



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

INVITATION TO BID

By the City and Borough of Sitka, Alaska

Selection by Competitive Bid

Land Lease Bid of 725 Siginaka Way (Griffith Island, U.S. Survey 3377)

The City and Borough of Sitka invites sealed bids for the above referenced land lease **no later than 2:00 p.m. Alaska Time Zone, Thursday, March 23, 2017** at the Office of the Municipal Clerk, 100 Lincoln Street, Room 301, Sitka, Alaska 99835, where bids will be publicly opened.

Bids received later than 2:00 p.m. on said date will be rejected.

The municipally owned real property available for bid (Land Lease Bid) and the surplus property included is available for inspection at any time. The parcel is leased “as is”. The bidders shall be responsible for visiting the parcel and ascertaining its condition. The surplus property is included with the winning Land Lease Bid, “as is, where is”, without any warranties or representations. Inquiries can be made through the Planning and Community Development Department at 747-1814.

The bidding documents are available free of charge at the Planning and Community Development Department, 100 Lincoln Street, Room 109, Sitka, AK 99835. Bid documents may also be downloaded from the web at www.cityofsitka.com (click on the Bids & RFPs link).

LAND LEASE SITE SUMMARY

The parcel for bid is 725 Siginaka Way (Griffith Island, U.S. Survey 3377). It is approximately 1,000 square feet. Improvements to the parcel consist of an approximately 120 square foot structure on a 320 square foot pad. The parcel is located just north of the Wild Strawberry Lodge and within the vicinity of both Eliason and Thomsen Harbors. The parcel is accessible off of Siginaka Way and there are water, sewer, and electrical services available. The parcel is zoned C-1 General Commercial District. The land and structure contain surplus property, which are included with the winning Land Lease Bid.

SURPLUS PROPERTY

The surplus property currently on the parcel and in the structure are included with the lease. Those items may include, but may not be limited to, children’s play equipment, tables, miscellaneous marine décor, storage shed, carpet, disposable cups and food containers, two neon signs, crock pot, coffee dispenser, toaster oven, coffee grinder, stereo, blender,

coffee/espresso machine (3 station), refrigerator, 2 mini-fridges, cash register, miscellaneous business and kitchen items, outdoor refrigerator display (3 door), fire extinguisher, and vacuum cleaner. No warranties or representation are made as to the presence or condition of the above listed items. Prospective bidders may arrange to inspect the presence or condition of these items with the Planning and Community Development Department. It is important for the prospective bidder to ascertain what items are still present on the site. All surplus property is included “as is, where is” and the winning bidder assumes all risk associated with that surplus property.

MINIMUM STARTING BID AMOUNTS

- 1) LAND LEASE BID - LAND AND STRUCTURE: \$4,491.00 annually (plus sales tax) or \$374.25 monthly (plus sales tax);

The City and Borough of Sitka reserves the right to reject any and all bids and to waive formalities.

PUBLISH: Sitka Sentinel – March 3, 10, 17, and 20, 2017

INSTRUCTIONS TO BIDDERS

725 Siginaka Way (Griffith Island, U.S. Survey 3377) Land Lease Bid

1. Bidders must submit their bid on the **Land Lease Bid Proposal Form** provided with these instructions. The form must be signed and all applicable spaces filled in.
2. Each bid must be submitted in a sealed envelope clearly marked “**725 Siginaka Way Bid**” addressed to the Municipal Clerk, City and Borough of Sitka, 100 Lincoln Street, Room 301, Sitka, Alaska 99835. Bids must be received by **2:00 p.m. Alaska Time Zone, Thursday, March 23, 2017**, to be considered.
3. This parcel is leased “as is.” The lessee will assume the entire risk as to its quality and suitability for its intended use. In no event shall the City and Borough of Sitka be liable for direct, indirect, special, incidental, or consequential damages arising out of the use or the inability to use the leased land. Bidders must satisfy themselves of the condition of the land and surplus property as required by the agreement.
4. The surplus property is included with the winning Land Lease Bid “as is, where is”, without any warranties or representations. The winning bidder should ascertain what surplus property is still available on site. The surplus property becomes the property of

the winning bidder. The winning bidder assumes all rights, liabilities, and risks associated with the surplus property.

5. Each bidder is responsible for reading and being thoroughly familiar with the bidding documents and contract. The failure of any bidder to do so shall in no way relieve that bidder from any obligation with respect to its bid.
6. The cumulative value of the bid to the City and a risk/benefit analysis will be the main factors in awarding the bid.
7. Leases are subject to the City's leasing policies, procedures, and Title 18 of the Sitka General Code.
8. The winning bid will be subject to additional terms in the lease and contract as negotiated and approved by the City Assembly.
9. The preferred lease term is a minimum of 5 years with an option to renew. Bidder may propose a longer term.
10. The lessee must provide general liability insurance, at its own cost, in the amount of \$1,000,000.

LAND LEASE BID PROPOSAL FORM

To: City and Borough of Sitka
Attention: Municipal Clerk
100 Lincoln Street
Sitka, Alaska 99835

Having read the Invitation to Bid and Instruction to Bidders, I hereby submit a bid to lease the land and structure known and described as 725 Siginaka Way (Griffith Island, U.S. Survey 3377). It is approximately 1,000 square feet subject to the terms within the Invitation to Bid, Instructions to Bidders, Sitka General Code, and the following terms.

If my bid is provisionally accepted subject to further City Assembly approval of contract terms, I agree to furnish to the City and Borough of Sitka, within 10 days of "Notice of Acceptance of Bid," payment equivalent to one month's lease payment as a deposit; and once the City Approves the lease, I promise to furnish an executed lease agreement to the satisfaction of all parties and tender all payments as due.

MINIMUM LAND AND STRUCTURE LEASE BID: \$4,491.00 annually plus sales tax (\$374.25 per month plus sales tax)

Land Lease Bid Amount: \$ _____

Proposed Term of Lease (minimum 5 years): _____

Sale of Included Surplus Property: Having read the Invitation to Bid and Instructions to Bidders, I hereby acknowledge that if my Land Lease Bid is accepted and executed, I agree that the surplus property becomes the property of the winning bidder whom assumes all rights, liabilities, and risk associated with the surplus property, upon receipt of the notice of acceptance subject to fulfillment of the payment obligations under the lease.

SUBMITTED BY:

Name: _____

Mailing Address: _____

Phone Number: _____

Signature: _____