company/LLC

Financing—Source of Funds

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

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SECTION THREE—all bidders MUST COMPLETE this Section

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—attach details of previous experience in completing similar projects. Include key personnel involved in project, references and, if possible, provide photographs.

(attach additional pages as needed)



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SECTION FOUR—Property Ownership

PROPERTY OWNERSHIP DISCLOSURE-ALL BIDDERS

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 all properties owned in Albany County.***

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**SECTION FIVE—Overview of Terms****Evaluation Criteria—Guidelines of Analysis**

The Commissioner of Management and Budget and/or his designee(s) will perform a review of submissions and will take those materials into consideration of best long term impact on the County taxpayer. A rating of 1-5 will be assigned on the basis of the materials submitted and weighted as follows:

Cash Value of Bid Amount Paid at Closing	25%
Rehabilitation Plan	25%
Experience of Bidder for Project Projected	25%
Abutting Ownership—Merger Planned	15%
Ownership of Property within Town/City	10%

Those recommendations will be forwarded for review and approval. All sales are subject to approval by the Albany County Executive and the Albany County Legislature. The County Executive and/or the County Legislature may reject any sale for any reason. All bids are subject to Legislative and Executive review and must be approved via Legislative Resolution.

Parcels Sold “AS-IS, WHERE-IS”

Bidders must certify that they have inspected the property on-site and examined the property folders at 112 State Street. Parcels are sold via Quit Claim Deed.

Deposits Due

Deposits will be due from the recommended bidder upon notification of that status. Deposits must be received prior to June 7th, 2014 unless directed otherwise by the County.

Withdrawal of Bids

Where bidders are interested in acquiring only one parcel and have submitted bids on more than one parcel, bidders will be allowed to withdraw bids once results are posted. No withdrawals will be allowed after deposits have been received by the County.

Non-Collusive Bidding Certification

All bidders will be required to sign an affidavit stating that they have not adjusted or withdrawn bids related to any other offer on that parcel.

Terms and Conditions

In submitting a bid on any listed parcel, the bidder is accepting the terms and conditions as printed in the auction brochure listing those parcels. Those terms and conditions are also posted on-line at www.albanycounty.com/auction.

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