

# City of Rochester

FAX (585) 428-6137  
TDD/Voice 232-3260

**Bureau of  
Neighborhood & Business Development**

City Hall, Room 125-B  
30 Church Street  
Rochester, New York 14614-1290

Division of Real Estate

**BID FORM**

**ALL BID FORMS MUST BE SUBMITTED TO THE:**

Division of Real Estate  
City Hall - Room 125B  
30 Church Street  
Rochester, NY 14614

**ON OR BEFORE \_\_\_\_\_ by 4:00 p.m. - NO EXCEPTIONS**

I, \_\_\_\_\_ hereby submit a bid for the purchase of \_\_\_\_\_, Rochester, NY in the amount of \$ \_\_\_\_\_. A \$1,000 deposit (**CASH, CASHIER'S CHECK, MONEY ORDER OR BANK DRAFT ONLY**), payable to the City of Rochester, is enclosed herein. This deposit will be refunded if I am not the successful bidder. Also enclosed is my Purchaser Information form and development proposal for this property.

I agree, if my proposal is accepted for processing for the approval of City Council, to the following conditions:

I will execute the purchase offer/escrow agreements and make payment to the City of Rochester in the amount of \$ \_\_\_\_\_ which includes the balance of the purchase price and an in-lieu of tax payment for future City taxes within 5 business days from receipt of the proposal acceptance. I understand that failure to comply with these conditions will result in forfeiture of all deposits as liquidated damages.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
SIGNATURE

DATE: \_\_\_\_\_

\_\_\_\_\_  
ADDRESS OF PURCHASER

HOME TELEPHONE # \_\_\_\_\_

CELL TELEPHONE # \_\_\_\_\_

PS:amg



# City of Rochester

Division of Real Estate

30 Church St, Room 125-B, Rochester, NY 14614

## REHAB/DEVELOPMENT PROPOSAL FOR IMPROVED LOTS

ADDRESS OF PROPERTY  
TO BE PURCHASED \_\_\_\_\_

PURCHASER'S NAME \_\_\_\_\_

DATE \_\_\_\_\_

PURCHASE PRICE (state the amount of your bid) \$ \_\_\_\_\_

1.) **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. Residential (No. of Units): \_\_\_\_\_
- 2. Commercial (Specify): \_\_\_\_\_
- 3. Industrial (Specify): \_\_\_\_\_
- 4. Parking Lot: \_\_\_\_\_
- 5. Green Space: \_\_\_\_\_
- 6. Other: \_\_\_\_\_

2.) Time required to complete rehabilitation will be \_\_\_\_\_ months from conditional closing.

### 3.) **FINANCING - SOURCE OF FUNDS**

- 1. Personal Funds (**you must provide verification, i.e. bank statements, etc.**) \$ \_\_\_\_\_
- 2. Bank Financing (**Letter of Interest from bank must be included if bank financing is required.**) \_\_\_\_\_

**\*TOTAL** \$ \_\_\_\_\_

**\*Total amount of financing must be greater than or equal to the proposed amount of Total cost estimate expenditure found on Page 4.**

4.) Facade Plan - Describe in detail below the proposed street facade of the building, including:

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 facade plan must be completed as approved prior to the transfer of title.

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5.) Experience - Describe in detail below previous experience in completing similar projects. Include references and photographs if possible.

**ADDRESS**                  **SCOPE OF PROJECT**      **COST OF PROJECT**      **REFERENCE & TELEPHONE #**

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6.) **Rehabilitation Plan**

Please develop an itemized estimate of anticipated rehabilitation or construction costs based on the **Cost Estimate Outline** below (Or provide contractor/architect provided estimates):

**EXTERIOR** **ESTIMATED COSTS**

- 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**

- 16. Joist or beam repairs \$ \_\_\_\_\_
- 17. Wall changes \_\_\_\_\_
- 18. Wall & ceiling treatments \_\_\_\_\_
- 19. Electric \_\_\_\_\_
- 20. Heating \_\_\_\_\_
- 21. Plumbing \_\_\_\_\_
- 22. Window repairs \_\_\_\_\_
- 23. Door repairs \_\_\_\_\_
- 24. Stairways & railings \_\_\_\_\_
- 25. Insulation - attic/sidewall \_\_\_\_\_
- 26. Kitchen cabinets & counters \_\_\_\_\_
- 27. Floor repairs \_\_\_\_\_
- 28. Cellar enclosures \_\_\_\_\_
- 29. Other: \_\_\_\_\_

**SUBTOTAL INTERIOR:** \$ \_\_\_\_\_  
**TOTAL ESTIMATED COSTS:** \$ \_\_\_\_\_  
**PURCHASE PRICE:** \$ \_\_\_\_\_  
**TOTAL EXPENDITURE:** \$ \_\_\_\_\_

Square foot of Building: \_\_\_\_\_ Cost per sq. ft. \$ \_\_\_\_\_  
Number of Units: \_\_\_\_\_ Cost per unit \$ \_\_\_\_\_

Name source of estimates:

