Lessees for the City of Gulfport's
Historic Grasslawn Property

Sealed competitive bids are being solicited by the City of Gulfport for leasing of the property known as Historic Grasslawn which includes the adjacent service bldg., located at 720 East Beach Blvd., Gulfport, MS. Bids will be received at the Purchasing Office, located at 1410 24th Ave., Gulfport, MS 39501 until 10:00 am local time on October 26, 2012. Any bid(s) received after the date and/or time specified will be returned unopened.

Bid award will be based the highest and best bid, determined by the monetary dollar value per square foot as well as the lessee's planned use of the facility.

Information packages concerning the bid are available from the Purchasing Department, 1410 24th Avenue, Gulfport, MS 39501, between the hours of 8 A.M. and 5 P.M., Monday through Friday.

Inquiries shall be in writing and directed to the following person. No questions or requests for clarifications will be addressed within 7 days of the due date of the proposal.

Connie Debenport – Purchasing Manager
Hardy Bldg., 1410 24th Avenue
Gulfport, Ms. 39501
Email: cdebenport@gulfport-ms.gov

To schedule a walk-thru of the building contact Connie Debenport, 228-868-5705.

The City reserves the right accept or reject any and all bids or to waive any informality. The City of Gulfport is an equal opportunity employer.

Ad dates: **10-04-12**
10-11-12
10-18-12

Send Invoice & Proof of Publication to: **Connie Debenport**
P. O. Box 1780
Gulfport, MS 39501

Bid Packet

Bid Submission Documents

Lessees for the City of Gulfport's Historic Grasslawn Facility
720 East Beach Blvd.

Sealed Bids accepted until 10:00 a.m. on October 26, 2012 at the City of Gulfport Purchasing Office
1410 24th Avenue, Gulfport, Mississippi

Bids Opened at 10:00 a.m.

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INSTRUCTIONS FOR BIDDERS

Thank you for your interest in leasing the City of Gulfport's Historic Grasslawn Facility. The following information is provided to assist you in completing the enclosed documents. Please read all information carefully before completing the required documents. You may inspect the property prior to submission of your bid.

Bids must be received in the City's Purchasing Office no later than 10:00 a.m. Central Time on October 26, 2012. The City's Purchasing Office is located at 1410 24th Avenue, Gulfport, Mississippi. Bids must be in a separate sealed envelope clearly marked with "Historic Grasslawn Lease" on the exterior of the envelope. Any bid(s) received after that time will be returned unopened. Any bid that does not contain all required information may be rejected by the City.

The City of Gulfport is an equal opportunity affirmative action contractor. Bids will receive consideration without regard to race, color, religious creed, handicap, ancestry, age, sex or national origin. Lessees must be willing to execute a one-year agreement for the Lease of the Property. Lessees must also agree to honor the requirements of the Preservation Easement, executed between the City of Gulfport and the Mississippi Department of Archives and History. A copy of this easement is available for review.

A Lease Agreement will be negotiated with the successful bidder and presented to the Governing Authority for final approval.

Any inquiries regarding this Lease, or Bid submission, shall be submitted in writing to Connie Debenport, Purchasing Manager at 1410 24th Avenue, Gulfport, Mississippi, or by email at cdebenport@gulfport-ms.gov. All requests for information must be received prior to seven (7) days of the bid opening.

A. **SECURITY DEPOSIT**. If the Bid accepted, a security deposit in the form of a Certified Check, Cashier's Check or Postal Money Order made payable to the "City of Gulfport", in the amount of the total of one month's Lease payment will be due at the time of execution of the Lease Agreement.

B. **BID FORM.** All submissions must include a completed and signed Bid Form.

C. **INDIVIDUAL LESSEES.** Individual Lessees must complete the Individual Disclosure Statement (Form A).

D. **CORPORATE OR PARTNERSHIP LESSEES**. Corporate or Partnership Lessees must complete the Partnership/Corporate Disclosure Statement for Commercial Leasing (Form B), and must also include a copy of the Resolution of the Board of Directors acknowledging the authorization to enter into a Lease Agreement. Any member of the Corporation, Partnership or Not-for-Profit Organization holding more than 10% ownership interest must also submit an Individual Disclosure Statement (Form A).

1. Corporation: A Corporation must provide all of the following information:
    a. Resolution or Letter of Acknowledgement of the Board of the Corporation authorizing submission of the Bid.
    b. Identification of members of the Corporation, including designation of the Officers and/or Directors.
    c. Verification of Good Standing with the State of Mississippi.

2. Partnership or Not-for-Profit Organization: A Partnership or Not-for-Profit Organization must provide all of the following information:
    a. Certificate or Statement of Partnership or Verification of Designation as a Non-Profit Organization.
    b. Verification of Good Standing with the State of Mississippi.

E. **PROOF OF IDENTIFICATION**. Bidders are required to provide a copy of at least one form of identification. Acceptable forms of identification include a valid driver's license or non-driver's photo I.D. issued by the Department of Motor Vehicles or a valid passport and proof of domicile (e.g. a utility bill). Business entities must also provide proof of principal place of business.

HISTORIC GRASSLAWN PROPERTY
BID FORM FOR LEASE

INSTRUCTIONS: Please complete this form in its entirety. If a section does not apply, please identify as "Not applicable". In the spaces provided below, enter the amount you are bidding in both numerals and in words. Only fully completed Bid Forms will be considered valid.

