

MUNICIPALITY OF ANCHORAGE
Real Estate Department

BIDDING INSTRUCTIONS FOR SALE

Physical address: 384 Pine Street
Legal Description: Lot 1A, Justamere Ranch Subdivision No. 2
Parcel ID: 005-042-01-000
Plat: P-186C

The Municipality of Anchorage (MOA) Real Estate Department (RED) is conducting a sealed competitive bid sale of municipally owned property and accepting bids until 2 p.m., Friday, January 10, 2020. The parcel offered for sale is located at the corner of 4th Avenue and Pine Street in Anchorage, Alaska. Bid packets are available online by going to: <http://www.muni.org/Departments/hlb/Pages/HotTopics.aspx>, or can be picked up at the RED office located on the second floor of the Permit and Development Center, 4700 Elmore Road, Anchorage, Alaska.

All Bids are due no later than 2 p.m. Friday, January 10, 2020

I. Bid Procedures

1. Sealed Competitive Bid Sale.

The MOA parcel legally described as Lot 1A, Justamere Ranch Subdivision No. 2 is being sold via a sealed competitive bid process. Minimum bid is \$70,000.00

Sealed bids will be accepted at the above-noted address until 2 p.m. on January 10, 2020. RED will **NOT** accept any bids as of 2:01 P.M.

2. Submittals.

All bidders must provide in a sealed envelope:

- a) A Cashier's check or other form of certified funds totaling at least 10% of the participant's bid, NO personal checks accepted;
- b) The Bid Form (Form A); and
- c) The Bidder Qualification Statement (Form B) included in this bid packet. See "Bidder Qualifications" below for details.

3. Bidder Qualifications.

Only qualified bidders are eligible to participate. All bidders are required to complete the Bid Form (Form A) and the Bidder Qualification Statement (Form B) included in this bid packet. These forms must be submitted with a 10% deposit in a sealed envelope. If a bidder represents a company, a copy of the company business license must be provided with the Bid Form along with the Non-Collusion Affidavit (Form C). If a bidder represents another individual or entity, including a partnership, corporation, association, trust or estate, proof of authority to sign on behalf of the principal(s) must be provided with the Bid Form.

4. Additional Qualifications.

Any bidder who is a municipal employee or member of the employee's household, a member of the public appointed to serve on a public body of the Municipality or a member of such person's household or an elected official or household member must file a Notice of Intent to Respond to Public Solicitation with the Municipal Clerk's Office. Per AMC 1.15.100B.1 this form must be filed with the Municipal Clerk for electronic publication no less than seven (7) days in advance of the deadline for bid submission. A copy of this form is included in this bid packet.

<http://www.muni.org/Departments/Assembly/Ethics/Pages/EthicsNoticeofIntenttoRespondtoPublicSolicitation.aspx>

5. Disqualifications.

Any of the following shall automatically disqualify a bid:

- a) Bid is submitted for less than the Minimum Bid Amount.**
- b) Bid is received without the correct deposit amount or in unacceptable method of funds.**
- c) Bid form and other required forms, as applicable, are not completed in full, submitted, and manually signed.**
- d) Bid is received at or after 2:01 P.M. on January 10, 2020.**

MOA reserves the right to refuse any bid, which has the potential for conflict of interest or collusion of parties determined to have participated in the selection, classification, valuation or bidding process of the parcels included in this disposal.

6. Bid Opening.

Immediately following the bid closure date and time, all bids will be opened in the Community Development Conference Room #275 on the 2nd floor of the Permit and Development Center, located at 4700 Elmore Road, and a winning qualified bidder may be determined as the Purchaser.

The highest qualifying bidder shall tentatively be named successful bidder and will be notified by phone and in writing by RED. The bidder so notified MUST, within five (5) business days of receipt of written notification, properly complete, sign, and return the Purchase Agreement (see attached sample), and include an additional five percent (5%) of the bid amount as down payment.

At closing, the successful bidder(s) will pay the balance of the purchase bid price and all costs associated with the sale.

7. Other.

RED is not obligated to sell its interest in the parcels identified in this bid packet, nor pay any costs incurred by parties participating in the submission or preparation of bids. RED reserves the right to: **a)** reject any and all bids; **b)** reject any and all parties whom it has determined do not meet the qualification requirements; **c)** accept a bid without further discussions; **d)** waive any informality in the bids received; **e)** tentatively accept a bid in the best interest of the MOA; and **f)** withdraw the parcel from this bid offering at any time for any reason.