Architect: \_\_\_\_\_

Contractor: \_\_\_\_\_

7.) **Contingencies**

1. Zoning:                      Yes              No

Reason for contingency\_\_\_\_\_

2. Financing:                  Yes              No

Time required to obtain bank commitment\_\_\_\_\_

3. Other\_\_\_\_\_

DATE \_\_\_\_\_                      SIGNATURE(S) \_\_\_\_\_

\_\_\_\_\_

8.) **ADDITIONAL PROPOSAL REQUIREMENTS**

1. Parking Lot Proposals: **SUBMISSION OF A SITE PLAN IS REQUIRED.** Information regarding site plans can be obtained from the office of Planning and Zoning at 428-7051.
2. New Construction: Submission of drawings or sketch of proposed building required. This should include a front evaluation so that compatibility (as indicated in "B" below) can be evaluated. **SUBMISSION OF A SITE PLAN IS REQUIRED.**

**EVALUATION CRITERIA**

In evaluating the merits of the proposals submitted for this property, the following items will be among the factors considered. The level of importance carried by the individual items 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 existing zoning, land use, density, and building rehabilitation standards. Will your new construction be compatible with existing structures in the neighborhood. Does the proposal include documentation demonstrating community support for the proposed plan?
- 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 developer's equity investment in the project.
- E. Experience: Does the proposal demonstrate experience of the purchaser in completion of similar development projects?
- F. Public Program Assistance: The requirements for a reliance upon public (City, State, Federal) program assistance in undertaking the project.
- G. 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/structure(s).

H. Tax Status of Proposed Projects: The City has a policy restricting the sale of property to tax exempt organizations unless a property has been unsuccessfully offered for sale twice to taxable organizations. If your proposal is for a tax exempt use please contact the Division of Real Estate before submitting your proposal.

## **RIGHTS RESERVED BY THE CITY OF ROCHESTER**

- Only proposals that comply with all provisions, requirements, terms and conditions of this Request For Proposal (RFP) will be considered for review by the City.
- The City of Rochester reserves the right to request more detailed information from one or more proposers before the final selection is made.
- All materials submitted in response to the City's Request For Proposal (RFP) become the City's property without obligation of the City to return such materials.
- All determinations of completeness of any submission and its compliance with the provisions, requirements, terms and conditions of this RFP and the eligibility or qualifications of any proposer shall be in the sole and absolute discretion of the City of Rochester.
- The City of Rochester may waive any of the provisions, requirements, terms and conditions of this RFP.
- Subsequent to submission of proposals in response to this request, the City in the exercise of its sole and absolute discretion, may enter into parallel negotiations with two or more proposers, may designate two or more proposers for "short list" consideration, may request best and final offers, and/or may conduct other additional competitive proceedings with respect to the potential disposition covered by this request.
- The City reserves the right to issue an addendum should it become necessary to revise any section of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning the RFP.
- The City, at its sole discretion, reserves the right to accept or reject any and all responses received under this RFP solicitation, to waive minor irregularities, and to conduct discussions with all responsible respondents, in any manner necessary, to serve the best interest on the City of Rochester.
- The City has no obligation to discuss its reasons for selecting, accepting or rejecting any proposals with any proposers or representatives of said proposers.
- The City shall not be liable for any costs or expenses (including but not limited to the foregoing costs and expenses of legal counsel) incurred by any proposer in responding to this Request.
- All costs and expenses incurred by each proposer in connection with this RFP will be borne by the proposer, including without limiting the foregoing, all costs and expenses in connection with: surveys, reports, plans, designs, schematics, studies, research and any other due diligence work; preparation of each proposal; advice and representation of legal counsel responding to this RFP.
- The City reserves the right to withdraw from sale any or all of the properties for which the City has made a public offering at any time prior to City Council approval.
- Proposals shall be accepted from principals only. No brokerage fees, finder's fees, commissions or other compensation will be payable by the City.



## PURCHASER INFORMATION FORM

PROPERTY YOU INTEND TO PURCHASE

TYPE OF SALE

TYPE OF PROPERTY

**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 BACK IF NECESSARY.

1. FULL NAME: \_\_\_\_\_ (Individual, Corporate or Assumed)
2. HOME ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
P.O. BOX (IF ANY, HOME ADDRESS STILL REQUIRED) \_\_\_\_\_
3. TELEPHONE: \_\_\_\_\_ CELL PHONE # \_\_\_\_\_
4. LAST 4 OF SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
OR TIN NUMBER: \_\_\_\_\_
5. EMPLOYER: \_\_\_\_\_
6. If the purchaser is a corporation, name of all officers with home address: PLEASE ATTACH TO THIS FORM
  - a. Are any of these corporate officers also officers in any other corporations? \_\_\_\_\_
  - b. If so, list the corporations: PLEASE ATTACH LIST TO THIS FORM
7. Do you represent a tax-exempt organization? \_\_\_\_\_
8. Address of all real property owned in the City of Rochester within the last five years:  
\_\_\_\_\_
9. Address of all real property purchased at City real estate auctions:  
\_\_\_\_\_
10. Address of properties with delinquent taxes due the City of Rochester:  
\_\_\_\_\_
11. Has the City of Rochester taken title to any property owned by you via In-Rem Tax Foreclosure proceedings? If the answer is "Yes", list address of any properties taken:  
\_\_\_\_\_
12. Address of all properties currently cited for code violations:  
\_\_\_\_\_

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) \_\_\_\_\_  
\_\_\_\_\_