

City of Kingston
420 Broadway
Kingston, NY 12401

Office of Planning
Phone 845-334-3955

NOTICE TO PROSPECTIVE BIDDERS

If you are interested in bidding on any of the listed properties, you must pick up the specific bid package for that parcel. The bid packages include detailed information about the property and also include all of the necessary forms which must be completed and signed. A bid deposit of 10% is required with all bids. The bid deposit must be in the form of certified or bank check, or U.S. Postal Money Order and made payable to The City Comptroller.

Bid packets are available at the cost of \$7.00 per packet from the Kingston Planning Office, located at 420 Broadway, Kingston, NY 12401, during normal business hours.

It is strongly recommended that all prospective purchasers make the necessary arrangements with the Kingston Building Safety Division to inspect the premises prior to bidding, as properties are sold as is. Bidders are also advised that properties are sold "as is", with no guarantees. Proposed uses should be reviewed with the Building Safety Division to determine compliance with City Zoning and all other applicable statutes and codes. The Building Safety Division can be reached at (845) 331-1217.

All bids must be submitted with all forms complete (Surplus Real Bid Form, Notice to Purchasers Form, Assessed Value of Property Form, Additional Information Questionnaire) and 10% (certified or bank check or U.S. Postal Money Order) bid deposit, made payable to the Comptroller, City of Kingston, all enclosed within a sealed envelope and labeled with the following information: Bidder's Name, Address and Daytime Telephone Number; AND Address, and Section, Block and Lot Tax Map ID# of the property being bid on. If you are submitting bids on more than one property, each bid must be submitted in a separate, sealed envelope. Bid packages must be sealed and labeled accordingly with information described and contain all necessary forms completed with original signatures, along with property bid deposit or they will automatically be rejected and returned without consideration by Committee or Common Council. If you are mailing through the U.S. Postal Service, or other special delivery service, it is your responsibility to ensure that the bid proposal is received by the deadline time and date. The City of Kingston will not accept late deliveries. Also, the delivery envelope is not considered the "sealed" envelope. A separate, sealed envelope, with ALL required information should be placed with the mailing envelope.

Sealed bids will be accepted by the Kingston Planning Office, for all available properties listed, located at 420 Broadway, Kingston, New York 12401, telephone (845)334-3955. Facsimile bids will not be accepted.

Each complete bid received, will be forwarded to the Finance and Economic Development Committee of the Kingston Common Council for consideration. The F & ED Committee determines which bid is in the best interest of the City of Kingston based on the price, plans for the property, bidder and other pertinent information. Recommendations of the Committee will then be forwarded to the Common Council for approval or denial.

Upon approval of the Common Council, the Planning Office will advise the individual, in writing, of the necessary information needed to complete the property transfer. The bidder is responsible for all filing fees and has sixty (60) days in which to complete the transaction. Upon receipt of all monies, and signing of the closing document by the purchaser and the Mayor, the Corporation Counsel Office will prepare and file the deed with the County Clerk's Office. The County Clerk returns the original deed back to the purchaser after filing.

License Plumbers and Electricians are required by the City of Kingston. Lists are available at the Building Safety Division.

If you have any questions, please contact the Planning Office at (845) 334-3955.

The City of Kingston reserves the right to reject any and/or all bids received.