II. Terms and Conditions of the Sale

1. Deposits, equivalent to cash, must be in the form of either: (a) U.S. Postal Money Order(s); or (b) cashier's check(s) made payable to: Real Estate Department, Municipality of Anchorage.
2. Bids and deposits may be held by the RED up to fifteen (15) business days following bid opening. In the event the successful bidder fails to a) properly complete and sign the Purchase Agreement document or b) meet any and all terms and conditions contained in the Purchase Agreement or the invitation, ONE THOUSAND DOLLARS (\$1,000) of the money deposited toward the purchase price may be retained by the Municipality of Anchorage.
3. The successful bidder as Purchaser shall be responsible for paying all closing costs which will include, but are not limited to: appraisal cost, title insurance (if Purchaser so chooses to acquire), recording fees, deed preparation, commissions or other fees associated with closing.
4. The Seller's interest in the subject property shall be conveyed by Quitclaim deed, subject to the following: **a)** rights of way granted to the Municipality of Anchorage to replace any existing municipal intergovernmental right of way permits; **b)** assessments, reservations, exceptions, easements, rights of way, covenants, conditions and restrictions of record or created by operation of law; **c)** governmental regulations including but not limited to, setbacks, use classifications or zoning, special permit requirements; **d)** any matters including, but not limited to, existing trails or encroachments, which would be disclosed to the buyer by actual inspection or survey of the property; and **e)** restrictions on redevelopment.
5. The RED makes no warranties, either expressed or implied, nor assumes any liability whatsoever regarding the social, economic, or environmental aspects of any parcel, to include without limitation: the soil conditions, water drainage, physical access, condition of improvements, natural or artificial hazards which may or may not exist, or merchantability, suitability or profitability of the parcel or improvements for any use or purpose.
6. **This property will be sold "AS IS-WHERE IS."** It is the responsibility of the bidder(s) to: investigate and determine existing or pending regulations, restrictions and potential defects, including those created by prior use, which would affect the use of the parcel. The feasibility and costs to remedy defects, such as obtaining permits, variances, engineered septic systems, and replatting, should be determined prior to bidding. All such costs will be borne by the bidder. No adjustments to a bid price or reimbursement to a bidder will be made by the RED. The bidder is responsible for investigating any pending assessments or tax liability.
7. Utility easements shown on the maps may not be constructed. The construction and maintenance of roads, drainage systems, and the use of other common areas shall be the responsibility of the purchaser to determine. Purchasers shall be required, if applicable, to comply with, among others, the State of Alaska, Department of Environmental Conservation regulations regarding water and sewer installation, repair or replacement and, if applicable, the regulations of the U.S. Army Corps of Engineers regarding filling, altering or draining any area within the parcel which may be designated as wetlands by the appropriate authority.
8. **All interested bidders are strongly urged to physically inspect this property before submitting a bid. RED assumes no liability for matters which would have been disclosed by an inspection of the property.**

9. The following documents shall be used to complete the sale transaction: Purchase and Sale Agreement and Quitclaim Deed. Sample copies are available for review upon request.
10. The RED hereby discloses the following that may have an effect on the parcel's interest to be sold.
 - a) Buyer is responsible for research and determination of zoning conformity.
 - b) There may be easements that encumber the property.
11. Purchaser may obtain title insurance or a current appraisal at own expense.
12. The RED reserves the right to withdraw the offered parcel at any time, for any reason and to reject any or all bids for any reason.
13. The RED will not pay a real estate commission.

FORM A
TO BE COMPLETED BY ALL BIDDERS

MUNICIPALITY OF ANCHORAGE
REAL ESTATE DEPARTMENT
BID FORM: SALE OF REAL MUNICIPAL PROPERTY VIA SEALED COMPETITIVE
BID SALE

INSTRUCTIONS: Please print legibly. Read all the information contained in the bid brochure prior to completing this or other forms. This form must be filled out in its entirety.

NAME(S): _____ PHONE: _____

_____ FAX: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS (optional): _____

The amount of my bid to purchase municipal property legally defined as Lot 1A, Justamere Ranch Subdivision No. 2, is (write out the amount in words and numbers):

_____ (\$ _____)

BID AMOUNT

I have enclosed a U.S. Postal Money Order, or cashier's check, payable to the Municipality of Anchorage in an amount equal to **ten percent (10%) of my Bid Amount**. I hereby agree that the Bid Amount represents the purchase price I shall pay for the parcels.

If I am high bidder and my bid is tentatively accepted, I hereby agree to execute the Purchase Agreement and any other documents and closing costs required as disclosed in the bid brochure. If my bid in the sealed bid sale is tentatively accepted and, for whatever reason, I decide not to enter into the Purchase Agreement, I agree that ONE THOUSAND DOLLARS (\$1,000) of the deposit may be retained by the Municipality of Anchorage.

Signature Date

Signature Date

Checklist: ___ Bid Form (A); ___ Bidder Qualification Statement (B); ___ * Non-Collusion Affidavit (C);
___ * Notice of Intent to Respond to Public Solicitation by a Public Servant; ___ 10% Deposit; ___ Envelope
Labeled; ** ___ Business License; ** ___ Proof of Authority

* See Page 2 Bidder Qualifications section to determine if Form C or Notice of Intent to Respond are required.