BID AMOUNT:

OFFER FOR MONTHLY RENT (in numbers): _____

OFFER FOR MONTHLY RENT (in words): _____

_____

PLEASE IDENTIFY SPECIFIC INTENDED USE OF THE PROPERTY BELOW (Use Additional Pages as Necessary):_____

_____

_____

_____

_____

Note: Bidders Must consider the Location of the Property when proposing uses for the facility. The City will consider the proposed use when determining if the Bid qualifies as the highest and best bid.

NAME OF BIDDER:_____

SIGNATURE OF BIDDER:_____

PLEASE CHECK THE APPROPRIATE BOX OR BOXES BELOW:

- ☐ INDIVIDUAL
- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ NOT-FOR-PROFIT ORGANIZATION

FORM A
INDIVIDUAL DISCLOSURE STATEMENT

THIS FORM MUST BE NOTARIZED. Please attach additional pages if necessary to complete response.

BIDDER'S INFORMATION:

Name:_____ Date of Birth:_____

Home Address:_____

Approximate time at this Address:_____

Business Address:_____

Approximate time at this Address:_____

Telephone Number: _____

PRIOR LEASES

1. Have you owned, leased or managed any non-City owned real property, excluding home residence, in Mississippi within the last five (5) years? If so, please provide the facility and/or address below, including dates of ownership, lease or management:

   _____

   _____

   _____

   _____

2. Have you defaulted on any obligations to pay the following?

Real Estate Taxes:	_____ Yes	_____No
Water/Sewer Charges:	_____ Yes	_____No
Other Legally Mandated Charges:	_____ Yes	_____No
Lease/Rental Payments:	_____ Yes	_____No

   If you answered yes to any of the above, please provide an explanation:_____

   _____

   _____

3. Are there any outstanding judgments against you resulting from lawsuits brought against you by the State of Mississippi or any of its political subdivisions?

_____ Yes _____No

If yes, please explain:_____

_____

4. Are you currently serving on any City of Gulfport Board or Committee?

_____ Yes _____No

If yes, please list the Board or Committee:_____

5. Within the past ten (10) years, have you ever been convicted of a crime?

_____ Yes _____No

If yes, please identify the charge(s), court(s) and dispositions._____

_____

6. Have you held a business license or permit in the City of Gulfport?

_____ Yes _____No

If yes, please list the license or permit and dates:_____

_____

7. Have you ever defaulted on any local, state or federal government contract?

_____ Yes _____No

If yes, please explain:_____

_____

8. Have you declared bankruptcy within the last seven (7) years?

_____ Yes _____No

I understand that the City of Gulfport will rely on the truthfulness of this disclosure statement in determining my eligibility to enter into a Lease Agreement with the City. I understand that my bid may be rejected if any of the information I have provided is found to be false. I will advise the City of Gulfport if any of the above information changes after submission of this Bid.

SIGNATURE:_____

STATE OF MISSISSIPPI

Sworn to and subscribed before me this
the ____ day of _____, 2012.

Notary SEAL

FORM B
CORPORATION/PARTNERSHIP DISCLOSURE STATEMENT

If the Bidder is a Partnership, Corporation, or Not-for-Profit Organization, please complete the Individual Disclosure Statement (Form A) fir each member who has at least 10% ownership in the business entity.

THIS FORM MUST BE NOTARIZED. Please attach additional pages if necessary to complete response.

The Applicant is:

- ☐ Partnership
- ☐ Corporation
- ☐ Not-for-Profit Organization

BIDDER INFORMATION:

Name of Bidder:_____

Business Address:_____

Employer Tax Identification Number:_____

Date of Formation:_____

State of Formation:_____

Is this Partnership/Corporation/Not-for-Profit Organization in Good Standing with the State of Mississippi? _____ Yes _____ No

If the answer to the question above is yes, please attach proof of Good Standing.

INDIVIDUALS WITH GREATER THAN 10% OWNERSHIP OR VOTING INTEREST:

Name:_____

Percent Ownership or Voting Interest:_____

Name:_____

Percent Ownership or Voting Interest:_____

Name:_____

Percent Ownership or Voting Interest:_____

1. Has the Corporation/Partnership/Not-for-Profit Organization defaulted on any obligations to pay the following?

Real Estate Taxes:	_____ Yes	_____No
Water/Sewer Charges:	_____ Yes	_____No
Other Legally Mandated Charges:	_____ Yes	_____No
Lease/Rental Payments:	_____ Yes	_____No

If you answered yes to any of the above, please provide an explanation:_____

_____

_____

2. Are there any outstanding judgments against the Corporation/Partnership/Not-for-Profit Organization resulting from lawsuits brought by the State of Mississippi or any of its political subdivisions?

_____ Yes _____No

If yes, please explain:_____

_____

3. Has the Corporation/Partnership/Not-for-Profit Organization held a lease, business license or permit in the City of Gulfport?

_____ Yes _____No

If yes, please list the lease, license or permit and dates:_____

_____

4. Has the Corporation/Partnership/Not-for-Profit Organization ever defaulted on any local, state or federal government contract?

_____ Yes _____No

If yes, please explain:_____

_____

5. Has the Corporation/Partnership/Not-for-Profit Organization declared bankruptcy within the last seven (7) years?

_____ Yes _____No

The undersigned understands that the City of Gulfport will rely on the truthfulness of this disclosure statement in determining eligibility to enter into a Lease Agreement with the City. I understand that the Bid may be rejected if any of the information provided is found to be false. The Corporation/Partnership/Not-for-Profit will advise the City of Gulfport if any of the above information changes after submission of this Bid.

SIGNATURE:_____

POSITION WITHIN CORPORATION/PARTNERSHIP/NOT-FOR-PROFIT_____

STATE OF MISSISSIPPI

Sworn to and subscribed before me this
the ____ day of _____, 2012.

Notary SEAL