

MUNICIPALITY OF ANCHORAGE
Real Estate Department/Heritage Land Bank

BIDDING INSTRUCTIONS FOR SALE

Heritage Land Bank Parcels 1-095 and 1-096

Physical address: NHN Chugach Park Dr
Legal Description: Lots 3 and 4 Block 2 Chugach Park Estates (Plat 72-188)
Parcel ID: 051-471-07-000 and 051-471-08-000

The Municipality of Anchorage (MOA) Real Estate Department (RED) Heritage Land Bank (HLB) is conducting a sealed competitive bid sale of municipally owned property and accepting bids until 3 p.m., Wednesday, March 10, 2021. The parcels offered for sale are located on Chugach Park Drive, in Chugiak, 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 Permit and Development Center, 4700 Elmore Road, Anchorage, Alaska.

All Bids are due no later than 3 p.m. Wednesday, March 10, 2021.

I. Bid Procedures

1. Sealed Competitive Bid Sale.

MOA HLB Parcels 1-095 and 1-096 legally described as Lots 3 and 4 Block 2 Chugach Park Estates (Plat 72-188) are being sold via a sealed competitive bid process. Minimum bid is \$66,000.00.

Sealed bids will be accepted at the above-noted address until 3 p.m. on March 10, 2021. RED/HLB will **NOT** accept any bids as of 3:01 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/EthicsNoticeofIntenttoRespondtoaPublicSolicitation.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 3:01 p.m. on Wednesday, March 10, 2021.**

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 during a Microsoft Teams meeting and a winning qualified bidder may be determined as the Purchaser. Please submit request to join the Teams meeting by emailing wwwhlb@muni.org.

The highest qualifying bidder shall tentatively be named successful bidder and will be notified by phone and in writing by RED/HLB. The bidder so notified MUST, within seven (7) 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/HLB 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/HLB 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/RED/HLB; 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: Municipality of Anchorage Heritage Land Bank.
2. Bids and deposits may be held by the RED/HLB 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 MOA/RED/HLB.
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 Intra-Governmental 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/HLB 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 re-platting, 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/HLB. 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/HLB 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/HLB hereby discloses the following that may have an effect on the parcel's interest to be sold.
 - a) There may be easements that encumber the property.
11. Purchaser may obtain title insurance or a current appraisal at own expense.
12. The RED/HLB 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/HLB will not pay a real estate commission.

FORM A

TO BE COMPLETED BY ALL BIDDERS

**MUNICIPALITY OF ANCHORAGE
REAL ESTATE DEPARTMENT / HERITAGE LAND BANK
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 Lots 3 and 4 Block 2 Chugach Park Estates (Plat 72-188), 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 Heritage Land Bank 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 parcel.

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 Heritage Land Bank.

Signature Date

Signature Date

Check off before mailing: ___ 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 / HERITAGE LAND BANK**

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/HLB owned land or interest in lands because _____.

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

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.