

REQUEST FOR PROPOSALS TO PURCHASE



18 Griffin Street, Norwich, NY

The City of Norwich is seeking proposals from qualified parties to purchase the property for use as a single-family dwelling. This property is not occupied. The purchaser will be responsible for obtaining required permits for any work performed.

RFPs are due in the Finance Office no later than 5pm on October 24, 2025

Property Information

18 Griffin Street

Lot size: 43' x 90' Approximately 16,830 square feet.
Building size: 1.5 stories. 1267 sq. ft. first floor, 677 sq. ft. second floor = 1,944
No garage or accessory structures on the property
Property Class: 210 = Single Family
Foundation: Basement
Wall Construction: Wood frame

Interior Condition: Poor
Bedrooms: 2 to 3
Bathrooms: 2
Heat: Unknown Sources
Zoning: R-2 (City zoning ordinance is available online.)
Parking: Off Street
Surrounding Area: Primarily residential
Built: 1900
Assessed Value: \$34,000. Total city & county taxes 2023: \$1,471.15. Total school & library taxes in 2022: \$1,165.28 = \$2,636.43
approx. annual taxes
Market Value: \$ Unknown
Flood Zone: Property is located in zone X flood zone

Disclaimer: Representations in this property description are made in good faith but may contain errors. Respondents have the duty of verifying representations made herein.

Proposed Use of Property

The subject property is in the R-2 zoning district. It is anticipated that the use preferred by the City of Norwich Common Council will be as an owner-occupied dwelling. The City's Zoning Ordinance is available online at www.norwichnewyork.net.

Purchaser Qualifications

The successful respondent should possess experience and capability to undertake any property rehabilitation. The respondent's experience and capabilities must be documented in a narrative accompanying the proposal.

Selection Criteria

Proposals should satisfactorily address the following items:

- Description of proposed use of the property.
- Itemization of proposed work scope if any.
- Estimated project start and finish dates.
- Description of respondent's experience in conducting property development projects.
- A purchase offer for the property (see attached form).
- Signed Hold Harmless Agreement (see attached).
- Signed Non-Collusion Statement (see attached).

****NOTE** RFP's that do not meet the above criteria will NOT be considered.**

Property Tax Checks

Respondents, be they individuals or businesses, must agree to allow the City to conduct verification of property tax currency. Such reviews of businesses will include all principals. Proposals will be rejected from parties with delinquent or untimely payment of property taxes. This requirement applies to all entities in which the respondent has an interest. Tax records may be reviewed again prior to closing.

Deadline and Review of Proposals

The Common Council will review and consider proposals on an ongoing basis until one is accepted at a date later set by the Common Council. The city will consider all aspects of the development proposal. Focus will be on the proposed investment in the property, the quality of the proposed use, respondent's prior successful experience, and other factors the Common Council may regard as being in the best interest of the city. The City reserves the right to reject any or all proposals in its sole discretion.

Asking Price

There is no minimum asking price set currently. However, in addition to the offer amount, the purchaser will be responsible for paying the prorated amount of the current property taxes according to normal practice in real estate sales. The purchaser will also be responsible for reimbursing the City for its legal fees (approx. \$325) and closing costs in connection with the recording of the tax deed along with forms RP-5217 and TP-584. The purchaser will also pay all other fees and expenses that are customary to closings for residential property, such as obtaining or extending an abstract, filing a Quitclaim deed, and filing a TP-584 form. The purchaser will be responsible for all costs incurred after a closing date has been set by the city, if the purchaser does not keep that closing date. It is the purchaser's responsibility prior to submitting an offer to do any property checks purchaser desires. In selecting the most desirable proposal, the city will consider all aspects of the development proposal, not just the amount of the purchase offer.

Terms of Sale

The property is being sold via a Quitclaim deed in "as is" and "where is" condition. No title abstract will be provided by the city to the purchaser. A "Reversion for Non-Performance" clause will be contained within the sales contract between the City and the purchaser requiring proposed work to be completed in 18 months of closing.

No Broker Fees

No real estate broker fees or agent sales commissions will be paid by the City of Norwich in connection with the sale of this property.

Property Inspection

Property is unoccupied. If you wish to view the property, please call 607-334-1233.

Contact

Amy Donnison
Code Enforcement Department
31 East Main Street
Norwich, NY 13815

Office: (607)334-1233
Fax: (607) 334-1938

RFP REPLY FORM for OFFER to PURCHASE PROPERTY at 18 Griffin Street, Norwich, NY

Contact Information:

Name _____

Street Address _____

City, State, Zip _____

Phone _____

E-mail _____

Business (If applicable)
Legal Form of Business
(LLC, Corporation, etc.) _____

Owner Information:

List all real estate owned:

Property Address 1 _____

Property Address 2 _____
(Attach additional sheets if needed)

Proposed Use of Property:

On a separate sheet(s), please provide a narrative addressing the following:

- Description of proposed use of the property.
- Itemization of proposed work scope.
- Estimated project start and finish dates.
- Description of experience and capability to undertake the project.

Authorization Forms:

Attach completed forms listed below.

1. Hold harmless agreement.
2. Non-Collusion form.

Purchase Offer Amount for 18 Griffin Street, Norwich, NY:

\$ _____

Note: The purchaser will also be responsible for paying the prorated portion of current property/school taxes, water and sewer charges, and closing and recording fees. The City of Norwich reserves the right to reject any or all of the submitted proposals at its sole discretion.

Respondent Signature

Date

HOLD HARMLESS WAIVER

18 Griffin Street, Norwich, NY

At such time that the City of Norwich may grant permission to the undersigned to visit the property and enter the building(s) at 18 Griffin Street in the city of Norwich for any purpose, the undersigned, in consideration thereof, hereby agrees to waive any and all claims and to hold harmless the City of Norwich, including without limitation, all agencies, administration departments, and their respective officers, members, directors, employees and agents, from and against any and all claims, actions, suits, judgments, causes of action, demands, losses, damages, liabilities, costs, charges and expenses (including without limitation, bodily harm, personal injury, death and damages), whenever asserted and by whomever, resulting from, arising out of, or in any way connected with any site visits, inspections, use, or occupancy of the premises by the undersigned or by employees, officers, contractors, subcontractors, invitees and agents howsoever the undersigned may be caused or occasioned to visit the premises.

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

NON-COLLUSION STATEMENT

THIS STATEMENT MUST BE SUBMITTED WITH YOUR RFP REPLY

To the City of Norwich, Norwich, New York:

The undersigned, having examined the Request for Proposals (RFP) to purchase properties at 18 Griffin Street, Norwich, NY, and related documents, hereby certifies that this purchase proposal is genuine and not sham, collusive, or fraudulent or made in the interest of or in behalf of any person, firm or corporation not herein named, and that the undersigned has not directly induced or solicited any other respondent to submit a sham bid. Nor has the undersigned, in any manner, sought by collusion to secure for themselves an advantage over any other respondent to the RFP.

Respondent Name: _____

Business (if applicable): _____

Address: _____

Signature: _____ Date: _____

Title (if applicable): _____

Telephone: _____

DOING BUSINESS AS (CHECK ONE)

☐ Individual ☐ Partnership ☐ Corporation (Include Seal)