** See Bidder Qualifications section to determine if this is required.

FORM B

TO BE COMPLETED BY ALL BIDDERS

**MUNICIPALITY OF ANCHORAGE
REAL ESTATE DEPARTMENT**

APPLICANT/BIDDER QUALIFICATION STATEMENT

I _____,
(printed name)

I _____,
(printed name)

of _____,
(address)

(city, state)

do hereby swear and affirm

I am eighteen years of age or older; and

I am a citizen of the United States or a permanent resident who has filed a declaration of intention to become a citizen or a representative of a group, association or corporation which is authorized to conduct business under the laws of Alaska; and

I am not delinquent on any deposit or payment of any obligation to the Municipality of Anchorage (MOA); and

I am not currently in breach or default on any contract or lease involving land in which the MOA has an interest; and

I have not failed to perform under a contract or lease involving MOA land in the previous five years and the MOA has not acted to terminate the contract or lease or to initiate legal action.

(signature)

(date)

(signature)

(date)

FOR MOA USE ONLY

QUALIFIED _____
(signature)

(date)

UNQUALIFIED _____*

* THE PERSON(S) LISTED ABOVE IS NOT QUALIFIED TO BID OR APPLY FOR MOA/RED OWNED LAND OR INTEREST IN LANDS BECAUSE _____

Notice of Intent to Respond to Public Solicitation by a Public Servant Form

DO YOU NEED TO SUBMIT THIS FORM?
See Additional Qualifications for requirements.



NOTICE OF INTENT TO RESPOND TO PUBLIC SOLICITATION
BY A PUBLIC SERVANT

Public servant includes all municipal employees, board members, and elected officials. AMC 1.15.030D.

Prior to application, bid, and response submittal, this form must be filed with the Municipal Clerk for electronic publication no less than seven days in advance of the deadline for submitting a response. AMC 1.15.100B.1.

1. Name: _____ Phone: _____
Email: _____

2. **I hereby provide notice that I or a member of my immediate family or household intend to respond to the following public solicitation:**

Solicitation No. _____ Issued by: _____ Submission Deadline: _____
Project Description: _____
Solicitation is to provide: _____
Respondent proposes to: _____

3. **I am a(n) ...** **Employee** Municipal Department: _____
MOA Corporate Authority: _____
ASD Department/School: _____
 Board Member Board/Commission/Authority/LRSA: _____
 Elected Official Elected Office: _____

4. **Please check one of the following:**

- Neither I, nor any member of my immediate family or household have any personal or financial interest in a Municipal contract or in an entity engaging in business with the Municipality that would directly effect the request for services, nor the award, execution, or administration of the solicitation.
- I, or a member of my immediate family or household have a personal or financial interest in a Municipal contract or in an entity engaging in business with the Municipality. ***Please provide the information requested on the back of this form and a description of the economic interest. (Attach separate sheets as necessary.)***

5. **All filers must affirm the following statement:** I am filing this notice timely for publication and I shall submit a copy to the Purchasing Department with my response to the solicitation. **I affirm that the statements made by me on this form are true, correct, and complete to the best of my knowledge.**

Signature Date

FOR MUNICIPAL CLERK'S OFFICE USE ONLY

Note: The Municipal Clerk's Office will publish this notice on the Municipality of Anchorage Website (www.muni.org).

Date Received: _____ Date Electronically Published: _____
Fee - \$15.00 Paid by: Cash Check _____ Credit Card _____ Receipt No. _____

TO THE PURCHASING OFFICER:

Return completed form to the Municipal Clerk's Office upon award of this public solicitation.

The integrity of the public solicitation process is not adversely affected by this award.

Purchasing Officer Date

I am disclosing the following economic interest in a Municipal contract or in an entity engaging in business with the Municipality held by myself or a member of my immediate family or household:

Identify the Municipal Contract: *(Attach separate sheets as necessary.)*

Contract Name: _____ Date Acquired: _____

Name of the person with the economic interest: _____

Amount of interest held: _____ self or family-household member

Could the performance of your official duties in any way affect the contract? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

and/or ...

Identify the Entity engaging in business with the Municipality: *(Attach separate sheets as necessary.)*

Entity Name: _____ Date Acquired: _____

Name of the person with the economic interest: _____

Title of position held: _____ self or family-household member

Describe the responsibilities of the position held:

Could the performance of your official duties in any way affect the entity's business with the Municipality? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

This page of this form must be signed by both the public servant's supervisor and an ethics officer before filing is complete.
I have reviewed this disclosure and either no potential for conflict exists or it has been managed by taking the preventive steps described.

Supervisor's Signature Date

Ethics Officer's Signature Date

For Municipal Clerk's Office Use

Date Received: _____

Date Reviewed by Board of Ethics: _____